

Regulation DIA-R(1): Accounting System

Status: ADOPTED

Original Adopted Date: 09/17/2020 | Last Reviewed Date: 09/17/2020

The Superintendent and the Chief Financial Officer ultimately shall be responsible for receiving and properly accounting for all funds of the Bibb County School District ("District").

The following expectations are established regarding the management of District funds:

- All District accounts, which include all school activity accounts, will be maintained in the District's financial software enterprise resource planning ("ERP") system.
- All bank accounts will be established and maintained through the centralized Finance/Accounting Department. The Superintendent and Board Treasurer must provide approval to open a bank account associated with the District.
- The signatures of the Superintendent and Chief Financial Officer are required on any checks issued from the District's accounts.
- No separate or personal bank accounts are to be permitted to hold any District funds.
- Schools and Departments will comply with Georgia Department of Education's (GaDOE) *Financial Management for Georgia Local Units of Administration*, as found on GaDOE's website, when managing District accounts.
- Booster clubs or other organizations will be prohibited from using the District's Federal Identification Number to establish any bank account.

The Superintendent and Finance staff will seek guidance from the following in establishing its accounting practices and procedures:

- The Georgia Department of Education's (GaDOE) *Financial Management for Georgia Local Units of Administration*, as found on GaDOE's website
 - Appropriate specialists of the Georgia State Department of Education
 - External Auditors
 - Internal reviews of District accounts conducted as necessary
 - Government Accounting Standards Board (GASB) pronouncements
 - Government Finance Officers Association
 - Any other knowledgeable persons or groups in achieving the objective
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