

Financial Management System Components

Board

- Policies
 - Financial Condition & Activities
 - Financial Planning & Budgeting
 - Asset Protection
- Board Work
 - Hiring External Auditor
 - RFP Procedures
 - Monitoring
 - External Auditor
 - Fiscal Outcomes
 - Fiscal outcomes in relation to Vision/Mission/Goals
 - Financial Components
 - Financial Integrity
 - Control Mechanisms
 - Operating Procedures
 - Internal Reports
 - Policies
 - Financial Condition & Activities
 - Financial Planning & Budgeting
 - Asset Protection
 - Monthly Financial Statements
 - Incidental Reports & Information
 - Direct Inspection
 - As needed

Administration

- Reporting to Boards (all components of the Financial System)
 - Monitoring Reports
 - Financial Condition & Activities
 - Financial Planning & Budgeting
 - Asset Protection
- Financial Systems Manual
 - External Control Procedures
 - Financial Services Agreements
 - Banking Services RFP & Procedures
 - Software & Systems RFP & Procedures
 - Outside Vendor Transactions

- Purchasing Procedures
- RFP Procedures (e.g. Fuel Bids etc...)
- Security Measures
 - Financial System Security
 - Electronic Money Transfer Procedures
 - Banks, IRS, State, Teacher Retirement, Municipal Retirement, Direct Deposits, etc...
 - Fraud
 - Approved Vendor List & Insurance
 - Internal Procedures & Safeguards
 - Separation of Functions (check preparation vs. signing authority)
 - Hacking
 - Filters, Password Protection
 - Confidentiality
 - Password Protection
 - Storage & Destruction of Materials
- Internal Control Procedures
 - Purchase Order Procedures & Deadlines
 - Financial Data Protection Measures
 - Bonding & Insurance
 - GAAP & Handbook 2
 - Business Manager Annual Plan & S.O.P. Manual
 - Payroll Office Annual Plan & S.O.P. Manual
 - Financial Software Manual
 - Support Services Agreement
 - Electronic Money Transfer Procedures
 - Banks, IRS, State Retirement, Municipal Retirement, Direct Deposits, etc...
 - Financial Plan Document
 - Current Year & Longitudinal Plan
 - Budget Development Document
 - Current Year & Longitudinal Plan