

<b>SCHOOL DISTRICT OF GREEN LAKE POLICY</b>	<b>612 – Financial Administration</b>
	<b>Fiscal Management</b>

**612 – Financial Administration**

With respect to the actual, ongoing condition of the district’s financial health, the superintendent shall manage school district financial resources in accordance with the annual budget and budget policies adopted by the Board, maintain a fiscal condition that is consistent with achieving the Board’s mission and goals, and plan for the long term financial health of the district.

Accordingly, the superintendent should:

1. Expend fewer funds than have been received in the fiscal year to date unless authorized by the Board through use of reserve transfer or unless revenues are made available through other legal means.
2. Obtain Board authorization prior to inebting the district through other General Obligation notes or bonds and tax anticipation notes.
3. Settle payroll and debts in a timely manner.
4. Submit reports, filings, and payments required by any state or federal agency in a timely and accurate manner.
5. Arrange for the annual audit of all district funds and accounts following the close of the fiscal year.
6. Pursue receivables in a reasonable grace period.
7. Keep complete and accurate financial records by funds and accounts in accordance with generally accepted accounting principles (GAAP).
8. Annually publish and post a financial condition statement.

(1<sup>st</sup> Reading: 01/30/2008)  
(2<sup>nd</sup> Reading: 02/27/2008)