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| Board Agenda Item # | III A: Action Item |
| Date: | February 11, 2021 |
| To: | MPS Board of Directors |
| From: | MPS Finance Committee |
| Staff Lead: | Serdar Orazov, Chief Financial Officer |
| RE: | Approval of updates to Fiscal Policies |

Proposed Board Motion

I move that the board approve the proposed updates to the fiscal policies and procedures manual of Magnolia Public Schools.

Background

The board of directors reviewed and approved the Fiscal Policies and Procedures Manual for FY 2020-21 on June 11, 2020. In order to improve the efficiency and productivity of the procurement and Accounts Payable workflows and adopt best practices in the industry staff is proposing following revisions.

- Procurement and AP authorization limits as follows

| Approver | Current limits | Proposed limits |
|-----------------------|-------------------------|-------------------------|
| Principal | up to \$5,000 | Up to \$5,000 |
| COO | \$5000 and up | \$5000 and up |
| SFA/Controller | Any amount(review only) | Any amount(review only) |
| CFO | Any amount | \$10,000 and up |
| CEO | \$10,000 and up | \$25,000 and up |
| BOT | \$25,000 and up | \$50,000 and up |

- G&A118 BUDGETING – Add Controller and the Senior Financial Analyst as approvers budget reclassifications for the approved budgeted expenses and various resource codes
- PUR107 BIDDING REQUIREMENTS – Increase the threshold for RFP (Request for Proposal) requirement from \$25,000 to \$50,000.
- PUR107 BIDDING REQUIREMENTS – The RFP requirement doesn’t apply to renewal and/or extension of the existing service contracts.

Budget Implications

N/A

1. Exhibits (attachments):