San Bernardino County Superintendent of Schools
Procedure 3000

Concepts and Roles in Business Services

The San Bernardino County Superintendent of Schools recognizes that money and fiscal management comprise the foundational support of the entire educational program. To make that support as effective as possible, the San Bernardino County Superintendent of Schools intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore practical sources of dollar income.
3. Guide the expenditure of funds so as to derive the greatest possible returns.
4. Expect sound fiscal management from their administrative staff.

The organization shall maintain a healthy environment in support of the educational program, with high standards of safety in the operation and maintenance of school facilities, equipment and services.

The San Bernardino County Superintendent of Schools shall present their proposed budgets to the Board of Education for approval prior to the dates of submission set by the State Superintendent of Public Instruction and/or the County Board of Supervisors.

Business Services Branch

The Chief Business Officer, Business Services, oversees Business Advisory Services, Business Support Services, District Financial Services and Internal Business Services.

Business Advisory Services is comprised of the following departments:
- Business Advisory Services
- Charter Schools Office

Business Support Services is comprised of the following departments:
- Facilities Planning & Construction
- Procurement & Warehouse Services
- Maintenance, Operations & Transportation

District Financial Services is comprised of the following departments:
- Accounting Services
- Audit Services
- Payroll Compliance Services
- Retirement Services

Internal Business Services is comprised of the following departments:
- Accounts Payable
- Accounts Receivable
- Payroll

Procedures developed for each service area shall be developed to allow operation in a decentralized

environment, and to permit each responsible manager the latitude to effectively implement the policies of the Office of the San Bernardino County Superintendent of Schools.

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Date Approved _____

Ted Alejandre
County Superintendent of Schools
San Bernardino County, California

By _____