

## **PROCEDURE WSD310**

### **WINOOSKI SCHOOL DISTRICT**

#### **CLASSIFICATION OF EXPENDITURES AND REVENUES**

1. The District accounting system shall classify expenditures and revenues in accordance with Handbook IIR.
2. Expenditures shall be coded by fund, program, function, object, level of instruction or service, building (when applicable) and subject matter (when applicable).
3. Revenues shall be coded by source and program.
4. The Finance Manager shall be responsible to organize and maintain the accounting system as defined above.
5. The District shall maintain an appropriate computerized accounting software and the technical assistance to maintain a double entry accounting system under the guidelines of Handbook IIR.

Reviewed and Updated: September 30, 2015