

Business and Non-Instructional Operations

Concepts and Roles

The Board of Education recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the Board intends to:

1. Encourage advance planning through the best possible budget procedures.
2. Explore practical sources of dollar income.
3. Guide the expenditure of funds so as to extract the greatest educational returns.
4. Expect sound fiscal management from the administration.
5. Within fiscal constraints, maintain a level of per student expenditure sufficient to provide quality education.

The District shall maintain a healthy environment in support of the educational program, with high standards of safety in the operation and maintenance of school facilities, equipment and services.

Role of Board of Education

The Board of Education:

1. Approves and adopts the annual budget and approves budget transfers.
2. Is accountable for all District funds.
3. Adopts written policies governing the purchase of supplies and equipment.
4. Monitors all expenditures by receiving statements and approving payments.
5. Selects an auditor and reviews the annual audit of District accounts and business procedures.
6. Adopts an insurance program which complies with law and reflects prudent financial management.
7. Provides for long-range plans to acquire or dispose of sites and to add, maintain and staff new facilities.
8. Advocates and secures community support for additional financing when necessary.

Role of Superintendent

The Superintendent or designee:

1. Prepares the detailed annual budget and presents it to the Board for adoption.
2. Administers the budget and keeps expenditures within approved limits. Gives the Board information and recommendations regarding budget transfers.
3. Enforces requisition and purchase order policies and regulations.
4. Establishes control/inventory systems to account for District funds, supplies and equipment in accordance with law and Board policy.

5. Makes all financial reports required by law or Board policy and prepares reports for public release.
6. Analyzes the District's financial condition and presents the Board with proposals for meeting financial needs.
7. Recommends auditor(s) to prepare the annual audit of District accounts and business procedures.
8. Recommends an adequate insurance program to the Board.
9. Maintains the District's non-instructional operations.

Working Relationships of the Board and Superintendent

The Superintendent or designee shall recommend financial plans in accordance with the District's goals and objectives. The Board desires to be informed whenever District programs may be endangered by a lack of funds or when the continuation of District programs may result in an over-expenditure of District funds. Such information shall be communicated in a timely manner to allow Board sufficient time to take appropriate action.

The Board desires complete information from the Superintendent and staff on all matters relating to the District's financial operations. The Board shall closely scrutinize all District financial operations so that it may fully discharge its legal responsibilities with regard to school finance.

Legal Reference:

EDUCATION CODE

35035	Powers and duties of superintendent
35160	Authority of governing boards
35160.1	Broad authority of school District
35161	Powers and duties of governing boards