Fiscally Accountable

SOCCCD, as a fiscally accountable District, processes its own commercial checks, ensures proper internal controls for those payments, and audits the payments. The District follows the education code requirements and assumes the responsibilities that shifted from the Orange County Department of Education (OCDE). The District notifies OCDE of the payments to update their records and the County Treasury. The District implementation plan, approved by the Board of Trustees and OCDE, is adhered to.

As a fiscally accountable District, the following procedures and regulations apply.

I. THE EXECUTIVE DIRECTOR OF FISCAL SERVICES SERVES AS THE DISTRICTS’ DISBURSING OFFICER. THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THIS POSITION INCLUDE:

A. Determine that funds are available to cover the payment of the claim;

B. Determine that adequate documentation exists to substantiate the appropriateness and authenticity of financial transactions;

C. Determine that there has been compliance with budgetary, legal, procedural and specially funded program requirements;

D. Certify that the foregoing review has been performed;

E. Maintain a record of all transactions reviewed together with notations regarding rejected check requests;

F. Issue checks in accordance with procedures prescribed by OCDE and County Auditor;

G. Ensure organizational independence between operating, custodian accounting and auditing functions;

H. Ensure that the separation of duties is properly controlled;

I. Ensure that the handling of receipts and disbursement of funds are separated from accounting of function;

J. Ensure a degree of independence of the District Disbursing Officer sufficient to maintain positive integrity of responsibilities;
K. Ensure internal controls between the Purchasing and Accounts Payable Departments;

L. Ensure the control of checks and signatures;

M. Ensure the adherence to Board rules and policies;

N. Provide financial information to the Governing Board and County Superintendent;

O. Ensure that Budget controls and procedures are reasonable in accordance with good business and management practices;

P. Prepare Financial Statements and Cost Analysis Reports;

Q. Ensure that there are adequate audit trails through operational data processing systems;

R. Process duplicate checks, stop payments, cancelled checks;

S. Detect, account for, and recover monies lost due to forged checks

II. CHECK CONTROL

Checks are to be stored in secured vault room in the Accounting Department. Access to the room is limited to designated staff.

III. SIGNATURE SECURITY AND CONTROL

Electronic signatures of the Disbursing Officer and check signers will be maintained in a secure manner with access limited to designated staff.

IV. RECORD RETENTION AND ACCESSIBILITY TO THE PUBLIC


B. The public is welcome to review Districts’ records during regular business hours.

Reference:

Education Code Section 85266

Note will remain until July 1, 2014.
This administrative regulation, upon approval, would not be effective until July 1, 2014 when the district becomes fiscally accountable.