

CLAIMS AUDITOR

The Board of Education may adopt a resolution establishing the office of claims auditor and appoint a Claims Auditor and Alternate Claims Auditor, herein referred to as Claims Auditor(s) who shall hold his or her position(s) for a period of one (1) year.

No personnel shall be eligible for appointment to the office of claims auditor who shall also be:

1. a member of the Board of Education;
2. the clerk or treasurer of the Board of Education;
3. the Superintendent of Schools or other official of the school district responsible for business management;
4. the person designated as purchasing agent;
5. clerical or professional personnel directly involved in accounting and purchasing functions of the district.
6. the individual responsible for the internal audit function pursuant to subdivision (b) of Section 170.12 of the Regulations of the Commissioner of Education;
7. the independent auditor responsible for the annual external audit of the financial statements; or
8. a close or immediate family member of an employee, officer, or contractor providing services to the District. For the purposes of this paragraph, a "close family member" shall be defined as a parent, sibling or non-dependent child and an "immediate family member" shall be defined as a spouse, spouse equivalent or dependent (whether or not related).

The Claims Auditor(s) shall not be required to be residents of the District and such positions shall be classified in the exempt class of the civil service.

The Claims Auditor(s) shall have the powers and duties of the Board of Education with respect to claims auditing, allowing or rejecting all accounts, charges, claims, or demands against the school district.

The Claims Auditor(s) are responsible for verifying the accuracy of invoices, determining if purchase orders have been issued in accordance with Board of Education policy and law, and comparing invoices with previously approved contracts. These positions have the responsibility of approving all commitments that are presented for payment which are supported with documentary evidence and ensuring that all policy, laws, rules, and regulations regarding the expenditure of District funds had been complied with.

Claims Auditor (Continued)

The Claims Auditor(s) shall provide periodic reports to the Board of Education.

Policy Adopted:
October 18, 1965
Policy Revised:
December 16, 1991
Policy Reviewed:
January 10, 2000
Policy Revised:
April 25, 2011
Policy Reviewed:
October 24, 2016
Policy Revised:
August 28, 2017
Policy Reviewed:
August 27, 2018
Policy Revised:
August 26, 2019
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August 24, 2020
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October 18, 2021
Policy Reviewed:
October 24, 2022
Policy Reviewed:
October 23, 2023
Policy Reviewed:
October 28, 2024