



## 2018-2019 Financial Policy Handbook Summary of Changes- June 2018

Policy	Original Text	Updated Text	Rationale
<b>Budgeting Policy, page 3</b>	The board authorizes the Principal to manage.....operating budget.	The board authorizes the Executive Director to manage.....operating budget.	The Executive Director occupies the seat of most seniority.
<b>Budgeting Policy, page 3</b>	Prior to..... the Principal shall review the financial.....deemed appropriate.	Prior to.... the CFO/DOO, Principal, and Finance Committee shall review the financial.....deemed appropriate.	The budgeting process must be inclusive of the CFO/DOO and Finance Committee of the governing board.
<b>Financial Controls Policy, pg 12</b>	The Director of Operations and CFO are authorized to sign checks	The Executive Director, the Board Chair, The Board Secretary, and the Board Treasurer are authorized to sign checks.	The CFO/DOO is not authorized to sign checks for accountability measures. The CFO/DOO should not reconcile accounts, manage the accounting system, and sign checks.
<b>Purchasing and Procurement Policy, pg 6</b>	Non-existent	The CFO/DOO can make purchases up to \$500 without preapproval. The Principal must preapprove purchases between \$500-\$2,000. The Executive Director must preapprove all purchases over \$2,000. The Principal and Executive Director shall review invoices, reimbursements, and or payments monthly for appropriateness and approval	Institute tiered purchasing level authorities
<b>Investments and Reserves Policy, pg 18</b>	The financial objective.... Establish financial reserve to provide for 1 month of operating income.	The financial objective.... Establish financial reserve to provide for 2 months of operating income.	A reserve of 2 months of operating income will allow a better financial position for unexpected events that impact school finances.