

Business/Non-Instructional Operations

Periodic Financial Reports

The Superintendent of Schools or his/her designee shall be responsible for accounting for all monies expended from the school budget, shall keep files of all invoices and payroll authorizations, and shall keep a record for the Board of the expenditures broken down into the same categories and numbered accounts as the budget and the approved accounting system.

The Superintendent or his/her designee shall submit to the Board of Education monthly reports on the status of the budget, showing appropriations and expenditures for the fiscal year to date.

The Superintendent or his/her designee, as agent for the Board of Education, shall be responsible for making annual reports to the Town, the State Board of Education, the Teacher's Retirement Board, and other such agencies required by law.