

## 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 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 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 unique and core 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 month or 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.

Cross References:                   6020 - System of Funds and Accounts

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 reports  
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

Management Resources: 2013 - April Issue  
Public Records Transparency Report Form

**Zillah School District**  
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