

# Saint Helens School District 502

Code: **DIC**  
Adopted: 12/18/01  
Readopted: 5/14/07  
Orig. Code(s): DIC, DI

## Financial Reports and Statements

The deputy clerk/business manager will provide the board with monthly financial reports which will include estimates of expenditures for the major general fund budget division in comparison to budget appropriations, actual receipts in comparison to budget estimates, and the overall cash condition of the district. Supplementary reports on other funds or accounts will be furnished on request of the Board or superintendent.

The Board will receive a pre-audit report recapping the year-end closure of financial statements prior to the annual audit by the district's authorized accountant.

The deputy clerk/business manager will be available at any Board meeting to respond to questions and to present current financial information. The deputy clerk will notify the superintendent, who will then notify the Board, when substantial deviations from anticipated income or expenditures exist.

The district's accounting and reporting system will be in accordance with generally accepted accounting procedures and will conform with state laws and regulations.

END OF POLICY

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### Legal Reference(s):

[ORS 294.155](#)

[ORS 294.311](#)

[ORS Chapter 297](#)

[ORS 328.465](#)

[ORS 332.105](#)

[OAR 162-010-0000 to -0330](#)

[OAR 162-040-0000 to -0160](#)

[OAR 581-023-0037](#)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2004).

### Cross Reference(s):

DBJ - Budget Implementation

DIE - Audits