

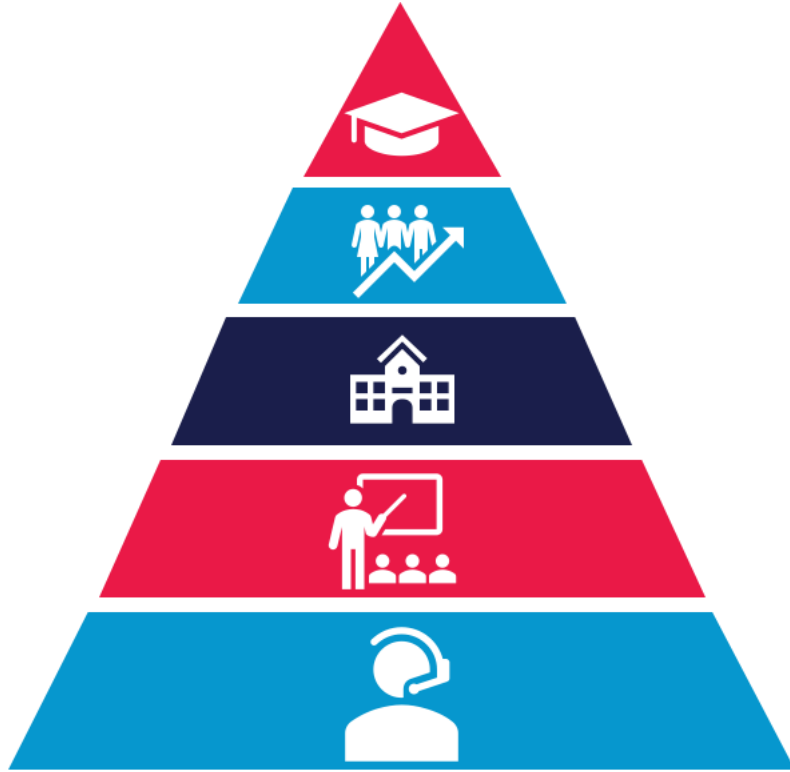
Current Issues in Local School Accounting

Alabama Association of School Business Officials



ALABAMA STATE DEPARTMENT *of* EDUCATION

Alabama Achieves



Academic Growth & Achievement

College, Career, & Workforce Ready

Safe & Supportive Learning Environment

Highly Effective Educators

Customer Friendly Services



ALABAMA STATE DEPARTMENT *of* EDUCATION

Providing Support

- Knowledge
- Action
- Attitude



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ALABAMA STATE DEPARTMENT *of* EDUCATION

The “What”

- Code of Alabama
- Alabama Administrative Code
- ALSDE Financial Procedures for Local Schools
- Local Policies and Procedures
- AASBO Local School Financial Management Certificate Program
- Networking



The Code of Alabama

Regular Session 2013	History	Sponsors	Fiscal Notes	Amds/Subs	View	Help
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Session

Code of Ala

Constitution

Search

View

The Code of Alabama 1975

[Title 13A](#) CRIMINAL CODE.

[Title 14](#) CRIMINAL CORRECTIONAL AND DETENTION FACILITIES.

[Title 15](#) CRIMINAL PROCEDURE.

[Title 16](#) EDUCATION.

[Title 17](#) ELECTIONS.

[Title 18](#) EMINENT DOMAIN.

- [Section 16-13A-1](#) Fiscal management policies.
- [Section 16-13A-2](#) Financial oversight by State Superintendent of Education; appointment and duties of Chief Education Financial Officer; internal audits of schools and school systems.
- [Section 16-13A-3](#) Financial training of local superintendents of education.
- [Section 16-13A-4](#) Appointment; removal of chief school financial officer; qualifications.
- [Section 16-13A-5](#) Supervision, fiduciary responsibility of chief school financial officer; duties.
- [Section 16-13A-6](#) Required reports.
- [Section 16-13A-7](#) Audits.
- [Section 16-13A-8](#) Authority to expend funds.
- [Section 16-13A-9](#) Reserve funds.
- [Section 16-13A-10](#) Penalties for failing to comply with chapter.
- [Section 16-13A-11](#) Liability.
- [Section 16-13A-12](#) Bonding.
- [Section 16-13A-13](#) Publication of budget and financial information.



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Section 16-13A-5(b)

Supervision, Fiduciary Responsibility of CSFO; Duties

- (b) The chief school financial officer shall perform each of the following duties:
- (1) Verify the **receipt** of all funds to which the local board of education may be entitled by law or which may come into its possession for public school purposes.
 - (2) Verify the **payment** of such funds, such payments to occur only on written order of the local superintendent of education.
 - (3) Keep an **accurate record** of all receipts and expenditures and provide such information to the local superintendent and the local board.
 - (4) Make **reports** as may be required by law, by the local board of education, or by rules and regulations of the State Board of Education.



Section 16-13A-5(b)

Supervision, Fiduciary Responsibility of CSFO; Duties

(b) The chief school financial officer shall perform each of the following duties:

(5) Personally notify, in writing, each board member and the local superintendent of education of any financial transaction of the local board of education which the chief school financial officer deems to be non-routine, unusual, without legal authorization, or not in compliance with the fiscal management policies of the board. The notification shall be recorded in the minutes of the board by the president of the local board of education.



Section 16-13A-6

Required Reporting

- Monthly financial statement
- Monthly report showing all receipts
- Monthly report showing all expenditures
- Monthly and/or quarterly reports showing expenditures relative to such projected budget.
- Yearly report of the fixed assets inventory
- Financial and other information necessary to participate in national statistical studies on education.



Section 16-13A-7

Audit Requirements

- Local Boards of Education must be audited yearly
- Audit Procedures include
 - Financial Audit of books and accounts
 - Legal Compliance Audit
 - Program Compliance Audit
- Audit Findings are presented at a Board meeting
- Audit Reports are submitted to the State Superintendent of Education
- Audits are public records



The “Rules” – Two sets of Three by John Wooden

Set One

- Never Lie
- Never Cheat
- Never Steal



Set Two

- Don't Whine
- Don't Complain
- Don't Make Excuses



The “Why”

- Students
- Teachers
- Principal
- Parents
- Community



ALABAMA STATE DEPARTMENT *of* EDUCATION

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