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SURING PUBLIC SCHOOL DISTRICT

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FISCAL MANAGEMENT GOALS

1. Encourage advance planning through the best possible budget procedures.
2. Explore all practical and legal sources of dollar income.
3. Guide the expenditure of funds so as to achieve the greatest educational returns.
4. Require maximum efficiency in accounting and reporting procedures.
5. Maintain a level of per pupil expenditure needed to provide high quality education.

LEGAL REF.: Wisconsin Statutes Sections 120.10, 120.12(3)

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

620

ANNUAL OPERATING BUDGET

The annual operating budget is the means by which the Board secures adequate resources for its educational programs and operation of the school.

By law, the Board shall submit its proposed budget to a Budget Hearing prior to the Annual Meeting. The annual meeting shall take place at 8:00 p.m. on the Fourth Monday in July each year in the library of the Suring School. The Annual Meeting will set a tax levy to finance the budget. If the Board finds that this rate will not produce a sum to support the operation of the schools, the Board may, at its October meeting, vote a rate which will produce a sum sufficient to support the operation of the school.

LEGAL REF.: Wisconsin Statutes Sections 65.90, 120.12(3)  
APPROVED: DECEMBER 13, 1995  
REVISED: JULY 11, 2001  
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

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Budget Planning

1. Budget amounts will be based on program planning and recognition of priorities.
2. Major program changes for a fiscal year shall be proposed not later than February and shall be presented to the Board during its February meeting.
3. Initial budget amounts must be presented to the Board at least 60 days prior to the scheduled date for adoption of the budget. These first amounts shall represent an ideal program, with the amounts subject to adjustment depending on available resources.
4. Procedures shall provide for broad-based involvement of public, staff and students in program planning.
5. Accounting and reporting procedures will be used which provide reports of expenditures, encumbrances and balances on a monthly basis.

Budget Deadline

Fourth Wednesday in April – First presentation of budget to Board for review

Second Wednesday in June – Board adoption of budget

First Wednesday in July – Publication of Class I notice of public budget hearing and budget summary.

Fourth Monday in July – District Budget Hearing

Determination of Budget Priorities

When reviewing the first draft of the budget, the Board will establish priorities for the budget year and provide adequate funds for their accomplishment.

LEGAL REF.: Wisconsin Statutes Section 65.90

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

622

Fiscal Year

The fiscal year for the district is July 1 to June 30 inclusive.

LEGAL REF.: Wisconsin Statutes Section 115.001(13)  
APPROVED: DECEMBER 13, 1995  
REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

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Budget Implementation

The Board places the responsibility for administrating the operating budget, once adopted, with the superintendent. The Board also delegates to the superintendent the responsibility for establishing a system of fiscal control to govern the expenditure of funds. In establishing such a system, the superintendent will implement these general principles:

1. The budget will be administered in accordance with legal requirements of the state of Wisconsin. In keeping with this principal, the superintendent will ascertain the legality of all expenditures before recommending them to the Board for approval.
2. The school and each department must operate under budget controls established by the superintendent.
3. No expenditures of funds may exceed the major budget classification allowance to which it may be charged.

LEGAL REF.: Wisconsin Statutes Sections 65.90, 67.11, 120.13(33)  
APPROVED: DECEMBER 13, 1995  
REVISED: JULY 11, 2001  
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

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TAX AND DEBT LIMITATIONS

SURING PUBLIC SCHOOL DISTRICT

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STATE AND FEDERAL AID ELIGIBILITY DETERMINATION

SURING PUBLIC SCHOOL DISTRICT

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REVENUES FROM TAX AND NONTAX SOURCES

651

Revenues from Local Tax Sources

The annual budget derives its primary funding from the local tax base. Each municipality in the school district will be notified each year, as the information is received from the state, of the equalized value of the municipality on or before November 6 the amount of tax levy due the school district for the current school year.

LEGAL REF.: Wisconsin Statutes Section 120.12(3)  
APPROVED: DECEMBER 13, 1995  
REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

652

Revenue from State Tax Sources

The school district receives each year an amount of general state aid based on district equalized value and school district budget according to an aid formula subject to state legislative and administrative approval each year.

LEGAL REF.: Wisconsin Statutes Section 115.88, Chapter 121

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

653

Revenues from Federal Tax Sources

It is the objective of the Board to provide equal educational opportunities for all children within the area. It is the intent of the Board to study all federal legislation, with this philosophy in mind, selecting those particular parts of the legislation which will help the Board to provide better educational opportunities, better educational environment, and better physical and mental growth for each student.

The Board regards federal aid to local school districts and communities as a public trust, just as if the money came from our own local taxpayers. If the Board selects any particular areas in which this federal money can assist and provide a better education, this money will be spent wisely.

LEGAL REF.: Wisconsin Statutes Section 120.13(6)  
APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

654

Revenues from Investments

Frequently there will be a cash balance in a school district fund which is temporarily not needed.

It is the policy of the Board that any temporary balance in a school district fund which will remain unexpended for a reasonable period shall be invested as permitted by law.

The interest earned from such investments will be deposited to the general fund.

LEGAL REF.: Wisconsin Statutes Sections 34.05, 34.08, 66.04(2)

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

655

Gate Receipts and Admissions

Admission receipts of school events shall be adequately controlled. The principal(s) is/are responsible for the administration and supervision of all phases of school events for which an admission is charged.

APPROVED:           DECEMBER 13, 1995

REVISED:            DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

655.1

Free Admissions  
(Guest Passes for Senior Citizens)

Senior citizens of the district – persons 62 years of age or older – may be given a senior citizen guest pass, which shall permit them to attend all activities of the school, including athletic events, free of charge.

APPROVED:           DECEMBER 13, 1995  
REVISED:            JULY 11, 2001  
REVISED:            DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

656

Revenues from School Services and Sales

Income from school services and sales customers shall be charged on the basis of materials used and the time of any employee providing a service. All money received shall be turned in each day and shall go into the general account.

APPROVED:           DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

657

Revenues from School-Owned Real Estate  
(School Forest)

Revenue from the sale of any cutting in the school forest shall accrue to the general fund. Any sale shall result from advertised competitive bids under the direction of the Oconto County Forester.

APPROVED:           DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

660

MANAGEMENT OF FUNDS

661

Depository of Funds

Unless otherwise designated at a Board meeting, the F&M Bank Wisconsin will be the legal depository for funds of the Suring Public School District.

LEGAL REF.: Wisconsin Statutes Sections 34.05, 34.08, 34.09, 66.042, 120.12(7),  
120.16(5)+(6)

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

661.1

Authorized Signature

Facsimile signatures of the Board president, clerk and treasurer are to be used on checks on public funds deposited in designated depositories in the general account of the district. A manually written signature of the superintendent shall be used on checks on funds deposited in the activity fund covering deposits of school organizations, classes, and for other special purposes.

LEGAL REF.: Wisconsin Statutes Sections 66.042, 120.15(1), 120.16(2), 120.17  
CROSS REF.: 661.1-Rule, Procedures for Use of Check-Signing Machine  
APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

661.2

Check Signing Machine

The Board authorizes the use of check-signing software in accordance with the following provisions:

1. Check-signing signatures' shall include the Board president, the clerk and the treasurer.
2. The signing of blank checks is prohibited.
3. All void or spoiled checks shall be marked and retained and the signature section shall be marked over or removed and destroyed.

APPROVED:           DECEMBER 13, 1995

REVISED:           DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

661.3

Outstanding Checks

In an attempt to facilitate the process of reconciling the various checking accounts of the Suring Public School District and the management of cash funds, the Board of Education authorizes the bookkeeper to establish a procedure which will eliminate all checks that are outstanding in excess of one year between the date of issue and the closing date of the bank statement. This policy is adopted to ensure that all excess funds are invested and that short-term borrowing of funds does not exceed actual current needs.

APPROVED:           JUNE 14, 2000  
REVISED:            DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

662

Bonded Employees and Officers

The Board does not require bonding of Board members or school district employees.

LEGAL REF.: Wisconsin Statutes Section 120.13(23)

APPROVED: DECEMBER 13, 1995

REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

663

Cash in School Buildings

Monies collected by school district employees and by student treasurers will be handled with good and prudent business procedures, both to demonstrate the ability of school system employees to operate in that fashion and to teach procedures to students.

All monies collected will be receipted, accounted for, and directed without delay to the proper location for deposit.

In no case will monies be left overnight in the school except in the safe provided for valuables. Bank deposits will be made by the bookkeeper at least once weekly.

APPROVED:           DECEMBER 13, 1995

REVISED:           DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

664

Petty Cash Account

In order to facilitate small refunds and minor purchases, the bookkeeper shall establish a small petty cash fund. Expenditures against this fund must be itemized by the superintendent or designee and summarized on the last school day of each month. The fund shall be replenished as necessary as a general fund disbursement. After a budget item is exhausted, no expenditure against this item may be made, even from the petty cash fund.

APPROVED:           DECEMBER 13, 1995

REVISED:            DECEMBER 8, 2004

## SURING PUBLIC SCHOOL DISTRICT

665

### Student Activity Funds Management

The school board encourages fund-raising activities to support student clubs, organizations, class functions, and other activities; however, funds raised for school-sponsored activities must be turned over to the school activity fund and accounted for by the school board each year during the regular audit of district funds.

To help the board fulfill this obligation, the superintendent will:

1. Assign a faculty advisor to each student group that wishes to raise funds for its activities.
2. Inform the advisor that each fund-raising activity and each disbursement of funds must be approved in advance by the principal and checks signed by the superintendent or designee.
3. Inform the advisor of his/her responsibility to document the collection and disbursement of all funds, and to submit to the school board a complete record of the funds collected and disbursed at the end of each school year.

Any funds left in the account at the end of a school year may be carried over to support activities in the next school year, with the exception of funds raised by the senior class. Senior class officers, after covering the expenses and activities of their class, may designate how remaining funds will be spent. However, the funds unspent or undesignated for certain expenditures when the class graduates will become part of the school district's general fund.

LEGAL REF.: Wisconsin Statutes Sections 120.14, 120.16(2)(5), 120.18  
CROSS REF.: 665-Rule, Student Activity Funds Payment/Purchasing Procedures  
684, Audits  
APPROVED: DECEMBER 13, 1995  
REVISED: SEPTEMBER 13, 2000  
REVISED: MAY 14, 2008

## SURING PUBLIC SCHOOL DISTRICT

665-Rule

### Student Activity Funds Payment/Purchasing Procedures

Before any purchase can be made for a school organization or by a school employee purchasing materials or supplies for the school district and charged to the district, a purchase request or credit card use request signed by the principal must be obtained.

All organizations making payments are to fill out a expense/reimbursement request signed by a student officer and advisor. A check will be drawn on the activity fund. Treasurer record books are available from the bookkeeping office for organizations that have funds.

Students are NEVER to be given permission to charge anything to the Suring Public School District.

APPROVED:           DECEMBER 13, 1995  
REVISED:            SEPTEMBER 13, 2000  
REVISED:            MAY 14, 2008

SURING PUBLIC SCHOOL DISTRICT

670

EXPENDITURES

671

Salary and Payroll Management

671.1

Payday Schedule

The superintendent is authorized to certify payrolls which will then be issued twice monthly by the district bookkeeper.

Personnel receiving extra pay as sponsors of continuing special activities such as class and organization advisors, coaches, and fatigue duty shall be paid at the end of the year or their particular season.

APPROVED:           DECEMBER 13, 1995

REVISED:           DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

671.2

Expense Reimbursements

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required by the superintendent. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicles has been authorized, mileage will be reimbursed at a rate established by the Board.

APPROVED:           DECEMBER 13, 1995

REVISED:           JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

671.3

Salary Deductions

Salary deductions other than tax withholding are allowed only upon approval by the superintendent.

APPROVED:           DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

671.4

Tax Sheltered Annuities

An employee may be involved in a tax-sheltered annuity if approved by the superintendent.

APPROVED:           DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

672

Purchasing Procedures

Requisitions during the school year for new materials are to be presented to the principal for recommendation and/or approval. Purchases, in addition, will require approval of the Superintendent. Purchase orders for all items are to be written and signed by the Superintendent before purchase. All non-budgeted items over \$1000 must have board approval.

APPROVED:           DECEMBER 13, 1995

REVISED:           JULY 11, 2001

## SURING PUBLIC SCHOOL DISTRICT

672.1

### Bidding Requirements

It is the policy of the board to make purchases when practical on the basis of the lowest bid price for goods or services as specified by the board except that the board may reject lowest price or bid if in the opinion of the board:

1. There is a question of doubt if the vendor or agent can meet the commitment.
2. The vendor or agent has failed to meet purchase agreements in the past.
3. The goods or services on the basis of previous experience or knowledge of the board were not satisfactory.

All purchases less than \$2,000 in amount may be made in the open market, but shall, when possible, be based on at least three competitive quotations or prices. All purchases made in the open market shall be consummated after careful pricing.

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$2,000 or more shall be based, when possible, on at least three competitive bids.

Sealed bids may be taken on all single purchases of goods or services which exceeds \$5,000, and on all public construction with an estimated cost in excess of \$5,000. The purchase of goods and services are included in the annual school budget and will be made by the Superintendent using such methods as will ensure the best interests of the school district and the board.

All contracts and all open market orders will be awarded to the lowest responsible qualified supplier/bidder, except as outlined in #1-3 above. When bidding procedures are used, bids shall be advertised appropriately.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

SURING PUBLIC SCHOOL DISTRICT

672.1

Bidding Requirements cont.

The board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered.

The bidder to whom the award is made may be required to enter into a written contract with the District.

APPROVED:           DECEMBER 13, 1995  
REVISED:            JULY 11, 2001  
REVISED:            DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

672.2

Cooperative Purchasing

The Board authorizes the superintendent to cooperate with the CESA purchasing office in taking bids for cooperative purchasing. The Board further authorizes the administration to enter into cooperative purchasing with another school district when it is in the best interests of the Suring Public School District to do so.

APPROVED:           DECEMBER 13, 1995

REVISED:            JULY 11, 2001

## SURING PUBLIC SCHOOL DISTRICT

672.3

### Vendor Relations

Representatives of entities doing business with the District or desiring to do business with the district, shall have a hearing relative to their products the first time they call. Subsequent visits shall be acknowledged and interviews granted or not, depending on the circumstances. Personnel charged with the purchasing function shall not be required to put their time at the indiscriminate use of sales personnel. Representatives of sales entities shall limit their visits to purchasing personnel and administrative personnel or if requested to do so, to other groups as determined by the above.

Calls by sales representatives in connection with possible purchases within the schools' own authority are subject to the control of principals and are permissible.

In the case of special visits made by sales representatives for the purpose of demonstrating equipment, the purchasing agent should be advised if the school has any interest in the equipment.

Sales representatives are not permitted to call on teachers or other school staff members without authorization from the school administration.

School principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

LEGAL REF.: Wisconsin Statutes Sections 118.12, 120.13(35)  
APPROVED: DECEMBER 13, 1995  
REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

673

Payment Procedures

1. A list of payments to be made will be sent to board members prior to the regular monthly meeting.
2. If a board member has a question about a bill, a call will be made to the Superintendent so that the bill in question can be held and reviewed at the regular board meeting on the second Wednesday of the month.
3. Following board approval, bills will be paid in a timely manner.

LEGAL REF.: Wisconsin Statutes Section 120.12(1)  
APPROVED: DECEMBER 13, 1995  
REVISED: JULY 11, 2001  
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

680

FISCAL ACCOUNTING AND REPORTING

The accounting system used shall conform with requirements of the Department of Public Instruction and with good accounting practices, providing for the appropriate separation of accounts, funds, and special moneys.

The Board shall receive monthly financial statements from the superintendent showing the financial condition of the district. Such other financial statements as may be determined necessary by either the Board or the administration shall be presented as found desirable.

LEGAL REF.: Wisconsin Statutes Sections 115.28(13), 120.14, 121.05(1)(c)  
CROSS REF.: 682, Financial Reports and Statements  
APPROVED: DECEMBER 13, 1995  
REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

681

Accounting System

The Board believes that a prime objective of accounting systems and procedures is to assist with the efficient administration of all school programs. Therefore, the accounting systems and procedures for the school district will be based on sound business practices.

The superintendent and business staff will be expected to confer with appropriate specialists of the State Department of Public Instruction, school district auditors, and any other knowledgeable persons or groups in achieving this objective.

LEGAL REF.: Wisconsin Statutes Sections 115.28(13), 121.05(1)

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

682

Financial Reports and Statements

The Board shall receive monthly financial statements showing the financial condition of the school district as of the last day of the preceding month. Such statement will reflect obligations incurred as well as those already paid. Such other financial records as may be determined necessary by either the board or the administration shall be presented periodically.

LEGAL REF.: Wisconsin Statutes Sections 65.90(3), 120.16(4), 120.18(6-7)  
APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

683

Inventories

Employees shall be responsible for the inventory of such equipment and supplies under their supervision and control. Such inventories are subject to inspection from time to time by the appropriate administrative supervisor. Duplicate copies shall be maintained and one copy shall be kept by the employee involved. The second copy shall be submitted to the principal's office at the close of each school year, no later than June 30.

APPROVED:           DECEMBER 13, 1995  
REVISED:            JULY 11, 2001  
REVISED:            DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

683.1

District Fixed Asset Management

The business office personnel in coordination with the Director of Buildings and Grounds shall have overall responsibility for asset management in the District, including the receipt, warehousing, inventory and disposal of all District equipment.

Inventories of District property shall be maintained. All items purchased with a value of \$1,000 or greater or of a life of three years or more shall receive a tag containing an identification number and the identifying words "Property of the Suring Public School District." All items with a value of \$1,000 or greater shall be recorded as fixed assets on the District's financial accounting system.

LEGAL REF.: Wisconsin Statutes Section 120.12(1)  
APPROVED: JUNE 14, 2000  
REVISED: DECEMBER 8, 2004

## SURING PUBLIC SCHOOL DISTRICT

684

### Audits

Each year, the board will open the district's books and accounts to an independent certified public accountant, who will conduct an audit in conformance with standard accounting procedures and legal requirements. The board will select the certified public accountant and pay for the audit with school district funds.

To assist the board with these functions, the superintendent will:

1. Place the matter of employing a certified public accountant on the board's regular meeting agenda every three years.
2. Present the completed audit to the board for examination, and certify to the board that the audit conforms to the accounting system of the Department of Public Instruction.
3. File all copies of the audit with proper authorities as prescribed by law.

LEGAL REF.: Wisconsin Statutes Section 120.14  
PI 14.03, Wisconsin Administrative Code  
APPROVED: DECEMBER 13, 1995  
REVISED: JULY 11, 2001  
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

690

SCHOOL PROPERTIES DISPOSAL

691

School Property Disposal

When the Board determines that any real estate or other district property is no longer needed for school purposes, it may sell or exchange such property, providing it is authorized to do so at the annual meeting or special school district meeting.

LEGAL REF.: Wisconsin Statutes Section 120.10(12)  
CROSS REF.: 690-Rule, School Properties Disposal Procedures  
APPROVED: DECEMBER 13, 1995  
REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

691-Rule

School Properties Disposal Procedures

1. Prior to the sale the Board shall appraise or cause to be appraised the property in question.
2. A notice of sale shall be published once as a first class notice or classified ad. Time limits shall be specified, if in existence, and all bids must comply.
3. The Board may also conduct an auction if notice is given.
4. The Board may sell the property to the highest bidder or may reject all bids.
5. The board may employ a broker or auctioneer who will be paid from proceeds of the sale.
6. Where new property is purchased with trade-in as part of such purchase in reduction of the price, such trade in shall be legal without appraisal or notice of sale.
7. The Board may execute deeds, bills of sale or other documents necessary to completion of a transaction.

APPROVED:           DECEMBER 13, 1995

REVISED:           JULY 11, 2001