

**FISCAL MONITORING PROCEDURES**  
2017 FISCAL YEAR

**Business Area/Code** 0513 - SCHOOL FOR THE DEAF

In the following sections please describe the procedures that your agency will use to monitor budgeted revenue and expenditures / obligations to insure that appropriate fiscal controls are in place to safeguard against deficit spending.

**Revenue Monitoring Procedures:**

The Arkansas School for the Deaf will monitor General Revenue forecast revisions and update, as needed, any additional income being reported. The agency will also check fund balances on a weekly basis or more often as needed. Fund advances and distributions will be requested when necessary to cover payrolls and operating expenses.

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**Expenditure / Obligations Monitoring Procedures:**

The Arkansas School for the Deaf will review requests for purchases on a daily basis, and will monitor weekly expenditure reports for accuracy and will update as necessary.

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Agency Fiscal Officer

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Date

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Agency Director

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Date