

Fiscal Accounting and Reporting Internal Controls

Computer Security

WESD – IT – Superintendent and deputy clerk with overall authority. Passwords are not required to be changed as WESD has very strict firewalls.

LBL – Accounting Software – Superintendent and deputy clerk with overall authority. Passwords are not required to be changed as LBL has very strict firewalls. Accounting software vendor and LBL do nightly backups.

Accounts Payable

1. Accounts payable packing slips are checked against the goods received by school offices, dated and initialed than forwarded to the district office.
2. Bank check stock is kept locked in the deputy clerk's office closet; only the deputy clerk, superintendent and custodians have access to the office.
3. The accounts payable clerk in the district office matches the packing slips to the invoices for payment. Invoices are paid between the 10th and the 15th of each month and again at the end of each month.
4. The checks and invoices are reviewed before being signed. The superintendent and deputy clerk have authority to sign checks in addition to a computer printed signature of the Board chair.
5. Accounts payable checks are kept in alphabetical order.
6. Deputy clerk keeps a spreadsheet detailing disbursements, deposits and transfers to keep track of the balance in the bank for both the general checking account and the government pool account. This is reconciled to the GL each month.
7. The deputy clerk prepares the bank reconciliation each month from the original statement which the superintendent reviews. The reconciliation and original bank statement is kept in a file drawer.
8. Building principals are responsible for approving and reviewing instructional expenditures for their respective buildings.
9. We are a small district thus we do not have PO or check signing limit; the Board does approve the district's disbursements each month.

Accounts Receivable

1. The accounts payable clerk writes up the deposits; deposits are made within two days (minimum of each Friday). The deputy clerk takes the deposit to the bank.
2. All cash received has a written cash receipt (one original and two copies).
3. Deputy clerk keeps a spreadsheet detailing disbursements, deposits and transfers to keep track of the balance in the bank for both the general checking account and the government pool account. This is reconciled to the GL each month.
4. The deputy clerk prepares the bank reconciliation from the original statement each month which the superintendent reviews. The reconciliation and the original bank statement is kept in a file drawer.

Payroll

Our payroll, quarterlies, reporting and W-2 are contracted out to LBL. The following is the method followed:

1. Timesheets are collected by the school secretary on the 16th of each month for the period of the 16th of the previous month through the 15th of the current month.
2. The timesheets are reviewed and signed off by the building principal and forwarded to the deputy clerk for coding.
3. Building secretaries review timesheets and checks against leave requests and/or substitutes.
4. Deputy clerk reviews, codes and checks against leave requests and/or substitutes.
5. Timesheets and leave requests are scanned and sent to LBL.
6. Deputy clerk reviews payroll proof sheets after LBL has completed payroll and leave entry.

Financial Statements

1. Deputy clerk reviews, prepares and balances a monthly financial all funds report.
2. Deputy clerk and superintendent review monthly financial statement (all funds) each month before it is included in the Board packet.
3. Copies are given to each building principal.

Board Responsibility

1. Annual review by the Board each July:
 - a. Appoint Budget Officer;
 - b. Appoint Business Manager and/or Deputy Clerk;
 - c. Appoint FCSD Services Officers;

- d. Appoint Agent of Record, Property and Liability Insurance;
 - e. Appoint Agent of Record, Workers' Compensation Insurance;
 - f. Appoint Agent of Record, Employee Benefits;
 - g. Selection of Investment Depositories;
 - h. Appoint Custodian of Funds;
 - i. Authorization to Sign Contracts;
 - j. Appoint Auditor;
 - k. Appoint Legal Council;
 - l. Appoint Elections Officer;
 - m. Select Official Newspaper.
2. Each month:
 - a. Approve monthly disbursements including check numbers, date and vendor name;
 - b. Approve all fund financial statement.
 3. Budget process.

Staff Training – Superintendent, Deputy Clerk, Principals

1. Superintendent attends OSBA, ODE, NREA, OASE, COSA conferences and several other conferences throughout the year.
2. Deputy clerk attends OASBO conference and numerous ODE trainings throughout the year.
3. Principals attend ODE, COSA, etc., throughout the year.
4. Special Education Director attends ODE and COSA conference throughout the year.

Assets are entered into the asset tracking program, balanced annually and physical inventory taken.