

Financial Administration

The Superintendent shall not cause or allow any financial activity or condition that materially deviates from the budget adopted by the Board, cause or allow any fiscal condition that is inconsistent with achieving the Board's Results or meeting any Operational Expectations goals, or place the long-term financial health of the district in jeopardy.

The Superintendent will:

1. Assure that payroll and legitimate debts of the district are promptly paid when due.
2. Assure that all purchases are based upon comparative prices of items of similar value, including consideration of both cost and long-term quality.
3. Use a competitive bidding procedure for the purchase of all supplies, materials and equipment, and any contracted services except professional services, consistent with statutory requirements.
4. Use a competitive bidding procedure for all public works projects in the amount of \$15,000 or more.
5. Coordinate and cooperate with the Board's appointed financial auditor for an annual audit of all district funds and accounts.
6. Make all reasonable efforts to collect any funds due the district from any source.
7. Keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting.
8. Publish, on behalf of the Board, a financial condition statement annually.
9. Assign high priority to environmental sustainability as equipment and facilities are purchased or replaced.

The Superintendent may not:

10. Expend more funds than have been received in the fiscal year unless revenues are made available through other legal means, including the use of fund balances, the authorized transfer of funds from reserve funds, and tax anticipation notes.
11. Indebt the organization.
12. Expend monies from reserve funds.
13. Permanently transfer money from one fund to another.
14. Allow any required reports to be overdue or inaccurately filed.
15. Receive, process or disburse funds under controls that are insufficient under generally accepted accounting procedures.

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

35160 Authority of governing boards commencing January 1, 1976

42130-42134 Financial reports and certifications

PUBLIC CONTRACT CODE

20111 Expenditure for equipment, materials, supplies, or services and awarding public works contracts

Adopted: April 24, 2007

Revised: June 28, 2011

Revised: March 10, 2015

Revised: June 23, 2015

Monitoring Method: *Internal report*

Monitoring Frequency: *Annually*

External report: *Annually*