

SAN FRANC12 (N)2 ()20 (F)JTJ68016

Legal Authority:

Vitell Sec 18 (b) (1) (A) / TR 12 0182124 584.5T
DFFRUGDQFH ZLWK DSSOLFDEC

IRU &ODVV ± 'LVSRVDEOH 5HFRUGV VKRXOG EH GHVLJQDWHG DQG VXF
VHJUHJDWHG E\ WKH ILVFDO \HDU LQ ZKLFK WKH\ DUH VFKHGXOHG IRU

% 5HFRUGV PXVW EH VWRUHG RQO\ LQ 'LVWULFW DSSURYHG VWRUD

ERXQGDULHV DQG UHRUJDQLJDWLRQV

'LVWULFW)RXQGDWLRQ
D \$OO GRFXPHQWV RI LQFRUSRUDWLRQ JRYHUQLQJ E\ ODZV

YLLL +HDOWK DQG EHQHILWV FRQWUDFWV

' \$VVRFLDWH 9LFH &KDQFHOOHU IRU +XPDQ 5HVRXUFHV
L *ULHYDQFHV
LL &ROOHFWLYH EDUJDLQLQJ DJUHHPHQWV
LLL 8QIDLU ODERU SUDFWLFHV
LY 3URIHVVLQRQDO GHYHORSHPHQW UHSRUWV

(9LFH &KDQFHOOHU RI \$FDGHPLF \$IIDLUV
L &DWDORJ
LL 6FKHGXOH RI &ODVVHV
LLL 0LQXWHV RI
\$GYLVRU\ FRPPLWWHH PHHWLQJV
\$FDGHPLF 6HQDWH PHHWLQJV
)DFXOW\ KDQGERNV

) 9LFH &KDQFHOOHU RI 6WXGHQW 'HYHORSHPHQW
L \$GPLVVLQRQ 5HFRUGV
\$WWHQGDQFH UHSRUWV
&ODVV URVWHUV
&RQILGHQWLDO UHFRUGV VWXGHQW DQG FRUUHVS
,QVWUXFWRUWVUDGH VKHH
3HUPDQHQW WUDQVFULSWV
5HSRUWV RI GHJUHHV DQG FHUWLILFDWHV
LL &RPPHQFHHPHQW 3URJUDP
LLL 6WXGHQW *RYHUQPHQW 0LQXWHV

* \$VVRFLDWH 9LFH &KDQFHOOHU RI ,QVWLWXWLRQDO 'HYHORSHPHQW
L \$FFUHGLWDWLRQ 5HSRUWV
LL)RXQGDLRQV
\$OO GRFXPHQWV RI LQFRUSRUDWLRQ JRYHUQLQJ E
DOO VWDWH DQG IHGHUO H[HPSWLRQ GHVLJQDLRQ
UHJXODWLRQV JRYHUQLQJ RSHUDWLRQ RI F V
RUJDQL]DLRQV

,, &ODVV ,, ± 2SWLRQDO 5HFRUGV

5HFRUGV QRW UHTXLUH WR EH UHWDLQHG SHUPDQHQWO\ DQG WKH
WKUHH ILYH VHYHQ DQG WHQ \HDUV

3.	<u>District Business Office</u>	
	Budget Development Forms	3
	Budget Transfer Forms	3
	Cancelled ChecksRevolving Fund/Clearing Account	7
	Cash Receipts/Deposits	7

	Investment Reports	5
	Receipts for Donations	7

8. Auxiliary Services

	Duplicate Copies of Tax Returns/Tax Deposits	5
	Copies of W2 (including returned copies)	5
	Cancelled/Voided Checks	5
	W-4 and DE4 (Withholding Allowance Certificates)	5
	Copies of Forms 941, 940, 31 Schedule A, Schedule B	5
	Unemployment Reports (DE9423)	5
12.	<u>Risk Management</u>	
	Incident Reports	3
	Property & Liability Reports	7
	Reports on Theft and Vandalism	5

13.

	Student Eligibility and Participation Records	5
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