

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

Numerical Table of Contents

8000 SERIES

FINANCE SERVICES

FISCAL & BUSINESS MANAGEMENT	8000
BUDGET DOCUMENT	8101
BUDGET STATEMENT	8103
INVESTMENTS	8120
ACCOUNTING AND AUDITS	8200
CONTROL OF FUNDS	8201
EXPENDITURE REPORTS	8202
DEPOSITORY FOR GENERAL FUNDS	8210
DEPOSITORY FOR STUDENT ACTIVITY FUNDS	8211
STATE PAYMENT OFFSET	8212
IMPREST FUNDS	8220
STUDENT ACTIVITIES--SYSTEM OF ACCOUNTS	8230
MONIES IN SCHOOL BUILDINGS	8231
ANNUAL AUDIT	8240
AUDIT FILING PROCEDURE	8241
PURCHASING AUTHORITY	8300
PURCHASING PROCEDURES	8301
REQUESTING GOODS AND SERVICES--REQUISITIONS/PURCHASE ORDERS PROCUREMENT CARD	8302
MAINTENANCE OF INVENTORY	8304
ASSET CAPITALIZATION	8305
PURCHASE/SALES FROM BOARD MEMBERS OR SCHOOL EMPLOYEES	8306
LOCAL PURCHASING	8307

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

Numerical Table of Contents

Page 2

8000 SERIES

BIDDING REQUIREMENTS AND SPECIFICATIONS	8310
SPECIFICATIONS DETAIL	8311
DIRECT PURCHASE AUTHORITY	8312
STATE CONTRACT PURCHASING	8313
FORMAL BIDDING	8320
MAINTENANCE OF BIDDERS LISTS	8321
ADVERTISING FOR BIDS	8323
BID OPENINGS	8324
BID AWARDS	8325
BID-AWARD HISTORY FILE	8327
POSTING AND REPORTING SCHOOL DISTRICT CONTRACTS	8328
FORMAL CONTRACTS	8330
RECEIPT OF ORDERED GOODS AND SERVICES	8340
PAYMENT FOR GOODS AND SERVICES	8341
POWER TO INCUR DEBT	8600
TAX ANTICIPATION WARRANTS	8601
RISK MANAGEMENT	8700
IDENTITY PROTECTION	8800
RESOLUTION FOR THE DISPOSAL OF SURPLUS PERSONAL PROPERTY	8900
GIFTS, GRANTS AND BEQUESTS	8901
PROCEEDS FROM RECOVERIES	8910

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FISCAL & BUSINESS MANAGEMENT

8000

8000 The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access."

In addition, the Superintendent shall:

1. Encourage advance planning through the best possible budget procedures.
2. Explore all practical and legal sources of income.
3. Expend funds in a manner designed to achieve the greatest educational return. All expenditures of District funds shall be in accordance with the requirements of the School Code and Board of Education policies.
4. Require efficient and effective accounting and reporting procedures in accordance with the requirements of the Illinois School Code.

8000.1 Budget Planning

The annual budget of the District is the forecast of available revenue and anticipated expenditures and is the best expression of services necessary to provide the educational program during the fiscal year. The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

8000.2 Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FISCAL & BUSINESS MANAGEMENT (continued)

8000

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Board.

8000.3 Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Assistant Superintendent for Business, with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.
5. The Board of Education shall make every reasonable effort to annually adopt a balanced budget that does not engage in deficit spending in its operating funds (Education, Operations & Maintenance and Transportation). In the event that the Board of Education posts a deficit in the operating funds of more than 2% of annual expenditures, the Administration shall develop a budget reduction plan that eliminates the deficit and present that plan to the Board of Education.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FISCAL & BUSINESS MANAGEMENT (continued)

8000

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in The School Code and Truth in Taxation Act.

8000.4 Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

8000.5 Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund if one exists.

LEGAL REF.: 35 ILCS 200/18-55 et seq.
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5,
and 5/20-8.

Adopted: 11/12/85
Revised: 7/11/88
Revised: 5/2/11
Revised: 5/7/12

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FUND BALANCES

8001

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to:

- Provide cash flow to meet the day to day operating needs of the District without short-term borrowing.
- Allow the District to pay its obligations in spite of unforeseen circumstances or unexpected events.
- To maintain financial stability and high credit ratings.
- To generate investment income to support instructional expenditures.

The School District will maintain year-end fund balances of a sufficient level to support the objectives contained herein.

This Fund Balance Policy reflects the District's commitment to being good stewards of the taxpayers' dollars and providing financial stability for future students.

Adopted: 05/07/12

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BUDGET DOCUMENT

8101

8101 The budget shall be prepared annually and may include:

- # Educational Fund
- # Operations, Building and Maintenance Fund
- # Bond and Interest Fund
- # Transportation Fund
- # Illinois Municipal Retirement Fund
- # Social Security/Medical Fund
- # Health and Safety Fund
- # Site and Construction Fund
- # Capital Improvements Fund
- # Tort Immunity Fund
- # Working Cash Fund

The budget for each of the funds shall contain a statement of the cash on hand at the beginning of the fiscal year, an estimate of the cash expected to be received during such fiscal year from all sources, and an estimate of the expenditures contemplated for such fiscal year.

Legal Reference: 17-1
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENTS

8120 SCOPE

This Investment Policy (hereinafter "Policy") applies to the investment activities for all funds of the Maine Township School Trustees (hereinafter the "Trustees") on behalf of School District 34, School District 62, School District 63, School District 64 and School District 207. All financial assets of the various funds, including the Education Fund, Operations and Maintenance Fund, Bond and Interest Fund, Transportation Fund, Municipal Retirement Fund, Working Cash Fund, Life Safety Fund, and other funds that have been or may be created and approved by the Board of Education as allowed in the School Code, shall be administered in accordance with the provisions of this Policy.

This Policy serves to comply with 30 ICLS 235/2.5 and to establish a clear understanding between the Maine Township Treasurer and financial institutions regarding investment objectives, goals and guidelines for the portfolio.

8120.1 INVESTMENT OBJECTIVES

The purpose of this Policy is to establish cash management and investment guidelines for the Treasurer, who is responsible for the stewardship of school funds. Specific objectives include:

- A. Safety and preservation of the principal, capital and deposits is the foremost objective of this Policy. All relevant transactions shall seek to ensure against loss or erosion of value for whatever reason including, but not limited to, change in market value, loss of liquidity or default, and/or issue bankruptcy.
- B. Investments shall provide sufficient liquidity to enable the District to meet all operating requirements that may be reasonably anticipated.
- C. Maximize income from all deposits and investments consistent with safety and liquidity.
- D. Investments shall be diversified to avoid incurring unreasonable risks regarding specific security types and/or individual financial institutions.
- E. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENTS

8120

(Continued)

8120.2 PARTIES ASSOCIATED WITH POLICY

A. The Trustees of Maine Township:

1. Hold ultimate responsibility for the funds and the appropriateness of the Trustees investment policy and execution;
2. Define investment policy objectives, and guidelines for the investments, including risk tolerance;
3. Review adequacy or need for change of this policy;
4. Meet quarterly and review reports concerning asset management and performance.

B. The Treasurer:

1. Has full discretion of the management of the investments subject to the overall investment guidelines set by the Trustees and state law;
2. Serves as the fiduciary responsible for specific security decisions;
3. Ensures that all cash is productively employed at all times;
4. Meets, as required, with the Trustees and provides reports relative to the status of the investments;
5. Assists the Trustees in developing investment policy guidelines;
6. Practices generally accepted accounting principles and maintains accounting records on the basis of funds and account groups;
7. Shall receive and maintain written records of all transactions.
8. Select institutions authorized to accept fund assets upon approval of Trustees of Schools.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENTS

8120

(Continued)

8120.3 CASH MANAGEMENT

Money has a time value component. Cash balances may be invested from a period of one day or in excess of one year, depending upon when the money is needed. The following procedures shall be adhered to:

- A. Receipt: All monies due the District shall be collected as promptly as possible.
- B. Disbursements: All disbursements shall be made only on the approval of the Board of Education of the various districts and contingent upon an available budget appropriation.
- C. Cash Forecast: At least annually, a cash forecast shall be prepared using expected revenue sources and items of expenditure to project cash requirements over the fiscal year. The forecast shall be updated from time to time to identify the probable balances that will be available for investment.
- D. Pooling of Cash: Except for cash in certain restricted and special amounts, the Treasurer will pool the cash of various funds to maximize investment earnings. Investment income will be allocated to the various funds based upon their respective participation.

8120.4 FINANCIAL INSTITUTIONS

Deposits and investments in the form of interest or non-interest bearing accounts, certificates of deposit, or repurchase agreements will be made only in those institutions which qualify as depositories approved by the Township School Trustees.

It shall be the policy of the Treasurer to select financial institutions for deposit and investment based on the following criteria:

- A. Security: The Treasurer will maintain funds only in financial institutions that are members of the Federal Deposit Insurance Corporation. Furthermore, the Treasurer shall maintain funds only in financial institutions that are financially secure based on the investment rating reviewed by the Trustees. Collateralizing all funds in excess of FDIC or insurable limits is desirable, although collateral is not required.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENTS

8120

(Continued)

- B. Statement of Condition: The Treasurer will maintain for inspection current statements of condition for each financial institution named as depository. The Treasurer may request additional data at any time. The refusal of any institution to provide such data upon request shall be sufficient cause for withdrawal of funds.
- C. Services and Fees: Depository institutions approved by the Township School Trustees should provide normal banking services, including but not limited to checking accounts, wire transfers, purchase and sale of investment securities, and safekeeping services. Fees for services shall be substantiated by a monthly account analysis.

8120.5 INVESTMENT GOAL

Based on the investment objectives stated above, the primary goal is to maintain the safety of the funds invested. The secondary goal of the Treasurer is to exceed the inflation rate as measured by the consumer price index (CPI) on an annualized basis.

8120.6 INVESTMENTS

The Treasurer shall only invest in the types of securities allowed by law, including the following:

- A. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- B. Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- C. Interest bearing savings accounts, interest bearing certificates of deposit, or interest bearing time deposits constituting direct obligations of any bank as defined by the Illinois Banking Act and insured by the Federal Deposit Insurance Corp.
- D. Collateralized repurchase agreements which conform to the requirements stated in section 2(g) or 2 (h) of the Illinois Public Funds Investment Act.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENTS

8120

(Continued)

- E. Short-term discount obligations of the Federal National Mortgage Association or in shares or other forms of security legally issuable by savings and loan associations incorporated under the laws of the State of Illinois or any other state or under the laws of the United States and only in those savings and loan associations insured by the Federal Savings and Loan Insurance Corp.
- F. Short-term obligations of corporations (commercial paper) organized in the United States with assets exceeding \$500,000,000 if (1) such obligations are rated at the time of purchase with the highest classification established by at least one standard rating service and which mature not later than 180 days from the date of purchase, (2) no more than 33% of the funds are invested in such obligations at any time, (3) such purchases do not exceed 10% of the corporation's outstanding obligations, and (4) The total investment in any one corporation cannot be more than \$20,000,000, but in no case shall more than thirty-three percent (33%) of the total funds be invested in such obligations.
- G. Illinois Public Treasurer's Investment Pool

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

8120.7 INVESTMENT RESTRICTIONS

The Trustees determine the following actions to be inappropriate and totally prohibited:

- A. Any margin (borrowing) of investments.
- B. Purchase or sale of commodities or options.
- C. Purchase of common or preferred stock.
- D. Any investment that would jeopardize the integrity of the funds or cause the trustee to violate their fiduciary duties.
- E. Derivatives.
- F. Any investment that would violate Illinois law.
- G. Financial forwards or futures.
- H. Leveraged investments.
- I. Lending securities.
- J. Reverse repurchase agreements.

8120.8 DIVERSIFICATION AND MATURITIES

The Treasurer shall diversify its investments to the best of its ability based upon the type of funds invested, available institutions to invest in, and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

Maturities of investments of the various funds of the District shall be determined to enable the District to have available sufficient cash for all operating purposes.

8120.9 REPORTING

The Treasurer shall submit a quarterly investment report that provides the following information:

- A. Principal amounts invested by type of investments
- B. Earnings for the current month and year to date
- C. Annualized yield.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

8120.10 STANDARD OF CARE

This policy seeks to establish standard guidelines for professional responsibility. This policy shall be applied to the management of the District's overall investment portfolio. The standard to be used by the Treasurer shall be the "prudent person" standard, which states:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

8120.11 DUTIES & INTERNAL CONTROL

The Treasurer is responsible for establishing and maintaining internal controls and written operational procedures designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Treasurer's office shall be subject to an annual independent audit to assure compliance with recognized policies and procedures. The audit shall address the following:

- A. Control of collusion
- B. Management accounting and record keeping
- C. Custodial safekeeping
- D. Avoidance of physical-delivery securities
- E. Written confirmation of telephone transactions for investments and wire transfers.

8120.12 SAFEKEEPING OF INVESTMENTS

All investments shall be clearly held and accounted for to indicate ownership by the Township School Treasurer.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

8120.12 SAFEKEEPING OF INVESTMENTS (continued)

- A. Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities can be held at the following locations:
 - 1. A Federal Reserve Bank or its branch office
 - 2. At another custodial facility - generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved.
 - 3. In an insured account at a primary reporting dealer.
- B. Safekeeping will be documented by a Township School Trustee approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
- C. Original certificates of deposit will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

Custody at a national brokerage firm is allowed if the account is insured by the Security Investor Protection Corporation (SIPC).

8120.13 COLLATERAL

Investments are not required to be collateralized, but when this strategy is used any of the following are acceptable assets as collateral:

- A. U.S. Government Securities
- B. Obligations of Federal Agencies
- C. Obligations of Federal Instrumentalities
- D. Obligations of the State of Illinois

Pledged collateral will be held by the Treasurer or in safekeeping and evidenced by a safekeeping agreement. If collateral is held in safekeeping, it may be held by a third party or by an escrow agent of the pledging institution. Collateral agreements will preclude the release of the pledged assets without authorization from the Treasurer, but they will allow for an exchange of collateral of like value. Any financial institution pledging collateral under this section shall supply a quarterly report listing a description of the collateral pledged and a value for said collateral.

8120.14 ETHICS

Employees of the Treasurer's office shall refrain from personal business activity which could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees shall disclose any material interest in financial institutions with which the Treasurer does business. They shall further disclose any personal financial or investment positions that could be related to the performance of the investment portfolio.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

8120.15 AMENDMENT

This Policy shall be reviewed from time to time and any changes shall be presented to the Trustees for their approval.

Adopted: 12/6/99
Approved: 12/6/99

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL

8120.1 INTRODUCTION

The Maine Township School Treasurer's Office is responsible for conducting cash and investment transactions for all funds held by the Maine Township School Trustees (hereinafter the "Trustees") on behalf of School District 34, School District 62, School District 63, School District 64 and School District 207. The responsibility for the administration of the investment program has been delegated to the Maine Township School Treasurer, who shall implement the following investment procedures and internal controls, as prescribed by the Investment Policy.

8120.2 OBJECTIVE

The Procedures and Internal Control Manual provides an outline for cash and investment transactions. This manual shall be reviewed on a yearly basis for possible revisions by the Maine Township School Treasurer to ensure that the manual is current with investment industry standards and practices.

8120.3 PRUDENCE AND STANDARD OF PRUDENCE

The standard of prudence to be used by the investment staff shall be that of a "prudent person" and shall be applied in the context of managing the overall portfolio. The Maine Township School Treasurer, or persons performing the investment functions, acting in accordance with written policies and procedures and exercising due diligence, shall not be responsible for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion and appropriate action is taken to control or mitigate adverse developments.

The "prudent person" standard is herewith understood to mean the following:

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, be for investment, considering the probable safety of their capital as well as the probable income to be derived.

8120.4 INVESTMENT DECISIONS

The Maine Township School Treasurer shall adhere to the guidelines of the Investment Policy regarding all investment procedures or any other cash and investment transactions.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL

8120.5 CHAIN OF COMMAND

For the purpose of obtaining approval on investment matters not addressed in the Investment Policy, the following chain of command is appropriate:

1. Maine Township School Trustees
2. Maine Township School Treasurer

8120.6 DUTIES AND RESPONSIBILITIES

The Maine Township School Treasurer and the Assistant Treasurer have specific duties and responsibilities as stated in their respective position descriptions. The Treasurer shall be responsible for the management of the investment program and the daily operational duties and the Assistant Treasurer shall be responsible for the accounting along with monitoring compliance with the internal control procedures. The Assistant Treasurer shall have the authority to perform operational duties as authorized by the Treasurer in his absence.

8120.7 ETHICS AND CONFLICT OF INTEREST

For the protection of the investment staff, it is imperative that full disclosure be made by investment personnel to the Maine Township School Trustees of any material interest which they may hold in a financial institution (brokers/dealers, banks, etc.) which conducts business with the Maine Township School Treasurer.

8120.8 SEPARATION OF DUTIES

Investment staff shall observe proper segregation of duties while engaged in investment activities. Persons responsible for consummating investment transactions should not be engaged in activities relating to the recording of transactions in the financial records or the reconciliation of cash and safekeeping account statements.

8120.9 REPORTING REQUIREMENTS

A monthly report shall be prepared and forwarded to the Maine Township School Treasurer. The report shall contain, but not be limited to, the following information:

- | | |
|----------------------------|--------------------------------|
| 1) Security ID | 6) Par Value |
| 2) Purchase Date | 7) Unamortized Value |
| 3) Maturity Date | 8) Coupon Rate (if applicable) |
| 4) Purchase Institution | 9) Yield to Maturity |
| 5) Safekeeping Institution | |

A mark to market report should be received and reviewed on a monthly basis. This report should include the market value, book value and unrealized gain or loss of the securities in the portfolio. These values should be obtained from a reputable and independent source. (Continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL

8120

(Continued)

8120.10 OPERATIONS

Operations is defined as those necessary procedures and duties required to maintain a properly working department on a daily basis.

1. Daily Investment Procedures

The following is a basic outline of routine daily procedures necessary to maintain proper documentation on cash and investment transactions.

The daily bank balances shall be prepared by the Assistant Treasurer from the cash book.

The Assistant Treasurer shall be responsible for providing the Treasurer with daily information regarding the cash requirements and required maturity dates for all funds.

2. Daily Investment Worksheet (“Cash Book”)

On a daily basis, it is necessary to monitor cash activity within specific bank accounts for the purpose of determining net cash available for investment. A “cash book” shall be maintained by the Assistant Treasurer which shall include a summary of daily cash inflows and outflows by bank account and corresponding book balances at the end of each day.

A review of the cash book shall be conducted by the Treasurer and Assistant Treasurer and shall consider net available cash for investment as well as future anticipated cash flows for the purpose of determining the amount and duration in which funds might be invested.

All cash and investment transactions shall be journalized by bank account each day.

Proper documentation and authorization shall be required before any cash or investment transaction is executed.

3. Authorized Wire Transfers

Only the authorized representatives as stated in the Wire Transfer Agreement shall be authorized to wire Maine Township School funds for investment and payment of debt service purposes to established bank accounts. Wire instructions and personal identification numbers shall be safeguarded by the authorized representatives.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL

8120

(Continued)

8120.10 OPERATIONS

All bank transfer requests shall be in writing and approved by an authorized representative as listed in the Wire Transfer Agreement and all requests shall be filed with the investment work-up documents. Phone wire transfers may be performed provided such requests are made over recorded lines and a written confirmation of the transfer is prepared by the bank. The purpose of the bank transfer must be noted as part of the transfer information, if not for the purpose of transferring to another operating account. Wire transfers may be performed over the computer provided a written confirmation of the transfer is prepared by the bank.

4. Securities' Confirmations

The processing of securities' confirmations including the filing and reconciling, shall be reviewed by an individual who did not execute the purchase or sale. All confirmations for securities, including certificates of deposit, shall be attached to the investment documentation. The original confirmations are not permitted to leave the Treasurer's office, and only copies will be provided upon request.

5. Coupon Notices

Securities which periodically pay coupons will require that the amount of the coupon payments be transferred to the appropriate bank account and a journal entry prepared.

6. Safekeeping Procedures

All securities purchased for the Maine Township School Treasurer shall be received by "delivery vs. Payment" to the Maine Township School Treasurer's designated custodian for safekeeping. The designated safekeeping institution shall be notified of the trade prior to settlement. Confirmation of the delivery will include the type of security purchased/sold, CUSIP, coupon rate, maturity, purchase and settlement dates, par value and purchase price.

Certificates of deposit are permitted to be safe kept at the issuing bank. All certificates of deposit confirmations must be verified against the appropriate investment reports and general ledger account on a monthly basis.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL

8120

(Continued)

8120.11 ACCOUNTING FOR INVESTMENT TRANSACTIONS

Investments shall be recorded in the financial records at original cost. Interest income will be recognized at maturity or amortized as of the day of payment.

8120.12 DATA INPUT OF INVESTMENT TRANSACTIONS

Investment transactions shall be entered into the investment portfolio spreadsheet by the Treasurer or Assistant Treasurer on a monthly basis. Purchases and maturities of investments will be journalized, sent to the appropriate school districts and entered into the accounting software on a monthly basis.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

INVESTMENT PROCEDURES AND INTERNAL CONTROLS MANUAL

8120.13 INVESTMENT INFORMATION

1. Internal Investment Reports

Investment reports are generated monthly and shall be checked against the original documentation and the appropriate general ledger accounts to ensure the accuracy of the reports.

2. Market Values

Market values shall be calculated on a monthly basis and provided to the Maine Township School Treasurer.

8120.14 SELECTION OF DEALERS AND BANKERS

As stated in the investment policy, the Treasurer shall only purchase securities from financial institutions or brokers, which are approved as depositories by the Maine Township School Trustees.

Banks can become depositories of the Maine Township School Treasurer only after being reviewed for safety and competitiveness, and approved by the Maine Township School Trustees.

8120.15 SECURITY SELECTION PROCESS

When purchasing or selling securities, the Treasurer shall select the security which provides both the highest rate of return within the established parameters of the Investment Policy and satisfies the current objectives and needs of the Maine Township School Treasurer's portfolio. These selections shall be made based on competitive quotes obtained from banks and or broker/dealers on the securities in question.

Competitive quotes are not necessary in the following situations:

1. When time constraints due to unusual circumstances preclude the use of the competitive bidding process.
2. When no active market exists for the issue being traded due to the age or depth of the issue.
3. When a security is unique to a single dealer, for example, a private placement.
4. When the transaction involves new issue or issues in the "when issued" market.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207
ACCOUNTING AND AUDITS

8200

8200 Accounting and Audits

The School District's accounting and audit services shall comply with the Illinois Program Accounting Manual, as adopted by the Illinois State Board of Education, and State law. (8200) The Superintendent in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools, unless the District requests an extension to the filing date (8240 and 8241).

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the Illinois State Board of Education. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records that, at a minimum, comply with the Illinois Program Accounting Manual. The inventory record of supplies and equipment with a value greater than \$2,500, shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost. (8304)

Disposition of District Property

The Superintendent or Superintendent's designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. 8900 Sales of personal property not needed for school purposes will be conducted from time to time on the recommendation of the Superintendent. The Superintendent will inform the Board of the sale, disposal and/or donation no less than 30 days prior to the sale, disposal and/or donation of such property. Any Board member may place any such item on the Board agenda for consideration at the next Board meeting. If no Board member places any item on the Board agenda for consideration at the next Board meeting, then the item may be sold, disposed and/or donated. A list will contain those items which were originally purchased at a cost of more than \$2,500 or like items with an aggregate cost of more than \$5,000.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

8200 ACCOUNTING AND AUDITS (continued)

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Petty Cash

The petty cash system is established in Board policy 8341, Payment For Goods and Services. The Superintendent shall: (1) designate a custodian for each petty cash fund, and (2) maintain the funds in compliance with this policy, State law, and Illinois State Board of Education rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by the Treasurer, except that checks from an account containing student activity funds may be signed by the respective account custodian.

Internal Controls

The Superintendent or Superintendent's Designee is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, employee error, misrepresentation by third parties, or imprudent employee action

8200 Accounting and Audits (continued)

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

Legal Reference: 17-1
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

CONTROL OF FUNDS

8201

8201 All funds collected for school purposes from whatever source are considered to be public monies and are controlled by the policies and directives of the Board. These funds include, but are not limited to, class or school fees, athletic gate receipts, school lunch proceeds, ticket sales, donations and student organizations while remaining separate from District funds, must be deposited and disbursed through the Student Activity Fund.

Adopted: 11/12/85
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

EXPENDITURE REPORTS

8202

8202 The Assistant-Superintendent--Business shall provide to all concerned a chart of accounts number with a descriptive identification, and shall make his books and records available at any reasonable time to the Superintendent, any or all Board members, and the District auditors, upon request. A monthly statement of expenditures, receipts and balances of the various accounts shall be prepared for the Board for their approval.

Adopted: 11/12/85
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DEPOSITORY FOR GENERAL FUNDS

8210

8210 The Maine Township School Trustees shall designate one or more banks located in Illinois as depositories of District funds.

Legal Reference: 8-7 Only Lawful Custodian of
Funds - Depositories
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DEPOSITORY FOR STUDENT ACTIVITY FUNDS

8211

8211 The Assistant Superintendent--Business will select all banks used by the District for all funds under the direct control of the District. The Assistant Superintendent--Business will select only those banks that are FDIC insured, and any fund in each bank is not to exceed the federally insured amount. The Assistant Superintendent--Business may consult with the Principal to select banks of convenience and shall be one of the signers on all student activity bank accounts of the District.

Legal Reference: Rules and Regulations Fiscal Procedures
for the Operation of Local Education Agencies'
Student Activity Funds, Convenience Accounts
and Trust and Agency Funds

Adopted: 11/12/85
Revised: 7/11/88

8212 Pursuant to an Intergovernmental Agreement (“IGA”) by and between the Illinois Office of the Comptroller (the “Comptroller”) and the Board of Education (the “Board”) regarding access to the Comptroller’s Local Debt Recovery Program, the Board is authorized to use the Comptroller’s offset system to collect debts owed to the Board. The purpose of this policy is to establish the procedures for the Board to exercise its rights under the IGA to collect debts through the Comptroller.

8212.1 For purposes of this policy, the following definitions shall apply:

“Debt” – Any moneys owed to the Board which are less than 7 years past the date of final determination.

“Debtor” – Any person or entity that the District has identified as owing a debt as defined herein.

8212.2 Procedure

- A. Review of Debts. The Assistant Superintendent for Business shall review all debts owed to the Board on a periodic basis, but not less than semi-annually, and shall determine which debts should be subject to the Comptroller’s offset system.
- B. Notice. For the debts that the Assistant Superintendent for Business has determined are subject to the Comptroller’s offset system, the Assistant Superintendent for Business shall issue a written notice sent by registered or certified mail to the debtors regarding such debts. Said written notice shall provide the following:
 - 1. The amount of the debt;
 - 2. The reason for the debt;
 - 3. That the School District intends on initiating its rights under the IGA to collect the debt through the Comptroller; and
 - 4. A statement that the debtor has the right to request an opportunity to dispute the debt or the amount of the debt to the Assistant Superintendent for Business within 14 days after the Assistant Superintendent for Business sends the written notice to the debtor.
- C. Debtor’s Right to Dispute Debt Determination. If, within 14 days after the Assistant Superintendent for Business sends the written notice described in Section 8212.2 B. of this policy, the debtor requests an opportunity to dispute the debt, the Assistant Superintendent for Business shall provide the debtor with such opportunity within 30 days after the debtor makes the request. After the debtor’s presentation to the Assistant Superintendent for Business, the Assistant Superintendent for Business shall decide whether the debt is subject to collection

under the IGA and shall provide the debtor with a written decision. The decision shall inform the debtor that the debtor may seek review of the decision with the Superintendent by making such a request in writing within 14 days after the Assistant Superintendent for Business sends the decision to the debtor. If the debtor fails to timely request an opportunity to dispute the debt to the Superintendent, then the debt shall be subject to collection under the IGA.

- D. Review of Assistant Superintendent for Business' Decision. Within 14 days after the Assistant Superintendent for Business sends notice of the Assistant Superintendent for Business' decision to the debtor, the debtor may request in writing that the Superintendent review the Assistant Superintendent for Business' decision. If such a request is made, the Superintendent shall review the Assistant Superintendent for Business' decision and any evidence the debtor presented to the Assistant Superintendent for Business. The Superintendent shall provide a decision in writing to the debtor and the Superintendent's decision shall be final. If the debtor fails to timely request review of the Assistant Superintendent for Business' decision to the Superintendent, then the debt shall be subject to collection under the IGA.
- E. Submission of Debt to the Comptroller. If the debt is deemed subject to collection under the IGA by the Assistant Superintendent for Business or the Superintendent, the Assistant Superintendent for Business will submit the debt to the Comptroller pursuant to the IGA.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d
5 ILCS 220/3

Adopted: 12/3/2012

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

IMPREST FUNDS

8220

8220 The Imprest Fund is a refunding checking account in the amount of \$40,000.00, used for the payment of necessary bills of the District that occur between regular meetings of the Board.

The Assistant Superintendent--Business is responsible for the Imprest Fund. The Board at official meetings shall approve the monies paid from the Imprest Fund and authorize a replacement into the fund of a like sum.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FINANCE SERVICES

STUDENT ACTIVITIES--SYSTEMS OF ACCOUNTS

8230

8230 Monies generated by the extracurricular club and class activities of the schools will be kept separate from educational funds and all such other official funds of the District. To account for financial matters related to student organizations, the Board has adopted the document published by the State of Illinois State Board, entitled, Rules and Regulation and Fiscal Procedures for the Operation of Local Education Agencies', Student Activity Fund, Convenience Accounts, and Trust and Agency Funds.

All funds belonging to student activity organizations will be in the custody and control of the Board. The Assistant Superintendent for Business will establish the regulations regarding deposits of funds and will establish a separate banking account for each school in the District. Accurate accounting records for the Student Activity Funds will be maintained for each school and student activity by the Assistant Superintendent for Business, who will submit a current trial balance at each Board meeting for the Board's review.

8230.1 Sponsoring Teach--Request for Funds

When an organization wishes to purchase goods or services, the sponsor will submit a requisition to the Principal for his/her approval. The Principal's signature will indicate that there are funds available in the account and that the purchase is approved. The Principal will then issue a student activities purchase order.

Any sponsor of a student activity group, with the approval of the Principal, may request additional funds from the Board for specific and unusual projects that may not be accommodated within the framework of normal budgeting or receipts.

8230.2 Receipt of/Payment for Goods and Services

The Assistant Superintendent for Business will affirm proper receipt of merchandise or services before vendors are paid, will keep proper records of all payments made, and report them in a proper accounting fashion.

Withdrawals of funds will be made by checks bearing the signature of the building Principal, Assistant Principal or the Assistant Superintendent for Business.

(Continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FINANCE SERVICES

STUDENT ACTIVITIES--SYSTEMS OF ACCOUNTS (continued)

8230

8230.3 Audit

The Assistant Superintendent for Business will exercise internal audit control over the Student Activity Funds by reviewing the accounts managed by the student activity bookkeeper and by requesting monthly trial balances for all student activity accounts.

8230.4 Graduating Class/Graduates

No graduating class nor any of its members will have claim to or access to club or class funds, or direct the spending of any monies in the fund once students have graduated.

If a group of former classmates from one of the Maine high schools wishes to sponsor a class reunion, a representative of the class may contact the current building Principal and request postage for mailings. The building Principal will determine if funds are available for this purpose.

8230.5 Inactive Student Activity Organizations

When a school's student activity organization has been inactive for one (1) year or longer, all funds may be transferred, and the activity account closed. The remaining balance may be transferred to that school's general student activity account to be used for the purpose of providing start up funding, not to exceed \$200, for new student organizations approved by the Board.

Legal Reference: Ill. Rev. Stat. Chap. 122

Adopted: 3/17/69
Revised: 8/3/81
Revised: 7/11/88
Revised: 6/2/14

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MONIES IN SCHOOL BUILDINGS

8231

8231 Monies collected by District employees shall be receipted, accounted for and directed to the proper location of deposit without delay. Monies kept overnight shall be limited to a few dollars and deposited in the school safe. All bookstores shall provide for making bank deposits after regular banking hours in order to avoid leaving money in a school overnight.

Adopted: 3/17/69
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

PURCHASING AUTHORITY

8300

8300 The Superintendent of Schools, the Assistant Superintendent--Business and the Director of Facilities and Purchasing have the sole authority to obligate District funds for purchasing equipment, services and supplies that are necessary for the maintenance and operation of the schools within the limits of the approved budget.

Legal Reference: 10-21.4 Superintendent--Duties
Ill. Rev. Stat. Chap. 122

Adopted: 1/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

PURCHASING PROCEDURES

8301

8301 The Assistant Superintendent--Business shall develop appropriate administrative practices and procedures to ensure that all District purchases are in compliance with State law and Board policy. Invoices for purchases made without proper authorization might not be honored and may become the responsibility of the person initiating the purchase.

Adopted: 3/17/69
Revised: 7/11/88
Revised: 11/2/92
Proposed: 12/8/08
Revised: 8/3/09
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FINANCE SERVICES

REQUESTING GOODS AND SERVICES--REQUISITIONS/PURCHASE ORDERS 8302
PROCUREMENT CARD

8302 Requisitions for budget items shall originate from the personnel directly responsible for their use. When requesting goods and services, District shall use the District's On-line Financing System to create an efficient paperless requisition.

Department Chairmen, Principals and/or Assistant Principals must approve all requisitioning purchases on-line. Final approval is made by the Director of Facilities and Purchasing once the requisition is electronically sent to the Business Office by the requisitioner.

8302.1 Purchase Orders

Each purchase order will be numbered in sequence. Copies will be handled as follows:

1. One copy will be sent to Accounts Payable.
2. One copy to the vendor.
3. One copy to the requisitioner
4. One copy to the Receiving Department.
5. A yellow copy will be sent to the requisitioner. Upon receipt of either all of a shipment or at least more than half of the items requested, the requisitioner must sign the copy and then return it to the Purchasing Department. Any items not received must be noted.
6. When the back order items have been received, the requisitioner must promptly sign and return a copy of the requisitions to the Accounts Payable Department.

PROCEDURES

Proposed: 12/8/08
Revised: 8/3/09
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FINANCE SERVICES

REQUESTING GOODS AND SERVICES--REQUISITIONS/PURCHASE ORDERS
PROCUREMENT CARD

8302

8302.2 Procurement Card Usage (P-Card)

What are P-Cards?

Purchasing cards are similar to credit cards except certain restrictions can be placed on the cards. Spending limits can be uniquely established for each cardholder (i.e. transaction limits, monthly limits, vendor restrictions, etc.).

What are the Benefits?

Benefits of a P-card program include:

- Streamline the procure-to-pay process.
- Simplify the payment process by reducing the number of checks issued.
- Reduce the amount of paperwork for small dollar transactions.
- Reduce the need to issue employee reimbursements for petty cash type transactions.
- Staff can receive the product or service quicker and not have to use their own funds for a purchase.
- Reduce the need to issue emergency checks for last minute staff purchases/advances.
- Monitor spending using customized controls for each cardholder.
- Earn rebate dollars on spending.
- Facilitate on-line ordering (i.e. Amazon.com) and on-line registrations.

Process and Internal Controls

Procurement cards may be issued to employees who make a high volume of small purchases. All card users shall sign a P-card use agreement obtained from the Accounts Payable/Purchasing Department. This signed agreement will state that the cardholder will use the card for appropriate school district purchases only. The cardholder will be required to submit receipts for all purchases and adhere to the budget. Misuse of the card could result in a reduction of limits, cancellation of the card, or possible termination of employment.

Personal use of one's own credit card is prohibitive. Any and all purchases of supplies under \$150.00 shall use a District issued P-card only. Reimbursements to individuals will be processed for non-supply items i.e. mileage, seminars.

Adopted: 1/12/85
Revised: 11/2/92
Proposed: 12/8/08
Adopted: 8/3/09
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ASSET CAPITALIZATION

8305

8305 Capital items with a unit cost in excess of twenty five hundred dollars (\$2,500) and an expected useful life greater than one (1) year shall be recorded at the historical/original cost as capital assets of the District.

Supply items that have a unit cost less than twenty five hundred dollars (\$2,500) are recorded as current expenses of the District and not recorded as capital assets of the District.

Draft: 3/13/07
Adopted: 4/9/07
Revised: 7/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

PURCHASE/SALES FROM BOARD MEMBERS OR SCHOOL EMPLOYEES

8306

8306 The District shall not purchase goods nor services from an employee nor from any enterprise in which he/she holds a 10% or greater interest unless recommended by the Superintendent and approved by the Board of Education and otherwise complies with Illinois law.

District employees will not sell goods or services to District employees or students on school time or on school premises, unless the purchases or sales are approved by the Board and otherwise comply with Illinois law.

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 9/12/05
Revised: 1/9/06
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

LOCAL PURCHASING

8307

8307 Preference will be given to local suppliers whenever the quality of product, price, conformance to specifications, convenience of delivery, general reputation of business firms and past services to the District are all regarded as equal to other suppliers.

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BIDDING REQUIREMENTS AND SPECIFICATIONS

8310

8310 The Director of Facilities and Purchasing shall develop and prepare all bid documents and specifications required for the purchase of goods and services for the school District along with building renovation and remodeling, and health and life safety matters. All such bid documents shall be drawn in accordance with the applicable laws of the Federal Government, State of Illinois and the policies of the Board of Education, and consistent with standard trade practices for workmanship and materials.

Performance and Surety Payment Bonds shall be required on all contractual services for renovation, remodeling and health/life safety work costing \$50,000 or more. Bid Surety Bonds may be required at the discretion of the Director of Facilities and Purchasing when it is deemed to be in the best interest of the school District.

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Proposed: 12/8/08
Revised: 8/3/09
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

SPECIFICATIONS DETAIL

8311

8311 To provide a common basis for bidding, specifications should designate the essential characteristics of the items being purchased.

The quality standard for goods and services shall be established by the Director of Facilities and Purchasing.

The basic criteria in determining quality shall be determined by the use of the material or equipment, the results to be obtained, and the required characteristics. Additional factors are availability, standardization of product, manufacturer practices and standardization of packaging for desired material.

Adopted: 11/12/85
Revised: 7/11/88
Revised: 2/1/11

8312 The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable School Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. 1 No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.

Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary

5. Each contractor with the District is bound by each of the following:

In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/21B-80 to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) require each of its employees who will have direct, daily contact

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

PURCHASES & CONTRACTS (continued)

8312

- a. with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
- b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.
820 ILCS 130/.
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 5/7/01
Proposed: 12/8/08
Revised: 8/3/09
Revised: 2/1/11
Revised: 4/7/15

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

STATE CONTRACT PURCHASING

8313

8313 The Board authorizes the Director of Facilities and Purchasing to participate in the State of Illinois purchasing plan and in any statewide pricing program negotiated by the State of Illinois on behalf of the State and other governmental entities when deemed appropriate and advantageous to the District.

Legal Reference: 10-21.21
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FORMAL BIDDING

8320

8320 All contracts that require public advertising and competitive bidding, or have been advertised for competitive bidding by action of the Director of Facilities and Purchasing, shall be awarded only by action of the Board of Education. Recommendations for the award of all such contracts shall be submitted to the Board by the Superintendent.

Legal Reference: 10-20.21
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MAINTENANCE OF BIDDERS LISTS

8321

8321 The Director of Facilities and Purchasing shall develop and maintain lists of potential bidders for the various types of materials, services, equipment and supplies. Any supplier may be included in the list; however, no bid will be considered from a supplier or contractor who is in default on any obligation to the District, or whose performance on any previous contract with the District has been found to be unsatisfactory by the Superintendent of Schools unless it is remediated.

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Proposed: 12/8/08
Revised: 8/3/09
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ADVERTISING FOR BIDS

8323

8323 Legal notices shall describe the items or services to be purchased; state where the specifications and bid forms may be obtained, where the sealed bids are to be received, what the deadline is for filing of sealed bids, and where sealed bids will be opened; indicate the type and amount of bid security (if any); and any other information that the Director of Facilities and Purchasing deems necessary. Advertisement includes, but is not limited to, one public notice at least ten (10) days prior to the date upon which bids will be received in a newspaper published and/or in general circulation in the District.

Any bid may be withdrawn prior to the scheduled time for the opening of bids, and any bid received after the time and date specified shall be returned to sender unopened.

Legal Reference: 10-20.21
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BID OPENINGS

8324

8324 Bid openings shall be open to bidders and the general public. A written tabulation of bids may be obtained from the Business Office on the first working day following the bid opening.

Legal Reference: 10-20-21
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BID AWARDS

8325

8325 Awards under the formal sealed bid process shall be made to the lowest responsible bidder.

8325.1 Identical Low Bids

In the case of identical low bids among two or more bidders, the Director of Facilities and Purchasing shall recommend to the Superintendent the bid that he/she believes to be in the best interest of the District.

8325.2 Rejection

The Board reserves the right to reject any and all bids or reject any bid in whole or in part and to waive any informalities and irregularities in the bidding process.

Legal Reference: 10-20.21
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BID-AWARD HISTORY FILE

8327

8327 The Director of Facilities and Purchasing shall maintain a bid-award history file as required by the Local Records Commission of Cook County to document full compliance with all state purchasing laws and the policies of this Board.

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

POSTING AND REPORTING SCHOOL DISTRICT CONTRACTS

8328

8328 All contracts over \$25,000; and any contract (regardless of amount) with an exclusive collective bargaining unit shall be posted on the District's website. This can be achieved by posting the contracts "in a list" on the District's website.

Proposed: 12/8/08
Adopted: 8/3/09
Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FORMAL CONTRACTS

8330

8330 The Board is the sole agency authorized to execute formal contracts, other than purchase orders and/or procurement cards, between the District and any firm or person offering to provide materials, equipment or services to the District.

The Superintendent shall recommend to the Board all formal contracts requiring Board approval.

Legal Reference: 10-20.21
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/2/92
Revised: 7 /1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

RECEIPT OF ORDERED GOODS AND SERVICES

8340

8340 Building Principals must see that all deliveries are received, stored and accounted for in such a manner that the necessary approved receiving records and freight bills are forwarded immediately upon receipt of merchandise to the Purchasing Department.

Partial shipments will be properly acknowledged through stated procedural channels by the receiver and reported at one, both to the Purchasing Department and to Accounts Payable. In paying for partial shipments, the Purchasing Department may void the existing purchase order and rewrite a new one for the balance, or maintain the existing purchase order, properly annotated. Vendors are to be paid promptly for partial shipments, when these shipments have been approved beforehand by the Director of Facilities and Purchasing.

Adopted: 8/17/69

Revised: 7/11/88

Revised: 8/3/09

Revised: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FINANCE SERVICES

PAYMENT FOR GOODS AND SERVICES

8341

8341 The Board shall pay all monies and just debts of the School District as follows:

8341.1 Board Vouchers

The Board shall submit to the Maine Township School Treasurer a certified copy of those portions of the Board minutes (properly signed by the Secretary and President, or a majority of the Board), providing all documentation as required by Section 10.20-19(1) of the Illinois School Code.

8341.2 Imprest Fund

The Board shall establish an imprest fund in accordance with the requirements of Section 10-20.19(2) of the Illinois School Code.

8341.3 Payment by Check

The signature of the Maine Township School Treasurer alone is required for all checks drawn from the following District Funds:

- # Educational
- # Operations and Maintenance
- # Municipal Retirement
- # Social Security/Medicare
- # Bond and Interest
- # Transportation
- # Site and construction
- # Fire Prevention, Safety, Environmental and Energy Conservation
- # Tort Immunity
- # Special Education
- # Working Cash
- # North Suburban Educational Region for Vocational Education

One authorized signature, on file at the proper bank, shall be required for all checks drawn on Student Activity or school accounts.

One authorized signature, on file at the proper bank, shall be required for all checks drawn on the Imprest Fund.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FINANCE SERVICES

PAYMENT FOR GOODS AND SERVICES (continued)

8341

8341.4 Petty Cash

A petty cash fund will be established by the Assistant Superintendent-Business at each school under the direction of the Principal. This fund will be used to purchase minor items for school use, to pay incoming freight bills, and to pay postage.

The petty cash voucher, provided to the building Principals by the Assistant Superintendent--Business, will be the standard form used to maintain proper records. The Assistant Superintendent--Business will, upon request from the building Principal, reimburse the petty cash fund, according to expenditures made and receipted on petty cash vouchers.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FINANCE SERVICES

PAYMENT FOR GOODS AND SERVICES

8341

8341.5 Payment Procedures

Payment of bills will be withheld pending the receipt of a proper invoice and the signature of the requisitioner or receiving clerk indicating receipt of materials.

Invoices will contain the following information:

1. Vendors name, Federal Employer Identification Number/Social Security Number and business location.
2. Purchase order number
3. Date of purchase
4. Description of merchandise
5. Quantity
6. Unit price
7. Total cost

When it is ascertained by the Accounts Payable Department that the goods or services have been received in accordance with the purchase order or contract, the bill shall be added to the Accounts Payable listing to be presented to the Board of Education for approval at the next regularly scheduled meeting of the Board.

After the Board approves the payment of bills, District checks, signed by the Maine Township School Treasurer, will be mailed to the various vendors. All bills will be paid by check.

8341.6 Maximizing Cash Discounts from Suppliers

The Accounts Payable Department will promptly process invoices and prepare checks to take advantage of any available cash discount(s), which will be deducted from the payment to the supplier. In order to expedite any available cash discounts, the Assistant Superintendent--Business is authorized to release such checks at various times during the month.

Legal Reference: 10-20.19 - Payment of Orders
Ill. Rev. Stat. Chap. 122

Adopted: 3/17/69
Revised: 8/7/89
Revised: 11/2/92
Revised: 7 /1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

POWER TO INCUR DEBT

8600

8600

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

LEGAL REF.: 30 ILCS 305/2 and 352/1 et seq.
 50 ILCS 420/
 105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

Adopted: 11/12/85
Revised: 7/11/88
Revised: 11/7/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

TAX ANTICIPATION WARRANTS

8601

8601 The Board may authorize the issuance of tax anticipation warrants or notes in anticipation of taxes levied to meet necessary expenses of the District. These warrants shall be due and payable in the numerical order of their issuance solely from collected taxes. Such warrants shall be limited to no more than 85 percent of the taxes levied.

Legal Reference: 17-16
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

RISK MANAGEMENT

8700

8700 The Assistant Superintendent--Business shall develop and manage a comprehensive risk management program to protect the District from unforeseen losses and to provide insurance protection for District employees as required by law and any negotiated agreements. The risk management program may include the use of insurance pools, self-funding and/or insurance carriers licensed in the State of Illinois.

8700.1 General Liability Coverage

A program of general liability coverage shall be purchased to insure Board members, employees, volunteers and student teachers against any loss or liability, and as protection for any claims brought when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of the Board.

Legal Reference: 10-22.3
Ill. Rev. Stat. Chap. 122

8700.2 Buildings, Grounds and Equipment

All school buildings, grounds and equipment shall be adequately insured in the event of loss or damage.

Legal Reference: 17-7
Ill. Rev. Stat. Chap. 122

8700.3 Professional Liability Coverage

School Board error and omissions (professional liability) coverage shall be purchased to adequately protect and indemnify the Board, administration and teaching staff.

Legal Reference: 10-22.3
Ill. Rev. Stat. Chap. 122

8700.4 Automobile Insurance

Automobile liability and property damage coverage shall be provided on all District-owned and leased vehicles.

Legal Reference: 10-22.3
Ill. Rev. Stat. Chap. 122

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

RISK MANAGEMENT (continued)

8700

8700.5 Workers' Compensation

Workers' compensation coverage shall be carried to meet the statutory requirements of Illinois law.

Legal Reference: Illinois Workers' Compensation Act, as amended

8700.6 Unemployment Insurance

Unemployment insurance compensation shall be provided for all employees as required by state law. The District shall use the reimbursement method of funding the program.

Legal Reference: Federal Unemployment Insurance Act, as amended

8700.7 Employee Coverage

Employee benefits provided to all professional staff, support staff and their dependents shall include life insurance protection, long-term disability, comprehensive medical coverage and dental insurance as authorized by state law or developed through collective bargaining procedures.

Legal Reference: 10-22.3
Ill. Rev. Stat. Chap. 122

8700.8 Surety Bond Coverage

Surety bond coverage for employees of the District shall be purchased as protection against loss or claims brought against employees.

Legal Reference: 22-4
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85

Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

IDENTITY PROTECTION

8800

8800 The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, Compliance measures shall include each of the following:

8800.1 All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information;

8800.2 Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents;

8800.3 Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request;

8800.4 When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided;

8800.5 All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. LEGAL REF.: 5 ILCS 179/, Identity Protection Act.

Approved: 5/2/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

RESOLUTION FOR THE DISPOSAL OF SURPLUS PERSONAL PROPERTY

8900

8900 Sales of personal property not needed for school purposes will be conducted from time to time on the recommendation of the Superintendent. The Superintendent will inform the Board of the sale, disposal and/or donation no less than 30 days prior to the sale, disposal and/or donation of such property. Any Board member may place any such item on the Board agenda for consideration at the next Board meeting. If no Board member places any item on the Board agenda for consideration at the next Board meeting, then the item may be sold, disposed and/or donated. A list will contain those items which were originally purchased at a cost of more than \$2,500 or like items with an aggregate cost of more than \$5,000.

POLICY

Adopted: 11/12/85

Revised: 7/11/88

Revised: 3/5/96

Proposed: 12/8/08

Revised: 8/3/09

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

GIFTS, GRANTS AND BEQUESTS

8901

8901 The Board may accept any bequest or gift of money or property for a purpose deemed suitable by the Board.

The Superintendent shall establish criteria to be met in the acceptance of gifts and the procedure for examining and evaluating offers of gifts to the District.

All gifts shall be given to the District and not to a particular school. At the discretion of the Superintendent, the gift may be used in a particular school.

Legal Reference: 5-21
Ill. Rev. Stat. Chap. 122

Adopted: 11/12/85
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

PROCEEDS FROM RECOVERIES

8910

8910 All funds received as recovery of losses incurred by the District as a result of fire, vandalism, negligence or accident shall be deposited in the fund from which the original item was purchased.

Adopted: 11/12/85
Revised: 7/11/88