

**WINSLOW PUBLIC SCHOOLS
25 MESSALONSKEE AVENUE
WATERVILLE, ME 04901**

EXPENDITURE OF FUNDS

- A. The Town Council shall annually approve an amount to be expended by the school department. This budget amount must then be approved by Public Referendum.
- B. The Superintendent shall be responsible for the expenditure of funds in accordance with applicable law and regulations.
- C. All expenditures shall be generated by purchase orders as approved by the Superintendent. Payment for services (e.g., utilities) shall be made upon the receipt of a bill for such services.
- D. The School Board shall approve all expenditures in accordance with their given authority. Expenditure of funds will not be made until the expenditure has been approved by the School Board.
- E. The record of all revenues and expenditures shall be audited annually by an auditor selected by the Town Council / School Board.
- F. A report of the auditor shall be provided to the School Board and Superintendent and will be made available to the citizens of the community or to other interested parties as required by law.

ADOPTED: October 2, 1995; **REVISED:** May 21, 2003; **REVISED:** 3/26/12

SOURCE: Board Policy