

Sherwood Charter School

Code: **DIB**
Adopted: 9/19/13
Orig. Code(s): II.; III.

Books of Account

A corporate Chart of Accounts which conforms to state/ district reporting needs and accurately reflects budget categories and provides information shall be developed by treasurer/bookkeeper

The treasurer/bookkeeper shall distribute revenues and expenses according to the Chart of Accounts.

The following books of accounts shall be maintained:

1. Budget reports;
2. General ledger;
3. Cash receipts;
4. Cash disbursements;
5. Payroll.

The bookkeeper shall conduct routine maintenance of all books of accounts, which will be periodically reviewed by the treasurer. Board members and the school director shall have access to all financial statements, books and other records of the Sherwood Charter School.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[ORS 338.115\(2\)](#)

[OAR 581-023-0035](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.