



D Series

DI

FISCAL ACCOUNTING AND REPORTING

Invoices come in for the Business Administrator to review. Once reviewed, the Business Administrator gives the Principal/Superintendent the invoices to review, approve, initial and date. The Principal/Superintendent has final approval of all transactions. Once approved the Business Administrator will create the payment. Once checks are created, they are given to the office signatory.

The North Country Charter Academy Principal/Superintendent submits all transactions to the NCCA Treasurer on a monthly basis to be reviewed and signed. Financial reports are reported out at each Board of Trustees meeting.

1st Reading: October 20, 2011
2nd Reading: December 15, 2011
Adoption: January 24, 2012
Amended & Accepted: January 18, 2024