

SYSTEM OF FUNDS AND ACCOUNTS

The district will maintain a system of funds with the county treasurer in accordance with state law and the accounting manual approved by the state superintendent of public instruction. The funds are:

A. General Fund

The general fund (GF) is financed from local taxes, state support funds, federal grants, and local receipts. These revenues are used specifically for financing the ordinary and legally authorized operations of the district for all grades. The (GF) includes money which has been segregated for the purpose of carrying on specific activities including, but not limited to, the basic and special education programs. The GF is managed in accordance with special regulations, restrictions and limitations and constitutes an independent fiscal and accounting entity.

As a part of its GF, the district has a local revenue subfund to account for the district's operations that are paid for with local revenues.

The following local revenues will be deposited in the district's local revenue subfund:

- Enrichment levies and transportation levies collected under RCW 82.52.053;
- Local assistance funding received under chapter RCW 28A.500 RCW; and
- Other local revenues such as, but not limited to, grants, donations, and state and federal payment in lieu of taxes, or local revenues that operate as an offset to the district's basic education allocation under RCW 28A.150.250.

The district will track expenditures from the subfund to account for the expenditures based on each of the streams of revenue described above.

B. The Capital Projects Fund (CPF) contains:

- proceeds from the sale of voted bonds (unlimited tax general obligation bonds) and non-voted bonds (limited general obligation bonds)
- State of Washington financing assistance (state matching money);
- transfers from the district's basic education allotment, the proceeds of special levies earmarked for building purposes;
- earnings from capital projects fund investments, growth management impact fees, state environmental protection act mitigation payments;
- rental or lease proceeds and proceeds from the sale of property.

Permissible expenditures from the proceeds derived from the sale of voted bonds, including in the investment earnings thereon, is governed expressly by state law and, may include the acquisition of land or existing buildings, improvements to buildings and/or grounds, design and construction and/or remodeling of buildings, or initial equipment; provided that, the bond election resolution and ballot proposition approved by the voters authorizing the bonds includes these items. The Washington Constitution prohibits the use of voted bond proceeds to replace equipment.

Proceeds from other sources are also governed by state law and may be used for major renovation and replacement including but not limited to roofing, heating and ventilating systems, floor covering and electrical systems; renovation of play fields and other district real property; energy audits, capital improvements and major items of equipment, furniture and

implementing technology systems, facilities and projects, including acquiring hardware licensing software and on-line applications that are an integral part of the district's technology systems.

Any money from the sale of voted bonds and investment earnings thereon remaining after the authorized capital improvements have been completed may be used to: (a) acquire, construct, install, equip and make other capital improvements to the district's facilities; or (b) retire and/or defease a portion of voted bonds, all as the school board may determine by resolution after holding a public hearing pursuant to RCW 28A.530.020.

Investment earnings derived from other sources in the CPF should be retained in the CPF and used for statutorily authorized purposes. The district may transfer investment earnings in the CPF, which have not been derived from voted bond proceeds, to a different fund; provided that, such investment earnings may only be expended for instructional supplies, equipment or capital outlay purposes. The superintendent should consult the board and appropriate district staff prior to altering the use of voted bond proceeds and transferring investment earnings out of the CPF.

C. Debt Service Fund

The Debt Service Fund for the payment of principal, interest, and outstanding voted and non-voted bonds. Disbursements are made by the county treasurer by means of treasurer's checks. Provision will be made annually for the making of a levy sufficient to meet the annual payments of principal and semiannual payments of interest. The district may transfer surplus investment earnings from the DSF to any other school district fund; provided that, such investment earnings are spent only for instructional supplies, equipment or capital outlay purposes. The district may transfer such investment earnings to other school district funds unless the resolution authorizing the voted bonds requires investment earnings to remain in the DSF to secure payment of voted bonds, thereby reducing future tax collections and the corresponding tax levy rate. The superintendent should consult with the board and appropriate staff prior to transferring interest earnings out of the DSF.

Prior to the issuance of a non-voted bond the superintendent or a designee will review the repayment process with the board and the county treasurer. The proceeds from the sale of real property may be placed in the DSF or CPF, except for the amount required to be expended for the costs associated with the sale of such property.

D. Associated Student Body Program Fund

The board is responsible for the protection and control of student body financial resources just as it is for other public funds placed in its custody. The financial resources of the Associated Student Body Program Fund (ASB Fund) are for the benefit of students. Student involvement in the decision-making processes related to the use of these funds is an integral part of the associated student body, except that the board may delegate the authority to a staff member to act as the associated student body for any school which contains no grade higher than grade six. Money in the ASB Funds are public funds and may not be used to support or oppose any political candidate or ballot measure. Moneys raised by students through recognized student body organizations will be deposited in and disbursed from the fund which is maintained by the county treasurer. The ASB Fund is subject to management and accounting procedures which are similar to those required for all other district moneys. ASB constitutions will provide for participation by ASB representatives in the decisions to budget for and disburse ASB Fund money. Private non-associated student body fund moneys raised for scholarships, student exchanges and charitable purposes will be held in trust by the district.

E. Transportation Vehicle Fund:

The transportation vehicle fund (TVF) includes:

- the proceeds from the sale of transportation vehicles;
- lease, rental, or occasional use of surplus buses
- depreciation reimbursement for district-owned buses;
- proceeds of TVF levies, optional transfers from the GF;
- and investment funds coming from the TVF.

The transportation vehicle fund may be used to purchase and/or rebuild buses on a contract or cash basis. Money may be transferred from the TVF to the DSF exclusively for the payment of principal and interest on non-voted debt incurred by the transportation vehicle fund. Such a transfer does not constitute a transfer of moneys from the TVF, within the meaning of RCW 28A.160.130.

F. Trust Fund

Trust funds account for assets held by the school district in a trustee capacity or as an agent for individuals. Private-purpose trust fund is to account for moneys or other assets donated to the district for scholarship, student aid, charitable, and other similar purposes, such as the Saul Haas funds. A private-purpose fund is established when principal and the earnings or only the earnings of the trust can be spent. The authority to use the resources comes from the donor who specifies a use or range of allowed uses for assets to be held in trust. The school board has the authority to determine the use of the assets only within the confines of the original trust agreement.

The district will maintain a system of bank accounts as follows:

- A. A district depository and/or transmittal bank account,
- B. An associated student body imprest bank account for each school having an associated student body organization approved by the board, and
- C. Petty cash accounts in such numbers as are necessary to meet the petty cash needs of the schools and divisions of the district. The board may authorize the establishment of such accounts. Each petty cash account will be approved by the board. A custodian will be appointed for these accounts, who will be independent of invoice processing, check signing, general accounting and cash receipts functions. If this separation of functions is not feasible, another employee who is independent of those functions will be responsible for reviewing the management of each account.

Cross References:	6030 3510	Financial Reports Associated Student Bodies
Legal References:	Wash. Const., Article VII, 2 RCW 20A.150.250 RCW 28A.320.320 RCW 28A.320.330	Voted bond proceeds and capital levy proceeds – Uses Annual basic education allocation—Full funding Withholding of funds for non -compliance Investment of funds of district School funds enumerated — Deposits

	in—Use
RCW 28A.325.010	Fees for optional noncredit extra curricular events—Disposition
RCW 28A.325.020	Associated student bodies — Powers and responsibilities affecting
RCW 28A.325.030	Associated student body program fund Created — Source of funds Expenditures — Budgeting — Care of other moneys received by students for private purposes
RCW 28A.335.060	Sales of transportation vehicles
RCW 28A.500	Local Effort Assistance
RCW 28A.505.140	Rules and regulations for budgetary procedures — Review when superintendent [SPI] determines budget irregularity — Revised budget, state board's financial plan until adoption
RCW 39.44	Bonds — Form, terms of sale, payment
RCW 42.17.130	Forbids use of public office or agency facilities in campaigns
RCW 43.09.200	Division of municipal corporations – Uniform system of accounting
RCW 43.09.210	Division of municipal corporations -- Separate accounts for each fund or activity
WAC 392-123	Finance — School district budgeting
WAC 392-138	Finance — ASB moneys
WAC 392-138-055	Imprest bank checking account
WAC 392-138-060	Petty cash funds
RCW 28A.530.010	Purposes for use of voted bond proceeds
RCW 28A.530.020	Bond issuance – Election – Resolution to specify purposes
RCW 28A.530.080	Additional authority to contract indebtedness
RCW 84.52.053	Levies by school districts authorized – When – Procedure
RCW 84.52.056	Excess levies for capital purposes authorized
State Auditor Bulletin #301, III(E), Petty Cash	

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