

SECTION 300
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FINANCE
Adopted March 6th, 2012

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MANAGEMENT OF SCHOOL FINANCES

Preparation and Adoption of a Budget

The superintendent, in cooperation with the auditor, shall prepare the budget for the ensuing school year based on the auditor's estimate of needs. A tentative budget shall then be considered and approved or rejected by Ringwood Board of Education. The auditor's estimate of needs may stand as the budget.

No later than September 1, or as soon as available by the auditor, of each year Ringwood Board of Education shall file with the State Board of Education an itemized expenditure budget and request for state appropriated funds for the ensuing fiscal year. This shall include an estimate of the revenues from all sources to be received by the district during the ensuing fiscal year. Prior to September 1, or as soon as available by the auditor, a written itemized statement of estimated needs and probable income from all sources is to be published in newspapers and filed with the county excise board.

Statement of Income and Expenditures

No later than July 31 the board shall prepare a statement of actual income and expenditures of the district for the fiscal year that ended on the preceding June 30. A copy of the statement will be made available in the administrative office of the board.

Control and Audit of Funds

The board of education shall exercise control over and be responsible for all funds on hand or hereafter received or collected from any and all sources. The board shall provide for an annual audit of all funds including the general fund, building fund, special funds, and school activity funds.

Responsibility for Fund Accounting

The treasurer of the district shall receive all funds belonging to the school district and report such receipts to the clerk or secretary of the board as directed by the board. All claims and warrants to be paid shall be approved by the board and submitted to the treasurer for payment from these receipts. The treasurer shall promptly pay the approved claims and warrants within the provision of the school budget and appropriations available to pay same

General Accounts

The treasurer shall keep general accounts showing all of the receipts, appropriations, and expenditures of the district. These general accounts shall be available for inspection by members of the board of education or its designated officials at all times.

References: 70 O.S. 5-134.1 (Section 97, School Laws of Oklahoma)
70 O.S. 5-128.1 (Section 86, School Laws of Oklahoma)
68 O.S. 3002 (Section 678, School Laws of Oklahoma)
Amended by HB 1765, Section 9, 1995 Legislative Session

FINANCIAL RECORDS

Ringwood School District's treasurer shall keep general accounts showing all of the receipts, appropriations, and expenditures of the district. These general accounts shall be available for inspection by members of the board of education or its designated officials at all times.

The encumbrance clerk shall keep a written confirmation of all purchases. This record shall include the purchase order, a copy of the invoice, and a record of payment.

EXPENDITURE OF DISTRICT FUNDS

Purchasing

No member or officer of Ringwood Board of Education shall receive financial benefits from the purchase of goods or services for the district. All purchases shall be made in strict conformity with local requirements as set forth in the State Laws of Oklahoma.

Consideration of Vendors

All dealers and vendors of school supplies and/or services shall be treated in an equitable manner.

Protection of District Interests

The proper school district representative will see that the terms and specifications of the purchase order have been met and shall check all equipment, materials, supplies, and services received by the school district.

Records of Purchases

The encumbrance clerk shall keep a written confirmation of all purchases. This record shall include the purchase order, a signed copy of the bill, and a claim showing time of payment.

Inventory

The superintendent or his/her designee shall be responsible for maintaining an accurate inventory of materials and equipment in the district. Inventories shall include date of purchase and cost.

REGULATION GUIDELINES FOR PURCHASING

The purpose of this regulation is to establish uniform purchasing and bidding practices throughout the school district. The scope of these regulations shall include the use of any fund controlled by the board of education and shall be followed by all school district employees.

1. General

- a. The purchasing, receiving, storing and distribution of necessary supplies, equipment and services for use in the district's programs and services represent a significant expenditure of District funds. Therefore, purchases shall, when practicable, be made competitively and without prejudice in order to obtain the maximum educational value for every dollar expended.
- b. Purchasing shall be made with consideration given to the following criteria:
 - i. Best possible quality;
 - ii. Lowest possible cost which meets the specifications required;
 - iii. Availability of goods or services;
 - iv. Least possible expenditure of time for person requesting; and
 - v. Suppliers' and vendors' compliance with Board policies and past performance.

2. Purchasing Authority

- a. The Board authorizes the Superintendent to approve expenditures for the purchase of supplies, equipment and services from District funds according to the District's approved budget. The Superintendent is further authorized to delegate purchasing authority to those persons designated in Administrative Regulation specifying the purchasing authority of each such person to whom the authority is delegated. Employees who make purchases without appropriate authority or proper paperwork may be held personally liable for such purchases and may be subject to disciplinary action.
- b. All expenditures for purchases approved by the Superintendent or persons designated by the Superintendent must be within unencumbered balances of budgeted appropriations up to fifteen percent (15%) but not greater than \$500 to accommodate slight increases in price or other adjustments. The Board's approval of a construction project, after meeting all applicable requirements, shall be construed to include approval of all purchases and expenditures necessary to complete the project assuming sufficient funds have been encumbered for such purchases and expenditures.

3. Purchasing Procedures

- a. The administration shall develop, maintain and implement purchasing regulations and procedures consistent with this policy. Such regulations and procedures shall specify when solicitations, bids and quotations are required to be utilized and may require the supplier to provide those affidavits required by law. The District shall

have the right to refuse any and all bids or quotations even though the bid or quotation may be the lowest.

- b. Bids or quotations shall not be required for purchases of:
 - i. Insurance
 - ii. Bonds
 - iii. Sureties
 - iv. Professional services
 - v. Consulting services
 - vi. Services of independent contractors
 - vii. Testing and evaluation services
 - viii. Used vehicles, equipment and fuel for transportation
 - ix. Services, supplies and equipment from vendors holding state-wide contracts issued by the Oklahoma Department of Central services
 - x. Items provided only by a single vendor
 - c. Any regulations and procedures developed and implemented by the administration may provide for the purchase and storage of items in bulk when such purchases will result in the efficient and economical procurement of such items and may provide for the establishment and publication of a list of low-bid items and vendors for commonly-used items of small unit value.
 - d. Records – The board shall keep a written record covering all purchases. This record shall include written purchases, encumbrances, orders, a signed copy of the order showing receipt of goods, a copy of the invoice, and a claim showing time of payment.
 - e. Purchasing Requisitions – Any employee may request through his/her supervisor to requisition such materials as may be needed. If the supervisor agrees with the request, it is sent to the superintendent for approval and purchase.
 - f. Filling Purchase Orders – A material service request form is submitted to the superintendent. Upon receipt of the request, acknowledgment of receipt of the request will be returned to the submitting employee. A purchase order based on the submitted requisition will be mailed or delivered to the vendor, and the district will keep one copy.
 - g. Receiving Shipment – Upon receiving shipment, the receiving employee must sign and date the invoice, certifying that all items were delivered.
4. Public Competitive Bidding Act
- a. All purchases subject to the Public Competitive Bidding Act of 1974 (61 O.S. Section 101 et seq.) shall be made in accordance with and compliance with the Act's provisions.
5. Receipt of Items Purchased and Payments Thereof
- a. The administration shall develop, implement and maintain procedures and any necessary forms for the verification of delivery, where applicable, and for the payment of vendors, contractors and providers.

6. E-Rate Procurement

- a. In selecting service providers for all eligible goods and/or services for which Universal Service Fund (“E-Rate”) support will be requested, the administration shall:
 - i. Make a request for competitive bids for all eligible goods and/or services for which Universal Service Fund support will be requested and comply with applicable state and local procurement processes included in its documented policies and procedures.
 - ii. Wait at least four weeks after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.
 - iii. Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.
 - iv. Keep control of the competitive bidding process by not surrendering control to a service provider who is participating in the bidding process and not including service provider contract information on its FCC Form 470.

PURCHASING**Statement of Position**

Ringwood Board of Education recognizes the importance of staff in establishing and implementing appropriate procedures for sound fiscal management. These procedures shall include, but are not limited to, purchasing and delivery of goods and services, accounting, reporting, business, payroll, personnel, payment of vendors and contractors, and all other areas of fiscal management.

Compliance with Oklahoma State School Law

Regulations are intended to be in compliance with Oklahoma school laws and shall be amended from time to time to implement any changes and/or reinterpretations of school law and regulations.

The financial accounting structure of Ringwood School District shall consist of various code classifications as set forth in the Oklahoma Cost Accounting System. The school district accounting system shall be operated on a basis that assures legal compliance by recording and summarizing of financial transactions within funds, each of which is completely independent of any other. Each fund shall account for and continually maintain the identity of its revenues and expenditures. Expenditures from all appropriated funds shall be made by properly issued warrants/checks.

Detailed Purchasing Regulations and Procedures

See Regulation to this policy.

**THE TREASURER
AND
THE ENCUMBRANCE CLERK**

The Treasurer

Ringwood Board of Education shall either use the county treasurer or appoint a local treasurer.

The treasurer, under bond, shall be charged with the responsibility of caring for the funds of the district. The local treasurer, when required by the board of education, shall prepare and submit in writing a report of the condition of the finances of the district and shall produce at any meeting of the board all books and papers pertaining to the office of the treasurer.

The local treasurer shall maintain a separate cash ledger for each fund in the custody of the treasurer. Each collection and disbursement shall be entered in the cash ledger of the applicable fund. Additional ledgers shall be kept to record investments made from each fund. No treasurer shall pay out school district funds in the care of the treasurer except when the proper district officials sign warrants. This restriction shall not apply to sinking funds or the investment of school district funds. The treasurer will be bonded in the amount required by state statutes.

The Encumbrance Clerk

The encumbrance clerk of Ringwood School District shall keep the books and documents of the school district and perform such other duties as the board of education or its committees may require. The encumbrance clerk shall be bonded in the amount as required by state statutes.

No member of the board, superintendent, principal, treasurer, instructor or teacher employed by the board shall be eligible to serve as encumbrance clerk. However, the minutes clerk may serve as encumbrance clerk.

The encumbrance clerk shall not authorize payment of any bill or invoice until satisfactory receipt of the services or merchandise and unless said bill or invoice is properly supported by an itemized invoice clearly describing each item purchased, the quantity of each item, its unit price and its total cost. The bill or invoice shall be filed in the encumbrance clerk's official records.

Reference: 70 O.S. 5-119 (Section 77, School Laws of Oklahoma)
70 O.S. 5-115 (Section 64, School Laws of Oklahoma)

INVESTMENT OF SCHOOL FUNDS

Ringwood Board of Education believes that sound money management includes the proper investment of funds permitted by law, prudent management of public funds, availability of funds when needed, and reasonable investment returns.

The school district treasurer shall be required to satisfactorily complete an investment education program approved by the State Department of Education. Such programs will be designed to allow treasurers to make informed decisions of public funds regarding liquidity, diversification, safety of principal, yield, maturity, quality of the investment instrument, and capability of the investment management. The primary emphasis shall be on safety and liquidity of the investment funds. These funds are to be invested with a financial institution as defined in state school law.

The treasurer shall, to the extent practicable, use competitive bids/quotes when purchasing direct obligations of the United States government or other obligations of the United States government, its agencies or instrumentalities.

When making investments the district treasurer is directed to consider investment of such funds in the best choice possible.

1. Direct obligations of the United States government to the payment of which the full faith and credit of the United States government or State of Oklahoma is pledged.
2. Certificates of deposit of banks when such certificates of deposits are secured by acceptable collateral for the deposit of public monies.
3. Savings accounts or saving certificates to the extent that such accounts or certificates are fully insured by the United States government.
4. Repurchase agreements that have underlying collateral including obligations of the United States government, its agencies and instrumentalities, or the State of Oklahoma.
5. County, municipal or school district debt obligations for which an ad valorem tax may be levied.
6. Money market mutual funds regulated by the Securities and Exchange Commission and which investments consist of obligations of the United States, its agencies and intrumentalities.
7. Warrants, bonds or judgments of the school district.

8. Qualified pooled investment programs through an interlocal cooperative agreement formed pursuant to applicable law and to which the board of education has voted to be a member, the investments of which consist of those items specified in paragraphs 1 through 7 above, as well as obligations of the United States agencies and instrumentalities.
9. Any other investment that is authorized by law.

Interest income received from investment of such monies may be placed in the General Fund to be used for general operations, the Sinking Fund or the Building Fund or any other funds from which the investment was made. The income from such investments is to be placed in the funds as determined by the board of education.

The board of education will review the investment performance of the district treasurer or the pooled program on a regular basis and no less than once each month.

References: 70 O.S. Section 5-115
62 O.S. Section 348.1 (Sections 664 and 664.1, School Laws of Oklahoma)

Note: *Policy required by HB 1251 (Section 5), 1999 Legislative Session*

CONTRACTS

Ringwood Board of Education supports the belief that good business practices should be maintained in the operation of the school district. An important ingredient of those business practices is the maintenance of up-to-date contracts with all employees, including extra-duty contracts and other necessary contracts.

Requisitions, purchase orders, non-kickback statements and other related financial contracts or forms should be adequately maintained.

GENERAL FUND

CASH FORWARD BALANCE

Ringwood Board of Education maintains a philosophy of strong fiscal responsibility in the management of the school district's revenue. An essential component of the revenue management process is to maintain the general fund cash forward balance at a level that provides efficient cash flow, covers emergency expenditures, adjusts for revenue shortfall and avoids paying interest on non-payable warrants.

Since Ringwood School district traditionally relies more on other sources than state sources of revenue (such as gross production), it is necessary for Ringwood Schools to maintain a higher carryover than other schools which are on the "formula." This is to help ensure that fluctuations in oil and gas revenues (gross production revenues) do not disrupt school operations.

The board, in order to maximize the efficient use of the general fund, establishes the fiscal management objective of achieving a general fund cash forward balance in compliance with state law.

PURCHASES BY EMPLOYEES

Ringwood Board of Education realizes that it is necessary for employees to make personal purchases for professional expenses. When prior approval is granted, reimbursement can be made for these expenses.

Orders

Verbal orders, telephone orders, or any purchases made outside district guidelines will be the sole responsibility of the individual and not the responsibility of the school district.

Documentation

Proper documentation and procedures must be followed prior to reimbursement of expenses.

Reimbursement Not Allowed

Personnel will not be reimbursed for

- personal long distance telephone calls
- movie rentals
- alcoholic beverages
- individual professional dues, unless specifically pre-approved by the board of education
- school materials ordered without permission

**BUILDING FUND
AND
BONDS/SINKING FUND**

Building Fund

In order to enhance revenue sources to be used for such purposes, Ringwood Board of Education supports the five-mill local district building fund. The fund may be used for erecting, remodeling, repairing or maintaining school buildings; purchasing furniture, equipment and computer software; paying energy and utility costs, for purchasing telecommunications services, for paying fire and casualty insurance premiums; purchasing security systems; or paying salaries of security, maintenance or janitorial personnel. Proceeds from the building fund may be carried forward from one year to the next.

Bonds/Sinking Fund

All general obligation bonds issued by the district shall create a sinking fund. These bonds shall be signed by the chief executive officer of the board and attested to by the clerk of the board. The district attorney and county clerk shall certify that the issue is within the district's debt limit. The school treasurer shall certify that he/she has registered the bonds. Proper officials will set a sufficient ad valorem tax for the redemption of the bonds, and the tax shall be paid into the sinking fund. When no bonds are outstanding, no tax will be collected.

SCHOOL ACTIVITY FUND

Ringwood Board of Education shall exercise control over all funds received or collected from students or extracurricular activities conducted in the school district. At the beginning of each fiscal year, and as needed during each fiscal year, the board shall approve all school activity fund subaccounts and all subaccount fund-raising activities.

Handling Activity Fund Money

Ringwood Board of Education believes that a sound system of activity fund accounting will make possible an accurate determination of the cost of an activity, will facilitate auditing procedures, and will safeguard and protect both the funds and the persons responsible for handling the money. To that end, no collections; proceeds from any contract; proceeds from the sale, lease, or rental of property; or interest from student fund-raising shall be deposited or transferred to any subaccount unless board approval has been given. An activity fund handbook has been adopted by the board of education and will be provided to employees as needed.

Activity Fund Drives

Public Involvement The board shall assure that the public is informed concerning fund-raising activities through a public school board meeting and/or through other communication with the community.

Student and Teacher Involvement: All drives for funds in schools by school children and teachers shall be banned except for ticket sales and approved promotions. All drives for funds in the schools must be approved by the board of education prior to the activity. No staff member may collect money from students for any reason without prior authorization from the administration. All collected funds must be deposited into the student activity account.

Special Collections and Funds: Students and faculty will be allowed to take collections and solicit funds for flowers or gifts in such instances as the death of a student or an employee. However, permission to take collections and/or solicit funds under such circumstances must be granted by the principal at the school site. The superintendent or his/her designee may approve district-wide solicitations and collections.

References: 70 O.S. 5-129 (Section 87, School Laws of Oklahoma)

HB 1176, 1999 Legislative Session

HB 1979, 2000 Legislative Session

**REGULATION
HANDLING SCHOOL ACTIVITY FUND MONEY**

Introduction

1. The board of education shall exercise control over all activity funds in all subaccounts.
2. Disbursements shall be by check.
3. No funds in one subaccount may be used to pay purchase orders from another account unless the board grants a transfer of funds. Those funds may be approved as part of the regular monthly activity fund report in the form of checks between accounts.
4. No subaccount may have a negative balance at any time.
5. Purchases from the activity account are payable only when a purchase order is obtained before the purchase and an invoice is presented after the purchase. Exceptions may be made in the following circumstances:
 - a. to refund money to an individual who uses personal funds when an invoice is presented and determination is made that a legal expense of the activity has been incurred
 - b. to provide a sponsor of an activity advance travel expenses on behalf of the school district, with receipts for all expenditures submitted after the trip
6. Sponsors shall be held responsible for the collection and expenditure of each organization's funds. No school employee may collect money from students or parents for any school-related reason without prior approval from the administration and/or school board.
7. No money shall be held in any location other than the school office beyond the end of the school day that the money is collected.
8. Money shall be turned in daily for activities that take place over a period of time.
9. No sponsor or staff member may reimburse themselves, pay expenses from, or otherwise use student activity generated funds for any reason. All funds must first be deposited with the activity fund custodian and then appropriate reimbursements will be made according to policy.

Before an Activity

1. The sponsor of each organization shall be responsible for notifying the activity fund secretary that change will be needed for a particular activity. Notification shall be made not later than 9:30 a.m. the day of the scheduled activity.
2. The secretary shall prepare a change box for each activity.
3. The sponsor shall sign a receipt for the change.

During the Activity

1. The sponsor shall maintain supervision over each person handling activity funds.
2. The sponsor shall account for all admissions and products sold.
3. At the end of each activity the sponsor shall count the money and prepare it by wrapping coins and bills for bank deposit.

After the Activity

1. On the first school day following an activity, the sponsor shall take all monies, including the initial change, to the office for deposit.
2. The sponsor and the secretary or principal shall count the money together.
3. The secretary or principal shall write a receipt and give a copy to the sponsor.
4. The secretary shall record entries to the proper ledgers and reconcile cash daily.
5. The secretary shall prepare deposit slips for bank deposits and make such deposits on a timely basis.

Expenditure of Funds

1. Before a purchase is made, the sponsor shall determine if funds are available for the item(s) to be purchased. No expenditures may be made from an account without funds on hand.
2. The sponsor shall request by purchase order that funds are to be encumbered for items to be purchased.
3. After the purchase order is approved, the sponsor may make the purchase and present the receipt to the activity fund secretary for payment.
4. The secretary receives and checks invoices, prepares requests for payment, mails checks, and posts withdrawals from accounts as they occur.

**REGULATION
ACTIVITY FUND - -SUB-ACCOUNTS**

The following accounts shall be established in the school activity fund. Each account shall have as its primary purpose the benefit of the student body and student organization for which it is established. Fund-raising activities shall include those listed for each account as well as other fund-raising activities approved by the board. The sponsor must make a written request for fund-raising activities and include the intended purpose of the monies raised.

General Fund (Athletics)
 Petty Cash (no balance)
 NOW Interest (no balance)
 Yearbook
 Senior
 Junior
 Sophomore
 Freshman
 8th Grade
 7th Grade
 Student Council
 Fellowship of Christian Athletes
 Elementary (Book Fund)
 FFA
 FCCLA
 Lettermen Club
 Music Club (Band)
 HS Pep Club (Cheerleaders)
 JRH Pep Club (Cheerleaders)
 Pee Wee Pep Club (Elem. Cheerleaders)
 Library Fund
 Child Nutrition
 Band Uniforms (no balance)
 TAG (Talented/Gifted) (no balance)
 German Fund (no balance)
 Miscellaneous
 Daycare Fund (no balance)
 Journalism Fund
 TSA
 Speech (and Drama)

SANCTIONING OF ASSOCIATIONS AND ORGANIZATIONS

In compliance with the provisions of HB 2107 of the 1996 Legislative Session, Ringwood Public School District has established procedures to provide for sanctioning of associations and organizations exempted or applying to be exempted from statutory controls and board policies and procedures pertaining to school activity funds.

School-related organizations have the following options regarding the management of their funds related to Ringwood School District:

1. Funds may be deposited and expended through a board-approved school activity account at their local school site. Organizations who choose to deposit their funds in a board-approved school activity account must follow the district's policies and procedures for school activity funds.
2. Funds may be deposited and expended through an organization's local bank account and shall be exempt from regulations of the district's school activity fund upon being granted sanctioning status by Ringwood Board of Education under the requirements of this sanctioning policy.

Requirements

1. Organizations who have previously obtained IRS designation as a 501(C)(3) organization are still required to apply for sanctioning by the board of education.
2. The organization may not use school materials in advertising its activities. Use of school property by the organization for its activities is appropriate and will meet the regulations of the board of education.
3. Any plan, project or movement instigated to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties will be presented to the superintendent for consideration. This must be done prior to any announcement of the event.

REGULATION

**APPLICATION FOR SANCTIONING
ASSOCIATIONS AND ORGANIZATIONS**

Ringwood Public Schools

**Application for Sanctioning
Under Oklahoma Statute 70-O.S.-129.1**

This is a request for sanctioning the applicant to Ringwood Board of Education, pursuant to which the funds collected by the applicant are exempt from the statutory controls over school activity funds. The applicant is a program for student achievement or by a parent-teacher association or organization.

Name of applicant: _____

Address: _____

Taxpayer I.D. Number: _____

Representative from whom additional information may be obtained:

Telephone number: _____

Purpose, goals and organizational structure: _____

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted.)

Describe how the school district and its students will benefit if the applicant is sanctioned.

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the board of education has the discretion to sanction or decline to sanction the applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that

- a. The board of education may, at any time, request the applicant's records. The applicant is required by the board of education to provide an unaudited financial report attached to the sanctioning renewal request by July 1 of each year for applicant's recently ended fiscal year.
- b. The board of education may, at any time it believes it is in the best interest of the school district to do so, withdraw sanctioning, and the decision of the board of education is final and nonappealable.

Instructions to applicant:

- 1. Complete the application. Please print or type. If necessary, please use additional sheets of paper.
- 2. Sign and date this application.

Deliver this application to the superintendent of schools.

Name of applicant

Dated: _____ By _____

FOOD SERVICE FUND

Ringwood School District's food service program will operate as an integral part of the total school program and will be governed by the same principles and types of control as any other division. The district's food services director will supervise the program.

School food services will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures and service of foods. The district will meet all state and federal requirements necessary for participation in state and federal programs.

School food service receipts will be used only to pay regular food service operating costs. When food service facilities are used by outside agencies, an adequate fee approved by the board will be charged. If facilities are used for other than the regular program, the manager will ensure that no supplies provided for the regular program or USDA commodities are used.

Free and Reduced Meals

The board recognized the need for all children to have a nutritious breakfast and lunch. In order to assure that children receive these meals, the district will provide free or reduced-price meals for all economically disadvantaged children in accordance with family income standards as established by the federal government and the school cafeteria manager who will determine eligibility. The criteria used for determining a student's needs and the steps taken to secure the free and reduced meals will be clearly established and made known to all lunchroom staff. Students participating in such meals will not be distinguished in any way from other students. Confidentiality will be expected in each case.

Deposit of Monies

All money collected from payment for school meals shall be deposited in the school lunch fund.

REGULATION
SCHOOL CAFETERIA PAYMENT PRECEDURES

Lunchroom Pre-Pay Policy

Ringwood Public Schools' cafeteria will operate on a pre-pay system. Parents will pre-pay approximately one-month's worth of lunches (20 meals) per child at a time. The child nutrition secretary and/or lunch count staff person will provide each child with a notice whenever their account falls below the equivalent of 7 lunches (or 10 lunches if the child routinely eats breakfasts).

A five-meal grace period will be in place. Students without a pre-paid balance for 5 meals may be offered an alternative meal until the account is settled. Administration may account for special circumstances in accommodating families' needs.

Students may be charged a fee for replacement cards. The revenue from such fees will be placed in the student activity miscellaneous fund.

Adults who routinely eat in the cafeteria will follow the same system, adjusted for meal prices.

Prices will be established each year by the board of education and included in our child nutrition reports to OKSDE.

REGULATION

CHILD NUTRITION PURCHASING PROCEDURES

Ringwood School District will purchase weekly or as needed: Produce, canned goods, equipment or any other item needed to meet any and all Child Nutrition Programs. Written or verbal quotations may be used.

Approved by Ringwood Board of Education and the superintendent

President of the Board

Vice President of the Board

Clerk of the Board

Member of the Board

Member of the Board

Superintendent

State of Oklahoma
(Name of) County

Subscribed and sworn to me before this ____ day of _____, _____

Notary Public

My commission expires _____

Section 314 Activity Fund Handbook – to Follow this page.