DISBURSEMENT OF FUNDS

General and Building Funds

The finance director, with support from the business office staff, is responsible for preparing all financial documents for board approval. Such preparation must be in accordance with all applicable laws and policies. A list of encumbrances must be included in each board packet for regular board meetings.

The finance director is also responsible for preparing all checks. Checks under $5,000.00 shall be printed with a facsimile signature of the board president, clerk and treasurer. Checks over $5,000.00 require an original signature from the treasurer.

Activity Fund

Prior to printing any check from the activity fund account, the finance director is required to verify that the individual responsible for a particular fund has completed and signed a written authorization form. All checks written from the activity fund account require two (2) signatures. The following individuals are authorized to sign activity fund checks: superintendent, finance director, or activity fund custodian.