

**Policy Type: Executive Limitations****Financial Administration**

With respect to the actual, ongoing condition of the district's financial health, the Superintendent shall not cause or allow a material deviation from the annual budget or budget policy adopted by the Board, cause or allow any fiscal condition that is inconsistent with achieving the Board's *Results* or places the long term fiscal stability of the district at risk.

Accordingly, the Superintendent may not:

1. Expend more funds than have been received in the fiscal year to date unless authorized by the Board through use of advance funding or unless revenues are made available through other legal means
2. Indebt the organization unless authorized by the Board
3. Expend any fund balance unless authorized by the Board. Funds which have a fund balance include the General Fund, Health Insurance Fund, Building Fund, Student Activities Fund, Nutrition Services Fund, Debt Service Fund and Special Assessment Fund. Anticipated expenditures greater than 110% and \$25,000 for each line item shall be approved in advance.
4. Transfer unencumbered moneys from one fund to another unless authorized by the Board. (Refer to funds identified in #3 above.)
5. Authorize business/corporate partnerships and sponsorships in excess of \$25,000 or those involving naming of a facility unless authorized by the Board
6. Fail to provide rationale for budget expenditure greater than 110% and \$25,000 or more for each line item in the General Fund budget, within thirty days of occurrence
7. Fail to provide rationale for revenue realization less than 90% and \$25,000 or more for each line item in the General Fund Budget, upon final receipt and reconciliation.
8. Fail to provide monthly expenditure comparisons between the current and past year
9. Fail to settle payroll and debts in a timely manner
10. Allow reports and filings required by any state or federal agency to be overdue or inaccurately filed
11. Fail to arrange for the annual audit of all district funds and accounts following the close of the fiscal year

12. Fail to pursue receivables after a reasonable grace period
13. Fail to keep complete and accurate financial records by funds and accounts in accordance with generally recognized principles of governmental accounting
14. Fail to publish and post a Government Accounting Standards Board financial condition statement, and other information as required by state statute

**Monitoring Method:** *Internal/External reports*

**Monitoring Frequency:** *Annually in June*

Fargo Public Schools Board of Education