

# Operations Policy Compliance Monitoring From

## Policy Topic Area - Operational Service Policies

**These policies govern, define, limit (summarize the overarching theme of this policy topic) and address such things as (list sub-categories of the topic)**

- Accounting Procedures
- Purchased Services
- Safety
- Conservation

**Compliance with these policies indicates what these policies tell you.**

That the district must be fiscally responsible and maintain a safe place for students to be educated and for staff to work

**List of applicable policies in this topic.**

- 1:10 – School District Legal Status
- 1:20 – District Organization, Operations, and Cooperative Agreements
- 4:40 – Incurring Debt
- 4:45 – Insufficient Fund Checks
- 4:50 – Payment Procedures
- 4:60 – Purchases and Contracts
- 4:70 – Resource Conservation
- 4:80 – Accounting and Audits
- 4:90 – Student Activity Fund Management
- 4:100 – Insurance Management
- 4:110 – Transportation
- 4:120 – Food Service
- 4:130 – Free and Reduced-Price Food Services
- 4:140 – Waiver of Student Fees
- 4:160 – Hazardous and Infectious Materials
- 4:170 – Safety

***How do we know we are in compliance? In order to monitor progress toward district ends and compliance with written board policy in the above names policy area. The school board requires the following indications and evidence of compliance from the superintendent.***

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## Policy Topic Area - Operational Service Policies

- Audit Report; ref 4:80
- Fund Balance Report; ref 4:50
- General Ledger – approval of all bills; ref 4:50, 5:60
- Annual Summary of all receipts to expenditures of the funds; ref 4:50
- Budget w/ Contract and agreements form attached; ref 4:60
- Budget at a Glance; ref 4:60

### What, if any, additional information does the Board want that would provide information about compliance with this policy topic?

- Joint Programs / Intergovernmental Agreements Report, ref 1:20
- Financial Trends over time; ref 4:80, 4:30; 4:60
- Investment Report; ref 4:30
- % to Plan / Revenue / Expense; ref 4:60
- Certified Transportation Report; ref 4:110
- # students free lunches / Waiver fee; ref 4:130

The District is not in compliance with the following policies in this area as demonstrated below.

### Recommendations:

Timeline for achieving compliance: \_\_\_\_\_.

I hereby certify that to the best of my knowledge the district is in compliance with all polices in this policy area, except as noted above.

Superintendent *John Van Arden*

Date 5/10/10

Board President *Darla Vanover*

Date 5-10-10