

**Accounting**

The business manager, as delegated by the superintendent, will administer the district's accounting system and insure that it is in conformance with guidelines established by the State Department of Education, the State Auditor's office, and the district's auditor.

An independent auditing firm will be contracted, via competitive bids, at least every three years to conduct the district's annual audit. Accounts maintained by the district, and subject to the audit, include General Fund, Building Fund (Sinking), Bond Fund (Debt Service), Hot Lunch, Payroll, Qualified Capital Purpose Undertaking, Imprest - - with a \$6,000 limit - - and Activity, which will be maintained at the high school and administered by the assistant principal.

As a general rule, the board discourages any cash transactions for goods and services; however, building principals and the superintendent's office are authorized to maintain petty cash funds not to exceed \$200. Any money left in the building overnight is to be secured in a vault, safe, or locked file. Principals are responsible for maintaining an accurate accounting of all petty cash transactions.

The superintendent's office is authorized to hold a corporate credit card and, as necessary, gasoline company credit cards and is responsible for monitoring the use of same.

Policy Adopted: 04-10-78  
Policy Revised: 09-10-90  
Policy Revised: 03-01-04

SCHOOL DISTRICT 145  
WAVERLY, NEBRASKA