

PLYMOUTH PUBLIC SCHOOLS
FINANCIAL REPORTS AND STATEMENTS

The most significant financial analysis for the School committee is on the amounts expended and the future amounts expected to be expended within the fiscal year in comparison to the budget total. Therefore, the Superintendent shall submit periodic summary financial statements to the School Committee. The first school committee meeting of each month, the Business Administrator will submit a financial report to the School Committee which will cover the following:

- 1.0 A chart or printout displaying the latest balance in each cost center of the current school budget and any encumbrances against the account.
 - 1.1 A summary of the operations and salary accounts by schools and services with the proper subtotals and totals. This summary should include all accounts in the school committee current fiscal year budget appropriation.
- 2.0 A summary report that shows separately amounts spent and encumbered compared with the budgeted amounts.
- 3.0 In keeping with the need for periodic reconciliation of the school budget, the school committee will be provided transfer requests as recommended by the Superintendent as part of the warrant approval. The School Committee will vote any transfer of funds between cost centers that were voted by the School Committee as part of the budget adoption process.

It is the responsibility of the Superintendent to alert the School Committee immediately to any circumstances that might cause a budget deficit.

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