

Financial Administration Monitoring Report

February 25, 2019

SL7 Financial Administration

Whereas the Board expects the district's finances to be administered in an ethical and prudent manner;

The Superintendent may not:

1. Indebt the district through general obligation notes or bonds and tax anticipation notes unless authorized by the Board..
** No such occurrence*
2. Enter contract agreements exceeding one year or \$10,000 per year without Board approval..
** No such occurrence.*
3. Fail to maintain a contract management system and file.
** No such occurrence.*
4. Fail to settle payroll and debts in a timely manner.
** No such occurrence.*
5. Allow reports, filings and payments required by any state or federal agency to be overdue or inaccurately filed.
** No such occurrence.*
6. Fail to arrange for the annual audit of all district funds and accounts following the close of the fiscal year..
** Annual audit took place in early August. Report was presented at January meeting.*
7. Fail to pursue receivables in a reasonable grace manner.
** No such occurrence*
8. Fail to keep complete and accurate financial records by funds and accounts in accordance with generally accepted accounting principles (GASB).
** Nothing noted in audit.*
9. Withhold from the board duly requested financial information.
** No such occurrence*
10. Fail to preserve and dispose of all records related to affairs or business of the district in accordance with state and federal law.
** All records are available*
11. Receive, process or disburse funds under controls that are insufficient under generally accepted accounting procedures.
** All procedures from auditor are followed*
12. Increase any student fees or charges without Board approval..
** No such occurrence*
13. Fail to honor properly presented open records requests.
**All records requests, or documents I am the custodian of, completed within 10 days.*