

Policy Type: Executive Responsibilities 8 (Financial

Administration) Board Review Date: April 9, 2024

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	Follow-up Review Date
<p>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.</p>	<p>The 2022-23 budget provided authorization for the General Fund to expend (\$606,771) more than revenue. As displayed on the 2022-23 year-end report (F-196), actual Expenditures/Transfers exceeded actual Revenues by \$2,725,934. The budgeted ending fund balance was \$4,463,712 and the final ending fund balance was \$2,464,463. Enrollment was 11 Student FTE less than budgeted for the 2022-23 school year. Enrollment data was shared with the Board within the Monthly Financial Reports.</p>		X	
<p>2. Maintain and protect the minimum maintenance of funds balance in an amount equal to or greater than 6.0% of total expenditures.</p>	<p>WSD did not maintain a fund balance greater than 6% for the 2022-23 school year. The ending unassigned fund balance was actualized as 4%. The Superintendent and Business and Operations Director have intentionally adjusted our planned expenditures for the SY 2023–24 with the goal of re-establishing a 6% minimum fund balance. Additionally, the Superintendent and Executive Team have supported the required budgetary reductions to the 2024-25 school year budget to further support the District’s ability to sustain the minimum fund balance in the future.</p>		X	

3. Ensure that payroll and debts are administered and settled in a timely manner.	The District Business Services Department keeps an accurate record of past due accounts and tracks to resolution any outstanding or pending action. Internal controls and processes are in place to assure the timely payment of financial obligations.		X	
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Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Follow-up Review Date
4. Ensure 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) was reported to the State Auditor’s Office. Annual Financial Statement (F-196) and Annual Budget (F- 195) were filed to OSPI according to required filing deadlines.		X	
5. Ensure the annual audit of all District funds and accounts.	<p>The Washington State Audit Office (SAO) Team is in the process of completing the District’s annual audit. They are auditing the following:</p> <p>1) Financial Statements and Federal Single Audit Report for September 1, 2022 through August 31, 2023</p> <p>The State Audit Team has not completed their process and upon doing so, they will schedule an exit conference with the Board of Directors. This process and exit conference is estimated to be completed in April 2024.</p>		X	

<p>6. Ensure that the District aggressively pursues receivables after a reasonable grace period.</p>	<p>The district has a procedure for collecting accounts receivables in a timely manner. The District continues to use reasonable means to collect student fees and fines and outstanding ASB accounts. The district has implemented an e-Funds point-of-sale system that has automated and streamlined our student accounts process and we continue to refine this system’s capabilities to ensure we are using this resource to the full capacity. Notifications are sent to the parents/guardians of all active students owing fees or fines. They received balance information, as well as, notification of the upcoming impacts to participation if fees/fines are not paid. When appropriate, concerns of equity and affordability are addressed on an individual case-by-case basis. Board Policy 3510 Associated Student Bodies was updated in November 2020 to reflect updated expectations around waiving student fees for those who meet expectations of HB 1660.</p>		X	
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Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Follow-up Review Date
<p>7. Ensure 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.</p>	<p>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, are prepared “other comprehensive basis of accounting” (OCBOA) as prescribed by the Administrative Budgeting Finance Reporting Handbook and Accounting Manual for Public School Districts in the State of Washington. Although OCBOA is in significant compliance with “generally accepted accounting practices” (GAAP), the state auditor (SAO) may no longer issue an unqualified opinion on the fair presentation of the financial statements in all material respects in accordance with GAAP. Therefore, this will continue to require the state auditor (SAO) to issue an adverse opinion for all school districts not issuing full GAAP financial statements. This change in opinion has not affected nor is anticipated to affect the District’s bond rating. SAO will note this in their report as an unmodified opinion on the regulatory basis of accounting as defined in the state schools Accounting Manual when we have completed our audit.</p>		X	
<p>8. Include a financial condition statement annually as a part of the District’s Annual Report to the public.</p>	<p>The previous year’s budget presentation for 2022-23 was posted for the community on the district website, and the budget summary will be in the Annual Community Report. Additionally, there is a link on the district website to OSPI’s website to find all of the School Apportionment reports [link: https://www.k12.wa.us/policy-funding/school-apportionment/safs-report-api]</p> <p>Link: http://www.washougal.k12.wa.us/district-budget-information/</p>		X	

Therefore, the Superintendent will:	Evidence Requested/Presented	Board Notes	In Compliance	Follow-up Review Date
<p>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>	<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. A file of approved distributions is maintained with the Superintendent's administrative assistant.</p>		<p>X</p>	