



**ADULT EDUCATION**

# **Fiscal Control Policy: Overview**

**Pathways Academy Adult Education**

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**OVERVIEW FISCAL POLICY****OVERVIEW**

The Board of Directors of Pathways Academy Adult Education (“School”) has reviewed and adopted the following procedures to ensure the most effective use of the School’s funds to support the mission of the School and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Board of Directors formulates financial policies and procedures, delegates administration of the policies and procedures to the Chief Executive Officer (CEO) and/or Executive Director, and reviews operations and activities on a regular basis.
2. The CEO and/or Executive Director has responsibility for all operations and activities related to financial management.
3. Financial duties and responsibilities shall be separated so that no one employee has sole control over cash receipts, disbursements, and reconciliation of bank accounts.
4. The Board of Directors shall commission an annual financial audit by an independent third-party auditor who will report directly to it. The Board of Directors shall approve the final audit report, and a copy will be provided to the chartering authorities and other legally required entities. Any audit exceptions and/or deficiencies shall be resolved to the satisfaction of the Board of Directors and the chartering authorities.

**Annual Financial Audit**

1. By January 1, annually, the Board of Directors shall appoint an audit committee to select an auditor.
2. Every six years, the committee shall solicit and review bids and select an independent certified public accountant to perform an annual fiscal audit pursuant to the provisions in the School’s charter. A waiver of this process may be requested of the Board of Directors.
3. The audit shall include, but not be limited to:
  - a. An audit of the accuracy of the financial statements
  - b. An audit of the attendance accounting and revenue accuracy practices
  - c. An audit of the internal control practices
4. The School will review any audit exceptions or deficiencies and determine the means for resolving any such exceptions or deficiencies. Audit exceptions must be resolved to the satisfaction of the school district Governing Board and in accordance with the procedures detailed in the Charter and Education Code Section 47605(b)(5)(1).
5. The School shall complete its audit within ninety (90) days of the close of the fiscal year. A copy of the audit report shall be submitted to the District within thirty (30) days of completion, and no later than December 15 of the fiscal year following the fiscal year for which the audit was performed, a copy of the School’s annual, independent financial audit report for the preceding fiscal year shall be delivered to the District, State Controller, California Department of Education and County Superintendent of Schools.