

A. W. BEATTIE CAREER CENTER

SECTION: OPERATIONS

TITLE: ANNUAL ADMINISTRATIVE
REPORTS

ADOPTED: June 24, 1999

<p>1. Delegation of Responsibility</p>	<p style="text-align: center;">809. ANNUAL ADMINISTRATIVE REPORTS</p> <p>The Executive Director is responsible for the preparation of the various periodic and annual reports required of an area vocational-technical school, presenting them for approval by the Joint Operating Committee as appropriate and submitting them to the State Education Department and other agencies, as required.</p> <p>Additional reports of programs and services will be developed by the Executive Director for member districts. These will be in the format most appropriate for transmitting detailed and useful information.</p> <p>The Business Manager shall prepare and present to the Executive Director for presentation to the Joint Operating Committee, a monthly financial statement of the fiscal operations of the school.</p>
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