

FINANCIAL REPORTS

The School Business Administrator/Board Secretary shall be responsible for maintaining the books and records of the district except such as shall be kept by the treasurer of school moneys pursuant to law. The School Business Administrator/Board Secretary shall prepare or cause to be prepared all fiscal reports, keep necessary records to control adequately the financial transactions of the district and prepare financial statements.

The School Business Administrator/Board Secretary shall report to the Board of Education at each regular monthly meeting the amount of total appropriations and the cash receipts for each account, the amount for which warrants have been drawn against each account and the amounts of orders or contractual obligations incurred and chargeable against each account since the date of his/her last report.

The treasurer of school moneys shall render to the Board monthly a report giving a detailed account of all receipts, the amounts of all warrants signed by him/her since the date of his/her last report, the accounts against which, and the purposes for which, the warrants were drawn, and the balance to the credit of each account.

In the event the School Business Administrator/Board Secretary's report and the treasurer's report differ with regard to cash receipts or expenditures, the School Business Administrator/Board Secretary shall take all possible actions within his/her authority to resolve the difference, but if said difference cannot be rectified by the next regular Board meeting, the matter shall be referred to the district auditor.

Date: January 10, 1984

Reviewed by Rules & Regulations Committee 8/22/94

Legal References: N.J.S.A. 18A:17-8 Secretary; Collection of Tuition
and Auditing of Accounts



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Legal References (continued)

<u>N.J.S.A.</u>	18A:17-9	Secretary; Report of Appropriations, etc., Treasurer's Duties
<u>N.J.S.A.</u>	18A:17-10	Secretary; Annual Report
<u>N.J.S.A.</u>	18A:17-12	Secretary; Annual Financial Report to Commissioner
<u>N.J.S.A.</u>	18A:17-35	Records of Receipts and Payments
<u>N.J.S.A.</u>	18A:17-36	Accounting; Monthly and Annual Reports