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FINANCIAL MANAGEMENT

Monthly Financial Report

The business office shall prepare a monthly budget status report of the following funds:

- A. General fund,
- B. Capital projects fund,
- C. Debt service fund,
- D. Associated student body fund, and
- E. Transportation vehicle fund.

A "statement of financial condition" shall be submitted to the board each month. The superintendent shall reconcile ending net cash and investments, revenues and expenditures reported by the county treasurer with the district records for all funds. As part of the budget status report, the superintendent shall provide each director with a brief written explanation of any significant deviation in revenue and/or expenditure projections that may affect the financial status of the district.

Legal References:	WAC	392-123-110	Monthly financial statements and reports prepared by school district administrator
		392-123-115	Monthly budget status report for general fund operations
		392-123-120	Statement of financial condition--Financial position of the school district
		392-123-125	Personnel budget status report
		392-123-132	Reconciliation of monthly county treasurers' statement to district records

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FINANCIAL MANAGEMENT

Annual Financial and Statistical Report

At the close of each fiscal year, the superintendent, as board secretary, shall submit to the board an annual financial statistical report. The report shall include at least a summary of financial operations for the year and the information required for the annual descriptive guide which is required by law.

Legal References: RCW 28A.400.030 Superintendent's duties
28A.150.230 Basic Education Act of 1977--
District school directors as
accountable for proper operation
of district--Scope--Responsibili-
ties--Publication of guide

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