

BP810

FINANCIAL REPORTS AND RECORDS

The Executive Committee shall submit to the Board of Education at each regular Board meeting a report of all business transacted since the last regular meeting.

A report indicating all receipts and expenditures will be given quarterly to the County Commission. Each report will show the amount of the annual appropriation, the amount expended by account to date, the amount encumbered and the free balance in each account.

The superintendent of school shall submit monthly financial report to the Board and to state and federal agencies as required.

Each principal shall submit to the superintendent or designee at the end of each calendar month on a prescribed form the receipts, expenditures and cash balance of all accounts under his/her jurisdiction. The reports shall be made available to the Board at its request.

The superintendent shall maintain financial records as required by regulation and applicable state and federal law. The Board may choose to extend the retention time for certain records.

July 12, 1999