



School District of Mystery Lake

Manual of Administrative Procedures

5.0 Business Administration

- 5.010** Accounting and Reporting
- 5.020** Audits
- 5.030** Budget Adjustment Authority
- 5.040** Budget Deadlines and Schedules
- 5.050** Depository of Funds
- 5.060** University Course Loans – (Refer to 2.A.215)
- 5.070** School District of Mystery Lake Organization Chart
- 5.080** Expense Reimbursements
- 5.090** Payment Procedures
- 5.100** Payroll Procedure
- 5.110** Petty Cash Accounts
- 5.120** Purchasing Procedure
- 5.130** School District Records Retention and Disposition
- 5.140** School District Records Management
- 5.150** School Fund Raising Guidelines
- 5.160** School Funds / Fiscal Accounting and Reporting
- 5.170** School Properties Disposal