

Chapter 71: School Business Officials

Rule 71.1 School Business Officials.

1. In order to provide a financial management system which ensures the proper accountability for funds administered through the local school districts on a timely and accurate basis, to provide and interpret financial information by which the local school board makes educational decisions, and to promote professional growth, the State Department of Education is authorized to create the following professional level positions for the public school districts of this state beginning with the 1990-1991 school year:

- a. School Business Officer
- b. School Business Administrator

2. Accreditation Standard

The Commission on School Accreditation is directed to develop a **COMPULSORY STANDARD** that one such position shall be required to meet minimum accreditation standards beginning with the 1990-1991 school year.

3. Minimum Qualifications

a. School Business Officer

a high school degree and who does not meet the requirements for a school business administrator and who has a minimum of nine (9) specified semester hours* in accounting.

b. School Business Administrator

- i. a current valid certificate endorsed in School Administration with a minimum of nine specified semester hours* in accounting;

or

- ii. a baccalaureate degree from an accredited four-year college or university with a concentration in a business related curriculum (accounting, finance, or business administration, etc.) including a minimum of nine (9) specified semester hours* in accounting;

or

- iii. a baccalaureate degree in a nonrelated concentration with a minimum of 24 semester hours of recommended business related courses; 12 hours of which must be in specified courses*; or a graduate degree in a business related field;

or

- iv. be a Certified Public Accountant licensed in Mississippi

c. Recommended college courses: (*specified hours)

- i. Principles of Accounting I and II (6 semester hours)
- ii. Intermediate Accounting I and II (6 semester hours)
- iii. Governmental Accounting (3 semester hours)
- iv. Managerial Accounting (3 semester hours)
- v. Financial Management (3 semester hours)
- vi. School Finance (3 semester hours)
- vii. School Business Administration (3 semester hours)
- viii. General Management (3 semester hours)
- ix. School Law (3 semester hours)

4. Administration

The administration of this process shall be through the State Department of Education, Bureau of School Support.

5. Initial Process

The initial process is as follows:

a. School Business Officer

Any school business officer who has been satisfactorily performing in that position, as of June 30, 1990, and does not meet the minimum qualifications for that position will be approved as a school business officer upon the recommendation of the local superintendent of education. An incumbent will be required to complete six semester hours of accounting (Accounting Principles I and II) plus a three hours specific training

program developed by the State Department of Education within four years. Any newly appointed School Business Officer employed after July 1, 1990, must meet the minimum requirements of the School Business Officer. In the event a special need arises and written justification is submitted, a one year emergency approval may be granted for an individual who has only six of the specified hours in accounting. The three additional hours must be completed within 12 months of employment.

b. School Business Administrator

Any School Business Administrator who has been satisfactorily performing in that position on or before June 30, 1990, and does not meet the minimum requirements for the position but holds a four year college degree will be approved as a School Business Administrator upon the recommendation of the local superintendent of education. An incumbent will be required to complete six semester hours of accounting (Accounting Principles I and II) plus a three hour specific training program developed by the State Department of Education within four years. Any newly appointed School Business Administrator employed after July 1, 1990 must meet the minimum requirements of the School business Administrator.

6. Continuing Training

A minimum of 18 hours continuing training must be completed each year to maintain certification. One hour of credit will be given for each hour of training.

Ten of the 18 hours must be job specific. These hours must be from activities provided by the State Department of Audit; State Department of Education; or sponsored by the Mississippi Association of School Business Officials or the Mississippi School Boards Association; or approved by the local school superintendent of education as job specific.

The remaining 8 hours may be obtained by attending local and State Department of Education sponsored in service training for other certified staff members or attending state, regional or national school business official professional organizations.

All School Business Administrators must participate in the State Department of Education's School Executive Management Institute (SEMI) program.

Completing college courses to meet minimum job requirements will not apply as continuing training hours. However, other college courses may be counted for each semester hour completed.

In the event an emergency (a situation over which the individual has no control) should arise that would prevent an individual from completing the necessary 18 hours in service training, a one year waiver may be granted upon written justification and recommendation of the local school superintendent of education and approved by the State Department of Education. The subsequent school year's 18 hours must be completed.

7. Rule and Regulation Authority

The State Department of Education is authorized to promulgate other rules and regulations necessary to implement and administer this matter.

Source: *Miss. Code Ann. § 37-1-3 (Revised 5/1993)*

Rule 71.2 Licensure of School Business Administrator.

1. In order to provide a financial management system which ensures the proper accountability for funds administered through the local school districts on a timely and accurate basis, to provide and interpret financial information by which the local school board makes educational decisions, and to promote professional growth, the State Department of Education is authorized to create a Licensed School Business Administrator position for the public school districts of this state beginning with the 2012– 2013 school year. This license shall be issued by the Mississippi Department of Education, Office of School Licensure.

2. Accreditation Standard

The Commission on School Accreditation is directed to develop a PROCESS STANDARD that one such position shall be required to meet minimum accreditation standards beginning with the 2012 – 2013 school year. Although any individual who meets the minimum requirements may obtain the license, the district may only designate one individual as the Licensed School Business Administrator. This individual either must hold the School Business Administrator License or, if they do not meet the minimum requirements for obtaining the license, must have been employed as the Certified School Business Administrator/Officer in the district prior to July 1, 2012. Individuals in a school district holding the School Business Administrator license, but who are not the designated Licensed School Business Administrators and are not employed in a position in the district requiring any other license issued by the Mississippi Department of Education Office of School Licensure shall not be considered a licensed employee as that term is used in Mississippi Code, 1972 Annotated.

Any current School Business Administrator or Officer who has been satisfactorily performing in that position on or before June 30, 2012, and does not meet the minimum requirements for obtaining a School Business Administrator License will be required to maintain the School Business Administrator/Officer certificate issued by the Mississippi Department of Education, Office of School Financial Services by completing 18 hours of continuing training each fiscal year. One hour of credit will be given for each hour of training. Hours may be obtained by participating in local, state, regional, or national school business related conferences, courses or workshops. Districts that have a certified School Business Administrator or Officer in lieu of a Licensed School Business Administrator will be considered to be in compliance with the accreditation standard requiring a Licensed School Business Administrator. However, these individuals will not be considered a licensed employee as the term is used in Mississippi Code, 1972 Annotated.

Any individual newly hired or appointed as a school district's Licensed School Business Administrator after June 30, 2012, must meet the minimum requirements of the Licensed School Business Administrator and obtain the license from the Mississippi Department of Education, Office of Teacher Licensure prior to being named as the school district's Licensed School Business Administrator.

3. Initial Licensure

The following minimum qualifications must be met for initial licensing:

A baccalaureate degree from an accredited four-year college or university with a concentration in business related curriculum (accounting, finance, or business administration, etc.) including a minimum of fifteen (15) specified semester hours successfully completed in accounting from the following list.

- a. Principles of Accounting I and II (6 semester hours)
- b. Intermediate Accounting I and II (6 semester hours)
- c. Advanced Accounting (3 semester hours)
- d. Governmental Accounting (3 semester hours)
- e. Managerial Accounting (3 semester hours)
- f. Auditing (3 semester hours)
- g. State Department of Education, Office of School Financial Services, must approve all courses titled differently than those listed.

4. Administration

The administration of this process shall be administered jointly through the State Department of Education Office of School Financial Services and Office of Teacher Licensure. The administration of this process shall be through the State Department of Education, Bureau of School Support.

5. Rule and Regulation Authority

The State Department of Education is authorized to promulgate other rules and regulations necessary to implement and administer this matter.

Source: *Miss. Code Ann. § 37-1-3 (Adopted 7/2012)*

Rule 71.3 Required Monthly Reports to be furnished to Local School Board.

1. The State Board of Education is directed by §37-9-18 to promulgate rules and regulations concerning the type of financial reports required to be submitted by the superintendent of schools to the local school board, and the frequency with which the reports shall be submitted. At a minimum, the superintendent of schools shall furnish to the local school board the following required financial reports each month at the regular school board meeting:

- a. Reconciled Bank Statements

All bank statements should be reconciled within 30 days of receipt. Presentation of reconciled bank statements should be made at the next regular board meeting after the bank statements are reconciled. Bank statements should be reconciled to the district's general ledger cash balances in a timely, accurate manner.

In lieu of actual bank reconciliations, a certification from a designated individual listing all current district bank accounts by name, the specific time period covered, and a statement that the accounts have been reconciled is acceptable. Districts submitting a

certification to the board should also submit a summary of the bank reconciliations. Full bank reconciliations should be available for review at the board meeting if requested. A copy of the certification and the summary should be made a part of the board minutes.

b. Statement of Revenues and Expenditures

The Statement of Revenues and Expenditures should capture the monthly revenues and expenditures of each fund. At a minimum, a total amount of revenues and a total amount of expenditures should be presented for each fund for the month. Additional detail would be added at the discretion of the district.

c. Current Budget Status

The school district will present the board with a current listing of budgeted annual amounts for revenue and expenditures for all funds. The report will present cumulative revenue and expenditures to compare to budgeted amounts for each fund.

d. Cash Flow Statement by Month

The Cash Flow Statement should capture cash in and cash out for the District Maintenance fund with each month presented separately. The cumulative total of all months should be listed. Projected cash flow for the remaining months may be presented at the discretion of the district.

e. Combined Balance Sheet

The school district will present the board with a Combined Balance Sheet to include, at a minimum, all general funds and special revenue funds. Additional funds may be presented at the discretion of the district.

OR

f. Current Fund Equity Balances

The school district will present the board with a current listing of fund balances. The listing should include, at a minimum, all general funds, special revenue funds, and any other funds supported by district maintenance.

Two or more of the required reports listed above may be combined if all information is included and can be presented in the detail listed above for each report.

2. At each regular monthly school board meeting:

The financial reports shall be listed as an agenda item for discussion at each regularly scheduled meeting of the local school board. The minutes of the local school board meeting shall reflect that the financial reports were discussed. Each board member present shall be provided a copy of all required financial reports. A copy of all required financial reports shall be included in the official minutes of the board meeting at which the reports were discussed.

The Office of School Financial Services may require a school district to provide one or all of the required monthly reports listed in this policy. The Office of School Financial Services may require a school district to submit evidence that one or all of the required monthly reports listed in this policy have been provided to the local school board, the financial items were

listed as a separate agenda item, the minutes reflect that the financial reports were discussed and a copy of each required report is included in the official minutes of the board meeting at which the reports were discussed.

Failure to comply with any of the rules and regulations established by the State Board of Education with regard to financial reporting requirements shall constitute a violation of the Mississippi Public School Accountability Standards.

Source: *MS Code 37-9-18 (Adopted 11/2013)*