

Washougal School District 112-06

Policy Type: Executive Responsibilities 8 (Financial Administration)

Board Review Date: November 8, 2011

Board Approval Date: November 22, 2011

The Superintendent shall assure that the District budget is managed consistent with the Board’s adopted budget and budget policies and in such a way as to assure that the long-term financial health of the District is maintained and includes conditions that do not jeopardize the ability of the District to achieve the Board’s Ends policies.

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
1. Seek authorization by the Board if funds expended exceed revenue received through the utilization of available reserves or through the use of other legal revenue resources.	The 2010-11 Budget gave the authorization for the General Fund, however, the 2010-2011 year end report (F196) shows that expenditures (\$26,370,955.26) were less than revenues (\$26,850,510.78).		X		
2. Maintain and protect the minimum maintenance of funds balance in an amount equal to or greater than 6.0% of total expenditures;	The 2010-2011 school year ended with a 6% fund balance. The Expenditures (\$26,370,955.26) were subject to the 6% rule and the fiscal year closed with \$1,582,257.32 in the committed to minimum fund balance.		X		

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
3. Assure that payroll and debts are administered and settled in a timely manner.	The District Accounts Payable Specialist keeps an accurate record of past due accounts and tracks to resolution any outstanding or pending action, and that is reported to the Board. Despite the implementation of a new software system, we have had no major flaws in payroll in the fall of the 2011-2012 school year.		X		
4. Assure that the state and federal agency reports are accurate and filed by established deadlines or within an allowable, approved timeline extension.	SEFA (Schedule of Expenditures of Federal Awards) will be reported to the State Auditor's Office and is on track to be submitted by the deadline as required. Annual Financial Statement (F-196), Annual Budget (F-195), and Budget Extensions (F-200) were filed to OSPI according to required filing deadlines.		X		
5. Assure that the annual audit of all District funds and accounts.	The 2010-11 audit has not yet been scheduled by the state auditor's office, but tentatively they have set the audit for the spring of 2012.		X		
6. Assure that the District aggressively pursues receivables after a reasonable grace period;	The district has a procedure for collecting accounts receivables in a timely manner. In cases of insufficient funds, the account is turned over to Columbia Collectors. The District will focus attention on uncollected student fees and fines and outstanding ASB accounts. I have concerns about the equity and affordability of our current practices.		X		

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
7. Assure that the District completes accurate financial records by funds and accounts in accordance with State requirements and established fiscal accounting procedures as reflected in generally accepted accounting practices;	The state required Annual Financial Statement (F-196) which is a summary record of all financial records for all funds and accounts in a specific school year meets “generally accepted accounting practices” (GAAP) and is prepared in the format prescribed in the Administrative Budgeting Finance Reporting Handbook. The F-196 is in accordance with the Accounting Manual for Public School Districts in the State of Washington.		X		
8. Include a financial condition statement annually as a part of the District’s Annual Report to the public.	The 2011-2012 Annual Financial Report (F-195) was completed and sent to ESD 112 by the required deadline. ESD 112 has filed the report with OSPI as required. The required year close report (F-196) for 2010-2011 was presented to the Board at the November 8, 2011 board meeting. A summary of the current year’s budget for 2011-12 was posted for the community on the district website, and the budget summary will be in the 2010-11 Annual NCLB Community Report. The annual budget hearing powerpoint is posted on the district website and the year close powerpoint presentation for 2010-11 will be posted		X		

	after November 8, 2011. The annual budget hearing power point was also presented by the business manager to WAE leadership at their request.				
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Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Not in Compliance	Follow-up Review Date
9. Prohibit commercial entities from advertising or implying a district endorsement of any product that is disruptive, distasteful or distracting to the educational environment of district schools.	<p>The Superintendent reviews all requests for school distributions and approves those that are deemed to be appropriate, not representative of an endorsed product, and not disruptive, distasteful or in excess. For-profit or businesses that offer services that might be of interest to district patrons can be posted on school and district community information bulletin boards where they exist upon the approval of the superintendent and the principal of an individual school.</p> <p>A file of approved distributions is maintained with the Superintendent's administrative assistant.</p>		X		

Superintendent's Interpretation:

Both through my certification as a superintendent by the State of Washington as well as the responsibilities articulated in this Governance Policy, I am accountable for the financial well-being of the Washougal School District. These responsibilities include the requirement that I supervise the allocation of district funds in such a way as to assure that the learning goals articulated in the Ends Policy are given the highest priority when budget recommendations are made to the board. It requires that I assure that District Board

Policy, State and Federal policies, laws, requirements are adhered by the District regarding the revenue funds and the expenditure of budgeted resources. The fiscal management of the District is to be done in a way that allows public access to information about the use of public funds and to the extent possible strive to help District staff and patrons understand the process, requirements, and decision making structures regarding the development of the budget and expenditure of resources. Through Board Policy, I am required to assure that the District maintains a 6% minimum maintenance of fund balance in the committed to minimum fund balance to help assure financial stability of the District and that I require that in creating an annual budget I consider both the annual and long range needs of the District. I believe that these requirements are best met through the development of a close working relationship with the District's Business Director, and that the Business Director be included in all financial processes and fiscal recommendations to assure that accurate data is used in the decision-making process, that accurate financial skills and training are applied to State financial requirements, and to establish a system of "checks and balances" with the Washougal Superintendent's office.