

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** December 4, 2007

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. Joe A. Hairston, Superintendent

**SUBJECT:** **POLICY 3121 – NON-INSTRUCTIONAL SERVICES:  
ACCOUNTING AND CASH MANAGEMENT: FUNDS  
MANAGEMENT**

**ORIGINATOR:** J. Robert Haines, Esq., Deputy Superintendent

**RESOURCE  
PERSON(S):** Barbara Burnopp, Chief Financial Officer

**RECOMMENDATION**

In accordance with Superintendent's Rule 8130, policy 3121 is scheduled for review in school year 2008. It is recommended that the Board of Education approve revisions to Policy 3121 – NON-INSTRUCTIONAL SERVICES: Accounting and Cash Management: Funds Management. This is the first reading of this revised policy.

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- Attachment I – Policy Analysis 3121
- Attachment II – Policy 3121

**BOARD OF EDUCATION OF BALTIMORE COUNTY**  
**Policy Analysis for the re-adoption of:**  
**3111 – Budget: Planning and Preparation**  
**3112 – Operating Budget**  
**3121 – Funds Management**

Statement of Issues Addressed By the Proposed Policy

In accordance with Superintendent’s Rule 8130, the above list of policies is scheduled for review in school year 2008. The Department of Fiscal Services has reviewed these policies and has no additional changes, and request that they be re-adopted.

Cost Analysis and Fiscal Impact on School System

There is no fiscal impact resulting from these policies.

Relationship to Other Board of Education Policies

Related policies listed on the individual policy are still current.

Legal Requirement

Legal requirements listed on the individual policy have been amended as necessary.

Similar Policies Adopted by Other School Systems

Most other LEAs have similar budget policies.

Draft of Proposed Policy and Rule (see attached)

Other Alternatives Considered by Staff

Staff reviewed the attached policies for changes and found them to be current.

First reader: December 4, 2007

Public comment (second reader): December 18, 2007

Board Vote (third reader): January 8, 2008

NON-INSTRUCTIONAL SERVICES: Fiscal Services

Accounting and Cash management: Funds Management

The Superintendent [of Schools], as Secretary- [and] Treasurer of the Board of Education OF BALTIMORE COUNTY (BOARD), shall develop procedures to ensure that all funds due the Board [of Education] are received and deposited in accordance with State law or regulation, and shall keep a full account of all monies received.

Legal Reference: *Annotated Code of Maryland*, Education Article, §4-102  
[Annotated Code of Maryland, Treasurer Article 95, §22,  
Investment by County Commissioners and Others in  
United States Government Bonds, Obligations of Federal  
Government or Agencies or Savings Accounts in Maryland Banks.  
Annotated Code of Maryland, State Finance and Procurement  
Article 6, §222, Permissible Investments]  
*ANNOTATED CODE OF MARYLAND*, STATE FINANCE AND  
PROCUREMENT ARTICLE, §6-222  
*MARYLAND ANNOTATED CODE OF 1957*, ARTICLE 95, §22

Policy  
Adopted: 9/18/68  
Revised: 1/14/03  
REVISED:

Board of Education of Baltimore County