

**SCHOOL FINANCE**

It is the policy of the Bixby Board of Education that the superintendent of schools shall work with the school auditor and the Board in the preparation of both a financial estimate and the annual budget, and to publish these documents, as well as any other necessary publications as required by law. The superintendent or designee shall report to the Board monthly on the status of the budget.

The superintendent shall make to the Board such fiscal recommendations as deemed necessary and shall furnish to the Board all information pertaining thereto.

After recommendations made by the superintendent have been considered by the Board, the Board shall adopt those recommendations which it deems advisable.

Minor purchases may be made by school employees and charged to the school, provided such purchases are previously approved by the superintendent or made in accordance with procedures established by the superintendent.

The superintendent shall cause to be prepared all claims against the school district for consideration by the Board. The superintendent shall furnish explanations of such claims.

When claims are approved by the Board for payment, the Board encumbrance clerk shall issue warrants in payment with the school district treasurer. The clerk shall insure that a record of such warrants is made in the school district warrant register, and that the warrants are distributed to the proper creditors.

The superintendent shall make such financial reports as may be required by the State Department of Education and such other financial reports as the Board may require. The superintendent shall present to the Board in July a financial statement reflecting the fiscal condition of the district as of the close of the previous fiscal year and an itemized statement of estimated needs and the probable income including ad valorem tax for the current fiscal year. These financial statements and estimates shall be published in one issue of a newspaper of general circulation in this area and shall be filed with the county excise board on or before September 1 of each year.

**REFERENCE: 68 O.S. §3002****70 O.S. §5-128, §5-128.1****70 O.S. §5-134, §5-134.1****70 O.S. §5-135****CROSS-REFERENCE: Policy 6102 Annual Budget****Policy 6111 Auditor***Adoption Date: November 13, 2000*