

Fiscal Accounting and Reporting

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The superintendent shall be ultimately responsible for properly accounting for all funds of the district and for the preparation of reports and statements required by the State Examiner's office and the State Department of Education.

The accounting system that is used shall conform with requirements of the State Department of Education and with good accounting practices, providing for the appropriate separation of accounts, funds and special monies.

The superintendent will prepare a financial statement, which will be presented to the Board at the regular meeting each month. This report will be prepared in the form prescribed by the Board. It will show the amount budgeted in each budget category, the amount expended to date and the remaining unexpended balance. The statement will also show the bank balance, the amount of outstanding warrants and the unencumbered bank balance. At the request of the Board, a more detailed breakdown of any budget category will be prepared.

Other financial statements, as determined necessary by either the Board or the superintendent, shall be presented as found desirable.

Reference: Wyoming School Budgeting, Accounting and Reporting Manual, April, 1992