

CONTRACTS

Expenditures/Expending Authority

The Superintendent is delegated the power to contract in accordance with Governing Board policy, good business practices, all applicable laws and regulations, and not to exceed \$15,000.

All contracts between the district and outside agencies shall conform to standards required by law and shall be prepared under the direction of the Superintendent or designee.

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination on the basis of sex*

14505 *Provisions required in contracts for audits*

17595-17606 *Contracts*

35182.5 *Contract prohibitions*

45103.5 *Contracts for management consulting service related to food service*

CODE OF CIVIL PROCEDURE

685.010 *Rate of interest*

GOVERNMENT CODE

12990 *Nondiscrimination and compliance employment programs*

53260 *Contract provision re maximum cash settlement*

53262 *Ratification of contracts with administrative officers*

LABOR CODE

1775 *Penalties for violations*

1810-1813 *Working hours*

PUBLIC CONTRACT CODE

4100-4114 *Subletting and subcontracting fair practices*

7104 *Contracts for excavations; discovery of hazardous waste*

7106 *Noncollusion affidavit*

20111 *Contracts over \$50,000; contracts for construction; award to lowest responsible bidder*

20104.50 *Construction Progress Payments*

22300 *Performance retentions*

UNITED STATES CODE, TITLE 20

1681-1688 *Title IX, discrimination*

Management Resources:

WEB SITES

CASBO: <http://www.casbo.org>

TRAVEL EXPENSES

The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

Authorized employees may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards.

Legal Reference:

EDUCATION CODE

44016 *Travel expense*

44032 *Travel expense payment*

44033 *Automobile allowance*

44802 *Student teacher's travel expense*

INVESTING OF DISTRICT FUNDS

As a matter of good fiscal practice, the Governing Board authorizes the Superintendent or designee to invest surplus funds in accordance with all legal requirements.

District funds invested in other than the San Mateo County Treasury or Local Agency Investment Fund shall be made in accordance with all legal requirements and shall be made at the direction of the Superintendent. These investments shall be confirmed by the Board and shall be made for such periods of time as are appropriate for the administration of the district budget.

The Superintendent or designee shall provide to the Board an annual statement of the district's investment policy. In accordance with the law, the Superintendent or designee shall also provide quarterly investment reports to the Board.

Legal Reference:

EDUCATION CODE

- 41001 Deposit of money in county treasury*
- 41002 General fund deposits and exceptions*
- 41002.5 Deposit of certain funds in insured institutions*
- 41003 Funds received from rental of real property*
- 41015 Authorization of and limitation investment of district funds*
- 41017 Deposit of miscellaneous receipts*
- 41018 Disposition of money received*
- 42840-42843 Special reserve fund*

GOVERNMENT CODE

- 16430 Eligible securities for investment of surplus moneys*
- 27130-27137 County treasury oversight committees*
- 53600-53609 Investment of surplus*
- 53630-53686 Deposit of funds, especially:*
- 53635 Local agency funds; deposit or investment*
- 53646 Treasurer reports and statements of investment policy*
- 53852.5 Investment term for funds designated for repayment of notes*
- 53859.02 Borrowing by local agency*

FINANCIAL REPORTS

A financial report in writing shall be submitted to the Governing Board once each month with the exception of July, August, and September. This report shall state all expenditures and unobligated balances in each budget category, along with appropriate comparisons with prior year's expenditures.

Legal Reference:

EDUCATION CODE

- 17150 Public disclosure of non-voter-approved debt*
- 33127 Standards and criteria for local budgets and expenditures*
- 33128 Standards and criteria; inclusions*
- 33129 Standards and criteria; use by local agencies*
- 35035 Powers and duties of superintendent*
- 41010-41023 Accounting system*
- 41455 Examination of financial problems of local districts*
- 42100-42105 Requirement to prepare and file annual statement*
- 42127.6 School district operations monitoring; financial obligation nonpayment*
- 42130-42134 Financial reports and certifications*
- 42140-42142 Public disclosure of fiscal obligations*

GOVERNMENT CODE

- 3540.2 School district; qualified or negative certification; proposed agreement review and comment*
- 16429.1 Local agency investment fund*
- 53646 Reports of investment policy and compliance*

CODE OF REGULATIONS, TITLE 5

- 15453-15463 Criteria and Standards for School District Interim Reports*
- 15480-15490 Criteria and Standards for County Office of Education Reports*

Management Resources:

GOVERNMENTAL STANDARDS ACCOUNTING BOARD

Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES

*Governmental Accounting Standards Board: <http://www.gasb.org>
CDE: <http://www.cde.ca.gov>*