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, 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.

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. Included in the annual report shall be a report of the Private Purpose Trust Fund income and expenditures.

Legal References:	RCW 28A.150.230	Basic Education Act of 1977 — 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 for general fund operations
	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

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