

Financial Reports

Monthly Report

The business office will prepare a monthly budget status report of the following funds, however, only active funds or those with a balance will be included in the report:

- A. General Fund (GF);
- B. Capital Projects Fund (CPF);
- C. Debt Service Fund (DSF);
- D. Associated Student Body Fund (ASB Fund); and
- E. Transportation Vehicle Fund (TVF).

A “statement of financial condition” will be submitted to the board each month. The superintendent 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, 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.

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
	WAC 392-123-110	Monthly financial statements and reports prepared by school district administrator
	WAC 392-123-115	Monthly budget status reports
	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