

2002

5610

POLICY

Non-Instructional/Business
Operations

SUBJECT: INSURANCE

The objective of the Board of Education is to obtain the best possible insurance at the lowest possible cost, and to seek advice from an Insurance Appraisal Service to determine that adequate coverage is being provided regarding fire, boiler, general liability, bus and student accident insurance.

The Board shall carry insurance to protect the District's real and personal property against loss or damage. This property shall include school buildings, the contents of such buildings, school grounds and automobiles.

The Board may also purchase liability insurance to pay damages assessed against Board members and District employees acting in the discharge of their respective duties, within the scope of their employment and/or under the direction of the Board.

All insurance policies, along with an inventory of the contents of the building, should be kept in a fireproof depository or with the appropriate insurance agent for safekeeping and referral purposes. The Superintendent shall review the District's insurance program annually and make recommendations to the Board if more suitable coverage is required.

Public Officers Law Section 18
General Municipal Law Sections 6-n and 52
Education Law Sections 1709(8) and (26) and (34-b),
2554(16) and (16-a) and (16-b), 3023, 3028, and 3811

Adopted: 4/24/02

POLICY

Non-Instructional/Business
Operations

SUBJECT – CLAIMS AUDITOR

The Board of Education will designate and appoint a claims auditor for the district. The claims auditor shall serve at the pleasure of the Board. The claims auditor shall report directly to the Board. The claims auditor may not be a member of the Board of Education; the clerk or treasurer of the Board; the Superintendent of Schools or other official of the district responsible for business management; the person designated as purchasing agent; and/or clerical or professional personnel directly involved in accounting and purchasing functions of the district. The claims auditor may be an independent contractor or exempt class employee.

The claims auditor is responsible for formally examining and allowing or rejecting accounts, charges, claims or demands against the school district. The auditing process should determine:

6. that the proposed payment is for a valid and legal purpose;
7. that the obligation was incurred by an authorized district official;
8. that the items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
9. that the obligation does not exceed the available appropriation; and
10. that the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, NYS and local sales tax, and is in agreement with the purchase order or contract upon which it is based.

The Board may also appoint one or more deputy claims auditors for the district who will act as the claims auditor in the absence of the claims auditor.

The claims auditor may use a risk based or sampling methodology to determine which claims are to be audited in lieu of auditing all claims as long as the method used to select the sample provides reasonable assurance that all claims represented by the sample are proper charges against the school district.

When the claims auditor is an independent contractor, the Board itself shall be responsible for auditing all claims from the contractor.

The claims auditors shall provide periodic written reports, no less than quarterly, or as may be requested by the Board.

Education Law Section 2554 2-a, 2580

Adopted: 7/11/12

2006

5611

POLICY

Non-Instructional/Business
Operations

SUBJECT: CELL PHONE POLICY

The Buffalo Board of Education recognizes that certain individuals will be required to carry District-owned cell phones in order to meet their job responsibilities as determined by the Superintendent or designee.

Employees shall make every attempt to use their District-owned cell phones for business purposes only. In the event personal usage is unavoidable, the employee shall reimburse the District promptly. District cell phones are not to be used by anyone other than the District employee to whom the phone is assigned.

Improper use of a District-owned cell phone will result in the revocation of cell phone privileges as determined by the Superintendent or designee.

Adopted: 11/1/06

POLICY

2002

5620

Non-Instructional/Business
Operations

SUBJECT: INVENTORIES

The Superintendent or his/her designee shall be responsible for maintaining a continuous and accurate inventory of equipment owned by the District in accordance with "The Uniform System of Accounts for School Districts."

All supplies and equipment purchased and received by the School District shall be checked, logged, and stored through an established procedure.

Uniform System of Accounts for School Districts
(Fiscal Section)

Adopted: 4/24/02

POLICY

Non-Instructional/Business
Operations

SUBJECT: ACCOUNTING OF FIXED ASSETS

The Associate Superintendent for Finance shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts. These accounts will serve to:

- a) Maintain a physical inventory of assets;
- b) Establish accountability;
- c) Determine replacement costs; and
- d) Provide appropriate insurance coverage.

All fixed assets carrying a minimum value established by the Board that have a useful life of one year or more and physical characteristics which are not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment and materials.

Assets shall be recorded at initial cost or, if not available, at estimated initial cost; gifts of fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information:

- a) Date of acquisition;
- b) Description;
- c) Cost or value;
- d) Location;
- e) Responsible official;
- f) Estimated useful life;
- g) Date and method of disposition.

The Associate Superintendent for Finance shall arrange for the annual inventory and appraisal of School District property, equipment and material. Any discrepancies between an inventory and the District's property records on file should be traced and explained.

Adopted: 4/24/02

POLICY

2002

5622

Non-Instructional/Business
Operations

SUBJECT: CAPITALIZATION OF ASSETS

In order to provide for consistent accounting and reporting of capital assets under generally accepted accounting principles the Board of Education is required to adopt basic capital asset policy guidelines.

- **Capitalization Threshold:** assets purchased that have a value of \$5000 or more are to be capitalized.
- **Depreciation Methods:** the Board will utilize the straight-line method (as of the beginning of the fiscal year purchased) for depreciating its capital assets.
- **Useful Lives of Assets:** useful lives by asset type are established as follows:

<u>Asset Type</u>	<u>Useful Life</u>
Land	NA
Land Improvements	20 years
Buildings	50 years
Building Improvements	20 years
General Equipment	10 years
Computer, Business machine and Audio Visual Equipment	5 years
Automotive	7 years

- **Residual Value:** the Board generally buys capital assets with the intent to utilize such assets until their usefulness is completely exhausted. Therefore, the Board will use a residual value of zero for all assets acquired.

Adopted: 2/26/03
Amended: 2/25/04