

# Walla Walla Public Schools

## BOARD POLICY

Policy No. 6030

### FINANCIAL REPORTS

#### Monthly Report

The business office shall prepare a monthly budget status report of the following funds:

- A. General fund,
- B. Capital projects fund,
- C. Debt service fund,
- D. Associated student body fund, and
- F. Transportation vehicle fund.

A "statement of financial condition" shall be submitted to the board each month. The superintendent shall reconcile ending net cash and investments, revenues and expenditures reported by the county treasurer with the district records for all funds. As part of the budget status report, the superintendent shall provide each director with a brief written explanation of any significant deviation in revenue and/or expenditure projections that may affect the financial status of the district.

#### Annual Financial and Statistical Report

The superintendent shall provide the board an annual financial report each fiscal year. The report shall include at least a summary of financial operations for the year.

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Legal References:	RCW	28A.150.230	Basic Education Act of 1977--District school directors as accountable for proper operation of district--Scope--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 report for general fund operations
		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

**First Reading: February 19, 2002**  
**Adopted by the Board: July 16, 2002**