

MORRISVILLE BOROUGH SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: GROUP INSURANCE
BUDGETING/ACCOUNTING

ADOPTED: May 28, 2008

REVISED:

813.1. GROUP INSURANCE BUDGETING/ACCOUNTING	
1. Purpose	The purpose of the policy is to provide support and direction for administrative action for the changes in the school accounting system.
2. Guidelines	<p><u>Budgeting</u></p> <p>Group insurances will be budgeted at the projected actual cost for each function area.</p> <p><u>Accounting</u></p> <p>The first invoice for each fiscal year will be analyzed for cost distribution on a percentage basis. A percentage of the invoice will be assigned to each relevant function area. All subsequent invoices will be charged on that percentage basis.</p>