

Hancock County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Expenditure of Funds	Descriptor Code: 2.800	Issued Date: 04/09/15
		Rescinds:	Issued:

1 *Central Office*

2 All expenditures shall be approved by the Board or the director of schools when authorized. No
3 expenditures shall be made except on an approved purchase order or contract. Employees of this
4 system shall not create or authorize creation of a deficit in any fund. No expenditure may be authorized
5 or made which exceeds the appropriation of any fund of the budget as adopted or amended, and
6 expenditures or encumbrances will not be authorized, made, or incurred in excess of any fund balance.

7 *Individual Schools*

8 Internal activity funds shall not be expended without written approval by the membership of the group.
9 All such expenses shall be in accordance with the *Tennessee Internal School Uniform Accounting*
10 *Policy Manual*. Restricted account expenditures require the account sponsor's approval prior to
11 expense. No checks shall be written to employees from the internal school activity fund account. Any
12 supplemental compensation owed to the Board for extracurricular activities must be processed through
13 the director of schools' office in the same manner as salary and other payroll payments. The Board
14 shall invoice the school for reimbursement. Substitute teachers' salaries related to restricted class and
15 club accounts shall be paid by the Board and shall be reimbursed by the school from the appropriate
16 class or club account.¹

17 Employees who authorize or contract for any obligation in violation of this policy shall assume
18 personal responsibility for the payment of the obligation, shall be subject to dismissal from
19 employment, and shall be subject to applicable civil and criminal proceedings. Any obligation,
20 authorization for expenditure, or expenditure made in violation of the law and this policy shall be
21 illegal and void.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-20