

Fiscal Policies and Procedures

- Name changed to Larchmont Schools
- Table of contents will be updated once Finance Committee approves for Board approval

Introduction

- Added a definitions area and added EdTec's introduction to ours.

Overview

- Removed: All administrative employees are required to take annual vacations of at least five (5) consecutive business days.

Approval Process for Purchasing

- Added to #1: The Board must approve contracts at or over \$50,000.

Bank Checks

- Part of #1: Checks may not be written to cash, bearer, or petty cash. (We do this for petty cash; also in hand bank checks).

Returned Check Policy

- Do we want this still?

Overtime

- Added handbook definition to be absolutely clear

Payroll Processing

- Removed: Salaried employees must sign into a log book to verify working days for accuracy.

Other

- Added these sections from EdTec's draft:
 - Capitalization & Depreciation, Disposal of Surplus Property & Donations (including Fed grants protocol)
 - Employee's personal cell phone use for work is reimbursed by the School.