

EXPENDITURES OF SCHOOL DISTRICT FUNDS

The Board of Education authorizes the Business Manager to commit school funds as appropriated by approved operational and capital budgets, and by the adoption of special resolutions. He/she will make expenditures in accordance with applicable law and in a manner that will achieve the maximum benefit from each dollar expended.

All claims shall be properly audited before payment by the Internal Claims Auditor who shall attest to the existence of evidence of indebtedness to support the claim. Funds shall only be disbursed by checks issued by the District Treasurer or Business Manager or checks may be signed with a facsimile signature of the Treasurer or Business Manager, as determined by regulation. Each check shall state the fund against which it is drawn. No fund shall be overdrawn. Payment shall only be made on the warrant of the Internal Claims Auditor after audit and allowance. However, the School Treasurer may make payments without such approval when provisions were made in the annual budget for the payment of (a) fixed salaries of regularly appointed school employees upon the presentation of a duly certified payroll; and (b) the principal of and interest on bonds, notes, or other evidence of indebtedness.

Complete records of all expenditures shall be maintained for future analysis and reporting within the time frame required by the Records Disposition Law or regulation.

Ref: Arts and Cultural Affairs Law §57.19
Education Law §2523
8 New York Code of Rules and Regulations (NYCRR) §185

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