

## FISCAL ACCOUNTING AND REPORTING

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

The following purposes must be satisfied by the accounting system:

1. **Administrative Control:** The financial records must be adequate to guide in the making or deferring of purchases, the expanding or curtailing of programs and the controlling of expenses. Current financial data should be immediately available and in a format that periodic summaries may be readily made from the data. The board shall receive a monthly financial report.
2. **Budget Preparation:** The financial records must be adequate to serve as a guide to budget estimates of subsequent years, and to balance expenditures to the amounts appropriated. Accounts are to be kept for each account for which separate appropriations are made.
3. **Accounting for Stewardship:** The financial records must be adequate to demonstrate that the administration has handled funds within the framework of federal and state law and in accordance with board policy.

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

1. **Appropriation Account:** The amount of the appropriation, appropriation transfers, expenditures, encumbrances and unassigned balance.
2. **Purchase Order:** The name and address of vendor, description of the item involved, appropriation account number, signature of the principal, approval of the business administrator and the anticipated amounts of the individual expenditure(s).
3. **Receipt of Purchase:** The purchase order information, plus the record of receipt and condition of goods, the invoice and a copy of the accounts payable check. The purchase order or invoice signed and dated by the employee who received the goods on behalf of the district.
4. **Income Account:** The budget estimate, the estimates as revised periodically, the receipts to date and a copy of each revenue check.

### Statutory/Case Law/Regulation References:

NH Code of Administrative Rules, Section 302.02(e)(j)

Adopted 1999

Revised 2014

