

PERIODIC FINANCIAL REPORTS

I. Monthly Reconciliation

The School Business Manager shall provide the Board of Education (the Board) with a monthly bank reconciliation statement for all funds showing the cash balance on hand at the beginning and end of the month, the sources of all receipts during the month, and total disbursements during the month.

II. Budget Status Statement

After any month in which a budget transfer has been made, and otherwise quarterly, the School Business Manager shall provide the Board with a budget status statement showing the Waterville Central School District's (the District) revenue accounts and appropriations accounts. The budget status report shall conform to the Commissioner's Regulation 170.2(p), and provide such other information as the School Business Manager believes prudent to include.

III. Monthly Investment Report

Each monthly report of the School Business Manager shall include a schedule of all current investments, including sales, purchases, and changes in the value of current holdings.

IV. Year-End Report

- A. An annual report that includes a full and detailed account of all moneys received and expended shall be presented to the Board within two (2) months of the end of the fiscal year.
- B. The annual financial report shall be available at the Clerk's office and shall be published in one (1) public newspaper published or generally circulated within the District.