Description	Requires Revision	Ready for FC Review	FC Approval Date	Board Approval Date
1. Budget Development/Variance/Revision Policy	Yes	Yes		
2. Internal Controls Policy	No	N/A		
3. Financial Reporting Policy	Yes	Yes		
4. Financial Audit Policy	Yes	Yes		
5. Cash Reserve Policy	No	N/A		
6. Procurement Policy	Yes	Yes		
7. Accounts Payables Policy	Yes	Yes		
8. Payroll Policy	Yes	Yes		
9. Bank Reconciliation Policy	No	N/A		
10. Cash/Check/Money Order Intake Policy	Yes	Yes		
11. My Payment Plus Policy	Yes	Yes		
12. Receiving Policy	Yes	Yes		
13. Employee Reimbursement Policy	Yes	Yes		

Financial Policies and Procedures

WIA strictly adheres to financial policies and procedures that include budgeting oversight, internal controls and monitoring. These financial tools have proven effective to ensure responsible management of funds and a positive fund balance. The financial management team is comprised of the Executive Director, Chief Financial Officer, Business Manager/Bookkeeper, and Governing Board (with monthly collaboration with the Finance Committee).

Budget Development, Variance and Revision Policy

WIA's budget development is an iterative process that includes input and feedback from all school and community stakeholders. The budget objectives are to ensure school resources are properly allocated toward educational programs, maintain the necessary operations to support a safe learning environment, and retain a positive fund balance at the end of each fiscal year. All proposed budgets are thoroughly reviewed by WIA's Finance Committee and shared with community stakeholders (public hearings) for comment, before a recommendation is made to the Governing Board for approval. WIA facilitates at least one budget revision per year (typically mid-year) to address all material budget variances due to unexpected changes in expenses or revenue forecasts. Additionally, monthly budget variances are reported, discussed and documented during regularly scheduled Finance Committee meetings. WIA's Finance Committee membership includes, but is not limited to, the Executive Director, Chief Financial Officer, Board Treasurer and Finance Committee Chair.

Internal Controls Policy

WIA's internal controls define clear roles and responsibilities (segregation of duties) for day-to-day business operations. These business functions include, but are not limited to, purchasing, competitive bidding, accounts payable, payroll processing, asset management and deposits. WIA's internal controls assure the achievement of budgetary objectives and operational effectiveness, while complying with all state and federal laws and regulations.

Financial Reporting Policy

WIA monitors its financial performance through *monthly* reports that include the Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement) and Budget versus Actual Report (BVA). These reports are created by the Chief Financial Officer and presented to the Executive Director and Finance Committee every month. In addition, the CFO meets with the Executive Director regularly to discuss spending trends, revenue forecasts and operational risk in real-time. The report outs are critical for monitoring WIA's fidelity to the operating budget and with managing cash flow throughout the year. All accounting complies with the Governmental Accounting Standards Board (GASB) and the Generally Accepted Accounting Principles (GAAP) for financial reporting as stated in GaDOE Rule 160-4-9-.05.

Financial Audit Policy

Every year WIA's financials are independently audited by a certified public accountant licensed in the State of Georgia. The audit complies with the Governmental Accounting Standards Board (GASB) and the Generally Accepted Accounting Principles (GAAP) for financial reporting as stated in GaDOE Rule 160-4-

9-.05. The final audit report is used to determine compliance to internal controls and to provide assurance that financial statements are accurate and complete. WIA's annual audits are submitted to the governing board, Atlanta Public Schools and the State of Georgia by November 1st of each year (O.C.GA 20-1-2065(7)).

Procurement Policy -

WIA has zero tolerance for ethics violations and has an expectation that every WIA Authorizer will adhere to the highest standards of ethics and accountability. All Authorizers shall procure goods and services and maintain vendor/supplier relationships in an ethical manner. The following expectations are provided with the full knowledge that the good judgment of each employee is essential, and that no list of rules or guidelines can provide direction for all circumstances that arise. Expectations of Authorizers involved in the procurement process are as follows.

1. All Authorizers are expected to adhere to Conflict of Interest and Employee Ethics Policies, this includes but is not limited to the following:
   a. No employee shall do business directly with WIA.
   b. No employee shall do business indirectly with WIA without full disclosure.
   c. No Authorizer will accept gifts from vendors or suppliers except in the following situations:
      i. Gifts of nominal value (less than $50.00)
      ii. Advertising items and instructions products that are widely distributed (i.e. at a meeting or conference)
      iii. Goods that are divisible among Authorizers or otherwise shared in the office environment.

2. Authorizers must disclose and recuse themselves from participation in the evaluation of any solicitation for goods or services where a member of his/her immediate family owns, manages, or sells for a vendor/supplier.

3. If an employee has additional employment outside of WIA, it must not conflict with, or appear to conflict with the interest of WIA.

4. WIA seeks to ensure the effective and efficient operation of the school system by doing business exclusively with companies and individuals who are ethical, honest, and responsible. Vendor contracts will be terminated if the vendor, subcontractors, or vendor subsidiaries are involved in unethical behavior with any WIA employee.

The Board may exclude any individual or company from contracting with WIA for a period of five years, who is debarred pursuant to this policy.

Procurement Policy Terms and Definitions-
Solicitation Methods (4)

Simplified Acquisition Process

Simplified Acquisition is a solicitation method which seeks to reduce the amount of work the employee must undertake to evaluate an offer. When choosing a vendor in a simplified acquisition scenario, employees need not bother with formal evaluation, establishing a competitive range, conducting discussions or scoring offers. Quotes can be received on the internet, fax, orally or on the phone. The purpose of Simplified Acquisition is to improve opportunities for small businesses, promote organizational efficiency and reduce administrative costs. Simplified Acquisition is a common solicitation method within governmental agencies such as APS and Georgia Tech.

Sole Source Solicitation

Sole Source Solicitation requires that only one supplier (source), to the best of the requester's knowledge and belief, is capable of delivering the required product or service. Similar types of goods and services may exist, but only one supplier, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, availability or emergency, is the only source that is acceptable to meet a specific need, at a specific time.

Request for Quote (RFQ)

The RFQ solicitation in an informal process that requires the requester to obtain at least 2 written quotes for consideration. The award is typically based on competitive pricing with exceptions and quotes requiring documentation.

Request for Proposal (RFP)

The RFP process is longer than other types of solicitations because it involves an evaluation process that may include vendor presentations and extensive negotiations. The award will be based on four (4) criteria, in contrast to competitive bids that are awarded primarily on price. The criteria will include: Vendor Experience, Methodology of Operations, Pricing and Value Added (any additional services and capabilities not mentioned in the solicitation that would further benefit WIA and its operations, students and community). Specifications, requirements and criteria will be published in the RFP. The award process shall include evaluations and recommendations.

Procurement Process and Procedure -
Purpose:
1. To provide guidelines for soliciting and selecting vendor services and contracts.
2. To define purchasing approval limits for Leadership Team (Authorizers) and Board members.

Authorizers: (Level 1 – Level 4)
1. Director of Student Services/Director Strategic Initiatives – **Level 1**
2. PYP/MYP Principals or Designees (AP) – **Level 1**
3. Chief Financial Officer – **Level 2**
4. Executive Director or Designee (CFO) – **Level 3**
5. Board – **Level 4**

WIA shall appropriate funds to procure required good and services for the school in accordance with the availability of funds in the current year's approved operating or capital budget. WIA's solicitation methods shall include:
1. Simplified Acquisition
2. Sole Source
3. RFQ
4. RFP

All purchases and contracts for goods and services shall be subject to the following competitive procedures:

Purchase or Contract up to $10,000 (Simplified Acquisition Procedure/Sole Source)
- Purchases may be made without getting any competitive quotes.
- Requester should use good judgement when making the purchase.

Purchase or Contract greater than $10,000 but less than $50,001 (RFQ or Sole Source)
- Requires RFQ with at least 2 written quotes documented. Exception must be documented.
- Award to lowest competitive price. Exception must be documented.
- If awarded to Sole Source, explanation must be documented.

Purchase of Technology Equipment greater than $10,000 but less than $150,001 (RFQ or Sole Source)
- Requires RFQ with at least 2 written quotes documented. Exception must be documented.
- Award to lowest competitive price. Exception must be documented.
- If awarded to Sole Source, explanation must be documented.

Purchase or Contract greater than $50,000 (RFP or Sole Source)
- Requires RFP facilitated by both Requester and CFO. Documentation required.
- Award per RFP. Documentation required.
- If awarded to Sole Source, explanation must be documented

Procurement Approval Guidelines:

Purchasing Thresholds	Required Authorizations and Approvals
Purchase up to $10,000 (excludes contracts)	Level 1
Purchase or Contract up to $50,000	Level 2 (plus optional Level 1)
Purchase of Technology Equipment up to $150,000	Level 2 or Level 3
Purchase or Contract up to $75,000	Level 3 (plus optional Level 2)
Purchase or Contract between $75,000 - $100,000	Level 3 and FC Approval
Consultant Contract $50,000 or greater	Level 3, FC Approval and Level 4
Purchase or Contract greater than $100,000	Level 3, FC Approval and Level 4

Finance Committee Approval requires votes be recorded in committee meeting minutes.

Acquisition Methods:
1. Purchasing Card (P-Card): Micro purchases <$3,001
2. APS/WIA Blanket Purchase Agreement (BPA): If applicable
3. Purchase Orders (POs): If applicable
4. Vendor Contract: If applicable
5. Consultant Contract: If applicable

Other Procurement Guidelines:

PO/BPA/Contract Guidelines
1. Always obtain "best value" for the school when making purchases.
2. Always verify your budget before making a purchase.
3. All Purchase Orders must be filled out correctly and be approved (signed) by an Authorizer before initiating fulfillment from a vendor.
4. Multiple POs to the same vendor for the purpose of enabling a purchase greater than an Authorizer's approval limit is prohibited.
5. A copy of the approved PO must go to the Business Manager for tracking. A copy should also stay with the Authorizer.
6. The original copy of the Vendor Contract must go to the Business Manager. Please note that contractor payments will be postponed if copies of their POs or contracts are not filed with the Business Manager.

P-Card Guidelines
1. The P-Card can only be used for school related instructional/office supplies and equipment, staff development registrations, professional printing/copying and food and beverage for school activities only.
2. Always obtain "best value" for the school when making purchases.
3. If possible, request a "tax exempt" form from the Business Office before executing a purchase.
4. Always verify your budget before making a purchase.
5. P-Card usage documentation includes:
    a. Monthly transaction logs.
    b. Copies or original receipts or invoices for each expense (excludes recurring monthly charges such as QuickBooks and Donor Perfect).
    c. Description and purpose for each expense.
    d. Correct coding for each expense.
6. The P-Card **cannot** be used for the following purchases or usage:

      a. iPads, iPods, laptops, printers, desktops or other computer hardware without ED approval.
      b. Gift cards.
      c. Food or gratuity purchases for non-school activities.
      d. Personal purchases (gas, food, etc).

RFP Guidelines

Any contract or single purchase valued over $50,000 requires a Request for Proposal (RFP) unless it qualifies as an exception based on WIA's Procurement Policy. Although the RFP process will be facilitated by the Chief Financial Officer, the solicitation Requester will provide detailed specification and be responsible for answering vendor questions. The open solicitation period will be at least **7** business days while the solicitation is posted on the WIA website, with an option to advertise in at least one local paper. The facilitator will make every attempt to solicit at least 3 quotes.

Accounts Payable and Payment Policy

WIA shall maintain segregation of duties by adhering to the following guidelines:

- The Administration will ensure there is a primary check authorizer (Payer) with additional authorizers available in the event the primary authorizer is unavailable for an extended period.
- The Administration will ensure there is an approval process for invoices and accounts payable. The approver (Authorizer) must be someone other than the person who enters the invoice (Creator) or the one that processes the invoice for payment (Payer).
- The Administration shall ensure payments are issued by the billing due date.

Administering Procedure:

Purpose:
1. To provide detailed steps for processing invoices for payment.
2. To provide detailed steps for processing check payments.

Responsible Party:
1. Business Manager (Creator/Payer)
2. Executive Director (Primary Online Approver – Digitized invoices)
3. Chief Financial Officer (Secondary Online Approver)
4. Business Manager (Payer)
5. Chief Financial Officer (BillPay Manager, Proxy for Creator, Approver and Payer when necessary)

Systems/Forms Used:
- Quickbooks accounting system or Bank of America BillPay platform
- Vendor invoices, Employee Reimbursement Forms, Non-Employee Check Requests, Vendor Timesheets
- Automated BillPay (classification once a bill is uploaded into the BillPay system)
- ACH Payments or Traditional Check Payments via BillPay
- Positive Pay file upload (only applicable with in-house paper check payments)

Step	Responsible Party	Procedure
1	Business Manager (token required)	Reviews and preps bills for validity: • Verifies purchases has been received (collects track slip if applicable) or services rendered • Matches invoice to PO# (if applicable) • Codes invoices with correct Account# and Class/Program# • Uploads invoices into BillPay to create a "Bill"
2	Executive Director (token required)	• Reviews digital invoices for approval • Asks questions for clarity and holds invoices that require additional back-up • Approves bills for payment.

3	CFO (token required)	• Approves invoices in BillPay online as a proxy for the ED
4	Business Manager (token required)	• Determines desired pay date • Processes all approved bills for payment
5	Business Manager	Generates a "Bills Paid" report (QBO) for all payments made during the week and sends report to the ED.

Note: The Chief Financial Officer, as the BillPay Manager, can approve and pay bills as a proxy for the Executive Director and Business Manager.

**Note: In the rare case of a paper check being required, all approval processing is done with hardcopy source documents and wet signatures. The Check Authorizer is the Executive Assistant, not the Business Manager.

Payroll Processing Policy

WIA's payroll process shall ensure:
1. All full and part-time salaries are approved by the Executive Director or Designee (CFO)
2. Payroll is accurate. All full-time and part-time staff members shall be paid their agreed-upon salaries or hourly rates. There will be no pay advances.
3. Payroll (Preview and Post Reports) are reviewed by at least two different Administrators.
4. Payroll payments are issued to each employee twice a month on the 1st and 15th business day of the month.

Administering Procedure:

Purpose:
1. To provide detailed steps for Processing Payroll (semi-monthly)

Responsible Parties:
1. HR Manager (HR)
2. Business Manager (BM)
3. Executive Director (ED)
4. Chief Financial Officer (CFO)

Systems/Forms Used:
1. ADP PR System
2. Salary Adjustment Authorization Form or Email/Written Authorization

Step	Responsible	Procedure
1	Business Manager	Typical Payroll Processing • Collect and review Semi-Weekly Timesheets for hourly employees. • Collect and review time sheets from Special Programs such as Title 1, Tutoring, Morning Monitors, Grant Tracking, etc. • Collect and review approved stipend authorizations for all employees
2	HR Manager	Provides Business Manager will all documents associated with new, amended or terminated staff contracts, FMLA situation and STD status. Once all documented pay changes are updated the Payroll Preview Report is printed and reviewed for accuracy.
3	Executive Director/Business Manager	The Executive Director Reviews the Payroll Preview Report with the Business Manager for accuracy (based on timesheet data, contracts or other source documents). Once the Payroll Preview Report is approved by the Executive Director, the Business Manager will process the payroll through ADP. **Payroll cannot be processed without Executive Director (or Designee) approval.**

| 4 | Chief Financial Officer/Business Manager | It may take up to 48 hours for payroll to process. Once payroll has processed, the Business Manager provides the Post Payroll Report to the CFO for reconciliation. The report is reviewed and compared to the Preview Payroll Report. If there are no variances, the Post Payroll Report is approved. If there are discrepancies between the two reports, the Business Manager **MUST** provide adequate source documentation for the variance and all information must be documented for audit purposes. Once follow-up and documentation are completed, the Post Payroll Report will be approved by the CFO. |

Incoming Cash, Checks and Money Orders Policy

The WIA Administration shall create a procedure to manage incoming cash, checks and money orders that ensures:
- All money received by WIA has a corresponding receipt back to the payer.
- Cash is managed in a secure manner.
- All cash is turned into the Administrative office by close of business, daily.
- Any tax-deductible contributions to the school are tracked such that a payer may request an end-of-year statement for their tax returns.
- At least two staff personnel review all incoming cash payments.
- At least two counts occur on all incoming cash payments.

Administering Procedure:

Purpose:
1. To provide detailed steps for managing all manual forms of payment.

Responsible Party:
1. Teacher or Responsible School Employee receiving payment
2. Business Manager

Systems/Forms Used:
1. Receipt Book (to be issued by the school)
2. Secure Tamper Resistant Deposit Bags (to be issued by the school)
3. QuickBooks (QB)

Steps	Responsible Party	Procedures
1	Teacher/Staff Member	• If cash, checks or money orders are received for payment you **MUST** provide a written school receipt to the payer and keep a copy of the receipt for school records. • The receipt **MUST** be properly dated and signed by the issuer and include the name of the Payer when possible. • On the day of payment collection, all cash, checks, money orders and receipts **MUST** be sealed in secure deposit bag.
2	Teacher, Staff Member, Business Manager	• At the end of each business day all cash, checks, money orders and receipts **MUST** be **verified**. This includes counting funds and reconciling receipts. All funds are then sealed in a tamper resistant deposit bag. • The bag **MUST** be filled out correctly and include the signature of the Employee. Funds are only considered **verified** if there is an **Employee Signature on the Deposit Bag. PLEASE KEEP YOUR "DEPOSIT BAG RECEIPT" WITH YOUR RECEIPT BOOK.** • All **verified** funds **MUST** be delivered to the **Bookkeeper** on day of verification. Students should **NEVER** be asked to make deposit deliveries for any reason.
3	Business Manager	• The Business Manager will aggregate all deposit bags for the

		purpose of making bank deposits. This will be done at least once weekly.
		• During aggregation, deposits will be cross referenced with verified funds before making a bank deposit. **<u>All deposit discrepancies will be noted and communicated back to the Teacher or Staff Member of record for follow-up.</u>**
		• All deposit transaction will be booked in Wesley's accounting system (QB) once deposits are acknowledged by the bank.

*Please note most payments are currently made w/credit cards through My Payment Plus, Square or other electronic payment merchant service.

My Payments Plus Policy

WIA Administration shall manage an online school payment process that ensures:
1. Teachers and Administrators can collect payment for events online.
2. Parents can securely pay for school products and services online.
3. Parents can retrieve historical payment data through their online accounts.
4. Administration can securely and accurately allocated collected funds to specific groups

Administering Procedure:

Purpose:
1. To provide detailed steps for utilizing and managing the My Payment Plus merchant platform.

Responsible Parties:
1. Staff Member
2. Business Manager
3. Principal/AP/Director
4. Chief Financial Officer (CFO)

Systems/Forms Used:
1. My Payments Plus (MPP) online merchant platform

Steps	Responsible Party	Procedures
1	Staff/Principal/AP/Director	• Submits approved request for field trip or other activity/service to BK for posting on MMP
2	Business Manager	• Creates funding codes consistent with budgetary, fundraising of Grant requirements.
3	Business Manager/Staff Member	• Will check MMP to make sure all product/service are input correctly.
4	CFO	• Reconciles (monthly) all deposit activity made through MMP for the bank-rec.

Employee Reimbursement Policy -

WIA will reimburse all employees who incur travel expenses while engaged in official school business. This includes required offsite meetings, professional develop opportunities, overnight fieldtrips and deliveries/pick-ups.

Administering Procedure:

Purpose:
1. To provide detailed steps for employee travel and expense reimbursements.

Responsible Parties:
1. Employee
2. Leadership Team
3. Business Manager

Systems/Forms Used:
1. Professional Development/Travel Authorization Form (for PD Only)
2. Employee Reimbursement Form

Step	Responsible Party	Procedure
1	Employee and Leadership Team	• An employee **MUST** have approval from a member of the Leadership Team to travel for local school business. Approval for local travel can be a verbal approval, although email approval is preferred. • An employee **MUST** have approval from a member of the Leadership Team to travel for the purpose of Professional Development. Approval for Professional Development requires an approved Professional Development/Travel Authorization Form. This form is a worksheet that helps the employee estimate total costs and provides reimbursement guidelines for meals and mileage. The approved form is also a requirement for PD registration and the booking of fights and hotels.
2	Employee/Leadership Team/Business Manager	• An employee **MUST** complete an Employee Reimbursement Form, with all related receipts, and review it with their Supervisor for approval. • Once the Employee Reimbursement Form is approved it can be given to the Business Manager for processing and payment.

Receiving Policy -

WIA will receive, inventory and distribute incoming shipments in a manner that ensures:
- Shipments received were approved and intended for WIA use only.
- Shipments over $500 or electronics are Asset Tagged before being distributed.
- Shipments are delivered to the final recipient in a timely manner.

Administering Procedure

Purpose:
1. To provide guidelines for receiving and processing incoming shipments

Processes and Systems Covered:
1. Purchase Order
2. Packing Slips
3. Inventory (Asset Tiger)

Authorizers:
- Front Office Managers
- Original Authorizer of Purchase Order
- WIA Tech Team
- Business Manager

Step	Responsible Party	Procedure
1	Front Office Managers/Original Authorizers/WIA Tech Team	• Receives package from mail or shipment carrier and contacts the staff recipient. • Informs the WIA Tech Team (Jordan/Kariem) of all electronic deliveries for required Asset Tagging and input into our inventory database before deployment. • Forwards all shipping or packing slips to the Business Manager. • Facilitates the distribution of deliverables to the appropriate party.
2	Business Manager	• When possible, the Business Manager will match the PO, Quote, Packing Slip and Invoice together before payment is made to the vendor.
3	Business Manager/Original Authorizer	• All shipment discrepancies will be followed-up by the Original Authorizer of the PO or his/her designee. • If a "hold on payment" is required, the Original Authorizer must follow-up with the Business Manager to ensure payment is withheld.