SUBJECT: FINANCIAL SOFTWARE

The Board recognizes the importance of ensuring that the District's financial accounting software (the "Software") and the financial network facilities are adequately secured. Accordingly, the following procedures will be implemented.

Passwords

Passwords must be changed every 90 days for all staff who use the Software.

Systems Administrator

Two System Administrators will be appointed by the Board at the annual reorganization meeting. The System Administrators shall report to the Superintendent and shall each have the authority to change permissions for the users of the Software.

Other responsibilities of the System Administrators are to create IDs for new employees and to inactivate user IDs upon an employee's separation from the District. These duties can only be changed by the Board. The System Administrators shall not be permitted to change their own individual user securities. Any change to a System Administrator's user security must first be approved in writing by the Superintendent.

Guidelines for changing such permissions are as follows:

- Electronic permissions of employees shall appropriately reflect their duties.
- Back-up will be maintained by the System Administrators detailing changes made to the permissions as well as the reason for the proposed change.
- A user ID change report will be reviewed and approved by the Assistant Superintendent on a regular basis.

Segregation of Duties

Segregation of duties in the Software and related procedures will be consistent with the Employee Computer Services & Internet Use Regulations and Procedures form that each employee reviews and signs.

Remote Access

Remote access to the network and/or Software by the Software vendor shall only be permitted for purposes of updating or correcting the system. Remote access for appropriate District personnel will be authorized by the Superintendent of Schools.

SUBJECT: FINANCIAL SOFTWARE

Reports

The following reports will be reviewed by the business administrator and sent to the Board of Education on a monthly basis:

- Trial Balance
- Treasurer's Report
- Appropriations Report
- Revenue Report
- Complete Transfer Report

Data Backup

The District's accounting and other financial data will be backed up on a daily basis, consistent with the District's Computer System Disaster Recovery Plan.

Review

This policy will be reviewed annually by the Board and the District's external auditor.

Education Law §§1721

Adopted: 8/19/2009