

Business and Non-Instructional Operations**Accounts****Periodic Financial Reports**

The Superintendent, Director of Business Services and Business Office shall be responsible for maintaining the financial records of the Watertown Unified School District. A monthly balance sheet shall be prepared and submitted to the Board.

Other fiscal reports shall be prepared and presented annually or at such other times as are desired by the Board.

The Director of Business Services shall file all financial reports as required by the state and federal agencies.

Legal Reference: **Section 65.90(3), Wisconsin Statutes**
 Section 120.16(4), Wisconsin Statutes
 Section 120.18(1), Wisconsin Statutes

Policy Approved: **August 21, 1985**

Policy Revised: **June 27, 2016**