

## **FISCAL ACCOUNTING AND REPORTING**

The primary purpose of financial accounting and reporting is to comply with legal provision and to determine fairly and with full disclosure the financial position of the district. Accounts will be kept in such a manner that they are easily reviewed and audited.

The district's accounting system will be in conformance with Handbook II-R, as published by the State Department on Education.

The Superintendent will:

- Make available to the Board a monthly financial analysis of revenues and expenditures. This report will include salaries and fringe benefits, as well as information on the budget by Function, Object, and Department expenditures to date and projections for the balance of the budget year.
- Direct each building principal to prepare a report at the end of each school year detailing the revenue and expenditures within the Activity Funds.
- Report all revenue adjustments to the Board

**Adopted: June 3, 1997**

**Revised: 8/20/02**

**Reviewed : March 12, 2013**