

Code E3

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DOVER SCHOOL DISTRICT

Board Policy

FINANCIAL REPORTS AND STATEMENTS

Policy

It is the policy of the Dover School District to create financial reports and statements in accordance with generally accepted accounting practices that will allow the administration to demonstrate accountability while providing the Board with needed information.

Administrative Responsibilities

The Business Manager/Treasurer shall be responsible for submitting financial reports for all funds to the Board.

The treasurer's report shall be made monthly and include:

1. Cash on hand at the beginning of the month
2. Receipts by service
3. Disbursements during the month
4. Cash balance on hand at the end of the month
5. Reconciliation with bank statements

The reports and documents that the Board will receive each month will include: Month End Check Register, Month End Payroll Register, Monthly Bank Statements, Month End Bank Reconciliations.

The financial report will be made monthly and include:

1. Appropriation Accounts
 - * Original appropriation
 - * Authorized transfers and adjustments
2. Revised appropriations
 - * Expenditures to date
 - * Outstanding encumbrances
 - * Unencumbered balance
3. Revenue Accounts
 - * Estimated revenues
 - * Amounts received to date
 - * Revenues estimated to be received during the balance of the fiscal year

The reports and documents that the Board will receive each month will include the Monthly Trial Balance.

The Board will review the Special Account and Hot Lunch Account checkbooks managed by the Administrative Assistant/Office Manager each month.