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With the staff, the Superintendent/President:

1. Prepares the annual budget and interprets it for the Board;
2. Administers the budget after it is adopted and keeps expenditures within its limits;
3. Provides all possible economies that do not endanger the educational program and its results;
4. Supervises the general business procedures of the District to secure the proper accounting of funds, supplies and equipment;
5. Seeks to secure materials and supplies best suited to the educational needs of the District;
6. Approves all contracts to be entered into by the District or any person on behalf of the District and acts as authorized agent of the District and the Board in contracts between the District and other governmental agencies;
7. Is responsible for recommending an adequate program of insurance in all phases of District operation with regard to those prescribed by law; and,
8. Makes proper reports to the Board, keeping the Board fully advised as to the financial status of the District and all the implications of the financial aspects of District administration.

See Also:

Policy 2.2.1 District Superintendent/President