



**TRUE NORTH**  
CLASSICAL ACADEMY

# TRUE NORTH

[truenorthcharter.org](http://truenorthcharter.org)

## Board Meeting Minutes

Friday, July 31, 2015 ❖ 10:00am  
9393 Sunset Drive • Miami, FL 33173

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- I. Opening Session
  - A. Call to Order & Roll Call

**Meeting called to order at 10:07 by Luis Diaz.**

**Present:** Luis Diaz, Laura Walker, Ernie Rodriguez, Rudy Pages

**Absent:** Jeb Bush

**Others Present:** Marc Snyder, Mike Bileca, Curtis Fuller (Electronically)

- B. Agenda - Approval of Agenda

**Moved by Luis Diaz seconded by Ernie Rodriguez. Approved unanimously.**

- II. Reports
  - A. School Progress Report

Hiring - all staff have been hired as of yesterday. We hired the music and latin teacher yesterday. Few other people (i.e. cafeteria, morning care, etc.) need to be addressed. Mr. Snyder went through the basic qualifications of the staff and high caliber of staff they were able to find who matched with the school's mission.

The districts CRC approved the amendment to the contract to change the location to the Sunset Drive location.

Facility construction / improvements is well underway.

Enrollment is looking good, currently at 150 students, still working to confirm all of the acceptances. Still trying to fill 30-40 more spots. We most need 2nd and 3rd grades. Most of the people attending the open houses at this point at word-of-mouth contacts.

Discussion that it would help if Board members continued to spread information and trying to convince people to come to the school.

- B. Finance Report

Mr. Diaz walked through the profit and loss statement and balance sheet for the school.

Most of the expenditures to date are capital in nature. The expenses have been start up and revenue have begun.

At this point the foundation has completely funded the school based on the loan agreed to at the last board meeting.

Discussion of when the payments from the district will come, and the contract was discussed and that we can expect the first payment to come around August 15.

III. Consent Agenda

- A. Approve Minutes from July 2, 2015
- B. Ratify Facilities Lease

Brief discussion regarding the lease, and that the lease mostly aligned with the letter of intent. Explained the purpose behind the pre-paid lease, the equipment purchase, etc. Explained that our attorney created the lease as a starting point. It was a fair lease on both sides.

At the last board meeting there was a discussion of the enrollment numbers on the charter contract, and that was resolved, as we did not have the most recent version of the contract, the approved version had the higher enrollment numbers.

The CRC meeting and district security checks have gone smoothly. Civica's involvement has been essential with getting the details to the district and all of the facilities municipal improvements.

Regarding the previous location on 104th Street, the pastor was understanding and still is looking forward to future activity and working together in the future with other projects.

C. Ratify Transportation Contract

Explained that the RFP process was followed for the transportation contract and where we currently stand on completing the process for arranging the transportation services.

D. Ratify Food Services Contract

Discussed that the service provider was selected because the sponsor uses the company.

**Approved with the approval of the agenda, no items were removed from the consent agenda.**

IV. Board Discussion / Actions

A. Election of Board Secretary

**Moved by Laura Walker to nominate Rudy Pages as the secretary. Seconded by Ernie Rodriguez. Approved unanimously.**

B. Budget Revisions

Mr. Fuller explained the budget changes that were highlighted in the board packet. Discussion around the CSP grant and that the school can start submitting reimbursement requests, and that Mr. Fuller would start working on those next week for submission.

**Moved by Luis Diaz to approve the budget changes provided in the Board packet. Seconded by Rudy Pages. Approved Unanimously.**

C. Policy Updates

1. 7.1.3 - Purchasing
2. 7.2.8.2 - Prohibition from Reconciliation
3. 7.2.13 - Bank Account Reconciliations

Mr. Fuller explained why the policy changes were necessary and that the state's grant office have reviewed the proposed changes.

**Moved by Luis Diaz to update the policy manual as identified in the board packet. Seconded by Laura Walker. Approved unanimously.**

V. Next Steps

The next meeting was scheduled for August 21, but Hillsdale College will be coming to do a presentation at that time. The Board decided to reschedule the Board Meeting to Friday, August 28 at 10:00am to avoid interrupting the training.

Praise to Mr. Snyder for his efforts thus far in hitting the ground running to get everything together for the school so quickly.

VI. Adjournment

Meeting adjourned by Luis Diaz at 11:04am.



# TRUE NORTH CLASSICAL ACADEMY

## School Progress Report

### Hiring

- All classroom teachers have been hired:
  - Teryliz Aguirre
  - Joyce Arrano
  - Allison Bileca
  - Jeanette Fernandez
  - Jeanine Finlay
  - Marissa Gracia
  - Michael Hernandez
  - Ana Jimenez
  - Jodele Rivera
  - Sherry Spencer
  - Belkys Rubio
  - Beatriz Roca
- Two positions remain open: Music Teacher, Latin Teacher

### Facilities

### Enrollment

- As of 7/27 we have 150 students who have applied to the school. There were an additional 11 students who have since withdrawn, and 10 whom we are unable to place due to either being too young or not yet being able to confirm their grade levels.

Grade	Applied	Accepted	Withdrew	Still Need
Kindergarten	3	32	5	1
First Grade	3	22	4	11
Second Grade	1	15	2	20
Third Grade	3	23		10
Fourth Grade	4	12		6
Fifth Grade	2	20		0
<b>Totals</b>	<b>21</b>	<b>124</b>	<b>11</b>	<b>43</b>

True North Classical Academy  
**Profit & Loss**  
November 1, 2014 through July 28, 2015

Nov 1, '14 - Jul 28, 15

Expense

110-E - Expenditures

5100000 - Instruction

5100520 - Textbooks 7,196.40

5100730 - Dues and Subscriptions 855.00

Total 5100000 - Instruction 8,051.40

5600000 - Classroom Costs

5600550 - Software 6,689.00

Total 5600000 - Classroom Costs 6,689.00

6300000 - Instruction & Curriculum Develo

6300390 - Purchased Services-Students 350.00

Total 6300000 - Instruction & Curriculum Develo 350.00

7100000 - Board Expenses

7100310 - Professional and Technical Serv 500.00

Total 7100000 - Board Expenses 500.00

7300000 - School Administration

7300110 - Adminstrative Salary 4,479.16

7300220 - Social Security Admin 277.71

7300230 - Group Insurance Admin 1,250.00

7300250 - Unemployment Comp Admin 6.35

7300260 - Medicare Admin 64.95

7300311 - Legal 17,496.55

7300330 - Travel Costs 7,508.84

7300391 - Advertising 15,216.51

7300392 - Printing 85.41

7300394 - Public Relations 79.62

7300510 - Office Supplies 174.45

7300590 - Other Materials and Supplies 518.12

7300781 - Bank Fees 94.10

Total 7300000 - School Administration 47,251.77

7400000 - Facility and Acquisition

7400360 - Rent 17,675.00

Total 7400000 - Facility and Acquisition 17,675.00

7500000 - Fiscal Services

7500310 - Professional & Technical Servic 69,485.97

Total 7500000 - Fiscal Services 69,485.97

7900000 - Operations of the Plant

7900310 - Operating Prof and Tech 7,500.00

**True North Classical Academy**  
**Profit & Loss**  
**November 1, 2014 through July 28, 2015**

	<u>Nov 1, '14 - Jul 28, 15</u>
7900350 · Repairs and Maintenance	26,801.00
7900390 · Purchased Services	296.94
<b>Total 7900000 · Operations of the Plant</b>	<b><u>34,597.94</u></b>
Total 110-E · Expenditures	184,601.08
421-E · Federal Grant Expenses	
510000T · Instruction	
510-520 · Grant Textbooks	2,340.87
<b>Total 510000T · Instruction</b>	<b><u>2,340.87</u></b>
6400000 · Instructional Staffing Services	5,275.00
<b>Total 421-E · Federal Grant Expenses</b>	<b><u>7,615.87</u></b>
<b>Total Expense</b>	<b><u>192,216.95</u></b>
<b>Net Income</b>	<b><u><u>-192,216.95</u></u></b>

True North Classical Academy

Balance Sheet

As of July 28, 2015

Jul 28, 15

ASSETS

Current Assets

Checking/Savings

1110 - PNC Operating 1215659835 156,713.52

Total Checking/Savings 156,713.52

Total Current Assets 156,713.52

Fixed Assets

1500000 - Furniture and Equipment 128,893.09

1700000 - Textbooks 1,516.73

Total Fixed Assets 130,409.82

Other Assets

1300000 - Improvements to Property 94,592.09

1900000 - Prepaid Expenses 49,993.33

Total Other Assets 144,585.42

TOTAL ASSETS 431,708.76

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 - Accounts Payable 28,425.71

Total Accounts Payable 28,425.71

Other Current Liabilities

2243 - Loan ATG 45,500.00

Total Other Current Liabilities 45,500.00

Total Current Liabilities 73,925.71

Long Term Liabilities

2244 - Note Pay Excellence Institute 550,000.00

Total Long Term Liabilities 550,000.00

Total Liabilities 623,925.71

Equity

32000 - Unrestricted Net Assets -116,629.00

Net Income -75,587.95

Total Equity -192,216.95

TOTAL LIABILITIES & EQUITY 431,708.76



# TRUE NORTH CLASSICAL ACADEMY

## Summary of Budget Changes

<b><u>Former Budget Decisions</u></b>	<b><u>Updated Budget Decisions</u></b>
Were assuming 3% increase from 14-15	Updated revenue based on state budget
170 Students Year 1	188 Students Year 1 (Adding 3rd grade)
PE Teacher: 0.8 FTE	Increased PE Teacher to full time
Reading Teacher: 0.4 FTE Gifted Teacher: 0.5 FTE	Combined Reading Specialist and Gifted position into one person at full time
Spanish Teacher: 0.1 FTE	Increased Spanish to 15 hours per week, or 0.375 FTE
Average teacher salary: \$41,512	Average salary of hired teachers: \$48,454 Average salary of future teachers: \$42,000
No lunch staff included	Added a cafeteria person at \$10/hr for 3.5 hours per day.
One bus per day at \$225	One bus per day at \$185
Leasehold Improvements: \$60,000	Increased Leasehold Improvements to \$150,000
Reserve/Contingency fund was 3%, 2.5%, 2.5%, 4%, 4% (per year)	Revised it to be 2% consistently each year
Only the \$175,000 CSP Grant is included Y1	Included an additional \$165,000 in grant funds for Y1. If additional funds are not available, additional funds will be requested from the Dennis Bileca Character and Excellence Institute.



# True North Academy's Five Year Budget Projections

## Complete Budget - Miami-Dade County

	Year 1	Year 2	Year 3	Year 4	Year 5
Maximum Students	188	348	414	502	546
Budgetted Students	182	336	400	486	528

### Income Estimates

Func	Obj	Description	Planning Year	Year 1	Year 2	Year 3	Year 4	Year 5
<b>FEFP Calculations</b>								
	3310	FEFP - Base Funding		\$ 846,710	\$ 1,564,584	\$ 1,873,569	\$ 2,291,017	\$ 2,518,491
	3310	FEFP - ESE Gurantee		\$ 43,840	\$ 71,600	\$ 86,000	\$ 102,800	\$ 111,200
	3310	FEFP - Supplemental Academic Instruction		\$ 60,882	\$ 114,084	\$ 137,851	\$ 170,001	\$ 187,463
	3310	FEFP - Digital Classroom Allocation		\$ 2,901	\$ 5,436	\$ 6,568	\$ 8,100	\$ 8,932
	3310	FEFP - Safe Schools Allocations		\$ 5,133	\$ 9,618	\$ 11,622	\$ 14,333	\$ 15,805
	3310	FEFP - Instructional Materials Allocation		\$ 13,540	\$ 25,372	\$ 30,658	\$ 37,808	\$ 41,692
	3310	FEFP - Discretionary Local Effort		\$ 86,628	\$ 160,075	\$ 191,688	\$ 234,398	\$ 257,672
	3310	FEFP - Discretionary Lottery		\$ 673	\$ 1,243	\$ 1,489	\$ 1,821	\$ 2,001
	3310	FEFP - Class Size Reductions		\$ 249,371	\$ 400,173	\$ 466,219	\$ 555,107	\$ 604,028
	3492	Transportation (All Riders)		\$ 19,195	\$ 21,254	\$ 43,146	\$ 43,793	\$ 44,450
<b>Other Income</b>								
	3261	School Lunch Reimbursements	\$ -	\$ 30,600	\$ 60,066	\$ 71,118	\$ 86,004	\$ 93,294
	3299	Misc. Federal through State	\$ -	\$ 175,000	\$ 200,000	\$ -	\$ -	\$ -
	3397	Capital Outlay Funds	\$ -	\$ -	\$ -	\$ -	\$ 86,187	\$ 79,732
	3440	Gifts, Grants and Bequests	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ -
	3451	School Lunch Collections	\$ -	\$ 10,872	\$ 20,034	\$ 24,282	\$ 29,196	\$ 31,806
	3720	Financing / Loan Proceeds	\$ 100,000	\$ 425,000	\$ -	\$ -	\$ -	\$ -
		<b>Total Income</b>	<b>\$ 100,000</b>	<b>\$ 2,135,346</b>	<b>\$ 2,653,539</b>	<b>\$ 2,944,211</b>	<b>\$ 3,660,565</b>	<b>\$ 3,996,566</b>

### Expense Estimates

<b>Function 5100 - Basic Instruction</b>								
Func	Obj	Description	Planning Year	Year 1	Year 2	Year 3	Year 4	Year 5
5100	120	Classroom Teacher Salaries	\$ -	\$ 483,945	\$ 840,770	\$ 996,171	\$ 1,217,530	\$ 1,338,321
5100	130	Other Certified Staff Member	\$ -	\$ 134,252	\$ 156,261	\$ 162,932	\$ 165,376	\$ 167,857
5100	140	Substitute Teachers	\$ -	\$ 10,598	\$ 16,839	\$ 19,287	\$ 22,671	\$ 24,327
5100	160	Other Support Personnel	\$ -	\$ 6,800	\$ 13,804	\$ 14,011	\$ 42,664	\$ 57,738
5100	210	Retirement	\$ -	\$ 22,871	\$ 38,061	\$ 43,838	\$ 54,751	\$ 60,224
5100	220	FICA	\$ -	\$ 47,812	\$ 77,329	\$ 89,743	\$ 109,056	\$ 119,640
5100	240	Worker's Compensation	\$ -	\$ 7,812	\$ 12,635	\$ 14,664	\$ 17,820	\$ 19,549

5100	250	Unemployment Compensation	\$ -	\$ 3,640	\$ 5,616	\$ 6,264	\$ 7,776	\$ 8,424
5100	290	Other Employee Benefits	\$ -	\$ 42,474	\$ 70,685	\$ 81,414	\$ 101,680	\$ 111,844
5100	510	Supplies	\$ -	\$ 10,920	\$ 10,080	\$ 12,240	\$ 15,168	\$ 16,812
5100	520	Textbooks	\$ -	\$ 138,105	\$ 71,024	\$ 26,883	\$ 23,319	\$ 13,340
5100	621	AV Materials-Capitalized	\$ -	\$ 9,000	\$ 14,544	\$ 5,509	\$ 7,418	\$ 3,746
5100	641	Furniture, Fixtures-Capitalized	\$ -	\$ 15,340	\$ 22,800	\$ 8,550	\$ 11,400	\$ 5,700
5100	643	Computer Hardware-Capitalized	\$ -	\$ 17,500	\$ 17,500	\$ 25,900	\$ 33,250	\$ 33,250
5100	730	Dues and Fees	\$ -	\$ 91	\$ 171	\$ 208	\$ 258	\$ 285
5100	750	Other Personnel Services	\$ -	\$ 12,500	\$ 20,217	\$ 23,462	\$ 28,511	\$ 31,278
<b>5100 Sub Total</b>			<b>\$ -</b>	<b>\$ 963,660</b>	<b>\$ 1,388,338</b>	<b>\$ 1,531,076</b>	<b>\$ 1,858,649</b>	<b>\$ 2,012,335</b>

<b>Function 5200 - Exceptional Education</b>								
5200	130	Other Certified Staff Member	\$ -	\$ 55,900	\$ 89,929	\$ 110,852	\$ 130,082	\$ 140,949
5200	140	Substitute Teachers	\$ -	\$ 958	\$ 1,519	\$ 1,845	\$ 2,133	\$ 2,277
5200	210	Retirement	\$ -	\$ 2,029	\$ 3,223	\$ 3,915	\$ 4,596	\$ 4,945
5200	220	FICA	\$ -	\$ 4,276	\$ 6,880	\$ 8,480	\$ 9,951	\$ 10,783
5200	240	Worker's Compensation	\$ -	\$ 699	\$ 1,124	\$ 1,386	\$ 1,626	\$ 1,762
5200	250	Unemployment Compensation	\$ -	\$ 432	\$ 648	\$ 648	\$ 864	\$ 864
5200	290	Other Employee Benefits	\$ -	\$ 3,769	\$ 5,986	\$ 7,272	\$ 8,536	\$ 9,184
5200	310	Professional and Technical Services	\$ -	\$ 7,020	\$ 11,817	\$ 14,323	\$ 16,876	\$ 19,480
5200	510	Supplies	\$ -	\$ 910	\$ 5,376	\$ 6,800	\$ 8,748	\$ 10,032
5200	750	Other Personnel Services	\$ -	\$ 1,118	\$ 1,799	\$ 2,217	\$ 2,602	\$ 2,819
<b>5200 Sub Total</b>			<b>\$ -</b>	<b>\$ 77,111</b>	<b>\$ 128,300</b>	<b>\$ 157,738</b>	<b>\$ 186,014</b>	<b>\$ 203,094</b>

<b>Function 6100 - Pupil Services</b>								
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<b>Function 6200 - Instructional Media Services</b>								
6200	510	Supplies	\$ -	\$ 819	\$ 1,542	\$ 1,872	\$ 2,323	\$ 2,571
<b>6200 Sub Total</b>			<b>\$ -</b>	<b>\$ 819</b>	<b>\$ 1,542</b>	<b>\$ 1,872</b>	<b>\$ 2,323</b>	<b>\$ 2,571</b>

<b>Function 6300 - Instructional/Curriculum Development</b>								
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<b>Function 6400 - Instructional Staff Training</b>								
6400	140	Substitute Teachers	\$ -	\$ 350	\$ 357	\$ 364	\$ 371	\$ 379
6400	310	Professional and Technical Services	\$ -	\$ 12,000	\$ 12,240	\$ 12,485	\$ 12,734	\$ 12,989
6400	330	Travel	\$ -	\$ 1,000	\$ 714	\$ 728	\$ 743	\$ 758
6400	510	Supplies	\$ -	\$ 500	\$ 510	\$ 520	\$ 531	\$ 541
<b>6400 Sub Total</b>			<b>\$ -</b>	<b>\$ 13,850</b>	<b>\$ 13,821</b>	<b>\$ 14,097</b>	<b>\$ 14,379</b>	<b>\$ 14,667</b>

<b>Function 6500 - Instructional-Related Technology</b>								
6500	310	Professional and Technical Services	\$ -	\$ 10,000	\$ 10,200	\$ 10,404	\$ 10,612	\$ 10,824
<b>6500 Sub Total</b>			<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,200</b>	<b>\$ 10,404</b>	<b>\$ 10,612</b>	<b>\$ 10,824</b>

<b>Function 7100 - Board</b>								
7100	310	Professional and Technical Services	\$ 42,202	\$ 3,000	\$ 5,500	\$ 5,500	\$ 6,500	\$ 6,500
7100	320	Insurance and Bond Premiums	\$ 635	\$ 5,460	\$ 10,282	\$ 12,485	\$ 15,472	\$ 17,146
<b>7100 Sub Total</b>			<b>\$ 42,837</b>	<b>\$ 8,460</b>	<b>\$ 15,782</b>	<b>\$ 17,985</b>	<b>\$ 21,972</b>	<b>\$ 23,646</b>

<b>Function 7200 - General / District Administration</b>								
7200	730	Dues and Fees	\$ -	\$ 66,444	\$ 88,298	\$ 89,025	\$ 88,971	\$ 89,766
		<b>7200 Sub Total</b>	<b>\$ -</b>	<b>\$ 66,444</b>	<b>\$ 88,298</b>	<b>\$ 89,025</b>	<b>\$ 88,971</b>	<b>\$ 89,766</b>
<b>Function 7300 - School Administration</b>								
7300	110	Administrator Salaries	\$ -	\$ 112,875	\$ 114,568	\$ 183,251	\$ 186,000	\$ 188,790
7300	160	Other Support Personnel	\$ -	\$ 31,200	\$ 41,899	\$ 52,912	\$ 53,706	\$ 54,512
7300	210	Retirement	\$ -	\$ 3,739	\$ 4,508	\$ 7,113	\$ 7,138	\$ 7,163
7300	220	FICA	\$ -	\$ 11,022	\$ 11,970	\$ 18,067	\$ 18,338	\$ 18,613
7300	240	Worker's Compensation	\$ -	\$ 1,801	\$ 1,956	\$ 2,952	\$ 2,996	\$ 3,041
7300	250	Unemployment Compensation	\$ -	\$ 432	\$ 648	\$ 864	\$ 864	\$ 864
7300	290	Other Employee Benefits	\$ -	\$ 6,943	\$ 8,372	\$ 13,210	\$ 13,256	\$ 13,303
7300	310	Professional and Technical Services	\$ -	\$ 546	\$ 1,028	\$ 1,248	\$ 1,545	\$ 1,716
7300	360	Rentals	\$ -	\$ 3,640	\$ 7,392	\$ 8,800	\$ 11,178	\$ 12,144
7300	370	Communications	\$ -	\$ 21,320	\$ 12,486	\$ 3,016	\$ 3,737	\$ 4,145
7300	390	Other Purchased Services	\$ -	\$ 1,820	\$ 3,427	\$ 4,160	\$ 5,156	\$ 5,713
7300	510	Supplies	\$ -	\$ 4,004	\$ 7,540	\$ 9,156	\$ 11,348	\$ 12,572
7300	641	Furniture, Fixtures-Capitalized	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
7300	643	Computer Hardware-Capitalized	\$ -	\$ 2,000	\$ 750	\$ 750	\$ 750	\$ -
7300	644	Computer Hardware (Non Capitalized)	\$ -	\$ 728	\$ 1,371	\$ 1,664	\$ 2,061	\$ 2,286
7300	690	Computer Software	\$ -	\$ 8,000	\$ 8,160	\$ 8,323	\$ 8,490	\$ 8,659
7300	730	Dues and Fees	\$ -	\$ 728	\$ 1,371	\$ 1,664	\$ 2,061	\$ 2,286
7300	750	Other Personnel Services	\$ -	\$ 2,882	\$ 3,129	\$ 4,723	\$ 4,794	\$ 4,866
		<b>7300 Sub Total</b>	<b>\$ -</b>	<b>\$ 213,678</b>	<b>\$ 231,575</b>	<b>\$ 322,874</b>	<b>\$ 334,418</b>	<b>\$ 341,673</b>
<b>Function 7500 - Fiscal Services</b>								
7500	310	Professional and Technical Services	\$ -	\$ 25,700	\$ 41,325	\$ 51,957	\$ 61,655	\$ 66,521
7500	720	Interest Payment / Debt Service	\$ -	\$ 15,750	\$ 15,750	\$ 15,750	\$ 274,371	\$ 274,371
		<b>7500 Sub Total</b>	<b>\$ -</b>	<b>\$ 41,450</b>	<b>\$ 57,075</b>	<b>\$ 67,707</b>	<b>\$ 336,026</b>	<b>\$ 340,892</b>
<b>Function 7600 - Food Services</b>								
7600	160	Other Support Personnel	\$ -	\$ 6,475	\$ 6,572	\$ 6,671	\$ 6,771	\$ 6,872
7600	220	FICA	\$ -	\$ 495	\$ 503	\$ 510	\$ 518	\$ 526
7600	240	Worker's Compensation	\$ -	\$ 81	\$ 82	\$ 83	\$ 85	\$ 86
7600	250	Unemployment Compensation	\$ -	\$ 175	\$ 177	\$ 180	\$ 183	\$ 186
7600	510	Supplies	\$ -	\$ 2,000	\$ -	\$ -	\$ 3,000	\$ -
7600	570	Food	\$ -	\$ 41,472	\$ 80,100	\$ 95,400	\$ 115,200	\$ 125,100
7600	750	Other Personnel Services	\$ -	\$ 130	\$ 131	\$ 133	\$ 135	\$ 137
		<b>7600 Sub Total</b>	<b>\$ -</b>	<b>\$ 50,828</b>	<b>\$ 87,566</b>	<b>\$ 102,978</b>	<b>\$ 125,892</b>	<b>\$ 132,907</b>
<b>Function 7800 - Pupil Transportation</b>								
7800	390	Other Purchased Services	\$ -	\$ 33,300	\$ 33,966	\$ 69,291	\$ 70,676	\$ 72,090
		<b>7800 Sub Total</b>	<b>\$ -</b>	<b>\$ 33,300</b>	<b>\$ 33,966</b>	<b>\$ 69,291</b>	<b>\$ 70,676</b>	<b>\$ 72,090</b>
<b>Function 7900 - Operation of Plant</b>								

7900	160	Other Support Personnel	\$ -	\$ 11,440	\$ 11,612	\$ 32,380	\$ 41,806	\$ 51,508
7900	210	Retirement	\$ -	\$ 763	\$ 764	\$ 2,957	\$ 4,388	\$ 5,821
7900	220	FICA	\$ -	\$ 875	\$ 888	\$ 2,477	\$ 3,198	\$ 3,940
7900	240	Worker's Compensation	\$ -	\$ 143	\$ 145	\$ 405	\$ 523	\$ 644
7900	250	Unemployment Compensation	\$ -	\$ 216	\$ 216	\$ 432	\$ 648	\$ 864
7900	290	Other Employee Benefits	\$ -	\$ 1,416	\$ 1,418	\$ 5,491	\$ 8,148	\$ 10,810
7900	310	Professional and Technical Services	\$ 3,421	\$ -	\$ -	\$ -	\$ -	\$ -
7900	320	Insurance and Bond Premiums	\$ -	\$ 10,247	\$ 10,451	\$ 10,660	\$ 10,874	\$ 11,091
7900	350	Repairs and Maintenance	\$ 14,706	\$ 2,500	\$ 2,575	\$ 2,652	\$ 2,732	\$ 2,814
7900	360	Rentals	\$ -	\$ 276,000	\$ 358,400	\$ 331,200	\$ 401,600	\$ 436,800
7900	370	Communications	\$ -	\$ 2,184	\$ 4,113	\$ 4,992	\$ 6,187	\$ 6,859
7900	380	Public Utilities	\$ -	\$ 2,184	\$ 4,153	\$ 5,092	\$ 6,373	\$ 7,131
7900	390	Other Purchased Services	\$ -	\$ 39,755	\$ 41,065	\$ 6,564	\$ 6,977	\$ 7,273
7900	430	Electricity	\$ -	\$ 25,047	\$ 25,548	\$ 26,059	\$ 26,580	\$ 27,112
7900	510	Supplies	\$ -	\$ 3,640	\$ 7,392	\$ 9,064	\$ 11,343	\$ 12,693
7900	641	Furniture, Fixtures-Capitalized	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -
7900	680	Remodeling/Renovations	\$ -	\$ 150,000	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306
7900	750	Other Personnel Services	\$ -	\$ 229	\$ 232	\$ 648	\$ 836	\$ 1,030
<b>7900 Sub Total</b>			<b>\$ 18,127</b>	<b>\$ 626,638</b>	<b>\$ 473,972</b>	<b>\$ 446,173</b>	<b>\$ 537,414</b>	<b>\$ 591,696</b>

**Function 9100 - Community Service**

	Reserve Fund	\$ -	\$ 26,577	\$ 47,469	\$ 56,976	\$ 69,184	\$ 75,835
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<b>Total Expenses</b>	<b>\$ 60,964</b>	<b>\$ 2,132,815</b>	<b>\$ 2,577,903</b>	<b>\$ 2,888,196</b>	<b>\$ 3,656,531</b>	<b>\$ 3,911,997</b>
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<b>Total Income</b>	<b>\$ 100,000</b>	<b>\$ 2,135,346</b>	<b>\$ 2,653,539</b>	<b>\$ 2,944,211</b>	<b>\$ 3,660,565</b>	<b>\$ 3,996,566</b>
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<b>Net Revenue</b>	<b>\$ 39,036</b>	<b>\$ 2,530</b>	<b>\$ 75,636</b>	<b>\$ 56,015</b>	<b>\$ 4,034</b>	<b>\$ 84,570</b>
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<b>Cash On Hand</b>	<b>\$ 39,036</b>	<b>\$ 41,566</b>	<b>\$ 117,202</b>	<b>\$ 173,217</b>	<b>\$ 177,251</b>	<b>\$ 261,821</b>
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The clerical support staff will maintain an inventory of basic office supplies used. Request for supplies should be submitted to the office manager for approval through the Principal.

### **(7.1.3)**

#### **Purchasing**

All office equipment and supplies must be ordered through the Principal or designee. Once a purchase has been approved, the requisite documentation required by specific grantors and/or the bookkeeper will be prepared and executed by the Principal or designee. Any purchase over \$500 will include written / printed documents indicating price estimates or quotes from at least three (3) different vendors. This documentation will include a written notation explaining the reason for vendor selection. If the purchase is through a district approved vendor selected through the district's comparison process, the district quote will suffice. If the item being purchased is only available from a single vendor (i.e. specific textbooks), written justification for the sole-source procurement must be maintained. This documentation will be maintained in a secure file for review when needed.

Purchase orders will include

- Date
- Purchase order numbers
- Vendor Name
- Vendor Telephone Number
- General Description
- Amount (Estimated)
- Preparer's Signature and Date

### **(7.1.4)**

#### **Contracts**

A limited number of employees and board officers will be authorized to sign contracts, and there shall be no fewer than two individuals at all times. This policy applies to all regular contracts on behalf of the school.

#### **(7.1.4.1)**

##### **Authorized Signers**

The Board of Directors shall provide authorization to individuals to be able to sign contracts on behalf of the school. Such approvals will be documented in the meeting minutes. Any person who is no longer entitled to approve contracts on behalf of the school will be notified in writing.

#### **(7.1.4.2)**

##### **Signature Levels Required.**

All contracts will require two signatures, the school principal and one designee contingent that contracts are within the approved budget line items. Contracts outside of budget line items must have board approval or have a board resolution with an updated budget affecting line items.

Office Equipment and Computers	Five Years	Straight Line
Furniture and Line Machinery	Seven Years	Straight Line
Leasehold Improvements	Remaining Life Of Lease Term, Including Option Renewals	Straight Line
Buildings	Thirty Years	Straight Line

The lowest life permitted by tax regulations for asset classes should be selected to optimize depreciation deductions.

## **(7.2.7) Check Requests**

To ensure efficient processing and record keeping. All manual check requests will be prepared on a written check request form.

### **(7.2.7.1) Origination**

Whenever an employee requires a manual check to be issued, such as picking up items or for cash on delivery items, a Check Request form should be completed with all pertinent information and receive appropriate approval.

### **(7.2.7.2) Processing**

The completed Check Request Form should then be forwarded to the bookkeeper for check preparation and signature by the authorized check signers. If a check is to be mailed directly to the vendor, any applicable documentation, such as order forms, etc., should be attached to the form.

## **(7.2.8) Check Signing Authority**

A limited number of employees and board officers will be authorized to sign checks, and there shall be no fewer than three individuals at all times.

### **(7.2.8.1) Authorized Check Signers**

Authorized check signers must be approved in writing and require Governing Board authorization. The Principal will have check signing authority. Additional individuals with or without dollar limitations may be authorized as necessary.

The Chairman may revoke check-signing authority. Any person who is no longer entitled to sign charter school checks will be notified in writing. The Treasurer will oversee the proper notification of the charter school's financial institutions whenever authorized signature changes are made.

### **(7.2.8.2) Prohibition from Reconciliation**

Individuals who are authorized check signers on any school bank account shall not be permitted to conduct the monthly back reconciliation.

### **(7.2.8.23) Approval for payments**

## **(7.2.13) Bank Account Reconciliations**

Monthly reconciliations of all bank accounts held by the organization shall be completed by an individual who does not have check signing authority or money handling ability within the organization. The reconciliation will indicate the balance shown on the bank / financial institution statement and work to the corrected balance equal to the number currently indicated on the general ledger. The following procedures will be used to complete this process:

### **(7.2.13.1) Reconciliation Process:**

- Upon receipt of the monthly bank/financial institution statement including cleared checks, deposit slips and any other transaction notifications, the monthly bank/financial institution reconciliation will be prepared by the accountant, bookkeeper or designee.
- The accountant, bookkeeper or designee shall utilize the reconciliation component of the accounting software to designate which transactions have and have not cleared the bank.
- Any discrepancies between these two balances will require research by the accountant, bookkeeper, or designee to determine the cause, such as recording errors, omissions, mispostings, etc. This can also include recalculation of the bank / financial institution statement for any possible errors made by the bank / financial institution.
- Any book reconciling items such as interest, bank/financial institution charges and any recording errors will be summarized and drafted in journal entry form for recording in the general ledger.
- Further, any outstanding checks over six months old will be reviewed for disposition including write-off by journal entry if necessary.
- The reconciliation report generated by the software along with a copy of the bank statement shall be generated, filed in the organization's accounting records, and forwarded to the school's Principal and the Treasurer of the Governing Board.

## **(7.3) Fixed Asset Control**

Proper control procedures will be followed for all capital asset acquisitions, transfers and dispositions in order to provide internal control of capital equipment and to assist in reporting. The Principal is responsible and accountable for furniture, equipment, machinery and any other capital assets and will maintain some type of control over capital assets. The Principal or designee will assist and evaluate the capital asset control procedures.

### **(7.3.1) Acquisitions**

All purchases of assets costing more than \$500 and authorized within the annual operating budget must be approved by the Principal. Assets that are not included within the annual budget must be approved by the Governing Board.

A Capital Asset Requisition form (Exhibit 1) must be completed and approved for all purchases. This form is to be attached to all purchase orders or check authorization forms submitted to the bookkeeper. Management may source the