

NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES

FUNDS MANAGEMENT AND CLASSIFICATION OF EXPENDITURES

I. PURPOSE

TO ESTABLISH GUIDELINES FOR THE PROPER ACCOUNTING FOR ALL REVENUES RECEIVED BY BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) AND FOR THE CLASSIFICATION OF INDIRECT COSTS FOR GRANT BUDGETS.

II. DEFINITION

INDIRECT COSTS – AS USED IN THIS RULE, INDIRECT COSTS ARE DEFINED AS THOSE ALLOCATIONS OF ADMINISTRATIVE EXPENDITURES NECESSARY TO MANAGE GRANT PROGRAMS.

III. RESPONSIBILITY

A. THE DEPARTMENT OF FISCAL SERVICES SHALL BE RESPONSIBLE FOR:

1. ESTABLISHING PROCEDURES TO ENSURE SOUND FISCAL MANAGEMENT AND FINANCIAL REPORTING.
2. PREPARING THE PROPOSED DRAFT OF EXPENDITURES FROM INDIRECT COST RECOVERY FUNDS, WITH INPUT FROM BCPS STAFF, FOR APPROVAL BY THE SUPERINTENDENT.
3. PREPARING AN INDIRECT COST RECOVERY BUDGET FOR INCLUSION IN THE OPERATING BUDGET IN THE SPECIAL REVENUE FUND.

IV. GUIDELINES

- A. ALL FUNDS RECEIVED AND DISBURSED SHALL BE ACCOUNTED FOR IN ACCORDANCE WITH THE *FINANCIAL REPORTING MANUAL FOR MARYLAND PUBLIC SCHOOLS*.
- B. ALL GRANT BUDGETS SHALL INCLUDE INDIRECT COSTS AND BE COLLECTED IN ACCORDANCE WITH THE *FINANCIAL REPORTING MANUAL FOR MARYLAND PUBLIC SCHOOLS*.

- C. ANNUALLY, THE DEPARTMENT OF FISCAL SERVICES SHALL CALCULATE THE INDIRECT COST RATE PLAN(S) FOR BCPS AND SUBMIT THE PLAN TO THE MARYLAND STATE DEPARTMENT OF EDUCATION FOR APPROVAL.
 - 1. THE ESTABLISHED INDIRECT COST RATE SHALL APPLY TO ALL GRANTS, UNLESS PROHIBITED BY THE GRANTING AGENCY.
- D. ALL GRANT MANAGERS SHALL INCLUDE INDIRECT COSTS WHEN THE BUDGET IS PREPARED AND SUBMITTED, UNLESS PROHIBITED BY THE GRANTING AGENCY.
- E.. ALL INDIRECT COSTS FROM GRANTS SHALL BE ALLOCATED TO THE INDIRECT COST RECOVERY FUND.

LEGAL REFERENCE: *ANNOTATED CODE OF MARYLAND*, EDUCATION ARTICLE §5-101, *ANNUAL SCHOOL BUDGET*

RELATED POLICIES: BOARD OF EDUCATION POLICY 3113, *TRANSFERS AND SUPPLEMENTS*
BOARD OF EDUCATION POLICY 3123, *REPORTING*

RULE

APPROVED:_____

SUPERINTENDENT OF SCHOOLS