

PRESENTATION

ITEM

Subject: Review Business Operations Manual

Presentation: This is the annual review of the Business Operations Manual for the District.

The district has established fiscal procedures that apply to all financial transactions regardless of the funding source. A separate section in the Business Operations Manual will include specific procedures related to acquiring, expending, and managing grant funds.

In accordance with School Board Policy, BP (LOCAL), the Superintendent and administrative staff shall be responsible for developing and enforcing procedures for the operation of the District. These procedures shall constitute the administrative regulations of the District and shall consist of guidelines, handbooks, manuals, forms, and any other documents defining standard operating procedures. The Superintendent shall approve any changes to this Business Operations Manual on an as needed basis, if federal, state or local changes in regulations or policy warrant immediate changes.

Changes made to this year's manual were the addition and description of new grants awarded for next year and clarification of maintaining time and effort logs.