

Regulation 3400: Management Of District Assets/Accounts

Status: DRAFT

Original Adopted Date: 11/27/2012 | **Last Reviewed Date:** 11/27/2012

Accounts

The District's accounting system shall fully comply with the definitions, instructions and procedures set forth in the California Department of Education School Accounting Manual. (Education Code 41010)(CDE) **School Accounting Manual. (Education Code 41010)**

The District shall utilize CDE's standardized account code structure (SACS) software to develop financial reports. The District's accounting system shall comply with generally accepted accounting principles prescribed by the Governmental Accounting Standards Board (GASB) and meet other state and federal reporting guidelines.

The Superintendent or designee shall ensure that funds are encumbered in the district accounting records immediately after an expenditure is committed for subsequent payment.

Fraud Prevention and Investigation Misappropriation of Funds

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the District
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document
3. Misappropriation of funds, securities, supplies, or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties
7. Disclosing investment activities engaged in or contemplated by the district
8. Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the District
9. Destroying, removing, or inappropriately using of records, furniture, fixtures, or equipment
10. Failing to provide financial records to authorized state or local entities
11. **Overstating income, expenses, or misreporting time**
12. **Failing to report a conflict of interest**
13. Any other dishonest or fraudulent act

District Investigation

The Superintendent or designee shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Board of Education. The final disposition of the matter and, any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall, **and discussing or disclosing the result of any investigation shall** be made in consultation with legal counsel.

County Office of Education Investigation

The result of the investigation shall not be disclosed to or discussed **district shall cooperate** with anyone **the County Superintendent of Schools, Fiscal Crisis and Management Assistance Team (FCMAT), law enforcement, or other than those individuals governmental entities that conduct a fraud investigation, in accordance** with a legitimate need to know. **law. (Education Code 1241.5)**

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State References

Description

Ed. Code 1241.5	Audit by county superintendent
Ed. Code 14500-14508	Financial and compliance audits - https://simbli.eboardsolutions.com/SU/ExILRgXIGIFUpluskbtjAagJg==
Ed. Code 35035	Powers and duties of the superintendent; transfer authority - https://simbli.eboardsolutions.com/SU/U8vklOrjlenvguXkYb3glg==
Ed. Code 35250	Duty to keep certain records and reports - https://simbli.eboardsolutions.com/SU/OCNdSb65lqPslshplzWPipnwg==
Ed. Code 41010-41023	Accounting regulations; budget controls and audits - https://simbli.eboardsolutions.com/SU/iySoWvuYwi7FVxfDFGU9KA==
Ed. Code 42600-42603	Control of expenditures - https://simbli.eboardsolutions.com/SU/1jUONJNpluspoAnhvplusUMxsgMg==
Ed. Code 42647	Drawing of warrants by district on county treasurer; form; reports, statements, and other data - https://simbli.eboardsolutions.com/SU/ouked3v4MSOvUHdxPslshHO6w==
Elec. Code 1090-1099	Prohibitions applicable to specified officers
Gov. Code 53995-53997	Obligation of contract - https://simbli.eboardsolutions.com/SU/8863QIIIGsxoOEBZOMEoohw==
Gov. Code 84308	Campaign Disclosure - https://simbli.eboardsolutions.com/SU/n7S3yU8cLVytag8uq23bQ==
Gov. Code 87100-87500	Political Reform Act - https://simbli.eboardsolutions.com/SU/mYFChdFDgtU7wwubQ4ReCA==

Management Resources References

Description

Governmental Accounting Standards Board Pub.	Implementation Guide No. 2019-3, Leases, August 2019 - https://simbli.eboardsolutions.com/SU/xmhiRAI4Obmhmg02CrPPfQ==
Governmental Accounting Standards Board Pub.	Implementation Guide No. 2023-1, Implementation Guidance Update - 2023, June 2023 - https://simbli.eboardsolutions.com/SU/vggLSsW3kCTXOXaBUt99xw==
Governmental Accounting Standards Board Statement	Statement 96, Subscription-Based Information Technology Arrangements, May 2020 - https://simbli.eboardsolutions.com/SU/plus5QJbux3lLoQYImXgyDi8g==
Governmental Accounting Standards Board Statement	Statement 87, Leases, June 2017 - https://simbli.eboardsolutions.com/SU/tJH1NnP3RzbdWsAslsh5ma7TQ==
Governmental Accounting Standards Board Statement	Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999 - https://simbli.eboardsolutions.com/SU/pEAz8kbmc91IGk4Klunkxw==

Website	CSBA District and County Office of Education Legal Services - https://simbli.eboardsolutions.com/SU/UdykszdmPETuDsIshXk6R5akQ==
Website	Governmental Accounting Standards Board - https://simbli.eboardsolutions.com/SU/fOzyLiplusQlvf5bslshbBggjhog==
Website	California Department of Education, Finance and Grants - https://simbli.eboardsolutions.com/SU/gCBslshNI2CDjZqs24TpVv3gw==
Website	California State Controller - https://simbli.eboardsolutions.com/SU/GDLauCiDFI4Ms1eIPGARvA==
Website	CSBA - https://simbli.eboardsolutions.com/SU/W3QxkK2FPsDsQBnMIENxGg==
Website	Fiscal Crisis and Management Assistance Team - https://simbli.eboardsolutions.com/SU/1KDBnplus9GCiDTyFvbLOOxQ==
Website	California Association of School Business Officials - https://simbli.eboardsolutions.com/SU/vplusVmEFNjohGgV6PRTIb0g==
Website	School Services of California, Inc. - https://simbli.eboardsolutions.com/SU/nzOINPGdkIshZR9e7VNUDXg==

Cross References

Description

3000	Concepts And Roles - https://simbli.eboardsolutions.com/SU/esslshvk4e9OagAbIFwiPdF8A==
3100	Budget - https://simbli.eboardsolutions.com/SU/LAXsliS005BXIXyCf1Nf6A==
3100	Budget - https://simbli.eboardsolutions.com/SU/0Em4vjDpAKIGfnem14N1VA==
3110	Transfer Of Funds - https://simbli.eboardsolutions.com/SU/cd10OT9nUsIshYZ49qjorWOsg==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/U7QTeU9SolI935xKxaXdplusQ==
3230	Federal Grant Funds - https://simbli.eboardsolutions.com/SU/Oh3eMwsYd7zIFD5OxF2rsg==
3300	Expenditures And Purchases - https://simbli.eboardsolutions.com/SU/yYy1CH64rE6t4GfplusXglZzA==
3312	Contracts - https://simbli.eboardsolutions.com/SU/RtEPentWF4fC8KdSsZuiQQ==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/Pr4pf5kxglXNKgAAAdNO7TA==
3314	Payment For Goods And Services - https://simbli.eboardsolutions.com/SU/iTys97FDc5VwffDz6qD5lg==
3314.2	Revolving Funds - https://simbli.eboardsolutions.com/SU/wdb2F9MeGf8LOmXvPq4FGw==
3430	Investing - https://simbli.eboardsolutions.com/SU/aw1pAEvBG9RIQaa5IUESZQ==
3430	Investing - https://simbli.eboardsolutions.com/SU/9Spluse6ISX1ixU4nEzMTyg2A==
3440	Inventories - https://simbli.eboardsolutions.com/SU/YRZDYmkvUdkn5RLDGWseplusg==
3451	Petty Cash Funds - https://simbli.eboardsolutions.com/SU/WdR2CcXXslshgJ3VluSo3f8Q==
3452	Student Activity Funds - https://simbli.eboardsolutions.com/SU/9SBtlfFyggkHplusjAgcmQciw==

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/4neViCDuqe27oe7UPwxLTg==>

3460 Financial Reports And Accountability -
<https://simbli.eboardsolutions.com/SU/yJoscjbOD4FYFm2xCUCqSA==>

3470 Debt Issuance And Management -
<https://simbli.eboardsolutions.com/SU/pQOIL6mpi5EJHYEtZWTeg==>

3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/39H2M5i3Hc5V4lxUohqBFw==>

3511 Energy And Water Management -
<https://simbli.eboardsolutions.com/SU/vHQbrL1bTL0xplusplusUInUcDg==>

3530 Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/plusnihNmmMgWrQ2lcn9aFZhQ==>

3530 Risk Management/Insurance -
<https://simbli.eboardsolutions.com/SU/0o1KSLGtjv3uJ6ftXbJxpA==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/QnRDSUG2lxmDwo549gJLww==>

3551 Food Service Operations/Cafeteria Fund -
<https://simbli.eboardsolutions.com/SU/XdvpOUBAPs20PKuptA0S1w==>

4112.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/ZbKyC91DY3CsgslshTWWChauQ==>

4119.1 Civil And Legal Rights -
<https://simbli.eboardsolutions.com/SU/ikYi9iffEslshg1YvCnslshHa9FA==>

4119.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/2PhH6DFt7Ua4rt543ihvEw==>

4212.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/6Sms9Cslshckj3AxFvjvlLwg==>

4219.1 Civil And Legal Rights -
<https://simbli.eboardsolutions.com/SU/slsh8r36Gnv1Paz0NslshaPHNpw==>

4219.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/dS1heLBjneDSE322MGvFPA==>

4312.6 Personnel Files -
<https://simbli.eboardsolutions.com/SU/c66XSPEsGJAEqplus435ncEpw==>

4319.1 Civil And Legal Rights -
<https://simbli.eboardsolutions.com/SU/8xFJs6TEekZrMrbTNzmslshw==>

4319.23 Unauthorized Release Of Confidential/Privileged Information -
<https://simbli.eboardsolutions.com/SU/GeZcaesmMflvKcNtbN7wSQ==>

4351 Employee Compensation -
<https://simbli.eboardsolutions.com/SU/7ykI0pHAhelqH4DkAzNuTw==>

5126 Awards For Achievement -
<https://simbli.eboardsolutions.com/SU/m0ex12vdl2rD32U4DlaeFQ==>

5126 Awards For Achievement -
<https://simbli.eboardsolutions.com/SU/JGBPKcLdCYxCPT333hNhoQ==>

9124 Attorney -
<https://simbli.eboardsolutions.com/SU/d8u1Fr2Zo7Ph9ag2ATuYdQ==>

9270 Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/kslshWb67m6F32w10hhDzipvw==>

9270-E(1) Conflict Of Interest -
<https://simbli.eboardsolutions.com/SU/BcWCdcb152Lq1FaHkFX63g==>