



Quarterly Reports to Board Procedure (A&I-P003)

1.0 SCOPE:

- 1.1 This procedure describes the process in which the Business Department prepares quarterly reports for the Board at the Washoe County School District.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Accountant

3.0 APPROVAL AUTHORITY:

(Approval signature on file)

Signature _____

Date _____

- 3.1 Senior Accountant

4.0 DEFINITIONS:

- 4.1 CFO – Chief Financial Officer

5.0 PROCEDURE:

- 5.1 The Senior Accountant is responsible for preparing the quarterly report to the board with input from the original budget and supplementary augmentations or amendments.
 - 5.1.1 These reports are prepared quarterly for the Board, Department of Taxation, and the Department of Education.
- 5.2 The Senior Accountant uses Excel to obtain information from the original budget to begin the quarterly report process.
 - 5.2.1 Budget augmentations and amendments are made to the report as changes are adopted by the Board.
- 5.3 Transfers are processed on quarterly basis prior to running actual reports from the general ledger.
- 5.4 Reports from the General Ledger are run; the reports are actual expenditures and actual revenues collected.
 - 5.4.1 Actual data is input into the Quarterly Budget Report spreadsheet.
- 5.5 Senior Accountant analyzes the actual versus budget percentages. Deviations and percentages are evaluated.
 - 5.5.1 Issues needing resolution are researched and addressed.
 - 5.5.2 Senior Accountant forwards information to the Chief Accountant.
- 5.6 The quarterly report is reviewed by the CFO and any needed adjustments are made.
- 5.7 Senior Accountant prepares the board item to be placed on the Board Agenda.
 - 5.7.1 Chief Accountant and CFO sign off on board item.



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5.8 Report is forwarded to the Board and the newspaper for publication and copies are also sent to the Department of Education and Taxation.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 General Ledger Reports
- 6.2 Original Budget
- 6.3 Subsequent Augmentations to the Budget

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Budget	Business Office	Permanent	N/A	Vault
GL Reports	Electronic	5 years	Purged	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/29/05	A	Initial Release
9/20/06	B	Corrected typographical error in 5.3.

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