

FISCAL ACCOUNTING AND REPORTING

The Business Manager will be designated by the Board to be responsible for receiving and properly accounting for all funds of the district. The Uniform Financial Accounting System for South Dakota School Districts will be used to record receipts and disbursements of the district.

The Business Manager will report all financial information to the state as required. The Board will receive monthly financial reports from the business manager that will include a statement of operating receipts and expenditures, and balance on hand in the several funds, a budget position report, and any other financial information that should be brought to the Board's attention.

The following purposes must be satisfied by the accounting system:

1. Administrative Control-The financial records must be adequate to guide the making or deferring of purchases, the expanding or curtailing of programs and the controlling of expenses. Current data should be immediately available and in such form that periodic summaries may be readily made from the data.
2. Budget Preparation-The financial records must be adequate to serve as a guide to budget estimates of subsequent years, and to hold expenditures to the amounts appropriated. Accounts are to be kept for each item for which separate budget estimates must be made. An adequate code of expenditure accounts will be used.
3. Accounting for Stewardship-The financial records of the district must be adequate to show that those in charge have handled funds within the framework of the law and in accordance with board policy.
4. Inventory Control System-The district's financial records will provide the following information:
 - a. Each account in the district's budget will include the appropriation, expenditures, encumbrances and unencumbered balance.
 - b. Each purchase order will include the name of vendor, description of the item involved, the amounts, the record of board approval, and the call for bids if required. Purchase order sets will be pre-numbered and each set accounted for.
 - c. Each purchase will include the purchase order information above, plus the record of receipt, condition of goods, the invoice and the record of payment and posted to inventory records.

- d. Each income account will include the budget estimate, the receipts to date and the balance anticipated.

Adopted 12/15/81
Reviewed 05/24/88
Reviewed 01/11/94
Reviewed 10/27/98
Revised 08/24/15

Legal References:

SDCL 13-16-19 - Stewardship of trust and agency funds

SDCL 4-11-6 - Accounting manual

SDCL 13-18-1 - Check, warrant or electronic funds transfer required for payment of school funds

SDCL 13-18-3 - Itemized invoice and verified voucher required for issuance of check or warrant