

FRANKLIN CENTRAL SUPERVISORY UNION AND ITS MEMBER SCHOOL DISTRICTS

COMMON PROCEDURE FOR FINANCIAL REPORTS AND STATEMENTS E3

Financial reports and statements for Franklin Central Supervisory Union and its member school districts shall be prepared in accordance with generally accepted accounting practices that will allow the administration to demonstrate accountability while providing the Board with needed information.

Administrative Responsibilities:

1. The Superintendent, through the Business Manager, shall be responsible for submitting financial reports for all funds to each Board.
2. The treasurer's report shall be made monthly and include:
 - a. Cash on hand at the beginning of the month
 - b. Receipts by service
 - c. Disbursements during the month
 - d. Cash balance on hand at the end of the month
 - e. Reconciliation with bank statements
3. The financial report will be made monthly and include:
 - a. Appropriation Accounts
 - o Original appropriation
 - o Authorized transfers and adjustments
 - b. Revised appropriations
 - o Expenditures to date
 - o Outstanding encumbrances
 - o Unencumbered balance
4. Revenue Accounts
 - o Estimated revenues
 - o Amounts received to date
 - o Revenues estimated to be received during the balance of the fiscal year

Legal Reference(s): 16 V.S.A. §563 (Powers of school boards)

*Cross Reference: Fiscal Management and Financial Accountability (E1)
Budgeting (E2)*