

Section: **MANAGEMENT SUPPORT**

Policy Title: **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
- E. Transportation vehicle fund

A “statement of financial condition” will be submitted to the board each month. The superintendent, or his/her designee, will 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 will 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, or his/her designee, as board secretary, will submit to the board an annual financial statistical report. The report will 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 will submit, upon board request a Public Records Transparency Report that includes a list of all public records requests received by the district.

Legal References:

- RCW 28A.150.230 Basic Education Act – District school directors as accountable for proper operation of district – Scope – Responsibilities
- 28A.400.030(3) Superintendent's duties
- WAC 392-123-110 Monthly financial statements and reports prepared by school district administrator
- 392-123-115 Monthly budget status report

- 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

Management Resources:      *Policy and Legal News, April 2013*      Recommended “Public Records Transparency Report”

Adopted: February 12, 2007

Revised: April 25, 2016