

FINANCIAL REPORTS AND STATEMENTS

The district administrator, or his/her designee, shall be responsible for maintaining the financial books and records of the district in auditable form. He/she 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 Board shall receive monthly financial statements showing the financial condition of the school district as of the last day of the preceding month. Such other financial records or reports as may be determined necessary by the administration or Board shall be presented periodically.

The district administrator shall file all fiscal reports and statements with local, state or federal agencies as may be required.

LEGAL REF.:	Sections	65.90 (3)	Wisconsin Statutes
		120.16 (4)	
		120.18 (6) & (7)	

APPROVED: June 22, 1988