

FISCAL ACCOUNTING AND REPORTING

The accounting system used by the district shall conform with requirements of the Wyoming Department of Education, with state law, and with good accounting practices, providing for the appropriate separation of funds which can be broken down by revenue and expenditure charts of accounts.

The Superintendent and/or the Business Manager will be responsible for, and oversee, the preparation of financial statements that will be presented to the Board quarterly. This report will be prepared in the form prescribed by the Board. It will show the amount budgeted in each budget category, the amount expended to date, and the remaining unexpended balance. The statement will also show the bank balance of each account.

The Business Manager and/or his designee will prepare a list of bills to be presented monthly for Board approval. At the request of the Board, a more detailed breakdown of any budget category may be requested and provided.

At the request of the Board or the Superintendent, other financial reports will be presented.

W.S. 21-3-110

First Reading: 5-5-25
Second Reading: 6-9-25