



BUSINESS SERVICES GUIDE



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FOREWORD

The *Business Services Guide* is a compilation of current information and practices related to the operation and governance of school and community college districts in California. The goal of the *Guide* is to support districts by providing useful resources and practical recommendations for conducting standard school business functions.

A primary objective of the *Business Services Guide* is to correlate mandated or authorized business functions with provisions of the law and, through periodic updates, to incorporate changes in relevant laws and regulations. Legal references are, therefore, included throughout the text.

The *Business Services Guide* is published in electronic format to provide convenient and efficient access, either directly or through active Web links, to the latest information on school business operations. We appreciate the opportunity to collaborate with the Fiscal Crisis Management and Assistance Team (FCMAT) to offer the *Business Services Guide* on the FCMAT Web site, <<http://www.fcmat.org/bsg>>.

The *Business Services Guide* was prepared under the direction of Lora Duzyk, assistant superintendent, Business Services, and Dr. Carole Parks, consultant, Business Advisory Services; Peg Marks, legal services analyst, coordinated the update process; and Denis Romanov of FCMAT provided technical support. They were assisted by many staff members of the San Diego County Office of Education who contributed their knowledge and experience to this undertaking. Their efforts are greatly appreciated.

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