



DEPARTMENT OF FINANCE

LISA LEWIS, DIRECTOR
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TO: Board Members
FROM: Lisa Lewis, Director of Finance *Lisa Lewis*
DATE: November 8, 2023
RE: Financial Report Summary

The following is a summary of the Financial Reports, which are included in the monthly board packet covering the period through October 2023.

Balance Sheets for All Funds-Attachment 1

The Balance Sheets reflect the financial position of the district. The district is sound financially. Each month the Balance Sheets are reviewed. Balance Sheets are used to balance the bank statements to cash. The far-right column is the Fund Balance.

- Fund 1 Balance Sheet summarizes all activity for the General Fund.
- Fund 2 Balance Sheet summarizes all activity for the Special Revenue Grants.
- Fund 310 Balance Sheet summarizes all activity for the Capital Outlay Fund. This is funded through SEEK and is used for debt service or future building projects.
- Fund 320 Balance Sheet summarizes all activity for the Building Fund. This is funded through FSPK and local tax payments. It is used for debt service or future building projects.
- Fund 360 Balance Sheet summarizes all activity for the Construction Fund. This is where we monitor each construction project by project number.
- Fund 400 is a fund is used for audit purposes to record all Debt Service.
- Fund 51 Balance Sheet summarizes all activity for Food Service.
- Fund 8 and Fund 81 are for audit purposes to track Fixed Assets.

Monthly Report-Attachment 2

The Monthly Report is a summary which categorizes revenue and expenses by Function Code. The Function Code is used to categorize by group. For example, all expenses related to Instruction are totaled by Function 1100. The monthly report is also separated by Fund as referenced above. The Function Codes are used by the auditors while I monitor expenses by each individual line item in the budget.

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AP Check Reconciliation Register-Attachment 3

This is a listing of all checks printed for this month shown by check number, vendor and amount.

Paid Warrant Report-Attachment 4

This is a detailed listing of all checks printed for this month shown by check number, vendor, amount, and general ledger account and description.

Let me know if you have any questions regarding the Monthly Reports.