

FISCAL ACCOUNTING AND REPORTING/ACCOUNTING SYSTEM

The district's accounting system shall conform to requirements established by state statutes, regulations of the Missouri Department of Elementary and Secondary Education (DESE), based on the current version of the *Missouri Financial Accounting Manual* and statements issued by the Governmental Accounting Standards Board (GASB).

The superintendent or designee shall be responsible for receiving and properly accounting for all funds of the school district and implementing the accounting system. Electronic cashless revenue/remittance collection systems can only be used if approved and set up by the business office. As specified in state law, the Board of Education shall establish funds for the accounting of all school moneys in the district. The treasurer of the district shall open an account for each fund, and all moneys received by the district shall be deposited in the appropriate fund account. All financial transactions shall be recorded in the revenue and expenditure records, and appropriate entries from the adopted budget shall be made in the records for the respective funds.

The Board shall receive monthly financial statements from the director of finance showing the financial condition of the district. In addition, other financial statements determined necessary by either the Board or the superintendent shall be presented to the Board for review.

The superintendent or designee shall also be responsible for student-related accounting and shall file enrollment, attendance, food service and transportation reports as required by DESE.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 10/08/1998

Revised: 04/13/1999; 11/09/2006; 03/06/2012; 11/14/2013

Cross Refs: IGDF, Student Fundraising

Legal Refs: § 165.011, RSMo.

Nixa Public Schools, Nixa, Missouri