

Policy 707.01: Presentation and Publication of Financial Information Secretary's Report

Original Adopted Date: 11/23/09

Reviewed 11/04/20

Revised:

The district recognizes the importance and value of fulfilling timely reporting requirements. Regularly providing updated financial information assists the board in making informed decisions for the future financial health of the district.

At the annual meeting, the treasurer will give the annual report stating the amount held over, received, paid out, and on hand in the general and all other funds. This report is in written form and sent to the board with the agenda for the board meeting. The treasurer will also furnish the board with a statement from each depository showing the balance then on deposit. It is the responsibility of the treasurer to submit this report to the board annually.

The board secretary will report to the board each month about the receipts, disbursements and balances of the various funds. This report will be in written form and sent to the board with the agenda for the board meeting.

Following board approval, each month the schedule of bills allowed by the board is published in a newspaper designated as a newspaper for official publication. Annually, the total salaries paid to employees regularly employed by the school district will also be published in a newspaper designated as a newspaper for official publication. It is the responsibility of the board secretary to publish these reports in a timely manner.

Legal Reference: Iowa Code §§ 279.8; 291.7; 618.

I.C. Iowa Code

Iowa Code § 279

Iowa Code § 279.8

Iowa Code § 291.7

Iowa Code § 618

Description

[Directors - Powers and Duties](#)

[Directors - General Rules - Bonds of Employees](#)

[Board Officers - Monthly Statements](#)

[Publications and Posting of Notices](#)

Cross References

Code

206.03

210.01

Description

Secretary (I, II)

Annual Meeting