

# SOUTHERN LEHIGH SCHOOL DISTRICT

SECTION: FINANCES

TITLE: GENERAL FUND AND  
INTERNAL ACCOUNT

ADOPTED: 09/09/74

REVISED: 08/24/87; July 11, 2016

*Formerly policy 3550*

## 623. GENERAL FUND AND INTERNAL ACCOUNT

### General Fund

Any purchase from the general fund must be preceded by a purchase order authorizing the purchase. This order is to be signed by the respective responsible head (principal, assistant principal in his/her absence; director of buildings and grounds) and also by the District Superintendent and in his/her absence the Board Secretary or Business Administrator. In case of emergency, a purchase order may be approved orally by either the Superintendent and/or Business Administrator, providing said order is submitted in writing by the responsible head within 24 hours of the oral approval.

### Internal Account

Any purchase from the internal account must be preceded by a purchase order authorizing the purchase. This order is to be signed by the person to make the purchase (teacher, secretary, cafeteria manager, etc.) and in all instances approved by the principal, (assistant principal in his absence) and/or the Business Administrator.

### Use of Fund Balance

The restricted fund balance shall be reduced to the extent that the underlying reason for the restriction has been eliminated.

If the district experiences an excess of expenditures over revenues for a given fiscal year, the fund balance shall be consumed in the following order:

1. Restricted fund balance to the extent that expenditures related to the restriction contributed to the excess of expenditures over revenues.
2. Committed fund balance to the extent that expenditures related to the commitment contributed to the excess of expenditures over revenues. If a plan for periodic use of committed fund balance is reviewed and approved by the Board, the committed fund balance will not be reduced by more than the amount designated in the plan.

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|  | <ol style="list-style-type: none"><li>3. Assigned fund balance to the extent that expenditures related to the assignment contributed to the excess of expenditures over revenues.</li><li>4. Unassigned fund balance for any remaining excess of expenditures over revenues.</li></ol> |
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Reviewed 2/26/90

Renumbered 09/12/07