

ANNUAL BUDGET

The school budget is the legal basis for the establishment of the tax levy. It is the official document that describes the programs to be conducted during a given period of time. It is the operational plan, stated in financial terms, for the conduct of all programs in the school system.

The annual school budget process is important to school district operations and serves as a means to improve communication within the school organization and with the residents of the school community.

The budget will be presented to the public in three components (to be voted upon as one proposition):

1. A program component, which includes all program expenditures of the district, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;
2. A capital component, which includes all transportation capital, debt service and lease expenditures; costs resulting from court judgments, administrative orders or settled or compromised claims; and all facilities costs of the district, including facilities lease expenditures, annual debt service and total debt for all facilities financed by bonds and notes of the district, and costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that the budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operation and maintenance charges, cost per square foot for each facility leased by the district, and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repair of school facilities;
3. An administrative component, which includes office and central administrative expenses, traveling expenses, salaries and benefits of all certified school administrators and supervisors who spend a majority of their time performing administrative or supervisory duties, all expenditures associated with the operation of the school Board, the office of the Superintendent of Schools, general administration, the school business office, any consulting costs not directly related to direct student services and programs, planning, and all other administrative activities.

In addition, each component must be separately delineated in accordance with Regulations of the Commissioner. The budget will categorize revenues, property tax refunds, expenditures, budget transfers and fund balance information. Finally, the budget will be written in plain language and organized in a manner which best promotes the public's understanding of its contents.

The budget will be completed at least seven days before the public hearing at which the Board will present the budget to the voters. Copies of the budget will be made available upon request to residents within the district (not just district taxpayers) during the 14 days preceding the date of the annual meeting and election at each school house in the district between the hours of 8:00 a.m. and 3:30 p.m. on each day other than Saturday, Sunday or holidays. In addition, at least once during the school year, the Board will include, in a district-wide mailing, notice of the availability of copies of the budget.

The following documents will be attached to the budget:

- a detailed statement of the total compensation to be paid to the Superintendent of Schools, and any assistant or associate superintendent in the coming school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;
- a list of all other school administrators and supervisors, if any, whose annual salary will be above the State threshold or more in the coming year, along with their title and annual salary; and
- a school district report card detailing the academic and fiscal performance of the district.

The Board may not submit the proposed budget or a related proposition to the voters more than twice. If the voters fail to approve the proposed budget or budget proposition after the second submission, or if the Board elects not to put the proposed budget to a public vote a second time, the Board must adopt a contingency budget.

The Board may use district monies to present educational and information material about the annual budget and related information to the voters. It shall not, however, use these funds to urge voters to cast their ballots in a particular fashion.

Contingency Budget

In the event the voters reject the proposed budget, the Bainbridge-Guilford Board of Education may resubmit the original budget or a revised budget to the voters for approval. The maximum number of votes is two.

The contingency budget provides for ordinary contingent expenditures which are all of the expenditures necessary to provide minimum services legally required to:

- operate and maintain schools and educational program;
- preserve property of the district to assure the health and safety of the students and staff; and
- fund interscholastic athletics and field trips

The contingent budget has two caps:

1. The total budget is capped at the lesser percent increase of 120% times the Consumer Price Index (the average national CPI for the previous twelve months) or a four percent increase over the previous year's budget. Expenditures excluded in the total budget cap include:
 - tax certiorari proceedings
 - court order or judgement
 - emergency repairs to school building / equipment
 - capital expenditure: construction, acquisition, reconstruction, rehabilitation or improvement, debt service; lease
 - expenses due to: increases in enrollment (documentation will need to be provided explaining why there will be increases in expenses)
2. There will be an administrative cap. The cap will be the lesser of the percent that the administrative component had comprised in the year prior, exclusive of the capital component, or the percent that the administrative component had comprised the last proposed defeated budget, exclusive of capital component. The administrative cap is calculated by dividing the administrative component by the sum of the administrative and program components.

The resolution of the Board adopting the contingency budget must include:

- the percentage (%) of increase or decrease over prior year's budget and
- the reason for any excluded expenditures.

Ref:

Contingency Budget

In the event the voters reject the proposed budget, the Bainbridge-Guilford Board of Education may resubmit the original or a revised budget to the voters for approval.

The contingency budget will provide for all necessary teaching personnel and other ordinary contingent expenses, which, while not limited to, may include the following:

1. instructional supplies for teachers;
2. salaries for essential non-instructional personnel;
3. fuel, water, light and power;
4. emergency repairs of school property;
5. necessary travel expenses of school officials and employees on official business;
6. maintenance of sanitary facilities;
7. option on land for a proposed school site;
8. expenditures for legal services;
9. expenditures for advising voters concerning school matters;
10. telephone;
11. rental of temporary facilities as requisite classrooms to alleviate overcrowding;
and
12. expenditures for library books and other instructional materials associated with a library.

Before implementing the contingency budget, the Board shall refer it to the school attorney for review.

Ref: Education Law §§ 1609; 1709(16); 2021; 2022; 2023; 2024

BP 6150
Adopted: 6/15/95

Budget Transfers

The transfer of funds between and within functional unit appropriations of the General Fund is commonly required during the school year. The Superintendent of Schools, in accordance with the Regulations of the Commissioner of Education, is authorized to make budget transfers between line item accounts, so long as the transfer for any one item does not exceed the greater of \$1,000 or ten percent (10%) of the amount appropriated by the Board for that category. All transfers in excess of the greater of ten (10%) percent or \$1,000 require prior Board approval.

Ref: Education Law § 1718

BP 6210
Adopted: 6/15/95
Revised: 12/10/03

Local Tax Levy

Sufficient local tax revenue shall be raised to meet the requirements of the total school district budget, less an amount equal to all other income sources available to the school district.

After August 1, and following receipt of the final equalization rate and assessment rolls, a tax levy shall be set which will generate that portion of the school district budget requirement to be provided at the local level. Separate tax rates shall be set for each of the townships within the school district. The Bainbridge-Guilford Board of Education shall approve the tax levy and shall issue a warrant for the collection of taxes.

The Superintendent of Schools, in cooperation with the School Business Manager, shall set the tax collection schedule for the district. Each statement of taxes will include a separate listing for the amount of taxes attributable to public library purposes. Tax collection shall be accomplished by mail or by direct payment to the place designated by the Board of Education.

Taxes will be collected during the first thirty (30) days with no penalty, during the second thirty (30) days with a two (2%) percent penalty and for at least one day in November with a three (3%) percent penalty as approved by the Board of Education so that uncollected taxes can be returned to the County Treasurer on November 15.

Upon resolution of the Board of Education, a list of all unpaid taxes shall be returned annually to the County Treasurer not later than November 15.

Ref: Education Lamps §§ 2201; 2022; 2023; 2130

BP 6230

Adopted: 6/15/95

Federal Funds

The Bainbridge-Guilford Board of Education shall consider whether to apply for any federal aid for which it is eligible. The administrative staff has the responsibility to evaluate federally-funded programs including their possible benefits to the children and youth in the school district, apprise the Board of the worth of each, and make recommendations accordingly. A separate federal aid fund shall be maintained to record all financial transactions in federally-aided programs and projects. A separate bank account, distinct from all other district accounts, shall be maintained for federal funds.

Ref: Education of All Handicapped Children Act, 20 USC §§ 1401 et. seq. Equal

Chapter I PSEN Programs and Services

The Board of Education shall apply for approval to expend federal funds under Chapter I or Title I of the Elementary and Secondary Education Act and state funding under the Pupils with Special Educational Needs (PSEN), and pupils with compensatory educational needs (PCEN) programs.

Guidelines

All federal and state guidelines as regulated will be followed.

Ref: 8 NYCRR Part 149
34 CFR Part 75

Applicant's Guide and Instructions for Consolidated Application and The Program Information Report, The University of the State of New York (1989)

Pupils With Compensatory Educational Needs: Questions and Answers July 1987, The University of the State of New York (1987)

Chapter 1 Policy Manual, Office of Elementary and Secondary Education Compensatory Education Programs(1990)

BP 6240

Adopted: 11/18/93

Revised: 4/4/96;

Revised: 12/10/0

Revised: 5/1/14

REQUIRED POLICY

Investment Policy

Scope

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

Objectives

The primary objectives of the School District's investment activities are, in priority order, to:

1. conform with all applicable federal, state and other legal requirements (legal);
2. adequately safeguard principal (safety);
3. provide sufficient liquidity to meet all operating requirements (liquidity); and
4. obtain a reasonable rate of return (yield).

Delegation of Authority

The governing Board's responsibility for administration of the investment program is delegated to the Business Official who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

Prudence

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the School District to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the

safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Diversification

It is the policy of the School District to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Internal Controls

It is the policy of the School District for all moneys collected by any officer or employee of the government to transfer those funds to the treasurer within five business days of deposit, or within the time period specified in law, whichever is shorter.

The treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

Designation of Depositories

The banks and trust companies authorized for the deposit of moneys up to the maximum amounts will be identified at the annual reorganization meeting.

<u>Depository Name</u>	<u>Maximum Amount</u>	<u>Officer</u>
National Bank & Trust Company	\$5,000,000	Manager of Bainbridge Branch
Wilber National Bank	\$5,000,000	Manager of Sidney Branch

Collateralization of Deposits

In accordance with the provisions of General Municipal Law, section 10, all deposits of School District, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

By a pledge of "eligible securities" with an aggregate "market value" as provided by GML section 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.

By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90

days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

By an eligible surety bond payable to the government for an amount equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims - paying ability is rated in the highest category by at least two nationally recognized statistical rating organizations.

Safekeeping and Collateralization

Eligible securities used for collateralization deposits shall be held by depository or a third party bank or trust company subject to security and custodial agreements as determined by the treasurer.

The security agreement shall provide the eligible securities are being pledged to secure the School District deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the School District to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the School District, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the School District or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodial for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency or reevaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

Permitted Investments

As authorized by General Municipal Law paragraph 11, the School District authorizes the treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

1. special time deposit accounts;
2. certificates of deposit;
3. obligations of the United States of America;
4. obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
5. obligations of the State of New York;
6. obligations issued pursuant to LFL paragraph 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the School District;
7. obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;
8. certificates of Participation (COPs) issued pursuant to GML 109-b; and
9. obligations of this School District, but only with any moneys in a reserve fund established pursuant to GML paragraph 6-d, 6-j, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the School District within two years of the date of purchase.

Authorized Financial Institutions and Dealers

The School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the School District conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the School District. Security dealers not affiliated with the New York Federal Reserve Bank, as primary dealers. The treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

Purchase of Investments

The treasurer is authorized to contract for the purchase of investments:

1. directly, including through a repurchase agreement, from an authorized trading partner;
2. by participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets All the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board; and
3. by utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the School District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, paragraph 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

1. all repurchase agreements must be entered into subject to a Master Repurchase Agreement;
2. trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers;
3. obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America;
4. no substitution of securities will be allowed; and
5. the custodian shall be a party other than the trading partner.

APPENDIX A
Schedule of Eligible Securities

_____ (I) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.

_____ (ii) Obligations issued or full guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.

_____ (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.

_____ (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.

_____ (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

_____ (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

_____ (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

- _____ (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- _____ (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- _____ (x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- _____ (xi) Zero coupon obligations of the United States government marketed as "Treasury strips."

Ref: General Municipal Law § 39

BP6255

Adopted: 05/04/06

DONATIONS, GIFTS AND PRIVATE GRANTS POLICY

The Board of Education may accept gifts of money, real and/or personal property for the benefit of the district if the Board believes the donation is in the district's best interest and that no conflict of interest or appearance of impropriety will be created by acceptance of the gift.

DONATIONS, GIFTS AND PRIVATE GRANTS PROCEDURE

The Board of Education may accept donations, gifts and grants of real and/or personal property to be used by the schools or to be held in trust for the purpose of awarding scholarships. Grants of real property for siting school buildings may be accepted without voter approval, although the voters must approve any construction to be performed on the land. The Board will accept a gift or private grant only when legally and ethically appropriate.

Donations are to be made through the Superintendent of Schools. Donations may be in the form of money, supplies/equipment or property. The following guidelines must be followed in accepting such donations:

A. Money Donations

1. At no time will a donation of money be given directly to a staff person or students.
2. All donations of cash or checks must immediately be sent by the administration to the Superintendent who turns it over to the School Business Manager for deposit.
3. The School Business Manager will prepare the necessary Board resolutions accepting the donation of cash.
4. Student groups with a formal organization and faculty advisor receiving monetary gifts will process such gifts through their organization's financial accounts.

B. Donation of Supplies, Equipment, or Property

1. Notification of the receipt of supplies and equipment donations are to be sent immediately by the administration to the Superintendent. The Superintendent will then prepare a detailed description of the items(s) received including a statement of when receipt of the donation took place.
2. The Superintendent will prepare Board resolutions to accept the donated item(s).
3. Donations of property must be accepted through the Superintendent who will work through the school attorney to advise the Superintendent and Board of Education regarding deed searches, property transfers and procedures for proper formal acceptance.

The Superintendent and the Board will consider the following guidelines in determining the propriety of a proposed gift or grant:

1. The gift or grant should have a purpose consistent with those of the district;
2. The gift or grant should be offered by an acceptable donor;
3. The gift or grant should not begin a program the Board would be unwilling or unable to fund, once the gift or grant is expended;

4. The gift or grant should not result in additional or hidden costs to the district;
5. The gift or grant should not place undue restrictions on the district or its programs;
6. The gift or grant should not be inappropriate or harmful to the students' education; and
7. The gift or grant should not imply endorsement of any business or product.

Ideally, all gifts or grants should be given to the district without strings or conditions attached. However, occasionally, testamentary gifts or devises may provide for a return of the property or funds to the testator's estate if no longer used for school district purposes. Moreover, gifts and grants should be offered to and accepted by the district for the benefit of the entire district, although the Board, in its discretion may direct the Superintendent of Schools to apply a gift or grant to one particular school.

The Board is prohibited from making contributions from school district funds to any charitable organization, no matter how worthy it may be.

BP 6400
Adopted: 6/15/95

Depositories of Funds

The Bainbridge-Guilford School district funds shall be deposited in depositories duly designated by the Board of Education. The designated depositories are required to fully collateralize all deposits.

Ref: Education Law 2129,2130(4)

BP 6410
Adopted: 5/2/96
Revised: 12/10/03

Authorized Signatures

The Board of Education authorizes the single signature of the District Treasurer on all district checks for the payment of all salaries, bills, expenses; obligations, and liabilities of the district. In case of the Treasurer's absence or inability to perform his/her duties, the Superintendent is authorized to sign in his/her place and stead. Extra-classroom activity checks shall be signed by the Treasurer of the extracurricular activity fund.

The Board authorizes the use of a machine check-signer to stamp school district checks with the required signature. The checks signing device must be a recognized manufactured product with safeguards for the school district's protection. The Treasurer has the responsibility of preventing unauthorized use of the check-signer.

The Board authorizes the district clerk, treasurer and president of the Board to sign such contracts, documents, papers, agreements, writings and other instruments in writing as are authorized by the Board or required by law to be executed.

In the absence or inability of the president of the Board to sign any of the above documents, the vice-president of the Board is authorized to sign in his/her place and stead.

Ref: Education Law §§1523; 1709(29); 1720

MEMORIAL CONTRIBUTIONS

The Board of Education shall consider the acceptance of memorial donations in honor of staff, students, or persons of special significance to members of the Bainbridge-Guilford communities. Such memorials may take the form of scholarships or awards, planting of trees, or other donations.

Suggestions for the use of memorial funds will be solicited from a committee representative of the Bainbridge-Guilford communities and involve consultation with the family of the individual being memorialized. The committee will be appointed on an ad hoc basis by the Superintendent.

A recommendation as to the proposed use of the memorial funds will be submitted to the Superintendent.

All donations solicited for a memorial will be collected in accordance with Policy 6255; Donations, Gifts and Private Grants Policy. The Superintendent or his/her designee will complete the required submission of information regarding the donation including the purpose, administration of the fund and methods of disbursement, if appropriate, and other related information. The School Business Manager will prepare the necessary Board resolution accepting the donations.

A listing of contributors will be kept by the School Business Manager. Acknowledgment of the receipt of gifts will be sent to contributors and family members by the Superintendent.

BP 6500

Adopted: 05/02/96

Bonded Employees and Officers

No money other than petty cash shall be kept in any school building overnight without the permission of the building administrator or superintendent. The Bainbridge-Guilford Superintendent of Schools shall inform all employees of this requirement and enforce this policy. In such cases the building administrator will designate a safe place for the money over night.

School employees are held personally responsible for funds which they collect during the course of their assigned duties and responsibilities.

All school employees, officials and members authorized to sign checks or required to handle school funds will be covered by a blanket bond furnished by the school district in such amounts as recommended by the Superintendent.

Ref: Education Law §§ 1523, 1709

BP 6600 REPLACED with 4001 New Manual 1-11-2018

Accounting System

The Bainbridge-Guilford School district will use the Uniform System of Accounts for School Districts, a double-entry accounting system which is recommended by the New York State Education Department and the Department of Audit and Control. Accounts will reflect expenditures by function, objects of expense coded in detail by program, and by school building location.

This standard accounting system may be supplemented by any additional accounts or records that may be useful in yielding fiscal information that might enhance fiscal decision-making by the Board.

The accounting system will:

1. safeguard school district funds from loss, theft, waste or misuse;
2. promote budgetary control;
3. provide information that is necessary in policy formulation;
4. provide information that is necessary to the public and the school system;
5. provide necessary data for state reports; and
6. show compliance with legal mandates.

Ref: Education Law §§ 2116-a; 2590M
General Municipal Law § 36

Types of Funds

The Bainbridge-Guilford Board of Education recognizes the necessity of establishing an orderly and efficient accounting system of district monies. Therefore, in compliance with the Uniform System of Accounts for School Districts, the Board will designate various district funds to ensure the proper deposit and expenditure of monies. These funds will include any or all of the following:

1. general fund;
2. cafeteria fund;
3. capital fund;
4. payroll fund;
5. agency fund;
6. tax Certiorari fund;
7. special Aid fund;
8. expendable trust fund;
9. capital reserve fund; and
10. debt service fund.
11. Employee benefit fund

Ref: 8NYCRR, Section 1702

Financial Reports and Statements

The Bainbridge-Guilford Superintendent of Schools will keep the Board of Education informed in a timely manner about the financial status of the district. The Superintendent should highlight any deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to the Board to remedy the situation.

The district will cooperate with governmental agencies and research organizations by complying with their requests for data concerning the fiscal operations of the district.

The School Business Manager shall prepare and submit, through the Superintendent, to the Board and the Commissioner of Education, such reports as are prescribed by law.

Reports shall include:

Period

- | | | |
|-----|---|-----------|
| 1. | trial balances of all operating funds | Monthly |
| 2. | encumbrance report by functional units | Monthly |
| 3. | real property tax collections | Monthly |
| 4. | general fund investment program | Monthly |
| 5. | clerk's and treasurer's financial reports | Monthly |
| 6. | warrants - general fund, lunch fund, capitol fund | Monthly |
| 7. | revenues, general fund | Monthly |
| 8. | detailed encumbrance report - general fund | Quarterly |
| 9. | year end financial report | Annually |
| 10. | comparative balance sheet of all operations | Annually |
| 11. | cost analysis | Annually |

Ref: Education Law §§ 1610; 1721; 2117; 2528; 2577; 2590-i
8 NYCRR §§ 155.1; 170.1; 170.2

BP 6640

Adopted: 6/15/95

Inventories

In accordance with The Uniform System of Accounts for School Districts and the recommendations of the State Comptroller's Office, an inventory of fixed assets and other equipment and property of the district shall be maintained by the business office with the cooperation of all building and department administrators.

The business office shall develop and maintain a system of internal controls for all fixed assets and other inventoried district property, including a property register which shall be updated on an ongoing basis. The business office may use the assistance of outside advisors or appraisers in carrying out this responsibility.

Ref: Uniform System of Accounts for School Districts - Fiscal Section

Internal Auditor

The Bainbridge-Guilford Board of Education will designate and appoint an internal auditor for the district. The internal auditor shall serve at the pleasure of the Board.

The internal auditor is responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against the school district. The auditing process should determine that the:

1. proposed payment is for a valid and legal purpose;
2. obligation was incurred by an authorized district official;
3. items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
4. obligation does not exceed the available appropriation; and
5. submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order or contract upon which it is based.

Ref: Education Law § 1709 (20-1); 1724; 2509; 2526; 2554(b)
8NYCRR §§ 170.2

Petty Cash/Petty Cash Accounts

Petty cash funds shall be established at each school, the maintenance facility, and the business office for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of each fund will not exceed \$100.00. The Board of Education, upon the recommendation of the Superintendent of Schools, shall appoint a bursar for each petty cash fund who shall administer and be responsible for such fund.

Receipts and cash-on-hand must always total the authorized fund amount. All disbursements from such funds are to be supported by receipted bills, paid-out slips or other evidence documenting the expenditure.

Payments may be made from petty cash for materials, supplies, or services only when payment is required on delivery. Sales tax on purchases will not be paid by the school district from petty cash funds. Reimbursement of petty cash funds, up to the extent of expenditures, will be made periodically upon submission of a report of expenditures with appropriate documentary support. Each fund will be closed at the end of the school year.

Ref: Education Law 1604(21); 1709(29)
8NYCRR §§ 170.4

Petty Cash Accounts Regulation

The Custodian of each petty cash fund will be responsible for the following method of record keeping:

1. deposits to petty cash will be made from time to time in amounts which shall not exceed payments made in cash from the fund;
2. payments made from the funds will be indicated by receipts, receipted bills or other evidence of payments in form available for audit;
3. disbursements will be acknowledged by the signature of the individual receiving payment;
4. each disbursement will be properly budget coded prior to the disbursement of funds; and
5. a request to replenish the petty cash fund from time to time will be accompanied by a summary sheet, signed by the fund custodian, with all expenditures properly accounted.

The custodian will disburse petty cash only for payment for materials, supplies and services, only when payment is required upon delivery.

Petty cash funds will be closed out on June 30 and reestablished by the Bainbridge-Guilford Board of Education action at the organization meeting of the Board in July.

Ref: LAMPS Documents

BP 6700

Adopted: 01/21/93

Revised: 10/94

Reviewed: 5/1/14
REQUIRED POLICY

Purchasing

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and related services. The purchasing function will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board of Education.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with all purchases whenever feasible and in the best interest of the school district.

In furtherance of that goal, the district's purchasing activity will strive to meet the following objectives to:

1. effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed, as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the pupils is the foremost consideration in making any purchase;
3. ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the school district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors.

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of procedures and standard forms for use in an purchasing and related activities in the school district. Such procedures shall comply with all applicable laws and regulations of the State and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

Ref: Education Law §§305(14); 1709(9); 1709(14); 1709(22)
General Municipal Law §§100-a; 103; 103-d; 109-a; 801 et seq.
General Municipal Law §§104-b, December 1991
Matter of Exley v. Village of Endicott, 51 NY2d 426 (1980)
Jered Contracting Corp. v. NYC Transit Authority, 22 NY2d 187 (1968)
Matter of Coram Bus Service, 23 EDR 493 (1984)
Matter of Educational Bus Transportation, Inc. 15 EDR 1 (1975)
BP 2160, School Board Member Ethics

BP 6710
Adopted: 05/04/06
Reviewed: 5/1/14
REQUIRED POLICY

PURCHASING AUTHORITY

The Board of Education designates the School Business Manager as the Purchasing Agent for the school district. The School Business Manager will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the district.

All purchases shall be made through the Business Office by the Purchasing Agent.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

The Purchasing Agent, with the assistance of all staff members, shall develop and maintain a standard list of commonly needed school supplies and materials.

The Purchasing Agent shall be responsible for the preparation of all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. If there are questions concerning specifications, the Purchasing Agent will consult with the requisitioner to clarify the matter so as to ensure that the appropriate goods or services are obtained.

BP6720
Adopted: 01/21/93
Reviewed: 5/1/14
Revised: 5/31/18
REQUIRED POLICY

Competitive Bidding Requirements

The Purchasing Agent has the authority to prepare, advertise and open bids for all purchase contracts and contracts for public work, if formal competitive bidding is required by Section 103 of the General Municipal Law. Contracts shall be awarded to the lowest responsible bidder who meets specifications, however, the Board authorizes that purchase contracts may also be awarded on the basis of best value, as defined in State Finance Law § 163.

The Purchasing Agent, subject to approval of the Superintendent of Schools, will be responsible for the development and administration of regulations for the competitive purchasing of goods and services by the school district in compliance with the requirements of the General Municipal Law.

Ref: Education Law §§1619; 1725; 1725-a; 2513; 2556
General Municipal Law §§100; 103; 103-d; 104; 105; 109-b
Correction Law §184
State Finance Law §§163; 175-a; 175-b
Local Finance Law §§20.00; 135.00
Abco Bux v. Macchiarola, 75 AD2d 831, dissenting opinion, reversed on dissent,
52 NY2d 938 (1981)
Exley v. Village of Endicott, 51 NY2d 430 (1981)
Gerzof v. Sweeney, 22 NY2d 297 (1969)
Jered. v. NYC Transit Authority, 22 NY2d 187 (1969)
Randolf McNutt v. Eckert, 257 NY 100 (1931)
Hauger v. Earl, 275 AD 437 (3rd Dept., 1949)
Hurd v. Erie County, 34 Ad2d 289 (1971)
Orange Front Paint v. Scaramuccia, 59 AD2d 894 (1978)
Progressive Dietary v. Wyoming City, 90 AD2d 214 (1983)
Tufaro v. Board of Education, 79 AD2d 376 (1981)
Varsity Transit v. NYC Bd. Of Ed., 130 AD2d 581 (1987)
Matter of Jester, 1 EDR 259 (1959)
9 Op.St.Compt. 1953, p.421
Op.St.Compt. 81-224
Op.St.Compt. 83-22
Op.St.Compt. 86-19; 86-25
Op.St.Compt. 87-46
6720-R

Competitive Bidding Procedures

The requirements for formal competitive bidding are as follows:

1. all items must be bid when the cost of any single item or group of similar items is in excess of twenty thousand dollars (\$20,000);
2. all transportation must be bid where the cost of any single transportation service is in excess of twenty thousand dollars (\$20,000);
3. all repair or contract obligations involving the use of personnel and goods in a single project must be bid when such project costs exceed thirty five thousand dollars (\$35,000);
4. all items and/or groups of items whose total exceeds two thousand dollars (\$2,000), but is less than ten thousand dollars (\$10,000), will require at least three (3) informal quotations either by a request for quotation form mailed to bidders, or by telephone and documented on a request for quotation form, when time is of the essence. All items and/or groups of items whose total exceeds ten thousand dollars (\$10,000), but is less than twenty thousand dollars (\$20,000), will require at least three (3) formal written requests for quotation forms mailed to bidders. A written proposal may be accepted in lieu of a request for proposal form at the discretion of the Purchasing Agent;
5. a "Notice to Bidders" shall be published in the officially designated newspaper at least three times commencing not less than twenty-one (21) days prior to the bid opening date. Notices may also be mailed to potential bidders sufficiently in advance of the scheduled bid opening date to permit timely preparation and submission of bids;
6. bids shall be received until the opening time designated in the official notice. All bids shall be date stamped upon receipt and kept in a secure location until the time for opening. Bids shall be opened at the time and place set forth in the "Notice to Bidders." There will be at least two (2) district employees present at each bid opening, including the purchasing agent or his/her designee. All interested parties may also attend the opening of bids;
7. after being opened, all bids shall be recorded and analyzed. The purchasing agent shall make a recommendation to the Board of Education as to the lowest responsible bidder who has met or complied with the bid specifications;
8. in the event there are two or more bona fide low responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase. In making an award in

- the case of tied low bidders, the Board may give consideration to a local business or supplier;
9. bid bonds or deposits of five percent (5%) of the bid price may be required, at the discretion of the purchasing agent, on all purchase contracts of less than \$35,000. Bid bonds or deposits of five percent (5%) of the bid price are required for labor or service contracts. Performance bonds of one hundred percent (100%) of the bid price are required for all contracts in excess of \$35,000. Performance bonds on contracts for less than \$25,000 may be required, at the discretion of the purchasing agent;
 10. every bid shall contain the certification, properly exhausted by the bidder required by Section 103-d of the General Municipal Law; and
 11. minor deviations from specifications of compliance with bidding requirements may be waived by the Board, upon the recommendation of the purchasing agent. The purchasing agent shall determine all questions of comparability or equivalency.

Ref: Education Law §§1619; 1725; 1725-a; 2513; 2556
 General Municipal Law §§100; 103; 103-d; 104; 105; 109-b
 Correction Law §184
 State Finance Law §§163; 175-a; 175-b
 Local Finance Law §§20.00; 135.00
 Abco Bux v. Macchiarola, 75 AD2d 831, dissenting opinion, reversed on dissent, 52 NY2d 938 (1981)
 Exley v. Village of Endicott, 51 NY2d 430 (1981)
 Gerzof v. Sweeney, 22 NY2d 297 (1969)
 Jered. v. NYC Transit Authority, 22 NY2d 187 (1969)
 Randolph McNutt v. Eckert, 257 NY 100 (1931)
 Hauger v. Earl, 275 AD 437 (3rd Dept., 1949)
 Hurd v. Erie County, 34 Ad2d 289 (1971)
 Orange Front Paint v. Scaramuccia, 59 AD2d 894 (1978)
 Progressive Dietary v. Wyoming City, 90 AD2d 214 (1983)
 Tufaro v. Board of Education, 79 AD2d 376 (1981)
 Varsity Transit v. NYC Bd. Of Ed., 130 AD2d 581 (1987)
 Matter of Jester, 1 EDR 259 (1959)
 9 Op.St.Compt. 1953, p.421
 Op.St.Compt. 81-224
 Op.St.Compt. 83-22
 Op.St.Compt. 86-19; 86-25
 Op.St.Compt. 87-46
 6720-R

BP6730

Adopted: 01/21/93

Reviewed: 5/1/14

REQUIRED POLICY

Cooperative Purchasing

The Board of Education endorses the concept of cooperative purchasing when such method is in the best interest of the school district. The Purchasing Agent designated by the Board is authorized to explore the possible participation by the school district in cooperative purchasing ventures with other school districts and municipalities. All proposals and contracts for cooperative purchasing ventures shall be submitted to the Board for consideration and approval.

Ref: Education Law §1950
Municipal Law §119-o

BP6731
Adopted: 01/21/93
Reviewed: 5/1/14
REQUIRED POLICY

State Contracts

Whenever it is feasible and in the best interests of the school district, purchases of materials, supplies or equipment (except printed material), in excess of one thousand dollars (\$1,000), shall be made through New York State and County Government contracts. The school district may purchase, without bidding, and whenever prices and quality are equal, any suitable products or services (as determined by the Commissioner of General Services) which are manufactured, assembled, produced or provided by the blind or other severely handicapped persons from approved, qualified charitable or nonprofit-making agencies. The same purchasing policy shall apply to items made in the facilities under the jurisdiction of the New York State Department of Correction.

Ref: Correction Law §§184;186
General Municipal Law §§103(3); 104;109-a
State Finance Law §§175-a;175-b, 1978
Op. St. Compt. 78-800 (unreported) 1986
Op St. Compt. 86-55

BP6740

Adopted: 8/15/02

Reviewed: 03/06/14

REQUIRED POLICY

Instructional Materials in Alternative Formats

The Board of Education directs the district administration to create a plan for providing students with disabilities instructional materials in alternative formats appropriate to their individual needs. Such plan shall be reviewed on an annual basis.

AR6740

Adopted: 8/15/02

Reviewed: 03/06/14

REQUIRED POLICY

Plan to Provide Instructional Materials in Alternative Formats

1. Alternative format shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the school district, including but not limited to braille, large print, open and closed captioned, audio, or an electronic file in an approved format. Electronic file shall mean a file compatible with at least one alternative format conversion software program that is appropriate to meet the needs of the individual students.
2. The district shall amend procurement policies pertaining to the purchase of instructional materials to provide a preference for vendors agreeing to provide instructional materials to the district in alternative format. Bidding specifications for instructional material will also reflect the preference.
3. In situations where an electronic file is provided to a student, such file shall be provided to the student through the Special Education Department. The Special Education Department will then work in conjunction with District Computer Professionals and the manufacturer of the electronic file to convert the program to an accessible format such conversion shall occur within a reasonable amount of time of the electronic file being provided to the student.
4. The Special Education Department shall, upon completion of annual review for a student requiring instructional materials in alternative formats for the upcoming year, take reasonable steps to ensure that such instructional materials are ordered and present in the district prior to the start of the next school year.
5. Ordering timelines for the district shall be concurrent with the timelines reflected by law and regulation for implementation of an IEP or 504 plan.
6. In cases where a student enrolls during the school year, the district shall apply the timelines under law and regulation for implementing an IEP when ordering alternative format instructional materials.

BP6770
Adopted: 05/04/06

USE OF THE SCHOOL PURCHASING SYSTEM FOR PERSONAL GAIN

Neither employees nor any other person shall use the Bainbridge-Guilford Central School District purchasing system to order and/or receive any item or service except as authorized by New York State Law.

The District's purchasing system is to be used only by Board authorized personnel, for legally valid purposes. Use of the District's purchasing system for personal convenience, to avoid the payment of State sales tax, to receive discounts available to the District, or for any other tangential illegal reason is prohibited. Any violation of this policy shall be reported to the Superintendent of Schools.

BP 6800
Adopted: 6/15/95
Revised: 12/10/2003

Payroll Procedures

A duly certified payroll is one that has been examined and approved by the Superintendent, or in his/her absence, the School Business Manager. It shall be the responsibility of the School Business Manager and his/her staff to prepare all payrolls.

The internal auditor will periodically test the district payrolls to verify accuracy and appropriateness.

Ref: Civil Law §§ 100
Education Law §§ 1604; 1719; 1720; 2116-A

USE OF CREDIT CARDS

The Board of Education permits the use of district credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. A list of those individuals that will be issued a district credit card will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July. All credit cards will be in the name of the school district.

The district shall establish a credit line not to exceed \$5,000 for each card issued and an aggregate credit limit of \$20,000 for all cards issued to the district.

The Board shall ensure that the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent of Schools, in consultation with the Business Manager shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Business Manager shall periodically, but no less than twice a year, monitor the use

of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

USE OF CELL PHONES

The Board of Education recognized that certain district employees will be required to carry district-owned cell phones in order to meet their job responsibilities.

A list of job titles requiring district-owned cell phones shall be maintained in the Business Office and reported to the Board for its approval each year at its reorganizational meeting in July. All cellular telephone contracts shall be secured through the appropriate purchasing process and shall be subject to review and approval by the Board.

Cell phones are to be used for school district business purposes only and anything other than incidental private use is prohibited. Failure to follow these guidelines may result in employee payment of charges in excess of basic plan minutes if not job related, revocation of the phone and/or discipline of the employee.

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office. Since employees are responsible for the safe return of district-owned cell phones, employees who use district-owned cell phones may be liable for damages or loss which occur during the period of its use.

At least once per year, the Business Office shall evaluate and report to the Board on the cost and effectiveness of the district's cellular telephone plan.

BP 6830
Adopted: 5/2/96
Revised: 6/1/06

EXPENSE REIMBURSEMENT

School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for school related activities.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate fixed by the Board of Education for business travel. Tax exemption certificates shall be issued and utilized as appropriate.

The Board President shall determine and approve which meetings and conferences may be attended by Board members and the Superintendent of Schools.

The Superintendent shall determine, in the first instance, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all receipts or other expense documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator, and after such claim has been audited and allowed.

Regulations concerning expense reimbursement shall be attached to this policy and shall be reviewed annually and revised as appropriate.

EXPENSE REIMBURSEMENT PROCEDURE

The district shall reimburse district employees, officials and member of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school-related business upon receipt of a completed voucher with itemized receipts along with approved attendance form. The following rules shall guide the reimbursement of school-related travel expenses:

Transportation

- Travel shall be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
- If travel is by private automobile, mileage shall be reimbursed at the level approved by the Board of Education for business travel. Parking and tolls will also be reimbursed but gasoline will not.
- Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.
- Air travel is only allowed when determined by the Board President or the Superintendent to be in the district's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.

Lodging

- Persons traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The district will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location.
- When the rate is pre-determined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate notwithstanding what the federal travel reimbursement rate is. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board President (for members of the board and the Superintendent) and the Superintendent (for all others) prior to the stay.

Meals

Reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be as follows:

- Breakfast \$8.00
- Lunch \$12.00
- Dinner \$30.00

OR

- Daily Total \$45.00

Personal Expenses

The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and any more than one phone call home per day and transportation costs unrelated to district business.

BP 6890

Adopted: 6/15/95

Revised: 12/10/03

Revised: 09/28/04

Revised: 6/1/06

Disposal of District Property

Building Principals and Supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year a determination shall be made of equipment, supplies and/or materials that are obsolete and can't be salvaged or utilized effectively or economically by the school district. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price. The School Business Manager shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the school district;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless.

The School Business Manager shall report an inventory of all items identified as obsolete or surplus to the Board of Education with a recommendation for disposing of such items.

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. Items shall be offered for sale to the general public except that no Board member, officer or school district employee involved in the purchasing function shall be eligible to bid on the equipment, supplies and/or materials; and
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

Private sale of surplus equipment to a Board member or other school official who is involved in the purchasing function is generally prohibited by the conflict of interest provisions of the General Municipal Law. Although not illegal per se, sale to other district employees is not advisable since it may open the Board to charges of impropriety or waste.

Ref: NYS Constitution Article VIII, Section 1
General Municipal Law Section 51, 800 et. seg.