

	Lincoln Public Schools	Combined D Policies Link	
	Policy Review	**Mary Ellen proposed defining cost centers as "Personnel and Expenses" in policy DBJ	
	01/08/2025	Mary Ellen Normen Reviewed all D policies in 2024	
Line Item	Lincoln Policies Reviewed	MASC Policies Reviewed	Recommendation
1		DA Fiscal Management Goals	Propose adopting. Mary Ellen reviewed and edited.
2	DB Annual Budget	DB Annual Budget	Keep Lincoln's. Recommend adding one sentence from MASC DBD, and one paragraph from MASC DB.
3	DBC-R Budget Deadlines and Schedules	DBC Budget Deadlines and Schedules	Propose keeping DBC-R, rename to DBC, and consolidating with Lincoln's DBF. Rename as "Budget Planning and Adoption". Propose adding parts of MASC DBD (reflecting all funding sources) and DBG. Add legal reference.
4		DBD Budget Planning	Don't adopt, but incorporated portions in new DBC.
5	DBF Budget Hearings		See above; propose incorporating into new DBC.
6		DBG Budget Adoption Procedures	See above; propose incorporating into new DBC.
7	DBI Budget Implementation		Propose removing; would be covered in DB and DBC.
8	DBJA Line Item Transfer Authority	DBJ Budget Transfer Authority	Propose incorporating MASC DBJ into Lincoln's DBJA. Including 2 cost centers: personnel and expenses. Helps principals with transfers among different types of expenses not needing SC approval.
9	DD Funding Proposals and Applications	DD Grants, Proposals, and Special Projects	Propose adopting MASC.
10		DEC Federal Funds Supplement not Supplant	Propose adopting - MASC said this is a policy DESE looks for under audit. Important we do not use federal funding to supplant district use of funds.
11		DGA Authorized Signatures	Propose adopting. Mary Ellen added clarification around who signs payroll/contracts, and who signs actual checks.
12	DH Bonded Employees and Officers	DH Bonded Employees and Officers	Keep Lincoln, substantially the same as MASC. Updated references.
13	DI Fiscal Accounting and Reporting	DI Fiscal Accounting and Reporting	Keep Lincoln. Update title to general legal title of School Business Administrator. Mary Ellen updated legal references. Add cross reference to DBJ.
14		DIE Audits	Propose adopting MASC.
15		DJ Purchasing	Incorporate portions into Lincoln's DJB
16		DJA Purchasing Authority	Incorporate portions into Lincoln's DJB
17	DJB Purchasing Policy	(see above DJ and DJA)	Keep Lincoln, and add portions of MASC DJ and DJA. Change cross reference to DJE Procurement Requirements.
18	DJC Petty Cash Accounts		Propose adopting MASC.
19	DJE Procurement Requirements	DJE Procurement Requirements	Propose adopting MASC as it refers more broadly to the law and not just specifically Section 30B. There were state law changes in 2022 that are incorporated in the MASC policy.
20		DK Payment Procedures	Propose adopting MASC.
21		DKC Expense Reimbursements	Propose adopting MASC.

FISCAL MANAGEMENT GOALS

As the trustee of local, state, and federal funds allocated for use in public education, the Committee will use these funds wisely in pursuit of the district's goals.

The quantity and quality of the district's educational programs are dependent on the effective, efficient management of allocated funds. Achievement of the district's purposes can best be achieved through excellent fiscal management.

It is imperative that the educational program be held of paramount importance. Decisions made due to resource limitations must center on the educational goals of the district.

This prioritization will be incorporated into all aspects of district management and Committee decision making.

Regarding the district's fiscal management, it is the Committee's intent:

1. To allocate public funding, centering equity while achieving the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended.
2. To engage in thorough advance planning, with staff and community involvement, in order to develop budgets
3. To advocate for levels of funding that will provide high quality education for all students.
4. To support the use of the best techniques for budget development and management.
5. To provide timely and appropriate information to the community.
6. [To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.](#)
7. [To provide timely and appropriate information to all staff with fiscal management responsibilities.](#)

SOURCE: MASC 2021

ANNUAL BUDGET

The annual budget is the primary way in which the School Committee and the Town support the District's educational vision, and our strategic priorities are the primary consideration when building the proposed annual budget. The budget is a financial planning tool that grounds itself in careful analysis of student achievement, enrollment, mandated services, and community values to allocate resources towards the goals set by the Committee.

The budget then is more than just a financial instrument and requires on the part of the Committee, the staff and the community an orderly and cooperative effort to ensure sound fiscal practices for achieving the educational goals and objectives of the school system.

Public school budgeting is regulated and controlled by state and federal legislation, state and federal regulations, the Town of Lincoln By-laws, Lincoln School Committee policies and Superintendent's directives. The operating budget for the school system will be prepared and presented in line with state policy and regulations and will be developed and refined in accordance with these same requirements.

A budget is a spending plan, which is developed well in advance of the fiscal year. Circumstances may occur which necessitate changing spending priorities and redirecting funds within the budget accordingly. Revisions to the budget may be made from time to time by the Committee, upon the recommendation of the Superintendent.

The Superintendent will serve as budget officer, but portions of this responsibility may be delegated by the Superintendent to Central Office administrators as appropriate.

The three general areas of responsibility for the Superintendent as budget officer will be budget preparation, budget presentation, and budget administration.

LEGAL REFS.: M.G.L. 70:1-15; 71:34; 71:37 and 71:38N
603 CMR 10.00
General By-laws, Article IV, Sec. 5

Adopted at School Committee Meeting of September 22, 2016

SOURCE: Lincoln

BUDGET PLANNING AND ADOPTION

Preparation of Preliminary Budget

The Superintendent and Administrative Staff shall prepare a preliminary school budget for the Lincoln Campus for the next fiscal year by the first School Committee meeting in December. In doing so, they will work within such guidelines as may be established by the School Committee and shall recommend expenditures to maintain and improve the quality of education in the District.

The preliminary budget for the Hanscom Campus shall also be prepared by the first School Committee meeting in December in accord with such guidelines as the School Committee or the current contract may establish.

In the budget planning process for the school system, the School Committee will strive to:

1. Engage in thorough advance planning, with staff and community involvement, in order to develop budgets and guide expenditures in a manner that will achieve the greatest educational returns and contributions to the educational program in relation to dollars expended.
2. Establish levels of funding that will provide high quality education for all our students.
3. Use the best available techniques for budget development and management.
4. Both budgets shall reflect all sources of revenue and shall clearly explain how those funds will be used.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to, a budget calendar which will be shared publicly with the community. Such calendar will take into consideration the requirement that School Councils are to be consulted in developing school budgets.

Submission to Finance Committee

Lincoln Public Schools

The School Committee shall submit a copy of its preliminary budget for the Lincoln Campus to the Finance Committee by December 15, or a date arranged cooperatively with the School Committee and Finance Committee and in accordance with the Town By-laws and and shall promptly inform the Finance Committee of any subsequent changes in the proposed school budget.

Public Hearing

The School Committee shall hold a public hearing on the district's proposed annual budget not less than seven days after publication of a notice thereof via various communication media sufficient to reach all families of enrolled students, and every resident in the Town of Lincoln or on Hanscom Air Force Base.

Prior to such public hearing the Committee shall make available to the public the proposed budget for a time period of not less than forty-eight (48) hours before the hearing. Such hearing shall be conducted by a quorum of the School Committee. The School Committee and Administration may make necessary revisions thereafter.

Adoption by School Committee

The School Committee shall adopt the preliminary budget for the Lincoln Campus by the end of January, or a date arranged cooperatively with the School Committee and Finance Committee following whatever process it shall establish for Committee discussion and community participation.

The district budget is adopted by the School Committee at the cost center level. Cost centers should represent appropriate levels of transparency for the Committee to oversee goal implementation while allowing for administrative day-to-day work. Cost centers will be agreed upon by the Committee and Administration. All revenue sources are subject to adoption by the School Committee. The budgets are adopted by a simple majority.

Authority for adoption of the final Lincoln Campus budget bottom line lies with the citizens who comprise, and who are entitled to vote at, the town meeting. The Lincoln Campus budget is presented as part of the total town budget for action at the annual town meeting.

LEGAL REF.: Town By-laws, Article IV, Sec. 5
MGL: 71:38N; 71:34

BUDGET TRANSFER AUTHORITY

In keeping with the need for periodic reconciliation of the school department's budget, the School Committee will consider requests for transfers of funds between cost centers ([Personnel and Expenses](#)) as they are recommended by the Superintendent. [The Superintendent or their designee shall have authority to transfer funds within any major budget category \(Expense\) provided that such transfer in their judgment will represent a more efficient or effective use of resources. The Superintendent or their designee must seek School Committee approval to transfer between major budget category \(Personnel and Expenses\).](#)

The Committee wishes to be kept abreast of the need for [adjustments between major budget categories. The Superintendent or designee shall keep the Committee informed of the need for these adjustments. School Committee authorizes budget managers to transfer among non-personnel operating budget line items assigned to each budget manager as needed, within program appropriation. All special revenue program fund transfers must follow respective awarding authorities' requirements. A complete record of these transfers will be presented to the School Committee for disclosure at the close of the fiscal year.](#)

[All funds in the Lincoln campus budget not expended by the close of the fiscal year will be returned to the Town of Lincoln. All funds not expended from the Hanscom budget will be placed in the Reserve Fund.](#)

LEGAL REF.: [MGL 71:37](#)

DOR 94-660

CROSS REFS.: DBG, Budget Adoption Procedures
DI, Fiscal Accounting and Reporting

NOTE: Certain provisions in a policy in this category may be established by town or city charter. If so, appropriate citations should be added as legal references.

SOURCE: MASC 2021

GRANTS, PROPOSALS, AND SPECIAL PROJECTS

In accordance with state law, all grants and gifts to the District must be reviewed and accepted by the School Committee before expenditure. The School Committee will encourage the administration to seek and secure possible sources of state, federal, and other special funds that will enhance the educational opportunities for the children in alignment with district goals. The superintendent will submit for School Committee approval spending plans at the same cost center level as the district budget.

The Superintendent will be responsible for coordinating the development of proposals for all specially funded projects and for keeping the Committee apprised and updated on all such projects.

The Superintendent shall ensure the district has and follows a written set of procedures in grant administration that aligns with state and federal laws and regulations.

SOURCE: MASC Updated 2022

LEGAL REF.: M.G.L. [44:53A](#); [71:37A](#)

P.L. 874 Impact Aid (relative to districts affected by military facilities)
2 CFR 200 Federal Uniform Administrative Requirements

NOTE: The district business office must have a state and federal grant manual with procedures aligned with state and federal law and regulation in order to comply with state granting requirements. The approval of such a document is not subject to the School Committee; the administration should ensure such a document is being followed.

SOURCE: MASC 2022

FEDERAL FUNDS SUPPLEMENT NOT SUPPLANT POLICY

The [Lincoln](#) School District is committed to utilizing federal grant funds to supplement instructional programs funded by local, state and other sources as required by law and regulation. Federal funds will be used to complement and extend district-funded programs, not to take the place of (supplant) programs previously funded by the district, except as provided by the granting program.

The Superintendent or designee will ensure that federal grant funds are disbursed appropriately and that associated record-keeping and reporting complies with required guidelines and mandates.

LEGAL REF: Elementary and Secondary Education Act, as amended



AUTHORIZED SIGNATURES

The School Committee shall designate by vote a minimum of one member who will sign the payroll and accounts payable warrants presented by the School Business Administrator. Said vote shall be provided to the Town Comptroller and Town Treasurer.

The municipal treasurer, who also serves as the school department treasurer, signs all checks drawn against school department funds. No other signature is valid.

The School Committee shall vote and sign all contracts \$150,000 or greater. The Superintendent or the School Business Administrator shall be authorized to sign all contracts less than \$150,000 for services, materials, supplies, and equipment establishing a binding financial obligation by the school department provided that: (a) funds are available to pay for the purchase; and (b) it has been demonstrated, in the original request or otherwise, that the goods or services are relevant to the department's purpose and function.

LEGAL REFS.: M.G.L. 41:41; 41:52; [41:56](#)

SOURCE: MASC 2021

BONDED EMPLOYEES AND OFFICERS

Each employee of the school system who is assigned the responsibility of receiving and dispensing school funds will be bonded individually or covered by a blanket bond. The School Department will pay the cost of the bond.

LEGAL REFS.: [M.G.L. 40:5; 41:109A; 71:47](#)

[CROSS REFS: DI Fiscal Accounting and Reporting](#)

[JJF Student Activity Funds](#)

Adopted at School Committee Meeting of September 22, 2016

File: DI

FISCAL ACCOUNTING AND REPORTING

Subject to the overall supervision of the Superintendent, the [School Business Administrator](#), shall be the agent of the School Committee designated to keep all of its financial records and accounts.

The accounting system shall be compatible with the systems, classifications, forms, and designations prescribed by the State Department of Elementary and Secondary Education for use by school committees [and the accounting system used will conform with the Uniform Massachusetts Accounting System as well as good accounting practices, providing for the appropriate separation of accounts, funds, and special monies. The system will consist of a cost](#), center and program format in use for the budget preparation process; with the Town of Lincoln's chart of school appropriation accounts, as well as with the classification schemes of state and federal grant agencies.

The [School Business Administrator](#), will provide and will present quarterly financial reports to the School Committee on the condition of the school system and present other financial reports as the [School Business Administrator](#), the Superintendent, or the School Committee may determine desirable.

[603 CMR 10:00](#)

[2 CFR 200.303](#)

CROSS REFS.: [DBJ, Budget Transfer Authority](#)
[DIE, Audits](#)

Adopted at School Committee Meeting of September 22, 2016

SOURCE: Lincoln

AUDITS

As a department of [the Town of Lincoln](#), an audit of the school department's accounts shall be conducted annually by external auditors. This review shall be conducted in accordance with the generally accepted accounting principles and the Government Auditing Standards issued by the U. S. Comptroller General.

Upon completion of the external audit, the [Superintendent](#) will share the resulting documentation with the Committee. The Committee will consider the recommendations made by the auditor for maintaining an efficient system for recording and safeguarding the school department's assets.

Additionally, the district is also subject to the following:

- [End of Year Financial Compliance Report](#): Every Massachusetts school district must submit the results of this report to the Department. This End of Year report must be submitted to the Department on or before September 30 each year.
- [Government Accounting Standards Board 34](#): The District is covered in these government financial statements of revenue and expenditures of the municipality.
- [Federal grant audits](#): [When the district spends the thresholds required](#), the district is subject to the Single Audit Act.
- [Student Activity Account](#): As required by state law, student activity accounts are audited annually.
- [Hanscom Contract](#): [Periodically the Committee may request or ask for a procedures review, contract compliance review, or actuary audit for activities and funds related to the contract reserve.](#)

In addition, the Committee may request an additional audit of the school district's accounts at its discretion

LEGAL REFS: M.G.L. 44:38-40; 71:47; 72:3

CROSS REF: DI, Fiscal Accounting and Reporting

SOURCE: MASC 2021

NOTE: References to a town or city charter may be appropriate here. The content of these references may require a change in the content of a policy adopted by a local school Committee in this area.

PURCHASING POLICY

The School Committee declares its intention to purchase competitively without prejudice and to seek maximum educational value for every dollar expended. Procurement practices, including bidding for and awarding of contracts, shall be pursuant, and consistent with, Massachusetts Uniform Procurement statute (M. G. L. Chapter 30B, as amended) and any other relevant statutes and bylaws. The School Committee intends to maintain the District's reputation for fairness and integrity and to promote impartial and equal treatment to all who wish to conduct business with the District. The Committee also intends to promote social and economic goals such as encouraging local, small, minority, and women-owned businesses to participate in bidding for District purchases.

The School Business Administrator is assigned the authority and responsibility to serve as the Procurement Officer, or purchasing agent, for the Lincoln Public Schools and to coordinate the acquisition of materials, equipment, supplies, and services for and by the school system in keeping with legal requirements, the adopted school budget, and the terms of grants and gifts. The School Committee is the awarding authority for contracts requiring votes for approval or rejection.

School purchases will be made only on official purchase orders approved for issuance by the appropriate unit head and signed by the School Business Administrator and/or the Superintendent of Schools, with such exceptions as may be made by the Superintendent for emergency purchases. The purchase of items and services within the cost-center appropriation requires no further Committee approval except when by law or by Committee policy.

LEGAL REFS.: M.G.L. 7-22A; 7:22B, 30B; 71:49A

CROSS REF.: DJE, Procurement Requirements

Adopted at School Committee Meeting of September 28, 1981
Revised at School Committee Meeting of January 21, 1985
Revised at School Committee Meeting of May 15, 1995
Revised at School Committee Meeting of February 2, 2017

SOURCE: Lincoln

PETTY CASH ACCOUNTS

Petty cash funds may be established for schools and special programs with the prior approval of the Superintendent of Schools. Petty cash is a cash management tool and/or a convenience for the purpose of eliminating a waiting period for minor purchases and small payments and refunds. It is expected that all purchases will be made through the purchase order system if possible.

Petty cash funds shall be administered in accordance with requirements established by the [School Business Administrator](#), in conjunction with the Town of Lincoln Finance Director. The [School Business Administrator](#) will report to the School Committee at least once annually on the condition of any petty cash accounts.

CROSS REF.: DI, Fiscal Accounting and Reporting

Adopted at School Committee Meeting of September 28, 1981
Reaffirmed at School Committee Meeting of January 21, 1985
Revised and adopted at School Committee Meeting of May 15, 1995
Revised and adopted at School Committee Meeting of September 8, 1997
Revised at School Committee Meeting of February 2, 2017

SOURCE: Lincoln

PROCUREMENT REQUIREMENTS

All purchases of materials and equipment and all contracts for construction or maintenance will conform to the requirements of law. Any contract between the District and a vendor is subject to procurement requirements, whether the District or another entity completes the purchase.

To foster greater efficiency, the District will enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared services.

For any supply or service over \$50,000, bids will be advertised appropriately. Suppliers will be invited to have their names placed on distribution lists to receive invitations to bid. When specifications are prepared, they will be distributed to all merchants and firms who have indicated an interest in bidding.

All bids will be submitted in sealed envelopes, addressed to the Superintendent and plainly marked with the name of the bid and the time of the bid opening. Bids will be opened in public at the time specified, and all bidders will be invited to be present.

Any bid may be withdrawn prior to the scheduled time for the opening of the bids.

Any bid received after the time and date specified will not be considered. All bids will remain firm for a period of 30 days after opening.

The contract will be awarded to the responsive and responsible bidder offering the lowest price for the supplies/services specified in the Invitation to Bid. The bidder to whom an award is made may be required to enter into a written contract with the school district.

The Chief Purchasing Officer may, if it would best serve district interest, use a Request for Proposals, instead of the above process.

A procurement for a supply or service in the amount of \$10,000 or greater by not more than \$50,000 shall be awarded to the responsible party offering the needed quantity or supply among three written quotations sought and retained by the procurement officer.

A procurement in the amount of \$10,000 or less shall be obtained through the exercise of sound business practices.

SOURCE: MASC Updated 2023

LEGAL REF.: M.G.L. [7:22A](#); [7:22B](#); [30:39M](#); [30B](#)

CROSS REF.: [DJA](#), Purchasing Authority

NOTE: Chapter 198 of the Acts of 2022 lifted the thresholds for both written quotations and for bids for school districts ONLY from \$50,000 to \$100,000. The School Committee of a municipal district conducting all of its own purchasing may choose to lift the caps above at its discretion. In order for districts in which purchasing is conducted by the municipal purchasing department to do so, the municipality may, per the Office of the Inspector General, 1) change the procurement policy to decentralize the procurement function so the school department can conduct its own procurement process; OR 2) make a limited policy change by using the Chief Purchasing Officer's delegation to revert some school-related procurements back to the school department; OR 3) keep a centralized process but the CPO can make separate purchases for the school department using the higher school-related thresholds. If none of these occur, the Committee must keep the thresholds as they stand.

NOTE: Town or city charters may contain related provisions. If so, appropriate citations should be added to the legal references.

PAYMENT PROCEDURES

All claims for payment from school department funds will be processed in accordance with procedures developed by the Superintendent. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers, or in accordance with salaries and salary schedules approved by the School Committee.

The Superintendent will be responsible for assuring that the budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget for all items.

The Committee will receive monthly lists of bills (warrants) for payment from school department funds. The Committee will designate by vote a single member to be responsible for the review and approval of the warrants as correct and approved for payment. Warrants then will be forwarded to the municipal auditor for processing and subsequent payment by the municipal treasurer. A record of this action will be made available to the Committee on the agenda of the next regular meeting.

Actual invoices, statements, and vouchers will be available for inspection by the School Committee upon request.

LEGAL REF.: M.G.L. 41:41; 41:52; 41:56

SOURCE: MASC 2022

NOTE: Specific details established by an individual town should be substituted for those required in the policy above, which were established by that city's code of ordinances. Appropriate citations should also be substituted.

EXPENSE REIMBURSEMENTS

Personnel and school department officials who incur authorized expenses in carrying out their duties will be reimbursed by the school department upon submission of a properly completed and approved voucher and any supporting receipts required by the Superintendent.

When official travel by a personally owned vehicle is authorized, mileage payment will generally be made at the rate currently approved by the Committee, aligned with the Internal Revenue Service standard mileage rate.

To the extent budgeted for such purposes in the school budget, approval of travel requests by School Committee members must have prior approval of the School Committee. Staff travel requests within budgetary limits may be approved by the Superintendent. Staff travel requests that exceed budgetary limits will require the approval of the School Committee and the identification of funding sources by administration. Each request will be judged on the basis of its benefit to the school district.

LEGAL REF.: M.G.L. 40:5; 44:58

SOURCE: MASC 2021