

**CLOVIS UNIFIED
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONSFINANCIAL SERVICES****Accounting****PAYMENT FOR GOODS AND SERVICES/ACCOUNTING AND REPORTING**

PURPOSE: To ~~identify and establish~~ procedures for signing warrants and payment for goods and services ~~positions responsible for signing documents and receiving information concerning the financial affairs of the District.~~

The Board recognizes the importance of developing a system of internal control procedures to facilitate warrant processing and the payment for goods and services.

The Superintendent, Associate Superintendent of Administrative Services, Assistant Superintendent of Business Services, and the Director of Budget and Finance are ~~designated as the authorized to signatures for~~ warrants on behalf of the District ~~maintenance and payroll registers.~~ Each such designated person shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement. The Superintendent, Associate Superintendent for Administrative Services, and Assistant Superintendent for Business Services are designated as the persons to receive correspondence from the Business Services ~~Division~~Department of the Fresno County Superintendent of SchoolsOffice of Education.

The Board authorizes the Superintendent or designee to release ~~warrantsechecks upon approval of the Fresno County Superintendent of Schools,~~ with check registers to be ratified by the Board at the next regularly scheduled board meeting.

The District shall not be responsible for the payment of unauthorized purchases of goods and services.

Adopted: 07/23/1975

Reviewed: 07/11/2007

Amended: 08/22/1979, 11/18/1981, 12/11/1985, 12/10/1986, 06/08/1992, 08/07/1996,
06/26/2002, 11/19/2003, 02/22/2006, 02/25/2009, __/__/____ (BP 4201 renumbered
as BP 3314)

EDUCATION CODE

17605 Delegation of authority for purchases
42630-42651 Orders, requisitions and warrants
42800-42806 Revolving cash fund
42810 Alternative revolving fund
42820 Prepayment funds

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

**CLOVIS UNIFIED
SCHOOL DISTRICT**

GOVERNMENT CODE

16.5 Digital signatures

5500-5506 Uniform Facsimile Signatures of Public Officials Act

8111.2 Definition of public entity

PUBLIC CONTRACT CODE

7107 Retention proceeds; withholding; disbursement

7201 Retention proceeds; limits and exceptions

9203 Payment for projects costing over \$5000

20104.50 Timely progress payments

CODE OF REGULATIONS, TITLE 2

22000-22005 Digital signatures

Doc# 34613-7 (02/2020, 07/2007)

**CLOVIS UNIFIED
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS ~~FINANCIAL SERVICES~~****Accounting****REVOLVING FUNDS AND SPECIAL ACCOUNTS**

PURPOSE: To establish financial accounts and positions responsible for administering the accounts in the District.

As used in this policy, designated signers are those District employees who are designated under Board Policy No. 3314 to sign warrants on behalf of the District.

A. Cafeteria Account

1. ~~The Cafeteria accounts~~ shall be established in ~~a local banks~~ as authorized by law, in order that all receipts and payments for the cafeteria operation shall be processed through these accounts.
2. Checks drawn against the cafeteria account may be signed by any two of the ~~following~~ District designated ~~dees~~ signers: ~~Superintendent; Associate Superintendent Administrative Services; Assistant Superintendent Business Services~~. The District designees shall ensure all monies ~~so required~~ are properly accounted for properly paid into the accounts. The Cafeteria ~~Special Revenue~~ Fund shall be used only for those expenditures authorized by the ~~Governing~~ Board as necessary for the operation of the District's ~~Food Service~~ program. (Education Code ~~sections~~ 38091 and 38100).

B. Revolving Cash Account

1. ~~In order to~~ To meet the District's operating needs ~~of the District~~, the establishment of a general revolving cash fund in an amount not to exceed \$150,000 ~~based on the 1990-91 fiscal year~~ is authorized by Education Code ~~section~~ 42800. The dollar limit ~~may~~ shall thereafter be increased/decreased by the percentage change in the District's annual revenue limit established by Education Code section 42238. The Assistant Superintendent of Business Services is the officer ~~for whose~~ is authorized to use ~~for the District~~ the fund ~~that is established~~.
2. Checks drawn against the Revolving Fund, Workers' Compensation Fund, and Community Recreation Programs ~~cash~~ accounts must be signed by two of the ~~following~~ District designated ~~dees~~ signers: ~~Superintendent; Associate Superintendent Administrative Services; Assistant Superintendent Business Services~~.
3. Authorization to establish revolving cash funds for use by school principals and other administrative officials designated by the ~~Governing~~ Board is authorized by Education Code ~~section~~ 42810. The total amount of the funds shall not exceed three (3) percent of the current year's instructional supply budget. ~~In order to meet the operating needs of the Clovis Adult Education, \$3,500 is established in a Revolving Cash Fund to be used for the~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

~~implementation of an immediate payment plan. The Assistant Superintendent Business Services is the Officer who is authorized to for use of the fund which that is established for the Clovis Adult Education. The Board shall provide for an audit of the funds on a regular basis.~~

- ~~4. Checks drawn against the Adult Education Revolving Fund must be signed by two of the following District designated signers: Principal Adult Education; Adult School Office Manager II; Adult School Student Body Account Clerk; Director Finance.~~

- ~~5.4. Checks shall be drawn to expedite expenditures for services and materials relating to classroom instruction the Clovis Adult Education Funds, and the securing and purchasing of which is a legal charge against the funds of the Clovis Unified School District.~~

- ~~6.5. No check shall be drawn against the revolving cash account without an approved District requisition and the approval of two of the District Superintendent's designated signer(s). Any person who issues a check drawn on the fund shall be personally liable for the amount of the check if the expenditure is in violation of the District's rules and regulations with respect to the fund. (Education Code 42821)~~

C. Clearing Account – General Fund

1. A clearing account, as authorized by the Education Code, shall be established ~~at in~~ a local bank. Said account is to be used solely for deposit of monies received on account of the General Fund and such funds shall be transmitted not less than weekly to the County Treasury.
2. Checks drawn against the General Fund clearing account must be signed by two of the ~~following District designated~~ signers: ~~Superintendent; Associate Superintendent-Administrative Services; Assistant Superintendent Business Services.~~

D. Clearing Account – Sierra Outdoor School ~~at Five Mile Creek~~

1. ~~Additionally, a~~ A clearing account, for use by the Sierra Outdoor School ~~at Five Mile Creek~~, as authorized by the Education Code, shall be established ~~at in~~ a local bank. Said account is to be used solely for deposit of monies received on account of the Sierra Outdoor School ~~at Five Mile Creek~~ and such funds shall be transmitted not less than bi-weekly to the County Treasury.
2. Checks drawn against the Sierra Outdoor School ~~at Five Mile Creek~~ clearing account require two signatures of the ~~District Superintendent's~~ designated signers.

**CLOVIS UNIFIED
SCHOOL DISTRICT****E. Clearing Account – Concession Stand**

~~1. A Concession Stand Clearing Account shall be established at a local bank. Checks drawn against the Concession Stand Clearing Account must be signed by two of the following District designated signers: Superintendent, Associate Superintendent Administrative Services, Assistant Superintendent Business Services.~~

F. Clearing Account - Self Insurance/Health and Welfare Clearing Accounts

~~1. Self Insurance/Health and Welfare Clearing Accounts shall be established at a local bank. Checks drawn against the Self Insurance/Health and Welfare Clearing Accounts may must be signed by contain two of signatures of the District Superintendent's designated signers or the assigned custodian of the account. The custodian of this account shall be the District's third-party administrator for the self-insurance program.~~

G. Clearing Account - Property and Liability Clearing Account

~~1. A Property and Liability Clearing Account shall be established at a local bank. Checks drawn against the Property and Liability Clearing Account may must be signed by contain two signatures of the District Superintendent's designated signers or the assigned custodian of the account. The custodian of this account shall be the District's property and liability insurance carrier.~~

~~H. Fresno County Department of Education Finance Business Services Department Communications~~

~~1. The Superintendent, Associate Superintendent Administrative Services, Assistant Superintendent Business Services, or the Director of Finance are designated to receive all mail from the Fresno County Department of Education Business Services Department.~~

Adopted: 07/23/1975

Amended: 09/14/1977, 12/14/1977, 09/12/1979, 12/02/1981, 12/11/1985, 08/20/1988,
06/08/1992, 09/09/1998, 07/10/2002, 12/15/2004, 07/19/2006, 08/15/2007,
02/25/2009, 03/23/2011, __/__/__ (BP 4202 renumbered as BP 3314.2)

EDUCATION CODE

35160 Authority of Boards
35250 Duty to keep certain records
38091 Cafeteria revolving accounts
41020 Audits of all District funds
41021 Requirement for employee's indemnity bond
41365-41367 Charter school revolving loan fund
42238 Revenue limits
42238.01-42238.07 Local control funding formula

**CLOVIS UNIFIED
SCHOOL DISTRICT**

42630-42652 Orders, requisitions, and warrants
42800-42806 Revolving cash fund
42810 Revolving cash funds; use; administrators
42820-42821 Prepayment revolving cash fund
45167 Error in salary

Doc# 34614-7 (03/2020, 07/2010)

**CLOVIS UNIFIED
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONSFINANCIAL SERVICES
Risk ManagementClaims and Actions Against the District
RISK MANAGEMENTCLAIMS AND ACTIONS AGAINST THE DISTRICT**

PURPOSE: To establish a policy to provide procedures consistent with the Government Claims Act.

The ~~Governing~~ Board desires to ensure that the ~~d~~District's operations are conducted in a manner that minimizes risk, protects ~~d~~District resources, and promotes the health and safety of students, staff, and the public.

Any and all claims for money or damages against the District must be presented to and acted upon in accordance with ~~Governing Board Policy 4102 and this policy and the accompanying Administrative Regulation 4102 which have been adopted by the Governing Board~~ pursuant to Government Code Section 935. Compliance with these District ~~C~~claim ~~P~~rocedures is a prerequisite to any court action, including specifically those claims excepted by Government Code Section 905, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy, ~~the accompanying Administrative Regulation~~, and the claims procedures set forth in the Government Code.

Upon notice to the ~~d~~District of a claim, the Superintendent or designee shall take all necessary steps to protect the ~~d~~District's rights under any applicable contractual agreements, including the right to indemnification from its insurance or other coverage provider.

In accordance with Government Code ~~section~~ 935.4, the Board delegates to the Superintendent, the Associate Superintendent of Administrative Services, or the Assistant Superintendent of Business Services the authority to allow, compromise, or settle claims of \$50,000 or less pursuant to any conditions of coverage in the ~~d~~District's ~~joint powers authority (JPA)~~ agreement or insurance.

This policy applies retroactively to any existing causes of action and/or claims for money and/or damages.

Roster of Public Agencies

The Superintendent or designee shall file the information required for the Roster of Public Agencies with the Secretary of State and the County Clerk. This information shall include the name of the school district, the mailing address of the Board, and the names and addresses of the Board presiding officer, the Board clerk or secretary, and other members of the Board. (Government Code 53051)

Any changes to such information shall be filed within 10 days after the change has occurred. (Government Code 53051)

CLOVIS UNIFIED SCHOOL DISTRICT

Adopted: 08/29/2018

Amended: / / (BP 4102 renumbered as BP 3320)

~~Legal Reference:~~

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

810-996.6 Claims and actions against public entities

6500-6536 Joint exercise of powers

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

City of Stockton v. Superior Court, (2007) 42 Cal. 4th 730

Connelly v. County of Fresno, (2006) 146 Cal.App.4th 29

CSEA v. South Orange Community College District, (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District, (1984) 152 Cal.App.3d 580

~~Management Resources:~~

~~WEB SITES~~

~~California Secretary of State's Office: <http://www.sos.ca.gov>~~

Doc# 34633-4 (10/2019, 07/2018)

**CLOVIS UNIFIED
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONSFINANCIAL SERVICES****Accounting****TRAVEL EXPENSES/EXPENSE ACCOUNTS, REIMBURSEMENT, AND
AUTHORIZED EXPENSES**

PURPOSE: To establish a policy for the reimbursement of authorized expenses.

A. Field Trips

~~Education Code 35330 authorizes the District to provide transportation to and from places in the state, any other state, the District of Columbia or a foreign country; however, the District will not receive state transportation allowances for field trips or excursions that have an out-of-state destination. No expenses of students participating in a field trip or excursion to any other state, the District of Columbia, or a foreign country authorized by this section shall be paid with school district funds. These expenses must be paid from student body funds, parent club funds, foundation funds or other sources. Travel for chaperones and District employees traveling with students can be paid with school district funds. (See Board Policy No. 3204)~~

BA. District Travel and Conference

The ~~Board~~District recognizes the value and importance of travel and conference attendance for professional improvement, instructional supervision, and District business. Pursuant to Education Codes sections 44032 and 44033, authorized expenses incurred as part of these professional responsibilities shall be reimbursed by the District.

The Superintendent or designee must approve employee ~~and student~~ travel requests to attend meetings ~~or~~; conferences, ~~field trips, athletic events or excursions~~ in accordance with the budget. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

~~In order to~~To reimburse ~~these~~travel expenses incurred in carrying out authorized duties, the Superintendent or designee shall establish rules and regulations ~~that shall be established which~~ outline appropriate expenditures and reimbursement rates. The Superintendent, Associate Superintendent of Administrative Services and Assistant Superintendent of Business Services are authorized to approve expenses which ~~complyare in compliance~~ with established expenditure reimbursement guidelines. They may authorize an advance of funds to cover necessary expenses. Upon proper authorization of submitted expenditures, reimbursement shall be made on a timely basis.

Out-of-state travel for which reimbursement will be claimed must have Board approval.
~~Overnight travel for students must have Board approval.~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when District business reasonably requires an overnight stay, registration fees for seminars and conferences, ~~telephone and other~~ and communication expenses incurred on District business, ~~and other necessary incidental expenses.~~

The District shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on District-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on District business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by itemized receipts.

Any expense that exceeds the maximum rate of reimbursement established by the District shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a District form, within 15 working days following return from travel when possible. The form shall be accompanied by itemized receipts and any explanation necessary to document that the expenses meet District criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to District business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

EB. Mileage Expense Reimbursement

1. Authorized District employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033) ~~District personnel and officials who incur~~ The mileage allowance provided by the District for employees' use of their private vehicles shall be equal to ~~expenses in carrying out their authorized duties shall be reimbursed by the District according to the current rate established by the Internal Revenue Service (IRS) mileage rate. Mileage reimbursement, as approved by the Board, shall apply when employees use their personal automobile to carry out authorized duties.~~
- 1.2. Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the mileage expense reimbursement.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

~~2.3.~~ The Superintendent or designee ~~District administration~~ is authorized to make reasonable adjustments in the monthly mileage allowance when changes in job responsibilities occur; any adjustments will be based on the IRS mileage rate.

C. Meal Costs

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on District business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

~~ED.~~ District Credit Cards

~~4.~~ The District's travel designees identified in Exhibit No. 3350(2)4203-(3) may be issued and use a District credit card when making travel arrangements for authorized travel expenses. Superintendent or designee may ~~Other~~ authorized other employees ~~to~~ may use District credit cards for expenses incurred while attending to District business. Itemized ~~r~~Receipts documenting the expenses incurred on a District credit card shall be submitted promptly following return from travel. Under no circumstances shall ~~may~~ personal expenses be charged on District credit cards, even if the employee intends to subsequently reimburse the District for the personal charges.

Adopted: 07/23/1975

Reviewed: 09/14/1988, 11/20/2006, 05/23/2007, 02/04/2008, 10/14/2009

Amended: 03/23/1977, 12/12/1979, 06/08/1992, 05/14/2003, 08/24/2005, 08/11/2010,
01/14/2015, 03/09/2016, __/__/____ (BP 4203 renumbered as BP 3350)

~~Education Code Sections 35330, 44032 and 44033~~

EDUCATION CODE

42634 Itemization of expenses

44016 Travel expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense

Doc# 34615-7 (03/2020, 08/2013)

**CLOVIS UNIFIED
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Accounting****MANAGEMENT OF DISTRICT ASSETS/ACCOUNTS**

PURPOSE: To establish internal controls and procedures to manage District assets and resources.

The Board recognizes the importance of effectively managing and safeguarding the District's assets and resources to achieve the District's goals for student learning. The Superintendent or designee shall establish and maintain an accurate, efficient financial management system that enhances the District's ability to meet its fiscal obligations, produces reliable financial reports, and complies with laws, regulations, policies, and procedures. He/she shall ensure that the District's accounting system provides ongoing internal controls and meets generally accepted accounting standards.

Capital Assets

The Superintendent or designee shall develop a system to accurately identify and value District assets in order to help ensure financial accountability and to minimize the risk of loss or misuse. District assets with a useful life of more than one year and an initial acquisition cost of \$25,000 or more shall be considered capital assets. The Superintendent or designee shall determine the estimated useful life of each capital asset and shall calculate and report the estimated loss of value or depreciation during each accounting period for all capital assets.

Internal Controls/Fraud Prevention

The Superintendent or designee shall develop internal controls which aid in the prevention and detection of fraud, financial impropriety, or irregularity within the District. These internal controls may include, but are not limited to, segregating employee duties relating to authorization, custody of assets, and recording or reporting of transactions; providing detailed, written job descriptions explaining the segregation of functions; adopting an integrated financial system; conducting background checks on business office employees; and requiring continuous in-service training for business office staff on the importance of fraud prevention.

All employees shall be alert for any indication of fraud, financial impropriety, or irregularity within their area of responsibility. Any employee who suspects fraud, impropriety, or irregularity shall immediately report those suspicions to his/her immediate supervisor and/or the Superintendent or designee. In addition, the Superintendent or designee shall establish a method for employees and outside persons to anonymously report any suspected instances of fraud, impropriety, or irregularity.

The Superintendent or designee shall have primary responsibility for any necessary investigations of suspected fraud, impropriety, or irregularity, in coordination with legal counsel, the District's auditors, law enforcement agencies, or other governmental entities, as appropriate.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

The Superintendent or designee shall provide, as appropriate, reports to the Board on the status of the District's internal control procedures and recommend any necessary revisions to related Board policies or administrative regulations.

EDUCATION CODE

14500-14508 Financial and compliance audits

35035 Powers and duties of superintendent

35250 Duty to keep certain records and reports

41010-41023 Accounting regulations, budget controls and audits

42600-42603 Control of expenditures

42647 Drawing of warrants by District on county treasurer; form; reports, statements and other data

GOVERNMENT CODE

53995-53997 Obligation of contract

Doc# 34617-6 (02/2020, 07/2007)

**CLOVIS UNIFIED
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Revenue, Tuition, and Fees****STUDENT ACTIVITY FUNDS**

PURPOSE: To establish policy and procedures for student activity funds.

The Board believes that student organizations can provide students with an opportunity to conduct worthwhile co-curricular activities beyond those provided by the District and can also help students learn about effective financial practices. To that end, student organizations may raise and spend funds to support activities that promote the general welfare, morale, and educational experiences of the student body.

Fund-Raising Events

Each principal or designee shall submit to the Superintendent or designee a list of the fund-raising events that each student organization proposes to hold. The Superintendent or designee shall review the proposed events and determine whether the events contribute to the educational experience and are not in conflict with or detract from the school's educational program. When reviewing proposed events, the Superintendent or designee shall consider the effects of the activities on student health and safety, evaluate the risk of liability to the District, and ensure that the proposed activities comply with law, board policy, and administrative regulation.

Management of Funds

Student body funds shall be managed in accordance with law and sound business procedures designed to encourage the largest possible educational return to students without sacrificing the security of funds.

The Superintendent or designee shall develop internal control procedures to safeguard the organization's assets, promote the success of fund-raising ventures, provide reliable financial information, and reduce the risk of fraud and abuse. These procedures shall detail the oversight of activities and funds including, but not limited to, the appropriate role and provision of training for staff and students, parameters for events on campus, appropriate and prohibited uses of funds, and accounting and record-keeping processes, including procedures for handling questionable expenditures.

The principal or designee shall be responsible for the proper conduct of all student organization financial activities. The budget adopted by the student body organization should serve as the financial plan for the school year and shall be submitted to the Superintendent or designee at the beginning of each school year. The Superintendent or designee shall periodically review the organization's use of funds to ensure compliance with the District's internal control procedures.

Funds derived from the student body shall be disbursed according to procedures established by the student organization. All disbursements must be approved by a Board-designated official, the

**CLOVIS UNIFIED
SCHOOL DISTRICT**

certificated employee who is the student organization advisor, and a student organization representative. (Education Code 48933)

An annual audit of student accounts shall be conducted by a certified public accountant or licensed public accountant. The cost of the audit shall be paid from District funds. (Education Code 41020)

Adopted: __/__/__

EDUCATION CODE

35182.5 Non-nutritious foods and beverages, vending machines

35564 Funds, obligation of the student body

41020 Requirement for annual audit

48930-48938 Student body organization

49431 Sale of food and beverages, elementary school

49431.5 Sale of food and beverages, middle and high schools

51520 School premise, prohibited solicitations

51521 Fund-raising projects

CODE OF REGULATIONS, TITLE 5

15500 Food sales, elementary schools

15501 Food sales, middle and junior high schools

COURT DECISIONS

Prince v. Jacoby (2002) 303 F.3d 1074

Doc# 37393- 6 (03/2020, 07/2007)

**CLOVIS UNIFIED
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS****Accounting****FINANCIAL REPORTS AND ACCOUNTABILITY**

PURPOSE: To establish procedures for financial reporting and accountability.

The Board is committed to ensuring public accountability and the fiscal health of the District. The Board shall adopt sound fiscal policies, oversee the District's financial condition, and continually evaluate whether the District's budget and financial operations support the District's goals for student achievement.

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 Superintendent or designee 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 Fresno County Superintendent of Schools (County Superintendent) to improve the District's fiscal health and may contract with an external individual or organization to advise the District on fiscal matters.

A. 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). (Education Code 42100)

**CLOVIS UNIFIED
SCHOOL DISTRICT****B. Gann Appropriations Limit Resolution**

On or before September 15, the Board shall adopt a resolution identifying, pursuant to Government Code sections 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 made available to the public on the day of the Board meeting. (Education Code 42132; Government Code 7910)

C. 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. (Education Code 42130)

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: (Education Code 42130, 42131)

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. (Education Code 42130, 42131)

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. (Education Code 42131)

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.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

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. (Education Code 42131)

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. (Education Code 42637)

D. Audit Report

By April 1 of each year, the Board shall provide for an annual audit of the District's books and accounts. (Education Code 41020)

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. (Education Code 41020, 41020.5)

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. (Education Code 41020)

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. (Education Code 41020)

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. (Education Code 41020.3)

The Board shall have an opportunity at the meeting to ask questions of the auditor and request further information about the audit findings.

E. Audit Committee

The Board may appoint an audit committee composed of staff knowledgeable about fiscal matters, other staff, and representatives of the community.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

The committee shall serve in an advisory capacity and may:

1. Make recommendations regarding the selection of the external independent auditor in accordance with Education Code 41020 and 41020.5.
2. Review the plan for the audit process with the independent auditor to determine the adequacy of the nature, scope, and timetable of the audit.
3. Review the results of the audit and participate with the independent auditor and management in preparing final recommendations and responses.
4. Participate with the independent auditor in presenting the audit report to the Board.
5. Review Board policies and administrative regulations to recommend any revisions needed to ensure effective financial reporting.
6. Provide input on the effectiveness of the independent auditor.
7. Periodically report to the Board regarding the status of previous audit recommendations for improving the accounting and internal control systems.

Adopted: __/__/__

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

**CLOVIS UNIFIED
SCHOOL DISTRICT**

48300-48316 Student attendance alternatives
52060-52077 Local control and accountability plan

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

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
15453-15464 Criteria and standards for school District interim 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

Doc# 39673-4 (03/2020, 04/2013)

CLOVIS UNIFIED SCHOOL DISTRICT

~~BUSINESS AND NONINSTRUCTIONAL OPERATIONS~~FINANCIAL SERVICES

Financial Management

DEBT ISSUANCE AND MANAGEMENT~~POLICY~~

PURPOSE: To provide a functional tool for debt management and capital planning, as well as to enhance the District's ability to manage its debt in a conservative and prudent manner.

~~This Debt Management Policy (the "Debt Policy") of the Clovis Unified School District (the "District") was approved by the District's Governing Board on June 28, 2017. The Debt Policy may be amended by the Governing Board as it deems appropriate from time to time in the prudent management of the debt of the District.~~

1. Findings

~~This Debt Policy is intended to ensure the District's compliance with Government Code Section 8855(i), effective as of January 1, 2017, and shall govern all debt undertaken by the District.~~

The District hereby recognizes that a fiscally prudent debt policy is required ~~in order~~ to:

- Maintain the District's sound financial position.
- Ensure the District has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the District's credit-worthiness.
- Ensure that all debt is structured ~~in order~~ to protect both current and future taxpayers, and the District's general fund, from poorly structured or overly costly capital financings.
- Ensure that the District's debt is consistent with the District's planning goals and objectives, facilities planning documentation and/or budget, as applicable.

2. Debt Policies

A. Policy Goals Related to Planning Goals and Objectives

The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this policy and to implement policy decisions incorporated in the District's annual operations budget.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

It is a policy goal of the District to protect taxpayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The District will comply with applicable state and federal laws as they pertain to the maximum term of debt and the procedures for levying and imposing any related taxes, fees and charges, as applicable, and in the case of refinancing of existing debt, achieving savings as may be required by law or achieving other objectives of substantial benefit to the District, the rationale for which is presented to the Board at the public meeting at which the proposed refinancing is considered.

BA. Purposes For Which Debt May Be Issued

- (i) Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the District and its taxpayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses.

(c) The District may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the ~~District's governing~~
~~Board.~~
- ~~For obligations issued on a tax-exempt basis, the debt shall meet the following requirement of federal tax law: The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.~~

**CLOVIS UNIFIED
SCHOOL DISTRICT**

- The District estimates that the identified source of repayment, whether property taxes, general fund revenues or other identified source, will be available to service the debt through its maturity.
 - The District determines that the issuance of the debt will comply with applicable state and federal laws.
- (ii) Short-term debt. Short-term debt may be issued to provide financing for the District's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment. Short-term debt may also be undertaken for interim or bridge financings, such as bond or grant anticipation notes, provided that the ~~District~~ Board is provided with the related long term financing and repayment plan in connection with approval of such financings.
- (iii) Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of or in concert with other governmental agencies, nonprofit corporations or other authorities in order to further the public purposes of ~~the~~ District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with ~~thise policyies set forth herein~~.

CB. Types of Debt That May be Issued

The following types of debt are allowable under this ~~Debt P~~policy:

- ~~g~~General obligation bonds.
- ~~b~~Bond or grant anticipation notes.
- ~~l~~Lease revenue bonds, certificates of participation, lease and sublease and lease-purchase transactions.
- ~~e~~Other revenue bonds and certificates of participation.
- ~~t~~Tax and revenue anticipation notes.
- ~~l~~Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended.

The ~~Board~~~~District~~ may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this ~~Debt P~~policy.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

DE. Relationship of Debt to Capital Improvement Program and Budget

The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this ~~Debt Policy~~ and to implement policy decisions incorporated in the District's capital budget and master facilities plan.

The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The District shall integrate its debt issuances with the goals of its capital improvement or master facilities plan by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

The District shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its general fund.

D. Policy Goals Related to Planning Goals and Objectives

~~The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the District's annual operations budget.~~

~~It is a policy goal of the District to protect taxpayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.~~

~~The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, fees and charges, as applicable, and in the case of refinancing of existing debt, achieving savings as may be required by law or achieving other objectives of substantial benefit to the District, the rationale for which is presented to the governing board at the public meeting at which the proposed refinancing is considered.~~

E. Internal Control Procedures

- (i) Compliance With ~~Debt~~ Policy. The District's Superintendent and Associate Superintendent of Administrative Services ~~business official~~ is responsible for implementing and monitoring compliance with this ~~Debt Policy~~.

**CLOVIS UNIFIED
SCHOOL DISTRICT**

- (ii) Compliance with SEC Rule 15c2-12. The District may have undertaken, and may undertake in the future, obligations for continuing disclosure pursuant to SEC Rule 15c2-12. The District's ~~Associate Superintendent of Administrative Services~~**business official** will periodically review the requirements of Rule 15c2-12 and each of the District's undertakings, and ensure that annual and other periodic filings which may be required are done in a complete and timely manner. The District's ~~Associate Superintendent of Administrative Services~~**business official** may monitor, prepare and make the District's required filings, or may engage a third-party dissemination agent to assist the District to make complete and timely filings. It shall be the policy of the District as implemented by the District's ~~Associate Superintendent of Administrative Services~~**business official** to have in place a process for full and complete compliance for the benefit of bondholders or other investors in District debt.
- (iii) Compliance with Federal Tax Laws. The District shall have a policy of full compliance with all applicable federal tax law requirements. In connection with prior and new debt issues, the District's ~~Associate Superintendent of Administrative Services~~**business official** shall review applicable federal tax requirements, including requirements relating to arbitrage and rebate compliance.
- (iv) Investments. Proceeds of debt issued by the District shall be invested only in accordance with law and as permitted in the resolution or other document governing the issuance of the debt.
- (v) Expenditure of Proceeds of Debt. It is the policy of the District to ensure that proceeds of District debt ~~are~~**is** spent only on lawful and intended uses. Expenditures of proceeds of debt may only be made by submission of requests for draws to the holder of the proceeds of debt, whether the county, or other trustee, fiscal agent, custodian or financial institution, that identify the amount, purpose and payee of a proposed draw. Each draw request shall be approved and signed by the Superintendent, the ~~Associate Superintendent of Administrative Services~~**business official** or such officer's written designee. The District shall maintain records of the purpose and amount of each draw.
- (vi) CDIAC Reporting. The District has a policy of full compliance with public reporting requirements. This includes specifically for debt sold on or after January 21, 2017, providing annual reports to the California Debt and Investment Advisory meeting the requirements of Government Code ~~S~~**section** 8855(k).

Adopted: 06/28/2017

Amended: __/__/____ (BP 4805 renumbered as BP 3470)

~~Government Code Section 8855~~
EDUCATION CODE
5300-5441 Conduct of elections

**CLOVIS UNIFIED
SCHOOL DISTRICT**

15100-15262 Bonds for school Districts and community college Districts
15264-15276 Strict accountability in local school construction bonds
15278-15288 Citizen's oversight committees
15300-15425 School Facilities Improvement Districts
17150 Public disclosure of non-voter-approved debt
17400-17429 Leasing of District property
17450-17453.1 Leasing of equipment
17456 Sale or lease of District property
17596 Duration of contracts
42130-42134 Financial reports and certifications

ELECTIONS CODE

1000 Established election dates

GOVERNMENT CODE

8855 California Debt and Investment Advisory Commission
53311-53368.3 Mello-Roos Community Facilities Act
53410-53411 Bond reporting
53506-53509.5 General obligation bonds
53550-53569 Refunding bonds of local agencies
53580-53595.55 Bonds
53850-53858 Tax and revenue anticipation notes
53859-53859.08 Grant anticipation notes

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation
Article 16, Section 18 Debt limit

UNITED STATES CODE, TITLE 15

78o-4 Registration of municipal securities dealers

UNITED STATES CODE, TITLE 26

54E Qualified Zone Academy Bonds

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit
240.15c2-12 Municipal securities disclosure

CODE OF FEDERAL REGULATIONS, TITLE 26

1.6001-1 Records

Doc# 33728-6 (03/2020, 12/2016)

**CLOVIS UNIFIED
SCHOOL DISTRICT****BUSINESS AND NONINSTRUCTIONAL OPERATIONS FACILITIES****Planning****SUSTAINABILITY, ~~AND THE~~ DESIGN, AND CONSTRUCTION OF HIGH
PERFORMING SCHOOLS**

PURPOSE: To improve student and employee environment and reduce operational cost through reduced energy, water, and utility usage.

The ~~Governing~~ Board is committed to designing new facilities and renovating existing ones that minimize the District's demand for electricity and water in order to help conserve natural resources and to save money to support other District needs.

~~Students and staff are entitled to a~~ Safe and healthy school environment ~~are important, and~~
~~s~~Studies have indicated that student achievement is greater and attendance higher, and teacher and staff retention is improved, when the learning environment is naturally lit, comfortable, and well maintained. Based on this fact, the District should employ design, construction, and operation strategies that minimize operating costs, in particular for energy and water use.

The District's program to build new schools and renovate existing ones provides a unique opportunity to move beyond standard designs by using the Collaborative for High Performance Schools (CHPS) comprehensive design criteria based on the latest available information on sustainable school design, construction, and operation. Studies show that new facility energy costs can be reduced by 25 percent or more by using the CHPS criteria. Schools that follow sustainable design principals can contribute to the community's environment by minimizing waste and air and water pollution.; ~~†~~Therefore, the ~~Governing~~ Board directs the administration to ensure that every new school, new building and modernization project, from the beginning of the design process, ~~comply with applicable laws and building standards and~~ will incorporate CHPS criteria, ~~as needed,~~ and best practices to the extent feasible.

In addition, the ~~Governing~~ Board directs the ~~Superintendent or designee~~ administration to develop an Administrative Regulation outlining the process for accomplishing this effort and to report to the Board annually on the progress of this program. The report shall reflect the number of new schools and modernization projects designed and the percentage which have incorporated CHPS design criteria and other-statistics useful in assessing the progress of this effort.

Adopted: 07/13/2011

Amended: __/__/__ (BP 5107 renumbered as BP 3510)

EDUCATION CODE

8700-8707 Environmental education

17070.96 Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards

17072.35 New construction grants; use for designs and materials for high performance schools

17608-17614 Healthy Schools Act of 2000

**CLOVIS UNIFIED
SCHOOL DISTRICT**

32370-32376 Recycling paper
33541 Environmental education
101012 Kindergarten through 12th grade school facilities program

FOOD AND AGRICULTURAL CODE
13180-13188 Healthy Schools Act of 2000

HEALTH AND SAFETY CODE
114079 General food safety requirements; unused or returned food

PUBLIC CONTRACT CODE
12400-12404 Environmentally preferable purchasing

PUBLIC RESOURCES CODE
25410-25422 Energy conservation assistance
40050-40063 Integrated waste management act
42630-42647 Schoolsite source reduction and recycling assistance program

CODE OF REGULATIONS, TITLE 2
1859.70.4 Funding for high performance incentive grants
1859.71.6 Additional grant for high performance incentive, new construction
1859.77.4 Additional grants for high performance incentive, site and modernization

CODE OF REGULATIONS, TITLE 5
14010 Standards for school site selection

CODE OF REGULATIONS, TITLE 13
2480 Limitation to school bus idling and idling at schools

CODE OF REGULATIONS, TITLE 24
101.1-703.1 Green building standards

Doc# 33608-5 (02/2020, 05/19)