

## Fiscal Accounting and Reporting

The Administrative Director shall be ultimately responsible for properly accounting for all funds of NWBOCES and for the preparation of reports and statements required by the state examiner's office.

The accounting system that is used shall conform with requirements of the State Department of Education and with good accounting practices, providing for the appropriate separating of accounts, funds and special monies.

The Business Manager will prepare a financial statement which will be presented to the Board at the meeting each month. This report will be prepared in the form prescribed by the Board. It will show the amount budgeted in each budget category, the amount expended to date, and the remaining unexpended balance. At the request of the Board, a more detailed breakdown of any budget category will be prepared.

Other financial statements, as determined necessary by either the Board or the Administrative Director, shall be presented as found desirable.