

**Policy Type: Executive Responsibilities 8 (Financial Administration)**

**Board Review Date: April 14, 2026**

The Superintendent shall assure that the District’s 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.

<b>Therefore, the Superintendent will:</b>	<b>Evidence Requested/Presented</b>	<b>Board Notes</b>	<b>In Compliance</b>	<b>Follow-up Review Date</b>
<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 2024-25 budget did not expend funds that exceeded revenue received. There are no plans for the District to seek authorization by the Board to expend more funds than revenue received for the 2025-26 budget. The 2026-27 budget may spend funds exceeding revenue, reducing the fund balance down to the Board goal of 8%.</p> <p>One WSD financial goal is to implement necessary budget reductions and revenue enhancements to ensure expenditures do not exceed revenues and to maintain a fund balance of 6%.</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 maintain a fund balance greater than 6% for the 2024-25 school year. The ending unassigned fund balance was actualized as 9.34%.</p> <p>The Superintendent and Executive Team have continued to support the required budgetary reductions to the 2025-26 school year budget to further support the District’s ability to sustain the minimum fund balance in the future. Future cuts will be looked at as needed for the 2026-27 school year budget.</p>		X	
<p>3. Ensure that payroll and debts are administered and settled in a timely manner.</p>	<p>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.</p>		X	

<p>4. Ensure that the state and federal agency reports are accurate and filed by established deadlines or within an allowable, approved timeline extension.</p>	<p>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.</p>		<p>X</p>	
<p>5. Ensure the annual audit of all District funds and accounts.</p>	<p>The Washington State Audit Office (SAO) Team completed the District’s annual audit. They audited the following:  1) Financial Statements and Federal Single Audit Report for September 1, 2024 through August 31, 2025</p> <p>The District completed the annual audit with no findings.</p> <p>The next Audit will happen in 2027 and will cover:</p> <ul style="list-style-type: none"> <li>- Financial Statements and Federal Single Audit for September 1, 2025 through August 31, 2026</li> <li>- Two year Accountability Audit for September 1, 2024 through August 31, 2026</li> </ul>		<p>X</p>	
<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 In Touch as a 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>		<p>X</p>	

<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. 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>		<p>X</p>	
<p>8. Include a financial condition statement annually as a part of the District’s Annual Report to the public.</p>	<p>The budget presentation for 2025-26 was posted for the community on the district website. Additionally, there is a link on the district website to OSPI’s website to find all of the School Apportionment reports [link: <a href="https://www.k12.wa.us/policy-funding/school-apportionment/safs-report-api">https://www.k12.wa.us/policy-funding/school-apportionment/safs-report-api</a>]</p> <p>Link: <a href="http://www.washougal.k12.wa.us/district-budget-information/">http://www.washougal.k12.wa.us/district-budget-information/</a></p>		<p>X</p>	
<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>	