

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS****Periodic Financial Reports**

**Budget Status Reporting** – the Superintendent or his/her designee shall set up an adequate system of requisition, purchase and payment of all expenditures. The system shall satisfy current auditing requirements.

The Board shall receive a monthly financial report with general comment comparing major budget expenditures and encumbrances within legal appropriations.

The encumbrance report shall be generated monthly and will be provided to the Board. It will contain:

- a. Expenditures to date
- b. Encumbrances due to orders placed, service and lease contracts and Other employee contract obligations
- c. The balance remaining in each object code

The Superintendent of Schools and/or the designee shall monitor staff positions, locations, and the budgetary impact of all staff.

The year end-statement shall be generated before the end of July and provided to the Board.

A summary copy of the ED001 will be given to the Board when completed and audited.

**ADOPTED 6/8/00**

**REVISED 02/23/17**