

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Individual School Accounting Procedures

Series: D12

Reference: W. Va. Code §§18-5-13, 61-10-15; 126 CSR 2

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12.01 Publication of Manual of Financial Records. The Department of Budget and Finance shall cause to be published and distributed to each school a “Manual of Financial Records for Kanawha County Schools” which may be revised from time to time.

12.02 Duties of Building Principals. Building principals are charged with the responsibility and duty to implement and cause to be observed the requirements set forth in the “Manual of Financial Records for Kanawha County Schools” and any revisions thereto and the *Accounting Procedures Manual for the Public Schools in the State West Virginia*, as well as West Virginia Board of Education Policy 1224.1.

12.03 Staff Development. The Office of Staff Development in conjunction with the Office of Budget/Finance/ Accounting shall be responsible for developing and implementing a training program calculated to assist employees in fulfilling their responsibilities as set forth in the “Manual of Financial Records for Kanawha County Schools” and West Virginia Board of Education Policy 1224.1