



Accounting and Investment Legislative Fiscal Process Procedure (A&I-P010)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Business Department manages legislative fiscal processes at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Accountant

(Approval signature on file)

Signature

Date

4.0 DEFINITIONS:

- 4.1 WCSD – Washoe County School District

5.0 PROCEDURE:

- 5.1 The Senior Director of Public Policy Accountability and Assessment is the liaison for the district on legislative matters.
- 5.2 If a legislative matter arises which is of a fiscal nature, the liaison initiates contact with the Business Department.
- 5.3 The Business Department is made aware of any bills or upcoming legislative matters that may impact the district.
- 5.4 It is the Business department’s responsibility to analyze bills, testify if necessary, or provide information to the liaison or the Superintendent for Board and legislative action.
 - 5.4.1 It has been necessary for the Business Department to prepare speeches and presentations that summarize the fiscal accomplishment and needs of the district for the Superintendent to present to the legislature.
 - 5.4.2 The Business Department is required to be available when the legislature is in session to meet with legislative staff to discuss technical fiscal issues.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Legislative Bills

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
N/A				



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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/29/05	A	Initial Release

***** E n d o f p r o c e d u r e *****