

Mendocino Unified School District

Business and Noninstructional Operations

Management of District Assets/Accounts

Accounts The District's accounting system shall fully comply with the definitions, instructions, and procedures set forth in the California Department of Education Accounting Manual. (EC 41010)

The Superintendent or designee shall ensure that funds are encumbered in the District accounting records immediately after an expenditure is committed for subsequent payment.

Audit: *By April 1 of each year, the Board shall provide for an audit of all District accounts, any other funds which are administered pursuant to a joint powers agreement, and attendance procedures. To conduct this audit, the Board shall select a certificated public accountant or public accountant licensed by the State Board of Accountancy. The Superintendent or designee shall establish a timetable for the completion and review of the audit within the deadlines established by law.*

The audit shall be conducted in accordance with General Accounting Office standards for financial and compliance audits. (EC 14503)

Administrative Regulation 3400

Reviewed by Board 2/94; Revised 2/8/96

The Audit shall identify all expenditures by source of funds and shall contain:

1. A statement that the audit was conducted pursuant to standards and procedures established in the audit guides developed by the State Controller.
2. A summary of audit exceptions and management recommendations. (EC 41020)
3. *A description of the specific actions that are planned or that have been taken to correct any problem identified by the auditor.*

The Superintendent or designee shall file the report of the audit with the County Superintendent of Schools, the Department of Education, and the State Controller no later than December 15. (EC 41020)

By January 31 of each year, the Board shall review, at an open meeting, the annual District audit for the prior year, any audit exceptions identified in that audit, the recommendations or findings of any management letter issued by the auditor, and any description of correction or plans to correct any exceptions or any issue raised in a management letter.

Quality Control Reviews: The independent auditor shall complete a quality control review every three years in accordance with General Accounting Office standards.