

FINANCIAL REPORTS

Monthly 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 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, 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

Quarterly, the superintendent will submit to the board a Public Records Transparency Report that includes a list of all public records requests received by the district.

Cross References:	Model Policy 6020	System of Funds and Accounts
Legal References:	RCW 28A.150.230	Basic Education Act — District school directors responsibilities
	RCW 28A.400.030(3) Superintendent's duties	Monthly financial statements and reports prepared by school district administrator
	WAC 392-123-110	Monthly budget status reports
	WAC392-123-115	WAC 392-123-120 Statement of financial condition — Financial position of the school district
	WAC 392-123-125	Personnel budget status report
	WAC 392-123-132	Reconciliation of monthly county treasurers' statement to district records

Management Resources:

Policy and Legal News, April 2013

Recommended “Public Records
Transparency Report”