



Book	Policy Manual
Section	3000 BUSINESS & INSTRUCTION SUPPORT OPERATIONS
Title	Concepts and Roles
Code	BP 3000
Status	First Reading
Cross References	<a href="#">BP 3110 - Transfer of Funds</a> <a href="#">BP 3460 - Periodic Financial Reports</a>
Adopted	May 5, 2014
Last Reviewed	May 6, 2019

The Board recognizes that fiscal resources and fiscal management comprise the foundational support of the entire school program. To make that support as effective as possible, the Board intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore practical sources of revenue.
3. Guide the expenditure of funds so as to derive the greatest possible educational returns.
4. Expect sound fiscal management from the administration.
5. Advocate a level of per student funding sufficient to provide quality education.

The Board desires to support the educational program with high standards of safety in the operation and maintenance of school facilities, equipment and services.

### **Role of the Board**

The Board:

1. Solicits public input on educational needs and utilizes that information in making budget decisions.
2. Approves and adopts the annual budget and approves budget transfers per BP 3110 Transfer of Funds.
3. Is accountable for all District funds.
4. Adopts written policies governing the purchase of supplies and equipment.
5. Monitors all expenditures by receiving monthly financial reports.
6. Receives and reviews the annual audit of District accounts and business procedures.
7. Provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.
8. Advocates and secures community support for additional financing when necessary.

### **Role of Superintendent or Designee**

The Superintendent or designee:

1. Prepares the detailed annual budget and presents it to the Board for adoption.
2. Administers the budget and keeps expenditures within approved limits.
3. Enforces requisition and purchase order policies and regulations.
4. Establishes control/inventory systems to account for District funds, supplies and equipment in accordance with law and Board policy.
5. Makes all financial reports required by law or Board policy and prepares reports for public release.
6. Analyzes the District's financial condition and presents the Board with proposals for meeting financial needs, including budget revisions.
7. Provides for the annual audit of District accounts and business procedures.

8. Adopts a property, casualty and liability insurance program which complies with law and reflects prudent financial management through the Kenai Peninsula Borough.
9. Maintains the District's non-instructional and business operations.

**Working Relationships of the Board and Superintendent or Designee**

The Superintendent or designee will recommend financial plans to the Board in accordance with the District's mission, vision, strategic goals and objectives. The Superintendent will recommend financial plans and options whenever District programs may be endangered by a lack of funds, or when the continuation of District programs may result in an over expenditure of District funds.

The Board desires complete information from the Superintendent or designee on all matters relating to the District's financial operations. The Board will closely monitor all District financial operations so that it may fully discharge its legal responsibilities with regard to school finance. The Board will work with the Superintendent to determine the timing and format of certain financial reports, so information is useful in decision making.

*Legal Reference:*

*ALASKA STATUTES*

*14.08.101 Powers (Regional School Boards)*

*14.08.111 Duties (Regional School Boards)*

*14.12.020 Support, Management and Control*

*14.14.060 Relationship between borough school district and borough*

*14.14.065 Relationship between city school district and city*

*14.14.090 Additional duties*