

## FINANCIAL ACCOUNTING AND REPORTING

The Superintendent or his/her designee shall establish and be responsible for a division's accounting system that will satisfy the Virginia Department of Education's regulations regarding accounting practices and applicable federal, State, and local laws.

### Financial Accounting and Reporting

The School Board will receive monthly financial statements, including statements of revenues and expenditures, showing the financial condition of the division as of the last day of the preceding month. School food service funds and textbook funds will be held in separate, interest bearing, bank accounts.

At least once each year the School Board will submit a report of all its expenditures to the appropriating body. Such report shall also be made available to the public either on the school division website or in hard copy at the central school division office, on a template prescribed by the Board of Education.

### Inventories

The Superintendent or his/her designee will be responsible for the inventory of all fixed assets of the school division.

### School Level Accounting System

Each school is required to maintain an accurate, up-to-date accounting system of all money collected and disbursed by the school. These funds will be deposited in accounts in the name of the school.

A record of all receipts and disbursements will be maintained in accordance with the Culpeper County Public Schools Activity Accounts Manual as promulgated by the superintendent and in accordance with regulations issued by the State Board of Education.

The principal will prepare and forward to the superintendent or his/her designee monthly financial statements, including statement of revenues and expenditures, showing the financial condition of the school as of the last day of the preceding month.

### Audits

In accordance with State statutes and regulations, all financial records of the division will be audited following the close of each fiscal year.

Adopted: August 12, 1996  
Amended: June 22, 2009

Legal Refs.: Code of Virginia, 1950, as amended, §§ 15.2-2511, 22.1-68, 22.1-90,  
22.1-115, 22.1-121.

8 VAC 20-270-10 et seq.

8 VAC 20-290-10.

Cross Ref.: DA Management of Funds  
DB Annual Budget  
DG Custody and Disbursement of School Funds  
DGC School Activity Funds  
DGD Funds for Instructional Materials and Office Supplies  
DJB Petty Cash Funds  
ECA Inventory and Reporting of Loss or Damage