

## FISCAL ACCOUNTING AND REPORTING/ACCOUNTING SYSTEM

The Board of Education directs the administration to maintain an accounting system that will provide the necessary information for the efficient business administration of the schools in the district. The system shall employ current accounting practices that are recognized by the district's auditors as desirable for school district accounting. It shall be designed in a manner that will provide assurance to the Board of Education and citizens of the school district that funds are being properly accounted for and administered. The district's accounting system shall conform to requirements established by state statutes and regulations of the Missouri Department of Elementary and Secondary Education (DESE), based on the current version of the *Missouri Financial Accounting Manual*, Revised.

All financial transactions shall be recorded in the revenue and expenditure records, and appropriate entries from the adopted budget shall be made in the records for the respective funds.

The Board shall receive monthly financial statements from the superintendent showing the financial condition of the district. In addition, other financial statements determined necessary by either the Board or the superintendent shall be presented to the Board for review.

The superintendent shall also be responsible for pupil-related accounting and shall file enrollment, attendance, food service and transportation reports as required by DESE.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: 03/03/1997

Revised: 06/14/1999; 12/10/2007

Cross Refs: IGDF, Student Fundraising

Legal Refs: § 165.011, RSMo.

Columbia School District No. 93, Columbia, Missouri

