



# Long Valley Charter School

*Imagine-Achieve-Inspire*

<b>Fiscal Policy &amp; Procedures</b>		
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# 1. CASH/CHECKS HANDLING

## BOARD POLICY

In the course of normal school business, many activities (fundraising, field trips, lunch program, etc.) involve the receipt of cash and checks, to be deposited in the school's bank account upon receipt. All cash and checks must be deposited within fourteen (14) days— cash received from a fundraising event may not be retained outside of the school's bank account to hold for future fundraising projects, for example. Since the school receives cash and checks from a variety of sources for a wide range of activities, extra care must be taken at all stages of the deposit process to ensure accurate records and proper accounting controls are maintained. The specific procedures outlined below are to be kept updated and current.

### PROCEDURE

#### **Persons responsible for handling cash/checks**

In order to maintain proper accounting controls, the Executive Director shall designate an employee on-site staff member (the "Cash Coordinator") to coordinate all transactions involving the deposit of cash/checks. The Cash Coordinator will be responsible for ensuring proper documentation is in place verifying the source, amount, and itemization of amounts received, preparing and making bank deposits, and placing all items to be deposited in safekeeping prior to deposit.

After deposit and within 24 business hours, a copy of the bank deposit receipt, copies of all deposited checks, along with a copy of the Deposit Summary, and notations indicating the nature of the deposit amount, shall be faxed or sent by e-mail to the third-party back-office provider (BOP), with the original kept in the school office. Additional copies may be provided to authorized individuals responsible for tracking volunteer activities, as approved by the Executive Director.

National school lunch program funds must be tracked separately.

#### **Procedure for receiving cash/checks**

- a. **FROM VOLUNTEER EVENTS:** For each fundraising event in which cash or checks will be collected, an Event Coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity. The Event Coordinator may be a staff member, but is not required to be so. The Event Coordinator shall maintain a written record of each donation at the time the donation is made. The Event Coordinator will provide a receipt for all cash donations to the donor showing the date, amount, and nature of the donation, and for checks if requested by the donor.

After the event, or at least once weekly for on-going events, the Event Coordinator shall use the written record maintained at the time of receipt to prepare a Deposit Summary, totaling the checks and cash. Copies of all checks must be attached. The total of the checks and cash listed in the Deposit Summary must match up with the written record of donations discussed in the above paragraph.

The Event Coordinator will then give the deposit packet (including all cash, checks, and the Deposit Summary) to the Cash Coordinator no later than close of business on the next available business day, and both parties must verify and agree on the amounts shown in the deposit packet while in each other's presence, placing their signature on the Deposit Summary form. The Cash Coordinator then holds the funds in safekeeping until a bank deposit can be made, but in no case longer than 7 days.

After deposit and within 24 business hours, a copy of the bank deposit receipt, copies of all deposited checks, along with a copy of the Deposit Summary, and notations indicating the nature of the deposit amount, shall be faxed or sent by e-mail to BOP, with the original kept in the school office. Additional copies may be provided to authorized individuals responsible for tracking volunteer activities, as approved by the Executive Director.

- b. FROM MAIL RECEIVED OR CASH/CHECKS DROPPED OFF AT OFFICE: For any cash or checks received in the mail, the Cash Coordinator shall prepare a Deposit Summary and bank deposit receipt itemizing the amount, source, and purpose of each payment, with a designated office staff member acting as verifier and second signatory on the Deposit Summary. If multiple items are received at the same time for the same purpose, they may be summarized in a single deposit packet as long as each payment is itemized as described above. The document packet should then be held in the office lockbox or safe until it can be deposited. For cash/checks dropped off at the front desk by hand, the person dropping off the amount shall place the cash/checks in a deposit envelope, together with a note or form detailing the name of the person and the purpose and amount of the deposit, and seal and sign the deposit envelope. An office staff member must then immediately place the envelope in the office lockbox, where it will be processed along with the next batch of received mail as described above.

**Procedure for storing cash/checks**

All cash and checks must be kept in the office lockbox or safe for safekeeping when not under the immediate supervision of the Cash Coordinator. The office lockbox should be used for this purpose. Cash and checks may not under any circumstances be left in office or volunteer area unattended. Although the frequency of deposits must be balanced with other school needs, all efforts should be made to ensure quick turnaround and deposit of checks and cash received by the school.

## 2. PURCHASING

### BOARD POLICY

**PURCHASING:** All school purchases must be pre-approved. The primary person responsible for approving all purchases shall be the Executive Director, who may designate additional individuals as purchasing approvers as needed. The Executive Director shall, at a minimum, designate one individual to approve purchases if the Executive Director is not available. For purchases exceeding \$10,000, Board approval is also required, except as outlined in the specific procedures below. Recurring expenses such as monthly rent, copier lease payments, recurring office supplies, or other periodic payments for which overall approval has already been granted do not require individual approval.

**INVOICING & RECEIPTS:** All purchases must be accompanied by an invoice or receipt, depending upon the nature of the item and the purchase method. For payments made using a credit/debit card, a receipt shall be obtained and/or printed at the time of purchase. Checks may never be made out to “Cash” or “Bearer” unless accompanied by a signed statement by the Executive Director indicating no other reasonable method was available for payment of the good/service, and the memo of the check clearly indicates exactly what was being purchased.

**CHECKBOOK, DEBIT CARDS or CREDIT CARDS:** Any school checkbook, debit card or credit card should be kept under locked supervision in the Cash Coordinator’s or Executive Director’s desk/office at all times.

Any checkbook, debit card or credit card is to remain on school property unless expressly required for a particular purchase (e.g. trip to Office Depot, CCSA Conference) by the Executive Director or designee. Any debit card or credit card must bear the names of both the School and Executive Director. If a debit card or credit card is issued to another administrator these same rules shall apply.

## PROCEDURE

### **Approving Purchases**

- a. Any desired purchase must be approved by the Executive Director or designee, as evidenced by:
  1. Purchase Requisition approved online
  2. Other written evidence of approval.
- b. Documented evidence of authorized approval must be obtained prior to purchase – reimbursements will not be acceptable unless specifically exempted by the Executive Director or Board from this reimbursement policy.
- c. For purchases under \$10,000, only approval of the Executive Director is necessary. The Executive Director may seek Board approval for unusual purchases of any dollar amount at their discretion.
- d. Purchases of curriculum and learning materials within the budget approved by the Board may be approved by the Executive Director in any amount.
- e. For purchases of \$10,000 and above for purchases other than curriculum and learning materials, Board approval is required prior to purchase.
- f. Once the Executive Director or designee has approved the purchase, School purchasing staff shall
  - a) create a Purchase Order in the online system and deliver the signed Purchase Order to the vendor, OR
  - b) in situations where the online system is infeasible (airplane tickets, etc.) purchase the item directly, in either case using the most efficient and cost-effective manner, utilizing competitive bid procedures where required by law or otherwise deemed appropriate and in the best interests of the school.
- g. If the item is purchased directly by the Executive Director, a receipt must be obtained at the time of purchase and provided to BOP as set forth in “Travel and Expense Reimbursement Policy” below.
- h. Regularly recurring expenditures exceeding \$10,000 (rent, etc.) require only initial Board approval – item must be identified as a recurring expenditure to Board. Such recurring expenditures are otherwise exempt from Board and Executive Director pre-approval and Purchase Requisition requirements
- i. A Warrant Report will be included in each month’s Board packet as a consent agenda item, listing all non-payroll warrants paid in the prior fiscal period.

### **Approving Purchases When Executive Director is Unavailable**

- a. Administrative Assistant will forward purchase requisition email to Business Services Manager
- b. Business Services Manager will review the payables for coding and contents
- c. Business Services Manager will email the list to the School Board Clerk
- d. School Board Clerk will review and email approval to Business Services Manager
- e. Business Services Manager will enter approval by School Board Clerk and date into the payables system

### **Invoicing & Receipt**

School Staff deliver copies of all original receipts the school designee, who will then deliver copies to BOP as part of the ongoing AP batch processing, retaining the original at the school as backup documentation.

For businesses or individuals seeking payment, an invoice must be provided prior to payment. Upon payment of invoices, a copy of the signed warrant paying the invoice shall be attached to the invoice prior to filing.

### **Contracts & Agreements**

All contracts or agreements, including those for ongoing services, shall be negotiated by the Executive Director or designee to obtain such services in the most efficient and cost-effective manner and in the best interests of the school. In certain cases, BOP may act as agent of the Executive Director in negotiating administrative agreements such as insurance policies, subject to the Executive Director's final approval. All such agreements must clearly define the scope of services to be performed, and the price for such services. A file shall be maintained by staff containing all documentation related to the reason for the contract/agreement as well as any research showing that the purchase is in the best interests of the school, including but not limited to any alternate bids received for the good/service. Any such agreements in excess of \$10,000, once negotiated, must be approved by the Board prior to commencement of the contract to ensure they are in the best interest of the School and reflect reasonable market values. The Board may also recommend changes or revisions pending final approval. Any modifications or changes to existing contracts/agreements shall be made only in writing.

### **Handling Invoices and Vendor Requests**

- a. All invoices received on-site should be delivered to BOP upon receipt. Copies of all invoices will be sent to BOP at least once per week ("the weekly packet"). All invoices received during each week should be delivered via e-mail or fax each Friday at a minimum, using a transfer method acceptable to both School and BOP.
- b. If the invoice is for a smaller item and/or an immediate payment necessary for school function (building repair, locks, etc), the Executive Director or designee may authorize on-site payment and pay for such item immediately via check from the School's petty cash or main account. However, use of purchase orders and payment via invoice should be utilized whenever possible to ensure an accurate paper trail.
- c. BOP shall be responsible for tracking all accounts payable and preparing warrants for payment.
- d. BOP shall process all invoices for payment prior to the vendor due date, paying all invoices via warrant generated by BOP.
- e. BOP shall be responsible for invoice matching, ensuring that the accurate final invoice total is charged against each student account.
- f. The school is responsible for ensuring receipt of all ordered items in the online system, so that BOP invoicing matching and payment can occur by the due date. Invoice matching and payment cannot occur until the item is shown as received, unless overridden by the Executive Director or designee.

### **Receipt of Ordered Goods**

All ordered goods should be shipped to the School's main address, even during times of school closure during vacations and holidays, unless explicit instruction is provided by the Executive Director or designee that an alternate address should be used. If goods are expected to be received during periods when school is closed, a staff member shall be directed to contact the appropriate shipping provider and instruct them to re-deliver the goods when school is again open. Staff members shall not receive ordered goods during school closures unless arrangements are approved by the Executive Director so that the below receiving procedure is adhered to even during school closure.

When ordered goods are received by the School, staff must enter the items as received to allow for invoice matching and payment when the vendor invoice is received by BOP. For receipt of goods outside of the Doyle location, staff will note items received on the packing slip and forward to the Doyle Office Manager. If any discrepancy exists between the packing slip and the goods as delivered, only the items received should be marked as received. When invoices are received and sent to BOP, BOP will only pay for the portion of the order shown as “received” in the online system, unless specifically directed otherwise by the Executive Director or designee.

**Additional Guidelines for Employee Credit Cards**

- Card numbers should not be distributed and should not be saved in online accounts to which others have access.
- Receipts for meals must clearly indicate the names of all persons attending the meal and the business purpose of the meeting.
- Under no circumstances shall a school card be used for the purchase of alcohol.
- The cardholder shall label all receipts with a description of what it is for to ensure proper coding. All receipts must be submitted to the Office Manager monthly or more frequently. If a receipt is accidentally lost, a written description of the items and cost must be submitted and approved by the Executive Director.
- Upon the termination of employment of a cardholder for any reason, all cards must be cancelled and returned to the designated person, along with any other company owned items.

### 3. BUDGETING AND CASH FLOW MANAGEMENT

BOARD POLICY

**BUDGETS:** Education Code section 47604.33 requires charter schools to prepare a series of annual budget reports to be submitted to the chartering authority and the county superintendent of schools of the county in which their sponsoring district is located.

Cash flow management involves tracking actual and projected revenues, expenditures, and cash receipts and disbursements to ensure that sufficient cash is available to meet all financial needs when due, and that sufficient available reserves are maintained as a contingency in the event of unforeseen financial setbacks.

The School shall provide the following budget reports to its authorizer by the following dates:

1. On or before July 1, a preliminary budget.
2. On or before December 15, a first interim financial report reflecting changes through Oct. 31.
3. On or before March 15, a second interim financial report reflecting changes through January 31.
4. On or before September 15, a final unaudited report for the full prior year.

**ENDING BALANCE:** At each June 30, the School’s goal is to maintain an unrestricted available ending balance at or above 3.00% of total expenditures during the fiscal year just ending.

**RUNNING CASH BALANCE:** The school’s goal is to maintain a cash balance of 90 days of expenses.

PROCEDURE

**Budget Structure**

School's annual budget includes a Statement of Activities that shows projected revenues, expenditures, and changes in fund balance for the fiscal year beginning July 1 and ending June 30 of the following year. The overall budget contains balanced sub-budgets by resource for state categoricals, special education, and other restricted monies in addition to the unrestricted general account. The budget is based on the Statement of Activities but includes notations of balance sheet activities such as asset acquisitions and debt repayment that affect the school's operations.

All annual budgets, including initial, interim and monthly updates, shall include a multi-year projection for the current year and following two fiscal years, as well as a corresponding monthly cash flow statement that shows year-to-date and projected revenues and expenditures as well as other transactions affecting cash, plus a beginning and ending cash balance, broken out monthly.

### **Annual Budget**

In May of each year, the school will begin preparing the draft annual budget under the direction and supervision of the Executive Director, using all available data including monthly actual revenues and expenditures to date as well as planned adjustments for the coming year.

The Board may elect to hold one or more Budget Planning meetings, or name a Finance Committee to hold such Budget Planning meetings during the last week of May or the first week in June, if deemed necessary prior to approval of the annual budget. Board recommendations for edit will be addressed in the final proposal.

Prior to July 1 of each year, the final budget will be presented to the Board for final approval. Once approved, the final budget will be submitted to the school's sponsoring entity by July 1 as required under the Education Code.

### **Interim Budgets**

On or before December 15 and March 15, the Executive Director, with the assistance of BOP, will develop and present an updated interim annual budget to the Board for approval at a regular or special Board meeting. The interim budget shall reflect adjustments or revisions to the original budget made in response to changing financial conditions or needs of the school. The Board may elect to hold one or more Budget Planning meetings, or name a Finance Committee to hold such Budget Planning meetings, if deemed necessary prior to approval of each interim budget. Once approved, the First and Second Interim Budgets will be submitted to the school's sponsoring entity by December 15 and March 15, respectively, as required by law.

### **Monthly Updates**

Each month beginning in October, at either the regularly scheduled or a special meeting of the Board, BOP will provide to the Board a monthly update of year-to-date revenues and expenditures, including a comparison of budgeted vs. actual amounts and a brief explanation of significant deviations from the original budget. The Board is not required to approve these monthly updates, which are informational items only – however, the Board may elect to approve any additions, revisions, or modifications to the Annual or Interim Budgets that it deems necessary, under a separate agenda item at the same or a subsequent meeting, to allow the school to adapt to changing financial conditions. Any such board-

approved changes to the Original or Interim budgets will be used as the current operating budget by school staff from that point forward.

## 4. FINANCIAL RESERVES

### BOARD POLICY

Financial resources are needed to manage cash flow and to help protect against the need to reduce service levels due to unforeseen revenue shortfalls (such as deferrals), unexpected costs, and economic uncertainties. Committed reserves are used to help the schools save for large purchases and reduce the potential cost of borrowing money.

LVCS will ensure adequate reserve balances to meet budgetary needs as follows:

- For economic uncertainty, a minimum unassigned fund balance of 5% with a goal of 10% of the total of all budgeted expenditures from the prior year.
- No less than 90 days of unrestricted cash on hand. Maintain at least 3% of the ending fund balance as unassigned reserves.
- The Board will annually consider upcoming and anticipated expenditures and may commit reserves for specific purposes including: restricted funds, facility/capital projects, major/deferred maintenance, anticipated expenditures such as textbooks and technology replacement.

### PROCEDURE

1. The minimum amount of the necessary reserve funds for the year will be calculated as soon as unaudited actuals are available and reported in monthly financial updates.
2. The Governing Board may restrict a portion of the operating reserve fund for strategic goals.
3. Committed reserves require a Board Resolution to establish as well as to transfer, remove, or change.

## 5. TRAVEL

### BOARD POLICY

The School recognizes that employees may be required to travel or incur other expenses from time to time. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by employees. Our policy is to reimburse only reasonable and necessary expenses actually incurred by employees.

### PROCEDURE

When incurring business expenses, the school expects employees to:

1. Exercise discretion and good business judgment with respect to those expenses.
2. Be cost-conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
3. Report expenses, supported by required documentation, as they were actually spent.



### **Initial Approval**

For both single trips and ongoing travel costs, written approval (which may be in the form of an e-mail) must be given by the Executive Director prior to travel costs being incurred, and a printed copy of the written approval should be provided along with the Expense Report at the time reimbursement is requested (see below). The travel approval should contain a brief description of the travel being approved, including dates, destination, and purpose for the trip. Repeat trips may be approved in a single approval (for example, approving a weekly trip).

Cost caps for various travel costs are listed later in this Policy. For reimbursement to be provided in excess of these cost caps, explicit pre-approval to exceed caps must be included in the approval document provided by the Executive Director. Without prior written explicit approval, no reimbursement for costs in excess of the cost caps will be provided after the fact.

### **Reimbursement Request**

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written request:

1. The individual's name;
2. The date, destination and purpose of the trip (should match information on the approval document);
3. An itemized list of all expenses for which reimbursement is requested;
4. If item cost exceeds cap, explicit authorization on the approval document to exceed caps.

### **Receipts**

Receipts are required for all expenditures, whether billed directly to the school, paid with a school credit card, or paid by the employee for later reimbursement. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits original receipts from each vendor showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable). A credit card printout showing only the total purchase cost and date is insufficient, except in the case of receipts such as parking garages, tolls, or other single charges that do not provide itemized receipts. If necessary, a "Certification of Lost Receipt" is available for infrequent lost receipts.

### **Organization Credit Cards**

If a corporate credit card is issued to personnel for travel (and other) organization-related expenses, copies of all receipts must be retained for audit purposes, although a reimbursement request need not be filed. The monthly credit card statement is not an acceptable substitute for individual receipts. No charges may be made for non-business expenses under any circumstances even if immediately reimbursed. Failure to meet these requirements will result in loss of the credit card.

### **Necessity of Travel**

In determining the reasonableness and necessity of travel expenses, the employee and supervisor shall consider the ways in which the school will benefit from the travel and weigh those benefits against the anticipated costs of the travel. Less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

However, cost is not the sole consideration – a reasonable balance should be struck between cost and convenience, with the final goal being the best combination of cost and benefit.

### **Air Travel**

Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. Economy or Premium Economy should be selected in all cases unless explicit authorization, including reason, is provided for Business/First class. Personnel may choose to upgrade school-paid fares to a higher class if paid directly by the staff member (upgrade charge cannot be on a school card or charged to the school and later reimbursed).

### **Lodging**

Employees traveling on behalf of the school may be reimbursed at the single room rate for the reasonable cost of hotel accommodations at a 2-3 star “budget business” hotel such as Embassy Suites, Comfort Inn, Fairfield Inn, Days Inn, Hampton Inn, etc. Convenience, the cost of staying in the city in which the hotel is located, safety and proximity to other venues on the individual’s itinerary shall be considered in determining reasonableness. Hotels that do not clearly meet the above criteria should be pre-approved in writing when requesting overall approval for the trip. Personnel shall make use of available corporate and discount rates for hotels. Personnel may choose to upgrade school-paid room charges, add incidental charges, or otherwise increase the cost of stay only if paid directly by the staff member (upgrade charge cannot be on a school card or charged to the school and later reimbursed).

Room service, minibar, valet, laundry or other charges are only reimbursable by the school if other options are unavailable (for example, late check-in after the restaurant has closed but 24-hour room service or minibar snacks are available, no self-parking, etc.) and reason for the incidental charge should be written on the reimbursement request. Internet charges are reimbursable if business use of the Internet is required. In-room movies and spa/gym/pool charges are not reimbursable. Latitude shall be given when reviewing hotel incidentals if a reasonable business case can be made for the charge in question. However, repeated events of charging questionable incidentals may lead to revocation of any future hotel incidental charges.

### **Out-Of-Town Meals**

Personnel traveling on behalf of the school are reimbursed on a per meal basis not to exceed the following rates when they actually incur the cost of a meal. They will not be reimbursed for meals paid for or provided by others. (Rates are based on the GSA.gov per diem rates; those currently posted for the Sacramento area follow <https://www.gsa.gov/travel/plan-book/per-diem-rates>.)

Breakfast:     \$ 16.00

Lunch:         \$ 17.00

Dinner:        \$ 31.00

Gratuities must be included on the receipt with a cap of 20%.

Meal costs in excess of the above will not be reimbursed unless explicitly pre-authorized in advance. If traveling to an expensive city or area, Personnel are advised to seek pre-approval of higher caps when obtaining overall trip approval.

### **Ground Transportation**

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

**Courtesy Shuttles.** Many hotels have courtesy shuttles, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible.

**Taxis/.Ride Sharing Services.** When courtesy cars and airport shuttles are not available, a taxi or ride share service such as Lyft or Uber is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

**Rental Cars.** Employees will be allowed to rent a car while out of town provided that the total cost is estimated to be less than the total cost of alternative methods of transportation. Employees are permitted to rent a full size car or smaller except as may be pre-approved. Gas charges to refill the car are reimbursable. Insurance for liability is reimbursable.

### **Personal Vehicles**

Personnel are compensated for use of their personal vehicles when used for business travel. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip over 250 miles that could be made more cheaply by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

### **Parking/Tolls**

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, parking etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips.

### **Excessive Expenditures**

The school discourages expenses in any category that could be perceived as lavish or excessive, as such expenses are inappropriate for reimbursement by a charter school. This includes situations in which these options may actually be less expensive, as charter schools face considerable scrutiny on the nature as well as the cost of business-related expenses. Personnel must be aware that as a public charter school, business travel is funded by taxpayer money and is expected to be functional but not extravagant. Some examples of excessive spending include (the following is not a comprehensive list):

1. Limousine/town car service;
2. Beach resort accommodation;
3. Sporting/golf events;
4. Music events/festivals/concerts;
5. 4-star and above hotels (unless clear reasons can be shown as to why other options were unavailable);
6. Excessive meal charges.

## 6. FIXED ASSETS

### BOARD POLICY

In order to properly track all capitalized and non-capitalized assets, an inventory must be maintained for all items with a value of \$5,000 or more. This Inventory Record shall include the asset description, location, and ID tag/serial number, and for items exceeding \$5,000, shall reference the corresponding entry in the Fixed Asset Register for capitalized assets (see below). All inventoried items shall be tagged with a unique identification tag. A textbook inventory of all textbooks shall also be maintained. The textbook inventory may be kept separate from the overall inventory.

### PROCEDURE

#### **Fixed Asset Register**

Assets with a single value of \$5,000 or more and a useful life of more than one year are considered “fixed assets,” meaning they are included as assets on the school’s balance sheet (rather than as expenses such as books and supplies) and the cost of these assets is spread out over the useful life of the asset. This process is called “capitalization,” and involves including the value of the asset on the school’s balance sheet at acquisition, and charging a portion of the item’s value as “depreciation” each year over its useful life. In order to properly account for capitalized assets, a Fixed Asset Register must be maintained for all capitalized assets, and shall include asset description, acquisition date, cost basis, depreciation expense, accumulated depreciation and useful life. BOP is responsible for maintaining the fixed asset register.

#### **Procedure for Recording Inventory and Fixed Assets**

When any item is acquired with a cost basis of \$5,000 or more, an entry shall be made in the Inventory Record showing asset description, location, and ID tag/serial number, and a numbered identification tag shall be affixed to the item.

When the item that is purchased has a useful life of one year or more and has a cost of \$5,000 or more, the item should be entered into the Inventory Record as described in the above paragraph, and three additional steps must also be taken:

- a. A notation is made in the Inventory Record that this item is a fixed asset;
- b. BOP is informed that a specific purchase meets the qualifications of a fixed asset;
- c. BOP makes an entry is made in the Fixed Asset Register reflecting the acquisition.

#### **Annual Inventory**

At the end of each fiscal year upon a date determined by the Executive Director, a comprehensive physical inventory shall be conducted of all inventoried assets of \$5,000 or more (including all fixed assets), reconciling the Inventory Record, the Fixed Asset Register, and the information in the general ledger to match the results of the physical inventory.

## 7. DEBT MANAGEMENT

### BOARD POLICY

The purpose of this policy is to enhance School’s ability to manage its debt in a fiscally conservative and

prudent manner. The effects of decisions regarding types of borrowing, covenants and terms, interest rates, and payment structure directly impact the school's continuing operation. The school has thus established this Debt Management Policy to provide goals and guidelines for the School's borrowings.

The School's Debt Management Policy is as follows:

1. The Executive Director is responsible for administering and maintaining the School's current obligations under direction of the Board. BOP will meet with the Executive Director and Board, as appropriate, regarding the status of the School's existing debt and to make specific recommendations.
2. No new debt shall be incurred without approval of the Board.
3. All approved annual budgets shall include timely repayment of all outstanding debt, or include a reasonable repayment plan for such debt if timely repayment is not possible.
4. Prior to incurring any new borrowing, BOP shall prepare a financial analysis showing the effect of the borrowing on current and future operations. The School may not borrow if a reasonable financial analysis cannot show timely repayment of all obligations including the planned borrowing.
5. The School will seek financing options that are at the lowest interest cost and in the best interests of the School.
6. The School will take all practical precautions and proactive measures to avoid borrowing decisions that can negatively impact current or future operations.
7. The School will determine the term, rates, and covenants that will best fit within the overall existing debt structure at the time any new debt is incurred.
8. The School will explore, assess risk, and implement innovative structuring ideas when they are consistent with the above goals.

PROCEDURE

N/A – Policy Only

## 8. BANKING

BOARD POLICY

All bank accounts shall be established in the name of the School with prior board approval of the initial authorized signers. Annually with respect to all existing bank accounts and with the assistance of BOP, the Board shall review and approve all authorized signers and approve the continuing need for each account.

All loans or similar agreements shall be negotiated by the Executive Director to obtain such services in the most efficient and cost-effective manner, using the same procedures as described in "2. PURCHASING POLICY" above. All such agreements must clearly define all terms under which the School will be obligated and the price for such services.

PROCEDURE

### **Reconciliations**

All bank statements will be reconciled monthly by BOP, who does not participate in cash handling.

## 9. GENERALLY ACCEPTED STANDARDS OF FISCAL MANAGEMENT

### BOARD POLICY

Charter schools are required to meet generally accepted standards of fiscal management. It is now generally accepted that the primary responsibility for the fair presentation of financial statements rests with the reporting management of an organization. Accordingly, a process must be effected by a school's management and other personnel and designed to provide reasonable assurance regarding the achievement and maintenance of the following standards:

1. A fiscal year balanced budget that clearly defines achievable goals as defined in the school's charter and approved by the Governing Board.
2. Full compliance with Uniform Education Reporting System (UERS) policies and procedures.
3. Accounting records should properly and accurately record and account for all cash equivalent transactions, including actual cash. Accounting information should be relevant, reliable, comparable and consistent and must be available for the preparation of reliable financial statements.
4. Demonstrated compliance with Federal and state laws/regulations, State Board of Education policies and other compliance requirements.
5. Maintenance of documentation that outlines internal controls on business practices and operation.
6. Transactions are executed in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on public funds.
7. Funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.
8. Required independent audits are performed and submitted when due in a timely manner as prescribed by the California Department of Education.
10. School should have documentation that supports its financial statements and that reflect its financial position/condition, results of operations or changes in net assets and where appropriate, cash flows for any fiscal period/year.
12. Any necessary corrective action plans on any audit findings must be filed in writing and proposed changes must be implemented in the subsequent fiscal year.