

Article VI.B.1            Accounting/Payroll General Responsibilities

- A.     The Board, through the business administrator/treasurer and the director of accounting/payroll services, shall be responsible for the proper collection, expenditure, and accounting of all funds controlled by the District.
- B.     The District administration shall follow GASB (Government Accounting Standards Board) standards and GAAP (general accepted accounting practices) principles as required by the Utah State Office of Education.
- C.     The District's classification of expenditures shall generally be as described by the Utah State Office of Education. Exceptions will be made when necessary to fit the budget plan as adopted by the Board or to provide special information for the use of the administration.
- D.     The District administration shall publish and distribute periodic financial reports as required by law. Any report required by the Board or administration shall be provided according to their request.
- E.     The District administration shall keep an inventory of supplies on hand in a quantity that is deemed most economical by the administration. This inventory shall be protected physically from the elements, from unauthorized use and from loss by theft. This inventory shall be controlled by the accounting system in a manner that will make those who physically care for the inventory accountable for it.
- F.     The payroll procedures of the District shall be designed to ensure that each employee and each pay rate is approved by the Board, and also that the policies of the Board and administration are followed in regard to sick leave, vacations, leaves of absence, sabbatical leaves, and other such terms of employment.
- G.     Payroll advances are prohibited as such advances would constitute interest-free loans from public funds for recipients.