**Massachusetts Regional School Administrators’ Guidebook**

Recognizing that that nearly one third of all school districts in the state are regional districts, in 2011, the Massachusetts Association of School Business Officials (MASBO) developed a comprehensive guidebook for regional school district leaders.

Edited by Gail Zeman, and authored by Susan Givens, Michelle Cresta, Brian Forget and Christine Lynch, the Guidebook is a comprehensive 44-page manual that provides critical information, resources and templates on a wide range of topics, detailed in the 2-page table of contents:

**Introduction...........................................................................................................................................................1**

**Accounting..............................................................................................................................................................2**

Regulations...........................................................................................................................................................................2

Governmental Accounting Standards Board (GASB)...........................................................................................2

Generally Accepted Accounting Principles (GAAP).............................................................................................3

Municipal Finance Laws and Rulings........................................................................................................................4

General Ledger....................................................................................................................................................................5

Chart of Accounts ...............................................................................................................................................................5

Funds...................................................................................................................................................................................... 5

Reporting...............................................................................................................................................................................6

Audited Financial Statements .......................................................................................................................................6

Certification of Excess and Deficiency .......................................................................................................................7

**Treasury...................................................................................................................................................................8**

Custodian of Funds............................................................................................................................................................8

Cash Book ..............................................................................................................................................................................8

Stabilization Fund...............................................................................................................................................................9

Claims Trust Fund............................................................................................................................................................10

Other Post Employment Benefit Liability Trust Fund......................................................................................10

Pension Reserve Fund....................................................................................................................................................10

Assessment Certification..............................................................................................................................................11

Performance Bond...........................................................................................................................................................11

Debt........................................................................................................................................................................................12

Long-term Debt..................................................................................................................................................................13

Short-term Debt.................................................................................................................................................................13

Bond Ratings........................................................................................................................................................................15

Statement of Indebtedness............................................................................................................................................15

Cash Management............................................................................................................................................................16

Bank Relations ...................................................................................................................................................................16

Cash Flow Statements......................................................................................................................................................17

Investing.................................................................................................................................................................................18

**Budget and Appropriations..............................................................................................................................23**

Budget Preparation..........................................................................................................................................................23

Member Assessment Calculation................................................................................................................................24

Approval of Local Appropriating Authorities........................................................................................................25

Failure to Approve a Budget .......................................................................................................................................25

Approval of Reconsidered Budget by Local Appropriating Authorities...................................................26

1/12th Budget....................................................................................................................................................................26

State Fiscal Control..........................................................................................................................................................27

Amendments to Budgets................................................................................................................................................27

**Payroll and Human Resources .......................................................................................................................29**

Payroll Taxes, Wage Garnishment, W-2’s/1099’s, and Benefit Withholdings.......................................29

State and County Retirement System.....................................................................................29

Medicare Part D.................................................................................................................................................................30

Group Health, Dental, and Life Insurance Benefits............................................................................................30

Massachusetts Health Care Act...................................................................................................................................31

Health Insurance Portability and Accountability Act of 1996 (HIPPA) ...................................................31

Consolidated Omnibus Budget Reconciliation Act (COBRA).........................................................................32

Unemployment...................................................................................................................................................................32

Workers’ Compensation.................................................................................................................................................33

Collective Bargaining—Municipal Representative.............................................................................................33

**Other Support Services.......................................................................................................................................34**

Facilities.................................................................................................................................................................................34

Buildings/Land.....................................................................................................................................................................34

Building Committee............................................................................................................................................................35

Americans with Disabilities Act (ADA)......................................................................................................................35

Indoor Air Quality (IAQ)...................................................................................................................................................36

Septic/Sewage/WWTP......................................................................................................................................................36

Legal ........................................................................................................................................................................................37

Risk Management...............................................................................................................................................................37

Regional Transportation.................................................................................................................................................38

Chief Procurement Officer .............................................................................................................................................38

**Templates**

E&D Certification Analysis (Excel)...............................................................................................................................7

Combined Balance Sheet (Excel)...................................................................................................................................7

Schedule of Turnovers to Treasurer, AD Form 9 & 10 (Excel).........................................................................9

DOR Treasurer’s Quarterly Cash Report Instructions (Word).........................................................................9

DOR Treasurer’s Quarterly Cash Report Template (Excel)...............................................................................9

Cash Book Template (Excel)............................................................................................................................................9

Monthly Cash Reconciliation Treasurer to Accountant Template (Excel)...................................................9

Cash Flow Statement for State House Notes (Word)..........................................................................................15

Statement of Indebtedness Instructions (PDF).....................................................................................................16

Statement of Indebtedness Template (Excel)........................................................................................................16

Cash Flow Budget Template (Excel)..........................................................................................................................18

Legal Investment Matrix Summary (PDF)...............................................................................................................20