

**FINANCIAL REPORTS AND STATEMENTS**

The Director of Business Services shall maintain the books and records of the District in auditable form. He/she shall prepare all fiscal reports, keep necessary records to control adequately the financial transactions of the District, and prepare financial statements.

Further, the Director of Business Services, in cooperation with other assigned administrators, shall be responsible for filing all fiscal reports with the city, state or federal agencies as may be required.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE: