

MANAGEMENT SUPPORT

Financial Reports

Monthly Report

The business office will 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
- E. Transportation vehicle fund.

A “statement of financial condition” will be submitted to the board each month. The superintendent will 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 will provide each director with a brief oral or 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

At the close of each fiscal year, the superintendent, as board secretary, will submit to the board an annual financial statistical report. The report will include at least a summary of financial operations for the year.

Public Records Transparency Report

The Board recognizes that responding to public record requests pursuant to Chapter 42.56, RCW is one of the district’s essential functions, and that full access to information concerning the conduct of government of every level must be assured as a fundamental and necessary precondition to the sound governance of a free society. Therefore, each quarter, the superintendent will submit to the Board a Public Records Transparency Report that includes a list of all public records requests received by the district. At its discretion and in an effort to achieve the fullest transparency as to the public records requests it receives and to which it provides responses, the Board or superintendent may post the report on its website.

Legal References:	RCW 28A.150.230	Basic Education Act - District school directors responsibilities
	RCW 28A.400.030(3)	Superintendent’s duties
	WAC 392-123-110	Monthly financial statements and reports prepared by school district administrator
	WAC 392-123-115	Monthly budget status report
	WAC 392-123-120	Statement of financial condition - Financial position of the school district
	WAC 392-123-125	Personnel budget status report
	WAC 392-123-132	Reconciliation of monthly county treasurers’ statement to district records
Cross References		6020 – System of Funds and Accounts
Management Resources		2013 – April Issue

Public Records Transparency Report Form

Date: 4/26/82; 1/25/99; 11/24/03; 1/24/11; 1/18/18.

PORT TOWNSEND SCHOOL DISTRICT NO. 50