

## **CHAPTER V FINANCIAL RULES**

**Sec. 5-1. Fiscal and School Year.** The fiscal year of the Board of Education shall commence on the first day of July of each year.

**Sec. 5-2. Office Hours.** The general offices of the Board of Education and District shall be open on Monday through Friday each week from 8:00 o'clock A.M. to 5:00 o'clock P.M. (Holidays designated in section 5-3 excepted.) An individual employee's work hours are based on their assigned duties and subject to determination by their immediate supervisor or department head.

**Sec. 5-3. Holidays - Offices.** The general offices of the Board of Education and District shall be closed on the following holidays: January 1 (New Year's Day); the third Monday in January (the birthday of Dr. Martin Luther King, Jr.); February 12 (Lincoln's birthday); the third Monday in February (Presidents' Day); the first Monday of March (the birthday of Casimir Pulaski); the last Monday in May (Memorial Day); July 4 (Independence Day); the first Monday in September (Labor Day); the second Monday in October (Columbus Day); November 11 (Veteran's Day); the fourth Thursday and Friday in November (Thanksgiving Day Recess); December 25 (Christmas Day); and on such other days as the President, with the approval of or ratification by the Board of Education, may direct. When any such holidays fall on Sunday, the Monday next following shall be held and considered such holiday. Notwithstanding the foregoing, the Board may adopt a school calendar that indicates observed holidays which are different from those indicated in this Rule, in which case, the general offices of the Board of Education and District shall be closed on the observed holidays designated in the Board-approved school calendar.

**Sec. 5-4. Report Condition of Finance.** At least once each quarter the Chief Financial Officer shall present to the Board of Education a summary report of appropriations and encumbrances by funds, showing the condition of Board finances. A copy shall be filed with the Board Secretary.

**Sec. 5-5. Investment of School Funds.** The Board hereby delegates to the Chief Financial Officer the authority to invest its school funds in investment instruments as authorized by law. The Chief Financial Officer shall purchase and sell all investment instruments on behalf of the Board pursuant to law and the Board's Investment Policy.

**Sec. 5-6. Lunchroom Receipts.** All moneys received in the lunchroom shall be forwarded in accordance with the schedule established by Chief Financial Officer through a carrying company approved by the Board of Education and deposited in a bank that is on the approved municipal depository list. The Chief Financial Officer shall establish the procedures and schedule for the collection, transfer and deposit of lunchroom receipts.

**Sec. 5-7. Sale of Refreshments at Stadia.** Sale of refreshments at the stadia shall be under the charge and control of the Chief Administrative Officer. Proceeds from the sale of refreshments shall be credited to the Lunchroom Fund.

**Sec. 5-8. Payroll Attendance Reports.** Payroll attendance reports for each budget organization unit shall be prepared promptly under the charge and control of the Chief Administrative Officer and be promptly certified by the Chief, Officer or head of the department in which the employees are employed.

**Sec. 5-9. Use of Roll-Over Funds.**

a. Where the Board approves a budget for the current fiscal year that identifies roll-over unspent funds from the previous year's budget and authorizes the use of such funds in the current fiscal year budget, the Chief Executive Officer or his/her designee shall designate the roll-over funds for particular uses or projects and shall report the designations annually to the Board for approval. Only the following specified funds which remain from the prior year's original budget are eligible for roll-over designation hereunder:

1. non-personnel general funds in school and central/area offices, and
2. building Operation and Maintenance fund from the following accounts:
  - a. Commodities – Supplies;
  - b. Services – Contractual; and
  - c. Services – Repair Contracts.

b. Once designated, transfer of the roll-over funds to the designated account(s) is subject to Board approval and the use of the funds is subject to the following limitations:

1. roll-over funds will be expended within the current fiscal year;
2. no liability beyond the current fiscal year may be incurred in using the roll-over funds; and
3. roll-over funds may not be used to hire employees, except part-time/seasonal employees as defined in Board Rule 4-3.f. whose positions will close at or before the end of the fiscal year.

This Rule does not apply to a school special income fund or funds that are otherwise subject to federal or state requirements or grant agreement obligations regarding carry over.

**Sec. 5-10. Reporting Fraud, Waste, Mismanagement; Whistle Blower Protection.** In accordance with the Whistle Blower Protection provisions found in the Illinois School Code, Section 34-2.4c, no disciplinary action may be taken against an employee or Local School Council member for the disclosure of information by that employee or Local School Council member that evidences (a) violation of any law, rule, regulation or policy, or (b) waste, fraud, mismanagement, abuse of authority, or (c) a danger to health or safety of a student or the public.

**Sec. 5-11. Annual Notice.** The Chief Executive Officer or designee shall provide employees with annual notice regarding the appropriate use and safeguarding of Board resources, compliance with funding source obligations and responsibilities to prevent misuse or misappropriation Board resources.

**Sec. 5-12. Non-Resident Pupils - Tuition.** Pupils must reside within the limits of the City of Chicago to attend a Chicago Public School. For purposes of enrolling or completing enrollment in an Options for Knowledge school or program, a student must establish Chicago residency on or before July 1<sup>st</sup> prior to the start of the upcoming school year.

Pupils whose parent(s) or legal guardian(s) do not reside within the limits of the City of Chicago and who are staying in Chicago for the primary purpose of attending Chicago Public Schools shall be considered non-resident pupils. The parent or legal guardian of a non-resident pupil determined to be in violation of this residency requirement shall be charged tuition as determined by the District's Department of Revenue, in accordance with the Illinois School Code and the student is subject to transfer. Pupils who become non-resident during the school term shall not be charged tuition for the remainder of the school term in which they become non-resident.

**Sec. 5-13. Foreign Pupils – Tuition.** Foreign students living in the City of Chicago with F-1 non-immigrant student visas and participating in the Board's Visiting Foreign Student Program may enroll in the Chicago Public Schools. Such student's must satisfy F-1 visa requirements including but not limited to paying the per capita cost of tuition as determined by the District's Department of Revenue as well as meet applicable grade level and duration of visit requirements. In accordance with the Illinois School Code, foreign students participating in an organized foreign exchange program authorized by the Chief Education Officer or designee may enroll tuition-free in a Chicago Public School.

**Sec. 5-14. Estimate of Taxes to be Levied.** The Board hereby delegates to the Chief Financial Officer the authority to annually determine the estimate of property taxes to be levied as required under 35 ILCS 200/18-60. Not less than 20 days prior to the adoption of the Board's aggregate levy, the Chief Financial Officer shall determine the amounts of money estimated to be necessary to be raised by taxation for that year upon taxable property in the district. The Chief Financial Officer shall file a report of the estimate with the Secretary of the Board. The estimate shall be deemed an act of the corporate authority upon receipt of the Chief Financial Officer's report by the Secretary of the Board.

**Sec. 5-15. Use of Proceeds From Sale of Real Estate.** Amounts received from the sale of real estate including common school lands and any investments purchased with such proceeds (not including earnings derived therefrom) shall be deposited in a "Capital Assets Account". Amounts received

upon the sale of real estate deposited in the Capital Assets Account shall be used solely for any of the following purposes:

1. erecting, purchasing or otherwise acquiring building for school purposes, including, without limitation, for the use of schools and school administration,
2. erecting additions to, rehabilitating, modernizing and replacing existing buildings;
3. furnishing, equipping, repairing and maintaining such buildings;
4. purchasing and replacing fixtures generally used in such buildings;
5. purchasing or otherwise acquiring and improving sites for any of the above specified purposes; and
6. payment of brokerage and or commission fees for services rendered in the purchase or sale of real estate.

Sales or other disposition of real estate purchased, in whole or in part, with the proceeds of federal tax-exempt bonds are subject to the requirements of the Internal Revenue Code of 1986, as amended, (the Code) and the related regulations. Proceeds from the sale of such real estate shall be used only in accordance with the Code and the related regulations.