

Priority Objectives

The superintendent shall be ultimately responsible for properly managing and accounting for all funds of the district.

The accounting system used shall conform to the standard procedure recommended by the United States Department of Education and accepted by the Connecticut State Department of Education. The system shall be designed to give assurance to the board and the citizenry that school funds are being administered and accounted for in a proper manner.

On a monthly basis, the business manager shall submit a statement of expenditures, encumbrances, unexpended balances, and unencumbered balances to the board.

An annual financial report covering the preceding fiscal year and including recommended transfers shall be submitted at a regularly scheduled board meeting once the accounts are reconciled with the town comptroller's office.

Legal Reference: Connecticut General Statutes
Section 10-222. Appropriations and budget. Financial information system.

Policy Approved: 10/28/91

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