

Cedar Hill Independent School District

Business Operations Procedures Manual

OVERVIEW

The CHISD Business Operations Procedures Manual is a resource for employees that establishes guidelines and protocols to maintain consistency, increase efficiency and obtain a high accuracy rate. In addition, the manual supports the department motto and the major principles, actions, and decisions of the Cedar Hill ISD Business Services Department.

PURPOSE

The protocols listed within the manual have been created to comply with legal requirements, regulatory obligations, internal controls, principles, and policies issued by governing authorities such as the CHISD school board, Texas Education Agency (TEA), Texas Education Code (TEC), Governmental Accounting Standards Board (GASB), U.S. Department of Education (USDE), among others.

SCOPE AND CONDITIONS

All Trustees, employees, vendors, agents, volunteers, and any other parties involved in the District's financial transactions shall adhere to the established guidelines and protocols and act with integrity and diligence in duties involving the District's fiscal resources. Exceptions are made to the procedures only with the approval of the Executive Director of Finance or the Chief Financial Officer.

BUSINESS SERVICES MOTTO

Provide accurate and timely financial data so users can make informed decisions.

ACCESS TO THE MANUAL AND OTHER RESOURCES

The [Business Operations Procedures Manual](#) is posted on the [Business Office web page](#). In addition, commonly used forms can be found on the [Business Office Forms and Documents web page](#).