

FINANCIAL REPORTS AND STATEMENTS

Treasurer's Reports

The school district Treasurer will maintain financial reports which will be presented to the Board of Education on a regular basis.

The Treasurer shall make a monthly report for each fund (bank account) showing:

1. the cash balance on hand at the beginning of each month;
2. receipts by source collected during the month;
3. total disbursements which are made during the month;
4. the cash on hand at the end of the month; and
5. the reconciliation of bank statements.

The Treasurer shall make a monthly report on revenues to the Board. This report must contain no less information than the revenue and appropriation figures included on the annual state budget form.

The Treasurer shall make a quarterly report on all student activity funds to the Board.

The Treasurer is further responsible for preparing the annual financial report in the format described in Section 175.2(5) of the Commissioner's Regulations and Section 1721 of the Education Law.

It is the duty of the District Clerk to publish an annual financial report in at least one (1) newspaper published in the district during the month of July or August.

Note: Prior policy, Policy Manual, 3431, revised