

<b>Vermont School Boards Association</b>	<b>Code:</b>	<b>F21</b>
<b>Windsor Southeast Supervisory Union Policy Statement</b>	<b>First Reading:</b>	<b>6/20/2019</b>
	<b>Second Reading:</b>	<b>7/29/2019</b>
	<b>Date Adopted:</b>	<b>7/29/2019</b>

## **FINANCIAL REPORTS AND STATEMENTS**

### **Policy**

It is the policy of the Windsor Southeast Supervisory Union (Hartland, Mount Ascutney, and Weathersfield) 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 superintendent (business manager, treasurer) shall be responsible for submitting financial reports for all funds to the board.

Reports will include:

1. Cash on hand
2. Revenues
3. Disbursements during the month

The financial report will be made at least quarterly and include:

1. Appropriation Accounts
2. Revised appropriations and encumbered items
3. Revenue Accounts

*Date Warned: 6/20/2019*

*Date Adopted: 7/29/2019*

*Legal Reference(s):*

*16 V.S.A. §563 (Powers of school boards)*

*Cross Reference:*

*Fiscal Management and Financial Accountability  
Budgeting*