

MANAGEMENT SUPPORT

Monthly Report

The business office will 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 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 or designee will provide each director with a brief explanation of any significant deviation in revenue and/or expenditure projections that may effect the financial status of the district.

By the 2019-2020 school year, or earlier if required, the district will provide separate accounting of state and local revenues to expenditures in accordance with rules to be issued by the Office of the Superintendent of Public Instruction (OSPI).

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 will include at least a summary of financial operations for the year.

Cross References: 6020 - System of Funds and Accounts

Legal References:	RCW 28A.150.230	Basic Education Act —
	RCW 28A.505.140	District school directors responsibilities
	RCW 28A.400.030 (3)	School District Revenue to Expenditure
	WAC 392-123-110	Accounting
	WAC 392-123-115	Superintendent’s duties
	WAC 392-123-120	Monthly financial statements and reports
	WAC 392-123-125	Prepared by school district administrator
		Monthly budget status reports
		Statement of financial condition—
		Financial position of the school district
		Personnel budget status report

WAC 392-123-132

Reconciliation of monthly county
treasurers' statement to district records

Adoption Date: August 25, 1993
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