

# Huntingdon Special School District Federal Programs Cash Management Requirements Effective June 2015

The following procedures are adopted in accordance with EDGAR and the Handbook for Cash Management Requirements dated June 25, 2004.

The **Director of Schools** is responsible for the effective, efficient and equitable operation of the school district. The director will assure that policy and procedures are established and will provide overall direction of the school district to include cash management. The director will approve and sign all purchase orders and/or cash requests made by anyone in the district. This approval will be the final approval needed prior to payment for any service being made.

The **Director of Schools** will ensure that all cash management reviews are performed as required by federal regulations, state regulations, and/or school board policy. The director will also ensure that any reports as required by the above entities are completed.

**District Supervisors** will ensure that purchase orders for the individual federal program that a particular supervisor oversees will be approved and signed in a timely manner. The supervisors will also be responsible for receipts and assisting in disbursements insofar as completing reports as required for effective cash management procedures.

**Building Principals and/or Assistant Principals** will ensure that their staffs follow the instructions of the director of schools and district supervisors in performing their duties as inspecting and/or approving officials. The building principals will also assist in processing invoices and preparing reports correctly, and recommend acceptance or rejection of deliveries.

From top to bottom, all members of the administrative team will ensure that all cash management procedures and policies are followed in a manner that makes transparency evident throughout the entire process from request to disbursement.