



2000 - Finance 450 - Security of Financial Records

1. Policy

- 1.1. To minimize unauthorized access to Providence Hall Charter School (PHCS)' data, PHCS' accounting software will be maintained properly to ensure adequate internal controls and security measures are established/functioning. (e.g. encryption where appropriate, user maintenance, secure password protection, etc.). To ensure adequate segregation of duties and to maintain the integrity of financial data, only the business office will have administrative rights (Edit access) to the financial accounting software. The Business Administrator shall provide the minimum level of access to the accounting software required to perform the duties of individual roles within the school (typically Read Only). To maintain the integrity of fiscal data and proper internal controls, the Board of Trustees and the Executive Director may be authorized to have Read-Only access to non-sensitive data in the accounting software (as allowed by the software).
- 1.2. The system's accounting data shall be backed up periodically to ensure the recoverability of financial information in case of disaster or other failure. The backup file(s) must be properly secured and stored in a separate location, or in a fireproof safe (if on-site). All other financial data, petty cash box(es), check stock, etc. must be secured from unauthorized access.
- 1.3. PHCS' physical fiscal records shall be maintained in an organized system ordered by period (month/fiscal year, etc.), numerically or alphabetically, as appropriate. Any fiscal record(s) shall be produced upon request (within a reasonable time frame) for active authorized individuals (Chair, Treasurer, Executive Director). Fiscal records shall be retained on site or at the Utah State Archives according to established retention schedules.