Scott County Schools

Memo

TO: School Board Members

FROM: John I. Ferguson, Superintendent

SUBJECT: Discussion/Approval of Bookkeeping Manual

A committee consisting of school bookkeepers, principals and the Systems Data Manager met several times to prepare and discuss the *Scott County Public Schools Bookkeeping Manual & Bookkeeping Forms*. A draft copy was presented to me and the auditors for review and suggestions.

An electronic copy of the bookkeeping manual will be provided to you and a hard copy will be available and provided to you upon request.

lqp