



Huntington Beach Union High School District Board Policies and Administrative Regulations

BP 3400
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Business and Non-Instructional Operations

Management of District Assets/Accounts

Accounting Systems

General and budgetary accounting is prescribed by the Education Code and must be in accordance with the California State Department of Education Accounting Manual.

The Superintendent or the appropriate designee may institute supplementary accounting procedures.

The accounting systems and procedures shall provide the basis for ongoing internal accounting controls and provide a means for the accounting of income and expenditures as outlined in the adopted budget.

Audits

All accounts of the school district shall be audited annually as prescribed by the Education Code. The audit examination shall be conducted in accordance with the requirements of the State Controller.

The audit shall include all funds of the district and any other funds that are administered pursuant to a joint powers agreement. The audit shall also include an audit of attendance procedures.

The Superintendent shall arrange for the audit by April 1 of each year and to establish a timetable for its completion and review within the deadlines established by law. Upon a review of the audit by the Board at a regularly scheduled meeting, the Superintendent shall file the report of the audit with the County Superintendent of Schools, the Department of Education, and the State Controller.

Legal Reference: (See next page)

Audit (continued)

Legal Reference:

EDUCATION CODE

- 35035 Powers and duties of superintendent
- 35250 Duty to keep certain records and reports (accurate account of expenditures and receipts)
- 41010 Accounting system; requirements for Accounting Manual
- 41011 Accounting system requirements
- 41012 Uniform cost accounting procedure to determine allowances for handicapped minors
- 41013 Transfers from district general funds; accounting rules and regulations
- 41014 Requirements of budgetary accounting
- 41020 Audits of all school funds
- 41020.3 District governing board to review annual audit
- 41020.5 Audit report information
- 42600 District budget limitations on expenditures
- 42601 Transfers between funds to permit payment of obligation at close of year
- 42603 Transfer of moneys held in any fund or account to another fund; repayment
- 42647 Drawing of warrants by district on county treasurer; form of warrant; application and approval

Policy

adopted: 1/13/87