

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 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

After the close of each fiscal year, the superintendent or designee 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

CLOVER PARK SCHOOL DISTRICT
Policy Series: Management Support

Policy No. 6030

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Clover Park School District
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Discretionary