



# Santa Ana Unified School District

BOARD POLICY NO: 3460

EFFECTIVE: 10/08/2019

**SUBJECT: Financial Reports and Accountability**

**CATEGORY:** Business and Noninstructional Operations

**RESPONSIBLE OFFICE(S):** Business Services, Accounting Department

## **SCOPE:**

The Governing Board is committed to ensuring accountability to the public for the fiscal health of the District. The Board shall adopt sound fiscal policies and oversee the District's financial condition.

## **POLICY:**

The Superintendent or designee shall ensure that all financial reports are prepared in accordance with law and in conformity with generally accepted accounting principles and financial reporting standards stipulated by the Governmental Accounting Standards Board and the California Department of Education (CDE). He/she shall establish a system of ongoing internal controls to ensure the reliability of financial reporting.

When required by law or the Board, the Superintendent or designee shall submit to the Board reports of the District's financial status, including, but not limited to, any report specified in this Board policy or accompanying administrative regulation. When any such report must be approved by the Board prior to its submission to a local, state, and/or federal agency, the Superintendent or designee shall provide the report to the Board in sufficient time to enable the Board to carefully review the report and meet any applicable submission deadline.

The Board shall regularly communicate the District's financial position to the public and shall use financial reports to determine what actions and budget amendments, if any, are needed to ensure the District's financial stability.

If District conditions predict fiscal distress or indicate that the District might not be able to meet its fiscal obligations, the Board and Superintendent or designee shall act quickly to identify and resolve these conditions. The Board shall work cooperatively with the County Superintendent of Schools to improve the District's fiscal health and may contract with an external individual or organization to advise the District on fiscal matters.

## **Unaudited Actual Receipts and Expenditures:**

On or before September 15, the Board shall approve and file with the County Superintendent a statement of the District's unaudited actual receipts and expenditures for the preceding fiscal year. The Superintendent or designee shall prepare this statement using the state's standardized account code structure (SACS) as prescribed by the Superintendent of Public Instruction (SPI).

## **Gann Appropriations Limit Resolution:**

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code 7900-7914, the District's estimated appropriations limit for the current fiscal year and the actual appropriations limit for the preceding fiscal year. Documentation used to identify these limits shall be



# Santa Ana Unified School District

BOARD POLICY NO: 3460

EFFECTIVE: 10/08/2019

**SUBJECT: Financial Reports and Accountability**

**CATEGORY:** Business and Noninstructional Operations

**RESPONSIBLE OFFICE(S):** Business Services, Accounting Department

made available to the public on the day of the Board meeting.

**Interim Reports/Certification of Ability to Meet Fiscal Obligations:**

The Superintendent or designee shall submit two interim fiscal reports to the Board, the first report covering the District's financial and budgetary status for the period ending October 31 and the second report covering the period ending January 31. The reports and supporting data shall be made available by the District for public review.

Within 45 days after the close of the period reported, the Board shall approve the interim report and certify, on the basis of the interim report and any additional financial information known by the Board, whether the District will be able to meet its fiscal obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as one of the following:

1. "Positive certification" indicating that the District will meet its financial obligations for the current fiscal year and two subsequent fiscal years
2. "Qualified certification" indicating that the District may not meet its financial obligations for the current fiscal year or two subsequent fiscal years
3. "Negative certification" indicating that the District will be unable to meet its financial obligations for the remainder of the fiscal year or the subsequent fiscal year

The Superintendent or designee shall submit a copy of each interim report and certification to the County Superintendent using the state's SACS software, as prescribed by the SPI.

If the District's certification is subsequently changed by the County Superintendent from a positive to a qualified or negative certification, or from a qualified to a negative certification, the Board may appeal the decision to the SPI within five days of receiving the notice of change.

Whenever the District receives a qualified or negative certification from the Board or the County Superintendent, the Superintendent or designee shall cooperate in the implementation of any remedial actions taken or prescribed by the County Superintendent under the authority granted to him/her pursuant to Education Code 42131.

If the second interim report is accompanied by a qualified or negative certification, the Board shall, no later than June 1, provide to the County Superintendent, the State Controller, and the SPI a financial statement as of April 30 ("third interim report") that projects the District's fund and cash balances through June 30.



# Santa Ana Unified School District

BOARD POLICY NO: 3460

EFFECTIVE: 10/08/2019

**SUBJECT: Financial Reports and Accountability**

**CATEGORY:** Business and Noninstructional Operations

**RESPONSIBLE OFFICE(S):** Business Services, Accounting Department

At any time during the year when the County Superintendent conducts a comprehensive review of the District's financial and budgetary conditions after he/she has determined that the District's budget does not comply with state criteria and standards for fiscal stability, the Board shall review the County Superintendent's recommendations at a public Board meeting. Within 15 days of receiving the report, the District shall notify the County Superintendent and the SPI of its proposed actions on the recommendation.

## **Audit Report:**

By April 1 of each year, the Board shall provide for an annual audit of the District's books and accounts. To conduct the audit, the Board shall select a certified public accountant or public accountant licensed by the State Board of Accountancy from among those deemed qualified by the State Controller. The Board shall not select any public accounting firm to provide audit services if the lead or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for the District in each of the six previous fiscal years.

No later than December 15, the report of the audit for the preceding fiscal year shall be filed with the County Superintendent, the CDE, and the State Controller.

Prior to December 15 whenever possible, but in no case later than January 31, 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. The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

## **DESIRED OUTCOME:**

To ensure the District's budget and financial operations support the District's goals for student achievement.

## **IMPLEMENTATION GUIDELINES AND ASSOCIATED DOCUMENTS:**

### **District Policies and Procedures:**

BP 1340 - Access to District Records

BP 3100 - Budget

BP 3300 - Expenditures and Purchases

BP 3400 - Management of District Assets/Accounts

BP 3430 - Investing

BP 4143/4243 - Negotiations/Consultation



# Santa Ana Unified School District

BOARD POLICY NO: 3460

EFFECTIVE: 10/08/2019

**SUBJECT: Financial Reports and Accountability**

**CATEGORY:** Business and Noninstructional Operations

**RESPONSIBLE OFFICE(S):** Business Services, Accounting Department

BP 9000 - Role of the Board

BP 9322 - Agenda/Meeting Materials

AR 1340 - Access to District Records

AR 3100 – Budget

AR 3110 - Transfer of Funds

AR 3300 - Expenditures and Purchases

## Legal Reference:

### Education Code:

1240	Duties of county superintendent of schools
14500-14508	Financial and compliance audits
17070.10-17079.30	Leroy F. Greene School Facilities Act
17150-17150.1	Public disclosure of non-voter-approved debt
17170-17199.5	California School Finance Authority
33127	Standards and criteria for local budgets and expenditures
33128	Standards and criteria; inclusions
33129	Standards and criteria; use by local agencies
35035	Powers and duties of superintendent
41010-41024	Accounting system and audits
41326	Emergency apportionment
41344	Repayment of apportionment significant audit exceptions
41344.1	Appeals of audit findings
41455	Examination of financial problems of local Districts
42100-42105	Requirement to prepare and file annual statement
42120-42129	Budget requirements
42130-42134	Financial reports and certifications
42140-42142	Public disclosure of fiscal obligations
42637	County superintendent review of District's financial and budgetary conditions
42652	Revocation or suspension of warrant authority
48300-48316	Student attendance alternatives

### Government Code:

3540.2	School District; qualified or negative certification; proposed agreement review and comment
7900-7914	Appropriations limit
16429.1	Local agency investment fund
53646	Reports of investment policy and compliance

### Code of Regulations, Title 2:

1859.104	Leroy F. Greene School Facilities Program, reporting requirements
----------	---



# Santa Ana Unified School District

BOARD POLICY NO: 3460

EFFECTIVE: 10/08/2019

**SUBJECT: Financial Reports and Accountability**

**CATEGORY:** Business and Noninstructional Operations

**RESPONSIBLE OFFICE(S):** Business Services, Accounting Department

**Code of Regulations, Title 5:**

15060	Standardized account code structure
15070	Submission of reports using standardized account code structure
15440-15451	Criteria and standards for school District budgets
15453-154634	Criteria and standards for school District interim reports
15480-15490	Criteria and Standards for County Office of Education Reports
19810-19816.1	Audits

**United States Code, Title 31:**

7501- 7507	Single audits of federal program funds
------------	--

**Code of Federal Regulations, Title 2:**

200.0-200.521	Federal uniform grant guidance
---------------	--------------------------------

**Management Resources:**

- California Department of Education Communications
- New Financial Reporting Requirements for Postemployment Benefits Other than Pensions, February 26, 2007
- Audit Resolution Process: Repayment Plans, December 8, 2000

**Fiscal Crisis and Management Assistance Team Publications:**

- Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, September 2006

**Governmental Accounting Standards Board Statements:**

- Statement 75, Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions, June 2015
- Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, March 2009
- Statement 34, Basic Financial Statements and Management's Discussion and Analysis - For State and Local Governments, June 1999

**State Controller Publications:**

- Standards and Procedures for Audits of California K-12 Local Educational Agencies (annual publication)

**U.S. Government Accountability Office and President's Council on Integrity and Efficiency (PCIE) Publications:**

- Government Auditing Standards, 2011
- Financial Audit Manual, revised 2008

**Web Sites:**

- CSBA: <http://www.csba.org>
- California Association of School Business Officials: <http://www.casbo.org>
- California County Superintendents Educational Services Association: <http://www.ccsesa.org>
- California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>



# Santa Ana Unified School District

---

BOARD POLICY NO: 3460

EFFECTIVE: 10/08/2019

**SUBJECT: Financial Reports and Accountability**

CATEGORY: Business and Noninstructional Operations

RESPONSIBLE OFFICE(S): Business Services, Accounting Department

Education Audit Appeals Panel: <http://www.eaap.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California: <http://www.sscal.com>

State Controller's Office: <http://www.sco.ca.gov>

U.S. Government Accountability Office: <http://www.gao.gov>

U.S. Office of Management and Budget: <http://www.whitehouse.gov/omb>

## **ADOPTION AND REVISION HISTORY:**

(8-98 4-02) 10-19