

Financial Reports

Monthly Report

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

1. General fund,
2. Capital projects fund,
3. Debt service fund,
4. Associated student body fund, and
5. Transportation vehicle fund.

A “statement of financial condition” shall be submitted to the board each month. The superintendent **or designee** 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 **or designee** 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.

Annual Financial And Statistical Report

At the close of each fiscal year, the superintendent, as board secretary, **or designee** shall submit to the board an annual financial statistical report. The report shall include at least a summary of financial operations for the year.

Public Records Transparency Report

The board recognizes that responding to public record requests pursuant to Chapter 42.52, RCW is one of the district’s unique and core essential functions, and that full access to information concerning the conduct of government of every level must be assured as a fundamental and necessary precondition to the sound governance of a free society. Therefore, each month or quarter, the superintendent **or designee** will submit to the board a Public Records Transparency Report that includes a list of all public records requested received by the district. At its discretion and in an effort to achieve the fullest transparency as to the public records requests it receives and to which it provides responses, the board, superintendent, **or designee** may post the report on its website.

Legal References:

- RCW 28A.150.230, Basic Education Act of 1977 - District school directors as accountable for proper operation of district - Scope - Responsibilities
- RCW 28A.400.030(3), Superintendent's duties
- WAC 392-123-110, Monthly financial statements and reports prepared by school district administrator
- WAC 392-123-115, Monthly budget status report for general fund operations
- WAC 392-123-120, Statement of financial condition - Financial position of the school district

Policy: 6030
Financial Planning & Management

WAC 392-123-125, Personnel budget status report

WAC 392-123-132, Reconciliation of monthly county treasurers' statement to district records

Management Resources:

Policy & Legal News, April 2013, Recommended "Public Records Transparency Report"

Adoption Date: 02.98

School District Name: Reardan-Edwall School District No. 009

Revised: 09.11; 04.13; 04.14; 11.20

Classification: Optional