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**TITLE 14 EDUCATION**  
**DELAWARE ADMINISTRATIVE CODE**

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**DEPARTMENT OF EDUCATION**  
**OFFICE OF THE SECRETARY**  
**700 Finance and Personnel**

**734 Financial Responsibility Training**

**1.0 Purpose**

The purpose of this regulation is to outline the criteria and process for the required one-time Financial Responsibility Training for members of School District boards, including vocational technical school boards, boards of charter schools pursuant to 14 **Del.C.** §1803, members of Citizen Budget Oversight Committees (CBOC) pursuant to 14 **Del.C.** §1508, and School District and Charter School Leaders. Financial Responsibility Training provides instruction to members of school boards, CBOCs and School District and Charter School Leaders as to how to properly ensure that public funds are appropriately managed and expended, as well as to provide training on state and local funding of public education.

**21 DE Reg. 210 (09/01/17)**

**23 DE Reg. 648 (02/01/20)**

**2.0 Definitions**

The following words and terms, for the purposes of this regulation, shall have the following meaning unless the context clearly indicates otherwise:

**"Certificate of Completion"** means the document provided by the Department of Education indicating the individual has attended and completed the Financial Responsibility Training.

**"Charter School"** means a non-home based full-time public school that is operated in an approved physical plant under a charter granted by, or transferred to, the Department or other authorizing body for the personal physical attendance of all students.

**"Charter School Board"** means the board of directors of a charter school that shall be a public body subject to the requirements of 29 **Del.C.** Ch. 100 and shall have the same standing and authority as a Reorganized School District Board of Education, except the power to tax.

**"Charter School Leader"** means the head of school or chief financial officer of a charter school.

**"Citizen Budget Oversight Committee (CBOC)"** means a group of parents, educators and taxpayers that oversee the financial position of a Local School District or Charter School pursuant to 14 **Del.C.** §1508.

**"Department"** means the Delaware Department of Education.

**"School Board Member"** means a School District Board or Charter School Board member whether that person is elected, appointed, or is a volunteer.

**"School District"** means a reorganized school district or vocational technical school district established pursuant to 14 **Del.C.** Ch. 10.

**"School District Board"** means reorganized School District Board or vocational technical school district boards duly appointed or elected pursuant to 14 **Del.C.** Ch. 10.

**"School District Leader"** means the superintendent of a School District or the chief financial officer.

**"Trainer"** means an individual or organization approved by the Department of Education to provide Financial Responsibility Training.

**21 DE Reg. 210 (09/01/17)**

**23 DE Reg. 648 (02/01/20)**

**3.0 Financial Responsibility Training Components**

3.1 The Financial Responsibility Training shall be developed and coordinated by the Department's Finance Office. This training may be provided in person or online at the discretion of the Department and shall cover the following topics:

3.1.1 Overview of education budget process and timelines;

3.1.2 Instruction in the basic rules of budgeting, including State of Delaware funds, local funds, and federal funds;

3.1.3 Information regarding the State's financial management system; and

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3.1.4 Reporting requirements.

**21 DE Reg. 210 (09/01/17)**

**23 DE Reg. 648 (02/01/20)**

#### 4.0 Requirements

4.1 Each member of a School District Board or Charter School Board shall attend and receive a Certificate of Completion for Financial Responsibility Training within three (3) months of election, appointment, or voluntary service to a School District Board or Charter School Board. Provided further, additional training may be required from time to time as determined by the Department. Notification of any additional training shall be provided to the district or charter school.

4.2 Each member of a CBOC shall attend and receive a Certificate of Completion for the Financial Responsibility Training within three (3) months of appointment to a CBOC. Provided further, additional training may be required from time to time as determined by the Department. Notification of any additional training shall be provided to the district or charter school.

4.3 Each School District Leader shall attend and receive a Certificate of Completion for the Financial Responsibility Training within three (3) months of appointment to their position. Provided further, additional training may be required from time to time as determined by the Department. Notification of any additional training shall be provided to the district.

4.4 Each Charter School Leader shall attend and receive a Certificate of Completion for the Financial Responsibility Training within three (3) months of appointment to their position. Provided further, additional training may be required from time to time as determined by the Department. Notification of any additional training shall be provided to the charter school.

**21 DE Reg. 210 (09/01/17)**

**23 DE Reg. 648 (02/01/20)**

#### 5.0 School District and Charter School Leaders

5.1 Effective June 30, 2020, each School District and Charter School Leader is required to complete Financial Responsibility Training.

5.1.1 In the event that an individual has a dual capacity such as serving as both the school leader and chief financial officer, the School District or Charter School shall designate a designee, so that two (2) individuals at all times have completed Financial Responsibility Training.

5.2 Any individual employed in a School District or Charter School Leader position prior to July 1, 2020 is not required to complete Financial Responsibility Training.

**21 DE Reg. 210 (09/01/17)**

**23 DE Reg. 648 (02/01/20)**

#### 6.0 Financial Responsibility Training Availability

6.1 The Department shall provide the required training opportunity in a self-paced, online format as approved by the Department's Finance Office.

6.2 Financial Responsibility Training shall be available to any additional employees, volunteers or stakeholders as requested by any School District or Charter School.

**11 DE Reg. 744 (12/01/07)**

**21 DE Reg. 210 (09/01/17)**

**23 DE Reg. 648 (02/01/20)**

#### 7.0 Notification of Attendance

7.1 The Department shall periodically, but not less than annually, provide a list of those School Board members, CBOC members and School District and Charter School Leaders that have not satisfied the requirement of subsections 4.1 and 4.2 to their respective School District or Charter School.

7.2 The Department shall notify the School District or Charter School upon successful completion of the Financial Responsibility Training by any School District or Charter School Leader.

**11 DE Reg. 744 (12/01/07)**

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21 DE Reg. 210 (09/01/17)

23 DE Reg. 648 (02/01/20)