

**REQUIRED MONTHLY REPORTS
TO BE PRESENTED TO THE SCHOOL BOARD
EFFECTIVE JANUARY 1, 2014**

RECONCILED BANK STATEMENTS

Bank Statements must be:

reconciled within 30 days of receipt
presented to Board at next regular board meeting
reconciled to the District's General Ledger

In lieu of actual reconciliations a District can:

1. Provide a listing of all current bank accounts by name including the time period covered and a statement that the accounts have been reconciled certified by a designated individual (Finance Director)
2. Full bank reconciliations should be available for review at the board meetings (if requested). Ours will be available on thumb drive at each meeting for review.
3. A copy of the certification and the summary should be made a part of the board minutes.

STATEMENT OF REVENUES AND EXPENDITURES

1. Statement of Revenues and Expenditures should capture the monthly revenues and expenses for **each fund**. Previously, we have provided a summary by fund type (general, special, capital, debt, and proprietary).

CURRENT BUDGET STATUS

1. The current budget status should be presented with a listing of budgeted annual amounts for revenue and expenditures for all funds. The report will present cumulative revenue and expenditure to compare to budgeted amounts for each fund. Previously, we have provided a report including the budget status with the revenue and expenses by fund type. The new report will continue to combine the two reports but will now be reported by fund.
reported by fund.

CASH FLOW STATEMENT FOR DISTRICT MAINTENANCE FUND

1. A cumulative total of all months should be listed.
2. Projected cash flow for the remaining months may be presented but no longer required.

COMBINED BALANCE SHEET or CURRENT FUND EQUITY BALANCES

1. The Combined Balance Sheet including, at a minimum, all general funds and all special revenue funds.
2. The Fund Equity Balances should include a listing of fund balances for all general funds and special revenue funds.

Financial items are to be listed as a separate agenda item and the minutes must reflect the financial reports were discussed and a copy of each report is to be included in the official minutes of the board meeting.