

## **CO Reports**

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The board may require reports from the executive director or other staff members. The board delegates to the executive director authority to request reports from any staff member.

### Types of Reports

#### Annual

The executive director shall submit to the board an annual report summarizing the service center's operations for the preceding service center year.

#### Budget Reports

The executive director/chief financial officer shall present a monthly budget report to the board.

The budget report shall be included in the board's agenda and shall include each account, the original appropriation, the amount expended to date, the amount encumbered to date, and the remaining balance in each account.

#### Disseminating Reports

The board, upon request, may receive copies of reports submitted to the executive director if there is no potential violation of any staff or students' privacy rights.

Approved: SCKESC Board of Directors 10/01/2008, 5/2016