

9. ensuring that federal funding expenditures comply with federal regulations and specific grant requirements (see policy 8685, Federal Grant Administration);
10. creating analyses of financial, personnel, and student data and records for administrative decision-making and preparing required reports;
11. preparing and filing a statement of the financial condition of the school system as often as requested by the superintendent;
12. preparing and filing a statement of the financial condition of the school system when requested by the board of education or the board of county commissioners, but only if such requests are in writing and copied to the superintendent;

23. maintaining custody of the facsimile signature device as provided in policy 8330, Facsimile Signatures;
24. maintaining custody of liability coverage policies and programs as provided in policy 8340, Insurance;
25. providing all required materials for the annual independent audit (see policy 8310, Annual Independent Audit); and
26. performing such other duties as may be assigned by law, the superintendent, or rules and regulations of the State Board of Education and the Local Government Commission.

C. PROFESSIONAL EDUCATION

The finance officer shall complete all continuing professional education required by the State Board of Education, including the conflict of interest training described in policy 7620, Employee Conflict of Interest, regarding the making and administering of contracts.

D. FIDELITY BOND