

SHAKER REGIONAL SCHOOL DISTRICT ADMINISTRATIVE RULES AND PROCEDURES

FISCAL ACCOUNTING AND REPORTING

CODE DI-R&P

The District has a responsibility to provide complete and accurate information to the members of the community, the State Department of Education and the NH Department of Revenue Administration. To fulfill this obligation, the district shall comply with the New Hampshire Financial Accounting Handbook for Local Education Agencies (hereinafter referred to as Accounting Handbook) and with any such updates issued by the State Department of Education in conjunction with the NH Department of Revenue Administration pertaining to this Handbook.

The District shall maintain an Accounting Software system that will enable Accounting Handbook compliance as well as provide for complete and integrated payroll and purchase order encumbrance.

The Superintendent shall, in collaboration with the Business Administrator, prepare financial reports to be presented to the School Board on a monthly basis beginning no later than October of each fiscal year and ending no earlier than May of the same fiscal year.

In addition, two projections of the unexpended, unencumbered funds shall be provided to the School Board, with the first projection to be completed no later than March and the second projection to be completed no later than May. The Superintendent may furnish a list of requests for consideration with the projection provided to the School Board in order to maintain effective and efficient management of District Funds.

All reports shall be included in the Monthly School Board Packet for the first meeting of the month.