

Van Buren County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 06/17/99
		Rescinds:	Issued:

1 FINANCIAL REPORTS

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3 Central Office

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5 The Executive Committee shall submit to the Board at each regular board meeting a report of all
6 business transacted since the last regular meeting.¹

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8 A report indicating all receipts and expenditures will be given quarterly to the County Commission.²
9 Each report will show the amount of the annual appropriation, the amount expended by account to
10 date, the amount encumbered and the free balance in each account.

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12 The director of schools shall submit monthly financial reports to the Board and to state and federal
13 agencies as required.³

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15 Individual Schools

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17 Each principal shall submit to the director of schools at the end of each calendar month on a pre-
18 scribed form the receipts, expenditures and cash balance of all accounts under his jurisdiction. These
19 reports shall be made available to the Board at its request.

20
21 FINANCIAL RECORDS

22
23 General

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25 The director of schools shall maintain all financial records as required by regulation and applicable state
26 and federal law. The Board, from time to time, may determine to extend the retention time for certain
27 records.⁴

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36 Legal References:

- 37 1. TCA 49-2-206(5)
38 2. TCA 49-2-301(b)(11)(s)
39 3. TCA 49-2-301(b)(1)(z)
40 4. Tennessee Internal School Uniform Accounting Policy Manual; Section 4-21

Cross Reference:
School Board Records 1.606