

Administrative Regulation

BUSINESS

Other Expense Accounting Functions

1.01.0 PURPOSE AND SCOPE

Other related Expense Accounting functions include the reconciliation of District and County financial records, the District's insurance obligations, and facility use accounting.

2.0 STRUCTURE AND ELEMENTS

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3.0 MONTHLY RECONCILIATION

California Education Code mandates that the Santa Clara County Office of Education must keep a set of financial records on all school districts.

In compliance with the law, Berryessa Union School District and the County Office of Education shall both maintain a separate set of records on all financial transactions for the District and a monthly reconciliation shall be done to balance both sets of records. Business Services shall be responsible for supervising the reconciliation of District and County financial records.

4.0 INSURANCE

The District shall insure against potential losses by providing insurance for real and personal property and liability. The District shall apply to the insurance company to recover insured losses by submitting the appropriate insurance reports in a timely manner. Insurance reports shall be completed by the affected department/school and submitted to Business Services for processing.

5.0 FACILITY USE

The District shall open its school facilities to community groups for use after school hours per Board Policy. The Business Services Department shall charge these groups when District personnel are required to work over and above normal working hours. These services may include, but are not limited to, custodial help and Food Services help.

Approved July 12, 1984