

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>FINANCIAL REPORTS</p>	<p>G08.00 Adopted Sept. 2003</p>
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## POLICY

It is the policy of the Seattle School Board that monthly financial statements and reports shall be prepared in order to provide the School Board with the financial information necessary for proper financial management.

They shall include at a minimum: 1) a monthly budget status report for each fund containing the most current approved budget amounts and the fund balance at the beginning and end of the month and an explanation of any significant deviations in revenue and/or expenditure projections that may affect the financial status of the District; 2) a monthly statement of financial conditions, including revenues, expenditures, and changes in fund balance; and 3) a monthly personnel status report. The District shall also on a monthly basis reconcile ending net cash and investments, revenue and expenditures reported by the County Treasurer with the District records for all funds.

A comprehensive annual financial report presenting the District's financial position for all funds will be prepared at the close of the fiscal year.

### References:

- 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

Replaces former Board Policy D03.00 Monthly Financial and Budget Reports revised December 1995

Replaces former Board Procedure D03.01 Periodic Budget Status Reports revised December 1987

Adopted Sept. 2003

Former Code: D08.00