

## D-FISCAL MANAGEMENT

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### ANNUAL OPERATING BUDGET

Under law the Board is required to adopt an annual budget by September 15 each year and submit it to the State Superintendent of Public Education for approval. The budget must be presented in the form required by the State Superintendent.

It shall be the responsibility of the parish Superintendent, to prepare the annual operating budget for submission to the Board through its Finance Committee.

Legal Reference: LSA REVISED STATUTES 17:88

D-1.1

### FISCAL YEAR

State law establishes July 1 through June 30 as the fiscal year for all school districts.

Legal Reference: LSA REVISED STATUTES 17:89

D-1.2

### BUDGET PREPARATION PROCEDURES

A rough draft will be prepared by the staff and presented to the Finance Committee for review by June first each year. After reviewing the budget and making any necessary changes the Finance Committee will recommend that the budget be presented to the entire membership of the Board for adoption at the first meeting in September.

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### PUBLICATION OF BUDGET

The final budget as adopted by the Board will be recorded in the official proceedings of the Board as part of the minutes.

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## LINE ITEM TRANSFER AUTHORITY

The Morehouse Parish School Board, Superintendent and his/her staff shall continually evaluate the school district's budget and maintain required records, which support entitlement and disposition of public funds. Line items in the budget may be changed, with Board approval, at any time during the fiscal year, provided such change is consistent with existing laws and regulations of the State of Louisiana. Any request for modification of a budgetary line item shall be approved by appropriate supervisory personnel and submitted to the Superintendent for consideration.

The Superintendent, as secretary-treasurer of the School Board, shall be authorized and in his/her sole discretion, to make such changes within the various budget classifications as he/she may deem necessary provided that any reallocation of funds affecting in excess of five percent (5%) of the projected revenue collections shall be approved in advance by action of the School Board.

The Superintendent shall be directed to advise the School Board in writing when:

1. Revenue collections plus projected revenue collections for the remainder of the year within a fund, are failing to meet estimated annual budgeted revenues by five percent (5%) or more;
2. Actual expenditures plus projected expenditures for the remainder of the year, within a fund, are exceeding the estimated budgeted expenditures by five percent (5% or more; or
3. The actual beginning fund balance, within a fund, fails to meet the estimated beginning fund balance by five percent (5%) or more, and the fund balance is being used to fund current year expenditures.
4. Any reallocations of funds are made that do not require Board approval.

Legal reference: La. R.S. 39:1301, 39:1302, 39:1303, 39:1304, 39:1310

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## INDEBTEDNESS

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As authorized by the laws and the constitution of the State of Louisiana, and the procedures of the Louisiana State Bond Commission, the Morehouse Parish School Board may borrow money, incur debt and issue bonds for purposes authorized by the laws of the State of Louisiana.

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## REVENUES

Revenues received for the operation of the Morehouse Parish School Board will be found in the subcategories.

D-3.1

## LOCAL TAX REVENUES

The Board shall annually adopt a resolution levying parish school taxes as authorized by the constitution, the laws of the State of Louisiana, and the voters of the Parish; including taxes to meet the principal and interest on outstanding bonds, and shall forward such resolution to the assessor of Morehouse Parish.

As established and approved by the voters of Morehouse Parish, the Morehouse Parish School Board shall levy sales and use tax to be dedicated to employee salaries and benefits.

Special tax elections shall be called for the electors of the parish to vote on renewal of existing taxes and/or additional tax millage and/or additional sales and use tax for school purposes as provided by laws of the State.

D-3.2

### STATE EQUALIZATION

The Louisiana Legislature shall appropriate funds sufficient to insure a minimum foundation program of education in all public elementary and secondary schools. The funds allocated shall be equitably allocated to parish systems to formulas adopted by the State Board of Elementary and Secondary Education and approved by the Legislature prior to making the appropriations.

D-3.3

### BOND SALES

The Morehouse Parish School Board shall call special tax elections to vote bond issues to provide adequate school facilities and equipment.

D-3.4

### SCHOOL LAND RENTAL OR LEASE

Parish school boards may rent sixteenth-section lands, except as otherwise provided by law, by resolution of the board and without the authority of a vote of the electors of the township in which such lands are located. All funds realized by the parish school boards from the rent of sixteenth-sections shall be credited to the general school funds of the parish.

All leases of Section 16 lands shall be in compliance with R.S. 41:1211 to R.S. 41:1219.

This shall include but not limited to:

1. Application for lease with deposit
2. Advertisement costs
3. Recordation costs
4. Bid deposit shall be certified check or cashiers check
5. All leases shall be publicly bid after the expiration of a 5 year lease unless otherwise extended pursuant to law.

The minimum bid considered shall be \$5.00 per acre or \$500.00, whichever is greater. Whole sections or identifiable portions thereof shall be leased to avoid debate over leased Section 16 lands.

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### SALE OF SECTION 16 LANDS

All elections to authorize the sale of sixteenth-section lands shall be conducted by the parish school board, and the funds realized from such sale, after deducting for necessary expenses connected with such elections, shall be promptly forwarded to the state auditor for credit to the proper township (R.S. 17:87).

D-3.4b

### MINERAL LEASES

All mineral leases shall be let in accordance with R.S. 30:151 through R.S. 30:156.

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### ADMISSIONS AND GATE RECEIPTS

The procedures to be utilized are contained in the Morehouse Parish School Board Activities Accounts Policy Manual.

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### INVESTMENT OF FUNDS

Parish School Boards may invest any funds which they have on hand, from whatever source derived, in direct obligations of the United States Government and in any time certificates of deposit of state banks organized under the laws of Louisiana and national banks having their principal office in the State of Louisiana (R.S.17:99 and 33:2955).

D-3.7

### EQUIPMENT AND MERCHANDISE SALES

Equipment and merchandise no longer usable for the purpose for which it was acquired or built, shall be declared surplus by the superintendent and the head of the department to which the equipment or merchandise has been assigned. A minimum fair value price will be

established for each item and bids will start at that point.

The Board will then call for sealed bids for the sale of such equipment or merchandise and said bids will be opened publicly and disposed of in a prudent, businesslike manner. The Morehouse Parish School Board shall reserve the right to accept or reject any and all bids. All sales of surplus equipment or merchandise shall be final on the "as is" and "where is" basis and will carry no warranties whatsoever.

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#### PROPERTY SALES

By law the Board may sell, lease or otherwise dispose of at a public sale, any school site, building facility or personal property which is not used and, in the judgment of the Board, is not needed in the operation of any school or schools within its jurisdiction. Any such sale, lease or disposal of such school property shall be on such terms and conditions and for such consideration as the Board shall prescribe. Any such sale shall be in accordance with the provisions of Louisiana law, including La. R.S. 41:892 as it may be amended from time to time. The sale of used cafeteria furniture and equipment will be made known through advertisement in the Board's official journal the time and place of the sale. A minimum fair price will be placed on each item. Sealed bids will be received on each item to be opened at specified date.

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(There is no Policy D-4)

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#### BONDED EMPLOYEES

The Board shall require proper bond as stipulated by the laws of the State of Louisiana of all persons who handle large sums of money (R.S. 17:95, 97).

D-6.1

#### BOOKKEEPING PROCEDURES FOR MOREHOUSE PARISH PUBLIC SCHOOLS



The procedures to be utilized by all schools for bookkeeping and auditing of school accounts are contained in the Morehouse Parish School Board Activity Accounts Policy Manual.

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#### AUTHORIZED SIGNATURES

As required by law, all checks drawn on funds of the Morehouse Parish School Board shall be signed by the Board President and the Treasurer (superintendent). As permitted by law, the Board sanctions the use of a facsimile signature device by the Superintendent and President of the Board. (R.S. 17:97).

The superintendent's designee is authorized to sign checks in the absence of the superintendent.

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#### PAY DAY SCHEDULES

All regular employees of the Morehouse Parish School Board who are employed for 9, 10 or 11 months shall be paid on a monthly basis, with checks distributed as near to the 25th of each month as possible. Twelve month employees shall have the option of being paid on a monthly or bi-monthly basis. Those persons being paid on a semi-monthly basis shall be paid as near to the 14th and 28th of each month as possible.

All new 9 month personnel reporting into the payroll for the scholastic year 1992-1993 shall receive their pay in twelve installments, with the first installment to be made at the end of September and continuing each year thereafter.

## SALARY DEDUCTIONS

By attrition, as of July 1, 1992, payroll deductions shall be restricted to federal income taxes, state income taxes, retirement, professional dues, garnishments by court orders, United Givers Fund, the approved Morehouse Parish School Boards hospitalization/life insurance carriers, the employees credit union, and deductions under the cafeteria plan. All future insurances offered to employees must be approved prior to being offered to employees and must have a minimum participation of 35% of the employees before payroll deductions may be granted.

All employees shall be permitted to participate in all existing payroll deduction plans, i.e., cancer plans, disability plans, dependent life plans, etc., by any company now offering same, unless the payroll department receives written authorization from the employee to discontinue such. New companies with similar plans will not be allowed to be added on payroll deductions.

## TRAVEL POLICY

## Employee Travel

All out of parish travel shall be approved by the Morehouse Parish School Board, and shall be submitted on a travel request form showing estimated expenses, budget item, purpose of trip, account the funds will be drawn from, and approval by the Superintendent before any out of parish trips are taken.

No reimbursement shall be made without this complete approved for attached with all proper receipts.

Supervisors' and Principals' Travel Allowance

Reimbursement for travel for Supervisors and Principals shall be in accordance with current state guidelines when the following conditions have been satisfied:

- a. The trip must have prior approval from the superintendent.
- b. When several persons attend the same meeting they will ride together in the pattern which is most economical for the parish.
- c. A person who drives alone to meetings due to personal business will not be reimbursed by the parish.
- d. Each request for reimbursement shall be placed on the form used by the general fund bookkeeping department.
- e. Schools may reimburse personnel who attend functions for extra curricular activities according to prescribed reimbursements as provided for in school board policy. The proper documentation (mileage forms and receipts) must be maintained for auditing purposes.

In-Parish Mileage For Superintendent and Supervisors

Supervisors, and the Superintendent will be reimbursed for travel necessary to his/her job. It will not be necessary for each to submit a log of official travel done giving the date, destination, reason, odometer reading and mileage. It will be necessary for them to sign out denoting destinations in order to receive \$1,000 annually in 12 monthly reimbursements.

Mileage for Principals In-Parish

Any principal or assistant principal who keeps a log as determined below will be reimbursed for travel necessary of his/her job-, i.e., required trips to the School Board Office and taking students home - up to a maximum of seventy-five dollars per month. It will be

necessary for each to submit a log of official travel done giving the date, destination, reasons, odometer reading and mileage. Principals who do not keep a log will receive monthly reimbursements as follows:

- A) The principals at Delta Junior High School, Beekman Jr. High School and Pine Grove Elementary School will be reimbursed \$850.00 per year.
- B) All other principals will receive \$500.00 per year.
- C) Assistant principals will be reimbursed \$40.00 per month for 10 months.
- D) Principals and assistant principals who receive a set per month reimbursement described in Sections A) through C) above shall not be entitled to receive any per mile reimbursement or receive payment by any other means, including through the use of school or parish credit cards, for gasoline, oil or related expenses, for in parish travel.

## TRAVEL POLICY FOR MOREHOUSE PARISH SCHOOL BOARD

### Reimbursement for Transportation, Lodging, Meals and Other Expenses

Morehouse Parish will follow the State of Louisiana, Louisiana Travel Guide for out of parish travel.

### Reimbursement for National School Board Association Conventions

School board members and approved staff members attending a National School Board Association Convention located out-of-state may be reimbursed actual expenses for lodging. Additionally, they may be reimbursed actual expenses for meals not to exceed \$50 (plus tax) per day. Receipts will be required and shall be submitted and attached to the travel reimbursement voucher.

### Submitting Travel Reports for Reimbursement

All travel reports for reimbursement should be in the business office no later than the 20th of the month. Any reports requesting reimbursement received after the 20th will not be paid until the following month. Any travel reports exceeding three (3) months period of time will not be reimbursed by the Board. Travel reports will be turned in using the form provided by the School Board Office.

### Limitation on Board Member Travel

Beginning with the 2021-2022 school year, and until an amended policy is passed by the Morehouse Parish School Board, the Morehouse Parish School Board shall pay the legally allowable travel expenses for each member of the school board to attend three (3) out of parish conferences, seminars or meetings per school year, which conference, seminar or meetings must be conducted in the State of Louisiana. In addition, the Morehouse Parish School Board shall pay the legally allowable travel expenses for each member of the school board to attend one additional out of parish conference, seminar or meeting per school year which meeting, conference or seminar must be conducted in the State of Louisiana or in the State of Mississippi or the State of Arkansas. Further, should a school board member register for a meeting, conference or seminar and not attend, he/she shall reimburse the Morehouse Parish School Board all non-refundable expenses paid by it unless the non-attendance was a fault of a family emergency of the school board member which is defined as an unforeseen circumstance regarding the school board member or a member of his/her family which requires immediate attention. The Morehouse Parish School Board shall not pay any travel expenses for an out of parish meeting to or for a board member if the member has not reimbursed the Morehouse Parish School Board all funds owed it pursuant to this policy.

## PURCHASING PROCEDURES

The Purchasing Policy and Procedures Manual of the Morehouse Parish School Board is adopted herein as a portion of the policy of the Morehouse Parish School Board as if set forth at length herein.

### PURCHASING & BIDS AND QUOTATIONS

All purchasing for the school system to be paid from public funds shall be made by the Superintendent or his/her designee in conformance with existing regulations and procedures of the Morehouse Parish School Board and the laws pertinent to state and federal agencies. Budget allocations for specific purposes shall constitute advance School Board approval for all purchases except in such cases as state law or School Board policy may require. No debt shall be contracted in the name of the Morehouse Parish School Board without action by the School Board, except those items which are provided for in the regular budget. Purchases shall be made at the lowest possible cost to the School Board consistent with specifications of quality and service. Purchase orders must be generated for all purchases of \$500.00 or more and attached to the invoice at the time of payment.

Each principal shall assure that purchases by the individual school shall be made in accordance with applicable state and federal law, and administrative regulations and procedures developed by the Superintendent and staff.

No employee, officer or agent of the Morehouse Parish School Board shall participate in the selection, award, or administration of a contract or purchase of supplies, materials and equipment if a conflict of interest, real or apparent, would be involved. School Board employees shall neither solicit nor accept gratuities, favors or anything of monetary value from vendors, contractors, potential contractors, or parties to subagreements. All purchasing shall comply with the U.S. Department of Education General Administrative Regulations (EDGAR), the Louisiana Public Bid Law, the Louisiana Code of Governmental Ethics, the Louisiana Procurement Code, and applicable state or federal regulations, as applicable.

### PROCUREMENT METHOD

Procurement Methods      State Requirement Title 38 La. Bid Law R.S. 38:2212.1

Micro Purchases (new method) Purchases less than \$1,000

No competitive process required.

Small Purchases (informal) \$1,000 - \$10,000

3 or more quotes required for \$5,000 or greater; and suggested but not required for below \$5,000. \$10,000 - \$30,000 Solicit 3 or more quotes.

Sealed Bids (formal advertising) Materials and Supplies Exceeding \$30,000

Public Works Exceeding \$154,450

Publicly bid and award to lowest responsible bidder

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Competitive Proposals Materials and Supplies Exceeding \$30,000

Public Works Exceeding \$154,450

Publicly bid and award to lowest responsible bidder.

Noncompetitive Proposals -Sole Source Purchases - Sole source purchases are appropriate only under the circumstances listed below. These circumstances must be adequately documented.

1. The item procured is only available from a single source;
2. The purchase is in response to a public emergency that will not permit a delay resulting from the competitive process;
3. The purchase is expressly authorized by awarding or pass-through agency in response to written request from the School Board; or
4. After soliciting a number of sources competition is deemed inadequate. Process must be adequately documented.

The School Board may choose by resolution to adopt the Louisiana Procurement Code in part or in its entirety. The School Board may also purchase from vendors with state contracts that have been pre-approved by the Office of State Procurement (OSP).

#### USE OF FEDERAL FUNDS

All procurement of materials, supplies, and services, as well as the construction of public works, funded in whole or in part with federal funds shall comply with the requirements contained in Title 2, Section 200, of the Code of Federal Regulations. All procurements using federal funds, in whole or in part, shall employ one of the procedures identified in 2

CFR 200.320, if more stringent than those procedures required by Louisiana law. Should the School Board adopt the Louisiana Procurement Code, whether in part or in its entirety, the accompanying administrative regulations as promulgated in the Louisiana Procurement Code, as well as guidelines and policies issued by the Louisiana's Office of State Purchasing relevant to the particular adoption(s) may be applicable to the purchase, if more stringent.

#### Solicitations from Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

When spending federal funds, the Morehouse Parish School Board shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or

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quantities to permit maximum participation by small and minority businesses and women's business enterprises;

4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Louisiana Economic Development Agency, and Small Business Administration and the Minority Business Development Agency of the United States Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs 1 through 5 of this section.

#### Exclusion or Rejection of Quotes or Bids

A contract award or a purchase made with federal funds shall not be made to parties listed on the government-wide exclusions in the System for Award Management maintained by



the U.S. Government, which contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority.

#### USE OF STATE FUNDS

Procurement of materials and supplies when using state or locally generated funds shall follow the procurement method as authorized by Louisiana law.

#### Financing Purchases

The School Board may finance the purchase of equipment or other movable property to be used by the School Board by entering into an installment sale, lease, or similar agreement with any lender or other person. If required, such agreement shall be subject to approval of the State Bond Commission in accordance with statutory provisions. No individual school or employee shall obligate the School Board without proper school system personnel knowledge and approval.

#### Use of State Contract

If equipment, materials or supplies are available from a State of Louisiana Contract, the Superintendent and/or his/her designee may approve the purchase without using one of the purchasing procedures outlined in statutory provisions, if advantageous to the School Board.

The School Board may also piggyback, or purchase materials and supplies on valid

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contracts of other political subdivisions in accordance with La. Rev. Stat. Ann. §§33:1321-1337 or La. Rev. Stat. Ann. §38:321.1.

#### Louisiana Procurement Code

State law authorizes School Boards to adopt all or any part of the Louisiana Procurement Code as contained in state statutes (La. Rev. Stat. Ann. §§39:1551-39:1755). For proper and efficient operations, the Morehouse Parish School Board may adopt, by resolution or otherwise, pertinent provisions of the Louisiana Procurement Code, accompanying administrative regulations as promulgated in the Louisiana Procurement Code, as well as guidelines and policies issued by the state's Office of State Purchasing relevant to the procurement of materials, supplies, merchandise, and other types of property.

### Sole Source Provider

The School Board may award a contract for the purchase of supplies, services, or major repairs without competition when the Superintendent or designated employee has determined, in writing, that there is only one source for the supply, service, or major repair item(s) to be acquired. Pertinent procedures for purchasing such items from a sole source shall be as outlined in the State of Louisiana Office of State Purchasing's Purchasing Rules and Regulations.

### Reverse Auction

The School Board may use a reverse auction in lieu of the more formal bid process when the School Board's procurement officer determines that the electronic bidding is more advantageous and in the best interests of the School Board. Reverse auction means a competitive online solicitation process on the Internet for the purchase of equipment, supplies, and other materials or consulting services.

Prior to the use of the reverse auction, the School Board may require that:

1. Vendors register before opening dates and time, and as part of the registration, require that the vendors agree to any terms and conditions and other requirements of the solicitation.
2. Vendors be prequalified prior to placing bids and allow only bidders who are prequalified to submit bids.
3. The solicitation shall designate an opening date and time and the closing date and time. The closing date and time may be fixed or remain open depending on the structure of the item being bid.
4. At the opening date and time, the School Board shall begin accepting online bids and continue accepting bids until the bidding is officially closed. Registered bidders shall be allowed to lower the price of their bid below the lowest bid posted

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on the Internet until the closing date and time.

5. Bidders' identities shall not be revealed during the bidding process; only the successively lower prices, ranks, scores, and related bid details shall be revealed.
6. All bids shall be posted electronically and updated on a real-time basis.

7. The School Board shall retain the right to cancel the solicitation if it determines that it is in the School Board's best interest.

8. The School Board shall retain its existing authority to determine the criteria that will be used as a basis for making awards.

Adequate public notice for the purchases of materials, supplies, equipment, or consulting services using a reverse auction shall be given as follows:

1. The advertisement or notice shall be published two (2) times in a newspaper in the locality, the first advertisement to appear at least fifteen (15) days before the opening date of the reverse auction. In addition to the newspaper advertisement, the School Board may also publish an advertisement by electronic media available to the general public.

2. The first publication of the advertisement shall not occur on a Saturday, Sunday, or legal holiday.

#### PREFERENCES

To the extent possible, when purchasing with state or locally generated funds, the School Board shall regularly purchase products manufactured, grown, produced or harvested from the state land or waters which are of equal quality to such items produced outside the state, provided the cost of state products does not exceed by more than the statutory percentage the cost of out-of-state products or as otherwise provided by state law. Such products shall be limited to those allowed by state law.

#### VENDORS

The Morehouse Parish School Board shall seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age or handicap. No favoritism shall be extended to any vendor. Each order shall be placed on the basis of quality, price and delivery; past services being a factor if all other considerations are equal.

No person officially connected with or employed by the School Board shall be an agent for, or have any pecuniary or beneficial interest in or receive any compensation or reward from any vendor for the sale of supplies, materials, equipment, services or public works contracts.

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No employee of the School Board shall solicit or accept, directly or indirectly, anything of

economic value as a gift or gratuity from any vendor representative or agent of a vendor, or a prospective vendor or contractor.

### CREDIT CARDS

The Superintendent may authorize the use of credit cards or procurement cards by authorized personnel to facilitate the purchase of school district materials, supplies, employee travel and gas. Only personnel employed by the School Board and authorized by the Superintendent may be permitted to use any charge card in the name of the School Board. No personal usage of any card shall be permitted.

Each person authorized by the School Board shall be issued a credit card in the name of the School Board. Once received, the card(s) shall remain in the possession of the employee/cardholder and he/she shall be held accountable for the card's usage.

Documentation (purchase order and/or itemized receipt) shall be required for all purchases, credits or transactions for which the card is used.

The usage of any card issued shall be in accordance with the administrative regulations and procedures outlined by the Superintendent and/or staff. Designated School Board personnel shall be responsible for monitoring all charges, the number and amount of purchases, vendors used, as well as detailed transaction information. Misuse of any School Board credit card may result in discipline and/or personal liability for dishonored, erroneous, or improper charges.

### Gasoline or Fuel

Purchases of gasoline or fuel by credit cards shall be documented with receipt submitted to the Business Office as soon as practicable following purchase. Documentation of the purchase shall include, at a minimum, vehicle description, number of gallons purchased, price per gallon, and signature of person filling vehicle.

### Purchasing Policy and Procedures Manual

The Purchasing Policy and Procedures Manual of the Morehouse Parish School Board shall be followed and made a part hereof as if set forth at length herein. Any provision in the Manual contrary to the provisions set forth in this policy shall be superceded by this policy.

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## PUBLIC WORKS

The Morehouse Parish School Board shall advertise and let by contract, except in cases of emergencies as provided below, all public work exceeding \$154,450 or such sum as allowed by law, including labor, materials, equipment, and administrative overhead not to exceed fifteen percent (15%). The contract shall be awarded to the lowest responsible bidder who has bid according to the contract, plans, and specifications advertised. Public works which are estimated to cost less than the contract limit may be undertaken by the School Board with its own employees.

As an evidence of good faith of the bidder, the School Board shall require bidders for construction, improvement, repair, or other work to attach to the bid submitted, a bid bond, certified check, or cashier's check for not more than five percent (5%) of the contract work to be done. The School Board may require a bid bond or certified or cashier's check of not more than five percent (5%) of the estimated price on bids taken for supplies and materials. When any bid is accepted for construction or doing any public works, a written contract shall be entered into by the successful bidder and the School Board, and the successful bidder shall furnish a bond in an amount not less than one-half of the amount of the contract, for the faithful performance of his or her duties.

When using state or locally generated funds, under no circumstances shall there be a division or separation of any public work project into smaller projects, which division or separation would have the effect of avoiding the requirement that public work be advertised and let by contract to the lowest responsible bidder in accordance with statutory provisions. The School Board shall retain the option of requiring all bids that are let out for public works be submitted electronically.

## MATERIALS AND SUPPLIES

All purchases of materials or supplies exceeding the sum of \$30,000 shall be advertised and let by contract to the lowest responsible bidder who has bid according to the specifications as advertised. In addition, purchases of materials or supplies of at least \$5,000, but not more than \$30,000, shall be made by obtaining not less than three (3) documented quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. The School Board may require a written contract or bond when purchasing the

materials or supplies. If quotations are received that are lower than the quote accepted, a notation shall be entered into the file as to the reasons for rejection of the lower quotes. Provided the cost and quality of products are equal, preference shall be given for purchase of materials or equipment offered by Louisiana

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citizens.

When using state or locally generated funds, purchases cannot be divided by departments or by a school if the effect is to evade the state's public bid law. Purchases of commodities that are bought in small but recurring amounts through the year shall be bid on an annual basis. The School Board shall retain the option of requiring all bids that are let out for materials and supplies be submitted electronically.

In lieu of formal bids, the School Board may use a reverse auction for the purchase of equipment, supplies, and other materials or consulting services, as outlined above.

#### EMERGENCIES

In cases of an emergency or extreme emergency when time is not sufficient to advertise for bids for public works or purchase of materials, the School Board or designee is permitted by law to declare through resolution that a public emergency or extreme public emergency exists and extend a contract for more than the sums mentioned without going out to bid. However, in such cases every effort shall be made by School Board personnel to secure competitive quotations. The accepted quote shall be confirmed and documented in writing. State law permits a person designated by the School Board to declare the existence of an extreme public emergency. This designated person shall be the Superintendent and/or his/her designee. Notices of an emergency or extreme emergency shall be published in the School Board's official journal within ten (10) days of the emergency being certified by the School Board or designee.

An emergency is defined by La. Rev. Stat. Ann. §38:2211 as

"An unforeseen mischance bringing with it destruction or injury of life or property or the imminent threat of such destruction or injury or as the result of an order from any judicial body to take any immediate action which requires construction or repairs absent compliance with the formalities of this Part, where the mischance or court order will not

admit of the delay incident to advertising as provided in this Part."

An extreme public emergency is defined by La. Rev. Stat. Ann. §38:2211 as

"A catastrophic event which causes the loss of ability to obtain a quorum of the members necessary to certify the emergency prior to making the expenditure to acquire materials or supplies or to make repairs necessary for the protection of life, property, or continued function of the public entity."

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#### BID ADVERTISEMENTS

All advertisements for bids for public works shall appear in the newspaper selected as the official journal for the School Board, except in emergencies as may be declared by the School Board. Any advertisement for any contract for public works, when published, shall appear once a week for three (3) different weeks in a newspaper in the locality and the first advertisement shall appear at least twenty-five (25) calendar days before the opening of bids.

Any advertisement for any contract or purchase of materials or supplies shall be published two (2) times in a newspaper in the locality, the first advertisement appearing at least fifteen (15) calendar days prior to the opening of bids.

In addition to newspaper advertisements, the School Board shall also publish advertisements and accept bids by electronic media in accordance with uniform standards promulgated by the state. In any advertisement, the first publication shall not occur on a Saturday, Sunday, or legal holiday.

If the School Board issues or causes to be issued on a public work exceeding the contract limit set by state law, any addendum modifying plans and specifications within a period of seven (7) days prior to the advertised time for opening of bids, excluding Saturdays, Sundays, and any other legal holidays, the School Board shall transmit a copy of the addendum to all prime bidders who have requested bid documents. The transmission shall be completed within twenty-four (24) hours of the issuance of the addendum, and may be delivered by either facsimile transmission (fax), e-mail, other electronic means, or by hand provided the prime bidder has supplied the fax number or e-mail address to the School Board. In addition, a copy of the addendum shall be sent by regular mail. If the addendum

cannot be transmitted by fax, e-mail, other electronic means, or hand delivered, the School Board shall be required to postpone the bid opening by at least seven (7) calendar days. The School Board shall not issue or cause to be issued any addendum modifying plans and specifications within a period of seventy-two (72) hours prior to the advertised time for the opening of bids, excluding Saturdays, Sundays, and any other legal holidays; however, if the necessity arises to issue an addendum modifying plans and specifications within the seventy-two hour period prior to the advertised time for the opening of bids, then the opening of bids shall be extended at least seven (7), but not more than twenty-one (21) working days, without the requirement of readvertising. The addendum shall state the revised time and date for the opening of bids.

#### OPENING OF BIDS

All bids shall be opened in public in the presence of one or more witnesses, at the time and place designated in the invitation for bids. Each bid, together with the name of the bidder, shall be recorded and open to public inspection. However, the School Board shall not accept or take any bids including receiving any hand delivered bids, on days which

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are recognized as holidays by the United States Postal Service.

#### BID AWARD

In order to protect the integrity of the competitive bidding process, the determination of responsiveness by the bidder must be made from the bid documents at the time of the bid opening. Any deviation from or failure to supply information required by the bid documents, may result in the bid being rejected as non-responsive.

The Superintendent and/or other appropriate administrators shall review, summarize and report bids to the School Board with recommendations for bid award unless the School Board grants permission for staff to evaluate, award, and notify the School Board at a later date.

#### DISQUALIFICATION OF BIDDER FOR NON-RESPONSIBILITY

If the School Board proposes to disqualify any bidder for non-responsibility (the possibility that the bidder may not satisfactorily fulfill the contract being bid), the School Board shall:

1. Give written notice of the proposed disqualification to such bidder, and include in the



written notice all reasons for the proposed disqualification;

2. Give such bidder, who is proposed to be disqualified, the opportunity to be heard at an informal hearing to be conducted not later than five (5) business days after the issuance of the notice of the proposed disqualification, at which such bidder is afforded the opportunity to refute the reasons for the disqualification; and

3. Conduct the informal hearing prior to the award of the public work.

No award of the contract for the public work shall be made by the School Board prior to the expiration of at least five (5) working days following the date of issuance of the written ruling from the informal hearing.

#### EXCLUSION OF BIDS

The School Board, after the opening of bids, shall require each bidder or bidding entity to attest or submit an attestation that the sole proprietor, partner, incorporator, director, manager, officer, or other like individual who owns at least ten percent (10%) of the bidding entity, has not been convicted of, or has not entered a plea of guilty or nolo contendere (no contest) to any of the crimes or equivalent federal crimes listed in La. Rev. Stat. Ann. §38:2227.

In awarding bids or contracts, the School Board shall be authorized to reject the lowest bid from a business in which any individual with ownership interest of five percent (5%) or more has been convicted of, pled guilty or nolo contendere to any a state felony crime or equivalent federal crime committed in the solicitation or execution of a contract or bid

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under the state laws governing public contracts; professional, personal, consulting, and social services procurement; or the Louisiana Procurement Code.

Any contract between the School Board and a person or entity entered into as a result of fraud, bribery, corruption, or other criminal acts, for which a final conviction has been obtained, shall be null and void.

Any person whose conviction causes the nullity of a contract shall be responsible for payment of all costs, attorney fees, and damages incurred in the rebidding of the contract.

## Legal

Ref: 2 CFR 200 ( Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards); 48 CFR 2.101 (Definitions); LSA-R.S. §§9:2716, 9:2717, 33: 1321-1337; 33:4712.7, 38:2181, 38:321.1, 38:2182, 38:2211, 38:2212, 38:2212.1, 38:2212.9, 38:2214, 38:2218, 38:2227, 38:2271, 38:2236, 38:2237, 38:2241, 38:2251, 38:2271,39:1551, 39:1552, 39:1553, 39:1554, 39:1554.1, 39:1556, 39:1557, 39:1558, 39:1597, 39:1710.

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#### QUALIFIED GROUP PURCHASING

(I) Notwithstanding any provision of this policy manual to the contrary, the school Board or any public school may enter into an agreement with one or more qualified group purchasing organizations for the purchase of materials., equipment, and supplies, including any installation thereof. Any such agreement shall require that the qualified group purchasing organization submit a price list for materials, equipment, and supplies offered by it and that the prices quoted on the list remain in effect for a stated period of time of not less than three months. Any such price list shall be considered, for all purposes, to be a valid and binding bid by the qualified group purchasing organization during the effective period of the agreement, and no additional bid by the qualified group purchasing organization is necessary.

(2) Price lists submitted by a qualified group purchasing organization are not public record and shall not be available for public inspection. The agreement setting forth the existence of the price list and the effective date thereof is, however, a public record, and that portion of the price list setting forth the price of the materials, equipment, or supplies being purchased shall become a public record at the time of opening of bids or upon the execution of a contract for the purchase of materials, equipment, or supplies.

(3) As used on this policy, "qualified group purchasing organization" means an organization, whether for profit or not for profit, of which two or more public school districts are members and which solicits proposals or bids from vendors of

materials, equipment, or supplies of the type and nature as may be purchased by a public school district or public school

( 4) The school district may purchase materials, equipment, or supplies directly from or through a qualified group purchasing organization if either the price is less than that for the same or substantially similar materials, equipment, or supplies on the state contract or bid list, or if the same or substantially similar materials, equipment, or supplies are not under state contract or on the state bid list..

Nothing in this paragraph shall be construed to authorize the school board to purchase materials, equipment, or supplies from or through an entity or vendor other than a qualified group purchasing organization without using a procurement process otherwise provided by state law.

Legal Reference: La. R.S. 38:2212.1(N)

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#### SCHOOL FUND-RAISING ACTIVITIES

Money raising activities in the public schools shall be kept to a minimum.

All such activities shall be approved in advance by the principal of the school involved.

Each school principal shall be left to use his own discretion as to the type and exact numbers of benefits that will be held for the purpose of raising school or club funds.

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#### CASH IN SCHOOL BUILDINGS

No money, other than petty cash, shall be kept overnight in school buildings, but shall be deposited in the designated school depository.

POLICY  
FOR  
ARRA REPORTING REQUIREMENTS

The Morehouse Parish School Board shall report, in accordance with the ARRA reporting requirements, ARRA funds received from the American Recovery & Reinvestment Act of 2009. It shall file quarterly reports with the Louisiana State Department of Education.

In compliance with reporting requirements, it shall comply with Public Law 111-5, Division A – Appropriations Provisions, Title XV – Accountability and Transparency, Subtitle A – Transparency and Oversight Requirements, Section 1512 and follow the guidelines set therein.

In making the reports, the Morehouse Parish School Board will rely upon guidance obtained from Federal Memorandum OMB M-09-21 issued on June 22, 2009 and OMB-M-10-08 Part No. 2 issued December 18, 2009 which revises and updates various items originally issued in OMB M-09-21, Section 5.

The Morehouse Parish School Board will submit such other reports as may be required. It shall adhere to all guidelines and requirements for sub-recipients.

For quarterly reports which are required to be submitted in reporting estimates of jobs created and retained, expenditures, etc. the provisions of M-10-08 of the Office of Management and Budget, and the provisions of Section 5 thereof, shall be followed, as they may be amended from time to time.

## GASB 54 FUND BALANCE REPORT POLICY

The Morehouse Parish School Board recognizes that under GASB 54 the following categories of fund balances exist:

1. Non-spendable fund balance – not in spendable form or legally or contractually required to be maintained intact. This category includes items that are not expected to be converted to cash such as inventories and prepaid items. It also includes the long term amounts of loans and notes receivable.
2. Restricted fund balance – amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation. (Examples are grants and taxes restricted to a specific use.)
3. Committed fund balance – amounts that can only be used for the specific purposes determined by formal action of the Morehouse Parish School Board (Board). Those committed amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action it employed to previously commit the funds. The formal action of the Board that commits fund balance to a specific purpose should occur prior to the end of the reporting period, but the amount, if any, which will be subject to the constraint, may be determined in the subsequent period. The commitment should be specific as to the purpose.
4. Assigned fund balance – amounts that are constrained by the Board's intent to be used for specific purposes, but are neither restricted nor committed. Intent should be expressed by the Board. The authority for making an assignment is not required to be made by the Board but the authorization to assign amounts for a specific purpose may be made by the business manager and Superintendent.
5. Unassigned fund balance – the residual classification for the general fund.
6. Special revenue funds – special revenue funds are used to account for and

report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term proceeds of specific revenue sources establish that one or more specific restricted or committed revenues should be the foundation of the special revenue fund. (Examples are grant funds and tax funds dedicated for specific purposes.) The restricted or committed proceeds of specific revenue sources should be expected to continue to comprise a substantial portion of the inflows reported in the fund.

Disclosure will be made in the notes to the financial statement of the specific purpose of each special revenue fund.

Should the Morehouse Parish School Board set aside amounts for use in emergency situations or when shortages or budgetary imbalances arise, those amounts are subject to controls that dictate the circumstances under which they can be spent. The formal action that imposes the parameters for spending should identify and describe specific circumstances under which a need for the expenditure of those funds for stabilization arises. Those circumstances should be such that they would not be expected to occur routinely. The circumstances for use of such “stabilization funds” should be very specific. Simply to be used “in an emergency” or to “offset an anticipated revenue shortfall” would not be specific enough. Stabilization amounts should be reported in the general fund as restricted or committed if they meet the requirements. Arrangements that do not meet the requirements to be reported as restricted or committed fund balance shall be reported as assigned fund balance.

In the event that amounts have been expended when an expenditure is incurred for purposes for which both restricted and unrestricted balance is available, it shall be considered to have been expended from the restricted fund balance for that item.

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**FEDERAL AND NON-FEDERAL GRANTS – CASH MANAGEMENT**

## **PROCEDURES**

### **APPLICABLE LAWS TO CASH MANAGEMENT**

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205.

Generally, the District receives payment from the Louisiana Department of Education on a cost reimbursement basis. So in most cases, expenditures are obligated and liquidated before reimbursement, 2 CFR 200.305. The only *exception* to this rule would be for the July and August payroll accruals.

However, if the District receives an advance in federal grant funds, the District will remit Interest earned on the advanced payment quarterly to the federal agency. The District may Retain interest amounts up to \$500 per year for administrative expenses. 2 CFR 200.305(b)(9).

### **INTERNAL CONTROLS PROCEDURES OVER CASH MANAGERMENTS**

The Grants Management Coordinator will request reimbursement for actual expenditures incurred under the federal grants either monthly or quarterly (*depending on the state requirements*). The source document used to prepare the reimbursement request is the "Request for Summary Form" that is generated by the GFA system. The expenditure's Reported on the "Request for Summary Form" are pulled directly from the general ledger System in GFA. The Grants Management Coordinator reviews the expenditure's on the Request for Summary Form for reasonableness. Each time a request is made the Grants Management Coordinator runs a Revenue and Expense for the month o expenses requested and compares it to the amount requested on the "Request for Summary Form". If there are any differences, the Grants Management Coordinator determines if any adjustments need to be made. The Grants Management Coordinator enters the information into the reimbursement requests. After the Grants Management Coordinator prepares the request of reimbursement it is printed out and sent to the Business Manager to review, sign, and submit. The majority of reimbursement requests are prepared and submitted to the state thru the eGrants website. There a few grants that are emailed to the state department. The Grants Management Coordinator updates an excel spreadsheet of funds requested which also shows the remaining balance of the grant. The Grants Management Coordinator gives the General Ledger Accountant a copy of the each reimbursement request which he/she uses

as support in identifying/recording the funds when they come in. The Louisiana Department of Education usually process reimbursement requests within 1-3 weeks. Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoice, time sheets, payroll stubs, etc.) and will make such documentation available for the Federal Agency or Louisiana

Department of Education to review upon request.

### **ADVANCES**

To the extent the District receives advance payments of federal grant funds; the District will strive to expand the federal funds on allowable expenditures as expeditiously as possible. Specifically, the District attempts to expend all drawn downs of federal funds within 72 hours of receipt. However; the advance payment method of receiving federal funds is rarely used.

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## **FEDERAL AND NON-FEDERAL GRANT ALLOWABLE/UNALLOWABLE COST POLICY**

30.D



## **POLICY STATEMENT**

The Morehouse Parish School District shall adhere to all applicable cost principles governing the use of federal and non-federal grants and contracts. This policy addresses the importance of properly classifying costs, both direct and indirect, charged to grant funded projects and the

proposed and actual expenditures are consistent with the grant agreement and all applicable federal rules embodied in the Uniform Grant Guidance at 2 CFR 200. District personnel who are responsible for administering, expending or monitoring grant funded programs should be well versed with the categories of costs that are generally allowable and unallowable.

## **REASON FOR POLICY**

A large portion of financial support for the Morehouse Parish District comes from the federal government. This funding is in the form of direct support for District programs and often includes reimbursement for indirect costs. The Federal Uniform Grant Guidance identifies the criteria that must be met in order to properly charge these costs to federally funded projects. Individual non-federal awards may also include special terms and conditions that must be met before costs can be charged or reimbursed, which must also be considered before allocating certain costs to the award.

## **POLICY REQUIREMENTS**

All costs expended using federal funds must meet the following general criteria laid forth in the Uniform Grant Guidance at 2 CFR 200, Subpart E:

- **Be necessary and reasonable** for the proper and efficient performance and administration of the grant program
- **Be allocable** to federal awards under the provisions of the federal circular
- **Be authorized** and not prohibited under state or local laws or regulations
- **Conform** to any limitations or exclusions set forth in the principles, federal laws, terms and conditions of the federal award, or other governing regulations as to types or amounts of cost items
- **Be consistent** with policies, regulations, and procedures that apply uniformly to both federal awards and other activities of the District
- **Be accorded consistent treatment.** A cost may not be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost
- **Except as otherwise provided** for in the federal circular, be determined in accordance with generally accepted accounting principles
- **Not included as a cost** or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior period
- **Be net** of all applicable credits
- **Be adequately documented**

## **DIRECT AND INDIRECT COSTS**

Allowable and allocable costs must be appropriately classified as direct or indirect. In general, direct costs are those that can be identified specifically with a particular cost objective while indirect costs are those (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost. If an indirect cost rate is going to be utilized for charging indirect rates, the rate must first be approved by the applicable approving authority.

## **COST TRANSFERS**

Any costs charged to a federal or non-federal award that do not meet the allowable cost Criteria must be removed from the award account and charged to an account that does not Require adherence to federal Uniform Grant Guidance or other applicable guidelines.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding. Grant Program Managers, Program Supervisors, accounting personnel, school personnel and any other individuals responsible for expending Grant Funds are held responsible for compliance with Uniform Grant Guidance and must understand that severe penalties and funding disallowances could result from instances of non-compliance.

## **CONTROL ACTIVITIES OVER ALLOWABLE/UNALLOWABLE COST**

Each Program Supervisor collaborates with their staff department and school principals to Gather information to be used in the budget process. The Program Supervisor notifies the Grants Management Coordinator of any employees whose salaries are to be funded by grants. The Grants Management Coordinator communicates with the Payroll Accountant to get salary information and the retirement rates to be used to complete the payroll items on the budgets. The Payroll Accountant sets up salary related information in the payroll system in accordance with the School Board salary schedule and what is allowed for in the grant budget. Program budgets are entered and completed mainly by the Program Supervisors and the Grants Management Coordinator completes the budgets on the smaller grants (LA4 and Preschool 8g). The Superintendent approves all grant applications and budgets and completes the submission. When a grant has been approved in eGrants the Program Supervisor and the Grants Management Coordinator are notified by email. The Grants Management Coordinator gets copies of all approved program budgets, which either Come from the eGrants website or directly from the program supervisor.

All purchases to be paid with grants must be initiated by a purchase requisition (*with the exception of certain contracted services*). The Program Director reviews all purchase requisitions to determine if costs are allowable. The purchase requisition must be signed

for approval by the Program Supervisor before the purchase can be made. The purchase requisition is then forwarded to the Grants Management Coordinator to be coded or if already coded then the Grants Management Coordinator reviews code for accuracy. If a purchase requisition is sent to Grants Management without the Program Supervisor's signature of approval and/or without specifying which fund that the purchase is to be charged to, then it is sent to the Program Supervisor. The majority of coding for grant expenses is done by the Grants Management Coordinator. The Special Ed Department does the majority of the coding for Special Ed related grants which is reviewed by the Grants Management Coordinator for accuracy. All out of parish travel paid with grants is reviewed and coded by the General Ledger Accountant. The General Ledger Accountant works with the Grants Management Coordinator for any coding issues. The Business Manager reviews and approves all purchase requisitions before forwarding to the Purchasing Manager or Accounts Payable for further processing. Any purchase requisitions that were completed for hotel or conference registration are sent to Accounts Payable for further processing. All other purchase requisitions are sent to the Purchasing Manager. All Stipend pay documentations, timesheets for extra pay, and travel/mileage reimbursement support, *etc.* must be signed by the Program Supervisor, Principal (*if applicable*) before it is sent to Grants Management Coordinator to be reviewed and coded (*if not already coded*). The support is then sent to the Business Manager for final approval. Payroll related items including stipend pay documentation and timesheets for extra pay are sent to the Payroll Accountant to be entered into the system and processed. The Payroll Accountant collaborates with the Grants Management Coordinator for any questions concerning coding. The Grants Management Coordinator does periodic reviews of grant expenses in the general ledger for expenses that may be improperly coded. For each grant, the Grants Management Coordinator maintains and updates a budget to actual spreadsheet each time a reimbursement request is done. The spreadsheet shows the total amount that has been requested and the remaining balance for each line item/object code. The spreadsheet is reviewed to determine that expenses appear reasonable and it is also use to determine when budget revisions are needed.

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#### DONATION OF THE USE OF EQUIPMENT AND UTILIZATION OF PERSONNEL BETWEEN PUBLIC SUBDIVISIONS

- A. (1) Set forth in Article 7, Section 14(8)( 14) of the Constitution of Louisiana, political subdivisions may donate the use of public equipment and the utilization of personnel to another subdivision for an activity or function the requesting political subdivision is authorized to exercise, provided that both entities have executed a written agreement for the use of the equipment or utilization of personnel.
- (2) The written agreement shall set forth the following:
- (a)Identify the equipment that will be shared.

(b) Explain the use of the equipment and the approximate length of time For the use of the equipment by the requesting political subdivision

(c) Provide for the responsibility for repairing or replacing the equipment when the equipment becomes inoperable for its intended use due to a mechanical or other breakdown while in the possession of the requesting political subdivision.

(d) Include a hold harmless provision releasing the lending political\ subdivision from expenses, damages, or losses arising from the use of the equipment.

(e) Provide for responsibility to maintain in force and effect any And all compulsory policies of insurance mandated by state law.

(3) With respect to personnel, the written agreement shall provide:

(a) Identity and employment position of employee

(b) Delineation of responsibility for worker's compensation and Employment liability insurance coverage

(c) Responsible entity for issuance of pay and reporting of earnings to appropriate federal and state authorities

(d) Whether the employee is a direct or borrowed employee of the respective political subdivision

(e) Include hold harmless and indemnification provision relating to\ damages arising out of or connected with the activities of the employee

(4) The donor shall provide an estimate of the value of the donation

B. The provisions of 33:2337 and 2338 shall supersede and control in the event of conflict with the provisions of this policy