

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Investments and Deposits**

FM400

Investments and Deposits

The superintendent is responsible for protecting the principal and maximizing the interest earnings of the District. Authorized investments include the following:

1. Bonds, bills or notes of the United States, or obligations the principal and interest of which are fully guaranteed by the United States Government;
2. Certificates of deposit issued by any state or national bank organized and authorized to operate a bank in this state;
3. Commercial paper and rated prime at the time of purchase and maturing not more than 270 days from the date of purchase;
4. Certificates of deposit or share certificates of state or federal credit unions organized and authorized to operate in this state.

The superintendent, in determining the best investment, shall combine three factors: (1) quality of commercial paper, (2) interest rate available, and (3) accessibility of funds on short notice. Only prime one or two commercial papers shall be considered.

Consideration will also be given to the spread of interest rates between commercial paper and certificates of deposit (savings deposit receipts) issued by banks, savings and loans, or credit unions. When appropriate, banks having accounts of the District, or those from whom the District has recently secured loans, shall be given preference for the investment of funds.

The superintendent is authorized to open savings accounts, checking accounts or money market mutual funds in a bank, savings and loan, or credit union designated by the Board at its organization meeting.

Adopted: December 16, 1996

**GRAND LEDGE PUBLIC SCHOOLS
BOARD OF EDUCATION**

Operations Policies

Category IV: **Fiscal Management**

Subject: **Authorized Signatures**

FM402

Authorized Signatures

The Board shall authorize persons to sign checks drawn on the various accounts at the Board's organizational meeting. Facsimile signatures are authorized.

Adopted: December 16, 1996

Procedures for Reconciling Grant Expenditures and Drawing Down Cash through CMS

- Run the GL Grant Reports for the current year using the appropriate grant codes.
- Review transactions to ensure they are allowable under the current Grant budget.
- Consult with Grants Office for Title I, Title II, and Title III Expenditures.
- Look out for employee health benefits that may have been charged to Title II. Those related to teacher extra duty pay for teachers attending professional development. JE those costs back to the employee's primary account.
- Rerun the GL Grant Reports prior to requesting cash
- Determine amount of Cash that should be drawn down to pay for grant expenditures
- Log into CMS -
<https://mdoe.state.mi.us/CMS/default.aspx?ReturnUrl=%2fcms>
- Select Requesting Funds for Project
- Enter Cumulative Expenditure amounts from the reconciled GL Grant Report
- Save and then List
- CHOOSE Certifying Requests – Agree to Certification
- Make 2 copies of Certification
 - o One for Grant Cash Request File
 - o One for use in Bank Reconciliation and Cash Receipts
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Procedures for Reconciling Bank Statements and General Ledger Cash/Investment Accounts

Go to the Bank website and print two copies of the Month End Bank Statements. One copy for the Journal Entry and One for the Bank Reconciliation:

xxxxxxx1 – General Fund Cash (Acct 11.2.2101.9101) The Bank Reconciliation folders for this are in the conference room file cabinet

xxxxxxx2 – Food Service Cash (Acct 25.2.2101.9105)

xxxxxxx3 – 15 Debt Cash (Acct 34.2.2101.9101) File a Copy of the Reconciliation (including the GL Report, Bank Transfer Spreadsheet and the Bank Statement) in the 15 Debt Fund Folder.

xxxxxxx4 – 07 Debt Cash (Acct 37.2.2101.9101) File a Copy of the Reconciliation (including the GL Report, Bank Transfer Spreadsheet and the Bank Statement) in the 07 Debt Fund Folder.

xxxxxxx5 – 16 Debt Cash (Acct 31.2.2101.9101) File a Copy of the Reconciliation (including the GL Report, Bank Transfer Spreadsheet and the Bank Statement) in the 16 Debt Fund Folder.

xxxxxxx6 – Sinking Investment (Acct 42.2.2181.9180) File the Reconciliation in the Sinking Fund Folder.

xxxxxxx7 – Sinking Fund Cash (Acct 42.2.2101.9101). This Account has a spreadsheet to use in reconciling the GL to the Bank Statement. It is under the Debt & Sinking Fund Folder. File a Copy of the Reconciliation (including the GL Report, Bank Transfer Spreadsheet and the Bank Statement) in the Sinking Fund Folder.

xxxxxxx8 – CPF Checking (Acct 44.2.2101.9101)

xxxxxxx9 – Technology (Sprint) (Acct 45.2.2181.9180)

Run the following Month End Bank Statements at MILAF:

xxxxxx10 – General Fund Investment (AS400 Acct 11.2.2181.9180)

Go to the MICLASS and MILAF and print two copies of the Month End Bank Statements for General Fund Investment Account. These two accounts make up Account 11.2.2181.9180. File the GL Report, Spreadsheet, JE and Full Bank Statement in the MILAF Statement Folder

Go to the PNC website and print two copies of the 125 Plan Bank Statement and one for the Student Activities (give the student activity statement to AP Clerk). There is a spreadsheet "125 Acct Bank Reconciliation" to use in that reconciliation. For more info - See the "125 Instructions" in the binder.

After completing all of the month end journal entries necessary to record service charges, transfer of funds between bank accounts, and interest earnings - Run the GL Cash Balance Reports. Make sure they reconcile to the Bank Statements.

Place a copy of the Bank Statement, GL Report, and the bank transfer documents in the various Bank Account Folders.