

SUPERINTENDENT'S REGULATION 5-8.5 (H)**DUTIES RELATING TO BUSINESS SERVICES OF THE LOCAL SCHOOL**

In order to foster an efficient and accurate system of accounting and record keeping in each school, each principal shall:

1. collect and prepare reports and compile data as shall be requested by the division superintendent or required by the Virginia Department of Education;
2. keep an accurate and up-to-date system of student accounting and cumulative records on forms provided;
3. withhold the releasing of lists of students' and teachers' names, addresses, and telephone numbers from anyone until the principal has investigated and has determined that release of any such information is consistent with School Board policies and regulations and applicable law regarding student and personnel records;
4. keep records concerning students confidential;
5. require that all funds collected in the school be accounted for and receipts issued by persons receiving such funds and be deposited in one central school fund;
6. cafeteria funds shall be deposited in a second central account or sub-account in the name of the school;
7. see that all receipts, disbursements and other records relating to internal accounting are kept on forms provided, and by methods stipulated by applicable law or such forms and guidance as from time to time is provided by the Virginia Board of Education or Department of Education;
8. instruct all persons, teachers and students that funds in any amounts may not be left in school buildings overnight;
9. make financial records of the central school fund and cafeteria fund available at all times for examination or audit as may be desired by the division superintendent or the School Board;
10. present all fiscal records with substantiating data as of June 30th each year for audit by a central auditor employed by the School Board;
11. prepare monthly financial statements for the School Board on forms provided; and
12. keep all financial records consistent with applicable law.