Westwind School for Performing Arts
Fiscal Policy
2026-2027

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4.1 Audit

The school shall cause to be prepared an annual certified audit of the financial condition and transactions of the school as of June 30 of each year in accordance with generally accepted auditing procedures and containing any other data as required by the State Board of Education.

The school may request that the audit be performed by the Legislative Auditor; or if the Legislative Auditor declines to perform the audit or if the school so chooses, the audit may be performed by a licensed certified accountant or a licensed accountant in public practice.

If the audit is not performed by the Legislative Auditor, the audit must include, at a minimum, those subjects listed in Ark. Code Ann. §6-1-101. A private audit, if utilized, must be completed by a firm approved by the Office of Accountancy.

The school's annual audit, if it is not conducted by the Division of Legislative Audit, shall be completed and filed with the Arkansas Department of Education and the Division of Legislative Audit within 9 months following the end of each fiscal year (i.e., within 9 months after June 30 of each year).

LEGAL REFERENCE: *A.C.A. §* 6-1-101
A.C.A. § 6-20-1801
DATE ADOPTED: 10/3/2016

4.2 Audit Review by Board of Trustees

Audit reports, along with accompanying comments and recommendations, shall be reviewed at the first regularly scheduled Board of Trustees meeting following receipt of the audit report if the audit report is received by the Board prior to 10 days before the regularly scheduled meeting. If the audit report is received by the Board within 10 days before a regularly scheduled meeting, the report will be reviewed at the next regularly scheduled meeting after the ten-day period.

The Board shall take appropriate action relating to each audit finding and recommendation within the audit report. The minutes of the meeting shall document the review of the audit and action taken by the Board. The School shall file with Arkansas Department of Education a corrective action plan addressing findings for state and federal findings.

LEGAL REFERENCE: *A.C.A. § 6-1-101*
DATE ADOPTED: 10/3/2016

4.3 Donations and Gifts

The school appreciates private gifts and donations. All donations and gifts to the school become the property of the school upon donation, and are subject to the same rules, use, discretion, and disposal as all other state school resources. Before offering a gift or donation to the school, individuals and organizations should contact the school to ensure need, compatibility, and space availability. The school will strive to assist donors in making arrangements as necessary for donations of equipment or services. The school may choose to deny any gift or donation which does not further the school's goals or which obligates the school to commit resources, time, or finances.

All administrators, board members, and employees of the school and family members of the same are prohibited from receiving gifts, donations, or transfers from the school of any public property, funds, or resources. The school shall not give public property valued at more than $100 to any leaving or retiring board member, administrator, employee, or member of the immediate family of those listed.

LEGAL REFERENCE: *A.C.A. § 6-21-110*
DATE ADOPTED: 10/3/2016

4.4 Electronic Fund Transfers

WSPA funds shall only be disbursed by the WSPA Treasurer upon the receipt of checks or warrants signed by the WSPA Board of Trustees Disbursing Officer and the Executive Director or through the electronic transfer of funds. Any electronic transfer of funds must be initiated by WSPA and authorized in writing by both the WSPA Board of Trustees Disbursing Officer and the Executive Director.

For the purposes of this policy, "initiated by WSPA" means WSPA controls both the timing and the amount of the funds transfer.

The WSPA Treasurer shall maintain evidence of authority for the disbursement in the form of invoices, payrolls that conform with written contracts on file in his/her office, or other appropriate documentation indicating an authority to disburse WSPA funds.

"Other appropriate documentation" includes one-time, signed authorization for recurring transactions. The WSPA Board of Trustees Disbursing Officer must pre-authorize the electronic transfer of funds for non-recurring transactions which can be accomplished by a signed authorization or an email authorizing such a disbursement of funds.

Legal References: A.C.A. § 6-13-701(e)
Commissioner's Memo Com-12-036

Date Adopted: 5/14/2018

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Legal References: A.C.A. § 6-13-701(e)
Commissioner's Memo Com-12-036

Date Adopted: 05/10/2018

4.5 Fiscal Year

The school's fiscal year shall consist of the twelve-month period beginning July 1 and ending on the following June 30.

LEGAL REFERENCE: A.C.A. § 6-20-410
DATE ADOPTED: 10/3/2016

4.6 Fundraising

Groups wishing to participate in fundraising activities must receive prior approval from the executive director or his or her designee. The school may decline any offer of fundraising which does not meet the school's needs or goals, or for any other reason. Student participation in fundraising efforts may be rewarded from time to time, but no student shall be punished for choosing not to participate. Fundraising shall not count toward or against any graded class assignment and may not be done for extra credit.

If the school adopts a fundraising program involving students in Grades K-6, or any portion thereof, it shall provide written notification to the parent(s), guardian(s), or responsible party of all students who participate in the program that:

Student participation in fundraising programs is voluntary;

Students who do not participate will not forfeit any school privileges;

Students may not participate in fundraising programs without written parental permission returned to school authorities;

An elementary school student who sells fundraising merchandise door to door must be accompanied by a parent or an adult; and

Unless the school provides supervision, parents must accept responsibility for appropriate adult supervision.

LEGAL REFERENCE: A.C.A. § 6-18-1104
DATE ADOPTED: 10/3/2016

4.7 Payroll Procedures

The treasurer, with the approval of the executive director, shall establish a list of dates for all employee payroll forms to be submitted to the treasurer (or his or her designee) for processing as well as the dates in which paychecks (or electronic fund transfers) shall be distributed to the employee.

Each non-salaried employee shall be responsible to complete a timesheet (on a format to be provided by the school) showing his or her days and hours work, any leave taken during the pay period, etc. The timesheets shall be signed and dated by the employee no later than the first business day after the end of the pay period and submitted to the employee's designated supervisor whose signature shall certify the accuracy of the information contained in the document. The supervisor will then submit the timesheets to the treasurer or his or her designee.

Departing employees must complete a final timesheet reflecting all hours worked and all approved leave taken through their last day of employment with the school before their final paycheck will be issued.

Departing employees must also return all school-issued property (to include, but not necessarily limited to, equipment, computer and other security passwords, and keys and/or access cards) in good working condition to the Personnel Directory before their final paycheck is issued.

DATE ADOPTED: 10/3/2016:

4.8 Petty Cash Fund

The Board of Trustees, if it deems necessary to simplify and expedite fiscal affairs of the school relating to the payment of miscellaneous items of expenditure incident to its operation, may authorize the creation of a petty cash fund.

No payment shall be made from the petty cash fund until the supplies or materials have been delivered and a copy of the invoices filed with the approval of the Board of Trustees.

As funds in the petty cash fund become depleted, the treasurer of the school shall draw a warrant upon the treasurer payable out of the appropriate fund for reimbursement of expenditures made from the petty cash fund.

The treasurer of the school shall attach to the office copy of the warrant the original invoice or receipt of payment thereof of all expenditures made from the petty cash fund during the previous month.

The balance to the credit of the petty cash fund shall at no time exceed the sum of $200 for each campus within the school.

LEGAL REFERENCE: *A.C.A. § 6-20-409*
DATE ADOPTED: 10/3/2016:

4.9 Property, Inventory, and Supplies

The school shall comply with all requirements contained in the Arkansas Financial Handbook (commonly known as "Handbook IIR2").

DATE ADOPTED: 10/3/2016

4.10 Purchase of Commodities

“Commodities” means all supplies, goods, material, equipment, machinery, facilities, personal property, and services, other than personal and professional services, purchased for or on behalf of the school (construction services are not included in the definition of “Commodities”).

“Open market purchases” means those purchases of commodities by any purchasing official in which competitive bidding is not required.

“Purchase” means and includes not only the outright purchase of a commodity but also the acquisition of commodities under rental-purchase agreements, lease-purchase agreements, or any other type of agreement whereby the school has an option to buy the commodity and to apply the rental payments on the purchase price thereof.

“Purchase price” means the full sale or bid price of any commodity without any allowance for trade-in.

“Purchasing official” means the Board of Trustees of the school or a lawfully Board-designated agent of the school with authority to contract or make purchases on behalf of the school; and

“Specifications” means a technical description or other description of the physical or functional characteristics of a commodity.

LEGAL REFERENCE: A.C.A. § 6-21-301,
A.C.A. § 6-21-304
DATE ADOPTED: 10/3/2016

4.11 Purchasing Card Policy

Westwind School for Performing Arts. (WSPA) has implemented a purchasing card program to aid employees in purchasing and paying for authorized goods and services on behalf of WSPA with an individually issued APSRC Visa Purchasing Card (P- Card). The purpose of this program is to establish a more efficient, cost-effective method of purchasing items for WSPA programs and activities.

The Executive Director or his or her designee is responsible for administering the program for WSPA and has sole discretion to assign a P-Card to an individual WSPA employee. A P-Card may not be transferred to, assigned to, or used by anyone other than the designated employee.

Annually, all prospective cardholders must sign a Purchasing Cardholder Agreement prior to a P-Card being issued and must abide by the Agreement. All prospective cardholders must be at least eighteen (18) years old and have sufficient mental capacity to form a valid contract under Arkansas law. Non-WSPA employees are not eligible for a P-Card.

Use for personal purchases is strictly prohibited. A P-Card CANNOT be used as payment for certain restricted items, as listed below. The P-Card is NOT a revolving credit line and all statements must be paid off monthly. All WSPA purchasing and financial guidelines apply to any and all purchases made with a P-Card.

Fraudulent use or misuse of a P-Card may result in criminal prosecution, and, in the sole determination of the Executive Director or his or her designee (unless otherwise stated in the Cardholder Agreement) may be considered sufficient grounds for revocation of an employee's P-Card privileges. Additionally, improper use may lead to other adverse employment actions, up to and including termination.

Card Restrictions

The P-Card CANNOT be used as payment for the following items:

ALL items intended solely for personal, non-WSPA use, Alcoholic beverages or tobacco.

Lottery tickets;

Cash advances or ATM withdrawals; Gift cards;

Tips;

Money orders; and

Prepaid credit or debit cards.

MCC codes will be utilized to restrict purchases of the above items.

All WSPA purchasing and financial guidelines must still be adhered to. This policy is not intended to take precedence over any other purchasing policy implemented by WSPA or as required by law. In case of a conflict, State Law and specific procurement policies take precedence.

Date Adopted 2/12/2018

4.12 Solicitation of Bids

The Board of Trustees shall adopt a policy describing the method of soliciting bids and may adopt other rules governing the procurement of commodities and shall designate the charter director or his or her designee as the "Purchasing Official" for the school.

All purchases of commodities by the school shall be made as follows:

In each instance in which the estimated purchase price shall equal or exceed $20,000, or the current price published by the Commissioner of Education annually on July 1, the commodity shall be procured by soliciting bids, provided that the purchasing official may reject all bids. The approval of the board is required when the purchase equals or exceeds the published price. Any changes to the published purchasing thresholds as established by the Commissioner of Education will be communicated to the board.

Open market purchases may be made when the purchase price is less than $20,000, or the current price published by the Commissioner of Education annually on July 1, if state funds are used. The purchasing official shall neither parcel nor split any item or items with the intent or purpose to enable the purchase to be made under a less restrictive procedure.

In soliciting bids for the purchase of a commodity, the school or a person or organization acting on behalf of a school shall not impose qualifications or specifications that unreasonably restrict competition for the purchase of a commodity.

Any specifications used by the school shall not include the name or identity of any specific vendor but may include a specified brand if justified.

The school shall notify in writing all actual or prospective bidders, who make a written request to the school for notification of opportunities to bid. The notice shall be provided in sufficient time to allow actual or prospective bidders to submit a bid.

Any competitive bid submitted to the school in response to a solicitation for bid for the purchase of a commodity shall be accompanied by a form substantially similar to the form attached at the end of this section that is signed and notarized by the agent of the bidder declaring that no representative of the school has had any inappropriate discussions regarding the bid.

LEGAL REFERENCE: A.C.A. § 6-21-303,
A.C.A. § 6-21-304,
C.F.R. §200.320 DATE
ADOPTED: 10/3/2016
DATE MODIFIED: 9/11/2017

4.13 Exceptions to Bid Solicitation Requirements

The following commodities may be purchased without soliciting bids:

Commodities in instances of an unforeseen and unavoidable emergency. No emergency purchase shall be approved by the executive director unless a statement in writing shall be attached to the purchase order describing the emergency necessitating the purchase of the commodity without competitive bidding.

Commodities available only from the federal government;

Utility services, the rates for which are subject to regulation by a state agency or a federal regulatory agency;

Used equipment and machinery; and

Commodities available only from a single source.

The purchasing official must determine in writing that it is not practicable to use other than required or designated commodity or service, and a copy of this statement shall be attached to the purchase order.

Notwithstanding any other law to the contrary, used school buses purchased by public school districts in this state shall not be subject to the jurisdiction of the State Procurement Director nor any competitive bidding procedures prescribed by law.

LEGAL REFERENCE: *A.C.A. § 6-21-305*
A.C.A. § 6-21-306
DATE ADOPTED: 10/3/2016

4.14 Bidding Protest Procedures

Any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of the school contract may protest to the executive director in accordance with procedures established by the Board of Trustees.

The school's protest procedures are as follows:

The executive director has authority from the Board of Trustees to settle and resolve a protest of an aggrieved person concerning the solicitation or award of a contract;

Any person aggrieved by the school's solicitation or award of a contract shall submit such a protest in writing within 7 calendar days after the aggrieved person knows or should have known of the facts given rise to the protest;

The executive director shall give written notice to all persons involved and the opportunity for those persons to respond to the protest issues in writing to the executive director within 10 calendar days after the receipt of the notice;

The executive director shall issue a decision concerning the protest in writing within 10 calendar days from the receipt of all written responses that states the reasons for the action taken which is provided to all interested parties;

The executive director shall promptly notify, in writing, the aggrieved party and any other affected party of the impact of the protest on continuing with the solicitation or award of the school district contract pending the resolution of the protest;

The executive director's written decision shall address the award of costs with regard to successful protests; and

A decision on a protest under these procedures shall be final and conclusive.

LEGAL REFERENCE: A.C.A. § 6-21-304
DATE ADOPTED: 10/3/2016

4.15 Purchasing Authority for Purchases Under Twenty Thousand Dollars $20,000

For the commodities, which have an estimated purchase price less than $20,000 for the 2017-2018 school year, the purchasing official shall prepare specifications for the type and quantity of commodity desired.

Annually, beginning July 1, 2018, the purchasing official shall adjust the purchasing price threshold to reflect that published by the Commissioner of Education, based upon the percentage change in the Consumer Price Index for All Urban Consumers, or its successor. The purchasing official shall advise the executive director of the new threshold amount within a reasonable amount of time following its annual publication on or before July 1.

The purchasing official shall then obtain price quotations from at least 3 vendors who sell the desired commodity, if such number of quotations can be obtained. The goal in this process is to obtain the best value for the school in obtaining the commodity. After review of the quotations, the purchasing officer shall consult with and advise the executive director and proceed to purchase the commodity.

The purchasing officer shall work collaboratively with the treasurer to ensure that all necessary paperwork and documents have been prepared and executed, and that such items are properly recorded in the financial records of the school.

LEGAL REFERENCE: A.C.A. § 6-21-301 et seq.

DATE ADOPTED: 10/3/2016
DATE MODIFIED: 9/11/2017

4.16 Acquisition of Professional Services

Competitive bidding shall not be used for the procurement of services such as legal, financial advisory, architectural, engineering, construction management, and land surveying professional consultant services.

PROCESS

In the procurement of professional services, the school may encourage firms engaged in the lawful practice of these professions to submit annual statements of qualifications and performance data to the political subdivision or may request such information as needed for a particular project. The school shall evaluate current statements of qualifications and performance data of firms on file or may request such information as needed for a particular public project whenever a project requiring professional services is proposed. If the school utilizes construction management services, it shall encourage construction management firms to submit to the school annual statements o f qualifications and performance data or may request such information as needed for a particular public project. The school shall evaluate current statements of qualifications and performance data on file with the school or when submitted as requested whenever a project requiring professional services of a construction manager is proposed.

EVALUATION OF QUALIFICATIONS

In evaluating the qualifications of each firm, the school shall consider:

The specialized experience and technical competence of the firm with respect to the type of professional services required;

The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project;

The past record of performance of the firm with respect to such factors as control costs, quality of work, and ability to meet schedules and deadlines; and

The firm's proximity to and familiarity with the area in which the project is located.

SELECTION

The school shall select 3 qualified firms. The school shall then select the firm considered best qualified and capable of performing the desired work and negotiate a contract for the project with the firm selected.

NEGOTIATION OF CONTRACTS

For the basis of negotiations, the school and the selected firm shall jointly prepare a detailed, written description of the scope of the proposed services. If the school is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated. The school shall then undertake negotiations with another of the qualified firms selected. If negotiations are unsuccessful with the second firm, negotiations with the firm shall be terminated.

If the school is unable to negotiate a contract with any of the selected firms, the school shall reevaluate the necessary professional services, including the scope and reasonable fee requirements, again compile a list of qualified firms and proceed in accordance with the process listed above. When unable to negotiate a contract for construction management, the school shall also perform a reevaluation of services.

LEGAL REFERENCE: A.C.A. § 6-21-301
A.C.A. § 19-11-801 et seq.
DATE ADOPTED: 10/3/2016:

4.17 Reimbursement to Teachers for Classroom Supplies

The school shall provide to each kindergarten through twelfth grade teacher in each fiscal year for use by the teacher in his or her classroom or for class activities, reimbursement in the amount of $100 for the teacher to apply toward the purchase of related commodities.

The above referenced reimbursement shall follow the purchasing procedures as outline by the school.

LEGAL REFERENCE: A.C.A. § 6-21-303
DATE ADOPTED: 10/3/2016

4.18 School Budget

The Board of Trustees shall approve the annual school budget at a legally held meeting no later than the regularly scheduled board meeting in September of each year. The budget shall contain the information required by the Arkansas Department of Education and be prepared in the Arkansas Public School Computer Network.

The budget shall be filed by the school with the Department no later than September 30 each year.

The treasurer, acting as the ex officio financial secretary shall keep a record of the following information in the format required by the Department of Education:

The daily expenditures and receipts of the school; and

Information on fund balances maintained by the school including, but not limited to:

- Sources of the funds maintained as fund balances, to the extent practicable;
- Reasons for maintaining, instead of spending, the fund balances; and
- Amount of F u n d s transferred between various funds during the past year.

The school shall identify the funds transferred and the amount of funds transferred; and amount of fund balances dedicated for the construction, maintenance, or repair of academic or athletic facilities.

The treasurer (acting as the school's ex officio financial secretary) shall make such financial reports to the Department of Education as are required by law.

An annual report summarizing the information required above in a format required by the Department of Education shall be filed by September 30 of each year with the Department of Education.

LEGAL REFERENCE*:* A.C.A. § 6-20-2202
DATE ADOPTED: 10/3/2016

4.19 School Budget Publication in Newspaper

The Charter Board of Directors shall publish the two-year projected charter school budget one time in a newspaper published in the county in which the school is located.

LEGAL REFERENCE: A.C.A. § 6-13-622
DATE ADOPTED: 10/3/2016:

4.20 School Treasurer

The school shall hire a treasurer (or other similarly titled position performing the same, such as Chief Financial Officer or General Business Manager) who shall be primarily responsible for the fiscal affairs of the School. If required, this position and its responsibilities and requirements shall be included within the school's charter application.

The school treasurer's responsibilities shall include, but are not limited to, the following:

All responsibilities and requirements set forth in the school's Charter;

- Preparing and submitting a monthly statement to the Board of Trustees of the financial condition of the school; Preparing and submitting an annual statement of the affairs of the school to the Board of Trustees in July of each year;
- Preparing and submitting such financial reports as required by the Arkansas Department of Education; To not be interested directly or indirectly in any contract authorized by the Board of Trustees; and all other statutory requirements for the position of treasurer.

The Board shall cause to be filed a Certificate of Appointment with the Department of Finance and Administration in order to register the Treasurer as representing the school.

LEGAL REFERENCE: A.C.A. § 6-13-701
DATE ADOPTED: 10/3/2016

4.21 School Treasurer Qualifications

The treasurer shall meet the minimum qualifications to hold and maintain the position (as well as the other requirements set forth in law and these policies), as set forth in the ADE Rules Governing Minimum Qualifications for General Business Managers of Public-School Districts.

If the treasurer was hired by the school on or prior to July 31, 2007, then he or she is exempt from the requirement of the above-referenced Rules, but completion of the training components of the Rules is highly encouraged.

LEGAL REFERENCE: A.C.A. § 6-15-2302,
ADE Rules Governing Minimum Qualifications
For General Business Manager of Public-School Districts
DATE ADOPTED: 10/3/2016

4.22 School Activity Funds

The school may maintain activity funds and school service funds at the school.

The term “activity funds” means those funds whose sources of revenue include but are not limited to:

a. The sale of tickets to athletic contests or other school-sponsored activities;
b. The sale of food, except that which is sold in the lunchroom;
c. The sale of soft drinks, school supplies, and books; and Fees charged by clubs and organizations.

All activity funds and school food service funds shall be maintained and accounted for in accordance with guidelines and procedures established by the Arkansas Department of Education.

The executive director shall maintain the activity funds and school food service funds and shall be the official custodian of all activity funds and school service funds and shall be responsible and accountable for the funds.

By resolution adopted by a majority vote of the Board of Trustees, the executive director may appoint the school treasurer to be the co-custodian of any or all activity funds and school food service funds.

The co-custodian shall also be responsible and accountable for activity funds and school foodservice funds maintained by the co-custodian.

LEGAL REFERENCE: A.C.A. § 6-13-701
DATE ADOPTED: 10/3/2016

4.23 Use of Funds

The Arkansas Constitution provides that: “No money or property belonging to the public-school fund, or to this State, for the benefit of schools or universities, shall ever be used for any other than for the respective purposes to which it belongs.”

The funds of the school which have been received from public funds must only be used to benefit the school and its operation and related expenses. If the use of the funds is restricted by the public agency from which the funds are received, then the funds must only be expended in accordance with those restrictions.

Examples of uses of public funds which are impermissible are:

I. Donation or loaning of funds to non-profit, for-profit corporations, associations, institutions, or individuals (unless pursuant to specific statutory authority).

II. Payment for birthday, holiday or other parties, gifts or office decorations for employees, employees and family members, or Board members from state or federal funds; and

III. Traveling expenses of those non-employees officially representing the school, authorized by the Board, and traveling with Board members or employees.

LEGAL REFERENCE*: Arkansas Constitution Art. 14, §2*
DATE ADOPTED: 10/3/2016