

KANAWHA COUNTY BOARD OF EDUCATION POLICY
Series: D12 - Individual School Accounting Procedures

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

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, as well as West Virginia Board of Education Policy 1224.1, the *Accounting Procedures Manual for the Public Schools in the State West Virginia*.

12.03 Staff Development. The Office of Staff Development in conjunction with the Accounting Department 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.

Reference: W. Va. Code §§18-5-13, 61-10-15

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