

Holy Trinity Catholic Schools, Inc.

## SECTION 800 – BUSINESS PROCEDURES

The policies in this section have been approved by the  
Merger of both Aquinas Schools and Marquette Schools in 2005.

The policies in this section have been approved by the HTC  
Board of Education as reviewed in 2010.

The policies in this section have been approved by the HTC  
Board of Education as reviewed in June of 2014.

Reviewed June, 2017

Policy 800 Business Procedures

802.00 Standard Operating Procedures

803.00 Business Management Procedures

815.00 Tuition and Fee Payment Policy

800.00 Holy Trinity Catholic Schools, Inc.

**Business Procedures**

802.00 Standard Operating Procedures

The Holy Trinity Catholic Schools will operate under the rules, regulations, and policies of the Diocese of Davenport in all matters of finance.

The Chief Financial Officer of the Holy Trinity Catholic Schools will be the Business Manager and he/she will report directly to the Chief Administrative Officer.

Adopted: January, 2011

Updated: October, 2018

800.00 Holy Trinity Catholic Schools, Inc.                    **Business Procedures**

803.00 Business Management Procedures

#### Expenditure

All expenditures of the funds of the Holy Trinity Catholic Schools, Diocese of Davenport, must be made in compliance with the policies and regulations of the Board of Education as are provided for under the Rules and Regulations of the Diocesan Board of Education and other regulating agencies having legal authority to expenditures of funds.

Any expenditure of any funds under the control of the Holy Trinity Catholic Schools must be approved by the Board of Education. The administration has the responsibility, through the Diocesan School Board and with the approval of the Holy Trinity Catholic School Board of

Education, to institute procedures for expenditures that assures compliance with all the requirements of the law and that is accepted as good practice by the various auditing agencies.

### Purchasing Guides

All purchases shall be the responsibility of the administration of the Holy Trinity Catholic Schools through its Chief Financial Officer. All purchases made must comply with the uniform system of regulations established by the Business Office and as approved by the Board of Education.

Formal written bids shall be obtained on items costing \$5000.00 or more, unless provided for specifically in the budget.

The Board of Education is not obligated to accept the lowest bid. Purchases shall be made on the basis of quality and price. Under local guidelines, the Board, whenever possible and reasonable, will prefer to make purchases from, and to grant bids to local firms, individuals or businesses.

In all cases, purchases shall be approved by the Board of Education at an official meeting of the Board upon the recommendation of the appropriate Board of Education Committee or the Executive Secretary of the School.

### Purchasing Procedures

All purchases and outside work order requests shall be made according to the following approved requisition procedures from the Business Office and on the forms supplied by the Business Manager.

Any requisition that has been disapproved shall have appeal privileges sent to the next highest authority all the way to the Board of Education, which has the final authority.

800.00 Holy Trinity Catholic Schools, Inc. **Business Procedures**

803.00 Business Management Procedures Continued

#### Requests for Purchases

Requests for purchase should be easily accountable and on file for easy reference according to the Business Office procedures.

#### Purchase Orders

The purchase order system, to be fully operative and to serve as a means of budgetary control, must be processed, without exception, from established procedures within the Business Office. The purchase order system must be considered inviolate except in cases of emergency and then only after approval of the Executive Secretary or appropriate chain of command. Responsibility for any purchase or commitment for the disbursement of funds cannot otherwise be assumed by the Board of Education.

#### Payment for Goods and Services

Following the review of the Executive Secretary, a listing of all bills due and payable shall be presented to the Board indicating the vendor's and payee's name and amount. Upon recommendation of the Executive Secretary, bills will be approved by the Board of Education at a regularly scheduled meeting.

Checks covering all invoices approved for payment by the Board of Education shall be written by the Business Manager, under the direction of Executive Secretary, signed by the Business Manager and the Executive Secretary and issued to vendors.

#### System of Accounts

The accounting system shall be organized and operated on a fund basis using generally accepted budgetary accounting principles applicable to the Holy Trinity Catholic School System within the Diocese of Davenport. Accounts will be established and transaction recorded on a cash basis with encumbrances itemized so proper comparisons can be made between estimated and actual

revenues and expenditures. This list of fund accounts shall be prepared in coordination with Building Principals, Business Office, Finance Committee and the Board of Education.

### Monthly Financial Reports

Monthly financial reports will be presented to the Board at each regularly scheduled Board Meeting. Included in the financial statement will be comparisons between budget and actual revenue realized to date and a comparison of budgeted and actual expenditures including encumbrances and balances remaining in each line item.

Adopted: December, 2019

800.00 Holy Trinity Catholic Schools, Inc.                      **Business Procedures**

815.00 Tuition, Registration and Financial Assistance Policies

It is the Holy Trinity Catholic School's hope that any child who wishes to receive a Catholic education at Holy Trinity is able to do so.

In accordance with Holy Trinity's mission, the Board of Education has determined three levels of tuition: Parish Stewardship, Family Multi Student, and Full Tuition Student.

**Financial Assistance** – Parents are given the opportunity to apply for financial assistance through the Student Tuition Organization of Southeast Iowa (STO). The total amount of aid given depends on (1) need and (2) available funds granted by various sources including STO, HTC Foundation endowment, or other endowment fund sources. Additional assistance is available by participating in the SCRIP program at the participating parishes and the Holy Trinity Business Office. Information for SCRIP is available on the school website.

**Parish Stewardship** – In order for a student to be registered in school as a member of a parish, a form must be signed by the pastor indicating that the student is a member of the parish. The individual parish approves the Parish Stewardship rate of tuition based on the family's commitment and fulfillment time, talent, and treasure forms reviewed by the Parish Priest.

**Family Multi Student** – Each year the Board of Education may approve reduced tuition rates for each additional family member enrolled in Holy Trinity in conjunction with the Parish Stewardship and Full Tuition.

**Enrollment Fee** – During March or April each year, Holy Trinity shall begin accepting enrollment for the following school year. This time will allow students to express their desire to return to Holy Trinity the following year and to begin the class selection process. A non-refundable fee is required to enroll that will be applied to the following school year's tuition.

In addition to enrollment, families are required to register. Registration shall take place during the summer with exact dates and details announced each year. This mandatory process allows for the completion of required current contact information, medical notifications, permissions, and activity forms.

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### **Business Procedures**

815.00 Tuition, Registration, and Financial Assistance Policies Continued

**Tuition Billing Program** – All families are required to enroll in the Holy Trinity Tuition Bill Program for payment of tuition and all school related fees. Payment due dates and procedures will be outlined by the Holy Trinity Business Office. All fees associated with the tuition billing program (registration, processing, convenience or late fees) are the responsibility of the student family.

**Delinquent Tuition** – Any tuition not paid by the due date is considered delinquent and subject to late fees. If a payment cannot be made on time (according to the previously agreed terms), a written request shall be made by the family with the CAO to arrive at acceptable terms of payment for submission to the Family Accounts Board (consisting of the President, another Board Member, CAO, Parish Priest of the involved family, and Business Manager, as a non



voting member. Members are appointed by the Board President.) for approval to change the terms of payment. This request should include reasons for the delay, specify an alternative payment amount, and terms on how payments shall be made.

An ACH or other remote pay option is preferred with alternative payment requests. If a request for alternate payment is not submitted in writing and approved, the student(s) may not register for the succeeding semester.

All financial obligations must be up to date in order for students to participate in year-end class trips and graduation ceremonies. Holy Trinity Catholic School reserves the right to withhold report cards, diplomas, and other school records for nonpayment of tuition and fees.

All tuition and school fee payments should be paid in full by June 30 of the current school year, unless a payment plan is approved by the Family Accounts Board. Failure to pay all charges may jeopardize a student's enrollment at Holy Trinity. Seriously delinquent student accounts will be pursued, up to and including legal action.

**Delinquent Tuition from Prior School Years** – Any families with unpaid tuition from a prior school year may not register for the succeeding semester until all outstanding tuition and fees are paid in full or an acceptable payment plan is established with the Family Accounts Board.

Adopted March, 2020