

## SAYDEL COMMUNITY SCHOOL DISTRICT

### INTERNAL CONTROLS

The Board expects all board members, employees, volunteers, consultants, vendors, contractors, students and other parties maintaining any relationship with the school district to act with integrity, due diligence, and in accordance with all laws in their duties involving the school district's resources. The Board is entrusted with public dollars and no one connected with the school district should do anything to erode that trust.

Internal control is the responsibility of all employees of the school district. The Superintendent and business manager will be responsible for developing internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the school district subject to review and approval of the Board. Administrators will be alert for any indication of fraud, financial impropriety, or irregularity with the administrator's area of responsibility.

Any employee who suspects fraud, impropriety, or irregularity will report his/her suspicions immediately to his/her immediate supervisor and the Superintendent. The Superintendent will have primary responsibility for any necessary investigations and will coordinate investigative efforts with the Board's legal counsel, auditing firm, and other internal or external departments and agencies, including law enforcement officials, as the Superintendent may deem appropriate.

Employees bringing forth a legitimate concern about a potential impropriety will not be retaliated against and those who do retaliate against such an employee will be subject to disciplinary action up to, and including, discharge.

In the event the concern or complaint involves the Superintendent, the concern will be brought to the attention of the Board Vice President who will be empowered to contact the Board's legal counsel, insurance agent, auditing firm, and any other agency to investigate the concern or complaint.

Upon approval of the Board, the Superintendent may contact the State Auditor or elect to employ the school district's auditing firm or State Auditor to conduct a complete or partial forensic/internal control/SAS99 audit annually or otherwise as often as deemed necessary. The Superintendent is authorized to order a complete forensic audit if, in the Superintendent's judgment, such an audit would be useful and beneficial to the school district. The Superintendent will ensure the State Auditor is notified of any suspected embezzlement or theft pursuant to Iowa law. In the event there is an investigation, records will be maintained for use in the investigation. Individuals found to have altered or destroyed records will be subject to disciplinary action up to, and including termination.

In cases of founded certified employee misconduct related to internal controls, the Superintendent shall report the violation to the State Board of Educational Examiners. If the certified employee is the Superintendent, then the Board Vice President registers the report.

**Approved:** June 2009

**Reviewed:** November 2017

**Revised:** December 2017

**INTERNAL CONTROLS CONTINUED**

**Legal References:** American Competitiveness and Corporate Accountability Act of 2002, Pub.  
L. No. 107-204.  
Iowa Code ch. 11, 279.8 (20113).

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