

FISCAL MONITORING PROCEDURES
2018 FISCAL YEAR

Business Area/Code 0513 - SCHOOL FOR THE DEAF

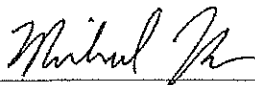
In the following sections please describe the procedures that your agency will use to monitor budgeted revenue and expenditures / obligations to insure that appropriate fiscal controls are in place to safeguard against deficit spending.

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.

Expenditure / Obligations Monitoring Procedures:

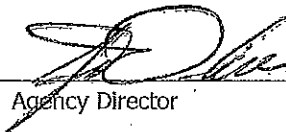
The Arkansas School for the Deaf will review requests for purchases on a daily basis, and will monitor weekly expenditure reports for accuracy and will update as necessary.



Agency Fiscal Officer

9-19-17

Date



Agency Director

5-19-17

Date