

FISCAL ACCOUNTING AND REPORTING

The Secretary-Treasurer shall be responsible to the Superintendent for properly accounting for all funds of the Division.

The accounting system used shall conform with generally accepted accounting principles of school divisions, with the requirements of the Department of Education, and with good accounting practices, providing for the appropriate separation of accounts, funds, and special monies.

The Secretary-Treasurer will prepare and submit such financial reports as are required to ensure adequate budgetary control. The Secretary-Treasurer will be responsible for the preparation of all financial reports to the Senior Administration Team and to the Board.

Accomplish Anything

Adopted 6/302/05	Reviewed	Revised	Page 1 of 1
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