



SCHOOL BOARD MEETING REPORT

Board Meeting Date: 8-Mar-10

Agenda #

Staff/Administrator: Lisa Cross

Superintendent: Dan Huber-Kantola

Type of Item: Informational Action

Please state your proposal briefly and clearly. What do you want the board to know, discuss, or decide?

I would like the Board to review and approve the Financial Internal Control Guidelines attached.

Provide history/background information on your proposal.

There have been two changes to the control document: 1) We have cross-trained the Junior Accounts Payable clerk and are asking her to periodically process batches of checks for the Senior Accounts Payable Clerk (page 3); and 2) Having two people process payroll on a monthly basis and auditing each others work it is not necessary to have a separate party process payroll once a year (page 4).

List the advantages of your proposal:

List possible disadvantages of your proposal:

List possible alternatives that could also offer a solution to your proposal. Why were they not recommended?

Superintendent's recommendation(s):

Approve: Yes No