

## **Business and Non-Instructional Operations**

### **PERIODIC FINANCIAL REPORTS**

**3430**

The Superintendent or designee shall update the Board regarding any current or anticipated condition that could materially affect the budget.

The Superintendent of Schools shall be responsible for accounting for all funds expended within the school budget. The Superintendent shall direct the Chief Financial Officer to establish and maintain records of all invoices and payroll authorizations and shall keep a record for the information of the Board of the expenditures broken down into the same categories and numbered accounts as the budget and the approved accounting system.

The Superintendent shall submit to the Board of Education quarterly reports on the status of the budget, showing appropriations, expenditures, transfers, and anticipated revenues for the fiscal year to date.

The Superintendent, as agent for the Board of Education, shall be responsible for making reports to the Town, the State Board of Education, the Teacher's Retirement Board, and other such agencies required by law.

#### **Legal Reference:**

Connecticut General Statutes § 10-222

Adopted 8/27/2004

Revised and Adopted 9/11/2012

Revised and Adopted 3/25/2025