

# Required Financial Reports

MISSISSIPPI DEPARTMENT OF EDUCATION STATE BOARD POLICY

DESCRIPTOR TERM: Required Monthly Reports to be Furnished to Local School Board

CODE: 6902

ADOPTION DATE: November, 2013

The State Board of Education is directed by **MS Code Section §37-9-18** to promulgate rules and regulations concerning the type of financial reports required to be submitted by the superintendent of schools to the local school board, and the frequency with which the reports shall be submitted. At a minimum, the superintendent of schools shall furnish to the local school board the enclosed financial reports each month at the regular school board meeting.

**FINANCIAL  
REPORT**

Mississippi School Boards Association

Denotris R. Jackson

Executive Director

2021



*We're here for you!*

**Magnolia School District  
Required Financial Reports**

**Code: DIB  
Adopted: July 2014**

**Required Monthly Reports to be Furnished to Local School Board:** At a minimum, the superintendent of schools shall furnish to the school board the following required financial reports in their packets for each regular school board meeting:

**Reconciled Bank Statements:** All bank statements should (shall) be reconciled within 30 days of receipt. Presentation of reconciled bank statements should (shall) be made at the next regular board meeting after the bank statements are reconciled. Bank statements should (shall) be reconciled to the district's general ledger cash balances in a timely, accurate manner.

In lieu of actual bank reconciliations, a certification from a designated individual listing all current district bank accounts by name, the specific time period covered, and a statement that the accounts have been reconciled is acceptable. Districts submitting a certification to the board should (shall) also submit a summary of the bank reconciliations. Full bank reconciliations should (shall) be available for review at the board meeting if requested. A copy of the certification and the summary should (shall) be made a part of the board minutes.

**Statement of Revenues and Expenditures:** The Statement of Revenues and Expenditures should (shall) capture the monthly revenues and expenditures of each fund. At a minimum, a total amount of revenues and a total amount of expenditures should (shall) be presented for each fund for the month. Additional detail would (will) be added at the discretion of the district.

**Current Budget Status:** The *superintendent or designee (Financial Officer)* will present the board with a current listing of budgeted annual amounts for revenue and expenditures for all funds. The report will present cumulative revenue and expenditures to compare to budgeted amounts for each fund

**Cash Flow Statement by Month:** The Cash Flow Statement should (shall) capture cash in and cash out for the District Maintenance fund with each month presented separately. The cumulative total of all months should (shall) be listed. Projected cash flow for the remaining months may be presented at the discretion of the district.

**Combined Balance Sheet:** The *superintendent or designee (Financial Officer)* will present the board with a Combined Balance Sheet to include, at a minimum, all general funds and special revenue funds. Additional funds may be presented at the discretion of the district.

**OR**

**Current Fund Equity Balances:** The *superintendent or designee (Financial Officer)* will present the board with a current listing of fund balances. The listing should (*shall*) include, at a minimum, all general funds, special revenue funds, and any other funds supported by district maintenance.

Two or more of the required reports listed above may be combined if all information is included and can be presented in the detail listed above for each report.

**The financial reports shall be listed as an agenda item for discussion at each regularly scheduled meeting of the local school board.** Financial reports shall not be listed under the consent agenda; minutes of the school board meeting shall reflect that the financial reports were discussed. Each board member present shall be provided a copy of all required financial reports and a copy of all required financial reports shall be included in the official minutes of the board meeting at which the reports were discussed.

The Office of School Financial Services may require a school district to provide one or all of the required monthly reports listed in this policy. The Office of School Financial Services may require a school district to submit evidence that one or all of the required monthly reports listed in this policy have been provided to the local school board, the financial items were listed as a separate agenda item, the minutes reflect that the financial reports were discussed and a copy of each required report is included in the official minutes of the board meeting at which the reports were discussed.

Failure to comply with any of the rules and regulations established by the State Board of Education with regard to financial reporting requirements shall constitute a violation of the Mississippi Public School Accountability Standards.

Legal Reference: MS Code 37-9-18

**Sample Policy Disclaimer:** MSBA policies are provided solely as a sample. Any board of education adopting MSBA sample policies should use the samples as a framework or starting point and, after carefully reviewing the applicable laws, regulations and state rules, modify the policies as appropriate to meet the needs of the local school system. All policies should be carefully reviewed by the board of education's legal counsel.

## Reconciled Bank Statements

All bank statements should be reconciled within 30 days of receipt. Presentation of reconciled bank statements should be made at the next regular board meeting after the bank statements are reconciled. Bank statements should be reconciled to the district's general ledger cash balances in a timely, accurate manner.

### **Bank Reconciliations March 31, 2020**

| Account Name                        | Fund #  | Account #  | Book<br>Balance | Outstanding<br>Checks | Outstanding<br>Deposits | Other<br>Recon Items | Bank<br>Balance |
|-------------------------------------|---------|------------|-----------------|-----------------------|-------------------------|----------------------|-----------------|
| District Maintenance                | Various | 4520101553 | 8,883,053.69    |                       |                         | 118.40               | 8,883,172.09    |
| Payroll Clearing                    | 7310    | 4520101843 | 11,109.21       | 1,330,298.59          |                         | -118.40              | 1,341,289.40    |
| Accounts Payable Clearing           | 7500    | 4520101777 | 256.61          | 371,468.32            |                         |                      | 371,724.93      |
| Unemployment Compensation Revolving | 2820    | 4520101801 | 95,293.58       |                       |                         |                      | 95,293.58       |
| 16th Section Principal Fund         | 7211    | 4520101835 | 4,662,755.68    |                       |                         |                      | 4,662,755.68    |
| Forestry Escrow Fund                | 2830    | 4520101819 | 88,464.54       |                       |                         |                      | 88,464.54       |
| 16th Section Interest Fund          | 2840    | 4520101827 | 3,655,720.77    |                       |                         |                      | 3,655,720.77    |
| Building Projects                   | 3022    | 4520101587 | 0.00            |                       |                         |                      | 0.00            |
| Food Service Fund                   | 2110    | 4520101595 | 415,079.39      |                       |                         | 10.00                | 415,069.39      |
| Debt Service Account - 94 Bond      | 4031    | 4520101579 | 900,628.47      |                       |                         |                      | 900,628.47      |
| 2005 Debt Service                   | 4035    | 4520118714 | 304,488.56      |                       |                         |                      | 304,488.56      |
| 2008 Debt Service                   | 4021    | 4522046889 | 354,548.08      |                       |                         |                      | 354,548.08      |
| 3 Mill Debt Service                 | 4033    | 4522049040 | 119,817.12      |                       |                         |                      | 119,817.12      |
| 2010 QSCB Debt                      | 4026    | 4522082397 | 140,113.42      |                       |                         |                      | 140,113.42      |
| 2011 Bond Debt                      | 4032    | 4522082280 | 547,064.13      |                       |                         |                      | 547,064.13      |
| Athletic Activity                   | 1901    | 4520117773 | 114,276.97      | 10D.0D                |                         |                      | 114,376.97      |
| South Elementary School             | 1152    | 4520101850 | 97,469.39       |                       |                         |                      | 97,469.39       |
| North Elementary School             | 1153    | 4520101868 | 26,194.60       |                       |                         |                      | 26,194.60       |
| East Elementary School              | 1154    | 4520101876 | 148,878.37      |                       |                         |                      | 148,878.37      |
| West Elementary School              | 1155    | 4520102031 | 34,722.70       |                       |                         |                      | 34,722.70       |
| Magnolia Jr High                    | 1156    | 4520101884 | 105,697.06      |                       |                         |                      | 105,697.06      |
| Magnolia Jr High                    | 1157    | 4520101892 | 104,109.38      |                       |                         |                      | 104,109.38      |

|                                     |      |            |                      |                     |              |                      |
|-------------------------------------|------|------------|----------------------|---------------------|--------------|----------------------|
| Magnolia High School                | 1158 | 4520101900 | 182,929.75           |                     |              | 182,929.75           |
| Magnolia High School Career Complex | 1159 | 4520101678 | 30,688.20            |                     | 0.00         | 30,688.20            |
|                                     |      |            | <u>21,023,359.67</u> | <u>1,701,866.91</u> | <u>10.00</u> | <u>0.00</u>          |
|                                     |      |            |                      |                     |              | <u>22,725,216.58</u> |

Certification:

The above listed bank accounts have been reconciled in a timely and accurate manner.

Signed: \_\_\_\_\_

(Business Manager)

In lieu of actual bank reconciliations, a certification from a designated individual listing all current district bank accounts by name, the specific time period covered, and a statement that the accounts have been reconciled is acceptable. Districts submitting a certification to the board should also submit a summary of the bank reconciliations. Full bank reconciliations should be available for review at the board meeting if requested. A copy of the certification and the summary should be made a part of the board minutes.

### Statement of Revenues and Expenditures

The Statement of Revenues and Expenditures should capture the monthly revenues and expenditures of each fund. At a minimum, a total amount of revenues and a total amount of expenditures should be presented for each fund for the month. Additional detail would be added at the discretion of the district.

#### Statement of Revenue and Expenditures

March 2020

| Fund | Pgm | Unit |                             | Beginning Fund Balance | Revenue      | Expenditures | Adjustments | Ending Fund Balance |
|------|-----|------|-----------------------------|------------------------|--------------|--------------|-------------|---------------------|
| 1120 | 000 | 000  | DISTRICT MAINTENANCE        | 6,838,396.15           | 3,217,955.14 | 2,708,320.03 | 0.00        | 7,348,031.26        |
| 1130 | 000 | 000  | SPECIAL EDUCATION           | 5,124.16               | 225,000.00   | 219,120.46   | 0.00        | 11,003.70           |
| 1145 | 000 | 000  | AT RISK                     | 0.00                   | 0.00         | 0.00         | 0.00        | 0.00                |
| 1152 | 000 | 000  | MAGNOLIA PARK ACTIVITY FUND | 97,277.04              | 6,126.27     | 5,858.92     | 0.00        | 97,544.39           |
| 1153 | 000 | 000  | NORTH ACTIVITY FUND         | 28,803.71              | 4,984.70     | 7,593.81     | 0.00        | 26,194.60           |
| 1154 | 000 | 000  | EAST ACTIVITY FUND          | 147,860.91             | 6,312.12     | 5,094.66     | 0.00        | 149,078.37          |

|              |     |     |                                |                      |                     |                     |             |                      |
|--------------|-----|-----|--------------------------------|----------------------|---------------------|---------------------|-------------|----------------------|
| 1155         | 000 | 000 | WEST ACTIVITY FUND             | 38,558.28            | 1,293.14            | 4,928.72            | 0.00        | 34,922.70            |
| 1156         | 000 | 000 | MAGNOLIA ACTIVITY FUND         | 89,080.70            | 1,036.03            | 2,839.19            | 0.00        | 87,277.54            |
| 1157         | 000 | 000 | MAGNOLIA JH ACTIVITY FUND      | 99,163.45            | 7,320.44            | 12,977.47           | 0.00        | 93,506.42            |
| 1158         | 000 | 000 | MHS ACTIVITY FUND              | 109,101.48           | 9,242.88            | 43,986.04           | 0.00        | 74,358.32            |
| 1159         | 000 | 000 | CAREER COMPLEX ACTIVITY FUND   | 29,015.27            | 1,643.19            | 1,389.95            | 0.00        | 29,268.51            |
| 1840         | 000 | 000 | 16TH SECTION INTEREST          | 3,658,099.04         | 621.73              | 3,000.00            | 0.00        | 3,655,720.77         |
| 1901         | 000 | 000 | ATHLETICS--DM                  | 137,249.89           | 5,800.25            | 15,941.46           | 0.00        | 127,108.68           |
| 1902         | 000 | 000 | BAND--DM                       | 40,688.79            | 0.00                | 1,495.67            | 0.00        | 39,193.12            |
| 1905         | 000 | 000 | ADDITIONAL PROJECTS            | 1,975,703.42         | 0.00                | 32,812.63           | 0.00        | 1,942,890.79         |
| 1906         | 000 | 000 | ATHLETIC CAP IMPROVEMENTS      | 64,231.17            | 0.00                | 0.00                | 0.00        | 64,231.17            |
| 1909         | 000 | 000 | HEALTH COUNCIL                 | 2,756.30             | 0.00                | 0.00                | 0.00        | 2,756.30             |
| 2090         | 000 | 000 | EXTENDED SCHOOL YEAR           | 0.00                 | 0.00                | 0.00                | 0.00        | 0.00                 |
| 2091         | 000 | 000 | EXTENDED SCHOOL YEAR           | 0.00                 | 0.00                | 0.00                | 0.00        | 0.00                 |
| 2110         | 000 | 000 | FOOD SERVICE                   | 385,379.53           | 241,407.65          | 171,780.57          | 0.00        | 455,006.61           |
| 2211         | 000 | 000 | TITLE I                        | (190,156.88)         | 189,957.92          | 69,106.08           | 0.00        | (69,305.04)          |
| 2410         | 000 | 000 | EEF BLDS & BUSES               | (69,417.00)          | 13,884.00           | 0.00                | 0.00        | (55,533.00)          |
| 2511         | 000 | 000 | TITLE II                       | (11,701.58)          | 11,701.58           | 12,235.60           | 0.00        | (12,235.60)          |
| 2560         | 000 | 000 | TITLE III - ELAP               | (219.45)             | 0.00                | 257.68              | 0.00        | (477.13)             |
| 2610         | 000 | 000 | IDEA                           | (150,047.11)         | 0.00                | 88,412.90           | 0.00        | (238,460.01)         |
| 2620         | 000 | 000 | PRESCHOOL                      | (5,815.57)           | 0.00                | 2,214.94            | 0.00        | (8,030.51)           |
| 2711         | 000 | 000 | VOCATIONAL D/M                 | 10,047.45            | 83,348.11           | 85,771.30           | 0.00        | 7,624.26             |
| 2820         | 000 | 000 | UNEMPLOYMENT COMP              | 95,277.40            | 16.18               | 0.00                | 0.00        | 95,293.58            |
| 2830         | 000 | 000 | FORESTRY ESCROW                | 88,449.52            | 15.02               | 0.00                | 0.00        | 88,464.54            |
| 4021         | 000 | 000 | DEBT SERVICE--08 LOAN          | 325,060.35           | 29,487.73           | 0.00                | 0.00        | 354,548.08           |
| 4026         | 000 | 000 | DEBT SERVICE--\$6M             | 106,461.81           | 33,651.61           | 0.00                | 0.00        | 140,113.42           |
| 4031         | 000 | 000 | DEBT SERVICE--10 BOND          | 812,166.12           | 88,462.35           | 0.00                | 0.00        | 900,628.47           |
| 4032         | 000 | 000 | DEBT SERVICE--11 BOND          | 606,395.73           | 44,238.64           | 103,570.24          | 0.00        | 547,064.13           |
| 4033         | 000 | 000 | DEBT SERVICE--12 BOND          | 111,412.65           | 8,404.47            | 0.00                | 0.00        | 119,817.12           |
| 4035         | 000 | 000 | DEBT SERVICE - 05 BOND         | 190,943.38           | 113,545.18          | 0.00                | 0.00        | 304,488.56           |
| 4096         | 000 | 000 | DEBT SERVICE - QSCB RETIREMENT | 1,883,148.38         | 0.00                | 0.00                | 0.00        | 1,883,148.38         |
| 7211         | 000 | 000 | 16TH SECTION PRINCIPAL         | 4,661,963.78         | 791.90              | 0.00                | 0.00        | 4,662,755.68         |
| 7310         | 000 | 000 | PAYROLL CLEARING               | 212.23               | 49.22               | 0.00                | 0.00        | 261.45               |
| 7326         | 000 | 000 | MAGNOLIA ACTIVITY-AGENCY       | 2,918.51             | 6,470.00            | 2,495.50            | 0.00        | 6,893.01             |
| 7327         | 000 | 000 | MAGNOLIA JH ACTIVITY-AGENCY    | 1,093.46             | 5,886.00            | 2,443.40            | 0.00        | 4,536.06             |
| 7328         | 000 | 000 | MHS ACTIVITY-AGENCY            | 4,563.90             | 17,366.00           | 10,438.78           | 0.00        | 11,491.12            |
| 7329         | 000 | 000 | CAREER COMPLEX ACTIVITY-AGENCY | 370.40               | 0.00                | 45.00               | 0.00        | 325.40               |
| 7500         | 000 | 000 | ACCOUNTS PAYABLE CLEARING      | 221.61               | 35.00               | 0.00                | 0.00        | 256.61               |
| <b>Total</b> |     |     |                                | <b>22,219,838.38</b> | <b>4,376,054.45</b> | <b>3,614,131.00</b> | <b>0.00</b> | <b>22,981,761.83</b> |

## Current Budget Status

The school district will present the board with a current listing of budgeted annual amounts for revenue and expenditures for all funds. The report will present cumulative revenue and expenditures to compare to budgeted amounts for each fund.

### **Budget Statement Status March 2020**

| Fund | Unit |                              | Anticipated Revenue | Collected Revenue | uncollected Revenue | Anticipated Expenditures | Year to Date Expenditures | Unexpended    | % Expended |
|------|------|------------------------------|---------------------|-------------------|---------------------|--------------------------|---------------------------|---------------|------------|
| 1120 | 000  | DISTRICT MAINTENANCE         | 37,612,483.00       | 30,035,658.20     | 7,576,824.80        | 38,513,592.76            | 27,140,301.98             | 11,373,290.78 | 70         |
| 1130 | 000  | SPECIAL EDUCATION            | 2,624,535.08        | 1,763,872.05      | 860,663.03          | 2,624,535.08             | 1,752,868.35              | 871,666.73    | 67         |
| 1145 | 000  | AT RISK                      | 272,741.00          | 0.00              | 272,741.00          | 272,741.00               | 0.00                      | 272,741.00    | 0          |
| 1152 | 000  | MAGNOLIA PARK ACTIVITY FUND  | 68,000.00           | 40,703.09         | 27,296.91           | 68,000.00                | 70,074.44                 | (2,074.44)    | 103        |
| 1153 | 000  | NORTH ACTIVITY FUND          | 98,000.00           | 40,552.90         | 57,447.10           | 98,000.00                | 31,638.80                 | 66,361.20     | 32         |
| 1154 | 000  | EAST ACTIVITY FUND           | 71,000.00           | 71,606.00         | (606.00)            | 71,000.00                | 55,590.11                 | 15,409.89     | 78         |
| 1155 | 000  | WEST ACTIVITY FUND           | 40,100.00           | 34,194.96         | 5,905.04            | 40,100.00                | 30,161.33                 | 9,938.67      | 75         |
| 1156 | 000  | MAGNOLIA ACTIVITY FUND       | 70,000.00           | 60,824.57         | 9,175.43            | 70,000.00                | 44,998.87                 | 25,001.13     | 64         |
| 1157 | 000  | MAGNOLIA JH ACTIVITY FUND    | 123,000.00          | 87,562.45         | 35,437.55           | 123,000.00               | 59,037.80                 | 63,962.20     | 48         |
| 1158 | 000  | MHS ACTIVITY FUND            | 201,000.00          | 111,674.33        | 89,325.67           | 201,000.00               | 133,681.63                | 67,318.37     | 67         |
| 1159 | 000  | CAREER COMPLEX ACTIVITY FUND | 25,000.00           | 24,391.89         | 608.11              | 25,000.00                | 20,012.38                 | 4,987.62      | 80         |
| 1840 | 000  | 16TH SECTION INTEREST        | 204,349.00          | 329,095.63        | (124,746.63)        | 45,000.00                | 11,619.80                 | 33,380.20     | 26         |
| 1901 | 000  | ATHLETICS--DM                | 352,000.00          | 356,541.44        | (4,541.44)          | 309,000.00               | 262,000.40                | 46,999.60     | 85         |
| 1902 | 000  | BAND--DM                     | 65,282.00           | 65,281.75         | 0.25                | 67,632.00                | 28,439.23                 | 39,192.77     | 42         |
| 1905 | 000  | ADDITIONAL PROJECTS          | 2,698,000.00        | 2,046,052.82      | 651,947.18          | 2,736,765.00             | 2,103,162.03              | 633,602.97    | 77         |
| 1906 | 000  | ATHLETIC CAP IMPROVEMENTS    | 23,775.00           | 24,100.00         | (325.00)            | 14,750.00                | 7,226.49                  | 7,523.51      | 49         |
| 1909 | 000  | HEALTH COUNCIL               | 0.00                | 0.00              | 0.00                | 2,756.30                 | 0.00                      | 2,756.30      | 0          |
| 2090 | 000  | EXTENDED SCHOOL YEAR         | 57,298.76           | 57,298.76         | 0.00                | 57,298.76                | 57,298.76                 | 0.00          | 100        |
| 2091 | 000  | EXTENDED SCHOOL YEAR         | 58,555.58           | 0.00              | 58,555.58           | 58,555.58                | 0.00                      | 58,555.58     | 0          |
| 2110 | 000  | FOOD SERVICE                 | 2,100,000.00        | 1,488,099.34      | 611,900.66          | 2,100,000.00             | 1,468,625.23              | 631,374.77    | 70         |
| 2211 | 000  | TITLE I                      | 1,304,727.64        | 569,653.57        | 735,074.07          | 1,304,727.64             | 638,958.61                | 665,769.03    | 49         |
| 2410 | 000  | EEF BLDS & BUSES             | 166,601.00          | 111,068.00        | 55,533.00           | 166,601.00               | 166,601.00                | 0.00          | 100        |
| 2511 | 000  | TITLE II                     | 167,585.86          | 82,533.52         | 85,052.34           | 167,585.86               | 94,769.12                 | 72,816.74     | 57         |
| 2560 | 000  | TITLE III - ELAP             | 60,065.59           | 14,387.14         | 45,678.45           | 60,065.59                | 14,864.27                 | 45,201.32     | 25         |
| 2610 | 000  | IDEA                         | 1,108,164.79        | 463,530.12        | 644,634.67          | 1,108,164.79             | 701,990.13                | 406,174.66    | 63         |
| 2620 | 000  | PRESCHOOL                    | 24,412.00           | 8,471.12          | 15,940.88           | 24,412.00                | 16,501.63                 | 7,910.37      | 68         |
| 2711 | 000  | VOCATIONAL D/M               | 1,089,763.06        | 755,055.47        | 334,707.59          | 1,089,763.06             | 747,431.21                | 342,331.85    | 69         |
| 2820 | 000  | UNEMPLOYMENT COMP            | 10,100.00           | 10,132.77         | (32.77)             | 10,100.00                | 3,226.59                  | 6,873.41      | 32         |

|       |     |                                |               |               |               |               |               |              |     |
|-------|-----|--------------------------------|---------------|---------------|---------------|---------------|---------------|--------------|-----|
| 2830  | 000 | FORESTRY ESCROW                | 8,100.00      | 3,203.31      | 4,896.69      | 18,100.00     | 8,631.85      | 9,468.15     | 48  |
| 4021  | 000 | DEBT SERVICE--08 LOAN          | 348,425.00    | 335,898.71    | 12,526.29     | 350,492.00    | 338,150.00    | 12,342.00    | 96  |
| 4026  | 000 | DEBT SERVICE--\$6M             | 375,175.00    | 360,773.41    | 14,401.59     | 417,500.00    | 417,500.00    | 0.00         | 100 |
| 4031  | 000 | DEBT SERVICE--10 BOND          | 1,008,400.00  | 948,699.90    | 59,700.10     | 1,007,837.50  | 213,543.75    | 794,293.75   | 21  |
| 4032  | 000 | DEBT SERVICE--11 BOND          | 523,600.00    | 503,790.11    | 19,809.89     | 537,462.35    | 537,462.35    | 0.00         | 100 |
| 4033  | 000 | DEBT SERVICE--12 BOND          | 70,100.00     | 88,362.42     | (18,262.42)   | 82,170.00     | 0.00          | 82,170.00    | 0   |
| 4035  | 000 | DEBT SERVICE - 05 BOND         | 1,672,425.00  | 1,617,456.85  | 54,968.15     | 1,683,536.50  | 1,683,186.50  | 350.00       | 100 |
| 7211  | 000 | 16TH SECTION PRINCIPAL         | 4,416,900.00  | 4,416,736.89  | 163.11        | 3,556,000.00  | 0.00          | 3,556,000.00 | 0   |
| 7326  | 000 | MAGNOLIA ACTIVITY-AGENCY       | 94,500.00     | 26,683.50     | 67,816.50     | 94,500.00     | 19,790.49     | 74,709.51    | 21  |
| 7327  | 000 | MAGNOLIA JH ACTIVITY-AGENCY    | 28,500.00     | 22,494.85     | 6,005.15      | 28,500.00     | 17,958.79     | 10,541.21    | 63  |
| 7328  | 000 | MHS ACTIVITY-AGENCY            | 193,500.00    | 82,528.83     | 110,971.17    | 193,500.00    | 71,037.71     | 122,462.29   | 37  |
| 7329  | 000 | CAREER COMPLEX ACTIVITY-AGENCY | 26,500.00     | 5,660.82      | 20,839.18     | 26,500.00     | 5,335.42      | 21,164.58    | 20  |
| Total |     |                                | 59,462,664.36 | 47,064,631.49 | 12,398,032.87 | 59,426,244.77 | 38,973,677.05 |              |     |
|       |     |                                | 20,452,567.72 | 66            |               |               |               |              |     |

**Cash Flow Statement by Month**

The Cash Flow Statement should capture cash in and cash out for the District Maintenance fund with each month presented separately. The cumulative total of all months should be listed. Projected cash flow for the remaining months may be presented at the discretion of the district.

**Cash Flow Statement  
March 31, 2020**

| Fund         | Prog. | Unit |                      | Beginning Balance | In                   | Out                  | Ending Balance |
|--------------|-------|------|----------------------|-------------------|----------------------|----------------------|----------------|
| 1120         | 000   | 000  | DISTRICT MAINTENANCE |                   |                      |                      |                |
|              |       |      | July                 | 3,766,539.43      | 2,590,437.62         | 3,051,580.89         | 3,305,396.16   |
|              |       |      | August               | 3,305,396.16      | 2,407,672.81         | 2,807,582.92         | 2,905,486.05   |
|              |       |      | September            | 2,905,486.05      | 2,781,200.02         | 2,691,381.58         | 2,995,304.49   |
|              |       |      | October              | 2,995,304.49      | 2,142,764.43         | 2,418,825.73         | 2,719,243.19   |
|              |       |      | November             | 2,719,243.19      | 2,257,162.67         | 2,968,359.12         | 2,008,046.74   |
|              |       |      | December             | 2,008,046.74      | 2,114,019.00         | 2,704,989.73         | 1,417,076.01   |
|              |       |      | January              | 1,417,076.01      | 4,550,688.66         | 4,670,758.80         | 1,297,005.87   |
|              |       |      | February             | 1,297,005.87      | 8,642,462.98         | 3,225,807.93         | 6,713,660.92   |
|              |       |      | March                | 6,713,660.92      | 3,226,024.37         | 2,719,798.66         | 7,219,886.63   |
| <b>Total</b> |       |      |                      |                   | <b>30,712,432.56</b> | <b>27,259,085.36</b> |                |



**Combined Balance Sheet**

The school district will present the board with a Combined Balance Sheet to include, at a minimum, all general funds and special revenue funds. Additional funds may be presented at the discretion of the district.

OR

**Current Fund Equity Balances**

The school district will present the board with a current listing of fund balances. The listing should include, at a minimum, all general funds, special revenue funds, and any other funds supported by district maintenance.

| Fund | Prm | Unit |                              | Beginning Fund Balance | Year to Date Receipts | Year to Date Expenditures | Year to Date Adjustments | Ending Fund Balance |
|------|-----|------|------------------------------|------------------------|-----------------------|---------------------------|--------------------------|---------------------|
| 1120 | 000 | 000  | DISTRICT MAINTENANCE         | 4,452,675.04           | 30,035,658.20         | 27,140,301.98             | 0.00                     | 7,348,031.26        |
| 1130 | 000 | 000  | SPECIAL EDUCATION            | 0.00                   | 1,763,872.05          | 1,752,868.35              | 0.00                     | 11,003.70           |
| 1145 | 000 | 000  | AT RISK                      | 0.00                   | 0.00                  | 0.00                      | 0.00                     | 0.00                |
| 1152 | 000 | 000  | MAGNOLIA PARK ACTIVITY FUND  | 126,915.74             | 40,703.09             | 70,074.44                 | 0.00                     | 97,544.39           |
| 1153 | 000 | 000  | NORTH ACTIVITY FUND          | 17,280.50              | 40,552.90             | 31,638.80                 | 0.00                     | 26,194.60           |
| 1154 | 000 | 000  | EAST ACTIVITY FUND           | 133,062.48             | 71,606.00             | 55,590.11                 | 0.00                     | 149,078.37          |
| 1155 | 000 | 000  | WEST ACTIVITY FUND           | 30,889.07              | 34,194.96             | 30,161.33                 | 0.00                     | 34,922.70           |
| 1156 | 000 | 000  | MAGNOLIA ACTIVITY FUND       | 71,451.84              | 60,824.57             | 44,998.87                 | 0.00                     | 87,277.54           |
| 1157 | 000 | 000  | MAGNOLIA JH ACTIVITY FUND    | 64,981.77              | 87,562.45             | 59,037.80                 | 0.00                     | 93,506.42           |
| 1158 | 000 | 000  | MHS ACTIVITY FUND            | 96,365.62              | 111,674.33            | 133,681.63                | 0.00                     | 74,358.32           |
| 1159 | 000 | 000  | CAREER COMPLEX ACTIVITY FUND | 24,889.00              | 24,391.89             | 20,012.38                 | 0.00                     | 29,268.51           |
| 1840 | 000 | 000  | 16TH SECTION INTEREST        | 3,338,244.94           | 329,095.63            | 11,619.80                 | 0.00                     | 3,655,720.77        |
| 1901 | 000 | 000  | ATHLETICS--DM                | 32,567.64              | 356,541.44            | 262,000.40                | 0.00                     | 127,108.68          |
| 1902 | 000 | 000  | BAND--DM                     | 2,350.60               | 65,281.75             | 28,439.23                 | 0.00                     | 39,193.12           |
| 1905 | 000 | 000  | ADDITIONAL PROJECTS          | 2,000,000.00           | 2,046,052.82          | 2,103,162.03              | 0.00                     | 1,942,890.79        |
| 1906 | 000 | 000  | ATHLETIC CAP IMPROVEMENTS    | 47,357.66              | 24,100.00             | 7,226.49                  | 0.00                     | 64,231.17           |
| 1909 | 000 | 000  | HEALTH COUNCIL               | 2,756.30               | 0.00                  | 0.00                      | 0.00                     | 2,756.30            |
| 2090 | 000 | 000  | EXTENDED SCHOOL YEAR         | 0.00                   | 57,298.76             | 57,298.76                 | 0.00                     | 0.00                |
| 2091 | 000 | 000  | EXTENDED SCHOOL YEAR         | 0.00                   | 0.00                  | 0.00                      | 0.00                     | 0.00                |
| 2110 | 000 | 000  | FOOD SERVICE                 | 435,532.50             | 1,488,099.34          | 1,468,625.23              | 0.00                     | 455,006.61          |
| 2211 | 000 | 000  | TITLE I                      | 0.00                   | 569,653.57            | 638,958.61                | 0.00                     | (69,305.04)         |
| 2410 | 000 | 000  | EEF BLDS & BUSES             | 0.00                   | 111,068.00            | 166,601.00                | 0.00                     | (55,533.00)         |
| 2511 | 000 | 000  | TITLE II                     | 0.00                   | 82,533.52             | 94,769.12                 | 0.00                     | (12,235.60)         |
| 2560 | 000 | 000  | TITLE III - ELAP             | 0.00                   | 14,387.14             | 14,864.27                 | 0.00                     | (477.13)            |
| 2610 | 000 | 000  | IDEA                         | 0.00                   | 463,530.12            | 701,990.13                | 0.00                     | (238,460.01)        |
| 2620 | 000 | 000  | PRESCHOOL                    | 0.00                   | 8,471.12              | 16,501.63                 | 0.00                     | (8,030.51)          |
| 2711 | 000 | 000  | VOCATIONAL D/M               | 0.00                   | 755,055.47            | 747,431.21                | 0.00                     | 7,624.26            |
| 2820 | 000 | 000  | UNEMPLOYMENT COMP            | 88,387.40              | 10,132.77             | 3,226.59                  | 0.00                     | 95,293.58           |

|       |     |     |                                |               |               |               |      |               |
|-------|-----|-----|--------------------------------|---------------|---------------|---------------|------|---------------|
| 2830  | 000 | 000 | FORESTRY ESCROW                | 93,893.08     | 3,203.31      | 8,631.85      | 0.00 | 88,464.54     |
| 4021  | 000 | 000 | DEBT SERVICE--08 LOAN          | 356,799.37    | 335,898.71    | 338,150.00    | 0.00 | 354,548.08    |
| 4026  | 000 | 000 | DEBT SERVICE--\$6M             | 196,840.01    | 360,773.41    | 417,500.00    | 0.00 | 140,113.42    |
| 4031  | 000 | 000 | DEBT SERVICE--10 BOND          | 165,472.32    | 948,699.90    | 213,543.75    | 0.00 | 900,628.47    |
| 4032  | 000 | 000 | DEBT SERVICE--11 BOND          | 580,736.37    | 503,790.11    | 537,462.35    | 0.00 | 547,064.13    |
| 4033  | 000 | 000 | DEBT SERVICE--12 BOND          | 31,454.70     | 88,362.42     | 0.00          | 0.00 | 119,817.12    |
| 4035  | 000 | 000 | DEBT SERVICE - 05 BOND         | 370,218.21    | 1,617,456.85  | 1,683,186.50  | 0.00 | 304,488.56    |
| 4096  | 000 | 000 | DEBT SERVICE - QSCB RETIREMENT | 1,883,148.38  | 0.00          | 0.00          | 0.00 | 1,883,148.38  |
| 7211  | 000 | 000 | 16TH SECTION PRINCIPAL         | 246,018.79    | 4,416,736.89  | 0.00          | 0.00 | 4,662,755.68  |
| 7310  | 000 | 000 | PAYROLL CLEARING               | 0.00          | 261.45        | 0.00          | 0.00 | 261.45        |
| 7326  | 000 | 000 | MAGNOLIA ACTIVITY-AGENCY       | 0.00          | 26,683.50     | 19,790.49     | 0.00 | 6,893.01      |
| 7327  | 000 | 000 | MAGNOLIA JH ACTIVITY-AGENCY    | 0.00          | 22,494.85     | 17,958.79     | 0.00 | 4,536.06      |
| 7328  | 000 | 000 | MHS ACTIVITY-AGENCY            | 0.00          | 82,528.83     | 71,037.71     | 0.00 | 11,491.12     |
| 7329  | 000 | 000 | CAREER COMPLEX ACTIVITY-AGENCY | 0.00          | 5,660.82      | 5,335.42      | 0.00 | 325.40        |
| 7500  | 000 | 000 | ACCOUNTS PAYABLE CLEARING      | 0.00          | 256.61        | 0.00          | 0.00 | 256.61        |
| Total | --  | --  | TOTAL                          | 14,890,289.33 | 47,065,149.55 | 38,973,677.05 | 000  | 22,981,761.83 |

Two or more of the required reports listed above may be combined if all information is included and can be presented in the detail listed above for each report.

**At each regular monthly school board meeting:** The financial reports shall be listed as an agenda item for discussion at each regularly scheduled meeting of the local school board. The minutes of the local school board meeting shall reflect that the financial reports were discussed. Each board member present shall be provided a copy of all required financial reports. A copy of all required financial reports shall be included in the official minutes of the board meeting at which the reports were discussed.

The Office of School Financial Services may require a school district to provide one or all of the required monthly reports listed in this policy. The Office of School Financial Services may require a school district to submit evidence that one or all of the required monthly reports listed in this policy have been provided to the local school board, the financial items were listed as a separate agenda item, the minutes reflect that the financial reports were discussed and a copy of each required report is included in the official minutes of the board meeting at which the reports were discussed.

Failure to comply with any of the rules and regulations established by the State Board of Education with regard to financial reporting requirements shall constitute a violation of the Mississippi Public School Accountability Standards.

Source: MS Code 37-9-18 (Adopted 11/2013)

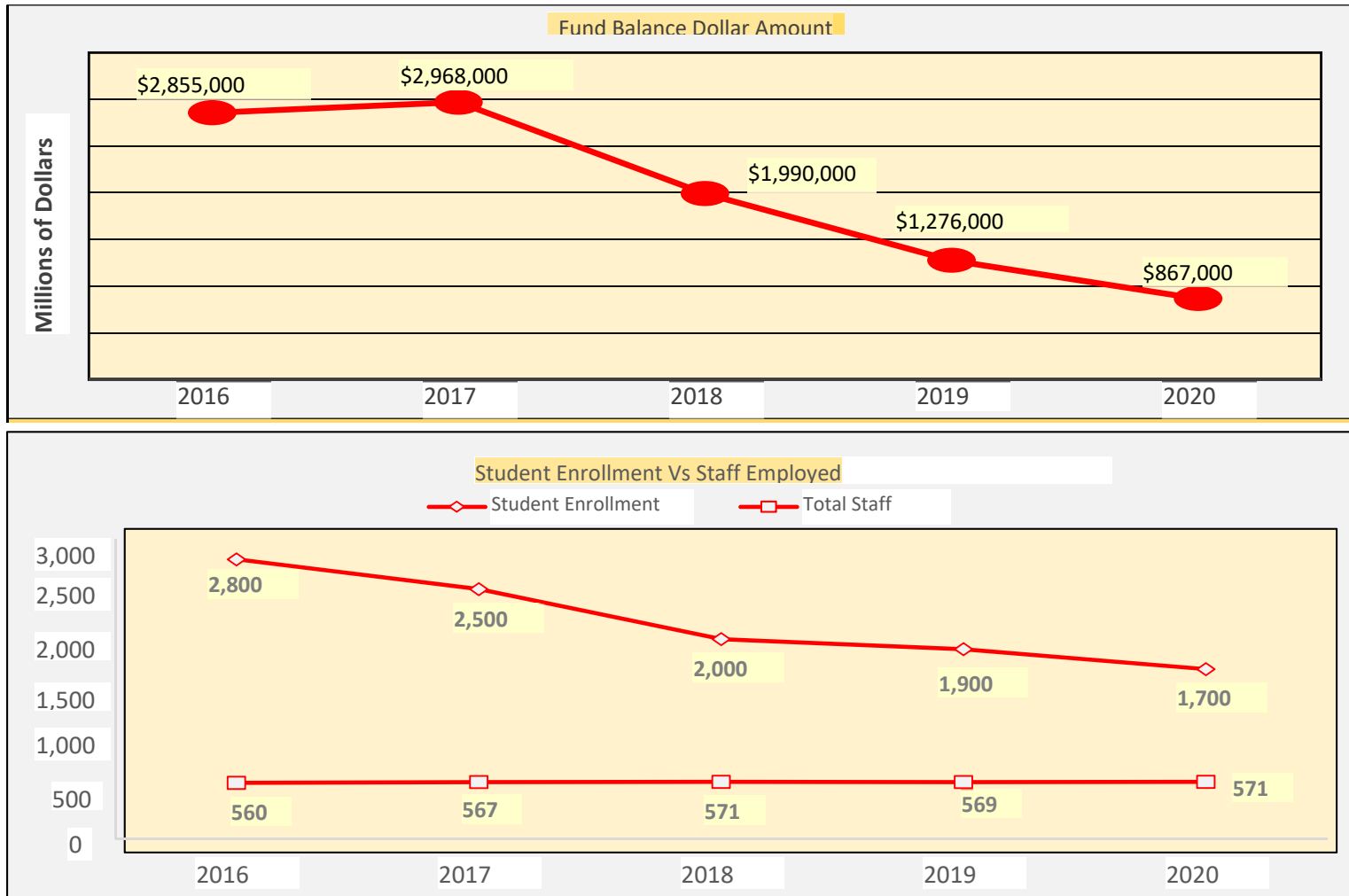
# Claim Docket

Boards are required to approve claim dockets monthly, in advance of payment.

Public School District  
The Following Claims Listed on The Docket of Claims  
Are Presented for Payment on this Date 10/14/08

| m      | Name                           | Amount   | Fund | Description                |
|--------|--------------------------------|----------|------|----------------------------|
| 52     | SOURCE ONE VIDEO               | 2,018.00 | 1120 | REPAIR                     |
| 618153 | HOOPERS                        | 16.56    | 1120 | SUPPLIES                   |
| 618154 | DALCO ELECTRONICS              | 763.31   | 1120 | TECHNOLOGY SUPPLIES        |
| 618155 | COMPUTER & PRINTER SERVICES    | 654.98   | 1120 | REPAIR                     |
| 618156 | BUSINESS COMMUNICATIONS INC    | 5,178.75 | 1905 | EASTSIDE, FIBER INSTALL    |
| 618157 | ASAP SOFTWARE                  | 1,272.99 | 1120 | WINDOWS SOFTWARE CO        |
| 618158 | RELIABLE OFFICE SUPPLIES       | 133.13   | 1120 | OFFICE SUPPLIES            |
| 618159 | BUDGETEXT                      | 1,060.02 | 1908 | TEXTBOOKS-MATH             |
| 618160 | CLARION LEDGER INC             | 99.45    | 1120 | LIBRARY NEWSPAPERS         |
| 618161 | COBBLESTONE PUBLISHING         | 49.95    | 2440 | EEF-HISTORY CONSUMABLES    |
| 618162 | QUILL CORPORATION              | 2,324.91 | 2440 | EEF-PRINT CARTRIDGES       |
| 618163 | W T COX SUBSCRIPTIONS INC      | 586.48   | 1120 | LIBRARY MAGAZINES          |
| 618164 | ARROW PRINTERS INC             | 248.99   | 1120 | DISTRICT OBSERV FORMS      |
| 618165 | SCHOOL AIDS INC/RIDGELAND MS   | 172.32   | 2440 | supplies                   |
| 618166 | SCHOOL AIDS INC/RIDGELAND MS   | 220.19   | 2440 | SUPPLIES                   |
| 618167 | SCHOOL AIDS INC/RIDGELAND MS   | 124.43   | 2440 | SUPPLIES                   |
| 618168 | SCHOOL SPECIALTY INC           | 56.02    | 2440 | SUPPLIES-EEF               |
| 618169 | SCHOOL SPECIALTY INC           | 63.70    | 1120 | SUPPLIES                   |
| 618170 | CENTERING ON CHILDREN, INC     | 814.00   | 2610 | SUPPLIES                   |
| 618171 | BUSBY OFFICE SUPPLY            | 94.00    | 2711 | INSTRUCTIONAL SUPPLIES     |
| 618172 | SCHOOL AIDS INC/RIDGELAND MS   | 187.78   | 2440 | SUPPLIES                   |
| 618173 | SCHOOL AIDS INC/RIDGELAND MS   | 223.45   | 2440 | SUPPLIES                   |
| 618174 | SCHOOL AIDS INC/RIDGELAND MS   | 134.98   | 2440 | SUPPLIES                   |
| 618175 | SCHOOL AIDS INC/RIDGELAND MS   | 105.61   | 2440 | SUPPLIES                   |
| 176    | SCHOOL AIDS INC/RIDGELAND MS   | 109.78   | 2440 | SUPPLIES                   |
| 77     | WATERS TRUCK & TRACTOR INC     | 126.05   | 1120 | TRANSPORTATION SUPPLIES    |
| 618178 | SHANK COMMUNICATIONS CO        | 93.00    | 1120 | TRANSPORTATION SUPPLIES    |
| 618179 | NORDAN SMITH WELDING INC       | 24.92    | 1120 | TRANSPORTATION SUPPLIES    |
| 618180 | MIDSTATE GLASS CO INC          | 88.30    | 1120 | TRANSPORTATION SUPPLIES    |
| 618181 | JACKSON AIR & HYDRAULIC        | 56.80    | 1120 | TRANSPORTATION SUPPLIES    |
| 618182 | HEAVY DUTY BUS PARTS,INC       | 290.67   | 1120 | TRANSPORTATION SUPPLIES    |
| 618183 | H D CLUTCH & BRAKE INC         | 494.25   | 1120 | TRANSPORTATION SUPPLIES    |
| 618184 | CDW GOVERNMENT INC             | 1,194.75 | 1120 | UPS ALT., TECHNOLOGY       |
| 618185 | BUDGET SIGNS, INC              | 190.20   | 1901 | Weightroom/Grass Signs     |
| 618186 | GRAYBAR ELECTRIC COMPANY       | 1,153.59 | 1120 | NETWORK SUPPLIES           |
| 618187 | VICKSBURG TELEPHONE SYS INC    | 1,383.00 | 1905 | VOICE MAIL                 |
| 618188 | SCHOOL SPECIALTY INC           | 674.78   | 1120 | SUPPLIES                   |
| 618189 | REALLY GOOD STUFF INC          | 211.49   | 2440 | EEF SUPPLIES               |
| 618190 | REALLY GOOD STUFF INC          | 211.49   | 2440 | SUPPLIES                   |
| 618191 | JUDGE LITTLE COMPANY           | 320.00   | 1902 | BAND T-SHIRTS              |
| 618192 | DELL MARKETING LP (GA)         | 539.94   | 1120 | INSTRUCTIONAL SUPPLIES     |
| 618193 | DELL DIRECT DELL COMPUTER CORP | 2,866.50 | 2211 | TECHNOLOGY EQUIP           |
| 618194 | CASCO PRODUCTS CO INC          | 582.45   | 2711 | JANITORIAL SUPPLIES        |
| 618195 | BUSBY OFFICE SUPPLY            | 93.75    | 2440 | SUPPLIES                   |
| 618196 | BUSBY OFFICE SUPPLY            | 105.92   | 2440 | SUPPLIES                   |
| 618197 | BUSBY OFFICE SUPPLY            | 374.43   | 2711 | SUPPLIES                   |
| 618198 | BURNHAM ENTERPRISES            | 800.00   | 1902 | CORDS FOR UNIFORMS         |
| 618199 | APPROVED DOCUMENT SERVICES INC | 421.20   | 1120 | INSTRUCTIONAL SUPPLIES     |
| 618200 | ALERT SERVICES INC             | 525.00   | 1902 | HYDRATION PACKAGE          |
| 618201 | ATHENS PAPER                   | 572.00   | 1120 | INSTRUCTIONAL SUPPLIES     |
| 202    | QUILL CORPORATION              | 182.76   | 1120 | DISTRICT SUPPLIES          |
| 203    | PEARSON                        | 167.09   | 1120 | GIFTED EDUCATION MATERIALS |
| 618204 | FAMILY RULES, INC.             | 160.00   | 2811 | TITLE IV MATERIALS         |

MSBA also recommends that boards receive fund balance, longitudinal reports at its August board meeting. Following are sample reports the board may wish to receive.



On the next page is an *Ad Valorem Tax Request Worksheet*. It is not required that school districts submit a copy of its budget to MDE; however, school districts must return a Budget Certification by August 15 of each year and the ad valorem worksheet by November 30 of each year.

School District: \_\_\_\_\_

District No.: \_\_\_\_\_

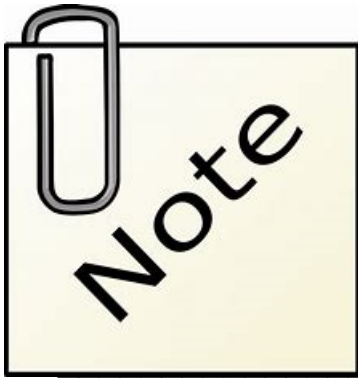
**2012-2013 AD VALOREM TAX REQUEST WORKSHEET**

|  |   |           |
|--|---|-----------|
| <b>BASE CALCULATION:</b> <i>Note: The district is allowed to choose any of the three previously completed fiscal years in determining the base. A fiscal year is defined as beginning October 1 and ending September 30, per Section 37-57-107, Mississippi Code Annotated (1972).</i> |   |           |
|  | Ad Valorem Taxes Collected:<br>October 1, 2011 through _____, 2012  | \$        |
|  | Anticipated Ad valorem taxes to be Collected:<br>_____, 2012 through September 30, 2012.  |           |
|  | Homestead Reimbursement (2011-2012)   |           |
| ADD  | Ad Valorem Tax Reduction Funds (2011-2012)  |           |
| ADD  | Ad Valorem Tax Escrow (2010-2011)   |           |
| ADD  | Ad Valorem Tax Shortfall Notes (2011-2012)  |           |
| LESS   | Ad Valorem Tax Escrow (2011-2012)   |           |
| <b>TOTAL BASE</b>  |   | \$        |
| PLUS   | _____ % increase  |           |
| PLUS   | New Programs [Amount allowed under 37-57-104. This is the amount of the increase in local contribution over the prior year that <b>MAY</b> be requested outside of the 4-7% limitation. ] |           |
| PLUS   | Estimated Ad Valorem Tax on New Property  |           |
| <b>TOTAL AD VALOREM TAX NEEDS</b>  |   | \$        |
| LESS   | Ad Valorem Tax Escrow (2011-2012)   | ( _____ ) |
| <b>NET AD VALOREM TAX REQUEST FOR OPERATIONS</b> (§37-57-104 thru 107)   |   | \$ _____  |

|  |  |    |
|--|--|----|
| <b>AD VALOREM TAX REQUESTED FOR DEBT SERVICE</b> <i>(List &amp; cite code authority)</i> |  |    |
|  | General Obligation Bonds (whether administered by taxing authority or school district) | \$ |
|  | Three Mill / 10-20 Year Notes  |    |
|  | Shortfall  |    |
|  | Voc. Tech.   |    |
| <b>OTHER AD VALOREM TAX REQUESTS</b> <i>(List and cite code authority)</i>               |  |    |
|  |  |    |
|  |  |    |

**NOTE:** Proper communication between you and your levying authority is essential. Communicate to your levying authority that your district is requesting this amount in total and the total should be allocated as noted above. There should be no doubt that Homestead Reimbursement is to be considered by the levying authority in its calculation of the levies and not a concern of the school district at this point.

Return this form by November 30, 2012, to Melissa Barnes, Office of School Financial Services, MS Department of Education, P.O. Box 771, Jackson, MS 39205-0771.



A series of horizontal lines for writing, starting from the right edge of the sticky note and extending across the page. There are 15 lines in total, providing a structured space for notes or text.



# Mississippi School Boards Association

380 Zurich Drive  
Ridgeland, Mississippi 39157

## Contact Us

Toll Free: 1-888-367-6722

Office: 601-924-2001

[www.msbaonline.org](http://www.msbaonline.org)

| Mission   | Core Values          |
|---|----------------------|
| <i>To ensure quality school board performance through</i> | ★ Honesty            |
| ★ Advocacy  | ★ Promise Keeping    |
| ★ Technical Assistance                                    | ★ Seeking Perfection |
| ★ Leadership Training                                     | ★ Customer Service   |
| ★ Information Dissemination                               |                      |

Denotris R. Jackson  
Executive Director



*We're here for you!*