

The Center for Creativity, Innovation and Discovery Financial Management and Procurement Policy

1. The Center for Creativity, Innovation and Discovery (“CCID”) will maintain its accounting records using accrual accounting.
2. An annual independent financial audit of the school’s records will be conducted in accordance with State law.
3. One and three-year budgets will be created and maintained. These budgets will support the school’s mission and stated goals. To that end these budgets must:
 - a. Contain enough detail to enable reasonably accurate projections of revenues and expenses, separation of capital and operational items, cash flow, and subsequent audit trails.
 - b. Balance – Expenditures must be planned in a way so that they equal or are less than anticipated revenues.
 - c. Be in line with board-stated priorities.
4. Fixed assets will be acquired and disposed of only upon proper authorization, and will be adequately safeguarded and insured to 90% of replacement value. Assets worth more than \$1,000 will be properly recorded.
5. The school will establish and adhere to a set of effective internal accounting controls which require good accounting practices, refer to Finance Policy.
6. The school will operate in a manner which insures its long-term financial strength:
 - a. The school will operate in the black.
 - b. Cash will be managed in a way that ensures maximum liquidity, and safety.
 - c. Restricted contributions will be used only for the reason the donations were given.
 - d. Payroll and other debt obligations will be paid in a timely manner.
7. The school will report its information at the end of the fiscal year.

Procedures for Procurement of Goods and Services

The following is an outline of procedures to follow for CCID procurement of Goods and Services:

- \$1,000-\$5,000: Three verbal quotes (written down in a Summary of Decision--a description of which provider or provision was chosen and why---Summary of Decision)

- Procurement requests \$1,000 or larger require Business Manager approval.
- Procurements requests \$2,500 or larger require pre-approval of Business Manager and two Board Members.
- \$5,000-\$50,000: Written quotes, formal quotes (written down with a description of which provider or provision was chosen and why---Summary of Decision)
 - Procurement requests \$10,000 or larger require Business Manager approval and full Board Approval.
- \$50,000 or more: RFP required (along with Summary of Decision) in accordance with Utah State law and require Business Manager approval and full Board Approval.

For all procurements quotes, bids, invoices and receipts are to be kept.

Signature Authority

Disbursements over \$2,000 require a signature from a board-level signatory, unless a disbursement of that amount is part of an already board-approved service agreement or contract. If a board-level signatory is not available and a time-critical disbursement greater than \$2,000 is required, non-board signatories may approve and sign the disbursement after receiving email or verbal permission from a board-level signatory.