

Siuslaw School District 97J

Code: **DI**

Adopted: 03/12/97

Revised/Readopted: 12/11/13

Accounting

The district will maintain complete and accurate financial records of its funds and accounts on the basis of generally recognized principles of accounting.

Appropriate staff members will be available at any Board meeting, upon request to respond to questions and to present financial information. The superintendent will notify the Board at any time substantial deviations from anticipated revenue or expenditures are anticipated.

A centralized accounting section shall be maintained under the direction of the deputy clerk and shall be operated under policies and regulations in accordance with Oregon Revised Statutes.

The superintendent shall be responsible for the accountability of all assets, liabilities, revenues, appropriations and fund balances that are permitted by statutes and required by the Board.

All accounting records and necessary documentation will be kept on file in accordance with district procedures and law.

The district's accounting records will be maintained on a July 1 through June 30 fiscal year basis and retained in accordance with applicable Oregon Administrative Rules.

END OF POLICY

Legal Reference(s):

[ORS 294.305 - 294.565](#)

[OAR 581-023-0035](#)

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