

Lake County School District 7

Code: **DI**
Adopted: 8/12/02
Readopted: 12/13/10; 7/11/16
Orig. Code(s): DI

Accounting Procedures

It is the policy of the Board to provide a system for the orderly receipt, disbursement and accounting of all district funds. Responsibility for the development, management and review of this system is assigned to the superintendent.

Accordingly, the district's system will be implemented consistent with the following requirements:

1. Fiscal Year

The district's fiscal year shall extend from July 1 to June 30, inclusive.

2. Custodian of Funds

By resolution at the annual organizational meeting the Board shall designate the clerk and/or business manager as custodians of Lake County School District 7 funds to deposit and invest in accordance with Oregon Revised Statutes.

3. Authorizations

Resolutions authorizing the business manager, superintendent, and five board members to cosign checks for the district; to designate depositories for district funds; and authorize borrowing on short-term notes shall be adopted by the Board at its organizational meeting in July.

By resolution, the Board shall designate the primary depository for collections and checking account activity for the current fiscal year.

4. Fidelity Bonds

All district employees responsible for funds, fees, cash collections or inventory control will be bonded to protect the district against loss in an amount determined by the Board and upon recommendation of the district's agent-of-record. In compliance with Oregon statutes and administrative rules, the superintendent and business manager will have individual fidelity bond coverage in the amount of \$100,000. Other individuals as deemed necessary by the Board will be bonded in the amount of \$50,000. The district will pay the cost of such bonds.

5. Funds maintained on district books shall include:

- a. Operating funds as established annually by the Board;
- b. Funds collected by schools:

- (1) Student activity funds are those funds which include all moneys raised or collected by and/or for school-approved student groups, excluding those moneys budgeted in the general fund. All student activity funds in the schools are authorized by and shall be

subject to procedures and practices which meet Board approval. Student activity funds shall be collected and expended for the purpose of supporting the schools' cocurricular activities, clubs, organizations and athletics.

The building principal and the staff person in charge of the cocurricular/activity program shall be responsible for administration of the student activity funds. The student treasurer of the student government organization shall serve as a representative of that organization in partial administration of the building's student activity funds.

All student activity funds shall be receipted and deposited into a checking account administered by the school secretary and shall be in accordance with district policy and acceptable accounting procedures.

All student activity fund expenditures shall be approved by the person in charge of the cocurricular/activity program and the building principal. All checks shall be cosigned, with only the building principal, school secretary, dean of students/athletic director and student treasurer having the authority to sign checks.

- (2) Breakfast/Lunch money and other fees collected by schools shall be deposited on a regular basis into the schools associated student body fund. The money designated by the Board as district funds shall then be turned over to the district on a monthly basis.
- (3) Transfer of Funds: On or before the 15th of each month, a check shall be written to the district for the previous month's collection of those moneys that belong to the district;

- c. Accounting Journal: All moneys shall be receipted and carried in the regular accounting journal through the district's accounting system;
- d. An annual audit of all accounts for the district shall be made by a firm of certified public accountants selected by the Board from the roster of authorized municipal accountants maintained by the Oregon Board of Accountancy or selected by the Lake Education Service District through the resolution service process in accordance with Oregon Revised Statutes. A copy of the audit report will be presented to the Board. The business manager will submit a copy of the audit report to the Oregon Department of Education, the Oregon Secretary of State, Audit Division, Lake ESD, the Board, superintendent and copy for Vault for public viewing (10 extra copies).

6. The Board will receive and accept monthly financial reports that include estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the district's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or superintendent. This report shall be prepared by the business manager as directed by the superintendent.

The Board may receive a pre-audit report from the district's auditor or business manager recapping the year-end closure of financial statements prior to the annual audit.

Appropriate staff will be available at any Board meeting, upon the Board's request, to respond to questions and to present current financial information. The business manager will notify the Board at any time of substantial deviations in the anticipated revenues and/or expenditures.

7. Fees

The principal of each building will present to the superintendent a schedule of fees for the ensuing year. No student fees shall be charged for attending a class or for earning a grade or as otherwise prohibited by ORS 339.155. All fees shall be approved by the Board.

- a. Such fees shall include, but are not limited to, student body fees, athletic gate admission fees, etc., as provided by ORS 339.155.
- b. Cafeteria, breakfast/lunch and milk ticket fees shall be established by the Board upon recommendations of the business manager.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[OAR 581-023-0035](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.