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MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED:	**October 8, 1991**	**FILE SECTOR:**	**FISCAL MANAGEMENT**
DATE REVISED:	**June 18, 1998**	**POLICY TITLE:**	**FISCAL ACCOUNTING AND REPORTING**
DATE REVISED:	**October 16, 2003**		

The district administrator shall be ultimately responsible for receiving and properly accounting for all funds of the district.

The accounting system used shall conform with requirements of the State Department of Public Instruction and with generally accepted accounting practices, providing for the appropriate separation of accounts, funds, and special moneys.

The board of education shall receive monthly financial statements from the district administrator showing the financial condition of the district. Such other financial statements as may be determined necessary by either the board of education or the district administrator shall be presented as deemed desirable.

The district administrator shall also be responsible for pupil accounting and shall report enrollment and attendance as required by the State Department of Public Instruction.

CROSS REFERENCE:
LEGAL REFERENCE: Sections 73.10, 115.28(13), 115.30, & 121.05 (i) Wis. Stats.