

### **7.3 -- MAINTANING FISCAL RECORDS**

It shall be the policy of the Van Buren School District to maintain certain records of financial transactions for a period of at least five (5) years subsequent to the end of the fiscal year in which such transactions were executed as prescribed by law. This includes but is not limited to hard copies or digital media copies of journals, general ledgers, cancelled checks, deposit slips, bank reconciliations, W-2 forms, copies of invoices, and all other financial records.

Standard forms approved by the Arkansas Department of Education shall be used for all financial records. A complete financial statement shall be made available to the Board of Directors monthly or as desired by the Board.