

# Oak Ridge Schools

## Office of the Superintendent



# Administrative Procedure 2.702.4

## Internal Controls

## **Internal Controls - Administrative Procedure**

The Executive Director of Finance shall be responsible for developing an internal control manual that contains procedures on safeguarding assets, deterring and detecting errors and theft, to ensure efficient operations, and to ensure proper accounting of transactions.

Additionally, in order to safeguard computerized data to minimize the loss or corruption of essential data, the Director of Technology shall develop procedures that address the following internal controls related to computer data:

1. Storage, backup, and disaster recovery;
2. Physical security and disposal of computer equipment;
3. Computer access and authorization, including assigning computer system user rights that match job responsibilities;
4. Security software to protect against viruses as well as a cybersecurity program that includes security awareness training and the use of virus detection software; and
5. Protecting personally identifiable information when using electronic collection methods.

All internal controls utilized by the school district will be in compliance with state and federal laws, rules, regulations, and board policy as well as align with the district's Uniform Grant Guidance.

Annually, the Executive Director of Finance will ensure that the internal control manual is reviewed and revised, as needed, to align with the district's practices as well as to align with any updates to financial reporting requirements found in federal law and regulations.

The Executive Director of Finance shall be responsible for ensuring that the school district is in compliance with the internal control manual during day-to-day operations.

### *Individual Schools*

The principals shall be responsible for ensuring that the procedures found in the internal control manual are being followed withing his/her school. Any discrepancy shall be reported to the Executive Director of Finance.