

## **CHAPTER 4 FISCAL RESPONSIBILITIES**

### **Article 1 Management of Funds**

**Section 4-1.1. Control and management of school funds is with School Board.**—A. The School Board shall manage and control funds made available to the School Board for the public schools and may incur costs and expenses.

B. The School Board shall establish policy and provide direction regarding the school division budget and financial management which reflect the philosophy and educational goals of the community. If funds are appropriated to the School Board by major classifications, no funds shall be expended by the School Board except in accordance with such classifications without the consent of the governing body appropriating the funds.

C. If the governing body approves the School Board budget by total expenditures, funds may be transferred from one category to another as follows: (i) from one (1) line to another within a sub-category shall be made only with the approval of the superintendent; (ii) from one (1) line item to another between sub-categories, where such transfer is \$5,000.00 or less, among employee benefits or grant line items only with the approval of the superintendent; (iii) from one (1) line item to another between sub-categories, where such transfer is more than \$5,000, and the transfer is not among employee benefits or grant line items can only be made with the approval of the School Board. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §22.1-89 (1950), as amended.

### **Article 2 Budget**

**Section 4-2.1. Budget administration responsibility; appropriate fiscal planning required; fund transfers by School Board; fund transfers by superintendent.**—A. The superintendent shall be responsible for administering the budget for Suffolk Public Schools in accordance with School Board policies and applicable state and federal laws and regulations.

B. The superintendent or his/her designee shall use appropriate fiscal planning and management methods, consistent with the best accepted business practices and educational goals of the School Board.

C. Should City Council approve the School Board's budget by total expenditures, funds may be transferred by the School Board from one category to another. If funds are appropriated to the School Board by major classifications, no funds

shall be expended by the School Board except in accordance with such classifications without the consent of City Council.

D. The superintendent is hereby authorized to make line item transfers (i) within a category; and (ii) from one line item to another item between categories, where such transfer is for \$5,000.00 or less; and (iii) among employee benefits; and (iv) among grant line items, without first securing the approval of the School Board. (Adopted July 13, 1995; Revised November 16, 1995; Revised and Adopted: June 12, 2003, Ordinance Number 02/03-27, Effective: July 1, 2004)

**Note:** The 2004 revision added line three in subparagraph A to read “in accordance with School Board policies and applicable state and federal laws and regulations”. Deleted language from subparagraph A which formerly read, “The superintendent is authorized to make expenditures and commitments of funds as approved by the School Board in the annual budget in accordance with School Board policies and applicable state and federal regulations and laws.” Also added subparagraphs B, C, and D.

**Legal Authority** - Virginia Code §22.1-91 (1950), as amended.

**Section 4-2.2. Annual budget preparation.** —A. The annual school budget is the financial outline of the division's education program. It presents a proposed plan of expenditures and the expected means of financing those expenditures. After adoption, it provides the primary means of managing expenditures. The fiscal year begins on the first day of July and ends on the thirtieth day of the following June.

B. The superintendent prepares, with the approval of the School Board, and submits to City Council, an estimate of the amount of money needed during the next fiscal year for the support of the public schools of the school division. The estimate sets up the amount of money needed for each major classification prescribed by the Board of Education and such other headings or items as may be necessary.

C. The superintendent or superintendent's designee prepares a budget calendar identifying all deadlines for the annual budgetary process. The calendar includes at least one work session for reviewing the budget and at least one public hearing on the budget. Notice of the time and place for the public hearing must be published at least ten days in advance, in a newspaper having general circulation within the City of Suffolk.

D. Upon approval of the school division's budget by City Council, the school division publishes the approved budget, including the estimated required local match, on its website and the document shall also be made available in hard copy as needed to citizens for inspection. (Adopted July 13, 1995; Revised November 16, 1995; Revised March 14, 2013; Ordinance Number 12/13-19; Effective Date: July 1, 2013; Revised May 12, 2016; Ordinance Number 15/16-29; Effective Date: July 1, 2016)

**Note:** The 2016 revision revised the first sentence in Subsection B from “The superintendent shall prepare” to the “superintendent prepares.” Also, revised in Subsection B the sentence that read, “The estimate shall set up” to read “The estimate sets up.” In Subsection C, revised the first sentence from “The superintendent or his/her designee shall prepare a budget” to read “The superintendent or superintendent's designee prepares a budget.” Also in Subsection C, revised the language that read “The calendar shall include at least one work session” to read “The calendar includes at least one work session.” In Subsection D which read “Upon approval of the school division's budget by City Council, the school division shall publish the

approved budget, including the estimated required local match, on its website and the document shall also be made available in hard copy as needed to citizens for inspection” to read “Upon approval of the school division’s budget by City Council, the school division publishes the approved budget, including the estimated required local match, on its website and the document shall also be made available in hard copy as needed to citizens for inspection.”

**Legal Authority** - Virginia Code §22.1-92 (1950), as amended.

### **Article 3**

#### **Custody and disbursement of funds**

**Section 4-3.1. Deposit of funds and signing of checks; Disbursements—**A. All School Board funds except 1) money generated by school activities, and classified "school activity fund accounts," 2) petty cash funds, and 3) accounts established for the purchase of instructional materials and office supplies, are deposited with the Treasurer for the City of Suffolk, Virginia, who is in charge of the receipts, custody and disbursement of School Board funds, and who keeps such funds in an account or accounts separate and distinct from all other funds. Checks must be drawn on the School Board account by the Treasurer for the City of Suffolk, Virginia.

B. Authorized signatures for School Board checks will be those of the School Board chairman, clerk and treasurer for the City of Suffolk, and they are authorized to sign checks with a facsimile signature.

C. The School Board authorizes two (2) types of checks: (i) vendor checks and (ii) payroll checks.

D. Disbursement of School Board funds is approved as provided in School Board Policy § 4-9.1. (Adopted July 13, 1995; Revised May 12, 2016; Ordinance Number 15/16-30; Effective Date: July 1, 2016)

**Note:** The **2016** revision which read “All public money” in subsection A, to read “All School Board funds.” Also in subsection A, subpart (3) which read “accounts established for the purchase of instructional materials and office supplies, must be deposited with the Treasurer for the City of Suffolk, Virginia, who shall be in charge of the receipts, custody and disbursement of School Board funds” was revised to read “accounts established for the purchase of instructional materials and office supplies, are deposited with the Treasurer for the City of Suffolk, Virginia, who is in charge of the receipts, custody and disbursement of School Board funds, and who keeps such funds in an account or accounts separate and distinct from all other funds. Subsection D, which reads “Disbursement of School Board funds is approved as provided in School Board Policy § 4-9.1. was also added.

**Legal Authority** – Virginia Code §§22.1-78; 22.1-70; 22.1-89; 22.1-122 (1950), as amended.

## **Article 4**

### **Financial Accounting and Reporting**

**Section 4-4.1. System of accounting required; Monthly Statements and Yearly Estimate of Expenditures; Central Accounting System Required; Audits.**—A. The superintendent or superintendent’s designee is responsible for implementing a modern system of accounting for all school funds as established by the Board of Education and the Auditor of Public Accounts.

B. The School Board receives monthly statements of the funds available for school purposes. At least once each year the School Board submits a report of all its estimates of expenditures to the appropriating body. Such report is also made available to the public either on the school division website or in hard copy at the central school division office on a template prescribed by the Board of Education.

C. All public funds will be audited annually by the state auditor of public accounts or by an outside firm performing this service under rules and regulations prescribed by the state auditor. All school activity funds (internal accounts) shall be audited annually by a duly qualified accountant or accounting firm approved by the School Board, and a copy of the audit report shall be filed in the office of the Superintendent. (Adopted July 13, 1995; Revised May 12, 2016; Ordinance Number 15/16-31; Effective Date: July 1, 2016)

**Note:** The 2016 revision deleted the following language in Subsection A The superintendent will establish and be responsible for an appropriate system of accounting for all school funds in compliance with applicable federal, state and local laws. This system will present fairly and with full disclosure, the financial position of these funds in conformity with generally accepted accounting principles” and inserted in its place the following language: “The superintendent or superintendent’s designee is responsible for implementing a modern system of accounting for all school funds as established by the Board of Education and the Auditor of Public Accounts.” In Subsection B the following information was deleted The School Board will receive monthly financial statements showing the financial condition of Suffolk Public Schools as of the last day of the preceding month. The superintendent will present additional financial reports periodically deemed necessary by the School Board and in its place the following language was inserted: The School Board receives monthly statements of the funds available for school purposes. At least once each year the School Board submits a report of all its estimates of expenditures to the appropriating body. Such report is also made available to the public either on the school division website or in hard copy at the central school division office on a template prescribed by the Board of Education.

**Legal Authority** – Virginia Code §§22.1-70; 22.1-89; 22.1-89.1 (1950), as amended.

**Section 4-4.2. Reporting pupil costs.** — A. Upon preparing the estimate of the amount of money deemed to be needed during the next fiscal year for the support of the schools, the division superintendent will also prepare and distribute, within a reasonable time prescribed by the Board of Education, notification of the estimated average per pupil education in the school division for the coming school year in accordance with the budget estimates provided to the appropriating body. The notification will also include actual per pupil state and local education expenditures for the previous school year. The notice may also include federal funds expended for public education in the school division.

B. The notice will be made available in a form provided by the Department of Education and shall be published on the school division's website or in hard copy upon request. (Adopted July 13, 1995; Revised July 12, 2012; Effective: July 12, 2012; Adopted July 1, 2013)

**Note:** The **2013** revision deleted after "coming school year" the requirement that the average per pupil education in the school division be provided "to each parent, guardian, other person having control or charge of a child enrolled in the school division". The **2012** revision deleted Section 4-4.2 in its entirety and replaced with a new Section 4-4.2 (A) and (B)

**Legal Authority** - Virginia Code §§22.1-115 through 22.1-122 (1950), as amended.

## **Article 5 Tuition Rates**

**Section 4-5.1. Tuition rates for non-residents.**—Tuition rates shall be charged to all students who are non-residents of the City of Suffolk, and/or who are not of school age in accordance with state law. Such students must be enrolled in accordance with School Board policy. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §22.1-255 (1950), as amended.

**Section 4-5.2. Tuition rates for out-of-state and in-state students.**—The tuition charge for out-of state students shall be the estimated total per capita cost of education, exclusive of capital outlay and debt service, in accordance with state code. The tuition charge for in-state students shall be the estimated total per capita cost of education, exclusive of capital outlay and debt service, less the estimated state funds per capita. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §§22.1-5, 22.1-255 (1950), as amended.

**Section 4-5.3. Payment of tuition charges.**—Tuition charges shall be payable monthly in advance (September through May) to the school attended. The school will, in turn, remit the collections to the School Board by the end of the fiscal year. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §§22.1-5; 22.1-255 (1950), as amended.

## Article 6 Purchasing of Goods and Services

**Section 4-6.1. Statement of Policy; general requirements.**—A. The School Board is of the opinion that Suffolk Public Schools should seek to obtain a high quality of goods and services and that goods and services should be obtained at a reasonable cost. Furthermore, the School Board is of the opinion that the procurement of goods and services should be conducted in a fair and impartial manner with the avoidance of any impropriety or the appearance of impropriety, and that all qualified vendors should have access to public business and that no offeror should be arbitrarily or capriciously excluded.

B. All public contracts entered into by the School Board or by Suffolk Public Schools with non-governmental contractors, for the purchase or lease of any such good and/or service, shall be in accordance with the Virginia Public Procurement Act (hereinafter “Act”). In addition, prior to awarding a contract for the provision of services that require the contractor or its employees to be in the presence of students during regular school hours or during school-sponsored activities, the School Board will require the contractor and, when relevant, any employee who will have direct contact with students, to provide certification (1) that they have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; and (2) that they have not been convicted of a crime of moral turpitude.

C. Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services and non-transportation related construction if the aggregate or the sum of all phases is not expected to exceed \$100,000; however, such small purchase procedures shall provide for competition wherever practicable. Such small purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$60,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code. (Adopted September 14, 2000; Ordinance #00/01-02; Revised: February 14, 2008; Ordinance Number 07/08-6; Effective Date: February 14, 2008; Revised: May 12, 2016; Ordinance Number 15/16-32; Effective July 1, 2016).

**Note:** The 2016 revision added Subsection C.

**Legal Authority** - Virginia Code §2.2-4300 *et seq.* (1950), as amended.

**Section 4-6.1:1. Other Professional Services and Non-Transportation Related Construction Costs Exception.** – Pursuant to written procedures not requiring competitive sealed bids or competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services and non-transportation related construction if the aggregate or the sum of all phases is not

expected to exceed \$100,000 and transportation-related construction if the aggregate or sum of all phases is not expected to exceed \$25,000. However, such small purchase procedures shall provide for competition wherever practicable. Such small purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$60,000. Where small purchase procedures are adopted for construction, the procedures shall not waive compliance with the Uniform State Building Code. (Adopted September 8, 2016; Ordinance Number 16/17-6; Effective Date: July 1, 2017)

**Legal Authority** – Virginia Code §2.2-4303.G (1950), as amended.

**Section 4-6.2. Appointment of Purchasing Agent; responsibilities.** —A. The superintendent, with the School Board’s approval, will designate a qualified employee to serve as the purchasing agent for the School Board. In this capacity, the agent will prepare requests for proposals, bids, certain responses, analyze and tabulate proposals and bids for the superintendent to recommend contract and/or bid awards for consideration and approval by the School Board. The procurement process will be in accordance with the Virginia Public Procurement Act and policies of the School Board. Once the School Board approves a contact and/or bid, the purchasing agent will then purchase the required supplies, materials, equipment and contracted services subject to federal and state laws and School Board policies.

B. Individuals whose work requires frequent small purchases may be authorized to make spot purchases of supplies and equipment in accordance with established procedures. All personnel of Suffolk Public Schools who desire to purchase equipment and supplies must follow the established procurement procedures within their departments or schools for the issuance of a requisition or purchase order. All purchase orders must be forwarded to the superintendent or designee for approval and processing. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §22.1-78 (1950), as amended.

**Section 4-6.3 Certification Requirement; Exceptions; Unauthorized Aliens; Discrimination Prohibited.** – A. As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities. Suffolk Public Schools requires the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

B. This requirement does not apply to a contractor or his employees providing services to Suffolk Public Schools in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

C. The School Board provides in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

D. The School Board includes the following provisions in every contract of more than \$10,000: (1) During the performance of this contract, the contractor agrees as follows: (a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. (b) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer. (c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section. (2) The contractor will also include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. (Adopted March 12, 2009; Ordinance Number 08/09-31; Effective Date: July 1, 2009; Revised September 8, 2011; Ordinance Number 11/12-11; Effective Date: September 9, 2011; Revised May 12, 2016; Ordinance Number 15/16-33; Effective Date: July 1, 2016)

**Note:** The 2016 revision revised Subsection A, which read “Before awarding a contract” to “As a condition of awarding a contract.” In Subsection A which read “The School Board shall provide in every written contract” to read “The School Board provides in every written contract.” Subsection D, which read “The School Board shall include the following provisions in every contract of more than \$10,000” to read “The School Board includes the following provisions in every contract of more than \$10,000...”

**Legal Authority** — Virginia Code §§22.1-296.1, 2.2-4300 et. seq. 2.2- 3411, 2.2-4311.1 (1950), as amended.

## **Article 7**

### **Petty Cash Funds and Special School Accounts**

**Section 4-7.1. Established by resolution; bond and audit requirement**—A. The School Board may by resolution establish one (1) or more petty cash funds in accordance with state law. Petty cash funds will be available at locations recommended by the superintendent and approved by the School Board. The person designated by the superintendent to be responsible for the petty cash funds may pay claims without prior approval by the School Board. Reimbursement of the petty cash fund will be subject to the normal disbursement procedures.

B. A bond in an amount required by state law will be procured for each person distributing petty cash funds, provided that additional bond shall not be required of any agent or person already bonded in the required amount.

C. These funds are subject to audit and all records must conform with state law. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §22.1-123 (1950), as amended.

**Section 4-7.2. Accounts to purchase certain materials and supplies; management of account; remaining funds returned to School Board.** — A. In accordance with state law, the School Board may by resolution establish one (1) or more accounts in each of its departments and schools committed solely for the purchase of instructional materials and office supplies. The School Board may authorize the transfer of a percentage of funds budgeted for a school or department into such account, but such transfer shall not exceed thirty-five (35) percent of the total amount budgeted for such school or department.

B. The account provided for herein shall be managed by the principal of the school or the department head, who shall file a monthly accounting of the funds with the superintendent. No additional funds shall be transferred into any such account unless the monthly accounting has been filed. The funds in the account may be disbursed for payment of obligations by issuing a negotiable check signed by the principal or department head, and the director of finance for Suffolk Public Schools.

C. At the close of the fiscal year, all funds remaining in the accounts shall be returned to the School Board simultaneously with a full accounting of disbursements. All such accounts shall be subject to audit and the relevant provisions of the Virginia Public Procurement Act. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §22.1-122.1(1950), as amended.

## **Article 8 Vendor Relations**

**Section 4-8.1. Solicitation by vendors and demonstrations prohibited; exception.** — A. No vendor, agent, or sales representative may enter any school to advertise or sell goods or services to employees or students unless otherwise provided herein. Any person or persons found soliciting goods and services to students and employees in the schools or on school property during school hours will be subject to legal action. Vendors will not be permitted to make appointments with individual School Board employees without the permission of the superintendent or designee and the principal.

B. No vendor will be permitted to arrange demonstrations of products or

services, take orders for goods or services to be used for a trial period, or take orders to be billed to the school or school division without prior authorization from the superintendent or designee and the principal.

C. This does not prevent authorized representatives of firms regularly supplying goods and services to Suffolk Public Schools from having access to the schools in the course of their routine business duties. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §§22.1-79 & 22.1-132 (1950), as amended.

## **Article 9 Payment of bills**

**Section 4-9.1. Bill list required; disbursements between meetings.** —A. The School Board will receive each month from Suffolk Public Schools, one (1) or more lists of bills for payment. The list(s) will be certified as correct and approved for payment by the School Board at its regularly scheduled monthly meeting.

B. The superintendent may prepare and disburse bill payments where such payment is necessary to continue responsible business practice and/or to take advantage of vendor discounts; however, all such payments must be subsequently approved by the School Board at its next regular meeting. (Adopted July 1995; Revised May 8, 2008, Ordinance 07/08-12; Effective May 8, 2008)

**Note:** The **2008** amendment to Section 4-9.1, added in Subsection A, line two, the words “from Suffolk Public Schools.” In Subsection B, deleted after the words “bill payments” in line one the words “between School Board meetings only.”

**Legal Authority** – Virginia Code §§22.1-89, 22.1-91 & 22.1-122.A (1950), as amended.

## **Article 10 Payroll**

**Section 4-10.1. Pay dates.** — The superintendent shall determine the pay dates for each type of employee in accordance with current standards and as possible with existing staff and computer capabilities. These pay dates will be communicated to all employees. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §22.1-70 (1950), as amended.

**Section 4-10.2. Payroll Deductions; voluntary and involuntary; absent without pay deductions.**—A. Statutory payroll deductions, such as federal and state income taxes, social security and medicare (FICA) taxes, tax liens, garnishments, child

support payments, and any other such involuntary deductions or withholdings, will be deducted from the employee's gross wages as required by federal, state and local law.

B. The following voluntary deductions may be made at the request of eligible employees only for the providing companies/organizations approved by the School Board:

1. Hospital insurance premiums
2. Dental insurance premiums
3. Supplemental insurance premiums
4. Education Association of Suffolk Dues
5. Suffolk Education Foundation Contributions
6. United Way Contributions
7. U.S. Savings Bond Purchases
8. Suffolk, Virginia City Employees  
Federal Credit Union Deductions
9. Tax Sheltered Annuity Plan Payments

C. Additional voluntary deduction requests must be recommended by the superintendent and approved by the School Board. The School Board shall determine annually the amount, if any, of these program costs which will be paid by the School Board.

D. Where the employee elected deductions cannot be supported by actual employee earnings for a particular pay period, the employee must provide the funds in the manner and by the dates prescribed by the superintendent, or else the employee must forfeit the benefit/program and may not be allowed to be reinstated at a later date.

E. Absence without pay will be deducted on the next available pay date in accordance with required payroll preparation cut-off dates for the receipt of absence notification. Absence deductions may not be delayed by employee request. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §22.1-78 (1950), as amended.

## **Article 11**

### **Travel Expense Reimbursement**

**Section 4-11.1. Use of vehicles by employees; maintenance thereof.** — The School Board maintains a limited number of vehicles for use by employees. The superintendent is authorized to assign such vehicles to selected twelve (12) month employees. Assignment of school vehicles to individual employees shall include the custodial responsibility, involving use only for public purposes, regular maintenance and necessary repairs in cooperation with the transportation department and operation in accordance with state law. (Adopted 13, 1995)

**Legal Authority** - Virginia Code §22.1-79 (1950), as amended.

**Section 4-11.2. Travel necessary; superintendent to determine; efficiency required.** —A. The School Board recognizes that travel is sometimes required by its employees to perform their duties completely and efficiently. Itinerant travel is required by some employees who work at more than one (1) location. It is necessary for some employees to travel to local, regional, state and/or national meetings, seminars, and/or conferences to gain additional knowledge of the latest developments in their respective fields which will benefit Suffolk Public Schools and its students.

B. The School Board authorizes the superintendent to determine what employee travel is beneficial to Suffolk Public Schools and to students and to set regulations to provide a system of approval and reimbursement and the required documentation necessary to support and account for the related expenditures of School Board funds.

C. It is incumbent upon all School Board employees to make efficient travel arrangements and obtain the most economical rates while travelling on business. Employees travelling on official business for the School Board are expected to utilize reasonably priced lodging accommodations. When overnight stays are required while on travel status, first preference shall be given to selecting lodging in the economy class. In all cases employees shall request government rates when making reservations for lodging. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §§22.1-78; 22.1-70 (1950), as amended.

## **Article 12 Cash In School Buildings**

**Section 4-12.1. A system of receipts and deposits.** —A. All funds collected will be properly receipted and promptly deposited in the school bank account in accordance with the Manual of Accounting Procedures for School Activity Funds.

B. All cash, checks and money orders collected by teachers and other employees will be remitted to the principal immediately, who will secure the funds and deposit them in accordance with the Manual of Accounting Procedures for School Activity Funds. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §22.1-68 (1950), as amended.

## **Article 13 Disposal of Property**

**Section 4-13.1. Surplus real property.**—Whenever the School Board determines that it has no use of some of its real property, the title to such real property shall be

conveyed to the City of Suffolk, Virginia. To convey the title, the School Board shall adopt a resolution that such real property is surplus and shall record such resolution along with the deed to the property with the Clerk of the Circuit Court for the City of Suffolk. Upon the recording of the resolution and the deed, the title shall vest in the City of Suffolk. (Adopted July 13, 1995)

**Legal Authority** - Virginia Code §22.1-129 (1950), as amended.

**Section 4-13.2. Superintendent to declare surplus personal property; certification required by officers and employees of school division; obsolete educational technology; deposit of funds; report to School Board.**—A. Equipment, supplies and materials, including school buses, determined by the superintendent to be of no further benefit to Suffolk Public Schools shall be declared surplus property. The superintendent shall then determine the most efficient method of disposal, which could include: (1) held for sale at public auction; (2) sold by sealed bid; (3) donated by gift as set forth in regulations governing the donation of surplus personal property; or (4) destroyed (no value).

B. If surplus school property is held for sale at public auction or sold by sealed bid, the bidder or purchaser shall certify whether he/she is an officer or employee of the division or is a member of the immediate family of an officer or employee. Officers and employees of the school division, and members of their immediate families, may purchase surplus property from the school division but only if (i) the property is being sold at uniform prices available to the public or (ii) if the goods are sold for less than \$500.00.

C. Obsolete educational technology hardware and software that is being replaced pursuant to Va. Code § 22.1-199.1(B)(4) may be donated to other school divisions, to students, as provided in Board of Education guidelines, and to preschool programs in the Commonwealth.

D. All money received as a result of disposal will be deposited in the appropriate School Board revenue account.

E. The school superintendent, after declaring personal property surplus property and determining the most efficient method for disposal, shall immediately report his actions to the School Board. (Adopted July 13, 1995; Revised October 10, 1996; Revised and Adopted: March 8, 2007; Ordinance #06/07-12; Effective: March 8, 2007; Revised: October 9, 2008; Ordinance Number 08/09-18; Effective: October 10, 2008)

**Note:** The 2009 revision to Section 4-13.2 inserted the language, “Superintendent to declare”; “certification required by officers and employees of school division; obsolete educational technology; “report to School Board.” In subparagraph A, line 3, delete the words “by the School Board.” Also added a new subparagraph B, C and E. Change subparagraph “B.” to subparagraph “D.”

**Legal Authority** - Virginia Code §22.1-129 (1950), as amended.