NORTH THURSTON PUBLIC SCHOOLS

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EXECUTIVE LIMITATIONS MONITORING REPORT

EL -2 FINANCIAL PLANNING AND BUDGETING POLICY

FROM: Dr. Debra Clemens, Superintendent
DATE: February 7, 2023

The Financial Planning and Budgeting Policy focuses on achieving the Board priorities established in the district Ends Policies and in the Superintendent's aligned Ends Policy Interpretation and resulting district Strategic Plan and not place the long-term financial health of the district in jeopardy.

Budget Execution

With respect to execution of the budget, the Superintendent shall not cause or allow a material deviation from the annual budget or budget policy. Accordingly, the Superintendent may not:

Policy Criteria 3: Fail to ensure that Federal, State, and local Administration Policies and Procedures governing procurement are followed.
Policy Criteria 4: Allow reports or filings required by a state or federal agency to be overdue or inaccurately filed.

Superintendent/CEO Interpretation:

The District must meet and follow all Federal, State, and local policies and procedures when purchasing supplies, services, and capital outlay items. District policies that must be followed for procurement include: Policy 6106 Allowable Costs for Federal Programs; Policy 6220 Bid Requirements; Policy 6230 Relations with Vendors; and Policy 7320 Purchasing: Authorization and Control. The District must address any changes in Federal or State purchasing requirements by updating District policies with the most current requirements. The District must be timely and accurate when filing reports due by a state or federal agency.

Superintendent/CEO Evidence Report:

Each year the State Auditor conducts an annual audit of the district. The audit includes an Accountability audit and Financial Statement and Federal Grant Compliance audit for the previous fiscal year. For the Accountability audit they typically review student enrollment reporting; use of restricted funds; Revenue and Expenditure accounts; ASB activities; payroll; procurement; accounts payable; financial condition; and Open Public meetings. For the Financial Statement and Federal Grant Compliance audit they review the District's Notes to the Financial Statement for internal controls and compliance. The auditor chooses a major federal program or two to review compliance in accordance with the Uniform Guidance. We have been found to be in compliance with procurement requirements and meeting the required deadlines for state and federal agency reporting.

Conclusion:

We believe we have met the expectations and are in compliance as outlined in Executive Limitations Policy EL-2, *Criteria 3 & 4 under Budget Execution.*