

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 700: Business Procedures: Reports

Policy No. 704.1

Policy Title: Monthly Reports

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It is the policy of the Board of Trustees that the Board shall receive a monthly report on all funds as follows:

1. Check Journal Report
2. Revenue Report
3. Expenditure Report
4. Cash Report
5. Savings Account Report
6. Balance sheet from each school account

Date of Adoption: 10/9/89

Amended: 7/15/97

Reviewed: 2006, 2013