Financial Reports

Monthly Report
The business office will prepare a monthly budget status report of the following funds:

A. General Fund (GF);
B. Capital Projects Fund (CPF);
C. Debt Service Fund (DSF);
D. Associated Student Body Fund (ASB Fund); and
E. Transportation Vehicle Fund (TVF).

A “statement of financial condition” will be submitted to the board each month. The superintendent or his/her designee will reconcile ending net cash and investments, revenues and expenditures reported by the county treasurer with the district records for all funds.

Annual Financial and Statistical Report
At the close of each fiscal year, the superintendent, as board secretary, will 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: Board Policy 6020
System of Funds and Accounts

Legal References: RCW 28A.150.230
Basic Education Act — District school directors 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 reports
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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Washougal School District
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