

MILFORD SCHOOL DEPARTMENT DELEGATION OF RESPONSIBILITIES

Pursuant to 20-A M.R.S.A. ss 1902(3)(F), the Milford School Department hereby adopts the following plan for delegating responsibilities:

- I. To the legal extent of the law, the Milford School Department shall perform those fiscal responsibilities required.
- II. In order to implement the above delegation of fiscal responsibilities, the Milford School Department and its Superintendent shall be authorized to perform the following functions:
 - A. Upon the receipt of warrants for costs duly prepared, the Milford School Department shall be authorized to issue payments from time to time for obligations and serve the warrant to the Town Treasurer.
 - B. A record of Milford School Department revenues and expenditures shall be maintained by the Office of the Superintendent, who shall present a report of this information at each regular school committee meeting.
 - C. The superintendent shall be authorized to procure such insurance policies from time to time as may be necessary in order to protect the interests of Milford School Department, its employees, and facilities.
 - D. The apportionment of costs shall be based on a chart of accounts used and approved by the State of Maine.
- III. This Plan for Delegation of Responsibilities shall be effective upon its approval by a majority of the members of the school committee comprising of the Milford School Department, and subject to such approval, may be amended from time to time as necessary.

Adopted: 1/19/12