

MANCHESTER CITY SCHOOLS
Policy Manual

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The Executive Committee shall submit to the Board at each regular Board meeting a report of all business transacted since the last regular meeting.¹

A report indicating all receipts and expenditures will be given quarterly to the City Board.² Each report will show the amount of the annual appropriation, the amount expended by account to date, the amount encumbered and the free balance in each account.

The director of schools shall submit monthly financial reports to the Board and to state and federal agencies as required.³

Each principal shall submit to the director of schools at the end of each calendar month on a prescribed form the receipts, expenditures and cash balance of all accounts under his jurisdiction. These reports shall be made available to the Board at its request.

The director of schools shall maintain all financial records as required by regulation and applicable state and federal law. The Board, from time to time, may determine to extend the retention time for certain records.⁴

Legal References:

1. [TCA 49-2-206\(b\)\(5\).](#)
2. [TCA 49-2-301\(b\)\(1\)\(S\).](#)
3. [TCA 49-2-301\(b\)\(1\)\(V\);](#)
[TCA 49-2-301\(b\)\(1\)\(Z\)](#)
4. [TISUAPM, Section 4 Title 6](#)

Cross References

[1.407 School Board Records](#)