



Responsible Office: Office of Business and Financial Services

BOARD POLICY 3410

SYSTEM OF ACCOUNTS AND FINANCIAL OVERSIGHT

PURPOSE

The Board of Trustees (Board), 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 prepared in accordance with the law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Government Accounting Standards Board in order to support the decision-making responsibilities of the Board, the Superintendent, administrators, faculty, and employees. Internal examinations of the District's financial statements shall be conducted to provide assurances of financial stability and transparency to the community. This Board Policy and any associated documents shall describe the Board's commitment to the proper preparation and presentation of financial information as well as the transparent management of District funds.

DEFINITIONS

1. "Generally Accepted Accounting Principles" (GAAP) refers to a common set of accounting principles, standards, and procedures issued by the Financial Accounting Standards Board (FASB). These accounting standards include rules that accountants follow in recording and summarizing financial data, and in the preparation of financial statements.
2. "Government Accounting Standards Board" (GASB) is a private non-governmental organization that creates accounting reporting standards, or GAAP, for state and local governments in the United States.
3. "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 ..."

POLICY

1. Nevada Revised Statutes provide direction to local governments about financial administration and will be the basis of developing administrative regulations and procedures to implement this Board Policy.

2. The use of GAAP and conformity with pronouncements issued by the GASB 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.
3. The Superintendent with assistance from the Chief Financial Officer shall be responsible for developing and implementing administrative regulations and 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.
4. The Office of Business and Financial Services shall develop accounting procedures and ledgers of accounts and codes to properly account for all funds related to the operation of the District. Accounting practices and requirements shall include a determination of:
 - a. Measurement focus and basis of accounting for District accounts;
 - b. Timely recording of deposits and disbursements;
 - c. Revenue recognition;
 - d. Investment accounting; and
 - e. Interfund loans and negative cash positions for funds such as grant funds that operate on a reimbursement basis.
5. 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.
6. The Office of Business and Financial Services shall be responsible for reviewing and monitoring all funds of the District, including school activity funds.
7. The District's Internal Audit Department shall conduct periodic audits of District funds. The resulting audit reports shall be made available to the Board and the public, and to the external auditor for the purpose of the annual comprehensive financial audit of the District.
8. The Board shall provide for an annual audit of the District's financial statements.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Board 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; and

- b. Board Policy 9170, Internal Audit Department.
- 2. This Board 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; and
 - ii. NRS 354.6241, Contents of statement to auditor; expenditure of excess reserves in certain funds.
 - b. Chapter 387, Financial Support of School System.

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 |
| 10/26/2021 | 4.0 | Revised: added greater specificity in language and format changes. |