AGENDA ITEMS FOR FEBRUARY 27, 2024 NCSD BOARD MEETING

1. Policy 3090 (Records Retention) - Discussion/Possible Action

Add the following language as Paragraph 3090.1.1

3090.1.1 All District documentation is to remain in the NCSD office at all times. This applies to hard-copy (paper) files and documentation, computer files, receipts from cash, credit card, checks or other purchases, bank transaction records and any and all other NCSD records.

2. Internal Financial Controls – Discussion/Possible Action

What policy points does the District need to include to draft and implement an effective “Internal Financial Controls” policy given that the District only has an office staff of two people, with one reporting to the other?