

CORONA-NORCO UNIFIED SCHOOL DISTRICT

AR 3141

BUSINESS SERVICES

FINANCIAL RECORDS/ACCOUNTING

FISCAL INDEPENDENCE

DISBURSING OFFICER

During the time the district is deemed to be fiscally independent, these procedures and regulations will apply.

- A. The Assistant Superintendent Business Services, shall serve as the district's Disbursing Officer. The district Disbursing Officer shall:
 - 1. Have independent access to legal counsel and authority to disapprove purchases where legal deficiencies exist.
 - 2. Issue warrants using procedures prescribed by the County Auditor on the County Treasury for all debts and demands within categories designated by the Superintendent against the district when amounts are legally approved.
 - 3. Be covered by a fidelity bond in the amount of \$1,000,000.

- B. Responsibilities of the district Disbursement Officer shall include the following:
 - 1. Determine that funds are available to cover the payment of the claims
 - 2. Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions
 - 3. Determine that there has been compliance with budgetary, legal, procedural and specially funded program requirements
 - 4. Maintain a record of all transactions reviewed together with notations regarding rejected warrant requests
 - 5. Issue warrants in accordance with procedures prescribed by the County Auditor-Controller
 - 6. Maintain magnetic tape and required reporting interface with the County Superintendent of Schools, the County Auditor-Controller and County Treasurer
 - 7. Ensure organizational independence between accounting units
 - 8. Ensure that the separation of duties is properly controlled
 - 9. Ensure that the handling of receipts and disbursements of funds are divorced from the accounting function
 - 10. Prepare and maintain a chart of accounts

11. Ensure a degree of independence of the district Disbursing Officer from other management offices, sufficient to maintain positive integrity of responsibilities
12. Ensure controls between the Purchasing and Accounts Payable departments
13. Ensure controls between Human Resources and Payroll department
14. Ensure the control of warrants and signatures
15. Ensure the adherence to Board rules and policies
16. Provide financial information to the Board of Education
17. Ensure that budget controls and procedures are reasonably in accordance with good business and management practices
18. Prepare financial statements and cost analysis reports
19. Maintain magnetic tape and required reporting interface with the Superintendent of Schools for STRS reporting required by law
20. Ensure that retirement reports are accurate and meet all requirements specified in the STRS, PERS and FICA procedure manuals
21. Monitor the encumbrance system
22. Monitor accounting procedures and internal control system
23. Monitor accounts payable and cash disbursements
24. Review payroll/personnel procedures to ensure that effective internal controls are maintained
25. Monitor cash receipts
26. Coordinate external auditing activities and develop internal auditing accountability
27. Ensure that there are adequate audit trails through operational data processing systems
28. Monitor food services and associated student body receipts and disbursements
29. Prepare and coordinate the preparation of written reports of audit findings and recommendations, i.e., internal audit, reply to certified audit reports
30. Review reconciliation of revolving cash fund and bank account
31. Review the annual closing and reopening of the books-of-account for compliance to State accounting requirements
32. Review the preparation of quarterly and annual State and Federal reports
33. Issue duplicate warrants
34. Detect, account for, and recover monies lost due to forged warrants
35. Process garnishments and tax liens against employees and/or vendors

Legal Reference: Education Code 42650

Revised: March 1, 1988 (name of division corrected 1/03)