

# The F-196 DocuSign Certification Process

## USER GUIDE



# The F-196 Certification Process

- When status is changed to “Ready for OSPI Review” the certification is ready for the electronic signature via DocuSign.
- There is a new role for those who can sign the certification page. An organization should have more than one person authorized to sign.
- The certification page will be visible to SD and ESD users who have that role.

# The F-196 Certification Process

- Email Notifications:
  - When status is changed to “Ready for OSPI Review” SD users with certify role will be notified.
  - ESD users with certify role will be notified when status is “Ready for OSPI Review” and SD had signed.
- District will sign the page before ESD.
- ESD signs then F-196 goes to OSPI
- Certification must start over every time financial statement status is changed (Return to ESD, Return to District)

# The F-196 Certification Process

- Signed certification page is frozen/locked when status is changed to "Accepted by OSPI."
- For any revisions to the F-196 a paper signed certification page will be submitted.

# The F-196 Certification Process

✓ Click on certification tab in the secondary navigation bar to begin the process, then click Begin Certification

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The page header includes the OSPI logo and "School Apportionment & Financial Services". The secondary navigation bar has tabs for "Select Org", "Enrollment", "F-195", "F-195F", "F-196", "F-197", "F-200", "F-203", "Personnel", "ALE", "Reports", "Info Center", and "Old". The "F-196" tab is selected. Below this, there is a "Certification" tab in the primary navigation bar, which is also selected. The main content area displays "Certification (F-196)" for "Aberdeen School District (14005)". It includes the text "Aberdeen School District (Annual Financial Statement)" and "To begin the certification process, click 'Begin Certification'". A green button labeled "Begin Certification" is visible. The footer contains "Privacy Policy Disclaimer" and "Customer Support: 1.800.725.4311 © Copyright 2019 - 2020".



# The F-196 Certification Process

✓ Authorized signer will then click start.

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196  
Adna School District No. 226  
E.S.D. 113  
F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis

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www.docusign.com  
RUN DATE: 10/21/2020  
RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: SubpartE.

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

Approved: \_\_\_\_\_ 10/21/2020  
School District Superintendent or Authorized Official Date

Reviewed: \_\_\_\_\_  
ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy Disclaimer  
Customer Support: 1.800.725.4311  
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# The F-196 Certification Process

✓ Authorized signer will then click on the box with sign and the arrow in the certification page

The screenshot shows a web browser window with the URL <https://safsedstst.ospi.k12.wa.us/SafsF196/Certifica>. The page title is "Aberdeen School District (Annual Financial Statement)". The main content area displays the following information:

DocuSign Envelope ID: 6C55D901-3B6D-4ACA-A798-73BBFBA094D0  
REPORT F196 Aberdeen School District No. 005  
E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 14 Grays Harbor

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www.docusign.com  
RUN DATE: 5/29/2020  
RUN TIME: 10:35:59 AM

The Annual Financial Statements (Report F-196) for Aberdeen School District of Grays Harbor County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

Approved:  \_\_\_\_\_ 5/29/2020  
School District Superintendent or Authorized Official Date

Reviewed: \_\_\_\_\_  
ESD Superintendent or Authorized Official Date

At the bottom of the page, there are links for "Debt Service", "Capital", "Transportation Vehicle", and "Permanent". The footer includes "Privacy Policy Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the time as 10:39 AM on 5/29/2020.

# The F-196 Certification Process

✓ "District Signer" is the default signature, the authorized signer will type in their name in the Full Name box and initials in the initials box.

✓ The script signature will appear in the preview box. If ok click on Adopt and Sign.

The screenshot shows a web browser window with the URL <https://safsedev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)". The main content area is a "DocuSign" interface for signing a document. A modal dialog box titled "Adopt Your Signature" is open, prompting the user to confirm their name, initials, and signature. The dialog contains the following fields and options:

- Confirm your name, initials, and signature.
- \* Required
- Full Name\*:
- Initials\*:
- SELECT STYLE (selected) | DRAW
- PREVIEW: A preview box showing a script signature "John Smith" and initials "JS" next to a DocuSign ID "EED4C3C24CB1450...". A "Change Style" link is visible.
- By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.
- Buttons: ADOPT AND SIGN (highlighted in yellow), CANCEL

The background document is a "REPORT F-196 SUMMARY" with a table of funding sources:

REPORT F-196 SUMMARY	General Fund	ASB Fund	Fund	Projects Fund	Fund	Fund	Total
Total Revenues and Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00

At the bottom of the page, there is a "Privacy Policy Disclaimer" link on the left and "Customer Support: 1.800.725.4311 @Copyright 2019 - 2020" on the right. The Windows taskbar at the bottom shows the time as 8:50 AM on 10/21/2020.

# The F-196 Certification Process

- ✓ Authorized signer signature will appear on the signature line, then click finish.
- ✓ This signature becomes the default signature. If you want to change the signer see slides 11-14

The screenshot shows a web browser window displaying the F-196 Certification Process. The browser address bar shows the URL: <https://safseedsdev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)".

The main content area displays a document titled "F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020" for Adna School District No. 226, E.S.D. 113, and County: 21 Lewis. The document includes a signature line for the School District Superintendent or Authorized Official, which has been signed by John Smith on 10/21/2020. A "Required - Signature Applied" label is visible above the signature.

At the bottom of the document, there is a table titled "REPORT F-196 SUMMARY" with the following data:

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

The interface also includes a "FINISH" button and "OTHER ACTIONS" dropdown menu. A footer contains "Privacy Policy Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020".

# The F-196 Certification Process

✓ To change the signature click on the script signature and select change

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196 Adna School District No. 226  
E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis

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www.docusign.com  
RUN DATE: 10/21/2020  
RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The school district statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

Approved: John Smith 10/21/2020  
Superintendent or Authorized Official Date

Reviewed: \_\_\_\_\_  
or Authorized Official Date

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy Disclaimer Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020

# The F-196 Certification Process

✓ To change the signature click add and a new signature box will appear.

The screenshot shows a web browser window with the URL <https://safsedev.ospi.k12.wa.us/Safsf196/Certific>. The page title is "Certification (F-196)". A modal dialog box titled "My Signatures and Initials" is open, displaying a list of signatures. The first entry is "John Smith" with a handwritten signature and initials "JS". Below the list are "ADOPT" and "CANCEL" buttons. The background page shows a document with a signature line for "Approved:" and a date of "10/21/2020". At the bottom of the page, there is a table with columns for "General Fund", "ASB Fund", "Debt Service Fund", "Capital Projects Fund", "Transportation Vehicle Fund", "Permanent Fund", and "Total".

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

# The F-196 Certification Process

- ✓ Type the new signer's name and initials in the boxes and then click adopt and sign.

The screenshot shows a web browser window with the URL <https://safsedev.ospi.k12.wa.us/SafsF196/Certific>. The browser title is "Certification (F-196)". The page content is partially obscured by a modal dialog box titled "Adopt Your Signature".

The dialog box contains the following elements:

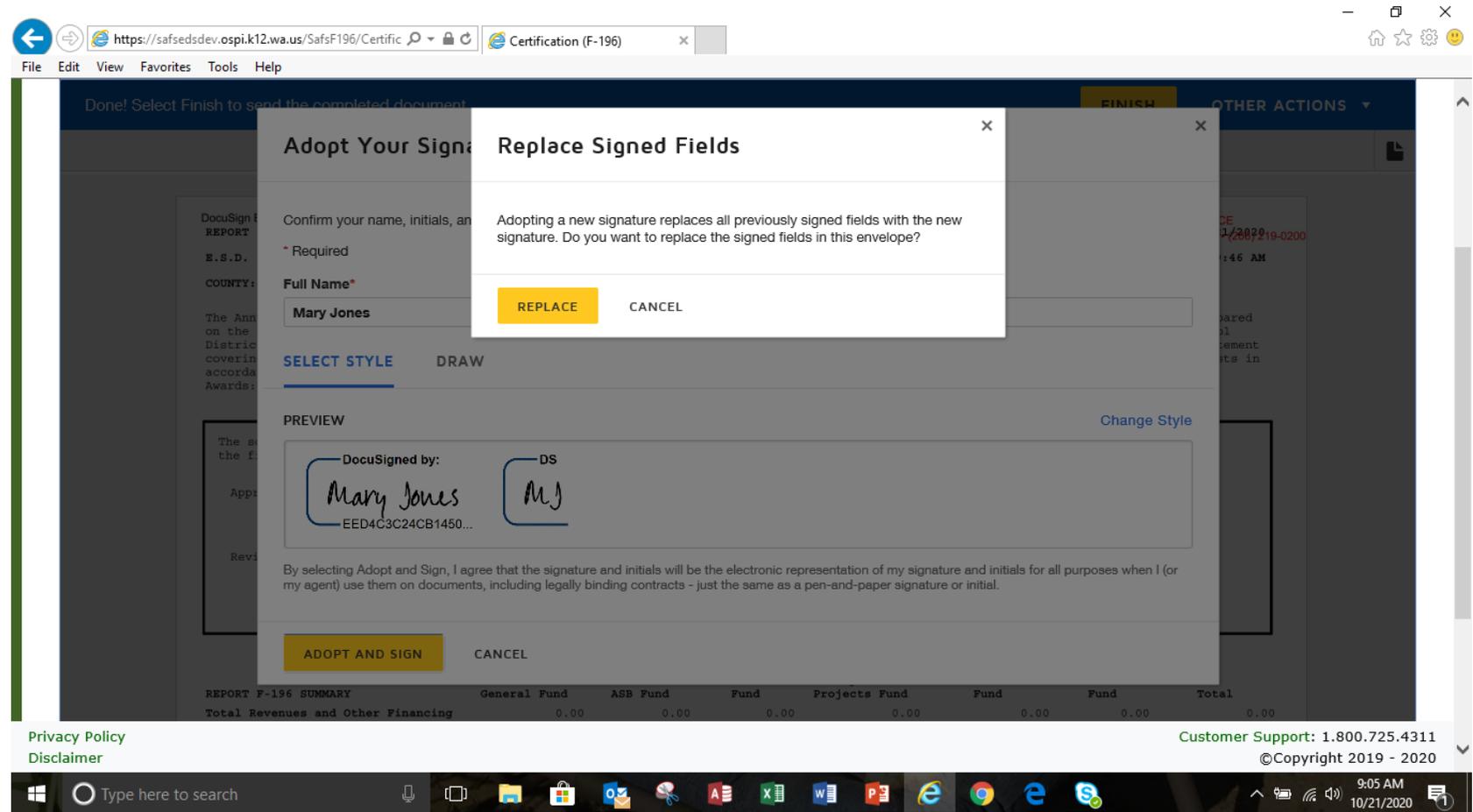
- Header: "Adopt Your Signature"
- Text: "Confirm your name, initials, and signature."
- Text: "\* Required"
- Form fields: "Full Name\*" with the value "Mary Jones" and "Initials\*" with the value "MJ".
- Buttons: "SELECT STYLE" (active) and "DRAW".
- Section: "PREVIEW" with a "Change Style" link.
- Preview area: Shows a signature "Mary Jones" with a DocuSigned ID "EED4C3C24CB1450..." and initials "MJ" with a DocuSigned ID "DS".
- Text: "By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial."
- Buttons: "ADOPT AND SIGN" (yellow) and "CANCEL".

The background page shows a "REPORT F-196 SUMMARY" table with columns for "General Fund", "ASB Fund", "Fund", "Projects Fund", "Fund", "Fund", and "Total". The "Total" column shows values of "0.00" for each of the six fund categories.

At the bottom of the browser window, there is a footer with "Privacy Policy Disclaimer" on the left, "Customer Support: 1.800.725.4311" and "©Copyright 2019 - 2020" on the right.

# The F-196 Certification Process

✓ To replace the original signature click on replace.



# The F-196 Certification Process

✓ The new signature will appear in the certification page. If everything is ok and ready to certify click on finish.

The screenshot shows a web browser window with the URL <https://safedsdev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)". The browser's address bar shows the URL and a search icon. The page content includes a blue header with the text "Done! Select Finish to send the completed document." and a yellow "FINISH" button. Below the header is a document form with the following information:

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196 Adna School District No. 226  
E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis

The Annual Financial Statements (Report F-196) for Adna School District of Lewis County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The school district statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

Approved: Mary Jones 10/21/2020  
School District Superintendent or Authorized Official Date

Reviewed: \_\_\_\_\_  
ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy  
Disclaimer

Customer Support: 1.800.725.4311  
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# The F-196 Certification Process

✓ The certification process is complete for the district, the ESD now will certify.

The screenshot shows a web browser window displaying the OSPI SAFS F-196 Certification process completion page. The browser address bar shows the URL: <https://safsedsdev.ospi.k12.wa.us/SafsF196/Certific>. The page header includes the OSPI logo and the text "Washington State Office of Superintendent of Public Instruction" and "School Apportionment & Financial Services". The main content area displays the following information:

- Select Org**: Enrollment, F-195, F-195F, **F-196**, F-197, F-200, F-203, Personnel, ALE, Reports, Info Center, Old
- List Statements**: View Data, Import Data, Run Edits, Update Status, Print Reports, **Certification**, Logout
- Certification (F-196)**: Adna School District (21226)
- Adna School District (Annual Financial Statement)**: Your certification has been updated with a status of Signed By District. [View Document](#)

The footer of the page includes "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the time as 9:10 AM on 10/21/2020.

# The F-196 Certification Process

ESD users will follow the same process as school districts.

The screenshot shows a web browser window with the URL <https://safsdev.ospi.k12.wa.us/SafsF196/Certific>. The page header includes the OSPI logo and the text "Washington State Office of Superintendent of Public Instruction" and "School Apportionment & Financial Services". The navigation menu includes "Select Org", "Enrollment", "F-195", "F-195F", "F-196", "F-197", "F-200", "F-203", "Personnel", "ALE", "Reports", "Info Center", and "Old". The "Certification" tab is selected. The main content area displays "Certification (F-196)" for "Capital Region ESD 113 (34801)". Below this, it says "Adna School District (Annual Financial Statement)" and "The document has been signed by the district." A green "Sign Document" button is visible. The footer contains "Privacy Policy", "Disclaimer", "Customer Support: 1.800.725.4311", and "©Copyright 2019 - 2020".

# The F-196 Certification Process

ESD users will click continue

Please review the documents below. [CONTINUE](#) [OTHER ACTIONS](#)

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

DocuSigned by:  
Approved: Mary Jones 10/21/2020  
School District Superintendent or Authorized Official Date

Reviewed: [Signature] 10/21/2020  
ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beginning Total Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Prior Year(s) Corrections or Restatements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Total Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Not Locked

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# The F-196 Certification Process

✓ Authorized signer will then click start.

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD

REPORT F196 Adna School District No. 226

E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020

COUNTY: 21 Lewis

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www.docusign.com

RUN DATE: 10/21/2020  
RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

DocuSigned by:  
Approved: Mary Jones 10/21/2020  
School District Superintendent or Authorized Official Date

Reviewed: [Sign] 10/21/2020  
ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy Disclaimer

Customer Support: 1.800.725.4311  
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# The F-196 Certification Process

✓ Authorized signer will then click on the box with sign and the arrow in the certification page

DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD  
REPORT F196 Adna School District No. 226  
E.S.D. 113 F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020  
COUNTY: 21 Lewis

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www.docuSign.com  
RUN DATE: 10/21/2020  
RUN TIME: 8:29:46 AM

The Annual Financial Statements (Report F-196) for Adna School District of Lewis County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

DocuSigned by:  
Approved: Maria Jones 10/21/2020  
Required - Sign Here School District Superintendent or Authorized Official Date  
Reviewed: [Signature] 10/21/2020  
ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Privacy Policy  
Disclaimer

Customer Support: 1.800.725.4311  
©Copyright 2019 - 2020

# The F-196 Certification Process

- ✓ Authorized signer will then click on the box with sign and the arrow in the certification page.
- ✓ The default signature needs to be changed. Click on the ESD signature and select change.

The screenshot shows a web browser window displaying the F-196 Certification page. The URL is <https://safseedsdev.ospi.k12.wa.us/SafsF196/Certific>. The page title is "Certification (F-196)".

Key information on the page includes:

- DocuSign Envelope ID: 4C76BE90-1E76-4243-BA2A-61A83DE89FAD
- REPORT F196
- Adna School District No. 226
- E.S.D. 113
- F-196 ANNUAL FINANCIAL STATEMENTS FOR FISCAL YEAR 2019-2020
- COUNTY: 21 Lewis
- DEMONSTRATION DOCUMENT ONLY
- PROVIDED BY DOCUSIGN ONLINE SIGNING SERVICE
- 999 3rd Ave, Suite 1700 • Seattle • Washington 98101-3200
- www.docusign.com
- RUN DATE: 10/21/2020
- RUN TIME: 8:29:46 AM

The main text describes the Annual Financial Statements (Report F-196) for Adna School District of Lewis County for the fiscal year ended August 31, 2020, prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The certification section states: "The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020".

Signatures and dates are provided:

- Approved: Mary Jones (Signature) / 10/21/2020 (Date)  
School District Superintendent or Authorized Official
- Reviewed: Hells World (Signature) / 10/21/2020 (Date)  
ESD Superintendent or Authorized Official

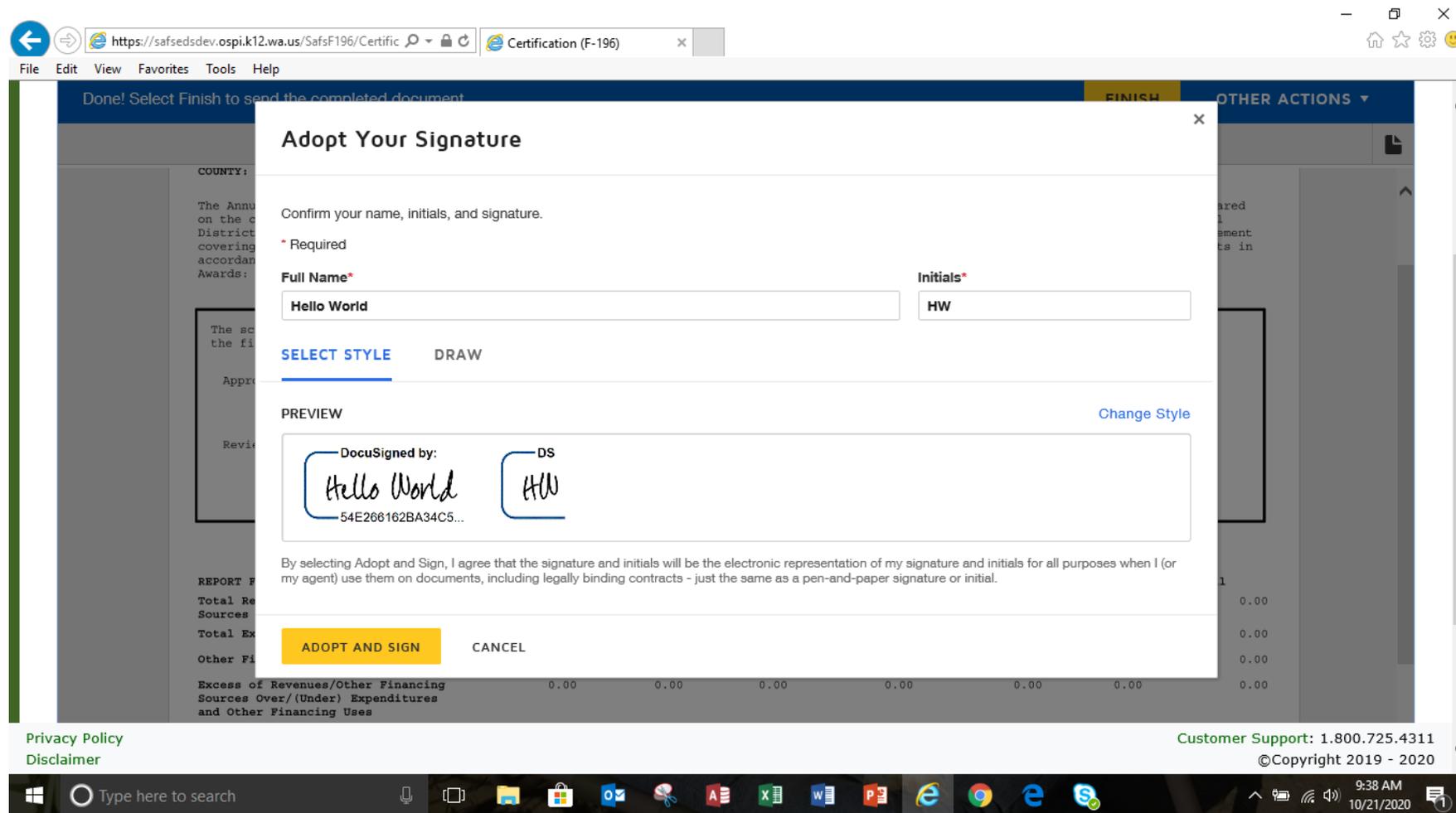
Below the signatures is a table titled "REPORT F-196 SUMMARY":

	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00

At the bottom of the page, there is a "Privacy Policy Disclaimer" link on the left and "Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020" on the right.

# The F-196 Certification Process

- ✓ The authorized signer will change the default signature. Click add in the dialog box and type the new signature and initials and script signature will appear in the preview box. If ok click on Adopt and Sign. See slides 11-14.



# The F-196 Certification Process

✓ The new signature will appear in the certification page. If everything is ok and ready to certify click on finish.

COUNTY: 21 Lewis

The Annual Financial Statements (Report F-196) for Adna School District of Lewis County for the fiscal year ended August 31, 2020, were prepared on the cash basis of accounting in accordance with the appropriate accounting principles as stated in the Accounting Manual for Public School Districts in the State of Washington. School was conducted for 180 days. (If school was operated fewer than 180 days, please include a statement covering the reasons and effort to make up days lost.) The indirect cost rate proposal has been reviewed and the data reflects allowable costs in accordance with federal requirements and 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: Subpart E.

The school district Annual Financial Statement has been reviewed and submitted to OSPI in accordance with WAC 392-117-035 for the fiscal year September 1, 2019-August 31, 2020

DocuSigned by:  
Approved: Mara Jones 10/21/2020  
Required - Signature Applied  
SCHOOL DISTRICT Superintendent or Authorized Official Date

DocuSigned by:  
Reviewed: Bob Jackson 10/21/2020  
ESD Superintendent or Authorized Official Date

REPORT F-196 SUMMARY	General Fund	ASB Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund	Permanent Fund	Total
Total Revenues and Other Financing Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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# The F-196 Certification Process

✓ The certification process is complete.

The screenshot shows a web browser window with the URL <https://safsedev.ospi.k12.wa.us/SafsF196/Certific>. The page header includes the OSPI logo and "School Apportionment & Financial Services". The navigation menu shows "F-196" selected. The main content area displays "Certification (F-196)" for "Capital Region ESD 113 (34801)". Below this, it says "Adna School District (Annual Financial Statement)" and "Your certification has been updated with a status of Complete." A green button labeled "View Document" is visible. The footer contains "Privacy Policy Disclaimer" and "Customer Support: 1.800.725.4311 ©Copyright 2019 - 2020". The Windows taskbar at the bottom shows the time as 9:47 AM on 10/21/2020.

# F-196 Certification Process

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