

Book	Policy Manual
Section	(G) FINANCES
Title	Policy G102- Fiscal Accounting System And Reporting Procedures
Code	G102
Status	Active
Adopted	March 10, 1982
Last Revised	September 11, 2013
Last Reviewed	September 11, 2013

Policy Number: G102

Title: Fiscal Accounting System and Reporting Procedures

Section: Finances

I. Purpose

It is the policy of the Joint Committee that the accounting systems used shall conform with all requirements of the Public School Code of Pennsylvania 1949, as amended and with good accounting practices, and shall provide for the appropriate separation of accounts, funds and special monies.

II. Authority

The Director, in consultation with the Superintendent of Record, shall be ultimately responsible for receiving and properly accounting for all EASTERN funds.

III. Delegation of Responsibility

The administration shall maintain the accounting system so as to provide the necessary information for the efficient administration of EASTERN. The system shall be so designed as to give assurance to the Joint Committee, its participating school districts and other constituents that participating school district funds are being accounted for and administered in the proper manner.

IV. Guidelines

The budget shall contain two parts, one reflecting the needs of EASTERN'S secondary programs which shall receive support from the participating school districts. The second containing the needs of EASTERN's post-secondary programs which shall contain sources of revenue other than the participating school districts to support their programs and services. The Joint Committee shall also receive a summary budget incorporating these two parts as the total operation of the programs and services provided by EASTERN.

The Joint Committee shall receive monthly financial statements showing the financial condition of EASTERN as of the preceding month. Such statements shall reflect obligations incurred as well as those already paid. Such other financial records as may be determined necessary by either the Joint Committee or the administration shall be presented periodically.

Adopted: 3/10/82

Revised: 11/13/91

Revised: 9/11/13

