

***Finance and Accounting Policies
and Procedures Manual***

April 30th, 2022

TABLE OF CONTENTS

[POLICY STATEMENT](#)

[LINES OF AUTHORITY](#)

[INDEMNITY POLICY](#)

[GENERAL POLICIES](#)

[ACCOUNTING](#)

[COMPLIANCE](#)

[POLITICAL CONTRIBUTIONS](#)

[CONFLICTS OF INTEREST AND ACCEPTANCE OF GIFTS](#)

[SEGREGATION OF DUTIES](#)

[SAFEGUARDING ASSETS](#)

[PAYROLL CONTROLS](#)

POLICY STATEMENT

Bricolage Academy (Bricolage) is committed to responsible financial management. The entire organization including the Board of Directors, administrators, and staff may work together to make certain that all financial matters of the organization are addressed with care, integrity, and in the best interest of Bricolage.

The policy and procedural guidelines contained in this handbook are designed to:

1. Protect the assets of Bricolage
2. Ensure the maintenance of accurate records of Bricolage's financial activities
3. Provide a framework of operating standards and behavioral expectations
4. Ensure compliance with federal, state, and local legal and reporting requirements

The Chief Financial Officer (CFO) has the responsibility for administering these policies and ensuring compliance with procedures that have been approved by the Board of Directors. Exceptions to written policies may only be made with the prior approval of the Finance Committee. At any time, the Board of Directors may approve changes or amendments to these policies and procedures. A complete review of the policies and procedures shall be conducted at least once every two years.

All employees in positions with financial related responsibilities are expected to be familiar with and operate within the parameters of these policies and guidelines.

LINES OF AUTHORITY

The **Board of Directors** has the authority to execute any policies it deems to be in the best interest of the organization within the parameters of the organization's articles of Incorporation, bylaws, and federal, state, and local laws.

The **Board Treasurer** and the **Finance Committee** have the authority to:

- Recommend an auditor to the Board for approval
- Perform regular, in-depth reviews of the organization's financial activity
- Oversee the development of the annual budget
- Recommend the allocation of investment deposits to the Board for final approval

The **Chief Executive Officer (CEO)** has the authority to:

- Make spending decisions within the parameters of the approved budget and this policy manual
- Sign checks
- Employ and terminate personnel
- Determine salary levels
- Oversee the budget process for board approval
- Create and amend school operating procedures and controls within the parameters of the policy set by the Board
- Make decisions regarding the duties and accountabilities of personnel and the delegation of decision-making authority
- Enter into contractual agreements and obligations on behalf of the organization that are contemplated within the approved budgets

The **Chief Operating Officer (COO)** has the authority to:

- Make spending decisions within the parameters of the approved budget and this policy manual
- Create and amend operating procedures and controls within the parameters set by the Board
- Make decisions regarding the duties and accountabilities of personnel and the delegation of decision-making authority

The **Chief Financial Officer (CFO)** has the authority to:

- Make spending decisions within the parameters of the approved budget and this policy manual
- Create and amend operating and financial procedures and controls within the parameters set by the Board
- Make decisions regarding the duties and accountabilities of personnel and the delegation of decision-making authority
- Sign checks up to approved spending limit

The Principals have whatever authority as may be designated by the CEO including the authority to make spending decisions within the parameters of the approved program budgets subject to the approval of the CEO.

INDEMNITY POLICY

To the full extent that it shall have from time to time under applicable law and in the manner from time to time prescribed or permitted by applicable law, Bricolage Academy may indemnify any past, present, or future director, officer, employee, or agent of Bricolage against all costs, expenses, and liabilities, including attorneys' fees, actually and necessarily incurred by or imposed upon them in connection with or resulting from their involvement with Bricolage.

No such reimbursement or indemnity shall relate to any expense incurred or settlement made in connection with any matter arising out of the individual's negligence or misconduct as determined either by a court of competent jurisdiction or, in the absence of such a determination, by Bricolage acting on the advice of counsel.

Bricolage shall purchase and maintain insurance on behalf of any person who is or was serving at the request of Bricolage as a Director, Officer, Employee, Agent, staff or volunteer, or other enterprise against any liability asserted against him/her and incurred by him/her in any such capacity, or arising out of his/her status as such.

GENERAL POLICIES

ACCOUNTING

- The CFO is responsible for maintaining the accounting system(s) for the organization.
- The organization may use accounting software that best suits its requirements as determined by the CFO.
- The CFO, or his/her designee, is responsible for inputting the financial data into the accounting software and for generating financial reports.
- The Fiscal Year for the organization is July 1 – June 30.
- Financial statements are reported according to Generally Accepted Accounting Principles (GAAP) for Not- for-Profit Organizations.
- Bricolage Academy's chart of accounts adheres to the guidelines presented in the Louisiana Accounting and Uniform Governmental handbook (LAUGH).

COMPLIANCE

- Bricolage follows all relevant laws and regulations that govern charter schools within the State of Louisiana.
- Any regulations applicable to grant funding will be adhered to as the grant funding is received, including regulations set forth by the Federal Government, the U.S. Department of Education, the IRS, and the State Department of Education.

POLITICAL CONTRIBUTIONS

- No funds or assets of Bricolage may be contributed to any political party, organization or individual who either holds public office or is a candidate for public office.
- The direct or indirect use of any funds or other assets of Bricolage Academy for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited.

CONFLICTS OF INTEREST AND ACCEPTANCE OF GIFTS

- Bricolage maintains a conflict of interest policy that all board members and management employees receive annually.

- Bricolage maintains an acceptance of gifts policy that all board members and employees receive annually.
- All conflicts of interest or potential conflicts of interest must be reported and documented in accordance with the policy.

SEGREGATION OF DUTIES

- The check signer(s) must not be the only person(s) who writes checks or who does the bookkeeping.
- The person who verifies the bank statements must not be the person who writes the checks or does the bookkeeping.
- Deposit documentation shall be prepared by the CFO and verified by the CEO. The CFO shall be responsible for making the deposits and recording the receipts upon verification by the CEO.

SAFEGUARDING ASSETS

- The CFO has primary responsibility for ensuring that proper financial management procedures are maintained and that the approved policies are carried out. He/she also has primary responsibility for ensuring that all internal and external financial reports fairly present the organization's financial condition in all significant respects.
- The Finance Committee provides fiscal oversight in the safeguarding of assets
- A proper filing system in accordance with acceptable standards of practice will be maintained for all financial records.
- Actual income and expenditures are compared to the total annual budget on a monthly basis.
- All excess cash is kept in interest bearing accounts whenever possible and practical.
- Bank statements are promptly reconciled on a monthly basis.
- Inventory records of fixed assets may contain description, serial number, date of purchase or receipt, and valuation at date of acquisition.
- Appropriate insurance for all assets may be maintained.

PAYROLL CONTROLS

- Personnel files are to be maintained for all employees. Changes in payroll data (i.e., pay changes) are approved by the CEO before files are updated.
- An outside payroll-processing firm may be used to process payroll.
- The CFO notifies the payroll service of any changes to payroll. A record of changes, with appropriate approval, should be noted in employees' files.
- The payroll service generates the payroll and tax deposit payments via direct deposit and sends the payroll register to the organization. The CEO reviews and approves the payroll register before processing. The register is then sent to the CFO for submission.

BANKING & INVESTMENT POLICIES

BANK ACCOUNTS

- Bank accounts can only be opened by approved resolution of the Board.
- Bricolage shall strive to minimize the amount of money above the level insured by the FDIC held at banks by maintaining accounts at different banks and investing excess cash when possible.
- Bricolage shall maintain interest-bearing accounts whenever possible. .

AUTHORIZED CHECK SIGNERS

- Authorized check signers are:
 - CEO
 - CFO
 - Board Chair
 - Board Treasurer
- All check signers may sign checks up to \$4,999.99.
- Checks for expenditures equal to or greater than \$5,000.00 require 2 signatures, excluding those vendors who are on the Board-approved list below.
- The CFO may ensure that the proper Bricolage personnel are authorized account signatories.
- Immediately upon a change in personnel or Board leadership, the CFO may obtain the necessary form to add or delete a check signer.
- The CFO may ensure the form is completed and submitted to the banker.
- A copy of the authorized form may be filed with the permanent bank records.
- The Board Chair may authorize any changes not able to be authorized at the staff level (i.e. a change in the CEO position)
- The CFO may enforce the two-signature policy and obtain the second signature as necessary; Bricolage banks may be informed of the policy but may or may not enforce it.

BANK RECONCILIATIONS

- The Bank Statements are opened, reviewed, dated and initialed by the CEO.
- The Bank Statements are then delivered to the CFO.
- The CFO maintains a record of all bank transactions, listing all checks disbursed and all receipts deposited via the accounting system. The accounting system shows the current bank balance for all bank accounts.
- On a monthly basis, the CFO prints a “Bank Reconciliation” report from the accounting software for all accounts for review.
- The CFO resolves all discrepancies with the assistance of the bank, if necessary.
- The CFO may adjust the software ledger as needed.
- The CFO files the approved Bank Reconciliation Reports and bank statements.
- Bank Reconciliation Reports and bank statements may be available with supporting documentation of all receipts and disbursements for each month at the request of the Board Chair, Board Treasurer, or Finance Committee.

INVESTMENTS

- The Finance Committee may assess when and how the organization’s assets should be invested.
- The CFO may research several investment options to determine the best rates of return.

- The CFO may recommend a maturity date of investments based on current cash projections.
- The CFO may report all investment options, along with a recommendation to the Board Treasurer and Finance Committee.
- The Finance Committee may make recommendations to the Board for final approval on the investment allocations after consultation with investment advisors.
- Board approval is required for any transaction characterized as a financial investment.
- Board approval is required to retire any investments or to convert any investments to cash.

DEBT

- Long-term debt may not be used to finance ongoing operational expenses.
- A revolving line of credit may be used to finance operational expenses in the case that bridge financing is necessary.
- Any long-term debt issued shall not have a maturity date beyond the useful life of the asset being acquired or constructed by the debt proceeds.

TRANSFERS

- Transfers between Bricolage accounts are completed via wire or manual check and processed using the Cash Disbursement process outlined below.

FIXED ASSET POLICIES

FIXED ASSETS

- Bricolage will generally follow the policy of only capitalizing purchases of fixed assets that meet the definition of the LAUGH guide issued by the state of Louisiana - an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds \$5,000.
- All asset purchases under the \$5,000 threshold may be expensed.
- For an asset donated to the institution by a third party, its fair market value at the time of the donation shall be considered as the acquisition cost.
- For all purchases deemed to meet the Bricolage definition of a fixed asset, the CFO may depreciate the asset using the straight-line method, typically over an appropriate useful life period. Over a useful life period of three years
- Useful lives vary from 3 to 10 years based on the type of asset and its perceived useful life.
- An inventory of fixed assets is maintained by the CFO, including the serial number, make, model, description, etc.
- The CFO maintains a tracking sheet of monthly and annual depreciation expense and accumulated depreciation, and may record depreciation in the accounting software on a monthly basis.

FIXED ASSET DISPOSAL

- When a fixed asset has reached the end of its useful life, it may be disposed of.
- A Fixed Asset Disposal form must be completed and approved by the COO and CFO.
- Bricolage Academy is accountable for the disposal of any fixed assets purchased with state or federal dollars.
- Fixed assets owned by Bricolage and purchased with grant funds may be disposed of in accordance with the requirements of the grantor.
- Fixed assets with a value less than \$500 that are still in fair or good working condition may be offered to Bricolage employees at present market value. Information about items for sale may be circulated via e- mail or paper lists. The present market value may be assessed by the CFO.
- Fixed assets with a value in excess of \$500 that are still in fair or good working condition at the time of disposal may be offered for public sale using the most effective sales method as determined by the CFO. Items are sold to the highest bidder regardless of the sales method.
- Any fixed assets unable to be sold may be disposed of with the normal trash or donated. Any items not acceptable for regular disposal, such as hazardous or recyclable material, must be delivered to the local recycling or transfer station for disposal.
- Fixed assets that may contain data (computers, phones, and similar technology) will have their hard drives wiped before they are disposed of.
- The CFO shall complete the necessary changes to the Bricolage inventory and may document the disposal accordingly.

INVENTORY

- The CFO, COO, or other designee is responsible for ordering all equipment and materials.
- When equipment or materials arrive on school premises, the items are received by the Office Manager or other designated receiver and reviewed against the packing slip. The Office Manager or other designated receiver then continues through the receiving process as described below.
- All equipment designated as a fixed asset shall be tagged by the COO or his/her designee and logged into the inventory control system by the CFO.
- The CFO and COO may determine what other equipment not considered a fixed asset is of sufficient value and/or sufficient mobility to warrant being tagged and logged in to the inventory control system.
- Inventory of equipment includes: Acquisition Date, Bar Code Number, Manufacturer's Serial Number, Equipment

Description, Funding Source, Location (School), Location (assignment within the school), Condition (at time of purchase), Unit Cost, Acquisition Cost, Disposal Date.

PAYROLL POLICIES

PAYROLL PROCESS

- The CEO's salary and other wages are authorized by the Board of Directors.
- All other personnel salaries/wage rates are authorized by the CEO. All changes in employment or salaries/wage rates require written authorization by the CEO.
- The Human Resources Generalist maintains all personnel records.
- The Human Resources Generalist monitors the usage of paid time off. All employees must obtain approval from their immediate supervisor to use paid time off. Employees also document their attendance in the school's time & attendance system.
- All changes that affect payroll are communicated to the CFO by the COO and/or the CEO.
- The CFO prepares a Payroll Worksheet for each pay period, using the approved gross salary/wage rates for each employee as well as any changes that have been submitted. This is a shared document with the CEO and the Human Resources Generalist. The CFO may then initiate the payroll in the payroll system.
- The CFO e-mails the Payroll Worksheet and the Payroll Pre-Process Register to the Human Resources Generalist and CEO.
- The CEO reviews the worksheet and register, and may notify the CFO of any changes that need to be made before payroll is submitted for processing. If no requests for further changes are received, the CEO e-mails his/her approval to the CFO. A payroll-processing firm is utilized for all payroll processing, tax filings, and reporting.
- After payroll is processed, the payroll registers, checks, and direct deposit verifications are downloaded from the Paylocity website by the CFO and sent to the CEO and Human Resources Generalist for confirmation that there are no adjustments from the time of approval to the submittal.
- Any manual checks may be received via UPS and will be delivered, unopened, to the CFO who may coordinate their distribution to employees.
- The CFO shall record and post the payroll through journal entry into the accounting software.
- The payroll registers are filed along with time sheets and any other pertinent supporting documentation.

TIME CERTIFICATION

- Employees whose salaries are funded in all or in part by grants with time certification requirements must certify their time for compliance with relevant federal law or regulation.
- Salary breakdowns and recurring schedules are created by the CFO based on the employee's budgeted time in each grant fund.
- A roster of employees supported by federal grant funds is maintained annually by the CFO and includes the Program Name, CFDA number, Position, and Start and End Dates.

VENDOR & PROCUREMENT POLICIES

CONTRACT SIGNING AUTHORITY

- The CEO and COO are authorized to, by his/her signature, enter into any and all contractual agreements and obligations on behalf of Bricolage Academy up to a threshold of \$75,000 if it is an approved budget item agreed upon at the beginning of the school year.

CONTRACTS

- Contracts may only be executed by an individual with signatory authority.
- Contracts must be reviewed by an attorney before they are executed for all contracts that went out for the bidding process.
- Contracts shall contain, at minimum, the following components:
 - Description of services to be provided
 - Amount(s) to be paid
 - Duration of contract
- Contracts are monitored as follows:
 - The CEO or COO monitors the vendor's performance to ensure it meets the standards laid out in the contract. This may be delegated to another staff member who more closely works with the vendor.
 - The CFO monitors invoices associated with the contract to ensure they match payment terms laid out in the contract.

INDEPENDENT CONTRACTORS AND CONSULTANTS

- The organization sometimes hires outside contractors and consultants for reasons of specialized skills or knowledge.
- Care may be taken to ensure that independent contractors are not considered employees by the IRS. The CFO makes such determinations.
- The CEO may enter into agreements with outside contractors whose scope and cost of services have been determined and approved in the annual budgeting process.
- The Board Chair and CEO have the authority to approve and/or enter into agreements with outside contractors whose scope and cost of services were not part of the approved budget once available revenue has been determined by the CFO and Board Treasurer.

PUBLIC BID LAW

- Bricolage Academy shall abide by public bid law when required by State law.
- RS 38:2212 – All contracts for the erection, construction, alteration, improvement, or repair of a public facility or immovable property exceeding the sum of \$150,000 must be advertised and let to the lowest responsible and responsive bidder.

SERVICE VENDOR SELECTION

- For purchases of services costing \$25,000 or less, Bricolage may perform adequate diligence to use the most economical and practical service providers that meet the organization's needs.
- For purchases of services costing between \$25,000 and \$75,000, Bricolage may perform the following procedure:
 - Develop a list of criteria to be evaluated when selecting the service provider. This list may include cost and past performance of the provider, as well as criteria specific to the needs of Bricolage.
 - Obtain at least three quotes from different service providers, if practical. Quotes can be obtained via telephone, e-mail, facsimile, website, or formal proposal.
 - Document the reason for choosing the selected vendor (and reason for having fewer than 3 quotes if

applicable).

- For purchases of services costing greater than \$75,000, Bricolage may perform the following procedure:
 - Develop a list of criteria to be evaluated when selecting the service provider. This list may include cost and past performance of the provider, as well as criteria specific to the needs of Bricolage.
 - Obtain at least three vendor bid proposals in writing.
 - Submit the proposals for review by the Board Chair or his/her designee.
 - Document the reason for choosing the selected vendor.

VENDOR SELECTION

- For purchases of supplies and materials not subject to State public bid law, Bricolage shall perform adequate diligence to use the most economical and practical options.
- When entering into a contractual relationship with service providers or vendors, the contracts used meet the minimum requirements listed in this document.

PROCUREMENT/PURCHASING

Order Placement

- All purchase requests will be submitted via the email to the purchasing email account at Bricolage.
- The Email shall contain the subject line: Purchase Request - Vendor - Employee Last Name - Date - Coding (grade, department, grant if applicable).
- Once approved by the supervisor, the COO or his/her designee, may place the order either online, by phone, in person, or by purchase order.

Order Receipt

- Packages are delivered to the main office.
- When the items are received, the Office Manager, or other designated receiver, may inspect the shipment.
- The Office Manager should notify the appropriate staff member when their package has arrived and may place the package in a designated area for staff to retrieve in a timely manner. Staff may retrieve their orders from the main office.
- High-value items, fragile items or cartons with visible damage should be inspected before signing the bill of lading. Staff should photograph the unpacking of a box/carton and immediately report any damage to the driver/delivery person before he/she departs.

DISBURSEMENT, ACCOUNTS PAYABLE, & EXPENSE POLICIES

GENERAL DISBURSEMENTS POLICIES

- The COO/CFO have expenditure approval within the annual operating budget as approved by the Board and within the parameters of this policy manual. The COO/CFO's personal expense reimbursement items and corporate credit card expenditures must be approved monthly by the CEO.
- The CEO has:
 - (a) expenditure approval within the annual operating budget as approved by the Board and within the parameters of this policy manual, and
 - (b) individual signature authority on checks up to and including \$4,999.99. The CEO's personal expense reimbursement items and corporate credit card expenditures must be approved monthly by the Board Chair or Board Treasurer.
- The Principal(s) and Managing Director of Student Support (MDSS) have expenditure approval within the annual

operating budget as approved by the Board with respect to their specific department only and are only able to approve disbursement and purchase requests made by staff under their direct supervision.

- Expenditure requests (other than pre-approved recurring and normal expenses) are initiated in writing or by electronic mail and approved within specified authority by the CEO, COO, Principal or MDSS.
- Pre-numbered checks are used and sequences are accounted for monthly.
- Two authorized signatures are required on all checks and ACH payment approvals equal to or greater than \$5000.00 excluding those vendors who are on the Board-approved list.
- All disbursements are made either by check or by ACH and are accompanied by substantiating documentation.
- ACH disbursements may be made for the following vendors and types of payments only, subject to the procedures outlined above:
 - Monthly health/life insurance premiums – United Healthcare
 - Monthly rent expense – John Mc School Facility, LLC
 - Monthly liability insurance premiums – IPFS, Gallagher, and Summit/Retailer's, Guide One
 - Monthly utility expense – Entergy
- All voided checks must be defaced and retained.
- No checks may be written to "cash" or "bearer."
- Blank checks may never be signed in advance.
- Blank checks are stored in a locked drawer maintained by the CFO. The drawer can only be accessed by the CFO. The Board Secretary holds a key to this drawer as a backup.

BOARD-APPROVED VENDOR LIST

• John Mc School Facility, LLC ○ Rent – up to \$45,000/month

• United Healthcare ○ Health Insurance – up to \$65,000/month

• LAMS Facility Solutions, LLC ○ Base custodial and maintenance – up to \$30,000/month ○ Additional maintenance and supplies – up to \$5,000/month

• Genuine Foods ○ Food Service – up to \$45,000/month •

• Entergy ○ Utilities – up to \$18,000/month

• Apple Bus Company ○ Student Transportation – up to \$50,000/month

CASH DISBURSEMENTS

14

- All invoices, expense reimbursement forms, or other check requests received via mail or in person, are forwarded to the CFO
- The accounts payable clerk, or designated person, at a regular interval, may prepare invoices and other cash disbursements for payment.
- The CFO confirms proper documentation, codes to appropriate GL account(s), completes check requests, and designates the accounts payable clerk to enter transaction into the accounting software.
- The accounts payable clerks, after approval from the CFO, adds new vendors to the vendor list in the accounting software, obtaining W9s and any other required information as necessary.
- The CFO examines all outstanding payables and determines which bills to pay each week. The accounts payable clerk then processes the checks. Bricolage uses Bill.com for a bill payment system. The approved invoices are entered in this system and then the check (ach payments) are bundled together in a weekly payment packet and sent to the CFO for approval. Once that is approved by the CFO, the packet is uploaded to DocuSign where the CEO and the Board Chair approve the release of funds.
- The checks (E-checks) with supporting documentation are forwarded to the CEO, and Board Chair for ACH disbursement approval. The CEO reviews all checks and supporting documentation prior to signing checks.
- All physical checks over \$4,999.99 require an additional signature. The CFO is responsible for obtaining the second signature from an authorized check-signer.
- A copy of the signed check and the bottom portion of the check stub are attached to the paid invoice and filed by vendor.
- The CFO is responsible for mailing or effecting delivery of all checks.

CHECK REQUESTS

- Requests for disbursements not initiated by a vendor invoice or expense reimbursement request are made using the Same procedure as the purchasing request system used above.
- Check requests are forwarded to the appropriate supervisor (CEO, COO, Principal, MDSS) for approval.
- Checks are disbursed upon approval according to the Cash Disbursement process.

EXPENSE REIMBURSEMENTS

- Employees should make every effort to utilize the school's purchasing procedures for expenditures.
- Employee reimbursements require prior written approval.
- Necessary and reasonable business and travel expenses may be reimbursed only within the parameters of the travel expense policy.
- Requests for expense reimbursements are made using the approved expense reimbursement form.
- Personnel requesting expense reimbursements must include original itemized receipts and all receipts must clearly state the purpose of the expense. No reimbursement may be processed without the proper supporting documentation.
- Meal receipts must state the purpose of the meeting and include a list of those in attendance. The reimbursement may be denied if an itemized receipt is not included as documentation.
- Gratuity in excess of 20% is prohibited.
- Requests for reimbursements must be submitted within 60 days of expenditure to be considered for reimbursement.
- Expense reimbursement forms may be submitted to the Employee's Supervisor for approval.
- The CFOs expense reimbursement forms are submitted for approval to the CEO.
- The CEO's expense reimbursements are submitted for approval to the Board Chair or Board Treasurer.
- Checks for approved forms are disbursed according to the Cash Disbursement process.

14

CREDIT CARDS

15

- Only the CEO, CFO, COO, and Community Engagement Coordinator may be issued a company credit card.
- Any employees issued a company credit card may be solely responsible for the integrity of the card.
- Any employees issued a company credit card may be required to comply with the policies on credit cards.
- Credit card payments are only allowed for business uses deemed appropriate by the CFO.
- The CEO is authorized to make purchases with their card only when using a purchase/invoice process is not practical. Credit card purchases must still be within approved budgets and subject to the policies outlined in this manual.
- The CFO is authorized to make purchases with their card only when using a purchase/invoice process is not practical and the CFO determines it to be the best method of payment. Credit card purchases must still be within approved budgets and subject to the policies outlined in this manual.
- The CFO/COO is authorized to make online or over the phone purchases with the company credit card for requests submitted through the Purchasing Process that have received the necessary approval.
- The employee must receive prior approval for the purchase from their immediate supervisor as well as approval from the cardholder. Use of the credit card may be restricted to only those situations when using a purchase/invoice process is not feasible.
- All expenditures must have the same level of support as any other disbursement, clearly document the business expense, and be charged to the appropriate expense in the general ledger.
- Receipts for purchases made with the Bricolage Academy corporate credit card may be turned in on at least a monthly basis to the CFO in a manner to be determined by the CFO.
 - All receipts must clearly indicate the purpose of the expenditure
 - Meal receipts must state the purpose of the meeting and those in attendance whose meals were purchased with the card. The itemized receipt is required.
 - Gratuity should not exceed 20%.
- The credit card statement is downloaded by the Accounts Payable Clerk. The CEO reviews the statement and then emails/physically provides it to the CFO for reconciliation.
- Receipts are reconciled with the statement for each card. They are scanned and uploaded to a shared file.
- The CFO notifies each cardholder of any missing receipts and the cardholder may have one week to submit the missing receipts.
- Charges missing supporting documentation after a reasonable time may be deducted from the cardholder's personal expense reimbursement or payroll if no personal expense reimbursement is submitted.
- The credit card statement may be approved as per the Cash Disbursement procedure, however, in the instance that the approver is a cardholder; his or her card charges must be approved by the CEO or Board Chair.
- Use of Bricolage Academy credit cards for personal use is not permitted under any circumstances.
- If an employee inadvertently charges a personal expense to the company credit card, he/she should alert the CEO and CFO immediately upon discovering the error, and the expense may be deducted from his/her next paycheck.
- All credit card rewards under the corporate account are to be used only for the benefit of the school and are not the property of the individual card holder.

TRAVEL AND MEALS

- All travel for school business must have prior written approval from the CEO, COO, and Principals.
- When employees travel for Bricolage-related business, they are expected to utilize the most economical options that are practical.
- When Bricolage-related travel requires employees to spend the night away from their primary residence, Bricolage shall reimburse meals, including tax and gratuities, up to the following limits per person according to the IRS per diem rates set for on this website. <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
- Proper documentation for meal reimbursement includes:
 - Date and purpose of travel associated with the meal
 - Names of persons in attendance
 - Detailed and itemized receipt – Please note that the credit card summary of purchase is not an acceptable receipt. An itemized receipt must be submitted for reimbursement.
- Alcohol may not be reimbursed.
- When Bricolage related-travel requires employees to spend the night away from their primary residence, Bricolage may reimburse the following transportation expenses:
 - Transportation between the employee's primary residence and the airport OR the cost of airport parking
 - Transportation between the destination city airport and the place of lodging
 - Transportation between the place of lodging and the site where the specific event is being held
- Meals not associated with overnight travel may be reimbursed with the permission of the CEO.
- When employees travel for Bricolage-related business using their personal vehicle, they may be reimbursed subject to the following provisions:
 - Employees must seek prior written approval from their supervisor.
 - Employees may only be reimbursed for travel from one work site to another, while running Bricolage-related errands within the city, or when traveling to and from another city for Bricolage-related purposes.
 - Employees may never be reimbursed for travel between their primary residence and Bricolage Academy.
 - Employees must submit mileage expenses for approval according to the expense reimbursement process described above and must indicate the miles traveled rounded to the nearest one tenth of a mile and purpose of the travel.
 - Employees may be reimbursed at the current IRS maximum federal rate.
 - Employees may also be reimbursed for tolls associated with approved travel.
- Employees who rent cars for business purposes in the scope of their employment should purchase all available optional liability and collision insurance from the car rental company.

PETTY CASH FUND

- Petty Cash funds are not permitted. Expense reimbursements and credit cards, with prior written approval, should be used for items that are needed immediately.

REVENUE POLICIES

FEDERAL AND STATE REVENUES

- All federal and state grants that have specific restrictions and/or purposes are considered restricted grants.
- All Federal, State, and Local Grants are received and transmitted electronically to the General Fund.
- The CFO, or his/her designee, records all receipts in the accounting system. Copies of each remittance are kept on file.
- The CFO, or his/her designee, may assign a class code to obligate funds and track expenditures.
- Reimbursement requests are submitted to the Louisiana Department of Education, or other agency as appropriate, in accordance with its requirements.

TUITION AND FEES REVENUES

- Bricolage Academy participates in fee for service activities including: a tuition-based Pre-K 4 program, before and after care, field trips, and student meals.
- Bricolage recognizes revenue for these programs ratably over the term for which it is earned. The CFO records the revenue in the accounting software on a monthly basis.
- The CFO may send invoices for meals, tuition, and before and after care to families via Edlio, My School Bucks, and QuickBooks on a monthly basis. The amounts to be invoiced may be based on data provided to the CFO by the COO.
- The CFO may also periodically send invoices to families via Edlio for activities such as field trips. The CFO, COO, and Principal(s) work together to determine the appropriate amount of such invoices.
- Invoices sent via Edlio, My School Bucks, and QuickBooks can be paid by families electronically through the Edlio, MSB, QuickBooks system. Cash, check and money order are no longer accepted as payment for services, except in cases where this is the only option for the family.

RECEIPTS

- All mail is received in the main office and is sorted and delivered by the Office Manager to the appropriate staff member.
- The Office Manager may deliver all checks received in the mail to the CEO. The CEO opens the checks and delivers them to the CFO who will follow the procedure for deposits.
- The CFO prepares bank deposits and keep a log of deposits prepared.
- The CFO shall calculate the bank deposit, make the actual deposit, and then the CEO initials the actual deposit receipt.
- Copies of all received checks and bank deposit receipts are kept on file.
- Bank statements are delivered unopened to the CEO to be opened, initialed and given to the CFO. In the event that the statements are emailed to the CFO, the CEO shall have online access to the bank account and will initial each bank statement prior to monthly reconciliation.
- Payroll documents are delivered unopened to the CFO.

CREDIT CARD RECEIPTS

- Bricolage uses 4 third-party vendors (My School Bucks/Edlio/QuickBooks/Little Green Light) to accept credit card payments.
- Parents are responsible for entering payment information and authorization via the MSB app/Edlio/Little Green Light link or using a link to the vendor site which is included in the invoices that are emailed to them.
- MSB/Edlio/Little Green Light automatically transfers these payments at the end of each business day in "batches" to the Bricolage bank account.
- The CFO runs a payment report from MSB/Edlio/Little Green Light on a monthly basis to record the

transactions in the accounting system.

GRANTS & DONATIONS

Restricted Grants

- If a check accompanies a restricted grant agreement via mail, “Receipts” procedures may be followed (see above).
- The Office Manager, or other receiver, forwards the unopened grant documents to the CEO and CFO.
- One signed copy is kept and filed by grantor name in the contracts folder on the shared google drive. The Contracts Drive is shared by the COO, CFO, and CEO.
- The CFO reads the agreement and takes note of specific encumbrances and reporting requirements.
 - Spending restrictions may be tracked.
 - Report deadlines may be added to a compliance calendar and shall be monitored by the CEO., COO, and CFO as appropriate.

18

- All restricted grants shall be recognized/recorded as revenue on an accrual basis according to the date of a signed award letter or agreement.
- All future corresponding expenses may be assigned the appropriate grant designation by the CFO or his/her designee.
- Grant amounts receivable may be recorded in the accounting software.
- Once the grant has been received a thank you letter and tax acknowledgement, using the current standard template, should be sent to the grantor.

Unrestricted Grants or Contributions

- If a check accompanies an unrestricted grant/contribution agreement via mail, “Receipts” procedures may be followed (see above). Unrestricted grant agreements are received via mail.
- The Office Manager, or other receiver, may forward grant documents to the CEO and CFO.
- One signed copy is kept and filed by grantor name by the CEO.
- The CFO reads the agreement and takes note of specific encumbrances and reporting requirements.
 - Report deadlines may be added to a compliance calendar and may be monitored by the CEO and CFO as appropriate.
- All unrestricted grants and contributions shall be recognized/recorded as revenue on an accrual basis according to the date of a signed award letter or agreement, OR on the date of receipt of a signed check if formal documentation is not provided.
- Grant or contribution amounts receivable shall be recorded in the accounting software.
- Once the grant has been received a thank you letter and tax acknowledgement, using the current standard template, may be sent to the grantor.

Federal Grants

- Bricolage shall maintain:
 - A listing of all Federal awards received and expended which includes, as applicable:
 - CFDA title and number
 - Federal award identification number and year
 - Name of federal agency
 - Name of pass-through entity, if any

- Records that identify the source and application (receipt, obligation, and expenditure) of funds for federally- funded activities
 - A comparison of expenditures with budget amounts for each Federal award
- Costs allocated to federal awards must:
 - Be necessary and reasonable for the performances of the award
 - Conform to any limitations or exclusions set forth by the federal government
 - Be consistent with the general financial policies and procedures of Bricolage Academy
 - Be in accordance with GAAP
 - Not be included as a cost or used to meet cost sharing or matching requirements of any other federal-financed program in either current or prior periods
 - Be adequately documented
- The CFO shall regularly monitor compliance with statutes, regulations, and the terms and conditions of federal awards.
- Instances of non-compliance shall be dealt with promptly by the CFO and/or the CEO
- Bricolage receives funding from Federal grants on a reimbursement basis.
- Revenue for these grants is recognized on a quarterly, semi-annual, or annual basis.
- The CFO is responsible for submitting reimbursement requests in a timely manner, using the method that is required by the grantor.
- Bricolage does not request federal funds to pay for the following costs:
 - Advertising and public media costs
 - Alcoholic beverages
 - Entertainment costs
 - Lobbying costs

In-Kind Donations

- All donations of goods or services, which are deemed “necessary and ordinary” expenses and are valued greater than \$1,000, may be recorded in the general ledger. The CFO is responsible for determining what expenses are “necessary and ordinary,” with consultation from the CEO as necessary. All donations of goods or services may be recorded in the general ledger.
- All donations of goods which meet the definition of an “asset” may be capitalized according to the “Fixed Assets” procedures described below.
- In-kind donations may be recorded via manual journal entry in the accounting software.
 - DEBIT: the relevant fixed asset or expense account
 - CREDIT: “In Kind Contributions”
 - Also record:
 - Date: to match delivery of goods or services
 - Memo: description of donation
 - Name: name of donor

CASH RECEIPTS - Bricolage Academy only accepts online payment forms, except for small fundraisers listed under cash box.

CASH BOX RECONCILIATION

- The Cash Box may only be used with approval from the CEO and CFO for school- based events such as the school book fair, or other fundraising events.
- The Cash Box is reconciled at the end of every day that cash is received. The Office Manager or other designee reconciles the cash with the CFO by:
 - Using the Cash Box Reconciliation form to total cash and checks.
 - Noting beginning and ending cash.
 - Noting the total dollar amount of cash and checks.
 - Noting the beginning and ending receipt numbers.
 - Noting the total dollar amount of the receipts.
 - Initialing confirmation that the total amount of cash and checks equal the total amount received.
 - When cash totals exceed \$150.00 and/or bill denominations are higher than \$20, the amount or bills(s) exceeding the limit are cashed-out for deposit (following the Cash Receipts policy described above).
- The cash is kept in a locked box located in the locked file cabinet of the CFO.

OTHER POLICIES

MONTH CLOSE

- Bricolage shall close the organization's books on a monthly basis.
- The CFO shall prepare and review the general ledger and trial balance, and may ensure all necessary journal entries and/or corrections are made.
- The CFO shall prepare a month close folder for that contains, at minimum:
 - Payroll registers and supporting documentation
 - Bank reconciliation reports, statements, and deposit documentation.
 - Credit card reconciliation reports, statements, and expense documentation
- The CFO shall investigate any small reconciling items, which may include uncleared checks, outstanding accounts receivable, and missing credit card expense documentation.
- The CFO shall prepare the financial reports for review by the CEO, Finance Committee, and Board.

BUDGET DEVELOPMENT AND APPROVAL

- Bricolage creates and maintains an annual budget.

- The budget process involves the CEO, CFO, COO, Principals and other staff as may be necessary.
- The CFO may present preliminary budgets to the Finance Committee for review and comment in the Spring of each year.
- The CFO shall present the final budget to the Finance Committee, following all applicable public budget hearing laws, who may review and make a recommendation to the Board for final approval.
- The Board shall approve the final budget by September 30th for the upcoming fiscal year.
- Upon approval of the Board, the budgets are considered final and tracked monthly against actual expenditures.
- The Finance Committee with the CFO may regularly examine revenue, expenditures, and projections to determine if Board approval is needed for deviations from the budget.
 - Board approval is required if a forecasted deviation from the budget would result in either:
 - An increase in annual expenditures greater than 5% of total, bottom-line expenditures in the approved budget, an increase in the greater of 15% or \$75,000 to any individual master object code per the Louisiana LAUGH guide (100, 200, 300, 400, 500, 600, 800).
 - Additionally, the CFO and Finance Committee may bring forecasted deviations to the Board for approval when, in their judgment, they believe the forecasted deviations are materially significant.

BOARD AND COMMITTEE MEETINGS

- Board and Committee meetings shall meet the requirements of Open Meeting Laws and any other applicable laws.
- Minutes from Board and Committee meetings shall indicate, at minimum:
 - Which Board/Committee members are present at each meeting
 - Reference to matters that are discussed

FINANCE COMMITTEE RESPONSIBILITIES

- Monthly financial reports are prepared by the CFO, then presented to the CEO. These reports include, at a minimum, a current balance sheet, statement of activities, budget-to-actual comparison, and a list of receivables. Those reports are presented to the Finance Committee on at least a quarterly basis.
- The Finance Committee shall conduct periodic budget reviews and determines if and when revised budgets should be approved by the full Board of Directors. The Finance Committee shall also conduct annual reviews of the adequacy of liability and property insurance coverage.
- The Board of Directors appoints a finance committee. This committee will nominate the independent auditor and review the scope and results of the audit. The finance committee also receives notice of any consequential irregularities and management letter comments that the auditor noted during the engagement. Additionally, the committee will develop a corrective action plan to address all relevant weaknesses noted by the auditor.

ANNUAL INDEPENDENT AUDIT AND TAX PREPARATION

- Bricolage Academy's financial statements are audited annually by an independent accounting firm selected by the Finance Committee
- The audited financial statements and related reports must be submitted to the Louisiana Legislative Auditor within the timeline required by law.
- If the same audit firm conducts the annual audit for more than five consecutive years, the Finance Committee shall review the firm's services to determine whether the firm or the audit partner should be rotated.
- The audit firm may not be engaged to perform any non-audit services, except for preparation of year-end tax returns, and shall not perform substantial services for any officer or director personally.
- The CEO or Board Chair is responsible for signing and certifying that the IRS Form 990 annual tax filing is

accurate and complete.

- The Finance Committee is responsible for reviewing and approving the IRS Form 990 prior to submission. The approval from the Finance Committee is sent on to the Board for acceptance prior to submission to the State.

DOCUMENT RETENTION POLICIES

Document Retention Schedule The following types of documents may be retained for the following periods of time. At least one copy of each document may be retained according to the following schedule.

Corporate Records Article of Incorporation to apply for corporate status. Permanent IRS form 1023 to file for tax-exempt and/or charitable status. Permanent Letter of determination granting tax-exempt and/or charitable status. Permanent By-laws. Permanent Board policies. Permanent Board resolutions. Permanent Board meeting minutes. Permanent Sales tax exemption documents. Permanent Tax or employee identification number designation. Permanent Annual corporate filings.

Financial Records Chart of accounts. Permanent Fiscal Policies and Procedures Manual. Permanent Audits. Permanent Financial statements. Permanent General Ledger. Permanent Check registers/books - 7 years. Business expenses documents - 7 years. Bank deposit slips - 7 years. Canceled checks - 7 years. Invoices - 7 years. Investment records (deposits, earnings, withdrawals) - 7 years. Property/asset inventories - 7 years. Petty cash receipts/documents - 3 years. Credit card receipts - 3 years.

Tax Records Annual tax filings for the organization. Permanent Payroll registers. Permanent Filings of fees paid to professionals (IRS Form 1099) - 7 years. Payroll tax withholdings - 7 years. Earnings records - 7 years. Payroll tax returns - 7 years. W-2 statements - 7 years.

Personnel Records Employee offer letters. Permanent Confirmation of employment letters. Permanent Benefits descriptions per employee. Permanent Employee applications and resumes - 7 years after termination. Promotions, demotions, letter of reprimand, termination - 7 years after termination. Job descriptions, performance goals - 7 years after termination. Workers' compensation records - 5 years. Salary ranges per job description - 5 years. I-9 forms - 5 years after termination. Time reports - 3 years after termination.

Insurance Records Property insurance policy Permanent Directors and officer's insurance policy. Permanent Workers' compensation insurance policy. Permanent General liability insurance policy. Permanent Insurance claims applications. Permanent Insurance disbursements / denials.

Contracts All insurance contracts Permanent Employee contracts Permanent Construction contracts Permanent Legal correspondence Permanent Loan / mortgage contracts Permanent Leases / deeds Permanent Vendor contracts - 7 years. Warranties - 7 years.

Donations / Funder Records Grant dispersal contract Permanent Donor lists - 7 years. Grant applications - 7 years. Donor acknowledgements - 7 years.

Management Plans and Procedures Strategic Plans - 7 years. Staffing, programs, marketing, finance, fundraising and evaluation plans - 7 years. Vendor contacts - 7 years. Disaster Recovery Plan - 7 years.

Document Protection Documents (hardcopy, online, or other media) may be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media may be included.

Document Destruction Hardcopies of documents may be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies may be destroyed by proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation Documents requested and subpoenaed by legally authorized personnel may be provided within 5 business days. No documents may be concealed, altered, or destroyed with the intent to obstruct the investigation or litigation.