

## Fiscal Accounting and Reporting - D I

The Superintendent and Business Manager shall be ultimately responsible for properly accounting for all funds of the district and for the preparation of reports and statements required by the State Examiner's office and the State Department of Education.

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

The Business Manager will prepare a financial statement for the General Fund Account which will be presented to the Board quarterly. This report will be prepared in the form prescribed by the Board. At the request of the Board, a more detailed breakdown of any budget category will be prepared.

Twice a year, statements will also be prepared for the activity accounts showing income, expenses, and balance at the end of the quarter.

Other financial statements or more defined general fund breakdown, as determined necessary by either the Board or the Superintendent, shall be presented as found desirable.

(Adoption date 11/19/80)

(Amended 3/ 19/97)