

## **Business/Non-Instructional Operations**

### **Fiscal Responsibilities**

#### **Business Services**

CREC will have a financial department with responsibilities to process, record and account for all financial transactions and to provide timely and accurate data to all interested persons.

#### **Handling of Assets and Sensitive Information**

Each CREC employee has a responsibility to preserve and protect all CREC assets. Assets include, but are not limited to, cash, checks, all other monetary exchange, equipment, inventories and intellectual properties.

Each CREC employee is also responsible to demonstrate professional courtesy and respect for fiscally-sensitive information and personally-sensitive information (such as contract negotiations, HIPPA requirements, sensitive personnel information of fellow employees, etc.) This policy does not supersede the Freedom of Information Act, or other federal or state statutes, which guide records management.

#### **Accountability**

CREC authorizes the Comptroller/designee as the authorized purchasing agent for all state and federal grants/programs such as child nutrition, E-Rate, bond funds, building funds, etc. CREC will maintain all federal and state funding records as required by the funder.

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CAPITOL REGION EDUCATION COUNCIL  
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