

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 705.1

Title Reports

Secretary's Monthly Report

The Secretary shall report to the Board each month with a complete financial statement of the preceding month and also the balance remaining on hand in the various funds. This statement shall be enclosed with the agenda sent to the members of the Board prior to the regular monthly meeting.

Date of adoption _____ Legal Reference: (Code of Iowa)

Date of Last Revision 5/9/88 291.7

Date of Current Revision 12/11/95 _____

Related Administrative Procedures and Cross References _____

