



**Washoe County School District**

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Board of Trustees: Malena Raymond, President \* Angela D. Taylor, Vice President \* Andrew Caudill, Clerk  
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**Non-Personnel Expenses**  
**(Funds 10, 35-37, 53, 58 and 74)**

*Last Updated on 8/06/20 – Changes are shown in red*

Due to potential reductions to the State’s funding for K-12 in FY21, a closer examination of expenses and budgeting practices for purchase of supplies, consulting services, software and other non-personnel expenses is also warranted. Effective May 15, the following new practices will be implemented for Funds 10, 35-37, 53, 58 and 74.

***Review of Major Expenditures by FRC***

Effective on May 15, the following items are subject to review by the Financial Review Committee (FRC) for Funds 10, 35-37, 53, 58 and 74. These are funds with a direct linkage to the General Fund. Chiefs and department managers should submit a description and justification of the following items to the Business Office, for review by FRC, prior to submitting a purchase order, drafting or initiating an RFP or contract, or presenting an item to the Board of Trustees:

1. New initiatives
2. Professional Services Contracts > \$25,000
3. New Software Contracts > \$25,000
4. Renewal of Software Contracts > \$25,000
5. New equipment purchases
  - a. Equipment is defined as items over \$5,000
  - b. Computer purchases totaling over \$5,000 are also subject to FRC review.
  - c. Musical instruments are not subject to FRC review.
6. New Vehicles (first reviewed by White Fleet Task Force)

The appropriate manager should be prepared to present the business case (i.e., justification) for why the expense is warranted. For purchase orders, RFP requests, and contracts in the above areas that are submitted to the Purchasing Department, the items will be held by Purchasing. Further information on this process will be shared by the Budget Department prior to May 15.

However, the following routine and operations items are not subject to FRC review:

1. Regular, routine maintenance and operations items
2. General supplies
3. Utilities costs
4. Instructional materials/printing costs
5. Supplies for school operations

### **Suspension of Certain Minor Expenses**

In addition to the major expenses identified above, the following minor expenses are suspended and are not allowed until further notice for Funds 10, 35-37, 53, 58 and 74:

1. Out-of-district travel. However, online training is still allowed.
2. Auto Allowances during Distance Education period (effective as of the May payroll period)
3. Furniture purchases over \$1,000
4. Rental of rooms

To be considered for an exception, please submit the required forthcoming FRC form to the Business Office.

### ***Carry-Forward Funding***

In the past, when a department or school submitted a purchase order for services or supplies relatively late in the fiscal year and those services were not received until the next fiscal year, funding for those encumbered purchase orders automatically carried forward to the next fiscal year. For FY20, this will no longer be the case. Purchase orders for services and supplies ordered in FY20 but not yet received in FY20 will continue to carry over to FY21. However, the office that ordered the supplies or service will need to pay for that cost out of their FY21 operating budget.

In addition, the District has allowed schools to carry forward up to 8% of their operating budget for future equipment or other needs. Due to uncertainty regarding future funding, the District will not be able to accommodate such requests this year. If and when funding is stabilized, the District will reconsider this policy.

Again, for departments or offices with a hardship due to the above change, they should submit the required forthcoming FRC form to the Business Office, for consideration by FRC.

### **Conclusion**

We recognize the feeling of uncertainty that all of our employees are experiencing right now and are committed to providing updated information as often as possible. We hope that our District's leaders understand the necessity of the decisions that have been made, commit to critically evaluating new expenses moving forward, and recognize that additional actions may be necessary in the future, as more information becomes available.