NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

ASSET AND FACILITIES PROTECTION

FROM: Dr. Debra Clemens, Superintendent
DATE: December 5, 2023

The Asset and Facilities Protection Policy focuses on achieving the Board priorities established in the district Ends Policies and in the Superintendent's aligned Ends Policy Interpretation and not place the district at risk by establishing the necessary policies, procedures, and trainings that support the protection of the District's assets and facilities.

Accordingly, the Superintendent will not implement asset and facilities protection procedures which fail to follow policy criteria's contained within EL-4:

Policy Criteria 5: Receive, process, or disburse funds under controls which are insufficient under Washington State's School Accounting Manual.

Superintendent/CEO Interpretation:
The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked. In addition, the Superintendent will not fail to maximize the use of district assets and facilities.

Superintendent/CEO Evidence Report:
To comply with this policy, the district has taken the following actions:

- All Office Professionals are required to receive annual training on the proper handling of funds and use of the InTouch system. The annual training follows established District guidelines for cash handling. All trainings are recorded and posted on the staff intranet for reference.
- The guidelines for the handling of cash are provided for Office Professionals. These guidelines provide specific directions for the following areas: cash receipts, remittance of funds, deposit slip preparation, deposits, review and verification of receipts and deposits, losses, InTouch procedures, receipting/processing, storage, access to InTouch terminal, refunds, voids, receipt book usage, change funds, and non-sufficient funds payments.
- All funds (cash, check, money order, credit card, and EFT) coming into the District must be receipted using either the District's cash receipting system InTouch, or on an official

North Thurston Public Schools receipt book. The composition of the funds (check/cash/etc.) received must be indicated on the receipt including a check number.

- Our disbursement process includes the following: 1) A request form must be submitted with the signed approval of the person who has budget authority. 2) Verification is required of work completed or materials received. 3) The request for payment is processed by Financial Services as a batch. 4) The batch is submitted and reviewed by the supervisor to ensure all documentation and coding are accurate. 5) Warrants are ordered weekly and approved by the Board of Directors at each meeting.

Policy Criteria 6: Allow unbonded or uninsured personnel access to funds in excess of $50,000.

Superintendent/CEO Interpretation:
The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked. In addition, the Superintendent will not fail to maximize the use of district assets and facilities.

Superintendent/CEO Evidence Report:

- District insurance provides $1,000,000 of coverage in the event of theft of funds by an employee.

Policy Criteria 7: Fail to ensure adequate protection against conflict of interest in the purchase process.

Superintendent/CEO Interpretation:
The Superintendent shall not allow assets to be unprotected, inadequately maintained, inappropriately used, or unnecessarily risked. In addition, the Superintendent will not fail to maximize the use of district assets and facilities.

Superintendent/CEO Evidence Report:

- The Board has adopted three policies that pertain to conflicts of interest: Policy 1610, Conflicts of Interest; Policy 5223, Staff Conflicts of Interest; and Policy 7324, Purchasing: Relations with Vendors.
- All vendors must complete a W-9 for verification.
- Staff are requested to obtain three quotes for purchases.
- Training is provided on our conflict of interest policies.

Conclusion:
This data demonstrates that we are in compliance with this Executive Limitations Policy.