

Tularosa Municipal Schools  
Board Policy Manual

SECTION VIII

**BUSINESS OPERATIONS**

**8.0 BUSINESS POLICY STATEMENT**

- A. The Board recognizes that funds and funds management comprise the foundational support of the school system and its educational programs. The Board expects the operation and maintenance of school facilities and equipment to support the goals of high student achievement, creating a safe and welcoming environment and promoting efficient and effective operations.

Tularosa Municipal Schools  
Board Policy Manual

SECTION VIII

**8.1 BUDGET DEVELOPMENT**

- A. The School District budget shall be developed annually utilizing budget request submitted by the school Principals and department administrators. The Business Manager shall consolidate the budget request based on the total revenue available. The Superintendent shall determine the program priority and the manner in which the annual budget is compiled and finalized.
- B. The Board shall meet formally or in a work session to consider the annual budget prior to formal presentation to the Public Education Department. The Board shall also meet to approve the budget as provided by state statute or regulation. These meetings shall be open to the public.
- C. The Superintendent shall administer the budget in conformity with legal requirements and the actions of the Board.

Tularosa Municipal Schools  
Board Policy Manual

SECTION VIII

**8.2 FISCAL CONTROL**

- A. The Board is responsible for the control of all District funds including funds collected by District employees at individual schools. The Superintendent or designee shall be responsible for detailing and maintaining all procedures necessary to assure adequate fiscal control.

Tularosa Municipal Schools  
Board Policy Manual

SECTION VIII

**8.3 PURCHASING**

- A. The budget shall be considered the controlled spending plan for the ensuing fiscal year. All purchases from District funds shall be made in accordance with applicable statutes. All purchases of and contracts for supplies, materials, equipment and contractual services shall be based when necessary on competitive bids as provided by law. Formal bids shall be sealed and shall be opened by the Superintendent or designee.
  
- B. The central purchasing office of this District shall be the Superintendent or designee. The central purchasing office is authorized to administer the procurement functions of the District. The Superintendent shall recommend and the Board shall award all formal bids and proposal contracts in excess of \$20,000. Formal bids less than \$20,000 shall be awarded by the Superintendent to the lowest bid meeting or exceeding specifications and submitted to the Board for approval at its next regular meeting. The central purchasing office shall promulgate and administer purchasing regulations and procedures not specific in the statutes including small procurement procedures.

Tularosa Municipal Schools  
Board Policy Manual

SECTION VIII

**8.4 FINANCIAL SYSTEM AND REPORTS**

- A. The Superintendent and Business Manager shall establish and maintain for the District a complete, auditable financial system which meets all statutory and regulatory requirements of the State of New Mexico and more particularly the Public Education Department.
- B. The Superintendent or designee is authorized to approve vouchers for payment prior to Board meetings. Each month's bills shall be presented to the Board for review and formal approval at a regular meeting in the following month.
- C. The Superintendent shall ensure all required state and federal fiscal reports are filed. All funds over which the Board has direct control shall be audited annually as required by law.

Tularosa Municipal Schools  
Board Policy Manual

SECTION VIII

**8.5 INSURANCE**

- A. The District shall provide and maintain the most complete insurance coverage of its facilities at the most economical cost possible consistent with sound insurance principles, state and federal statutes and regulations, and the District's resources.