

Business/Non-Instructional Operations

Periodic Financial Reports

The Superintendent of Schools shall be responsible for accounting for all monies expended from within the school budget, shall keep files of all invoices and payroll authorizations, and shall keep a record for the information of the Board of the expenditures broken down into the same categories and numbered accounts as the budget and the approved accounting system.

The Superintendent shall submit to the Board of Education monthly reports on the status of the budget, showing appropriations and expenditures for the fiscal year to date.

Beginning with the fiscal year starting July 1, 2019 and each fiscal year thereafter, the Board of Education (Board) shall, on a quarterly basis, post the Board's current and projected expenditures and revenues on the district's website. In addition, the Board will submit a copy of such current and projected expenditures and revenues to the town's legislative body, or in a municipality in which the legislative body is a town meeting, to the Board of Selectmen.

The Superintendent, as agent for the Board of Education, shall be responsible for making annual reports to the Town, the State Board of Education, the Teacher's Retirement Board, and other such agencies required by law.

(cf. 3432/3433 – Budget and Expense Report/Annual Financial Statement)

Legal Reference: Connecticut General Statutes
 PA 19-117, Section 290

Policy adopted: November 19, 2019

PUTNAM PUBLIC SCHOOLS
Putnam, Connecticut