

## 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 School Accounting Manual.

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

### FRAUD, WASTE, & ABUSE - PREVENTION AND INVESTIGATION

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. Employees and outside persons may also anonymously report any suspected instances of fraud, impropriety, or irregularity by calling the WeTip 24/7 hotline at 1-800-78-CRIME (1-800-782-7463).

Fraud, financial improprieties or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district
2. Forgery or unauthorized alteration of a check, bank draft or any other financial document
3. Misappropriation of funds, securities, supplies or other assets
4. Impropriety in the handling of money or reporting of financial transactions
5. Profiteering as a result of insider knowledge of district information or activities
6. Disclosing confidential and/or proprietary information to outside parties
7. Disclosing investment activities engaged in or contemplated by the district
8. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the district
9. Destroying, removing or inappropriately using of records, furniture, fixtures or equipment
10. Failing to provide financial records to authorized state or local entities
11. Use of district position or resources for personal or private gain.
12. Directing purchases of goods or services to organizations in which the employee has a financial interest.
13. Accepting gifts, services, travel, entertainment, jobs for immediate family members, or other special considerations that may give the appearance that the benefit could improperly influence district decisions.
14. Hiring, assigning, promoting, or supervising family members or in a way that creates the appearance of impropriety.
15. Failing to disclose waste, fraud, abuse, and corruption to the appropriate personnel at the district.
16. Using authority to intimidate, threaten, or retaliate against a person to attempt to interfere with the disclosure of potentially improper governmental activity.

17. Any other dishonest or fraudulent act

The Superintendent or designee shall investigate reports of waste, fraud or abuse in a manner that protects the confidentiality of the parties and the facts. All employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates the occurrence of a fraudulent activity, the Superintendent or designee shall issue a report to appropriate personnel and to the Governing Board. The final disposition of the matter and any decision to file a criminal complaint or refer the matter to the appropriate law enforcement and/or regulatory agency for independent investigation shall be made in consultation with legal counsel. The result of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.