

Procedure 3050-PR(3): Fiscal Management - Audit Documentation

Original Adopted Date: September 17, 2025

Status: Approved

PURPOSE

The Chief Finance Officer (CFO) and additional appropriately designated fiscal specialists are responsible for developing and ensuring compliance with fiscal control processes and documentation/records procedures to ensure accurate and correct audit trails are maintained for accounts receivable, accounts payable, and all other financial activities. The CFO will ensure that all monies due and payable to the District are received and properly accounted for, and that all payments are made on the basis of reviewed and certified vouchers evidencing that payments are appropriately made for services rendered or materials received, and that the amounts to be paid are those agreed upon for the specific services rendered or for the specific kind, quality, and quantity of good(s) received.

The annual financial statements of the District will be filed with state authorities and be available for public inspection as required. The District CEO and CFO shall develop guidelines for regular reports of financial position to the District Governing Board (DGB). Additional reports shall be made to the DGB as requested concerning all monies received and paid out and the condition of various funds of the District.