



Responsible Office: Office of Business & Financial Services

BOARD POLICY 3410

SYSTEM OF ACCOUNTS AND FINANCIAL OVERSIGHT

PURPOSE

The Board of Trustees ("Board"), as the governing body of the Washoe County School District ("District"), is committed to its role of responsible financial stewardship. The District's financial records shall be developed and maintained in a consistent and systematic basis to support the decision-making responsibilities of the Board of Trustees, superintendent, administrators, faculty and staff. Internal examinations of the District's financial statements shall be conducted to provide assurances of financial stability and transparency to the community. This policy and any associated documents shall describe the Board's commitment to the transparent management of District funds.

POLICY

1. Governing Principles

- a. The Superintendent and the Chief Financial Officer shall be responsible for developing and implementing a system of accounts as prescribed by the Nevada Department of Education, which will ensure exact and continuous record keeping of all funds under the jurisdiction and control of the District.
- b. A System of Accounts is integral to maintaining the accounting of funds for the District.
- c. The use of Generally Accepted Accounting Principles (GAAP) shall result in financial statements that provide comparability between governmental entities, consistency between accounting periods, and reliability for internal and external users of financial statements.

2. Governing Practices

- a. Each administrator, faculty member or other staff responsible for the administration of funds shall be accountable for the reporting of financial transactions in a form and manner prescribed by Board policy and the associated governing documents, Nevada state law, and the regulations of the Nevada Department of Education.

- b. The Office of Business and Financial Services shall develop the accounting procedures, ledgers of accounts and codes to properly account for all funds related to the operation of the District. The Chief Financial Officer may authorize the creation of separate funds, accounts or codes when such are required by statute or regulation or when it is expedient for the proper control of school district monies.
- c. Accountants employed by the Office of Business and Financial Services shall be responsible for reviewing the funds of the District periodically.
- d. All funds of the District, to include school activity funds, are monitored by the Office of Business and Financial Services.
- e. The District's Internal Audit Department shall conduct periodic audits of District funds. The resulting audit reports shall be made available to the Board of Trustees and the public; and to the external auditor for the purpose of the annual comprehensive financial audit of the District.

DEFINITIONS

1. Generally Accepted Accounting Principles (GAAP) refers to the standard framework of guidelines for financial accounting. These accounting standards include rules that accountants follow in recording and summarizing and in the preparation of financial statements.
2. "Audit" is defined in state law (NRS 354.486) as "the examination and analysis of financial statements, accounting procedures and other evidence made in conformity with generally accepted auditing standards ..."

DESIRED OUTCOMES

1. Through this policy, the Board of Trustees and the District express their commitment to:
 - a. having a System of Accounts that allows internal and external users to get financial information that is critical to decision making; and
 - b. conducting regular reviews of the adequacy of financial systems to ascertain whether those systems provide reasonable assurance that the District's objectives and goals are being met efficiently and economically and that the financial systems are functioning as intended.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 3100, Financial Services
 - b. Board Policy 9170, Internal Audit Department
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 354, Local Financial Administration, and specifically:
 - i. NRS 354.624, Annual and other audits of funds, account groups and separate accounts; Designation of accountant: scope and disposition of audit.
 - ii. NRS 354.6241, Contents of statement to auditor; expenditure of excess reserves in certain funds
 - b. Chapter 387, Financial Support of School System.

REVIEW AND REPORTING

1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.
3. Financial reports will be presented to the Board of Trustees periodically and posted to the District's website for access by the community.

REVISION HISTORY

Date	Revision	Modification
2/1/1983	1.0	Adopted
11/18/2014	2.0	Revised
8/22/2017	3.0	Revised: merged Board Policy 3434, Periodic Audits