



**SUMMARY OF PUBLIC DISCLOSURE OF HONORARIUMS AND REIMBURSEMENTS  
BY TRUSTEES, AND EXPENSES FOR THE SUPERINTENDENT AND SECRETARY-TREASURER OF  
BUFFALO TRAIL PUBLIC SCHOOLS**

Individual Disclosers	<ul style="list-style-type: none"> <li>• Board of Trustees, Superintendent and Secretary-Treasurer</li> </ul>
Frequency of Disclosure Reporting	<ul style="list-style-type: none"> <li>• Monthly for Trustees, Superintendent, Secretary-Treasurer, and annually for Board Operations</li> </ul>
Categories of Expenses Disclosed	<ul style="list-style-type: none"> <li>• Honorariums and Benefits (Trustees)</li> <li>• Travel, including transportation, accommodations, subsistence and related incidentals</li> <li>• Memberships and registrations</li> <li>• Other expenses that would be disclosed on the financial statements</li> </ul>
Expense Reporting Requirements	<ul style="list-style-type: none"> <li>• Name and position</li> <li>• Date of the transaction</li> <li>• Amount of each expense</li> <li>• Claims Forms (Trustees)</li> </ul>
Expense Disclosure of Board Operations Supporting Documentation	<ul style="list-style-type: none"> <li>• A summary of operations by main activity (object code) and a detailed financial activity report from the financial reporting system showing specific financial activities</li> </ul>