Riverside County Office of Education

NOTICE OF THE GOVERNING BOARD'S INTENTION TO PROVIDE FOR AN AUDIT

This notice certifies that, in accordance with Education Code Section 41020, for the fiscal year ending June 30, 2020, the Governing Board of the Julia Lee Performing Arts Academy School District of Riverside County:

(Please mark one statement)

☐ Elects to implement the terms of the existing contract with the following audit firm:

The audit fee for 2019-20 is: _____
Partner in charge: _____ Reviewing Partner: _____
Audit firm e-mail: _____

☑ Elects to extend a previous contract with the following audit firm:

The audit fee for 2019-20 is: Est. $ 10,000
Partner in charge: _____ Reviewing Partner: _____
Audit firm e-mail: _____
(Please attach a copy of the contract extension and contract modification)

☐ Has entered into a new audit contract with the following audit firm:

The audit fee for 2019-20 is: _____
Partner in charge: _____ Reviewing Partner: _____
Audit firm e-mail: _____
(Please attach a copy of the new audit agreement)

The Governing Board recognizes that such a provision shall be made on or before March 31, 2020. In the event the Governing Board has not made the provision by April 1, the county superintendent of schools shall do so by May 1, 2020, as mandated by Education Code Section 41020.

I certify that our current auditor selection is in accordance with Education Code Section 41020(f)(2).

Signed: _____
District Authorized Signature

2/12/2020
Date

02/12/2020
Date of Governing Board Action
(if new, modified or extended contract)

Tanya Taylor
Name of District Contact Person

Julia Lee Performing Arts Academy
Fiscal Policies and Procedures

Revised and updated 03/20/2019

Table of Contents

Contents

OVERVIEW AND GENERAL BUSINESS POLICIES 1
- BUDGET DEVELOPMENT, OVERSIGHT CALENDAR AND RESPONSIBILITIES 1
- BUDGET TRANSFERS 3
- BANKING ARRANGEMENTS 3
- RECORD KEEPING 3
- PROPERTY INVENTORY 3
- ATTENDANCE ACCOUNTING 4
- ANNUAL FINANCIAL AUDIT 4
- REQUIRED BUDGET AND OTHER FISCAL REPORTS 5
- PROPERTY AND LIABILITY INSURANCE 5
- BOARD COMPENSATION 5
- FUNDRAISING, GRANT SOLICITATION, AND DONATION RECOGNITION 5
- CONTRACTS 5
- HIRING POLICY 6

PURCHASING AND VENDOR PAYMENT 7
- SEGREGATION OF DUTIES 7
- GENERAL PURCHASING PROCEDURES 7
- PETTY CASH 8
- PURCHASE ORDERS 8
- PAYMENT AUTHORIZATION 9
- ACCOUNTS PAYABLE CHECKS 9
- BANK RECONCILIATIONS 10

CASH RECEIPT MANAGEMENT 11
- GENERAL PROCEDURES FOR NON-GOVERNMENTAL CASH RECEIPTS 11
- VOLUNTEER EXPENSES 11
- RETURNED CHECK POLICY 11
- PAYROLL SERVICES AND SETUP 12
- TIMESHEETS 12
- OVERTIME 12
- PAYROLL PROCESSING 13
- PAYROLL TAXES AND RECORD KEEPING 13
- EXPENSE REPORTS 14
- TRAVEL 14
- TELEPHONE USAGE 14

FINANCE AND FINANCIAL REPORTING 15
- MONTHLY REPORTING 15
- THIRD PARTY LOANS 15
- FUND BALANCE RESERVE 15

Julia Lee Performing Arts Academy
Fiscal Policies and Procedures

OVERVIEW AND GENERAL BUSINESS POLICIES

The Board of Julia Lee Performing Arts Academy has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of the School to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Board approves financial policies and procedures, delegate's administration of the policies and procedures to the Executive Director, Head of School, or Principal and reviews operations and activities on a regular basis.
2. The Executive Director has responsibility for all operations and activities related to financial management. However, the Board and Executive Director can appoint or delegate someone else to perform the responsibilities.
3. Financial duties and responsibilities must be separated so that no one employee has sole control authorizing transactions, recording financial transactions and custody of assets.
4. The School will maintain in effect the following principles in its ongoing fiscal management practices to ensure that:
    a. expenditures are authorized by and in accord with amounts specified in the board-adopted budget,
    b. the school's funds are managed and held in a manner that provides a high degree of protection of the school's assets, and
    c. all transactions are recorded and documented in an appropriate manner.

Budget Development, Oversight Calendar and Responsibilities

The School will develop and monitor its budget in accord with the annual budget development and monitoring calendar as specified below.

January - April

Charter Impact works with Executive Director, Head of School, or Principal to review Governor's proposed state budget for the upcoming fiscal year and identify the likely range of revenues for the school's upcoming fiscal year (July 1 - June 30) based on projected enrollment. Once the revenue estimates are complete, Charter Impact and the Executive Director, Head of School, or Principal develop the remainder of the budget including staffing levels, review of fixed costs and discretionary spending. Then a five-year budget projection is developed in accordance with the schools' established strategic and growth plans.

Budget Development, Oversight Calendar and Responsibilities (*continued*)

May – June

Charter Impact and the Executive Director, Head of School, or Principal review revenue projections subsequent to the Governor's annual "May Revise" budget figures, fine-tunes the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections. The Board reviews and formally adopts a budget for upcoming fiscal year before June 15. A copy of the final budget is provided to the charter-granting agency.

July – August

Books for prior fiscal year are closed by Charter Impact, all transactions are posted, and records assembled for audit.

The budget is reviewed subsequent to the adoption of the state Budget Act and necessary adjustments are made. A copy of the revised final budget is provided to the charter-granting agency, if applicable.

September – December

The independent auditor performs audit of the closed fiscal year and prepares audit report for submission to the Audit Committee.

At the end of the first full week of school, the Executive Director, Head of School, or Principal reviews the Charter School's actual attendance figures and notifies the Board if actual attendance is below budget projections. If needed, the school's budget is revised to match likely revenues.

The Governing Board Reviews a copy of the audit report. The Executive Director address any audit exceptions or adverse findings. Once the Board approves the audit report, it is submitted to charter-granting agency.

On a monthly basis, the Executive Director, Head of School, or Principal and Board reviews current year actual versus budgeted revenues and expenditures and other financial reports as presented by Charter Impact. The Board approves any needed changes to the annual budget.

Julia Lee Performing Arts Academy
Fiscal Policies and Procedures

Budget Transfers

The Executive Director, Head of School, or Principal may transfer up to $30,000 from one unrestricted budget item to another without board approval, but shall notify the Board of the transfer at the next regularly scheduled meeting. When factoring, the Executive Director may transfer the amount that is being factored to the Riverside County Treasury without Board approval, and the Executive Director will inform the Board at the next Board meeting.

Banking Arrangements

The School will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or in the County's Pooled Money Investment Fund. If funds are held in accounts outside of the County Treasury, the Board must appoint and approve all individuals authorized to sign checks or warrants in accord with these policies. Charter Impact will reconcile the school's ledger(s) with its bank accounts or accounts in the county treasury on a monthly basis.

Record Keeping

Transaction ledgers, duplicate unsigned checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by school staff in a secure location for at least three years, or as long as required by applicable law, whichever is longer.

Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school.

Charter Impact will retain electronic records at their site for a minimum of two years; after which, the remaining years will be the responsibility of the School.

In addition to these processes, the school will adopt and utilize the Galaxy system as mandated by the Riverside County Office of Education. The school will implement and adopt this system as soon as it is able to do so. Once adopted the school and Charter Impact will make every effort to work with and maintain this system to the best of its ability.

Property Inventory

The Executive Director, Head of School, or Principal shall establish and maintain an inventory of all non-consumable goods and equipment worth over $1,000. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the school's assets. This property will be inventoried on an annual basis and lists of any missing property shall be presented to the Board.

All non-consumable school property lent to students shall be returned to the school no later than 5 working days after end of the school year. Any excess or surplus property owned by the school

may be sold or auctioned by the Executive Director, Head of School, or Principal provided the Executive Director, Head of School, or Principal engages in due diligence to maximize the value of the sale or auction to the school. The sale or auction of property owned by the school with a fair market value in excess of $1,000 shall be approved in advance by the Board.

The Executive Director, Head of School, or Principal will immediately notify Charter Impact of all cases of theft, loss, damage or destruction of assets.

Attendance Accounting

The Executive Director, Head of School, or Principal will establish and maintain an appropriate attendance accounting system to record the number of days students are actually in attendance at the School and engaged in the activities required of them by the School. The annual audit will review actual attendance accounting records and practices to ensure compliance. The attendance accounting practices will be in conformance with the Charter Schools Act and the applicable California Administrative Code sections defining Charter School Average Daily Attendance. Therefore:

1. ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of instruction by the School.
2. The School's instructional calendar will include at least the minimum number of instructional days and minutes required by the California Department of Education and applicable law.
3. Independent study must be implemented in accordance with the Julia Lee Performing Arts Academy's Independent Study Policy if applicable.

Annual Financial Audit

The Board will select the independent auditors and approve contract renewals. The Board shall annually contract for the services of an independent certified public accountant to perform an annual fiscal audit. The audit shall include, but not be limited to (1) an audit of the accuracy of school's financial statements, (2) an audit of the school's attendance accounting and revenue claims practices, and in conjunction with (1) and (2) above, review the school's internal controls over financial reporting. The audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars if the School spends in excess of the amount which requires an audit. The Audit shall be completed, reviewed by the Board, and submitted to the charter-granting agency, the County Office of Education, the Office of the State Controller, and California Department of Education prior to December 15 of each year.

Required Budget and Other Fiscal Reports

The Executive Director, Head of School, or Principal, working in conjunction with Charter Impact, will produce and submit to the charter granting agency any and all required fiscal reports as may be required by state or federal law, or mandated by the terms of the school's charter. These include, but are not limited to, attendance reports, enrollment and other data reports required by the California Basic Education Date System, and other related data.

Property and Liability Insurance

The Executive Director, Head of School, or Principal shall ensure that the school retains appropriate property and liability insurance coverage. Property insurance shall be obtained and address business interruption and casualty needs, including flood, fire, earthquake, and other hazards with replacement cost coverage for all assets listed in the school's Property Inventory and consumables. Premises and Board errors and omissions liability insurance shall also be obtained and kept in force at all times on a "claims made" form with a self-insured retention of no more than $50,000 per occurrence and limit of no less than $5 million per occurrence. The school's Executive Director, Head of School, or Principal and other staff who manage funds shall be placed under a fidelity bond.

Board Compensation

Board members shall serve without compensation, but may be reimbursed for actual and necessary expenses. Expenses for travel shall be approved in advance by the board. Travel expenses reimbursed shall not exceed levels that would be subject to federal or state income tax. All expenses reimbursed shall be documented by receipts and in no event may reimbursements exceed actual expenses.

Fundraising, Grant Solicitation, and Donation Recognition

Fundraising or grant solicitation activities over $100,000 on behalf of the school must be approved in advance by the Board. The Board shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government.

Contracts

Consideration will be made of in-house capabilities to accomplish services before contracting for them. Except as otherwise provided in these policies, the Executive Director, Head of School, or Principal may enter into contracts and agreements not to exceed $20,000 without Board approval, provided funds sufficient for the contract or agreement are authorized and available within the school's board-adopted budget. Contracts and agreements in excess of $20,000 must be submitted for board approval and may be executed by the Executive Director, Head of School, or Principal or other person specifically designated by the Board after the Board has duly approved the contract or agreement.

Office staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over $25,000. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.

Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors). Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Executive Director, Head of School, or Principal may also require that contract service providers list the school as an additional insured.

If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the Office Manager will obtain a W-9 from the contract service provider prior to submitting any requests for payments to Charter Impact.

The Executive Director, Head of School, or Principal will approve proposed contracts and modifications in writing. Contract service providers will be paid in accordance with approved contracts as work is performed. The Executive Director, Head of School, or Principal will be responsible for ensuring the terms of the contracts are fulfilled. Potential conflicts of interest will be disclosed upfront, and the Executive Director, Head of School, or Principal and/or Member(s) of the Governing Board with the conflict will excuse themselves from discussions and from voting on the contract.

Hiring Policy

Hiring Family Members: Julia Lee Performing Arts Academy is an equal opportunity employer and hires individuals based solely on their qualifications and ability to do the job to be filled.

Procedures:

1. Julia Lee Performing Arts Academy will consider a member of an employee's immediate family for employment if the applicant possesses all of the qualifications for employment for the position. An immediate family member may not be hired, if the employment would create a direct supervisor/subordinate relationship with a family member. This criteria will also be considered when assigning, transferring or promoting an employee. For purposes of this policy, "immediate family" includes the employee's spouse, brother, sister, mother, father,

stepmother, stepfather, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law and any other member of the employee's household.

2.Employees who marry or become members of the same household may continue employment as long as there is not a direct supervisor/subordinate relationship between the employees. Should the above situations occur, Julia Lee Performing Arts Academy will attempt to find a suitable position within the company to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the affected employees will be permitted to determine which of them will resign.

PURCHASING AND VENDOR PAYMENT

Segregation of Duties

The School will develop and maintain purchase order forms to document the authorization of non-payroll expenditures. All proposed expenditures must be approved by the Executive Director, Head of School, or Principal, who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget. In the absence of a vendor invoice, the School will develop and maintain a check request form to document the approval of payment for specific items.

All transactions will be posted in an electronic general ledger maintained by Charter Impact.

General Purchasing Procedures

All purchases over $20,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services. The Executive Director, Head of School, or Principal shall not approve purchase orders or check requests lacking such documentation. Documentation shall be attached to all check and purchase order requests showing that at least three vendors were contacted and such documentation shall be maintained for three years.

The Executive Director, Head of School, or Principal may authorize expenditures and may sign related contracts within the approved budget. The Governing Board must review all expenditures. This will be done via approval of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Governing Board must also approve contracts and non-budgeted expenses over $50,000.

When approving purchases, the Executive Director, Head of School, or Principal must:

a. Determine if the expenditure is budgeted

b. Determine if funds are currently available for expenditures (i.e. cash flow)

c. Determine if the expenditure is allowable under the appropriate revenue source

d. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations

e. Determine if the price is competitive and prudent.

Any individual making an authorized purchase on behalf of the school must provide Charter Impact with appropriate documentation of the purchase. Individuals other than those specified above are not authorized to make purchases without pre-approval.

Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed by a bank check upon receipt of appropriate documentation of the purchase.

Petty Cash

All Julia Lee Performing Arts Academy have the option of maintaining an onsite petty cash fund. For those who choose to operate one, the Office Manager will manage the petty cash fund, which will be capped at $500 per school. All petty cash will be kept in a locked petty cash box in a locked drawer or file cabinet. Only the Office Manager and Executive Director, Head of School, or Principal will have keys to the petty cash box and drawer or file cabinet. All disbursements will require documentation of purchase. The following are general petty cash operating procedures:

1. At all times the petty cash box will contain receipts and cash totaling an amount aligned to the petty cash amount set on the balance sheet, not to exceed $500. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the designated administrative staff person within 24 hours of withdrawing the petty cash.
2. When petty cash needs to be replenished, the Office Manager will total the disbursements, complete a Petty Cash Reimbursement Form, and obtain the approval of the Executive Director, Head of School, or Principal. The supporting receipts will be attached to the reimbursement request form and forwarded to Charter Impact.
3. Petty cash fund reimbursement checks will be made payable to the Executive Director, Head of School, or Principal, or administrative designee.
4. Any irregularities in the petty cash fund will be immediately reported in writing to the Executive Director, Head of School, or Principal.

Purchase Orders

All non-recurring purchases for which the vendor requires the use of a purchase order, which must be approved by the Executive Director, Head of School, or Principal.

1. The Office Manager will create a PO in Excel format and assign PO numbers in sequential order.

2. The numbered PO is then logged into an Excel sheet which lists all issued PO's.
3. The printed PO is then given to the Executive Director, Head of School, or Principal for approval and signature.
4. The PO is then scanned an emailed to the vendor or copied and mailed. The original (or copy if original was mailed) is then placed in the Open PO folder.

Payment Authorization

All original invoices will be forwarded to the Executive Director, Head of School, or Principal for approval.

1. The Executive Director, Head of School, or Principal will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not in the shipment.
2. Once approved by the Executive Director, Head of School, or Principal, he/she will indicate approval manually or electronically on the invoice or in an email or other electronic communication and note the purpose for the specified expenditures. The invoice and supporting documentation will be sent to Charter Impact on at least a weekly basis (Executive Director, Head of School, or Principal should be aware of invoice due dates to avoid late payments). Charter Impact will then process the invoices with sufficient supporting documentation.
3. The Executive Director, Head of School, or Principal may authorize Charter Impact to pay recurring expenses (e.g. utilities) without the Executive Director, Head of School, or Principal's formal approval.

Accounts Payable Checks

The Governing Board will approve, in advance, the list of authorized signers on the school account. The Executive Director, Head of School, or Principal and any other employee authorized by the Governing Board may sign bank checks within established limitations.

1. Charter Impact does not use pre-printed check stock to avoid the risk of theft.
2. When there is a need to generate a check, the Office Manager will send appropriate approved documentation to Charter Impact. This is usually an approved invoice or Check Request Form.

3. Once approved by the Executive Director, Head of School, or Principal, Charter Impact prepares the check based on the check authorization prior to obtaining the appropriate signature(s).
4. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
5. Charter Impact will record the check transaction(s) into the appropriate checkbook and in the general ledger.
6. Charter Impact will distribute the checks and vouchers as follows:
    a. Original – mailed or delivered to payee
    b. Duplicate or voucher – attached to the invoice and filed by vendor name by a Charter Impact accountant.
    c. Cancelled Checks – maintained with the banking institution.
    d. Voided checks will be marked as VOID in the online accounting record and the general ledger will be updated accordingly.

Bank Reconciliations

Bank statements will be received digitally by both the school and Charter Impact. Once the statement is received:

1. Charter Impact will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and accounting records will be updated as needed.
2. Charter Impact will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
3. Charter Impact will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any discrepancies to the Executive Director, Head of School, or Principal.

Julia Lee Performing Arts Academy
Fiscal Policies and Procedures

CASH RECEIPT MANAGEMENT

General Procedures for Non-Governmental Cash Receipts

For all fundraising activities approved by the board, the School will establish internal controls to ensure the safeguarding of assets. The following are general procedures for recurring activities:

1. For each fundraising or other event in which cash or checks will be collected, office assistant will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
    a. The office assistant will record each transaction in a receipt book at the time the transaction is made, with a copy of the receipt provided to the donor.
    b. The cash, checks, receipt book, and deposit summary must be given to the school Office Manager by the end of the next school day, who will immediately put the funds in a secure, locked location.
    c. The office assistant and office manager will count the deposit and verify the amount of the funds in writing.
2. All checks will be endorsed.
3. A deposit slip will be completed by the Office Manager and initialed by the Executive Director, Head of School, or Principal for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
4. Deposits totaling greater than $2,000 will be deposited the next business day by the designated school employee. Deposits totaling less than $2,000 will be made at least monthly by the designated school employee. All cash will be immediately put into a lock box.
5. The duplicate deposit slip and deposit receipt will be attached to the deposit documentation and forwarded to Charter Impact to be filed and recorded weekly.

Volunteer Expenses

All volunteers will submit a purchase requisition form to the Executive Director, Head of School, or Principal for all potential expenses. Only items with prior written authorization from the Executive Director, Head of School, or Principal will be paid/reimbursed.

Returned Check Policy

Charter Impact will notify the schools of any Non-Sufficient Funds (NSF) checks. The school will follow up with the individual who wrote the check to collect payment.

Julia Lee Performing Arts Academy
Fiscal Policies and Procedures

HUMAN RESOURCES AND PAYROLL

Payroll Services and Setup

Charter Impact prepares payroll checks, tax and retirement withholdings, tax statements, and to perform other payroll support functions. The Executive Director, Head of School, or Principal will establish and oversee a system to submit a payroll master file. The Executive Director, Head of School, or Principal will review payroll statements each pay period to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on checks separate from payroll checks.

Upon hiring of staff, the Executive Director, Head of School, or Principal will be responsible for the creation of a personnel file will with all appropriate payroll-related documentation and completing or providing all of the items on the Employee Payroll Set-up/Change Form. Items include a federal I-9 form, tax withholding forms, retirement date, and an accounting of the use of sick leave.

Timesheets

All hourly employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet. Incomplete timesheets will be returned to the signatory supervisor and late timesheets will be held until the next pay period. No employee will be paid until a correctly completed timesheet is submitted. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

Overtime

Advanced approval in writing by the authorized supervisor is required for compensatory time and overtime. Overtime only applies to classified employees and is defined as hours worked in excess of eight (8) hours within a day or forty (40) hours within a week. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. No overtime will be paid without the approval of the employee's supervisor. Overtime will not be granted on a routine basis and is only reserved for extraordinary or unforeseen circumstances. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Executive Director, Head of School, or Principal for further guidance.

Payroll Processing

For hourly employees, employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The Executive Director, Head of School, or Principal will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's initials next to the day on which overtime was worked. The Office Manager will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

For substitute teachers, the Office Manager will maintain a log for substitutes to sign in and out on daily. The Office Manager will verify that the substitutes initial the log next to their names before they leave for the day. The Executive Director, Head of School, or Principal will notify Charter Impact of all authorizations for approved stipends.

Payroll is processed within 10 days after the period in which it is earned for hourly employees.

1. The signatory supervisor will submit a Payroll Summary Report of timesheets to Charter Impact for processing.
2. Charter Impact will prepare the payroll worksheet based on the summary report.
3. The payroll checks (if applicable) will be delivered to the school. The Executive Director, Head of School, or Principal will document receipt of the paychecks and review the payroll checks prior to distribution.

Payroll Taxes and Record Keeping

Charter Impact will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries based on the reporting submitted.

Charter Impact will also prepare the state and federal quarterly and annual payroll tax forms for income tax withholdings, Social Security and Medicare and submit the forms to the respective agencies on behalf of the school. Charter Impact will prepare the quarterly state returns for unemployment and disability, review the forms with the Executive Director, Head of School, or Principal, and submit the forms to the state on behalf of the school.

The designated school employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other unpaid time.

1. The designated school employee will immediately notify the Executive Director, Head of School, or Principal if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
2. Records will be reconciled when requested by the employee. Each employee must maintain personal contemporaneous records.

Expense Reports

Employee expenses, once received by the approver will be processed and reimbursed within a month. Receipts or other appropriate documentation will be required for all expenses over five dollars and all reports must be approved by the Executive Director, Head of School, or Principal. Any missing documentation should be explained on a "missing receipt" form and must be approved on a case-by-case basis by the Executive Director, Head of School, or Principal. Expenses should be submitted within two months of occurrence. Exceptions to that timeline require Executive Director approval or Board member approval with signature.

Executive Director, Head of School, or Principal expense reports must be approved by a JLPAA governing board member or Treasurer and always be submitted to Charter Impact for processing and payment. Petty cash may not be used for reimbursements.

Travel / Meal

Employee mileage expense will be reimbursed for activities that were pre-approved by the Executive Director, Head of School, or Principal, or that were otherwise part of employee job requirements. Mileage will be reimbursed at the government-mandated rate for the distance traveled for the mileage traveled less the less typical mileage traveled from the employee's residence to the school site for each direction traveled. Executive Director will obtain approval from a JLPAA governing board member for out of town travel.

The Executive Director, Head of School, or Principal must pre-approve all out of town travel. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.

Meals

Employees will be reimbursed at the established per diem rate for any breakfast, lunch, or dinner that is not included as part of the related event.

Pier Diem: Breakfast $10.00; Lunch $20.00; Dinner $30.00

Telephone Usage

Employees will not make personal long distance calls on the telephones without prior approval from a supervisor

Julia Lee Performing Arts Academy
Fiscal Policies and Procedures

FINANCE AND FINANCIAL REPORTING

Monthly Reporting

Charter Impact will submit a monthly financial report including:

a. Statement of Financial Position
b. Budget vs. Actual Report
c. Monthly Forecast
d. Accounts Payable Aging
e. Monthly Check Register

The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.

Third Party Loans

The Executive Director, Head of School, or Principal and the Board will approve all loans from third parties. Once approved, a promissory note will be prepared and signed by the Executive Director, Head of School, or Principal before funds are borrowed.

Fund Balance Reserve

Schools will attempt to maintain a cash reserve of at least 3% of annual expenses. Charter Impact will provide the Executive Director, Head of School, or Principal with a Statement of Financial Position on a monthly basis. It is the responsibility of the Executive Director, Head of School, or Principal and the Governing Board to understand the school's cash situation. It is the responsibility of the Executive Director, Head of School, or Principal to prioritize payments as needed. The Executive Director, Head of School, or Principal has responsibility for all operations and activities related to financial management.

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)	
C. CHARTER SCHOOL ADA							
Authorizing LEAs reporting charter school SACS financial data in their Fund 01, 09, or 62 use this worksheet to report ADA for those charter schools. Charter schools reporting SACS financial data separately from their authorizing LEAs in Fund 01 or Fund 62 use this worksheet to report their ADA.							
FUND 01: Charter School ADA corresponding to SACS financial data reported in Fund 01.							
1. Total Charter School Regular ADA	0.00	0.00	0.00	0.00	0.00		0%
2. Charter School County Program Alternative Education ADA							
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00		0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00		0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00		0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C2a through C2c)	0.00	0.00	0.00	0.00	0.00		0%
3. Charter School Funded County Program ADA							
a. County Community Schools	0.00	0.00	0.00	0.00	0.00		0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00		0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00		0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00		0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00		0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C3a through C3e)	0.00	0.00	0.00	0.00	0.00		0%
4. TOTAL CHARTER SCHOOL ADA (Sum of Lines C1, C2d, and C3f)	0.00	0.00	0.00	0.00	0.00		0%
FUND 09 or 62: Charter School ADA corresponding to SACS financial data reported in Fund 09 or Fund 62.							
5. Total Charter School Regular ADA	146.03	232.75	232.75	232.75	0.00		0%
6. Charter School County Program Alternative Education ADA							
a. County Group Home and Institution Pupils	0.00	0.00	0.00	0.00	0.00		0%
b. Juvenile Halls, Homes, and Camps	0.00	0.00	0.00	0.00	0.00		0%
c. Probation Referred, On Probation or Parole, Expelled per EC 48915(a) or (c) [EC 2574(c)(4)(A)]	0.00	0.00	0.00	0.00	0.00		0%
d. Total, Charter School County Program Alternative Education ADA (Sum of Lines C6a through C6c)	0.00	0.00	0.00	0.00	0.00		0%
7. Charter School Funded County Program ADA							
a. County Community Schools	0.00	0.00	0.00	0.00	0.00		0%
b. Special Education-Special Day Class	0.00	0.00	0.00	0.00	0.00		0%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00		0%
d. Special Education Extended Year	0.00	0.00	0.00	0.00	0.00		0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools	0.00	0.00	0.00	0.00	0.00		0%
f. Total, Charter School Funded County Program ADA (Sum of Lines C7a through C7e)	0.00	0.00	0.00	0.00	0.00		0%
8. TOTAL CHARTER SCHOOL ADA (Sum of Lines C5, C6d, and C7f)	146.03	232.75	232.75	232.75	0.00		0%
9. TOTAL CHARTER SCHOOL ADA Reported in Fund 01, 09, or 62 (Sum of Lines C4 and C8)	146.03	232.75	232.75	232.75	0.00		0%

Resource	Description	2019/20 Projected Year Totals
Total, Restricted Net Position		0.00

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	2,006,773.00	2,006,773.00	851,791.00	2,356,018.12	349,245.12	17.4%
2) Federal Revenue		8100-8299	110,016.00	152,204.34	87,441.44	232,369.74	80,165.40	52.7%
3) Other State Revenue		8300-8599	355,767.00	355,767.00	37,369.42	272,355.73	(83,411.27)	-23.4%
4) Other Local Revenue		8600-8799	0.00	0.00	1,956.73	1,956.73	1,956.73	New
5) TOTAL, REVENUES			2,472,556.00	2,514,744.34	978,558.59	2,862,700.32		
B. EXPENSES								
1) Certificated Salaries		1000-1999	772,227.00	772,227.00	395,953.33	810,815.18	(38,588.18)	-5.0%
2) Classified Salaries		2000-2999	388,108.10	388,108.10	284,834.49	538,788.28	(150,680.18)	-38.8%
3) Employee Benefits		3000-3999	310,499.90	310,499.90	138,931.20	321,451.66	(10,951.76)	-3.5%
4) Books and Supplies		4000-4999	161,491.00	186,491.00	109,957.89	175,535.18	10,955.82	5.9%
5) Services and Other Operating Expenses		5000-5999	650,442.00	625,442.00	347,327.81	666,140.52	(40,698.52)	-6.5%
6) Depreciation		6000-6999	2,500.00	2,500.00	8,023.01	14,243.01	(11,743.01)	-469.7%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	22,726.00	22,726.00	51,202.00	51,202.00	(28,476.00)	-125.3%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			2,307,994.00	2,307,994.00	1,336,229.73	2,578,175.83		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			164,562.00	206,750.34	(357,671.14)	284,524.49		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			164,562.00	206,750.34	(357,671.14)	284,524.49		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	185,139.00	66,787.42		66,787.42	0.00	0.0%
b) Audit Adjustments		9793	0.00	(9,840.00)		(9,840.00)	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			185,139.00	56,947.42		56,947.42		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			185,139.00	56,947.42		56,947.42		
2) Ending Net Position, June 30 (E + F1e)			349,701.00	263,697.76		341,471.91		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	0.00	9,628.79		0.00		
c) Unrestricted Net Position		9790	349,701.00	254,068.97		341,471.91		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	1,625,978.00	1,625,978.00	709,095.00	1,901,970.38	275,992.38	17.0%
Education Protection Account State Aid - Current Year		8012	39,900.00	39,900.00	14,609.00	46,484.00	6,584.00	16.5%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	340,895.00	340,895.00	128,087.00	407,563.74	66,668.74	19.6%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			2,006,773.00	2,006,773.00	851,791.00	2,356,018.12	349,245.12	17.4%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	17,260.00	17,260.00	New
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	66,796.00	66,796.00	20,186.40	64,542.89	(2,253.11)	-3.4%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	37,553.00	37,553.00	59,157.00	66,137.00	28,584.00	76.1%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	5,667.00	5,667.00	8,098.00	8,252.00	2,585.00	45.6%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	42,188.34	0.04	76,177.85	33,989.51	80.6%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3150, 3155, 3180, 3181, 3182, 3185, 4124, 4126, 4127, 4128, 5510, 5630	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			110,016.00	152,204.34	87,441.44	232,369.74	80,165.40	52.7%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan Current Year	6500	8311	128,616.00	128,616.00	26,082.00	78,449.00	(50,167.00)	-39.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	6,322.00	6,322.00	1,196.22	6,094.42	(227.58)	-3.6%
Mandated Costs Reimbursements		8550	2,381.00	2,381.00	2,463.00	2,463.00	82.00	3.4%
Lottery - Unrestricted and Instructional Materials		8560	40,698.00	40,698.00	7,628.20	50,729.64	10,031.64	24.6%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	177,750.00	177,750.00	0.00	134,619.67	(43,130.33)	-24.3%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			355,767.00	355,767.00	37,369.42	272,355.73	(83,411.27)	-23.4%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	1,080.00	1,080.00	1,080.00	New
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	876.73	876.73	876.73	New
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	1,956.73	1,956.73	1,956.73	New
TOTAL, REVENUES			2,472,556.00	2,514,744.34	978,558.59	2,862,700.32		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	672,227.00	672,227.00	345,953.29	710,815.47	(38,588.47)	-5.7%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	100,000.00	100,000.00	50,000.04	99,999.71	0.29	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			772,227.00	772,227.00	395,953.33	810,815.18	(38,588.18)	-5.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	118,548.10	118,548.10	139,412.99	270,216.78	(151,668.68)	-127.9%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	170,000.00	170,000.00	138,125.00	159,370.33	10,629.67	6.3%
Clerical, Technical and Office Salaries		2400	14,560.00	14,560.00	7,296.50	15,096.50	(536.50)	-3.7%
Other Classified Salaries		2900	85,000.00	85,000.00	0.00	94,104.67	(9,104.67)	-10.7%
TOTAL, CLASSIFIED SALARIES			388,108.10	388,108.10	284,834.49	538,788.28	(150,680.18)	-38.8%
EMPLOYEE BENEFITS								
STRS		3101-3102	128,962.00	128,962.00	68,041.83	139,449.61	(10,487.61)	-8.1%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	43,196.96	43,196.96	27,264.56	55,010.17	(11,813.21)	-27.3%
Health and Welfare Benefits		3401-3402	112,313.44	112,313.44	28,787.47	95,928.15	16,385.29	14.6%
Unemployment Insurance		3501-3502	9,783.50	9,783.50	7,327.34	13,721.84	(3,938.34)	-40.3%
Workers' Compensation		3601-3602	16,244.00	16,244.00	7,510.00	17,341.89	(1,097.89)	-6.8%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			310,499.90	310,499.90	138,931.20	321,451.66	(10,951.76)	-3.5%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	23,940.00	23,940.00	19,681.41	23,940.41	(0.41)	0.0%
Books and Other Reference Materials		4200	9,975.00	9,975.00	0.00	9,975.00	0.00	0.0%
Materials and Supplies		4300	24,458.00	49,458.00	19,497.39	31,692.90	17,765.10	35.9%
Noncapitalized Equipment		4400	30,000.00	30,000.00	23,451.19	30,000.19	(0.19)	0.0%
Food		4700	73,118.00	73,118.00	47,327.90	79,926.68	(6,808.68)	-9.3%
TOTAL, BOOKS AND SUPPLIES			161,491.00	186,491.00	109,957.89	175,535.18	10,955.82	5.9%
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	128,500.00	128,500.00	56,857.03	124,677.53	3,822.47	3.0%
Travel and Conferences		5200	8,000.00	8,000.00	3,562.49	7,552.78	447.22	5.6%
Dues and Memberships		5300	1,500.00	1,500.00	2,647.00	3,272.00	(1,772.00)	-118.1%
Insurance		5400-5450	37,500.00	37,500.00	41,244.44	30,353.76	7,146.24	19.1%
Operations and Housekeeping Services		5500	51,000.00	18,500.00	1,681.65	10,931.65	7,568.35	40.9%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	258,500.00	258,500.00	164,185.37	271,271.37	(12,771.37)	-4.9%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	150,442.00	157,942.00	72,198.47	205,551.95	(47,609.95)	-30.1%
Communications		5900	15,000.00	15,000.00	4,951.36	12,529.48	2,470.52	16.5%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			650,442.00	625,442.00	347,327.81	666,140.52	(40,698.52)	-6.5%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
DEPRECIATION								
Depreciation Expense		6900	2,500.00	2,500.00	8,023.01	14,243.01	(11,743.01)	-469.7%
TOTAL, DEPRECIATION			2,500.00	2,500.00	8,023.01	14,243.01	(11,743.01)	-469.7%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	22,726.00	22,726.00	51,202.00	51,202.00	(28,476.00)	-125.3%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			22,726.00	22,726.00	51,202.00	51,202.00	(28,476.00)	-125.3%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			2,307,994.00	2,307,994.00	1,336,229.73	2,578,175.83		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Charter Number: 1988

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2019-20 CHARTER SCHOOL INTERIM REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed: _____ Date: 3/12/20
Charter School Official
(Original signature required)

Printed Name: Tanya Lee-Taylor Title: Executive Director

For additional information on the interim report, please contact:

Charter School Contact:

Spencer Styles
Name

Charter Impact
Title

(888)474-0322
Telephone

sstyles@charterimpact.com
E-mail Address