

2018 5000

Non-Instructional/Business  
Operations

**Lafayette Central School District**

**NUMBER**

**BUDGET**

|     |                                 |      |
|-----|---------------------------------|------|
| 1.1 | Budget Planning and Development | 5110 |
| 1.2 | School District Budget Hearing  | 5120 |
| 1.3 | Budget Adoption                 | 5130 |
| 1.4 | Administration of the Budget    | 5140 |
| 1.5 | Contingency Budget              | 5150 |

**INCOME**

|     |  |      |
|-----|--|------|
| 2.1 | Revenues   | 5210 |
| 2.2 | District Investments   | 5220 |
| 2.3 | Acceptance of Gifts, Grants and Bequests to the District     | 5230 |
| 2.4 | School Tax Assessment and Collection/Property Tax Exemptions | 5240 |
| 2.5 | Sale and Disposal of District Property                       | 5250 |

**EXPENDITURES**

|       |  |      |
|-------|--|------|
| 3.1   | Bonding of Employees and Board Members | 5310 |
| 3.2   | Expenditures of District Funds         | 5320 |
| 3.2.1 | Use of the District Credit Card        | 5321 |
| 3.2.2 | Use of the District Cell Phone         | 5322 |
| 3.2.3 | Reimbursement for Meals/Refreshments   | 5323 |

**PURCHASING**

|       |   |      |
|-------|---|------|
| 4.1   | Purchasing: Competitive Bidding and Offering    | 5410 |
| 4.1.1 | Procurement of Goods and Services               | 5411 |
| 4.1.2 | Alternative Formats for Instructional Materials | 5412 |
| 4.1.3 | Uniform Grant Guidance for Federal Awards       | 5413 |

**FISCAL ACCOUNTING AND REPORTING**

|       |  |      |
|-------|--|------|
| 5.1   | Accounting of Funds                                  | 5510 |
| 5.1.1 | Maintenance of Fund Balance                          | 5511 |
| 5.1.2 | Reserve Funds  | 5512 |
| 5.2   | Extraclassroom Activity Fund                         | 5520 |
| 5.3   | Petty Cash Funds and Cash in School Buildings        | 5530 |
| 5.4   | Publication of District's Annual Financial Statement | 5540 |
| 5.5   | Maintenance of Fiscal Effort (Title I Programs)      | 5550 |
| 5.6   | Use of Federal Funds for Political Expenditures      | 5560 |

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**FISCAL ACCOUNTING AND REPORTING (Cont'd.)**

|       |                          |      |
|-------|--------------------------|------|
| 5.7   | Financial Accountability | 5570 |
| 5.7.1 | Allegations of Fraud     | 5571 |
| 5.7.2 | Audit Committee          | 5572 |

**NON-INSTRUCTIONAL OPERATIONS**

|       |   |      |
|-------|---|------|
| 6.1   | Insurance   | 5610 |
| 6.2   | Fixed Asset Inventories, Accounting, and Tracking                               | 5620 |
| 6.3   | Facilities: Inspection, Operation and Maintenance                               | 5630 |
| 6.3.1 | Hazardous Waste and Handling of Toxic Substances by Employees                   | 5631 |
| 6.3.2 | Pest Management and Pesticide Use   | 5632 |
| 6.4   | Smoking/Tobacco Use   | 5640 |
| 6.5   | Energy Conservation and Recycling in the Schools                                | 5650 |
| 6.6   | School Food Service Program (Lunch and Breakfast)                               | 5660 |
| 6.6.1 | Wellness  | 5661 |
| 6.7   | Records Management  | 5670 |
| 6.7.1 | Disposal of Consumer Report Information and Records                             | 5671 |
| 6.7.2 | Information Security Breach and Notification                                    | 5672 |
| 6.7.3 | Employee Personal Identifying Information                                       | 5673 |
| 6.7.4 | Data Networks and Security Access   | 5674 |
| 6.7.5 | Student Grading Information Systems   | 5675 |
| 6.7.6 | Data Privacy and Security   | 5676 |
| 6.8   | Safety and Security   |      |
| 6.8.1 | School Safety Plans   | 5681 |
| 6.8.2 | Cardiac Automated External Defibrillators (AEDs) in Public<br>School Facilities | 5682 |
| 6.8.3 | Fire and Emergency Drills, Bomb Threats and Bus Emergency Drills                | 5683 |
| 6.8.4 | Use of Surveillance Cameras in the District and on School Buses                 | 5684 |
| 6.9   | Exposure Control Program  | 5690 |
| 6.9.1 | Communicable Diseases   | 5691 |
| 6.9.2 | Human Immunodeficiency Virus (HIV) Related Illnesses                            | 5692 |

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**TRANSPORTATION**

|       |   |      |
|-------|---|------|
| 7.1   | Transportation Program  | 5710 |
| 7.1.1 | Use of School-Owned Vehicles  | 5711 |
| 7.2   | Transportation of Students  | 5720 |
| 7.3   | School Bus Safety Program   | 5730 |
| 7.3.1 | Idling School Buses on School Grounds   | 5731 |
| 7.4   | Qualifications of Bus Drivers   | 5740 |
| 7.4.1 | Drug and Alcohol Testing for School Bus Drivers and Other<br>Safety-Sensitive Employees | 5741 |