

FINANCIAL REPORTS

Monthly Financial 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 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 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.

Monthly Enrollment Report

In addition to monthly financial reports, a monthly enrollment report will also be presented. The enrollment report will include an updated analysis of the district's annualized, average enrollment. This data will be used for budget and staffing projections.

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.

All reports shall be made available to any citizen or organization upon request and will be placed on the district's 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
WAC 392-123-125	Personnel budget status report
WAC 392-123-132	Reconciliation of monthly county treasurers' statement to district records