

The District's accounting system will be in conformance with the New Hampshire Financial Accounting Handbook published by the State Department of Education. An adequate system of encumbrance accounting will be maintained.

The District's financial records will provide the following information:

1. For each account in the District's budget: the appropriation, appropriation transfers, expenditures, encumbrances, and unencumbered balance.
2. For each purchase order: the name of vendor, description of the item involved, the amounts, the call for bids if required, and an abstract of the bids received. Purchase order sets will be prenumbered and each set accounted for. Preprinted purchase order sets will be prenumbered and each set accounted for. Purchase orders created by computer software will be secured through password restrictions.
3. For each purchase: the purchase order information above, plus the record of receipt and condition of goods, the invoice and the record of payment.
4. For each income account: the budget estimate, the estimates as revised periodically, the receipts to date, and the balance anticipated.

The School Board shall receive financial reports and statements showing the financial condition of the School District. These statements/reports shall be prepared monthly and shall include the amount appropriated for each purpose (individual line items as posted with the Warrant Article(s) and the amount expended to date for each purpose.

Law Reference: RSA 32:10

Appendix Reference:

Date Adopted: August 21, 1997

Revision Dates: October 13, 1998

Last Review Date: May 11, 2004