

**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