



SECTION V: BUSINESS AND TECHNOLOGY POLICIES 5000

Internal Controls

Separation of Duties: Duties are divided so that no one person has complete control over a key function or activity. The check signatory must not be the person who creates checks or who does the bookkeeping. Someone, other than the check signer, reconciles bank statements. A person other than the one recording the receipts prepares deposit documentation and reconciliations.

Authorization and Approval: Proposed transactions are authorized by the governing board when they are consistent with policies, procedures, regulations and laws.

Custodial and Security Arrangements: Responsibility for custody of assets is separated from the related record keeping.

Review and Reconciliation: Records are examined and reconciled to determine that transactions were properly processed and approved. Reconciliations are presented to the finance committee monthly.

Physical Controls: Equipment, inventories, and other assets are secured physically, counted periodically and compared with amounts shown on control records.

Training: Employees are trained to ensure that control processes function properly.

Expense Reports: To properly control reimbursement activities, the operations manager or head of school are responsible for approving all expense reimbursements submitted by academy staff. The head of school is responsible for approving expense reimbursements submitted by the operations manager. The K¹² accountant is responsible for entering all payments into the appropriate general ledger and creating the checks. The finance committee members or head of school signs the checks and expense reports approved through the procedure as defined above.

Authorization and Approval: Employees never approve actions affecting their own reimbursement. The head of school and finance committee members have signature authority.

Review and Reconciliation: The Oklahoma Virtual Charter Academy bank statements are addressed to the school's administrative office. Bank statements shall be reviewed and reconciled monthly by the operations manager. The head of school reviews the bank statements in advance of the reconciliation by the operations manager. Copies of the bank reconciliation are forwarded to the finance committee and the K¹² Controller monthly.