

Policy Type: Operational Expectations

Financial Administration

The Superintendent shall not cause or allow any financial activity or condition that materially deviates from the budget adopted by the Board, that cause or allow any fiscal condition that is inconsistent with achieving the Board's **Results** priorities or meeting any **Operational Expectations** goals; or that jeopardizes the financial health of the district.

The Superintendent will:

1. Assure that payroll and legitimate debts of the district are promptly paid when due.
2. Assure that all micro and small purchases are made in accordance with Policy 672- Purchasing Policy.
3. Assure that all large purchases, including the purchase of supplies, materials, and equipment, and any contracted services except professional services, are completed in accordance with Policy 672- Purchasing Policy.
4. Coordinate and cooperate with the Board's appointed financial auditor for an annual audit of all district funds and accounts.
5. Make all reasonable efforts to collect any funds due to the district from any source.
6. Keep complete and accurate financial records by funds and accounts in accordance with Generally Accepted Accounting Principles.
7. Publish a financial condition statement annually.

The Superintendent may not:

8. Expend more funds than have been received in the fiscal year unless revenues are made available through other legal means, including the use of fund balances, the authorized transfer of funds from reserve funds or from tax anticipation notes.
9. Indebt the District.
10. Permanently transfer money from one dedicated fund to another.
11. Allow any required reports to be overdue or inaccurately filed.

Adopted: June 14, 2021

Revised: July 26, 2021

Revised: December 11, 2023

Monitoring Method: External Report & Internal Report

Monitoring Frequency: Annually

Appleton Area School District Board of Education AGI

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