

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

**Concepts and Roles in Business and Non-Instructional Operations**

**Philosophy**

The Administrative Services Department is dedicated to providing quality financial services and support to all school districts and County Office of Education programs.

**Basic Services**

The Superintendent employs administrative services staff to monitor and account for all K-12 public education funding, and:

- to serve as a resource to County Office of Education departments and programs;
- to serve as the fiscal oversight agency;
- to ensure compliance for legal requirements;
- to process claims for reimbursements;
- to provide services in the areas for payroll, accounting and budgeting;
- to provide similar services to school districts and joint powers agencies.

Administrative Services carries additional responsibility for maintaining a safe healthful environment in support of educational programs, with high standards of safety in the operations and maintenance of facilities, equipment and services.

**Role of Business and Administration**

The Superintendent believes that adequate funding and money management includes support of the entire County Office of Education program. To make that support as effective as possible, it is the Superintendent's intent to:

- prepare the detailed annual budget and present it to the Board for adoption;
- encourage advance planning through the best possible budget procedures;
- advocate for and secure additional sources of revenue to ensure adequate support for high quality programs and services;
- process and audit payrolls;
- direct the expenditure of funds to ensure the greatest possible education returns;
- expect sound fiscal management from administrators;
- adopt and administer an insurance program which complies with law and reflects prudent financial management;
- direct the County Office of Education's non-instructional operations.

### **Delegation of Authority**

The Administrative Services Department is responsible for the operation of Administrative Services. The Unit Supervisor for Administrative Services is authorized to sign all documents approved by the Superintendent and may authorize the signing of specified documents to other staff as appropriate.

Legal Reference:

#### **EDUCATION CODE**

35035 Powers and duties of superintendent  
35160 Authority of governing boards  
35160.1 Broad authority of school district  
35161 Powers and duties of governing boards