

## **Business and Non-instructional Operations**

### **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.

- (cf. 3100 - Budget)
- (cf. 3300 - Expenditures/Expending Authority)
- (cf. 3312 - Contracts)
- (cf. 3460 - Financial Reports and Accountability)

### **Capital Assets**

District assets with a useful life of more than one year and an initial acquisition cost of \$5,000 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 for all capital assets.

- (cf. 3440 - Inventories)

### **Fraud Prevention and Investigation**

The Superintendent or designee shall be responsible for 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.

- (cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

**Business and Non-instructional Operations**

**Management Of District Assets/Accounts (continued)**

Legal Reference:

EDUCATION CODE

14500-14508 Financial and compliance audits

35035 Powers and duties of superintendent

35250 Duty to keep certain records and reports

41010-41023 Accounting regulations, budget controls and audits

42600-42604 Control of expenditures

42647 Drawing of warrants by district on county treasurer; form; reports, statements and other data

GOVERNMENT CODE

53995-53997 Obligation of contract

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; October 24, 2005