Financial Software Policy

The Westbury UFSD Board of Education 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 60 days for all staff who use the Software. Passwords must be alpha-numeric and at least 6 characters in length. All passwords shall be secured by the employees and not shared with others.

**Systems Administrator**
The Systems Administrator shall have the authority to change the permissions for the users of the Software. The Systems Administrator shall not be an employee who otherwise works in the Business Office and shall serve no business function for the District.

Guidelines for assigning/changing such permissions:

- Electronic permissions of employees shall appropriately reflect their duties.
- A request by an employee for a change in the permissions must be made by completing the *Finance Manager Permission/Account Codes Request Form* with the proposed permissions, as well as the reason for the proposed change.
- Any change in the Software permissions of employees must be approved in writing by the Assistant Superintendent for Finance.

**Segregation of Duties**
Segregation of duties in the Software and related procedures will be consistent with the manual system.

**Remote Access**
Remote access to the financial software will only be permitted for purposes of updating or correcting the system by the financial software vendor. Each request for such access must be approved in advance by the Business Office or the Systems Administrator.

**Reports**
The following reports will be reviewed by the Assistant Superintendent for Finance and sent to the Board of Education on a monthly basis,

- Treasurer’s Report
- Trial Balance
- Cash flow Report
- Appropriations Report
- Revenue Report
- Complete Budget Transfer Report
- Extra Classroom Activity Reports

**Data Backup**
The District’s accounting and other financial data is backed up on a daily basis. A backup of such data is maintained offsite.