

**BUSINESS PROCEDURES**  
**Series 800**

**Policy Title: Secretary's Monthly Report**

**Code No.: 821**

The board secretary **will report to the board each month about the receipts, disbursements, and balances of the various funds.** ~~shall file with the board each month a complete financial statement of the preceding month's business.~~ This statement shall be distributed at the regular monthly board meeting.

**Date of Adoption/Revision:**

July 1979  
August 21, 1990  
August 1992  
August 1995  
June 1998  
June 2001  
June 2004  
July 2007  
July 2010  
August 2013  
September 2016