

## **FISCAL ACCOUNTING AND REPORTING**

The Superintendent shall be ultimately responsible for properly accounting for all funds of the district.

The accounting system used shall conform with requirements of the State Department of Education and with GAAS practices, providing for the appropriate separation of accounts, funds, and special moneys.

The School Committee will receive monthly financial statements from the Superintendent showing the financial condition of the district. Such other financial statements as may be determined necessary by either the School Committee or the administration shall be presented as found desirable.

The Superintendent and his staff shall be responsible for student enrollment and attendance data, as required by the state.

It shall be the duty of the Business Administrator to direct and supervise the preparation of monthly and annual reports to the Superintendent and the School Committee; to advise principals and other administrators periodically of expenditures related to budget appropriations; and to prepare financial reports required by the State Department of Education. The Business Administrator shall maintain all financial records.

**ADOPTION DATE: DECEMBER 7, 1993**

**EFFECTIVE DATE: DECEMBER 7, 1993**