

# 2019 CHARTER SCHOOL ANNUAL REPORT

## MANAGEMENT REPORT

### 1. INSTRUCTIONS

**THIS REPORT IS TO BE COMPLETED BY THE CHARTER SCHOOL'S MANAGEMENT**

All charter schools are required by law to submit an Annual Report to the Georgia Department of Education by November 1 of each year [O.C.G.A. §20-2-2067.1(c)].

Your charter school's 2019 Annual Report requirement will be satisfied by completing the four (4) tabs in this Charter Schools Management Report form and submitting it along with required attachments (see list below) via email no later than 12:00 Midnight on Friday evening, November 1, 2019 (see submission instructions below).

#### OUTLINE

Tab 1: Instructions

Tab 2: School Information

Tab 3: Legal Compliance

Tab 4: Education Service Provider

#### REQUIRED ATTACHMENTS

1

2

You must submit up to six required items via a single email no later than 12:00 Midnight on Friday evening, November 1, 2019 to satisfy your charter school's annual report requirements as follows:

3

**Attachment 1:** This Management Report with answers to all the questions for both 2018-19 and 2019-20

4

**Attachment 2:** Proof of 2019 Georgia non-profit status

5

**Attachment 3:** Audit Report (audited financial statements)

6

**Attachment 4:** Management Report Submission Affidavit, signed by top manager at your charter school (e.g., CEO, Principal, Executive Director) and notarized

7

**Attachment 5:** Board Chair's Report, completed by your school's Governing Board Chair

8

**Attachment 6:** Board Chair Report Submission Affidavit, signed by Board Chair and notarized

TABLE 1

#### WHICH ATTACHMENTS IS YOUR CHARTER SCHOOL REQUIRED TO SUBMIT?

9

10

If your school is a...

Att. 2

Att. 3

Att. 4

Att. 5

Proof of 2019  
GEORGIA non-  
profit status

Audit Report

Management  
Report  
Submission  
Affidavit

Board Chair  
Report

10

A. Conversion charter school  
+ Charter is held by a Georgia non-profit AND  
+ School is INCLUDED in your local school system audit

YES

NO

YES

YES

11

B. Conversion charter school  
+ In your first year of operation AND  
+ Charter is held by a Georgia non-profit AND  
+ School is NOT included in local school system audit

YES

NO

YES

YES

12

C. Conversion charter school  
+ In your second or later year of operation AND  
+ Charter is held by a Georgia non-profit AND  
+ School is NOT included in local school system audit

YES

YES

YES

YES

13

D. Start-up charter school  
+ In your first year of operation AND

YES

NO

YES

YES

14	+ Your school had NO Revenues or Expenditures in the previous year				
	E. <u>Start-up</u> charter school + In your first year of operation AND + Your school had Revenues or Expenditures in the previous year	YES	YES	YES	YES
15	F. <u>Start-up</u> charter school	YES	YES	YES	YES

## INSTRUCTIONS FOR SUBMITTING REQUIRED ATTACHMENTS

To properly submit Attachment 1: Management Report Form, you must perform the following steps.

**STEP ONE:** Before you go any further, save this Excel spreadsheet on your computer. To do this:

Pull down the File menu from the upper left of your screen

Press "Save As"

Select "Desktop" or whatever location you chose on your computer

Enter "Your Charter School Name - Management Report 2019" -- *but be sure to enter the actual name of your school instead of "Your Charter School Name". Be sure to put your school name FIRST, as in the example.*

Press Save.

**STEP TWO:** Answer all the questions in Tabs 2-4.

*Be sure to Save your file frequently while you are working on it so that you don't lose any of your answers.*

**STEP THREE:** Once you have answered the questions, Save your file one last time.

**STEP FOUR:** Attach your completed Management Report file to an email addressed to [kpritchard@doe.k12.ga.us](mailto:kpritchard@doe.k12.ga.us) along with the Attachments (2, 3, 4, 5, and 6) that you are required to submit (see list above, lines 9-15).

**STEP FIVE:** Enter "Annual Report 2019 - Your School Name" as the Subject line of your cover email (be sure to replace "Your School Name" with the actual name of your school)

**STEP SIX:** Indicate in your cover email what files you have attached to your email.

**STEP SEVEN:** Please indicate in your cover email which group (A-F) your school is in (*see list above, lines 9-15*).

**STEP EIGHT:** Press Send.

**STEP NINE:** Check to be sure you receive an email within one business day from [kpritchard@doe.k12.ga.us](mailto:kpritchard@doe.k12.ga.us) in which we confirm that we received your submission.

**STEP TEN:** Check to be sure that you receive a follow-up email within **TEN** business days.

Once we receive your initial submission, we will review the annual report and submitted all required attachments.

We will then send you a follow-up email saying your submission was complete or that your submission is rejected.

If your submission is rejected, you will have to address the issues raised and then resubmit before the **November 1, 2019** deadline any file that needed to be revised.

**PLEASE NOTE:** Your legal obligation to submit your Annual Report is not met until you receive a follow-up email confirming that your submission is complete.

You should therefore not wait until November 1 to submit your Annual Report -- since you may have missed something and therefore would have no time to revise and resubmit your Annual Report Form and attachments.

**We strongly recommend that you start answering the questions in Tabs 2-4 IMMEDIATELY upon receipt of this file.**

To properly submit Attachment 2: Proof GEORGIA of non-profit status you must perform the following steps.

**STEP ONE:** Open an Internet browser window on your computer and go to <https://ecorp.sos.ga.gov/BusinessSearch>

**STEP TWO:** Type in your charter school's name -- or the name of the non-profit that holds your school's charter contract.

**STEP THREE:** Click on your school to bring up your most recent Business Information.

**STEP FOUR:** Click on the Filing History button near the bottom of the page.

**STEP FIVE:** Click on the blue Annual Registration (2019) link at the bottom of the Filing Type column on the right side of the page.

**STEP SIX:** Save your Annual Registration Form as a PDF file named "Your School Name - 2019 Non-Profit Status" (*be sure to replace "Your School Name" with the actual name of your school*)

**STEP Seven:** Attach the PDF file you saved in STEP SIX to the email you are sending us with your Annual Report materials.

46	To properly submit <u>Attachment 3: Audit Report</u> you must perform the following steps.
47	O.C.G.A. 20-2-2065(b)(7), the State Board of Education charter rules, and your charter contract require that you submit an independent Audit Report conducted by the State Auditor or a Georgia licensed CPA.
48	<b>NOTE:</b> The Audit Report must include the opinion of the auditor as regards the accuracy of your school's accounting records, financial position, change in financial position, compliance with rules of various governing entities, including GAGAS (Generally Accepted Government Auditing Standards (the "Yellow Book") or, for those schools not yet converted to GAGAS, compliance with GAAP (Generally Accepted Accounting Principles). Charter Schools as defined by O.C.G.A. 20-2-2062 are public schools, therefore the Governmental Accounting Standards Board (GASB) Statements and Interpretations constitute GAAP.
49	If your school's audit firm cannot complete your audit in time to submit it by November 1, 2019, then you must submit your school's <u>unaudited</u> financial statements (Statement of Net Assets, Statement of Activities, and all Fund Financial Statements that have yet to be audited) by November 1, 2019 <u>along with a letter from your auditor</u> explaining why the deadline will not be met -- and then submit the Audit Report when it is <u>completed</u> .
50	If this applies to your school, please note that your school's legal obligations are not met unless you <b>BOTH</b> submit the unaudited financial statements by November 1, 2019 <b>AND</b> submit the Audit Report when it is completed.
51	<b>STEP ONE:</b> Request that your Auditor present to you in a PDF file your FY 2019 Audit Report or ( <i>if your Audit will not be done by November 1</i> ) your FY 2019 unaudited financial statements with a letter explaining why the audit will not be done on time.
52	<b>STEP TWO:</b> Name the files <i>Your School Name - 2019 Audit Report</i> and attach the PDF file(s) you received from your Auditor in STEP ONE (on line 51 above) to the email you are sending us with your Annual Report Form.

53	To properly submit <u>Attachment 4: Management Report Submission Affidavit</u> , you must perform the following steps.
54	<b>STEP ONE:</b> Save the Word version of the Management Report Submission Affidavit on your computer. To do this:
55	Pull down the File menu from the upper left of your screen
56	Press "Save As"
57	Select "Desktop" or whatever location you choose on your computer
58	Enter "Your Charter School Name - Management Report Submission Affidavit" -- <i>but be sure to enter the actual name of your school instead of "Your Charter School Name"</i>
59	Press Save.
60	<b>STEP TWO:</b> Fill out the name of your school in the document
61	<b>STEP THREE:</b> Print the Affidavit
62	<b>STEP FOUR:</b> Have the top manager at your charter school (e.g., CEO, Principal, Executive Director) sign the Affidavit in front of a notary public and have the Affidavit notarized.
63	<b>STEP FIVE:</b> Scan and save the signed Management Report Submission Affidavit with "Your Charter School Name - Management Report Submission Affidavit" -- <i>but be sure to enter the actual name of your school instead of "Your Charter School Name"</i>
63	<b>STEP SIX:</b> Attach the signed and notarized Management Report Submission Affidavit file to the email you are sending with your Annual Report materials.

64	To properly submit <u>Attachment 5: COMPLETED Board Chair Report</u> , you must perform the following steps.
65	<u>STEP ONE:</u> Request the completed Board Chair Report from your Charter School's Governing Board Chair.
66	<u>STEP TWO:</u> Be sure the Excel file you received from your Board Chair is named " <i>Your School Name - Board Chair Report</i> " and attach it to the email you are sending us with your Annual Report materials.

67	To properly submit <u>Attachment 6: SIGNED AND NOTARIZED Board Chair Report Submission Affidavit</u> , you must perform the following steps.
68	<u>STEP ONE:</u> Request the signed and notarized Board Chair Report Submission Affidavit from your Governing Board Chair.
69	<u>STEP TWO:</u> Be sure this PDF file is named " <i>Your School Name - Board Chair Report Submission Affidavit</i> " and attach it to the email you are sending us with your Annual Report Materials.

70	<b>Documents or Information you may need as you answer the questions in this Management Report</b>
71	<b>Legal Documents/Governance Information</b>
72	{ Your school's current charter contract
73	{ Contact information for Chair of the School Governing Board
74	{ Board meeting minutes for the 2018-19 school year
75	{ Proof of non-profit status
76	<b>Financial Documents</b>
77	{ Statement of Net Assets
78	{ Unaudited Financial Statements
79	{ Contract agreements with service providers
80	{ Building ownership information or lease agreement
81	{ Contact info for CFO and Auditor
82	{ CFO's resume
83	<b>Personnel Information</b>
84	{ Certification information
85	{ Background check information
86	<b>Enrollment Information</b>
87	{ Enrollment numbers for the 2018-19 school year and an enrollment estimate for the 2019-20 school year
88	{ Lottery data and enrollment process

89	<b>FILLING OUT THE REST OF THE 2019 MANAGEMENT REPORT FORM</b>
90	To fill out the rest of the 2019 Management Report Form, please provide answers to each question beginning with Tab 2 and proceeding from tab to tab until you are done.
91	Instructions are provided throughout the Management Report Form to clarify what is being requested and where you should place your answers.
92	Please note that if you are asked to type in an answer, the cell will expand to hold your entire answer.
93	If you need additional info about anything in the Annual Report, <b><u>PLEASE SEND YOUR QUESTIONS VIA EMAIL (NO PHONE CALLS) TO <a href="mailto:kpritchard@doe.k12.ga.us">kpritchard@doe.k12.ga.us</a></u></b> and <b><u>be sure to include your school name and the specific tab numbers and line number(s) about which you are asking.</u></b> You will receive a reply within five business days.
94	<b><u>YOU MUST EMAIL YOUR QUESTIONS; WE ARE UNABLE TO ANSWER PHONE CALLS ABOUT THE ANNUAL REPORT FORM FROM 130 SCHOOLS</u></b>
95	<b>THANK YOU!</b>

96	<b>You have reached the end of Tab 1: Instructions.</b>
97	<b>Please proceed to Tab 2: School Information and begin answering the questions there.</b>

Att. 6
Board Chair Report Submission Affidavit
YES
YES
YES
YES

YES
YES



100



