

FISCAL MANAGEMENT

FISCAL ACCOUNTING AND REPORTING

Financial Reports and Statements

The Superintendent of Schools will keep the Board of Education informed in a timely manner about the financial status of the district. The Superintendent will highlight any significant deviation in actual fiscal conditions from planned fiscal conditions and offer recommendations to the Board to remedy the situation.

The district should cooperate with responsible governmental agencies and research organizations by complying with their requests for data concerning the fiscal operation of the district.

The school business official shall be responsible for the preparation and submission, through the Superintendent, to the Board of Education, such reports as are prescribed by law.

Reports shall include:

<u>Report</u>	<u>Period</u>
1. Clerk's report, including encumbrances by functional unit.	Monthly
2. Treasurer's report, including detailed revenues and expenditures of the General Fund.	Monthly
3. Real Property Tax Collections	Annually
4. General Fund, School Lunch Fund, and Capital Fund, Special Aid Fund Warrants	Monthly
5. Year end financial report, including a comparative balance sheet of all operations.	Annually

Update
Presentation: 3/5/08

First
Vote: 3/19/08

Second
Vote: 4/2/08