

Dickson County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: Accounting System	Descriptor Code: 2.700	Issued Date: 12/23/10
		Rescinds: 2.7000	Issued: 10/28/04

1 *Central Office*

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3 The director of schools shall maintain a system of accounting, arranged according to the regulations
4 prescribed by the Commissioner of Education, which provide a detailed and accurate account of all
5 receipts and disbursements of the schools.¹

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7 The following purposes must be satisfied by the accounting system:

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9 1. **Administrative Control:** The financial records must be adequate to guide the making or
10 deferring of purchases, the expanding or curtailing of programs, and the controlling of expenses.
11 Current data shall be immediately available and in such form that periodic summaries may be
12 readily made from the data.
13
14 2. **Budget Preparation:** The financial records must be adequate to serve as a guide to budget
15 estimates of subsequent years, and to hold expenditures to the amounts appropriated. Accounts
16 are to be kept for each item for which separate budget estimates must be made. An adequate
17 code of expenditure accounts will be used.
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19 3. **Accounting for Stewardship:** The financial records of the district must be adequate to show
20 that those in charge have handled funds within the framework of law and in accordance with
21 board policy.

22
23 *Individual Schools*

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25 The Board authorizes each respective school under its jurisdiction to receive activity and other internal
26 funds, such as athletic ticket money, school lunch funds and school class funds.²

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28 The Board shall hold each principal responsible for the management of all internal accounts under his/her
29 jurisdiction in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.³

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33 Legal References:

- 34 1. TCA 49-2-301(b)(1)(D);TCA 49-3-316(a)(1)
35 2. TCA 49-2-110(a)
36 3. TCA 49-2-110(c)(d)

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Cross References:
Petty Cash 2.801
Student Activity Funds Management 2.900