

**Issaquah School District  
Executive Limitations Monitoring Report**

**EL-5 ACTUAL FINANCIAL CONDITION AND ACTIVITIES  
(Internal Annual Report)  
August 24, 2023**

***The Superintendent certifies that the District is in compliance with EL-5***

***With respect to the actual, ongoing financial condition and activities of the District, the Superintendent shall not cause or allow the development of fiscal jeopardy or material deviation of actual expenditures from Board priorities established in Ends policies.***

**Interpretation**

I interpret this to mean that we will manage the District’s program and budget to avoid any risk of fiscal jeopardy or material deviation of actual expenditures from the Board-adopted budget.

**Evidence of Compliance**

Evidence of compliance is not available as the 2021-22 WA State Audit is not complete and no reports have been issued as of August 24<sup>th</sup>.

***1. The Superintendent shall not fail to settle payroll and debts in a timely manner.***

**Interpretation**

I interpret this to mean that all staff salaries, payroll taxes and benefits shall be processed and paid according to timelines established by law, District regulation and negotiated agreements.

**Evidence of Compliance**

I certify that all payroll obligations, including payroll taxes and benefits were processed and paid in a timely manner during the period of July 1, 2022 to June 30, 2023.

**ADDITIONAL INFORMATION**

Payroll is processed on a monthly basis and employees are paid on the last “banking day” of the month. Contracts and timesheets submitted by the Human Resources Department and by employees are audited by the Payroll Department to ensure accuracy and appropriate authorization. The payroll process is completed at least three working days in advance of payday to ensure that all employees are paid in a timely manner. Ninety-nine percent of employees are paid by electronic deposit directly to their bank

accounts. For staff participating in this process, it has eliminated late payroll checks due to delayed delivery by the postal service. Payment of income tax deductions, social security taxes and retirement taxes are also submitted electronically in order to ensure timeliness.

Payments to vendors are processed weekly in order to ensure timely payment and eligibility for discounts. All invoices are reviewed and audited to verify receipt of goods or services. All payments are separated by General Fund, Capital Projects Fund, Transportation Fund or ASB Fund in order to maintain separation of capital and operational items.

Procedures have been established to ensure compliance with generally accepted accounting principles, District regulation and governmental laws. Internal controls have been implemented to maintain separation of duties, timely depositing/processing, adequate supporting documentation, and adequate review/supervision.

Payments on principal for long-term debt along with accrued interest are processed directly by King County through the Bank of New York in the months of December and June.

***2. The Superintendent shall not allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.***

### **Interpretation**

I interpret this to mean that all government payments and reports shall be processed within the timelines prescribed.

### **Evidence of Compliance**

I certify that all government payments and reports were processed and/or paid in a timely manner during the period of July 1, 2022 to June 30, 2023.

## **ADDITIONAL INFORMATION**

The District has numerous city, county, state and federal reports, grant applications or payments to process. The Finance Department monitors reports and filings that are essential to District operations and/or have funding attached to them. During the last year the District has not lost or jeopardized any funding due to the timeliness or accuracy of these reports. Following is a list of the major required reports or grant applications:

- [Budget \(F195\)](#)
- [Annual Financial Statement \(F196\)](#)
- [Enrollment reporting for funding \(P223 and P223H\)](#)
- [State, federal and private grant applications/claims](#)
- Elementary and Secondary Relief Fund (ESSER) claims
- Payroll reports for taxes and benefits
- Accident and claims reports for insurance purposes

- COVID-19 Reporting (learning modality, technology use)

**3. *The Superintendent shall not fail to follow aggressive bidding procedures which maximize value to the District.***

**Interpretation**

I interpret this to mean that the District will strictly follow state law and District regulation in regard to purchasing bidding

**Evidence of Compliance**

I certify that the District maintained strict compliance with state law and District regulation regarding purchasing and bidding during the period of July 1, 2022 to June 30, 2023.

**ADDITIONAL INFORMATION**

The District maintains a very aggressive bidding and purchasing program. The vast majority of District purchases fall under the scope of items purchased under bid. State law and District regulation require that, when the cost of supplies or equipment exceeds \$40,000 or a public works contract exceeds \$100,000, quotes or formal bids will be called for. Supplies and equipment purchases between \$40,000 and \$75,000 require quotations from three different sources. Supplies and equipment purchases exceeding \$75,000 require public notice in a newspaper and formal bids. Public Works projects may also utilize the district's Small Works Roster. The District also utilizes [KCDA](#), the Washington State Department of Enterprise Services (DES), the OMNIA purchasing co-op, and other inter-governmental agreements (piggybacking) to ensure we are complying with applicable state bid law and procuring the best product at the best price point.

Both quotation and bid processes allow vendors to bid items of different brands, but of equal quality. The Purchasing Department and Capital Projects Department (for construction-related projects) evaluates the writing of bid specifications to ensure that long-term quality is a criterion included when appropriate. The District works with architects and consultants for assistance in maintaining specifications for high quality and long-life buildings and equipment when there is a cost benefit to doing so.

One function of the Purchasing Department is to safeguard the District against conflict of interest. Staff making purchasing recommendations may not have a personal interest in recommending the award of a contract for materials or services.

Between 95% and 100% of items in the following list are purchased by bid process:

- Office supplies and equipment
- Classroom supplies and equipment
- Computers and peripheral equipment
- Vehicles
- School buses

- Fuel
- Milk
- Bread
- Pizza
- Beverages
- Audio visual equipment
- Yearbooks
- Construction projects
- Major replacement or repairs of roofs, carpets, wall coverings, parking lots, sidewalks, HVAC, etc.

**4. The Superintendent shall not fail to aggressively pursue receivables after a reasonable grace period.**

**Interpretation**

I interpret this to mean that the District will promptly discontinue services being provided for tuition or fees when there is failure to pay. The District makes a reasonable number of attempts to set-up payment arrangements with a parent or business before turning over to a collection agency.

**Evidence of Compliance**

I certify that the District maintained a very prudent collection practice during the time period of July 1, 2022 to June 30, 2023. Customers were contacted immediately when an account became past due. All accounts were turned over to a collection agency if an individual did not set-up payment arrangements of the debt. The administration also brings forward uncollected receivables to the Board on an annual basis. In December of 2022, the District via [resolution 1201 wrote off \\$10,837 of uncollectible receivables](#). This is 0.12% of all invoiced revenue for fiscal year 2021-22.

**ADDITIONAL INFORMATION**

The District also has several online payment platforms in the areas of [School Age Care](#), [Food Service](#), and building related fees.

The major area generating accounts receivable issues is School Age Care. The uncollectible accounts receivable trend for School Age Care is as follows:

	<b>18-19</b>	<b>19-20</b>	<b>20-21</b>	<b>21-22</b>
<b>Uncollectible Amount</b>	\$ 11,407	\$ 18,632	\$ 8,652	\$ 10,837
<b>Revenue</b>	\$ 10,348,225	\$ 7,251,997	\$ 3,115,767	\$ 7,489,102
<b>% of Revenue</b>	0.11%	0.26%	0.28%	0.14%

The School Age Care program operated in the negative in the 2019-20 and 2020-21 fiscal years due to the pandemic. The District expects a flat revenue position going forward.

**5. *The Superintendent shall not fail to maintain an unrestricted reserve fund within the range of 3-7% of the general fund budget.***

**Interpretation**

I interpret this to mean that the District will maintain an unrestricted reserve fund within the range of 3-7% of the general fund budget.

**Evidence of Compliance**

I certify that the District's total reserve \$38,478,868 was 10.35% of the [2022-23 General Fund Budget \(\\$371,610,355\) on September 1, 2022](#). The unrestricted undesignated (unassigned) reserve (\$23,598,479) was 6.35% of the 2022-23 General Fund Budget. Total ending fund balance for fiscal year 2021-22 as a percentage of actual expenditures was 11.65%.

**ADDITIONAL INFORMATION**

The proposed 2023-24 General Fund Operating Budget targets an unassigned (unreserved) ending fund balance of 5.66% of budgeted expenditures. The budget sets aside \$6,000,000 for future school facilities, \$1,500,000 reserved for unexpended and obligated building funds, \$500,000 restricted for food service carryover, \$108,170 committed for petty cash accounts, \$4,000,000 designated for uninsured risk/inventory pre-paid items (required in accounting standards), \$1,000,000 reserved for curriculum, and \$500,000 for other contingencies. The Board emergency reserve is replenished to \$1,000,000 for emergency capital equipment and/or facility repair/replacement needs, and/or other unforeseen liabilities or expenses. Total equity reserves will remain relatively flat with an estimated beginning fund balance of \$36,500,000 (9.82% of 2022-23 expenses) to an estimated \$36,500,000 (9.43% of 2023-24 operating expenses).

**6. *The Superintendent shall not fail to maintain sufficient reserves for start-up operating costs associated with new schools.***

**Interpretation**

I interpret this to mean that the District will maintain sufficient reserves to cover the initial start-up costs of opening a new school. This cost continues on a prorated basis until the District gains a growth in enrollment equal to the housing capacity of the new school.

**Evidence of Compliance**

The District opened Cougar Mountain Middle School and Cedar Trails Elementary in 2021-22. The District maintained the reservation of fund balance \$5,000,000 in 2022-23 for the next high school and \$6,000,000 in the 2023-24 budget. This fund balance reservation will increase/decrease depending upon enrollment growth and the timing of the opening of the new facilities.

**7. The Superintendent shall not use the Board-designated \$1,000,000 emergency reserve fund for any purpose other than emergency capital equipment or facility repair/replacement needs, nor fail to maintain the fund at an adequate level.**

**Interpretation**

I interpret this to mean that the District will maintain an emergency reserve fund of \$1,000,000 for the purposes of this monitoring period; unless otherwise authorized by the Board.

**Evidence of Compliance**

I certify that the District emergency reserve fund is \$1,000,000, as demonstrated by the most recent financial report. The board approved use of the board reserve for capital repairs at Issaquah High School during the [May 23 2023 board meeting](#). The emergency reserve is replenished during the budget and year-end procedures.

**8. The Superintendent shall not undertake capital building projects without assurance of available funding.**

**Interpretation**

I interpret this to mean that the administration will not recommend that the Board award a bid for a building project without assurance of available funding.

**Evidence of Compliance**

I certify building projects that are underway have sufficient available funding to complete the projects. Current and future projects and resources are reflected in the most recent financial report.

**ADDITIONAL INFORMATION**

Funding for all projects is determined prior to a bid award. The Board receives monthly Budget Status Reports detailing current projects and resources. In instances where the District anticipates available funding is inadequate, additional funding is acquired or a plan is put in place prior to a bid award. The District increased transparency and clear reporting during the board meetings below. The District also held a work study with the Board on March 9<sup>th</sup>, 2023 to present more information and receive feedback on reports, enrollment projections, new high school, and the website.

- March 9, 2023 [IHS Stadium Improvements](#)
- May 11, 2023 [IHS Stadium Improvement Update](#)
- May 23, 2023 [IHS Stadium Lighting Replacement](#)
- June 8, 2023 ([EL-13 Monitoring](#))
  - [2016 Bond Projects Summary](#)
  - [2018, 2022 Critical Repairs Levy Project Status Update](#)
- August 8, 2023 [IHS Stadium Update](#)

**9. The Superintendent shall not expend more funds than have been received in the fiscal year unless revenues are made available through other legal means, including the use of fund balances and the authorized transfer of funds from reserve funds.**

**Interpretation**

I interpret this to mean that the administration will not manage the budget of the District in a manner that causes the depletion of fund balances and reserve funds to a greater degree than the parameters established in #5 of this delineation.

**Evidence of Compliance**

I certify that unreserved fund balances at fiscal year-end will be within the 3% to 7% target set by the Board.

This puts the District on track to finish the year within the established parameters, with fund balance as a percentage of the 2022-23 operating budget as follows:

Unreserved/Undesignated Fund Balance	\$21,891,830	(5.89%)
Restricted for Carryover of Food Service Revenue	\$ 500,000	(0.13%)
Emergency Board Reserve	\$ 1,000,000	(0.27%)
Reserved for Inventory/Pre-Paid	\$ 3,500,000	(0.94%)
Building Carryover	\$ 1,500,000	(0.40%)
Reserved for Uninsured Risks	\$ 500,000	(0.13%)
Reserved for Other Contingencies	\$ 500,000	(0.13%)
Reserve for Curriculum	\$ 1,000,000	(0.27%)
Reserve for Future Schools	\$ 6,000,000	(1.61%)
<u>Imprest Fund Reserve</u>	<u>\$ 108,170</u>	<u>(0.03%)</u>
 Total Fund Balance	 \$36,500,000	 (9.82%)

Note: All reservations of fund balance are evaluated on an ongoing basis, depending on financial volatility and District needs assessment. Equity reserves will be adjusted at fiscal year-end pursuant to the approved 2023-24 budget and final financial statement amounts.

**10. The Superintendent shall not incur obligations over a longer term than revenues can be safely projected or fail to establish provisions for modifying obligations in the event of revenue loss.**

**Interpretation**

I interpret this to mean that the administration will not recommend approval of contracts or other obligations that would draw the District's unrestricted undesignated fund balance below 3%.

**Evidence of Compliance**

I certify that all current obligations can be met within parameters of projected revenues.

***11. The Superintendent shall not permanently transfer unencumbered monies from one fund to another.***

**Interpretation**

The District budget is made up of five funds: General, Capital Projects, Debt Service, ASB, and Transportation. I interpret this to mean that, without Board action, the administration will not transfer money from one fund to another in an amount that exceeds the amount authorized in the annual budget.

**Evidence of Compliance**

I certify that the administration has not transferred unencumbered money from one fund to another that exceeds the amount authorized by the Board in the annual budget.

*Board Approval:*