Business/Non-Instructional Operations

Fiscal Responsibilities

Business Services

CREC will maintain a financial department with responsibilities to process, record and account for all financial transactions and to provide timely and accurate data to all interested persons (both internal and external) of the financial condition and assets of CREC.

Handling of Assets and Sensitive Information

Each CREC employee has a responsibility to preserve and protect all CREC assets. Assets include, but are not limited to, cash, checks, all other monetary exchange, equipment, inventories and intellectual properties.

Each CREC employee is also responsible to demonstrate professional courtesy and respect for fiscally sensitive information and personally sensitive information (such as contract negotiations, HIPPA requirements, sensitive personnel information of fellow employees, etc.) This policy does not to supercede the Freedom of Information Act, or other federal or state statutes, which guide records management.

Accountability

CREC authorizes the CFO/designee as the authorized purchasing agent for all state and federal grants/programs such as child nutrition, E-Rate, bond funds, building funds, etc. CREC will maintain all federal and state funding records as required by the funder.