

Policy Type: Executive Limitations

Financial Administration

EL-6

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.

Accordingly, the Superintendent may not:

1. 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;
2. Allow a year end fund balance that is below the budgeted amount;
3. Fail to settle payroll and debts in a timely manner;
4. Allow reports or filings required by any state or federal agency to be overdue or inaccurately filed;
5. Fail to arrange for the annual audit of all district funds and accounts.
6. Fail to aggressively pursue receivables after a reasonable grace period;
7. Fail to keep complete and accurate financial records by funds and accounts in accordance with established fiscal accounting procedures as reflected in the Accounting Manual for Public School Districts in the State of Washington.

Adopted: ***June 12, 2019***
Monitoring Method: ***Internal Report***
Monitoring Frequency: ***Annually in February***