

MONROE CAREER AND TECHNICAL INSTITUTE

SECTION: FINANCES

TITLE: FISCAL OBJECTIVES

ADOPTED: JULY 11, 2011

FIRST READING: JUNE 6, 2011

601. FISCAL OBJECTIVES	
1. Purpose	The Joint Operating Committee recognizes its responsibility to the taxpayers of the participating school districts to ensure that public monies expended by the school are utilized for delivery of the vocational technical program in a manner that provides full value to the taxpayers, and that adequate procedures and records are established to ensure that end.
2. Authority SC 1850.1	The Joint Operating Committee has the authority and responsibility to prepare the budget, approve bids and approve each expenditure of the school.
3. Delegation of Responsibility	<p>To meet the goals of this policy, the Joint Operating Committee requires the Director or designee to establish sound accounting procedures based upon recommendations of the auditor and state and federal government, institute effective business practices, and recommend appropriate accounting equipment and technology when necessary.</p> <p>The Director shall periodically review the financial operations, report to the Joint Operating Committee on effectiveness and recommended improvements, and prepare administrative procedures for sound fiscal operations.</p>
4. Guidelines	<p>Business Office Operational Procedures</p> <p>The Business Office is structured to provide the faculty and administration with business-related services that are essential for the operation of an efficient and accountable instructional program. While the office is structured to provide efficient support services, it must offer them in a manner that is consistent with:</p> <ol style="list-style-type: none"> 1. State-mandated rules as found in the School Code and related regulations. 2. Joint Operating Committee approved policies. 3. Accepted business and accounting procedures.

	<p>Complete familiarity with business-related rules and operational procedures by faculty and administration coupled with prudent planning should ensure the delivery of needed and timely business services. Compliance with the rules and procedures will significantly reduce potential problems and allow the office to provide more and better services that will enhance the educational program of the school.</p>
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