

## System of Accounts

The accounting systems and procedures for the school district shall be set up so as to conform to best business practice and existing guides from the state department of education. The superintendent and business staff will be expected to confer with appropriate specialists of the state department of education, school district auditors and any other knowledgeable persons or groups in achieving that objective.

It is understood by the board that support for the purposes of the school shall be a prime objective of the accounting systems and procedures.

A system of fiscal control shall be established to govern the administration of the budget and the expenditure of funds.

The superintendent shall set up and operate budget controls for all schools and departments. He shall administer the budget in accordance with legal requirements and the actions of the board.

The superintendent shall check the legality of all expenditures, recommending for approval only legal expenditures.

The books and accounts of the district shall be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements.

The audit, when completed, shall be presented to the board for examination.

The superintendent shall be responsible for filing copies of the audit with the proper authorities as prescribed by law.

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Policy Revised: 2/00