



Book	Policy Manual
Section	6000 Finances
Title	SALES SURTAX
Code	po6180
Status	Active
Adopted	January 19, 2016

6180 - SALES SURTAX

It is the policy of the Board that the sales surtax shall be administered by District staff in accordance with the sales surtax authorizing resolution and ballot language with oversight by the Independent Citizens Oversight Committee in accordance with their charter.

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Book	Policy Manual
Section	6000 Finances
Title	ALLOCATION AND USE OF SALES SURTAX CONTINGENCY
Code	po6180.01
Status	Active
Adopted	January 19, 2016

6180.01 - **ALLOCATION AND USE OF SALES SURTAX CONTINGENCY**

Allocation of Sales Surtax Contingency

Allocation of the sales surtax contingency is to be consistent with the allocation of sales surtax revenues, as follows:

District School Security - 3.06%
Educational Technology - 13.49%
Facility Renewal - 83.46%

Use of Sales Surtax Contingency

Sales surtax contingency will be managed by the respective departments (District and School Security, Educational Technology, and Facilities Services). There will be three (3) separate contingency accounts/project numbers (one (1) for each group) established in the District's financial system.

Funds may be used for any eligible sales surtax expenditure (those in identified facility renewal categories meeting Condition Code 1 or 2 thresholds, including failure; identified school security and educational technology uses), renewal of components (in identified categories) that are not listed on Attachment F and, when justified, in cases where the funded amount is insufficient.

Planned and actual expenditures of sales surtax contingency will be reported to the Independent Citizens Oversight Committee. Procurement utilizing the sales surtax contingency will be subject to all policies, procedures, and regulations of the District.

Expenditures may not exceed revenues.

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Book	Policy Manual
Section	6000 Finances
Title	ALLOCATION AND USE OF SALES SURTAX REVENUE IN EXCESS OF ESTIMATE
Code	po6180.02
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6180.02 - **ALLOCATION AND USE OF SALES SURTAX REVENUE IN EXCESS OF ESTIMATE**

The District's Finance Department has estimated the sales surtax revenue stream on a monthly basis totaling \$198 million through the six year program. This policy addresses the allocation of sales surtax revenues that may occur in excess of these monthly estimates up to \$198 million. A modification of this policy would be necessary for the allocation of sales surtax revenues in excess of \$198 million, if any.

Allocation of Sales Surtax Revenue in Excess of Estimate

All sales surtax revenues will be allocated upon receipt in accordance with the following percentages:

School Security - 2.90%
Educational Technology - 12.81%
Facility Renewal - 79.28%
Contingency - 5.01%

Total - 100.00%

Use of Sales Surtax Revenue in Excess of Estimate

Funds may be used for any eligible sales surtax expenditure (those in identified facility renewal categories meeting condition code 1 or 2 thresholds, including failure; identified school security and educational technology uses).

Funds may be used to advance projects on the facility renewal list in order of priority, to address failed components or systems, for renewal of components or systems that are not listed on Attachment F and, when justified, in cases where the funded amount is insufficient.

Planned and actual expenditures of sales surtax will be reported to the Independent Citizens Oversight Committee. Procurement utilizing the sales surtax will be subject to all policies, procedures, and regulations of the District. Expenditures may not exceed revenues.

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Book	Policy Manual
Section	6000 Finances
Title	TEMPORARY TRANSFER OF SALES SURTAX CASH BETWEEN GROUPS
Code	po6180.03
Status	Active
Adopted	June 14, 2016

6180.03 - TEMPORARY TRANSFER OF SALES SURTAX CASH BETWEEN GROUPS

Sales surtax funds are allocated upon receipt in accordance with the following percentages:

School Security - 2.90%
Educational Technology - 12.81%
Facility Renewal - 79.28%
Contingency - 5.01%

Total - 100.00%

Should the occasion arise where cash flow is not available to fund a high priority project in one group but is available in another group, the Board may authorize a temporary transfer of available cash between the groups.

A temporary transfer may be considered based on the following criteria:

- A. The transfer will allow the District to take advantage of savings that may occur from matching grants, favorable pricing, or other circumstance that results from accelerating the sales surtax investment in this group.
- B. The transfer will accelerate the funding for a high priority program or a high priority component or system failure.
- C. The total resources available to a group cannot exceed that group's maximum sales surtax allocation plus their share of the contingency, limiting the transfer amount to the difference between the resources received to date and the maximum total allocation.

The temporary transfer of funds will be processed in accordance with AP 6180.03.

This policy only applies to temporary transfers of sales surtax funds. Any modification to the percentage allocation of funds across groups requires Board authorization.

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Book	Administrative Procedures
Section	6000 Finances
Title	TEMPORARY TRANSFER OF SALES SURTAX CASH BETWEEN GROUPS
Code	ap6180.03
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6180.03 - TEMPORARY TRANSFER OF SALES SURTAX CASH BETWEEN GROUPS

The following procedure outlines the steps required to implement a temporary transfer of sales surtax funds between groups (facility renewal, educational technology, District school security).

A. Project Management staff prepares a proposal request that includes:

1. Justification for the request relative to the criteria in Policy 6180.03.
2. Cash flow analysis projecting the use of funds and the schedule for the replenishment of funds. The agreed upon schedule for the temporary transfer and the replenishment will be collaboratively determined based on the resource needs of both groups and the sales surtax revenue projections.
3. Evaluation of the effect of the temporary transfer on the projects scheduled in the group providing the resources.

B. Proposal is reviewed and approved by the senior staff member representing the groups from which and to which the funds are being transferred.

C. Proposal is reviewed by the Independent Citizens Oversight Committee (ICOC) and its recommendation is provided to the Board.

D. Proposal is considered by the Board.

Following approval, the Finance Department provides accounting support to implement the temporary transfer and the replenishment of funds.

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