

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DA - Fiscal Management Goals and Objectives

FISCAL MANAGEMENT GOALS AND OBJECTIVES

The financial records and statements of the Holmes County Consolidated School District will be kept and presented in accordance with generally accepted accounting principles and the requirements and procedures outlined in the Mississippi Public School District Financial Accounting Manual, July 1, 1992, as amended.

The State Department of Education is hereby authorized and directed to prescribe and formulate for use by all school districts of this state, including municipal separate school districts, adequate accounting systems and other essential financial records which shall be uniform for all of the school districts of this state. Such uniform system shall include a method of accounting for and keeping records of all funds received, handled and disbursed by such school district, whether derived from taxation or otherwise, including funds derived from donations, athletic events and other special activities of the school district. The uniform system of accounts so prescribed and formulated by the State Department of Education shall be distributed and disseminated to all of the school districts of this state and it shall be mandatory that the boards of trustees of all such school districts install, utilize and follow said uniform system of accounts in keeping the financial records of the school district. At the request of the Mississippi Department of Education, the Office of the State Auditor shall provide advice for implementation of this section. ' 37-37-1 (2006)

The Mississippi Public School Accountability Standards for this policy are standards 2 and 4.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies CEB - Duties of Superintendent
 DJ - Expenditure of Funds

Last Review Date: _____
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Adopted Date: 1/30/2018
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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DC - Annual Operating Budget

ANNUAL OPERATING BUDGET

The annual operating budget is the plan of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending, and service delivery activities of this school district are controlled. The annual operating budget as required by law is essential to the sound financial management of this school district.

The Mississippi Public School Accountability Standards for this policy are standards 2,4 and 5.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policy DCC - Annual Operating Budget Preparation Procedures

Last Review Date: _____
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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DCB - Fiscal Year / Scholastic Year

FISCAL YEAR / SCHOLASTIC YEAR

The "fiscal year" of the Holmes County Consolidated School District shall commence on July 1 and end on June 30 of each year. The "scholastic year" of the Holmes County Consolidated School District shall likewise commence on July 1 and end on June 30 of each year. MS Code ' 37-61-1 (1987)

However, for the purposes of determining ad valorem tax receipts for a preceding fiscal year under Section 37-57-107 (1994) the term "fiscal year" means the fiscal year beginning October 1 and ending September 30. MS Code ' 37-57-107 (1994)

LEGAL REF.: MS CODE as cited
CROSS REF.: Policy AE - School Year (Academic Year)

Last Review Date: _____
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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DCC - Annual Operating Budget Preparation Procedures

ANNUAL OPERATING BUDGET PREPARATION PROCEDURES

1. On or before the fifteenth day of August of each year, the school board, with the assistance of the superintendent of schools, shall prepare and file with the levying authority for the school district, as defined in Section 37-57-1, at least two (2) copies of a budget of estimated expenditures for the support, maintenance and operation of the school district for the fiscal year commencing on July 1 of such year. Such budget shall be prepared on forms prescribed and provided by the State Auditor and shall contain such information as the State Auditor may require.
2. In addition, on or before the fifteenth day of August of each year, the school board, with the assistance of the superintendent of schools, shall prepare and file with the State Department of Education such budgetary information as the State Board of Education may require. The State Board of Education shall prescribe and provide forms to each school district for this purpose.
3. Prior to the adoption of a budget pursuant to this section, the school board shall hold at least one (1) public hearing to provide the general public with an opportunity to comment on the taxing and spending plan incorporated in the proposed budget. The public hearing shall be held at least one (1) week prior to the adoption of the budget with advance notice. After final adoption of the budget a synopsis of such budget in a form prescribed by the State Department of Audit shall be published in a newspaper having general circulation in the school district on a date different from the date on which the county or any municipality therein may publish its budget.
4. There shall be imposed limitations on budgeted expenditures for certain administration costs, as defined in 37-61-9.

Unless the increased revenue in a budget is derived solely from the expansion of a school district's ad valorem tax base, a school district shall not budget an increase in an ad valorem tax effort in dollars for support of the school district unless it first advertises its intention to do so at the same time that it advertises its intention to fix its budget for the next fiscal year. A request for an increase in ad valorem tax effort in dollars for the support of the school district in excess of the certified tax rate pursuant to Sections 37-57-105 and 37-57-107 shall not be levied until an order has been approved by the school board of the school district in accordance with the procedure set forth in Section 27-39-207, Mississippi Code of 1972. ' 27-39-207 (1999)

Annual Operating Budget Final Adoption Procedures

A public body may hold an executive session for the transaction of business and discussions regarding employment and termination of employees. The exemption provided in this paragraph includes the right to hold closed meetings concerning employees as such exemption relates to their deletion from any budget subject to approval of the public body. Final budgetary adoption shall not be taken in executive session. ' 25-41-7(4) (k)

The budget shall be in compliance with Mississippi Public School Accountability Standard 5.

LEGAL REF.: MS CODE as cited and ' 27-39-203; ' 27-39-205
Mississippi Public School Accountability Standards

CROSS REF.: Policies DCCA Budget Deadlines and Schedules
DCE Annual Operating Budget Final Adoption Procedures

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DCCA - Budget Deadlines and Schedules

BUDGET DEADLINES AND SCHEDULES

The Holmes County Consolidated School District Board will comply with all applicable provisions of the Mississippi Code of 1972, Annotated including but not limited to 37-61-9 and 37-57-1 as amended, and with all other applicable federal and state laws as it relates to budget deadlines and schedules. The school board, with the assistance of the superintendent of schools, may utilize a procedure similar to the one below.

- February 1 - May 30 Prepare the budget
- 1st week of June Advertise for public hearing
- 2nd week of June Advertise for public hearing
- 3rd week of June Advertise for public hearing
- 4th week of June Hold the public hearing
- 3rd week of July Board adopts budget
- Month of August Publish synopsis of budget for local newspaper
- By August 15 Provide two copies of budget to the Board of Supervisors/Alderman. Furnish information to The Mississippi Department of Education on prescribed forms and Ad valorem tax request

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy DCE - Annual Operating Budget Final Adoption Procedures

Last Review Date: _____
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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DCE - Annual Operating Budget Final Adoption Procedures

ANNUAL OPERATING BUDGET FINAL ADOPTION PROCEDURES

Prior to the adoption of a budget pursuant to this section, the Holmes County Consolidated School Board shall hold at least one (1) public hearing to provide the general public with an opportunity to comment on the taxing and spending plan incorporated in the proposed budget. The public hearing shall be held at least one (1) week prior to the adoption of the budget with advance notice. After final adoption of the budget a synopsis of such budget in a form prescribed by the State Department of Audit shall be published in a newspaper having general circulation in the school district on a date different from the date on which the county or any municipality therein may publish its budget. ' 37-61-9 (3)

A public body may hold an executive session for the transaction of business and discussions regarding employment and termination of employees. The exemption provided in this paragraph includes the right to hold closed meetings concerning employees as such exemption relates to their deletion from any budget subject to approval of the public body. **Final budgetary adoption shall not be taken in executive session.** ' 25-41-7(4) (k)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies BCAE - Public Hearings

BCBK - Executive Sessions

DCCA - Budget Deadlines and Schedules

Last Review Date: _____
 Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DCH - Periodic Budget Reconciliation

PERIODIC BUDGET RECONCILIATION

It shall be the duty of the superintendent and the Holmes County Consolidate School District Board to limit the expenditure of school funds during the fiscal year to the resources available. It shall be unlawful for any school district to budget expenditures from a fund in excess of the resources available within that fund.

Furthermore, it shall be unlawful for any contract to be entered into or any obligation incurred or expenditure made in excess of the resources available for such fiscal year.

Any member of the school board, superintendent, or other school official, who knowingly enters into any contract, incurs any obligation, or makes any expenditure in excess of the amount available for the fiscal year shall be personally liable for the amount of such excess.

However, no school board member, superintendent or other school official shall be personally liable (a) in the event of any reduction in adequate education program payments by action of the Governor, or (b) for claims, damages, awards or judgments, on account of any wrongful or tort action or omission or breach of implied term or condition of any warranty or contract; provided, however, that the foregoing immunity provisions shall not be a defense in cases of fraud, criminal action or an intentional breach of fiduciary obligations imposed by statute. ' 37-61-19 (2003)

The superintendent is hereby authorized and empowered to amend objects within major functions as may be necessary during the fiscal year. The Holmes County Consolidated School District Board shall approve a budget for the Holmes County Consolidated School District.

The Holmes County Consolidated School District Board shall approve amendments to such budget where major functions of revenues and expenditures are involved. The Holmes County Consolidated School District Board should authorize the superintendent to amend objects within major functions as may be necessary during the fiscal year.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards
 DCI Line Item Transfer Authority

Last Review Date: _____
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District: Holmes County Consolidated School District

Section: D - Fiscal Management

Policy Code: DCI - Line Item Transfer Authority

LINE ITEM TRANSFER AUTHORITY

BUDGET REVISION

If it should appear to the superintendent of schools or the Holmes County Consolidated School District Board of the Holmes County Consolidated School District that the amounts to be received from state appropriations, taxation or any other source will be more than the amount estimated in the budget filed and approved, or if it should appear that such amounts shall be less than the amount estimated, the Holmes County Consolidated School District Board of the Holmes County Consolidated School District, with assistance from the superintendent, may revise the budget at any time during the fiscal year by increasing or decreasing the fund budget, in proportion to the increase or decrease in the estimated amounts.

TRANSFER WITHIN BUDGET FUNCTIONS

If it should appear to the superintendent of schools or the Holmes County Consolidated School District Board of the Holmes County Consolidated School District that some function of the budget as filed is in excess of the requirement of that function and that the entire amount budgeted for such function will not be needed for expenditures therefor during the fiscal year, the Holmes County Consolidated School District Board of the Holmes County Consolidated School District, with assistance from the superintendent, may transfer resources to and from functions and funds within the budget when and where needed; however, no such transfer shall be made from fund to fund or from function to function which will result in the expenditure of any money for any purpose different from that for which the money was appropriated, allotted, collected or otherwise made available or for a purpose which is not authorized by law. No revision of any budget under the provisions hereof shall be made which will permit a fund expenditure in excess of the resources available for such purpose.

OFFICIAL RECORDING IN MINUTES

The revised portions of the budgets shall be incorporated in the minutes of the Holmes County Consolidated School District Board by spreading them on the minutes or by attaching them as an addendum. Final budget revisions, pertinent to a fiscal year, shall be approved on or before the date set by the State Board of Education for the Holmes County Consolidated School District to submit its financial information for that fiscal year.

YEAR END FINANCIAL STATEMENTS

On or before the fifteenth day of October of each year, the Holmes County Consolidated School District Board of the Holmes County Consolidated School District, with the assistance of the Holmes County Consolidated School District superintendent, shall prepare and file with the State Department of Education year-end financial statements and any other budgetary information that the State Board of Education may require. The State Board of Education shall prescribe and provide forms to each school district for this purpose. No additional changes may be made to the financial statements after October 15 of each year. ' 37-61-21 (2006) The Holmes County Consolidated School District Board shall approve all transfers between individual funds except those approved as part of the budget. Transfers approved as part of the budget already have board approval and a second approval of the actual transaction is unnecessary unless different from the budget.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policy DCH C Periodic Budget Reconciliation

Last Review Date: _____

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Adopted Date: 1/30/2018

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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DE - Debt Limitation

DEBT LIMITATION

RESTRICTION OF INDEBTEDNESS

The Holmes County Consolidated School District shall not, except as provided in section 37-59-7, hereafter issue bonds for the purposes authorized by law in an amount which, added to all of its then outstanding bonded indebtedness, shall result in the imposition on any of the property in such district of an indebtedness for school purposes of more than fifteen percent of the assessed value of the taxable property within such district, according to the then last completed assessment for taxation, regardless of whether any of such indebtedness shall have been incurred by such district or by another school district or districts. ' 37-59-5 (1968)

EXCEEDING INDEBTEDNESS RESTRICTIONS

The Holmes County Consolidated School District shall not exceed indebtedness restricted as cited in 37-59-7.

INTEREST-FREE DEBT PURSUANT TO FEDERAL LAW

Notwithstanding any law or any provision of any law to the contrary the Holmes County Consolidated School District may secure interest free debt pursuant to 37-59-301.

LEGAL REF.: MS CODE as cited
CROSS REF.: Policy ABB Board Powers and Duties

Last Review Date: _____
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Adopted Date: 1/30/2018
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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFA - Local Tax Revenues

LOCAL TAX REVENUES

The Holmes County Consolidated School District receives funds from an ad valorem tax levied on all taxable property of the (municipality or county) and added territory for support of adequate education. This tax shall be levied in accordance with Mississippi Code Section 37-57-1.

Additional taxed money may be levied in accordance with Mississippi Code Sections 37-57-105 and 37-57-107.

Additional authority to issue notes and certificates of indebtedness is found in 37-59-101.

This section will comply with all applicable provisions of the Mississippi Code of 1972 Annotated including but not limited to § 37-59-101, 37-59-103, 37-7-617, 37-57-131 as amended, and with all other applicable federal and state laws.

LEGAL REF.: MS CODE as cited; " 27-39-203 and 27-39-205

CROSS REF.: Policies DC Annual Operating Budget
KCB Community Involvement in Decision-making

Last Review Date: _____
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Adopted Date: 1/30/2018

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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFC - Federal Aid

FEDERAL AID

The directors of the various federal projects of the Holmes County Consolidated School District shall manage cash so that draws of federal monies are as close as administratively feasible to the related program expenditures.

It shall be unlawful for the Holmes County Consolidated School District to expend any public funds from any source(s) for purposes which are political. Prohibited expenditures shall include but not be limited to the purchase of partisan political materials, contributions to any candidate for public office, and use of school property, equipment or employees in support of a candidate(s).

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policy DG - Depository of Funds

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFCAA - Federal Loans and Grants

Federal Grants

The Holmes County Consolidated School District has developed the following policies and procedures to ensure effective cash management for Federal Programs to:

- (1) Provide a comprehensive, coordinated, timely, and secure policy for managing the federal draw-down of funds for payment of grant-related expenses,
- (2) Ensure that those who are responsible for electronic federal draw-down work processes have adequate information in a timely manner and can perform all of their duties,
- (3) Meet all cash requirements for grant management in compliance with the federal Cash Management Improvement Act (CMIA) policies, and
- (4) Provide accurate record-keeping.

Policy and Guidelines

The draw-down of federal funds shall follow the appropriate draw-down procedures specified by OMB Circular A-133. Draw-down of federal funds must be made according to the following guidelines:

- Draw-down of funds will be made as closely as possible to the actual expenditure of funds
- Monitor the fiscal activity (draw-down and payments) under grant on a continual basis
- Plan carefully for cash flow grant project during the budget project and review project cash requirements before each draw-down

Internal Control

AUTHORIZATION OF TRANSACTIONS: All transactions and supporting documentation (e.g. purchase orders, invoices, etc.) are reviewed by the federal programs director for approval. The business office must approve all transactions dealing with disbursements and track them through a pre-numbered monitoring system (e.g. pre-numbered checks, pre-numbered purchase orders, pre-number invoices, etc). Transactions should be posted and reconciled in a timely manner.

Cash Management Procedures

The Cash Management Improvement Act (CMIA) requires the Holmes County Consolidated School District to demonstrate when receiving federal funds that the district has either already expended the federal funds or will spend the federal funds within three business days of receipt.

Violating CMIA requires a return of federal funds with interest. If the Holmes County Consolidated School District receives an over-payment of federal funds, the Holmes County Consolidated School District must submit a refund to the Division for the over-payment amount plus any interest

that could have accrued on the over-payment to comply with the CMIA.

Time and Effort

A cost objective is defined as "a program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired and for which provision is made to accumulate and measure the cost of processes, products, jobs, capital projects, etc." Uniform Administrative Requirements, Cost Principals, and Audit Requirements For Federal Awards Section 200.28, 200.44, and 200.60

Title 2 in the Code of Federal Regulations (2 CFR), Subtitle A, Chapter II, part 225 (formerly OMB Circular A-87)

1. Charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit.
2. No further documentation is required for the salaries and wages of employees who work in a single indirect cost activity.
3. Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having firsthand knowledge of the work performed by the employee.
4. Where employees work on multiple activities or cost objectives, a distribution of their salaries or wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection (5) unless a statistical sampling system (see subsection (6)) or other substitute system has been approved by the cognizant Federal agency. Such documentary support will be required where employees work on:
 - (a) More than one Federal award,
 - (b) A Federal award and a non-Federal award,
 - (c) An indirect cost activity and a direct cost activity,
 - (d) Two or more indirect activities which are allocated using different allocation bases, or
 - (e) An unallowable activity and a direct or indirect cost activity.

Procurement and Purchasing

Purchases funded by federal grant funds must adhere to regulations found in Uniform Guidance "Super Circular", 2 DFR 200 (UGG), as a condition of receiving funds and to meet annual audit compliance. In an effort to keep policy for all grants consistent, this school district implements the new federal guidelines regarding procurement for all federal grants immediately.

The business office will maintain and update the Federal Procurement Manual as a part of its standard processes and procedures and train all relevant staff as necessary.

Adopted Date: 1/30/2018

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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFD - Bond Sales

BOND SALES

The word "bonds" as used herein shall mean and include bonds, notes, or certificates of indebtedness. §37-59-1

The Holmes County Consolidated School District Board is authorized to issue negotiable bonds of the school district to raise money for the following purposes:

- (a) Purchasing, erecting, repairing, equipping, remodeling and enlarging school buildings and related facilities, including gymnasiums, auditoriums, lunch rooms, vocational training buildings, libraries, teachers' homes, school barns, transportation vehicles and garages for transportation vehicles, and purchasing land therefor.
- (b) Establishing and equipping school athletic fields and necessary facilities connected therewith, and purchasing land therefor.
- (c) Providing necessary water, light, heating, air conditioning and sewerage facilities connected therewith, and purchasing land therefor.
- (d) Paying part of the costs to be incurred in erecting, repairing, equipping, remodeling and enlarging school buildings and related facilities which are owned and operated by state-supported institutions of higher education as a demonstration or practice school attended by pupils, grades, or one or more, or parts of grades from the educable children of such school district pursuant to a contract or agreement between said institution and said school district.

The authority to issue the bonds herein above set forth shall include the authority for the school board to spend the money for the purposes for which said money is raised. §37-59-3

REDUCED OR INTEREST-FREE DEBT PURSUANT TO FEDERAL LAW

Notwithstanding any law or any provision of any law to the contrary, the following additional and supplemental powers and authorizations are hereby granted to each public school district in connection with the issuance of any debt, as defined herein.

(a) For purposes of this act, "debt" means any note, bond, lease or other evidence of indebtedness, that a district is authorized to issue under any provision of law, and shall include debt issued by or on behalf of an agricultural high school.

(b) Any school district issuing debt may, by resolution of its board of trustees or board of education, do all things regarding the form, payment structure, purchase price and terms of such debt which may be helpful in qualifying the debt for reduced or interest-free treatment under federal law or the regulations promulgated thereunder and to assure that such debt will be readily acceptable in the municipal bond market, provided the same is not inconsistent with the Constitution of the state. Provided, however, that nothing in this act shall be construed as allowing a school district to exceed the final maturity term or exceed any debt limitation provided in the applicable state law authorizing the debt.

(c) This act shall be construed to be supplemental and additional to any powers conferred by other laws on school districts and not in derogation of any such powers not existing. The act is remedial in nature and shall be liberally construed. Provided, however, that this act shall not grant any extra authority to a school board to issue debt in any amount exceeding statutory limitations on assessed value of taxable property within such school district or the statutory limitations on debt maturities, and shall not grant any extra authority to impose, levy or collect a tax which is not otherwise expressly provided for. §37-59-301

NOTE: For details and procedures for issuance of bonds see MS Code §§37-59-7 *et seq.* As to additional powers conferred in connection with issuance of bonds see §37-59-25 and §31-21-5. See also MS Code §37-61-33, Education Enhancement Fund.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy DC - Annual Operating Budget

DE - Debt Limitation

DFE - Short Term Notes

Last Review Date: _____

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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFE - Short Term Notes

SHORT TERM NOTES

The Holmes County Consolidated School District Board is authorized to borrow funds under the following authority:

- General Obligation Bond 37-59-1 to 37-59-35
- Refunding Bond 31-15-1 to 31-15-27
- Twenty Year – Three Mill Note 37-59-101 to 37-59-115
- Transportation Loan 37-41-89 to 37-41-99
- Tax/Revenue Anticipation Note 37-59-37
- Shortfall Note 37-57-108 and 27-39-333
- Sixteenth Section Principal Loan 29-3-113
- Emergency School Leasing 37-7-351 to 37-7-359

LEGAL REF.: MS CODE, as cited

CROSS REF.: Policies DFD Bond Sales

DFEA Tax Anticipation Notes

Last Review Date: _____
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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFEA - Tax Anticipation Notes

TAX ANTICIPATION NOTES

The Holmes County Consolidated School District Board of the Holmes County Consolidated School District shall have the power and authority to borrow money for the current expenses of such school district in anticipation of the collection of ad valorem taxes and other revenues of such school district for the then current fiscal year. The money so borrowed shall bear interest at a rate not greater than that allowed in Section 75-17-105 and shall be repaid within fourteen (14) months from the date of such borrowing out of the taxes and revenues in anticipation of which such money is borrowed. Such money shall be used for no other purpose than the payment of the current expenses of the Holmes County Consolidated School District .

Pending the expenditure of funds borrowed under the provisions of this section, such funds may be invested in any manner in which any school district, municipality, county, state agency or other public body may invest surplus funds.

The amount borrowed under the provisions of this section shall in no event exceed the estimated amount of taxes and revenues collected or to be collected during the last preceding fiscal year, unless the tax levy for the current fiscal year has been made, then the amount borrowed under the provisions of this section shall in no event exceed the estimated amount of taxes and revenues collected or to be collected during the current fiscal year. Revenue anticipation notes issued under the provisions of this section shall be issued within the same fiscal year during which the tax levy is or will be made and other revenues received which it is anticipated will produce the funds from which the said notes will be repaid.

In borrowing money under the provisions of this section, it shall not be necessary to publish notice of intention so to do or to secure the consent of the qualified electors of such school district, either by election or otherwise. Such borrowing shall be authorized by order or resolution of the Holmes County Consolidated School District Board and may be evidenced by negotiable note or notes, signed and executed in such form as may be prescribed in such order or resolution. Such note or notes may be sold at a negotiated sale. Money may be borrowed in anticipation of ad valorem taxes and other revenues under the provisions of this section, regardless of whether or not such borrowing shall create an indebtedness in excess of statutory limitations.

Money may likewise be borrowed by the Holmes County Consolidated School District , as herein provided, for the purpose of paying current interest maturities on any bonded indebtedness of the Holmes County Consolidated School District in anticipation of the collection of taxes for the retirement of such bonded indebtedness or the payment of any interest thereon. MS Code ' 37-59-37 (2001)

LEGAL REF.: MS CODE as cited
CROSS REF.: Policies DFE - Short Term Notes
DFEAB - Shortfall Borrowing

Last Review Date: _____
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Adopted Date: 1/30/2018
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District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFEAB - Shortfall Borrowing

SHORTFALL BORROWING

School districts affected by the Hurricane Katrina Disaster may borrow funds and issue promissory notes to the federal government under the Community Disaster Loan Program. Please refer to MS Code Sections 37-57-108 and 27-39-333.

GENERAL PROVISIONS FOR ALL SCHOOL DISTRICTS

Please also refer to MS Code Section 37-57-108 and 27-39-333

Any school district which, during a fiscal year, estimates that the amount of the ad valorem taxes or other anticipated revenue from local sources to be collected therein is less than the amount estimated at the time of formulation of its budget for the fiscal year due to circumstances which were unanticipated at the time of formulation of the budget and which will prevent the political subdivision from meeting its financial obligations may, with the approval of the levying authority for such political subdivision, issue promissory notes in an amount equal to the estimated shortfall of ad valorem taxes and/or revenue from local sources but in no event to exceed twenty-five percent (25%) of its budget anticipated to be funded from the sources of the shortfall for the fiscal year.

The proceeds of such notes shall be used in the budget or budgets in which the shortfall occurred and shall be used solely to offset the shortfall in such budgets for the fiscal year. The rate of interest paid thereon shall not exceed that amount set forth in Section 75-17-105, Mississippi Code of 1972. The indebtedness shall be repaid in full, including interest thereon, in equal installments, during the three (3) fiscal years next succeeding the fiscal year in which the notes were issued. For the payment of such indebtedness, the levying authority for the political subdivision shall, at its next regular meeting at which ad valorem taxes are lawfully levied, levy an ad valorem tax sufficient to repay the indebtedness in full, including interest. The proceeds of the notes shall be included as proceeds of ad valorem taxes for the purposes of the limitation on increases in revenue for the next succeeding fiscal year under Section 27-39-305, 27-39-320, 27-39-321 or 37-57-107, Mississippi Code of 1972, whichever is applicable depending upon the purpose for which such proceeds are used.

For the purposes of Sections 27-39-305, 27-39-320, 27-39-321 and 37-57-107, the terms "revenue" and "receipts" when used in connection with the amount of funds generated in a preceding fiscal year shall include excess receipts collected in the next preceding fiscal year and deposited into a special account under Section 27-39-323.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies DFE - Short Term Notes
 DFEA - Tax Anticipation Notes

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Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFEC - Three Mill Notes

THREE MILL NOTES

The Holmes County Consolidated School District utilizes authority to levy annual taxes in the form of three(3) mill notes in the manner prescribed by law under Mississippi Code Section 37-59-107:

The levying authority for the school district shall annually levy a special tax on all of the taxable property of the school district on whose behalf the notes or certificates of indebtedness are issued in an amount which shall be sufficient to pay the principal of and interest upon such negotiable notes or certificates of indebtedness as the same shall respectively mature and accrue.

Said tax shall be levied and collected at the same time and in the same manner as other taxes are collected and said tax shall be in addition to all other taxes authorized by law. It is expressly provided, however, that such annual tax levy shall not exceed three (3) mills on the dollar for the payment of all notes issued under the provisions of this article and all notes previously issued under the statutes hereby repealed.

The special tax so levied shall be collected by the tax collector of the county at the same time and in the same manner as other taxes are collected, and the proceeds thereof shall be paid to the school district and shall be used exclusively for the payment of principal of and interest upon such negotiable notes or certificates of indebtedness.

The superintendent/ or designee (Financial Officer) shall establish procedures for compliance with this policy.

LEGAL REFERENCE: Mississippi Code Section 37-59-107, 37-57-1, 37-57-107

Last Review Date:11/15/2018

Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFG - Leasing and Renting of Buildings and Grounds

LEASING AND RENTING OF BUILDINGS AND GROUNDS

The Holmes County Consolidated School District may use the authority of the "Emergency School Leasing Authority Act of 1986", Sections 37-7-351 through 37-7-359 of the Mississippi Code, for the leasing or renting of District buildings and grounds.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy EBH - School Facility Rental

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DFL - Investment Earnings

INVESTMENT EARNINGS

As it relates to investment of surplus funds, this district will comply with all applicable provisions of the Mississippi Code of 1972 Annotated including but not limited to § 37-59-43 as amended, and with all other applicable federal and state laws.

LEGAL REF.: MS CODE as cited

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District

Section: D - Fiscal Management

Policy Code: DG - Depository of Funds

DEPOSITORY OF FUNDS

The Holmes County Consolidated School District Board has full control of the receipt, distribution, allotment and disbursement of all funds which may be provided for the support and maintenance of the Holmes County Consolidated Schools whether such funds be minimum education program allotments, funds derived from supplementary tax levies as authorized by law, or funds derived from any other source whatsoever except as may otherwise be provided by law for control of the proceeds from school bonds or notes and the taxes levied to pay the principal of and interest on such bonds or notes. The tax collector of each county shall make reports, in writing, verified by his affidavit, on or before the twentieth day of each month to the superintendent of schools of each school district within such county reflecting all school district taxes collected by him for the support of said school district during the preceding month. He shall at the same time pay over all such school district taxes collected by him for the support of said school district directly to said superintendent of schools.

All such allotments or funds shall be placed in the depository or depositories selected by the school board in the same manner as provided in Section 27-105-305 for the selection of county depositories. Provided, however, the annual notice to be given by the school board to financial institutions may be given by the school board at any regular meeting subsequent to the board's regular December meeting but prior to the regular May meeting. The bids of financial institutions for the privilege of keeping school funds may be received by the school board at some subsequent meeting, but no later than the regular June meeting; and the selection by the school board of the depository or depositories shall be effective on July 1 of each year. School boards shall advertise and accept bids for depositories no less than once every three (3) years, when such board determines that it can obtain a more favorable rate of interest and less administrative processing. Such depository shall place on deposit with the superintendent the same securities as required in Section 27-105-315.

In the event a bank submits a bid or offer to the Holmes County Consolidated School District to act as a depository for the district and such bid or offer, if accepted, would result in a contract in which a member of this school board would have direct or indirect interest, the school board shall not open or consider any bids received. The superintendent shall submit the matter to the State Treasurer, who shall have the authority to solicit bids, select a depository or depositories, make all decisions and take any action within the authority of the school board under this section relating to the selection of a depository or depositories. ' 37-7-333 (1997)

LEGAL REF.: MS Code, as cited above

CROSS REF.: Policy BHA - Board Member Conflict See Exhibit for Bid Forms

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

DG-E(1) Depository of Funds
"Notice to Bidders" and "Bid Proposal Form."
[OPEN FILE](#)

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DGA - Fund Balance (GASB 54)

FUND BALANCE – GASB 54

Purpose

The Holmes County Consolidated School District Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Holmes County Consolidated School District and is fiscally advantageous for both the Holmes County Consolidated School District and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the Holmes County Consolidated School District to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Definitions

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund. GASB Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

1. **Nonspendable fund balance** – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
2. **Restricted fund balance** – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or donations).
3. **Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the Holmes County Consolidated School District Board of Trustees. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., The Holmes County Consolidated School District Board's commitment in connection with future construction projects).
4. **Assigned fund balance** – amounts *intended* to be used by the government for specific purposes. Intent can be expressed by the Holmes County Consolidated School District Board of Trustees or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
5. **Unassigned fund balance** – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

Policy

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Holmes County Consolidated School District Board of Trustees is the Holmes County Consolidated School District ’s highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Holmes County Consolidated School District Board.

Assigned Fund Balance – The Holmes County Consolidated School District Board of Trustees has authorized the Superintendent and the Business Manager as officials authorized to assign fund balance to a specific purpose as approved by this fund balance policy.

Minimum Unassigned Fund Balance

It is the goal of the Holmes County Consolidated School District to achieve and maintain an unassigned fund balance in the general fund at fiscal year end of not less than 8% of actual district maintenance revenues .

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by the Holmes County Consolidated School District Board, and unassigned fund balance), the Holmes County Consolidated School District will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DH - Bonded Employees and Board Members

BONDED EMPLOYEES

The Holmes County Consolidated School District Board will comply with all applicable provisions of the Mississippi Code of 1972, Annotated Section as amended, and with all other applicable federal and state laws as it relates to:

Surety Bond for School Board Members (MS Code 37-6-15)

Blanket Security Bond (MS Code 37-6-15)

Bond for Superintendents (MS Code 37-9-27)

Bonds of Purchasing Agents (MS Code 37-39-21)

Bonds of Principals (MS Code 37-9-31)

Bonds of Security Personnel (MS Code 37-7-321)

New Bonds to be Secured Every Four Years Individual and Blanket (MS Code 25-1-15)

Such bond shall be filed and recorded in the office of the clerk of the chancery court in which the school district is located, and shall be payable, conditioned and approved in the manner provided by law.

Notwithstanding any other provision of law to the contrary, any public officer or employee handling or having the custody of public funds, by virtue of his or her office or employment, shall give an individual bond or be covered by a blanket bond. The amount of such bonds shall not be less than \$25,000.00 for each public officer or employee, unless a specific amount is otherwise required by law. This shall not apply to any public officer or employee whose activity of handling or having custody of public funds is incidental to his or her employment or job duties, as defined by the regulations of the State Auditor's office.

LEGAL REF.: MS CODE 37-6-15, 37-9-27, 37-39-21, 37-9-31, 37-7-321, 25-1-15

Attorney General's Opinion, Middleton, 4-26-96

CROSS REF.: Policies AAA - School District Liability Exemptions

DIAB - Internal Control of Cash Receipts

DJE - Purchasing

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

Adopted Date: 2/10/2022

Approved/Revised Date:

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DI - Accounting and Reporting

ACCOUNTING AND REPORTING

The superintendent of schools shall open and keep regular sets of books, as prescribed by the State Department of Education, which shall be subject to inspection during office hours by any citizen so desiring to inspect the same. The books for each fiscal year shall be kept separately and same shall be safely preserved by the superintendent of schools. ' 37-61-23

The State Department of Education is hereby authorized and directed to prescribe and formulate for use by all school districts of this state, as prescribed by Mississippi Code Section 37-37-1.

Financial Reports and Statements

The school district shall prepare annual financial statements, including the notes to the financial statements, in accordance with generally accepted accounting principles at June 30 of each fiscal year. The State Board of Education shall promulgate rules and regulations concerning the type of financial reports required to be submitted by the superintendent of schools to the local school board, and the frequency with which the reports shall be submitted. The rules and regulations promulgated by the board shall include:

1. A requirement that the reports be listed as an agenda item for discussion at a regularly scheduled meeting of the board;
2. A requirement that the minutes of the board meeting reflect that the reports were discussed;
3. A requirement that each board member present be provided a copy of all required reports; and
4. A requirement that a copy of all required reports be included in the official minutes of the board meeting at which the reports were discussed.

The State Board of Education is authorized to require school districts to submit any of the required reports to the State Department of Education on a basis determined by the department.

Failure to comply with any of the rules and regulations established by the State Board of Education with regard to reporting requirements shall constitute a violation of the Mississippi Public School Accountability Standards. ' 37-9-18 (1)

The Mississippi Public School Accountability Standard for this policy is standard 4.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policy DIB - Financial Reports and Statements

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DIAB - Internal Control of Cash Receipts

INTERNAL CONTROL OF CASH RECEIPTS

The superintendent shall develop a plan of organization under which employees duties are so arranged and records and procedures so designed as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. The work of employees shall be subdivided so that no single employee performs a complete cycle of operations. The procedures to be followed shall be definitely laid down and require proper authorization by designated officials for all actions to be taken.

All monies shall be receipted to the Holmes County Consolidated School District using pre-numbered receipts in a bound book or ledger. Under no circumstances shall monies be deposited to any bank account without a proper receipting of such monies. Any and all documentation necessary to support the cash receipts shall be maintained on file.

ADMINISTRATIVE CONTROLS include, but are not limited to, the plan of organization and the procedures and records that are concerned with the decision processes leading to management's authorization of transactions. Such authorization is a management function directly associated with the responsibility for achieving the objectives of the organization and is the starting point for establishing accounting control of transactions.

ACCOUNTING CONTROLS comprise the plan of organization and the procedures and records that are concerned with the safeguarding of assets and the reliability of financial records and consequently are designed to provide reasonable assurance that:

1. Transactions are executed in accordance with management's general or specific authorization.
2. Transactions are recorded as necessary (a) to permit preparation of financial statements in conformity with generally accepted accounting principles or any other criteria applicable to such statements and (b) to maintain accountability for assets.
3. Access to assets is permitted only in accordance with management's authorization.
4. The recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences.

Characteristics of reliable internal control systems are:

1. Segregation of Responsibilities -- This characteristic is sometimes referred to as "division of duties." There should be segregation of the three main duties associated with transactions. These are:
 - a. Authorization to execute a transaction.
 - b. Recording the transaction.
 - c. Custody of assets involved in the transaction.
2. Authorization and Record Procedures -- This characteristic refers to "a system of authorization and record procedures." Such a system means that approved procedures and

methods should be employed by management's accounting function.

3. Sound Practices -- This characteristic refers to "sound practices in the performance of duties and functions." Sound practices refers to the many and varied error-checking routines that may be performed in connection with record keeping, including periodic comparison of recorded amounts with existing assets and liabilities.
4. Quality of Personnel -- This characteristic is the most important and the most difficult to evaluate. This refers to the "competence of personnel."
5. Actual System Performance -- Any system may be beautifully designed, but if the personnel do not operate the system as designed, then the system exists only on paper.

CROSS REF.: Policies DH Bonded Employees
DI Accounting and Reporting
DJAA Authorized Signatures
DJB Petty Cash Accounts

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DIB - Financial Reports and Statements

Required Monthly Reports to be Furnished to Local School Board

At a minimum, the superintendent of schools shall furnish to the Holmes County Consolidated School Board the following required financial reports in their packets for each regular school board meeting:

Reconciled Bank Statements

All bank statements shall be reconciled within thirty (30) days of receipt. Presentation of reconciled bank statements shall be made at the next regular board meeting after the bank statements are reconciled. Bank statements shall be reconciled to the district's general ledger cash balances monthly.

In lieu of actual bank reconciliations, a certification from a designated individual listing all current district bank accounts by name, the specific time period covered, and a statement that the accounts have been reconciled is acceptable. Districts submitting a certification to the board shall also submit a summary of the bank reconciliations. Full bank reconciliations shall be available for review at the board meeting if requested. A copy of the certification and the summary shall be made a part of the board minutes.

Statement of Revenues and Expenditures

The Statement of Revenues and Expenditures shall capture the monthly revenues and expenditures of each fund. At a minimum, a total amount of revenues and a total amount of expenditures shall be presented for each fund for the month. Additional detail will be added at the discretion of the district.

Current Budget Status

The *Financial Officer* will present the board with a current listing of budgeted annual amounts for revenue and expenditures for all funds. The report will present cumulative revenue and expenditures to compare to budgeted amounts for each fund

Cash Flow Statement by Month

The Cash Flow Statement shall capture cash in and cash out for the District Maintenance fund with each month presented separately. The cumulative total of all months shall be listed. Projected cash flow for the remaining months may be presented at the discretion of the district.

Combined Balance Sheet

The *Financial Officer* will present the board with a Combined Balance Sheet to include, at a minimum, all general funds and special revenue funds. Additional funds may be presented at the discretion of the district.

OR

Current Fund Equity Balances

The *Financial Officer* will present the board with a current listing of fund balances. The listing shall include, at a minimum, all general funds, special revenue funds, and any other funds supported by district maintenance.

Two or more of the required reports listed above may be combined if all information is included and can be presented in the detail listed above for each report.

At each regular monthly school board meeting:

The financial reports shall be listed as an agenda item for discussion at each regularly scheduled meeting of the local school board. Financial reports shall not be listed under the consent agenda. The minutes of the local school board meeting shall reflect that the financial reports were discussed. Each board member present shall be provided a copy of all required financial reports. A copy of all required financial reports shall be included in the official minutes of the board meeting at which the reports were discussed.

The Office of School Financial Services may require a school district to provide one or all of the required monthly reports listed in this policy. The Office of School Financial Services may require a school district to submit evidence that one or all of the required monthly reports listed in this policy have been provided to the local school board, the financial items were listed as a separate agenda item, the minutes reflect that the financial reports were discussed and a copy of each required report is included in the official minutes of the board meeting at which the reports were discussed.

Failure to comply with any of the rules and regulations established by the State Board of Education with regard to financial reporting requirements shall constitute a violation of the Mississippi Public School Accountability Standards.

Legal Reference: MS Code 37-9-18

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DID - Audits

AUDITS

The state department of audit is hereby authorized and empowered to post-audit and investigate the financial affairs and all transactions involving the school funds of the county including the minimum education program funds and supplementary district school funds, and to make separate and special audits thereof, as now provided by Sections 7-7-201 to 7-7-215, Mississippi Code of 1972. §37-61-29

SINGLE AUDIT ACT

Mississippi public school districts will have single audits performed by the Mississippi State Auditor's Office or by an independent accounting firm.

The Mississippi State Department of Education shall have cognizant agency responsibilities for all Mississippi public school districts. School districts should contact the audit resolution officer with the Mississippi State Department of Education to resolve any audit findings that affect federal programs in their districts.

The Mississippi Public School Accountability Standard for this policy is standard 4.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

Financial Accounting Manual for Mississippi Public School District

CROSS REF.: Policy DIB - Financial Reports and Statements

Last Review Date: _____
Review History: [1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJ - Expenditure of Funds

EXPENDITURE OF FUNDS

The Holmes County Consolidated School District Board has the power, authority and duty to make orders directed to the superintendent of schools for the issuance of pay certificates for lawful purposes on any available funds of the district and to have full control of the receipt, distribution, allotment and disbursement of all funds provided for the support and operation of the schools of such school district whether such funds be derived from state appropriations, local ad valorem tax collections, or otherwise. The local school board shall be authorized and empowered to promulgate rules and regulations that specify the types of claims and set limits of the dollar amount for payment of claims by the superintendent of schools to be ratified by the board at the next regularly scheduled meeting after payment has been made. ' 37-7-301 (o) (2005)

PURPOSES FOR WHICH SCHOOL FUNDS MAY BE USED

The minimum education program allotments of this school district and the funds derived from the supplemental school district tax levies authorized by law shall be used exclusively for the support, maintenance and operation of the schools in the manner provided by Mississippi Code Section 37-61-3.

ACTIVITY FUNDS

The Holmes County Consolidate School District Board has the power, authority, and duty to expend local school activity funds, or other available school district funds, other than minimum education program funds, for the purposes prescribed under this paragraph. "Activity funds" shall mean all funds received by school officials in all school districts paid or collected to participate in any school activity, such activity being part of the school program and partially financed with public funds or supplemented by public funds. The term "activity funds" shall not include any funds raised and/or expended by any organization unless commingled in a bank account with existing activity funds, regardless of whether the funds were raised by school employees or received by school employees during school hours or using school facilities, and regardless of whether a school employee exercises influence over the expenditure or disposition of such funds. ' 37-7-301 (s)

PERSONAL LIABILITY

It shall be the duty of the superintendents and the school board to limit the expenditure of school funds during the fiscal year to the resources available. It shall be unlawful for any school district to budget expenditures from a fund in excess of the resources available within that fund.

Furthermore, it shall be unlawful for any contract to be entered into or any obligation incurred or expenditure made in excess of the resources available for such fiscal year.

Any member of the school board, superintendent, or other school official, who knowingly enters into any contract, incurs any obligation, or makes any expenditure in excess of the amount available for the fiscal year shall be personally liable for the amount of such excess.

However, no school board member, superintendent or other school official shall be personally liable (a) in the event of any reduction in adequate education program payments by action of the Governor, or (b) for claims, damages, awards or judgments, on account of any wrongful or tort

action or omission or breach of implied term or condition of any warranty or contract; provided, however, that the foregoing immunity provisions shall not be a defense in cases of fraud, criminal action or an intentional breach of fiduciary obligations imposed by statute. ' 37-61-19

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies ABA Authority

DI C Accounting and Reporting

DID Audits

DJE Purchasing

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

Adopted Date: 2/10/2022

Approved/Revised Date:

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJAA - Authorized Signatures

AUTHORIZED SIGNATURES

The Holmes County Consolidated School Board shall authorize the superintendent to sign checks on all school district accounts. All authorized signors for district depositories must be current employees. If mechanical check signers are utilized, written policies and procedures shall be developed to safeguard such mechanical check signers.

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF: Policies DH - Bonded Employees

DI - Accounting and Reporting

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJAAA - Contract Approval

Contract Approval

All vendor and construction contracts over \$50,000.00 dollars shall be reviewed by the board attorney with final approval reserved to the board. For all other contracts, the superintendent, business manager, board attorney, and any other person involved with the contract shall decide the nature and extent of review needed. All contracts must be in writing.

Adopted Date: 11/12/2020
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District

Section: D - Fiscal Management

Policy Code: DJB - Petty Cash Accounts

PETTY CASH ACCOUNTS

A petty cash fund may be established to handle small payments for incidental items that occur at the local school and/or at the district administrative office(s). This would include such items as postage, express charges, small supplies and similar items. The Holmes County Consolidated School District Board must determine the amount of the fund, designate the person responsible for the fund, determine if the person responsible shall be bonded, and provide adequate safeguards for the fund. At no time shall any type loan, personal or otherwise, be made from the petty cash fund.

The fund will be established by writing a check on the district maintenance fund for the proper amount as authorized by the Holmes County Consolidated School District Board. The check will be made payable to the person who is responsible for the petty cash fund. At no time should a petty cash fund be established by writing a check on a fund which is under the control of the person who is responsible for the petty cash fund.

Disbursements from the petty cash fund shall be supported by invoices, statements, receipts or other documentation. This documentation shall remain with the petty cash fund until the fund is replenished. The sum of this documentation and the remaining cash shall, at all times, be equal to the original amount of the petty cash fund. This shall be periodically checked by the superintendent's office. The petty cash fund will be replenished when the cash is nearly exhausted. Replenishment takes place by presenting an itemized listing of all disbursements with documentation to the superintendent's office. After verification by the superintendent's office, a check is written for the amount of the itemized listing and made payable to the person responsible. At this time the superintendent's office will enter the accounting data for the petty cash fund disbursements into the accounting records.

CROSS REF.: Policies DH - Bonded Employees

DIAB - Internal Control of Cash Receipts

DJAA - Authorized Signatures

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJC - Payroll Procedure

PAYROLL PROCEDURE

Employees of the Holmes County Consolidated School District shall be paid through a single monthly payroll with electronic settlement of payroll checks secured through direct deposit of net pay. All district personnel shall be paid in accordance with the Mississippi Code Section 37-9-41.

SALARY PAY SCHEDULE

The Holmes County Consolidated School District shall process a single monthly payroll for licensed employees and may process a single monthly or a semimonthly payroll for non-licensed employees, in the discretion of the local school board, with electronic settlement of payroll checks secured through direct deposit of net pay for all school district employees. In December, salaries or wages shall be paid by the last working day.

The standard contract for school district employees prescribed by the State Board of Education shall provide that school district employees shall earn a salary payable in equal monthly or bimonthly installments beginning in the first month of employment, regardless of the number of days worked in any particular month by the employee.

Any employee failing to complete the contractual obligation of service, and who receives payment in excess of the installment for the period which such employee ceases employment with the school district, shall become liable immediately to the board of trustees of the Holmes County Consolidated School District for the sum of all amounts received in payment less the corresponding amount of any compensation paid for which service has been rendered, plus interest accruing at the current Stafford Loan rate at the time the person discontinues his or her service.

Any school employee whose employment ends during a school term, regardless of the reason(s) the employment ended, shall be paid salary or wages only for that portion of the school term that employee actually worked. Nothing in this policy shall be construed to entitle any employee to payment of salary or wages when no work has been performed. 37-9-39

PAY CERTIFICATES

The superintendent or designee shall develop procedure to support this policy.

Refer to the [Public School Districts Financial Accounting Manual](#)

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy DJCB Salary Deductions / Reductions

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJCA - Pay Day Schedule

PAY DAY SCHEDULE

The amount of the salary to be paid the superintendent, principal or licensed employee shall be fixed by the Board, provided that the requirements of Chapter 19 of this title are met as to superintendents, principals and licensed employees paid in whole or in part from minimum education program funds. In employing such superintendents, principals and licensed employees and in fixing their salaries, the Board shall take into consideration the character, professional training, experience, executive ability and teaching capacity of the licensed employee, superintendent or principal. It is the intent of the Legislature that whenever the salary of the school district superintendent is set by a school board, the board shall take into consideration the amount of money that the district spends per pupil, and shall attempt to insure that the administrative cost of the district and the amount of the salary of the superintendent are not excessive in comparison to the per pupil expenditure of the district. § 37-9-37

Vocational certificated employees that are employed in a vocational center will be credited with work experience. The years of validated work experience in their certified area will be credited as years of teaching experience on the District Teachers' Salary Schedule.

PAY CERTIFICATES

The salaries of principals and licensed employees shall be paid by pay certificates issued by the school district superintendent. Such pay certificates may be issued without additional authorization of the school board where the amount of salary has been fixed and a contract entered into as is provided in this chapter. All pay certificates shall be preserved by him as a part of the official records of his office for the same time and in the same manner as other records are preserved. Except as is herein provided, the said warrants shall be governed in all respects by the same laws regulating the issuance of other warrants for other purposes. All pay certificates and warrants issued shall show the gross amount of the salary and all authorized deductions therefrom for income taxes, social security, retirement contributions and other lawful purposes. §37-9-41

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy DJC - Payroll Procedure

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

Adopted Date: 2/17/2019

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJCB - Salary Deductions / Reductions

SALARY DEDUCTIONS / REDUCTIONS

The superintendent shall deduct and withhold from the wages of all employees:

1. the amount of federal income tax required by federal law; [26 USCA 3401-3402]
2. the amount of social security tax required by federal law; [26 USCA 3101-3102;
MS Code §25-11-3, *et seq.*]
3. the amount of contributions to PERS. [MS Code §25-11-123 (f)]
4. state income tax

It shall be unlawful for the superintendent of schools to deduct or permit to be deducted from the salary of any superintendent, principal or certificated employee any dues, fines or penalties payable or alleged to be payable because of the membership of such superintendent, principal or certificated employee in any organization or association. However, dues or premiums in health associations or corporations and tax sheltered annuity deductions authorized by the United States Internal Revenue Code may be deducted upon written authorization from the superintendent, principal or certificated employee involved. Any superintendent of schools who shall make any such deduction or permit any such deduction to be made, except those herein provided, shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than Twenty-five Dollars (\$25.00) for each such deduction. §37-9-49

Notwithstanding any other benefit plan offered to any eligible employee of a state agency or local governmental entity, all state agencies shall, and any local governmental entity may contract for and adopt a benefit plan that meets the requirements of a cafeteria plan as defined in Section 125 *et seq.* of the Internal Revenue Code of 1986, and regulations thereunder, for the benefit of eligible employees and their dependents in accordance with Mississippi Code Section 25-17-3.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policy DJC - Payroll Procedure

Last Review Date: 10/15/2020

Review History:[1/1/1900][1/1/1901]

Adopted Date: 10/15/2020

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJE - Purchasing

PURCHASING

All purchases by the Holmes County Consolidated School District which will be paid for with public funds shall be made pursuant to the purchasing laws of the State of Mississippi, Section 31-7-1 et seq.

It is the intention of the Holmes County Consolidated School District Board to purchase competitively without prejudice and to seek maximum educational value for each and every dollar expended.

SUPPLIES AND EQUIPMENT LIST

As it relates to supplies and equipment, the Holmes County Consolidated School District will comply with all applicable provisions of the Mississippi Code of 1972 Annotated including but not limited to § 37-37-5 as amended, and with all other applicable federal and state laws.

PURCHASING AGENT/S

As it relates to purchasing agents, the Holmes County Consolidated School District will comply with all applicable provisions of the Mississippi Code of 1972 Annotated including but not limited to § 37-39-15 as amended, and with all other applicable federal and state laws.

TIMELY PAYMENT

The Holmes County Consolidated School District Board hereby declares that it is essential to the efficient operation of the Holmes County Consolidated School District that adequate supplies of goods and services continue to be available from private sources; that the good name and credit of the district may be promoted by timely and responsible payment of just claims; and that fair compensation be awarded suppliers when payments of their claims are delayed without justification.

As it relates to timely payments, the Holmes County Consolidated School District will comply with all applicable provisions of the Mississippi Code of 1972 Annotated including but not limited to § 31-7-305 as amended, and with all other applicable federal and state laws.

REPORT OF LATE PAYMENTS

The Holmes County Consolidated School District shall monthly notify the State Fiscal Management Board of the number and dollar amount of late payments made by the Holmes County Consolidated School District along with the amounts of interest paid and the specific steps being taken to reduce the incidence of late payments.

Whenever a vendor brings formal administrative or judicial action to collect interest due under this act, the Holmes County Consolidated School District shall be required to pay any reasonable attorney's fees if the vendor prevails. ' 31-7-307 and 31-7-309.

SALES TAX PAYMENT PROCEDURE FOR ITEMS PURCHASED FOR RESALE

As it relates to sales tax payments, the Holmes County Consolidated School District will comply

with all applicable provisions of the Mississippi Code of 1972 Annotated including but not limited to § 27-65-105(a) as amended, and with all other applicable federal and state laws.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies DJEA Purchasing Authority,
DJED Bids and Quotations
DJEG Purchase Orders and Contracts

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJEA - Purchasing Authority

PURCHASING AUTHORITY

"Purchasing agent" shall mean the superintendent. Pursuant to the authority granted by Section 37-39-15, Mississippi Code 1972 as amended, this school board hereby designates other individuals as "purchasing agents" subject to the limitations set forth below.

1. In addition to the superintendent the school board hereby designates the Chief Financial Officer as a "purchasing agent" with general authority to negotiate for and purchase the commodities and services necessary for the operation of the school district, within the limits of budget categories and purchasing law.

2. This school board hereby designates the school principals as "purchasing agents" with the limited authority to negotiate for and purchase commodities and services necessary for the operation of their schools with the activity funds for which they are responsible as defined in board policy DK Student Activities Fund Management, subject to all purchasing laws.

BONDING REQUIREMENT

The Holmes County Consolidated School District shall comply with Mississippi Code Section 37-39-21 as it relates to bonding requirements. The positions of principal may be covered by blanket bond, but the position of purchasing agent requires individual bond. (Attorney General Opinion, Middleton, 4-26-96)

INDIVIDUAL BOND:

A new bond in the amount required by law shall be secured at the beginning of each new term of office or every four (4) years, whichever is less. §25-1-15

BLANKET BOND:

A new bond in an amount not less than that required by law for public employees shall be secured upon employment and coverage shall be secured at the beginning of each new term of office of the public or appointed official by whom they are employed, if applicable, or at least every four (4) years concurrent with the normal election cycle of the Governor. §25-1-15

GENERAL AUTHORITY

All agencies and governing authorities shall purchase their commodities and printing; contract for garbage collection or disposal; contract for solid waste collection or disposal; contract for sewage collection or disposal; contract for public construction; and contract for rentals as herein provided.

Nothing in this section shall be construed as authorizing any purchase not authorized by law. §31-7-13

LEGAL REF.: MS CODE as cited and §37-39-1 et seq.

CROSS REF.: Policies DJED Bids and Quotations

Last Review Date: _____

Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJEAB - Purchasing Procedures - Education Enhancement Funds

Education Enhancement Funds Purchasing

Each school shall issue procurement cards or credentials for a digital solution provided by the Department of Finance and Administration under the provisions of Section 31-7-9(1)(c) for the use of teachers and necessary support personnel in making instructional supply fund expenditures under this section, consistent with the regulations of the Mississippi Department of Finance and Administration pursuant to MS Code of 1972 Section 31-7-9.

On a date to be determined by the State Department of Education, but not later than July 1 of each year, the Holmes County Consolidated School District shall determine and submit to the State Department of Education the number of teachers eligible to receive an allocation for the current year.

"Teacher" means any employee of the Holmes County Consolidated School Board of the Holmes County Consolidated School District who is required by law to obtain a teacher's license from the State Department of Education and who is assigned to an instructional area of work as defined by the department and shall include any full or part-time gifted or special education teacher.

Procurement cards or credentials for a digital solution shall be issued at the beginning of the school year, but no later than August 1 of each year, and shall be issued in equal amounts per teacher determined by the total number of qualifying personnel and the current state appropriation for classroom supplies with the Education Enhancement Fund. Such cards will expire on a pre-determined date at the end of each school year, but not before April 1 of each year.

All purchases shall be in accordance with state law. Teachers shall utilize these funds in a manner that addresses individual classroom needs and supports the overall goals of the school regarding supplies, instructional materials, equipment, computers or computer software under the provisions of this subparagraph, including the type, quantity and quality of such supplies, materials and equipment. Classroom supply funds shall not be expended for administrative purposes.

Classroom supply funds allocated shall supplement, not replace, other local and state funds available for the same purposes.

All unexpended amounts will be carried forward, combined with the following year's allocation of Education Enhancement Fund instructional supplies funds and reallocated for the following year.

The superintendent shall develop procedures to support this policy.

Legal Reference: Mississippi Code 37-61-33 and 31-7-9

Last Review Date: _____
 Review History: [1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 6/24/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJED - Bids and Quotations

BIDS AND QUOTATIONS

The school district shall comply with all applicable provisions of the Mississippi Code of 1972 Annotated including but not limited to § 31-7-13 as amended, and with all other applicable federal and state laws and regulations relating to bids.

PERSONAL LIABILITY

The superintendent, any employee or agent of this school board, who appropriates or authorizes the expenditure of any money to an object not authorized by law, shall be liable personally for up to the full amount of the appropriation or expenditure as will fully and completely compensate and repay such public funds for any actual loss caused by such appropriation or expenditure, to be recovered by suit in the name of the school board or in the name of any person who is a taxpayer suing for the use of the school board, and such taxpayer shall be liable for costs in such case. In the case of the school board, only the individual members of the board who voted for the appropriation or authorization for expenditure shall be liable under this subsection.

No individual member of this school board, or agent of this school board shall let contracts or purchase commodities or equipment except in the manner provided by law; nor shall this school board ratify any such contract or purchase made by any individual member, employee or agent thereof, or pay for the same out of public funds unless such contract or purchase was made in the manner provided by law; provided, however, that any vendor who, in good faith, delivers commodities or printing or performs any services under a contract to or for the school board shall be entitled to recover the fair market value of such commodities, printing or services, notwithstanding some error or failure by this school board to follow the law, if the contract was for an object authorized by law and the vendor had no control of, participation in, or actual knowledge of the error or failure by this school board.

The individual members, employees or agents of this school board as defined in Section 31-7-1 causing any public funds to be expended, any contract made or let, any payment made, in any manner whatsoever, contrary to or without complying with any statute of the State of Mississippi, regulating or prescribing the manner in which such contracts shall be let, payment on any contract made, purchase made, or any other payment or expenditure made, shall be liable, individually, and upon their official bond, for compensatory damages, in such sum up to the full amount of such contract, purchase, expenditure or payment as will fully and completely compensate and repay such public funds for any actual loss caused by such unlawful expenditure.

In addition to the foregoing provision, for any violation of any statute of the State of Mississippi prescribing the manner in which contracts shall be let, purchases made, expenditure or payment made, any individual member, employee or agent of this school board who shall substantially depart from the statutory method of letting contracts, making payments thereon, making purchases or expending public funds shall be liable, individually and on his official bond, for penal damages in such amount as may be assessed by any court of competent jurisdiction, up to three (3) times the

amount of the contract, purchase, expenditure or payment. The person so charged may offer mitigating circumstances to be considered by the court in the assessment of any penal damages.

Any sum recovered under the provisions hereof shall be credited to the account from which such unlawful expenditure was made.

Except as otherwise provided, any individual member of the school board as defined in Section 31-7-1 shall not be individually liable under this section if he voted against payment for contracts let or purchases made contrary to law and had his vote recorded in the official minutes of the school at the time of such vote, or was absent at the time of such vote. §31-7-57

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies DJE-E Purchase Law Policies

DJEA Purchasing Authority

DJEG Purchase Orders and Contracts

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJEDD - Bid Protest Policy

Holmes County Consolidated School District

Bid Protest Procedure and Policy

I. Purpose of Policy

The policies and procedures set forth herein and issued by the Holmes County Consolidated School District, establish the guidelines relating to the filing, hearing, decision, and appeal of protests by any actual prospective bidder or contractor who is aggrieved in connection with the bidding or award of a contract.

II. Definitions

When used in reference to this policy:

1. The term "Protestor" means any actual or prospective bidder or contractor who is aggrieved in connection with the bidding or award of a contract which meets School Board approval requirements and who files a protest.
2. The term "Interested Party" means any party who has identified him/herself in writing as such to the district employee who is soliciting bids.
3. The term "Board Attorney" means the individual assigned by the Superintendent of the Holmes County Consolidated School District to provide legal assistance to the district employee soliciting bids.
4. The term "Board" means the membership of the Holmes County Consolidated School District Board of Education.

III. Right to Protest

Any actual or prospective bidder, offerer, or contractor who is aggrieved in connection with the solicitation or award of a contract which meets Board approval requirements may file a protest.

IV. Subject of Protest

Protestors may file a protest on any phase of solicitation or award including, but not limited to, specifications, bid solicitation, or award.

V. Authority to Resolve Protests

The Superintendent or his/her designee shall have the authority to settle and resolve a protest of an aggrieved bidder, offerer, or contractor, actual or prospective, concerning the specifications, solicitation, or award of a contract.

1. Protest of Specification/Product Code Number: Within ten (10) calendar days of the date the Invitation to Bid is mailed, the protestor must submit in writing to the Superintendent the reason for the protest. The Superintendent shall review specifications and product code numbers and based on the facts:

- a) issue an addendum
 - b) withdraw solicitation and rebid
 - c) reject protest
2. Protest of Award: Protest filed against bid award must proceed with steps VI-XX.

VI. Filing of Protest

1. Time for Filing: Protests shall be made in writing and submitted in an envelope labeled "Protest" to the Superintendent within seven (7) calendar days after the protestor knows or should have known of the facts giving rise thereto. A protest is deemed filed when received by the Superintendent.
2. Limitations on Time for Filing: No protest will be entertained if filed more than seven (7) calendar days after the award of a contract.

VII. Content of Protest

The written protest shall contain the following:

1. the name, mailing address, telephone number, and fax number of the protestor;
2. appropriate identification of the procurement or contract protested;
3. a statement, in sufficient detail, of the facts upon which the protest is based, including the effective date of any alleged grievable action and why such action is believed to be in error;
4. supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected date the information will be available shall be indicated; and,
5. a statement of the relief requested.

VIII. Notification

Upon receipt of a written protest, the Superintendent shall submit a copy of the protest to the Board Attorney and the district employee soliciting bids.

IX. Stay of Procurement

In the event of a timely protest, the State shall not proceed further with the solicitation or award of the contract until the resolution of the protest, unless the Superintendent, after conferring with the district employee soliciting bids, makes a determination that in order to protect substantial interests of the school district, it is necessary to go forward with the solicitation or award of the contract.

X. Additional Information- Time for Filing

Any additional information requested by any of the parties should be submitted within the reasonable time period established by the requesting source in order to expedite consideration of the protest. Failure of any party to comply expeditiously with a request for information by the Superintendent may result in the protest being resolved without additional information being considered.

XI. Protest Process Committee

The Superintendent shall appoint a committee to review all protests. The district employee soliciting bids, shall present the protest materials to the Protest Process Committee who shall consist of:

1. Superintendent

2. Business Manager

XII. Scheduling of Protest Conference

When a protest is filed, the Superintendent shall determine if a protest conference is needed and appropriate. If so, a date, time, and place for the protest conference will be scheduled and a notice of same will be sent via personal delivery or by certified United States Mail, postage prepaid, return receipt requested, to the protestor, the procuring school district or institution, and any interested party.

XIII. Rescheduling of Protest Conference

Continuances requested by any party to the protest shall be granted within the discretion of the Superintendent only for good cause shown.

XIV. Failure to Appear at Protest Conference

If a protestor, without good cause, fails to appear at the protest conference, such failure will be deemed a withdrawal of the protest and the Superintendent shall dismiss the protest and such dismissal shall be final and conclusive.

XV. Conduct of Protest Conference

So as to encourage the amicable resolution of a protest, the protest conference is informal and no witnesses are examined. However, if there is anyone that a party believes can provide pertinent input, the party may have that person present to be interviewed at the conclusion of the conference and before a decision is made.

The protestor has the burden of proving that the specifications, bidding, or award of the contract was in error and merits the relief requested.

The Superintendent shall have the authority to maintain the decorum of the conference and shall take reasonable steps to do so when necessary, including clearing the conference room of any person who is disruptive.

XVI. Decision Upon Completion of Protest Process

The Superintendent shall, within a reasonable time after the conclusion of the protest process, prepare a written decision. A copy of such decision shall be sent by personal delivery or by certified United States Mail, postage prepaid, return receipt requested, to the protestor, any interested party, and the district employee soliciting bids. The decision of the Superintendent shall be final and conclusive unless fraudulent or unless a timely request for a review by the Board is filed.

XVII. Review by the Board

1. **Right to Review:** Any protestor or interested party who participated in the conference or the procuring agency aggrieved by the final decision of the Superintendent may file a written request for review by the Board.
2. **Time for Filing:** Requests for review by the Board shall be filed with the Board with copies of same being sent to the Superintendent, the district employee soliciting bid, and any interested party who participated in the protest, by personal delivery or by certified United States Mail postage prepaid, return receipt requested, within three (3) calendar days after receipt of the decision of the Superintendent.

3. Content of Review Request: The written request for review by the Board shall contain, at minimum, the following:

- 1) the name and mailing address of the person filing the request for review;
- 2) a copy of the written protest originally filed;
- 3) copies of all documents which have been produced thus far in the protest proceedings;
- 4) a copy of the decision of the Superintendent;
- 5) a statement, in sufficient detail, of the facts relied upon to substantiate a claim that the decision of the Superintendent is in error; and
- 6) a statement of the relief requested.

4. Decision on Review: The Board shall issue a final written decision within a reasonable time after the final date for filing all documents to be considered on review. A copy of such decision shall be sent by certified United States Mail, postage prepaid, return receipt requested, to the party filing the request for review, the Superintendent, the district employee soliciting bids, and any interested party who participated in the protest. A determination of an issue or fact by a quorum of the Board shall be final and conclusive unless arbitrary, capricious, fraudulent, or clearly erroneous.

XVIII. Exhaustion of Remedies

Except as may be authorized under federal law, no protestor may file a petition for judicial review with a court of competent jurisdiction (that court being in Holmes County, Mississippi) until a final written decision has been issued by the Board.

XIX. Time Limits

If a protest is not filed within the time limit set forth herein, it will be considered waived.

If a request for review by the Board is not filed within the specified time limit, it will be considered waived and the decision of the Superintendent shall be final and conclusive.

XX. Amendment of Rules, Etc.

The Board may, from time to time, amend these rules or promulgate new rules.

If any one or more of these rules is found to be invalid by a court of competent jurisdiction, such finding shall not affect the validity of any other of these rules.

Adopted Date: 3/11/2021

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJEE - Child Nutrition Procurement Plan

CHILD NUTRITION PROCUREMENT PLAN

The Holmes County Consolidated School District Child Nutrition Program will implement and adhere to the Institution FSMC contracts and Procurement standards guidance as provide in MEMO CODE: SP20-2019; CACFP07-2019; SFSP06-2019-Revised as applicable, and Mississippi State Law as set below.

Institution FSMC contracts:

Regulations at 7 CFR 226.21(a)(1)-(7) identify the specific procedures, including 7 CFR 226.21(a)(7) which requires that bids totaling \$50,000 or more be submitted to the State agency for approval before acceptance. The memorandum updates the threshold at 7 CFR 226.21(a) and 226.21 (a)(7) to link these to the Federal SAT currently set at \$250,000.

Procurement Standards:

Regulation 7 CFR 226.22(i)(1) identifies a small purchase threshold for purchases costing an aggregate dollar value of no more than \$10,000 unless a more restrictive State or local dollar limit applies (under \$10,000). The memorandum updates the \$10,000 threshold at 7 CFR 226.22(i)(1) and links this to the Federal SAT currently set at \$250,000.

Adopted Date: 4/14/2022

Approved/Revised Date:

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJEG - Purchase Orders and Contracts

PURCHASE ORDERS AND CONTRACTS

One of the most important aspects of control over expenditures is an efficient and effective system of purchasing. Each school district shall establish a purchasing system. A well designed system of purchasing will include:

1. Requisitions (manual or system generated)
2. Purchase Orders
3. Receiving Reports
 - a. Purchase requisitions are documents filled out by requesting departments/divisions/schools or teachers requesting that the purchasing department buy the items requested. A requisition is the device by which management realizes that there is a need for materials.
 - b. Purchase orders are documents issued by the school district to vendors ordering the items requested by departments/divisions/schools or teachers. A purchase order is the device by which management places an order. Accepting a purchase order by a vendor effects a legally binding contract. The purchase order gives the vendor authority to ship the required items and binds the district for payment.
 - c. Receiving reports are documents documenting the fact that the materials ordered were actually received.

Using the documents above, the purchasing process is as follows:

1. The school district shall utilize purchase requisitions to be prepared by school district personnel whenever there is a request for materials. All requisitions shall require approval by next higher level of administration than the person actually requesting the material. Once approved this requisition should be forwarded to the central office.
2. When a properly prepared and approved requisition is received by the central office, it will be reviewed to ensure that the requisition amount will not exceed the budget for that particular area. All requisitions should be subjected to public purchasing law requirements. A determination should be made as to whether or not quotes or bids shall be obtained prior to the actual placing of the order, in accordance with public purchasing laws.
3. Once the public purchasing law requirements are fulfilled, a purchase order should be issued, the issuance of which is official notice to the vendor that you desire for the vendor to fill that order.
4. When ordered materials are received, either the purchase order, or, a receiving report shall be prepared by the person receiving the material or by central receiving, or, in the absence of a receiving report, the vendor's invoice shall be signed by the person receiving the material.
5. Prior to paying any claim, the accounts payable clerk should match the following documents:
 - a. Purchase requisitions

- b. Purchase order
- c. Receiving report (or vendor invoice signed by personnel indicating receipt of the material)
- d. Vendor invoice (where receiving reports are used).

All purchase orders shall be prenumbered and controlled. Receiving reports, if utilized, shall be prenumbered and controlled. Requisitions do not require prenumbering.

A purchase order log shall be maintained by purchase order number. This log will allow for follow-up on unfilled orders as well as allowing for the school district to determine the dollar value of outstanding purchase orders. The purchase order log shall, at a minimum, contain the following information: purchase order number, date issued, vendor name, description and amount. In lieu of the purchase order log, the district may maintain a file copy of purchase orders which are in numerical sequence.

Encumbrance accounting, if utilized, is discussed under the budgeting section of this manual. Account codes are provided for in the coding sections of this manual.

Open purchase orders to vendors are acceptable if items have been bid and the bids properly accepted by the school board in their official minutes.

The use of open purchase orders to vendors is allowable. Open purchase orders must be used according to school board policy and in compliance with state law.

Centralized purchasing is recommended for all districts. It is the most efficient and effective means of handling purchasing. With centralized purchasing, a purchasing department headed by a purchasing agent makes all purchases for the district. By purchasing in this way, one department can specialize in the purchase function. Also better internal control exists when purchases cannot be made by many people at many different locations.

School boards shall establish policies concerning school district purchasing. Included in these policies, the board shall identify those items, if any, it is exempting from purchase order requirements (e.g., lunchroom foods that are purchased at bid price and delivered daily, purchases of certain items from student club funds, purchases made daily for the transportation department and purchases of monthly services such as utility bills and phone bills).

Purchasing policies and procedures shall be approved by the school board and recorded on its official minutes.

PUBLIC PURCHASING LAWS

Mississippi public school districts must make purchases in accordance with the Mississippi Code of 1972, Annotated. Additional procedures, requirements, and regulations are to be found in the Financial Accounting Manual for Mississippi Public School Districts, prescribed by the Office of the State Auditor. The Manual includes a "Quick Reference Index of School Related Laws" that indicates the most significant code sections affecting purchasing are 31-7-1, 31-7-12, 31-7-13, and 37-39-1 et seq.

PURCHASING DOCUMENT FORMATS

The forms and formats in the District Manual are to be used in the district.

LEGAL REF.: MS CODE as cited
CROSS REF.: Policy DJE - Purchasing

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJEI - Vendor Relations, Sales Calls and Demonstrations

VENDOR RELATIONS

The Superintendent (designee) may give permission to sales representatives of educational products to meet with members of the school staff at times that will not interfere with any part of the educational program.

An equal opportunity shall be provided to all responsible vendors to transact business with the district. To this end, the purchasing agent shall develop and maintain a list containing the names and addresses of all potential bidders for the various types and categories of materials, equipment, supplies and services. Any vendor may be added to the list upon written request and completion of the appropriate form. Small, minority owned and operated, and women owned and operated businesses will be encouraged to develop a business relationship with the district and shall be afforded an equal opportunity to transact business with the Holmes County Consolidated School District.

Salespersons are permitted to call on Principals, but are prohibited from calling on other school personnel without authorization from the Superintendent.

In all procurement activities, agents of the Holmes County Consolidated School District Board shall:

1. Consider first the mission and the interests of the Holmes County Consolidated School District and the betterment of its educational program.
2. Endeavor to obtain the greatest value for every dollar expended.
3. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their product meets specification and the educational needs of the Holmes County Consolidated School District .
4. Discourage the offer of and decline gifts which in any way might influence the purchase of school supplies and equipment.
5. Display a prompt and courteous attitude when interacting with vendors.
6. All vendor interactions shall comply with all state and federal purchasing and bidding laws.

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJEIB - Acceptance of Gifts From Vendors or Suppliers

Acceptance of Gifts From Vendors or Suppliers

The Holmes County Consolidated School Board believes that all employees should maintain integrity with students, colleagues, parents, patrons, vendors, and businesses when accepting gifts, gratuities, favors, and additional compensation. No matter how well-meaning or well-intentioned a gift, the potential exists for impropriety or the appearance of impropriety to be present because of the existence and acceptance of the gift.

Acceptance of modest entertainment such as a meal or refreshments in connection with attendance at conferences, training events, professional meetings and events sponsored by industrial, technical, professional, or educational associations is not considered a gift.

Definition of Gift:

Any gratuity, discount, gift card, food or drink item, entertainment, loan, honoraria for speaking engagements, or other tangible or intangible item having monetary value.

Prohibition:

No board member or employee shall solicit any personal favor, gift, gratuity, or offer of entertainment directly or indirectly from a supplier, vendor, or service providers who is doing or seeking to do business with the Holmes County Consolidated School District (The Board). Board members or school employees shall never accept gifts during the bidding process, in the waiting period for renewal of a contract or agreement, or at a time when negotiations with vendors, suppliers, or service providers are ongoing.

Reporting:

Any gift(s) accepted personally by any employee of the Holmes County Consolidated School District (The District) from any supplier or vendor shall be reported to the employee's immediate supervisor, who shall report acceptance of such gift(s) to the superintendent who shall bring the issue before the board at the board's next regular meeting.

The school board must formally approve acceptance of all personal gifts to school board members and employees from suppliers, service providers and vendors.

Tax Liability:

All cash or gift cards redeemable for cash are taxable to the employee, even when given as a gift. Non-cash gifts of minimal value, such as a holiday turkey, mostly are not taxable for employees if they are under \$100 per year. Any gift worth more than \$100 is taxable.

Professional Staff:

School employees shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

Ethical Conduct:

Ethical conduct includes, but is not limited to, the following

- a. Insuring that institutional privileges are not used for personal gain

- b. Insuring that school policies or procedures are not impacted by gifts or gratuities from any person or organization

Unethical Conduct:

Unethical conduct includes, but is not limited to, the following:

- a. Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local school board.

- b. Tutoring students assigned to the educator for remuneration unless approved by the local school board

LEGAL REF.: Mississippi Educators' Code of Conduct: Standard 8. Remunerative Conduct

Adopted Date: 11/12/2020

Approved/Revised Date: 4/14/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJEJ - Payment Procedures

PAYMENT PROCEDURES

The Holmes County Consolidated School District Board has the power, authority and duty to make orders directed to the superintendent of schools for the issuance of pay certificates for lawful purposes on any available funds of the district and to have full control of the receipt, distribution, allotment and disbursement of all funds provided for the support and operation of the schools of such school district whether such funds be derived from state appropriations, local ad valorem tax collections, or otherwise. The local school board shall be authorized and empowered to promulgate rules and regulations that specify the types of claims and set limits of the dollar amount for payment of claims by the superintendent of schools to be ratified by the board at the next regularly scheduled meeting after payment has been made. ' 37-7-301 (o) (2005)

Claims shall continue to be processed in the most efficient and cost effective manner. The Board of Education specifies that only those items determined to be time sensitive in nature, as advised by the Business Manager, will be paid in this manner.

The Holmes County Consolidated School District employs a school business officer/administrator whose qualifications meet the criteria established by the Mississippi Department of Education and whose primary job responsibilities are conducting, supervising, and/or directing the financial affairs and operations of the school district. (SB Policy GBBA)

LEGAL REF.: MS CODE as cited

Mississippi Public School Accountability Standards

CROSS REF.: Policies DJC - Payroll Procedure

DJE-E - Purchase Law Policies

DJEA - Purchasing Authority

DJEG - Purchase Orders and Contracts

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJEJA - Bill Payment Authorization: Capital Equipment, Goods and Services

Payment of District Claims

The Holmes County Consolidated School District Board of Trustees in accordance with section 37-7-301 and 37-9-14, hereby authorizes and empowers the superintendent of schools to pay school district claims from any account other than payroll up to \$5,000.00 to be ratified by the board at the next regularly scheduled meeting after payment is made; and for related purposes. The \$5,000.00 limitation stated above shall not apply to obligations the amount of which has already been approved by the Board through its approval of a contract or by an order entered on its minutes or by specific inclusion in the current fiscal year budget.

The Superintendent of Schools is allowed to ratify the following expenditures:

- Travel related expenses
- Field trip related expenses
- Utility related expenses
- Debt related expenses
- Insurance payment related expenses

LEGAL REF: MS Code as cited

CROSS REF: Policies CEB – Duties of Superintendent

DJ – Expenditure of Funds
DJEJ Payroll Procedures

Adopted Date: 11/12/2020

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DJG - Notes and Bond Payments

NOTES AND BOND PAYMENTS

The principal of and interest upon all notes or bonds issued under the authority of Section 37-41-89 shall be paid out of such transportation funds of the school district as may be available for such purpose. It shall be the duty of the school board to set aside each year out of such transportation funds a sufficient amount to pay the principal of and interest upon said notes or bonds as and when the same shall respectively mature and accrue. It shall be the duty of the superintendent of schools or administrative superintendent to include in the school budget each year separate items showing the amount required for the payment of the principal of and interest upon all notes or bonds issued under the authority of said section. ' 37-41-99 (1987)

The levying authority, as defined in Section 37-57-1(1)(b), acting for and on behalf of any school district, shall annually levy a special tax upon all of the taxable property within such school district, which shall be sufficient to provide for the payment of the principal and interest on school bonds issued under the provision of this article according to the terms thereof.

' 37-59-23 (1988)

REDUCED OR INTEREST-FREE DEBT PURSUANT TO FEDERAL LAW

Notwithstanding any law or any provision of any law to the contrary, the following additional and supplemental powers and authorizations are hereby granted to each public school district in connection with the issuance of any debt, as defined herein.

(a) For purposes of this act, "debt" means any note, bond, lease or other evidence of indebtedness, that a district is authorized to issue under any provision of law and shall include debt issued by or on behalf of an agricultural high school.

(b) Any school district issuing debt may, by resolution of its board of trustees or board of education, do all things regarding the form, payment structure, purchase price and terms of such debt which may be helpful in qualifying the debt for reduced or interest-free treatment under federal law or the regulations promulgated thereunder and to assure that such debt will be readily

acceptable in the municipal bond market, provided the same is not inconsistent with the Constitution of the state. Provided, however, that nothing in this act shall be construed as allowing a school district to exceed the final maturity term or exceed any debt limitation provided in the applicable state law authorizing the debt.

(c) This act shall be construed to be supplemental and additional to any powers conferred by other laws on school districts and not in derogation of any such powers not existing. The act is remedial in nature and shall be liberally construed. Provided, however, that this act shall not grant any extra authority to a school board to issue debt in any amount exceeding statutory limitations on assessed value of taxable property within such school district or the statutory limitations on debt maturities, and shall not grant any extra authority to impose, levy or collect a tax which is not otherwise expressly provided for. ' 37-59-301 (2004)

NOTE: For details and procedures for issuance of bonds see MS Code ' 37-59-1 *et seq.* For bonds issued under Section 37-59-21, see MS Code ' 37-59-23. As to additional powers conferred in connection with issuance of bonds see ' 37-59-25 and ' 31-21-5. See also MS Code ' 37-61-33, Education Enhancement Fund.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies DFD - Bond Sales

DFE - Short Term Notes

DFEA - Tax Anticipation Notes

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DK - Student Activities Fund Management

STUDENT ACTIVITIES FUND MANAGEMENT

The Holmes County Consolidated School District Board has the power, authority and duty to expend local school activity funds, or other available school district funds, other than minimum education program funds, for the purposes described under this paragraph. "Activity funds" shall mean all funds received by school officials paid or collected to participate in any school activity, such activity being part of the school program and partially financed with public funds or supplemented by public funds. The term "activity funds" shall not include any funds raised and/or expended by any organization unless commingled in a bank account with existing activity funds, regardless of whether the funds were raised by school employees or received by school employees during school hours or using school facilities and regardless of whether a school employee exercises influence over the expenditure or disposition of such funds.

Activity funds may only be expended for any necessary expenses or travel costs, including advances, incurred by students and their chaperons in attending any in-state or out-of-state school-related programs, conventions or seminars and/or any commodities, equipment, travel expenses, purchased services or school supplies which the Holmes County Consolidated School District Board, in our discretion, shall deem beneficial to the official or extracurricular programs of the district, including items which may subsequently become the personal property of individuals, including yearbooks, athletic apparel, book covers and trophies. Activity funds may be used to pay travel expenses of school district personnel in direct relation to the support of the organization's activities.

The Holmes County Consolidated School District Board shall be authorized and empowered to promulgate rules and regulations specifically designating for what purposes school activity funds may be expended. The local school governing board shall provide (i) that such school activity funds shall be maintained and expended by the principal of the school generating the funds in individual bank accounts, or (ii) that such school activity funds shall be maintained and expended by the superintendent of schools in a central depository approved by this board.

The Holmes County Consolidated School District Board shall provide that such school activity funds be audited as part of the annual audit required in '37-9-18. The State Auditor shall prescribe a uniform system of accounting and financial reporting for all school activity fund transactions. ' 37-7-301(s) (1996)

Pursuant to the authority granted under ' 37-7-301(s), Miss. Code 1972, as amended, The Holmes County Consolidated School District Board hereby authorizes the expenditure of local school activity funds, or other available school district funds other than minimum education program funds, for any necessary expenses or travel costs incurred by students and their chaperons in attending any in-state or out-of-state school related programs, conventions or seminars and/or any commodities, equipment, travel expenses, purchased services or school supplies which the school board, in its discretion, shall deem beneficial to the official or extracurricular programs of the district, including items which may subsequently become the personal property of individuals, including yearbooks, athletic apparel, book covers, and trophies. The activity funds account shall be audited annually.

GENERAL

Activity funds shall be spent in accordance with ' 37-7-301(s), Miss. Code Ann. (1972), as amended, "for any necessary expenses or travel costs, including advances, incurred by students and their chaperons in attending any in-state or out-of-state school related programs, conventions or seminars and/or any commodities, equipment, travel expenses, contractual services, or school supplies which the local school governing board, in its discretion, shall deem beneficial to the official or extracurricular programs of the district."

These procedures are to be considered minimum requirements for activity fund accounting. School districts which maintain a system that exceeds these requirements may continue to do so.

Each local school may maintain its own bank account for the receipt and disbursement of activity funds. The account must be interest-bearing, if practicable. It must be styled "_____ (name of school)_____ Activity Fund" and it must be approved by the school board and entered into its minutes along with the name of the principal who shall be the only person authorized to sign checks on the account. Bank statements for each account will be sent directly by the bank to the central office, which will be responsible for preparing monthly bank reconciliations. Accounts must be in financial institutions selected by the school board in accordance with state statutes.

RECEIPTS

All activity funds received by a local school must be deposited into its activity fund bank account. The principal must maintain a permanent three-part receipt book in which to record all receipts. A person remitting activity funds to the principal for deposit will be given the original receipt, the second copy will be attached to the transmittal report to the central office, and the third copy will be kept in the book and on permanent file in the principal's office. All of these pre-numbered receipts must be accounted for. A copy of the deposit slip indicating the amounts of money deposited to the bank must also be attached to the transmittal report. The deposit slip should indicate the sequence of receipt numbers that particular deposit covers. The school board shall set a dollar limit on the amount of money that may be receipted without being deposited. The dollar limit should be such that there is never an unreasonable accumulation of undeposited money on hand in each particular school in the district.

DISBURSEMENTS

Any disbursements of activity funds must be made from the account on pre-numbered checks. The disbursement shall be adequately supported by an invoice or statement. All purchases made with activity funds must comply with the state purchasing laws. Only the principal may sign checks on the account. All pre-numbered checks must be accounted for.

REPORTING TO THE CENTRAL OFFICE

Within five working days of the close of the month, a principal shall deliver to the central office a

transmittal of all activity fund receipts and disbursements during the preceding month. This transmittal form shall contain receipts and disbursements by individual activity. It will list each check by check number, date and purpose and each deposit by date, receipt numbers and source. Upon receipt of the transmittal forms, the central office staff shall review them for accuracy and completeness prior to making the entries to the accounting records. The information from the transmittal form will be used to reconcile the monthly bank statements. All school district activity fund transmittal reports and bank reconciliations shall be reviewed and approved by the school board. This approval shall be acknowledged in the board's official minutes.

SCHOOL STORES

The provision of school stores is left to the discretion of the principal. Only school materials and supplies should be sold. Funds will be handled in accordance with state law, district regulations, and the Financial Accounting Manual for Mississippi Public School Districts, July 1, 1996.

FUND-RAISING

The Holmes County Consolidated School District Board is authorized to conduct, or may authorize others to conduct, on behalf of the school district, fund-raising activities deemed by the board, in its discretion, to be appropriate or beneficial to the official or extracurricular programs of the district. Any proceeds of such fund-raising activities shall be treated as activity funds and shall be accounted for as are other activity funds.

Fund-raising activities conducted or authorized by the board for the sale of school pictures, the rental of caps and gowns or the sale of graduation invitations for which the school board receives a commission, rebate or fee shall contain a disclosure statement advising that a portion of the proceeds shall be contributed to the student activity fund.

Any arrangement between a local school and a company supplying merchandise, such as school pictures, class rings and caps and gowns, shall be by written contract, signed by the principal and the company's representative, approved by the local school board, and on file available for public review in the principal's office. The contract shall include all provisions of the arrangement, including any rebate or commission to the school. Any rebate or commission provision in a contract shall be fully disclosed in the school board minutes and to any prospective purchasers of the merchandise. In cases where the merchandise is purchased by a student directly from the vendor, any such rebate or commission to the school shall be paid by check from the company directly to the school's activity fund. Under no circumstances shall a company or a purchaser make a payment directly to a principal.

MISCELLANEOUS

Any activity fund which becomes dormant and inactive may have its surplus, if any, transferred to another activity fund if approval is granted by the school board.

Pre-numbered tickets shall be used at any event at a local school for which a fee is charged for

admission if the event generates more than \$100. All funds raised by any organization (such as PTA) on behalf of a local school may be deposited in the activity fund and used exclusively for such school's benefit. If the funds are deposited or commingled with activity funds, they shall be treated as activity funds and shall be subject to these policies. The term "Activity Funds" shall not include any funds raised and/or expended by any organization, unless deposited or commingled with existing activity funds, regardless of whether the funds were raised by school employees or received by school employees during school hours or using school facilities. Organizations shall not be required to make any payment to any school for the use of any school facility if, in the discretion of the local school governing board, the organization's function shall be deemed to be beneficial to the official or extracurricular programs of the school. For the purposes of this provision, the term "organization" shall not include any organization subject to the control of the school board.

If any organization donates any assets to the school district, the school board must acknowledge in its official minutes who has title to the donated assets. School activity funds shall be classified as either General Funds, Enterprise Funds, or Agency Funds.

PURCHASING

Purchases made from school activity funds which are totally financed with public funds must be made in accordance with state purchasing laws. Purchases made from school activity funds which are financed in part with privately generated funds (e.g., student assessments, advertising revenue) and partially financed or supplemented with public funds must be made in accordance with state purchasing laws. When private funds and public funds are combined to purchase items, the private funds are to be treated as public funds.

Purchases made from school activity funds which are financed with privately generated funds that are accounted for in a school district's financial accounting system and are not supplemented in any way with public funds are not required to be made pursuant to the state purchasing laws. Purchases made for school activities which are totally financed with privately generated funds that are not accounted for in a school district's financial accounting system (e.g., student purchases directly from a vendor) are not required to be made pursuant to state purchasing laws.

NOTE: Please also refer to [Financial Accounting Manual for Mississippi School Districts](#).

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies DI - Accounting and Reporting

DIAB - Internal Control of Cash Receipts

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 4/14/2022
Approved/Revised Date: 8/11/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DKA - Concessions and Fundraisers

CONCESSIONS AND FUNDRAISERS

As part of the Holmes County Consolidated School District, the Board of Education has the power, duty, and authority to provide programs and other school activities, and to regulate the establishment and operation of such programs and activities.

All activities, other than sanctioned **Mississippi High School Activities Association**, shall have prior approval from the principal and the superintendent.

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DKD - Revenues from Gate Receipts and Admissions

Revenues From Gate Receipts and Admissions

Gate receipts from all school activities shall be handled as follows:

1. At any event for which a fee is charged for admission, pre-numbered, sequential tickets shall be used. If there is a difference between student and adult prices, a separate set of tickets for each should be released for each category. Tickets are to remain under lock and key at all times.
2. Numbered ticket boxes, containing a sequence of pre-numbered tickets and currency for making change, shall be prepared prior to the event by the Athletic Director, Assistant Athletic Director, Principal, or designee. The ticket numbers and amount of currency shall be recorded.
3. Gatekeepers will be held accountable for the remainder of tickets and currency until the contents of the ticket box are turned over to the Athletic Director, Assistant Athletic Director or Principal in charge of the activity/event.
4. Gatekeepers will sign off on number of tickets sold as they are turned in.
5. The counting of currency shall be done by a minimum of two (2) members of the school staff with different staff members selected for each event. Those staff members in charge of currency counting will be held accountable for such funds until they are turned over to the Athletic Director, Assistant Athletic Director or Principal. After the money is counted, personnel who worked respective gates will be asked to sign-off on the ticket numbers used compared to the amount of money deposited.
6. The Athletic Director, Assistant Athletic Director or Principal shall deposit or night drop deposit the total amount of the money collected within 24 hours.
7. All unsold tickets, and a record signed by each person counting, of the amount of currency collected shall remain in the locked ticket box for the school bookkeeper or Principal to check against bank deposits.
8. The school bookkeeper or the Principal shall record the amount of activity event deposit in such a manner that it will easily be identified.
9. The Principal or the school bookkeeper shall keep such records needed to provide information on demand to the Superintendent, District Business Officer, Auditor and/or School Board regarding attendance/ticket sales/counting receipts, concessions (if applicable), gross gate receipts, expenses related to event, net income from event, and deposits of money from gates/receipts/concessions for each event.

All other similar extracurricular activities must follow the above procedures. If the school runs a concession, the counting and depositing of concession receipts shall be done in the same manner as gate receipts.

Ticket colors shall rotate from game to game in order to strengthen internal controls.

CROSS REF.: DK – Student Activities Fund Management

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018
Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DM - Fixed Assets Policy

FIXED ASSETS POLICY

This policy shall comply with all policies and procedures listed in the Fixed Assets Policies and Procedures Manual and shall adhere to the codes set forth by the State of Mississippi, including but not limited to:

EQUIPMENT AND SUPPLIES RECORDS (INVENTORY OF FIXED ASSETS)

Recording:

Equipment will be valued at historical cost or fair market value at the date of donation or purchase. Equipment costing \$1,000 or more and highly walkable items, which have a useful life of more than one year, will be recorded on the fixed assets inventory of the district. Highly walkable items include, but are not limited to:

- Televisions (greater than \$250)
- Cameras and camera equipment (greater than \$250)
- Cellular telephones
- Two way radio equipment
- Weapons
- Lawn maintenance equipment
- Computers and computer equipment (greater than \$250)
- Chain saws
- Air compressors
- Welding machines
- Generators
- Motorized vehicles

Cameras, camera equipment, computers, and computer equipment valued between \$250 and \$499 and purchased or received before July 1, 2008 will not be recorded on the fixed asset inventory of the district. Weapons, lawn maintenance equipment, chain saws, air compressors, welding machines, generators, an motorized vehicles valued between \$1 and \$499 and purchased or received before July 1, 2008 will not be recorded on the fixed asset inventory of the district.

All district owned land and buildings will be capitalized and recorded on the fixed assets inventory of the district.

Infrastructure will not be capitalized as fixed assets.

Depreciation:

Assets will be capitalized and depreciated as required by the State Auditor's Office. Donated Assets: Assets which are donated to the School District will be recorded at the fair market value at the date of donation if \$1,000 or more, and will be acknowledged by the School Board in the official minutes of the district.

Inventory:

The Finance Director or his or her designee is responsible for assigning tag numbers and recording fixed assets on the inventory.

The inventory will be verified at least annually by the building level administrators.

The building level administrators are responsible for notifying the Designated Fixed Assets manager (Ex:Finance Director) of any transfers, disposals, donations, and /or other adjustments to fixed assets at their location.

All deletions from fixed assets shall receive Board approval.

Annual Inventory:

Annual Physical Inventory Policy - a physical inventory will be taken at least annually.

Accountability:

The building level administrators will accept responsibility for fixed assets at their location by signing a statement. They will also accept responsibility for tagging individual assets received at their location during the current fiscal year.

The building level administrators at their discretion may have the person in custody of the fixed assets accept responsibility by signing a statement. See the attached Fixed Asset Assurance Form.

If an item is found missing, the person who signed for being responsible for the item will be held personally and financially liable, unless a properly executed police report is filed in a timely manner.

Note: This policy rescinds DM-1, DM-2, DM-3, DP, DPA, DPB

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022

District: Holmes County Consolidated School District
Section: D - Fiscal Management
Policy Code: DO - School Properties Disposal Procedure

SCHOOL PROPERTIES DISPOSAL PROCEDURE

As it relates to school properties disposal, this district will comply with all applicable provisions of the Mississippi Code of 1972 Annotated including but not limited to §§ 37-7-451, 37-7-471 through 37-7-485 as amended, and with all other applicable federal and state laws.

LEGAL REF.: MS CODE as cited

CROSS REF.: Policies ABB Board Powers and Duties

DM Fixed Assets Policy

EBJ School Property Development Act of 2005

Last Review Date: _____
Review History:[1/1/1900][1/1/1901]

Adopted Date: 1/30/2018

Approved/Revised Date: 2/10/2022