

## SECTION VII MANAGEMENT INFORMATION

One of the major goals of this manual is to provide the basis for effective management information reporting. Although management decisions are made based on many factors, they should be made with an awareness of the financial implications of such decisions.

To assist in the evaluation of current programs and activities, planning for future operations, and the exercise of prudent budgetary control, management should be provided with timely, accurate financial information presented in a logical, lucid format that permits rapid interpretation. Adherence to the accounting principles and practices presented in this manual will facilitate comparability and the preparation of accurate, timely and informative financial statements which meet these needs of management.

The management information reporting described herein includes the data provided internally to management to satisfy their needs in performing their day to day tasks as well as the reports required of management at year end in order to meet regulatory needs.

School systems generate financial and statistical data which are used to provide information that management may request in order to make decisions. The financial data is ordinarily found in the formal books of accounting of the school district. The statistical data of a district includes pupil information, employee information, subject-program information and other information supportive of the district operations. When a formal method of compiling, reporting and storing these data sets is developed it is called a management information system.

An additional resource for district personnel is a publication by the Michigan School Business Officials entitled "The MSBO School Finance Reference Manual" that includes several chapters covering financial management topics for school districts. The publication provides examples of reporting financial and statistical data as well as documents historical information related to school funding, budgetary theory and other essential information for the School Business Manager. This manual is updated annually and may be ordered in a searchable CD format from the Michigan School Business Officials at [www.msbo.org](http://www.msbo.org).