

Hancock County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Financial Reports and Records	Descriptor Code: 2.701	Issued Date: 04/09/15
		Rescinds:	Issued:

1 **FINANCIAL REPORTS**

2 *Central Office*

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

5 The director of schools shall deliver a quarterly report indicating all receipts and expenditures to the
6 (local legislative body).² Each report shall show the amount of the annual appropriation, the amount
7 expended by account to date, the amount encumbered, and the free balance in each account.

8 *Individual Schools*

9 Each principal shall submit to the director of schools at the end of each calendar month on a prescribed
10 form the receipts, expenditures, and cash balance of all accounts under his jurisdiction. These reports
11 shall be made available to the Board at its request.³

12 **FINANCIAL RECORDS**

13 *General*

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

Legal References

1. TCA 49-2-206(5)
2. TCA 49-2-301(b)(1)(S)
3. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 3-2; Section 4-26
4. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 3-4

Cross References

School Board Records 1.407