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## FISCAL MANAGEMENT REGULATIONS

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## MANAGEMENT OF FUNDS

### **School Funds**

The Northern Neck Technical Center shall keep an accurate record of all receipts and disbursements so that a clear and concise statement of the financial condition may be determined at all times.

### **Collection of Money**

Each instructor will be issued a pre-numbered receipt book to be used for the collection of money. Money turned into the school office will be balanced with the copies of the receipts.

1. All monies collected must be turned in daily to the school office. Money is not to be kept in the classroom overnight.
2. Money collected for repair service or authorized sales or service must be collected and submitted to the school office for deposit and a receipt will be issued by the office.
3. Money collected from students for instructional items should be receipted and submitted to the office daily along with the copies of the receipts.
4. Money collected from the sale of food items must be submitted daily along with a receipt for the total amount collected.

### **Purchases**

All purchases must be accompanied by a purchase order which can be obtained from the Finance Officer. Each department will be allocated funds for the purchase of instructional materials. Purchases should be properly coded to the individual departments.

### **Advances on Expenses**

A travel advance may be authorized upon presentation of an estimate of expenses to be incurred prior to the travel. Travel advances will be applied against a final itemized statement of actual expenses and any funds advanced in excess of actual expense incurred shall be immediately refunded.

### **Personal Loans**

No personal loans of any description shall be made from school funds.

### **Personal Purchases**

An employee may not use the school account for personal purchases.

### **Sales to Students**

The sales of items during the school day, other than food, shall be limited to those items and times approved by the Principal. The proceeds from any such sales shall be used for school-related activities and all proceeds must be deposited in the individual school accounts.

### **Vending Machines**

Vending machines dispensing personal necessities for student use are permitted in the schools subject to approval by the Principal and/or Board of Control.

### **Sales After School Hours**

The Principal may permit school-sponsored organizations to sell food items and materials related to the school after school hours.

Approved by Board of Control: December 1, 2009

## PAYMENT PROCEDURES

### A. Receiving Goods

All goods received must be accepted by a Northern Neck Technical Center employee authorized to certify that the goods were received in good condition, before payment can be approved.

### B. Paying for Goods and Services

No payment for goods and services shall be made, unless both an itemized invoice showing name of the person or firm to whom payment is due is present, and a receiving document bearing the signature of an authorized school employee on file. Packing lists are preferred as receiving documents. When such are not available, the appropriate Board of Control form may be used.

The Principal shall establish procedures for accounting, purchasing and warrant writing so that each transaction is internally audited by the Finance Officer and the Principal.

### C. Procedures Review

The Board of Control will review accounting procedures each month when checks and bills are signed.

Approved by Board of Control: December 1, 2009

## PAYROLL DEDUCTIONS

### A. Generally

Payroll deductions will be made for those purposes required by law. Optional deductions may be made for insurance, investments, charity or other purposes which the Board of Control has approved and which the employee has authorized in writing.

All payroll deductions not required by law must be requested by the employee no later than September 10<sup>th</sup> of each school year. After the first payroll is drawn, changes in deductions will be made ONLY in exceptional cases, i.e., change in marital status, or as provided by law. Deductions for other personal benefits will not be allowed.

### B. Deductions for Absences

Employees who are absent from their assignments without appropriate authorization or who do not have leave coverage shall have their next paycheck decreased at a rate equal to their per diem salary for each day of absence. The per diem rate will be derived by the following formula:

- 10 months -  $1/200^{\text{th}}$  of the annual contract salary
- 11 months -  $1/220^{\text{th}}$  of the annual contract salary
- 12 months -  $1/240^{\text{th}}$  of the annual contract salary

### C. Garnishments

The Board of Control will automatically withhold garnishees when directed to do so by the Courts. In no case will payments be made for an employee in advance of accrued earning to cover the payment.

Approved by Board of Control: December 1, 2009

## EXPENSE REIMBURSEMENTS

## A. Travel Expenses

## 1. Generally

The Board of Control annually budgets travel funds to reimburse employees for expenses incurred at certain meetings and conferences.

A staff member may be authorized to attend a meeting or conference without loss of pay and be reimbursed for expenses incurred upon submission of an appropriate application and request for reimbursement. Compensation for travel will be made only when the provisions of this regulation are followed.

## 2. Approval of Requests

- a. Requests to attend meetings requiring travel and/or expense reimbursement must be approved by the Principal.
- b. All requests are given due consideration. Not all can be fully compensated. The following activities are among those used as guidelines in establishing priorities:
  1. Employees conducting official business for the school and so designated by the administration.
  2. Employees invited to present papers, appear on panels or speak to topics reporting on programs and/or activities emanating from this division.
  3. Employees desiring to visit other divisions with outstanding programs and/or facilities relevant to ongoing studies within the division.
  4. Employees who are officers, officers elect or directors of educational organizations and who do not receive travel reimbursement from the organization concerned.
- c. Approval or disapproval of the request will be noted on the copy of the form which is returned to the applicant. In some instances limited approval will be given assuming the employee agrees to share a percentage of the total anticipated costs.

## 3. Reimbursement

- a. Employees must pay all costs out of their personal funds.
- b. After return from an approval trip for which reimbursement is to be made, a completed travel expense form should be submitted to the school office.

- c. For overnight expenses and airline or railroad travel, hotel and ticket receipts must accompany the form.
- d. Automobile travel expenses are reimbursed at a rate per mile as determined by the Board of Control. Personnel going to the same meeting are expected to travel together, four people per car.
- e. While attending out-of-town meetings, school personnel are requested to remain within reasonable limits for meals (per diem \$35.00) and overnight accommodations.

Approved by Board of Control: December 1, 2009