MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS

The Superintendent or designee shall establish and maintain accurate, efficient financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard the district's resources. He/she shall ensure that the district's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

The Governing Board recognizes the importance of accurately identifying and valuing district assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of $20,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value, or depreciation, during each accounting period for all capital assets.

The Board expects all employees, Board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district to act with integrity and due diligence in duties involving the district's fiscal resources.

The Superintendent or designee shall be responsible for developing internal controls which aid in the prevention and detection of fraud, financial impropriety or irregularity within the district. Each member of the management team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her area of responsibility.

An employee who suspects fraud, impropriety or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. The Superintendent or designee shall have primary responsibility for any necessary investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Legal Reference:

EDUCATION CODE
14500-14508 Financial and compliance audits, especially:
14503 Standards; use of audit guide; independent auditors; quality control reviews
14504.2 Quality control reviews
14505 Withholding percentage of audit fee until certification of conformance to audit guide; appeal
35035 Powers and duties of superintendent
35250 Duty to keep certain records and reports (accurate account of expenditures and receipts)
41010- 41023  Accounting system requirements regulations, budget controls and audits
41012  Uniform cost accounting procedure to determine allowances for handicapped minors
41013  Transfers from district general funds; accounting rules and regulations
41014  Requirements of budget accounting
41020  Requirement for annual audit
41020.3  Review of annual audit
41023.5  Audit not in conformance
42600 - 42604  Control of expenditures  District budget limitation on expenditures
42601  Transfers between funds to permit payment of obligations at close of year
42603  Transfer of special or restricted funds moneys
42647  Drawing of warrants by district on county treasurer; form; reports, statements and other data

GOVERNMENT CODE
53995-53997 Obligation of contract

Management Resources:

CSBA PUBLICATIONS
Maximizing School Board Leadership: Finance, 1996

GOVERNMENTAL ACCOUNTING STANDARDS BOARD
Statement 34, Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments, June 1999

WEB SITES
Governmental Accounting Standards Board: http://www.gasb.org
CDE, School Fiscal Services: http://www.cde.ca.gov/fiscal
State Controller's Office: http://www.sco.ca.gov
Fiscal Crisis and Management Assistance Team: http://www.fcmat.org
School Services of California: http://www.sscal.com
California Association of School Business Officials: http://www.casbo.org

TUSD Adopted: 3/12/02  5/9/06