

CODE E1

## FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

Originated with Finance Committee  
Proposed to Executive Committee: 11/14/02  
Approved at Full Board First Reading: 5/1/03  
Adopted at Full Board Second Reading: 6/26/03

### **Policy**

It is the policy of Thetford Academy to manage its financial affairs in a fair and open manner using acceptable financial practices and providing appropriate accountability.

### **Administrative Responsibilities**

The Head of School shall be responsible for the establishment and maintenance of an accrual system of accounting for the proper control and reporting of Academy finances and financial condition.

### **Guidelines**

1. The approved budget will be the spending plan for the year. The Head of School or Business Manager is authorized to make commitments in accordance with the budget appropriations. Expenditures not planned for in the budget in excess of 10% of a department's appropriation shall be reported to the Executive Committee.
2. The Business Manager shall have authority to transfer funds for planned expenses between two line items in the budget for the efficient operation of the Academy.
3. Employees handling large sums of money will be properly bonded.
4. Inventories of supplies, materials and equipment, which are material in amount, will be maintained and reviewed on an annual basis.
5. Procedures for purchases and bidding for expenditures over \$10,000 shall follow the Thetford Academy purchasing policy.
6. A system will be maintained for managing miscellaneous accounts such as fees, fines, penalties, book losses, breakage and sale of equipment and materials.
7. The Business Manager will be responsible for overseeing all student accounts.

*Legal Reference(s):* 16 V.S.A. §563 (3) (Powers of school boards)  
16 V.S.A. §559 (Public bidding)  
24 V.S.A. §832 (Bonding requirements)  
16 V.S.A. §1756 (Indemnity and insurance)  
Vt. State Board of Education Manual of Rules & Practices §3250

*Cross Reference:* Budgeting (E2), Financial Reports and Statements (E3)