

SCHOOL DISTRICT RECORDS EXHIBIT*List of Records*Audit

1. Report of examination by state comptroller
2. Annual report of audit by independent public accountant

Board Proceedings

1. Minutes of Board meetings, which include a record of the final votes of each Board member in every proceeding in which he or she has voted
2. Notices of annual meetings
3. Nominating petitions
4. Announcement of candidates nominated
5. Oaths of office

Budget

1. Annual budget - Form SBM-1
2. Annual budget document distributed at annual meeting

Buildings

1. Annual fire inspection reports of school facilities
2. Applications for school building use

Equipment Inventories

Report of fixed assets inventory by independent appraisal company

Finance

1. Annual financial and statistical reports - Form ST-3
2. Check register (list of bills)
3. General journal
4. General ledger and revenue ledger
5. Cash receipts ledger
6. Cash disbursements register
7. Expenditure ledger
8. Appropriation and expenditure reports
9. Canceled checks

10. Treasurer's monthly report
11. Receipts issued by treasurer
12. State aid summary sheet - Form SA-124
13. State aid supporting worksheets
14. Applications for federal grants and claims for reimbursements where such applications are granted
15. Bid documents or requests for quotations, including general conditions, specifications, proposal forms and other pertinent information
16. Bids and quotations received, including tabulations thereof
17. Paid bills, including invoices or claims, purchase order copies, receiving information, requisitions, bills of lading, packing slips and other pertinent data appropriate for payment

Insurance

Insurance Policies

Legal

Collective bargaining contracts entered into

Lunch Program

1. School lunch, breakfast and special milk program agreements
2. Free and/or reduced price school lunch and breakfast policy
3. Annual application for participation in national school lunch, breakfast and special milk programs
4. Claims for reimbursement for national school lunch, breakfast and special milk programs

Payroll and Personnel

1. Records of names, business addresses, titles and salaries of all officers and employees
2. Payroll register (computer print-out)

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