

HORTONVILLE AREA SCHOOL DISTRICT

Title: Internal Accounting
Procedure

Date Adopted: 2/28/94
Date Revised: 7/21/08

Policy No. 10071
Page 1 of 1

Policy Statement:

The internal accounting procedures shall be appropriate to account for all funds of the District.

Rationale: Proper record and accounting procedures.

Scope: District-wide

Responsibility: Director of Business Services

Implementation:

The Director of Business Services shall maintain an accounting system that will provide the necessary information for the efficient administration of the school system. The accounting system and procedures shall be designed to meet all requirements of the Wisconsin Department of Public Instruction.

The Director of Business Services shall file all required fiscal reports with the city, state or federal agencies as necessary.

Associated Information:

President

Bill Mungl

Date 7/21/08

Clerk

Paul J. Thomas

Date 7/21/08