

**ALMOND-BANCROFT SCHOOL DISTRICT**  
**Board Policy Manual**

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FINANCIAL STATEMENTS AND REPORTS

The District Administrator or 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.

At least two days prior to the regular monthly School Board meeting, each member shall receive a copy of the bills to be paid and a copy of the financial condition of the school district.

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)

CROSS REF.: 171, Regular School Board Meeting  
171.2, Agenda Preparation and Dissemination  
620, Annual Operating Budget  
621, Budget Implementation  
673, Payment Procedures  
823, Access to Public Records

APPROVED: 1/17/83

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