



ADDISON NORTHWEST SCHOOL DISTRICT POLICY

SECTION	Non-Instructional Operations	CODE	F20
TITLE	Fiscal Management and General Accountability		

Policy

It is the policy of the Addison Northwest School District to manage its financial affairs in a fair and open manner using acceptable financial practices and providing appropriate accountability.

Administrative Responsibilities

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of School District finances and for stating the financial condition of the School District.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his/her designee is authorized to make commitments in accordance with the budget appropriations.
2. The Superintendent or authorized designee shall have the authority to transfer budgeted funds for planned expenses between line items in the adopted budget, provided such budget transfers are disclosed on the board's monthly financial reports.
3. The ANWSD Board shall arrange for timely completion of an annual audit of accounts by a certified public accountant.
4. The District will provide coverage that meets the statutory bonding requirements for employees handling school funds.
5. Inventories of supplies, materials and instructional equipment will be maintained and reviewed annually.
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.
7. A system will be established for managing miscellaneous accounts such as fees, fines, penalties, breakage and sale of equipment and materials.
8. At the school level, the Principals will be responsible for overseeing all student accounts.
9. The Superintendent shall annually complete the fiscal internal control checklist as required by statute 16 § 242a.

Date Warned: October 14, 2016

Date Adopted: October 26, 2016

Date Revised: May 14, 2018

Legal References: 16 V.S.A. §563 (3) (*Powers of school boards*)

16 V.S.A. §559 (*Public bidding*)

24 V.S.A. §832 (*Bonding requirements*)

16 V.S.A. §1756 (*Indemnity and insurance*)

16 V.S.A. § 242a (*Internal Financial Controls*)

Vt. State Board of Education Manual of Rules & Practices §3250