Monitoring Report - Executive Limitations Policy
EL-8, Budget Execution

BOARD POLICY EXPECTATION

With respect to execution of the budget and the actual, ongoing condition of the district's financial health, the Superintendent shall not cause or allow a material deviation from the annual budget or budget policy adopted by the Board, cause or allow any fiscal condition that is inconsistent with achieving the Board's Ends, or places the long-term financial health of the district in jeopardy.

CERTIFICATION

I hereby present my monitoring report on Executive Limitations Policy EL-8 "Budget Execution" in accordance with the monitoring schedule set forth in board policy. I certify that the information contained in this report is true as of August 25th, 2009.

Mark Mansell, Superintendent

SUPERINTENDENT'S INTERPRETATION OF POLICY

I interpret budget execution to mean the board expects me to follow the approved budget, protect the fiscal stability of the district, ensure the district adheres to sound fiscal practices and verify through independent audits that the public's trust in its fiscal oversight is well founded.

REPORT

There are nine specific areas described in this policy. The following will address each specific area of EL-8 as best as possible. At the time of this report, I believe that the district is in compliance with the Board's expectations.

1. ***The superintendent may not expend more funds than are anticipated to be received in the fiscal year unless authorized by the Board through utilization of available reserves or unless resources are made available through other legal means.*** **IN COMPLIANCE**
   We were once again able to meet our fiscal targets with success. No budget extension was called for and we ended up with a stronger fiscal position than originally anticipated in the 2008/09 budget.

2. ***The superintendent shall not fail to maintain and protect the minimum maintenance of year-end general fund balance as budgeted.*** **IN COMPLIANCE**
   As called for in policy, the ending fund balance shall be no less than 5% of the budgeted amount. For fiscal year 2008/2009, the ending fund balance is projected to be approximately 7.3% of budget.

3. ***The superintendent shall not fail to settle payroll and debts in a timely manner.*** **IN COMPLIANCE**
   Through the efforts of our accounts payable and payroll departments, along with the County Treasurer's office, the district has completed all payments in a timely manner.

4. ***The superintendent shall not allow reports or filings required by any state or federal agency to be overdue or inaccurately filed.*** **IN COMPLIANCE**
   Due to our size, either the Office of the Superintendent of Public Instruction (OSPI) or the Educational Service District (ESD) to ensure timely and appropriate submission of necessary information monitors virtually all reports required of the district. Additionally, with our fiscal officer services being contracted through the ESD, we have significant access to the most current information on reporting and documentation requirements.

5. ***The superintendent shall not fail to arrange for the bi-annual audit of all district funds and accounts.*** **IN COMPLIANCE**
   The district once again received a clean audit report during its 2009 fiscal review by the state's auditor's office. The board received a report on these audit results previously.

6. ***The superintendent shall not fail to aggressively pursue receivables after a reasonable grace period.*** **IN COMPLIANCE**
   The district has very little receivables, but those reimbursable expenses and grants that we do have, we diligently bill and pursue payment within a reasonable grace period. This year in particular we have had to work hard to secure several large reimbursements from other entities. These were either because of the couple of insurance claims that were made by the district this year (e.g. tire damage to school vehicles and MS gym floor) or from OSPI for reimbursement of expenses associated with our facility survey and study project.

7. ***The superintendent shall not fail to keep complete and accurate financial records by funds and accounts in accordance with established fiscal accounting procedures as reflected in generally accepted accounting principles.*** **IN COMPLIANCE**
   During our biannual fiscal audit, we learn how well we are doing as an organization to ensure we are keeping accurate financial records. Once again, this year we received feedback about the quality of our fiscal record keeping and our ability to maintain accurate documentation of all financial transactions.

8. ***The superintendent shall not fail to publish a financial condition statement annually as a part of the district's annual report to the public.*** **IN COMPLIANCE**
   The state mandated, designed and published F-196 is the key document to verify to the public that the district is faithfully managing and overseeing their money. This document will be made available to stakeholders via the district website (linked to the community section).

9. ***The superintendent shall not allow commercial entities to advertise or imply the endorsement of any product without board approval.*** **IN COMPLIANCE**
   The district has received no requests that were pursued to promote a commercial entity for advertisement or seek endorsement of the district over the past year.