

GOFFSTOWN SCHOOL DISTRICT

DBI-R

FISCAL ACCOUNTING AND REPORTING

The following purposes must be satisfied by the accounting system:

1. **Administrative Control**: The financial records must be adequate to guide the making or deferring of purchases, the expanding or curtailing of programs, and the controlling of expenses. Current data should be immediately available and in such form that periodic summaries may be readily made from the data.
2. **Budget Preparation**: The financial records must be adequate to serve as a guide to budget estimates of subsequent years, and to hold expenditures to the amounts appropriated. Accounts are to be kept for each item for which separate budget estimates must be made. An adequate code of expenditure accounts will be used.
3. **Accounting for Stewardship**: The financial records of the district must be adequate to show that those in charge have handled funds within the framework of law and in accordance with Board policy.

The district's financial records will provide the following information:

1. **For each account in the district's budget**: the appropriation, appropriation transfers, expenditures, encumbrances, and unencumbered balance.
2. **For each purchase order**: the name of vendor, description of the item involved and the amounts.
3. **For each purchase**: the purchase order information above, plus the record of payment.
4. **For each income account**: the budget estimate, the estimates as revised periodically, receipt and condition of goods, the invoice and the record of payment.
5. Offsetting revenues received under an abatement procedure will be debited to the appropriate previously expended account.

Reference: DBI

Proposed: 11/15/99

NHSBA Review: 04/04/14

Adopted: 12/20/99

HR Reviewed: 08/22/05

Reviewed: 05/13/19 (PRC Review Date)