

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Director of Finance

Issue No: 4

Date: 10/14/91

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Reference: EC 35015, 35035

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

6.10 FINANCE

6.12 FINANCIAL REPORTS

SECTION 6.12.1 Financial Reports to the Board

The Director of Finance shall prepare a minimum of two interim quarterly financial reports each fiscal year for presentation to the Board. These reports are in addition to budget reports that provide year-end financial reporting and financial planning information. A written narrative and worksheet shall be prepared addressing the comparison of the financial reports to financial standards and criteria set by the State Department of Education. This narrative shall accompany the interim reports.

These quarterly reports shall be in conformance with recommended formats provided by the State Department of Education and shall result in a recommendation to the Board as to the financial condition of the District. Upon receiving Board approval, the certification shall be filed with the County Superintendent of Schools.

The Superintendent shall be informed regarding any significant changes in the financial condition or financial projections of the District. The Superintendent shall provide all information necessary to keep the Board informed regarding the District's financial condition.