

**BEND-LA PINE SCHOOLS**

Administrative School District No. 1

Deschutes County, Oregon

**ADMINISTRATIVE REGULATION**

Name: Fiscal Accounting and Reporting

Section: Fiscal

Code: DI-AR

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The administrative authority for the business office operations of the district is limited to those duties required by statute and delegated through Board policies and decisions. Though federal, state and local law already prescribe many duties of the business office, the Board retains the right to implement policies and procedures more stringent than existing laws.

The business office shall be responsible for the collection and assembly of financial and related statistical information for the district. It shall be responsible for the accuracy and completeness of the financial records of the district. All funds shall be accounted for using state and federal laws, the current revision of Program Budgeting and Accounting Manual for School Districts (as adopted by the state of Oregon), and Generally Accepted Accounting Principles.

Accurate and current records of all receipts, disbursements and balances shall be kept and appropriate reports for the year to date shall be made to the Board monthly.

The Director of Fiscal Services, who is hired by the superintendent and approved by the Board, is given the administrative responsibility for overseeing the operation of the business office.

The fundamental objective of the business office is to consider the well being of the students, the community and the district in all decisions and actions.

The business office, in addition to regular duties, will perform other administrative tasks in areas including, but not limited to, budgeting, property inventories, insurance, appraisals, investments, purchasing, and personnel practices. The business office will maintain permanent property inventory records.

The Board will designate annually a firm of certified public accountants to conduct an audit of all funds of the district. The audit shall be made as of the close of the fiscal year and, upon completion, shall be presented to the Audit Committee. The audit shall be performed in accordance with Generally Accepted Auditing Standards and audit procedures shall include necessary tests as required for compliance with state and federal requirements.

Reviewed / Approved by Cabinet: 5/19/08, 7/28/08