

February 2020

# Business & Operations Committee Update



## Financial

- ❑ Cash balance (period end 12/31/19) = \$2.81M
  - ❖ \$1.95M in Operating Account
  - ❖ \$861k in Investments (\$773k internally designated as restricted funds; \$89k in unrestricted funds)
- ❑ Revenue items of interest:
  - ✓ Cash position is strong; No currently anticipated funding issues
  - ✓ Strong financial performance against the YTD budget
  - ✓ Heading into the 2<sup>nd</sup> half of the FY, we anticipate a strong level of reserved funds for summer months in which we do not receive APS allocations (cash target for summer months = ~\$2M)
  - ✓ FY 20-21 budget update:
    - APS has not yet published pay scales or revenue projections for FY 20-21
    - Public budget draft review meetings are now anticipated to occur March 12<sup>th</sup> (during the Business Operations Committee meeting) and on March 17<sup>th</sup> (during the Governing Board meeting)
    - Notice of these meetings will be posted in the Fulton Daily Reporter
    - Anticipate Board vote on final FY 20-21 budget during April Board meeting
- ❑ Other Items of Interest:
  - ✓ Recently matured CD (\$128k) was reinvested in a 2-year CD maturing in January 2021 (will add interest rates to future financial reporting)
  - ✓ Committee is beginning discussions around Middle Campus mortgage refinance in Spring 2021; will be dependent on charter renewal



## Facilities & Grounds

- ❑ Roof project:
  - ✓ Roof on schedule for replacement this summer; APS has chosen the contractor
  - ✓ Scope has expanded and timeline has not; however, we are still on schedule for the work to begin
  - ✓ EC will be off-limits to all staff beginning on May 28th and until completion
  - ✓ Summer new hire orientations and retreats will need to occur at an alternate locations (e.g., MC); however parent orientations will need to occur at the EC
- ❑ Intercom System:
  - ✓ Meeting scheduled for next week with newest quoting entity
  - ✓ Team will meet to review all quotes and make proposal to the Board
  - ✓ Grant of \$30k for each campus has been awarded to ANCS to defray some of the cost of the new system; grant funds were received in October and are reflected in the financials
- ❑ MC Buildings and Grounds Project:
  - ✓ Park Pride engaged the students in a visioning process ; currently mapping out a master plan to incorporate that vision

ATLANTA NEIGHBORHOOD CHARTER SCHOOL  
 FY 2020 - Monthly Cash Flow Statement  
 January 31, 2020

		Allocation based on FTE Count = 620											FY21	
		Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20
<b>Revenue</b>														
Local/State Funding	\$0	\$1,012,406	\$1,012,406	\$1,075,488	\$1,023,716	\$1,207,158	\$1,074,033	\$1,074,033	\$1,074,033	\$1,074,033	\$1,074,033	\$1,074,033	\$0	\$0
Grants	\$42,222	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Title 2 Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contributions & Fundraising	\$8,677	\$6,206	\$17,900	\$32,640	\$17,030	\$3,293	\$33,756	\$14,000	\$90,000	\$14,000	\$19,586	\$4,000	\$4,000	\$0
Program Income	\$984	\$95,684	\$83,190	\$43,630	\$22,259	\$47,079	\$73,356	\$50,000	\$60,000	\$40,000	\$50,000	\$15,000	\$15,000	\$0
Nutrition Program Income	\$692	\$32,897	\$32,476	\$26,603	\$36,380	\$28,661	\$28,097	\$30,000	\$25,000	\$21,000	\$20,000	\$9,000	\$9,000	\$0
Other Income	\$543	\$320	\$3,746	\$420	\$472	\$542	\$545	\$1,000	\$1,000	\$1,000	\$1,200	\$1,000	\$1,000	\$500
<b>Total Revenue</b>	<b>\$53,117</b>	<b>\$1,147,514</b>	<b>\$1,149,717</b>	<b>\$1,178,781</b>	<b>\$1,099,855</b>	<b>\$1,286,732</b>	<b>\$1,209,787</b>	<b>\$1,169,033</b>	<b>\$1,250,033</b>	<b>\$1,150,033</b>	<b>\$1,164,819</b>	<b>\$29,000</b>	<b>\$500</b>	
<b>Expenditures</b>														
Salaries and Benefits	\$694,360	\$740,951	\$911,052	\$824,345	\$810,253	\$961,386	\$774,876	\$760,000	\$760,000	\$760,000	\$760,000	\$755,000	\$760,000	\$760,000
Professional Development	\$10,656	\$6,839	\$706	\$39,168	\$12,773	\$8,391	\$628	\$5,000	\$5,000	\$10,000	\$5,000	\$10,000	\$10,000	\$0
Curriculum & Classroom Expenses	\$3,455	\$37,792	\$17,889	\$14,977	\$9,727	\$28,509	\$6,808	\$10,000	\$2,000	\$7,000	\$6,000	\$10,000	\$10,000	\$0
Program Expenses	\$4,517	\$8,602	\$6,893	\$5,127	\$5,610	\$16,453	\$12,206	\$15,000	\$31,000	\$10,000	\$20,000	\$10,000	\$10,000	\$0
Building & Grounds	\$105,726	\$54,761	\$44,976	\$46,336	\$44,923	\$43,048	\$55,708	\$50,000	\$50,000	\$45,000	\$40,000	\$45,000	\$45,000	\$36,000
Fixed Assets Expenditures	\$0	\$0	\$34,356	\$1,106	\$2,440	\$1,076	\$15,414	\$20,000	\$20,000	\$20,000	\$17,000	\$10,000	\$10,000	\$0
Professional Services	\$8,475	\$27,105	\$1,465	\$0	\$5,309	\$0	\$30	\$1,200	\$2,000	\$2,000	\$345	\$50	\$50	\$0
Gen&Admin/Insurance/Interest	\$46,431	\$38,785	\$28,633	\$22,568	\$30,952	\$21,845	\$22,753	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$3,498	\$5,000
Nutrition Program Expenses	\$888	\$22,750	\$21,663	\$19,585	\$23,882	\$13,716	\$19,467	\$17,000	\$21,000	\$16,000	\$15,315	\$2,500	\$2,500	\$0
Equipment Rental (Copiers)	\$2,115	\$1,879	\$5,140	\$4,753	\$4,672	\$4,284	\$5,251	\$4,500	\$4,500	\$4,000	\$4,000	\$4,000	\$4,000	\$0
Fundraising Expenses	\$2,125	\$2,519	\$3,306	\$1,695	\$726	\$824	\$132	\$2,000	\$35,000	\$500	\$500	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$878,749</b>	<b>\$941,984</b>	<b>\$1,076,078</b>	<b>\$979,661</b>	<b>\$951,266</b>	<b>\$1,099,533</b>	<b>\$913,273</b>	<b>\$899,700</b>	<b>\$945,500</b>	<b>\$889,500</b>	<b>\$883,160</b>	<b>\$850,048</b>	<b>\$801,000</b>	
<b>Total Revenues - Total Expenditures</b>	<b>(\$825,632)</b>	<b>\$205,530</b>	<b>\$73,639</b>	<b>\$199,119</b>	<b>\$148,589</b>	<b>\$187,199</b>	<b>\$296,514</b>	<b>\$269,333</b>	<b>\$304,533</b>	<b>\$260,533</b>	<b>\$281,659</b>	<b>\$(821,048)</b>	<b>(\$800,500)</b>	
<b>EOM Cash Balance</b>	<b>\$759,211</b>	<b>\$837,208</b>	<b>\$1,082,984</b>	<b>\$1,462,560</b>	<b>\$1,591,001</b>	<b>\$1,744,460</b>	<b>\$1,949,331</b>	<b>\$2,218,664</b>	<b>\$2,523,197</b>	<b>\$2,783,730</b>	<b>\$3,065,389</b>	<b>\$2,244,341</b>	<b>\$1,443,841</b>	
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$861k of investments

**ATLANTA NEIGHBORHOOD CHARTER SCHOOL**  
**Budget to Actual FY2020**  
**YTD January 31, 2020**

Period Ended 1/31/20

	YTD FY2019 Actual	YTD FY2020 Actual	YTD Budget	YTD \$Variance	FY2020 Budget
<b>Income</b>					
Local/State Funding	\$5,932,840	\$6,405,207	\$5,994,181	411,025	9,990,302
Grants	\$32,599	\$42,222	\$0	42,222	0
Title 2 Funding	\$1,000	\$0	\$1,000	0	1,000
Contributions & Fundraising	\$101,161	\$119,502	\$91,414	28,088	233,000
Program Income	\$330,140	\$366,182	\$302,500	63,682	517,500
Nutrition Income	\$186,055	\$185,804	\$180,000	5,804	285,000
Other Income	\$7,122	\$7,143	\$3,761	3,382	8,700
<b>Total Income</b>	<b>\$ 6,590,917</b>	<b>\$7,126,059</b>	<b>\$6,572,856</b>	<b>\$ 553,203</b>	<b>\$ 11,035,502</b>

**Expenditures**

Salaries and Benefits	\$5,254,345	\$5,713,509	\$5,340,039	(373,470)	9,133,710
Professional Development	\$58,876	\$76,830	\$78,872	2,042	113,500
Curriculum & Classroom Expenses	\$133,790	\$119,662	\$155,290	35,628	190,000
Program Expenses	\$60,218	\$58,764	\$94,000	35,236	180,000
Building & Grounds	\$323,536	\$364,400	\$351,133	(13,267)	581,133
Fixed Asset Expenditures	\$119,981	\$94,359	\$140,000	45,641	227,000
Professional Services	\$41,367	\$40,388	\$29,406	(10,982)	35,000
Gen&Admin/Insurance/Interest Expense	\$122,907	\$203,407	\$136,502	(66,905)	200,000
Nutrition Program Purchases	\$120,076	\$121,951	\$108,185	(13,767)	180,000
Equipment Rental (Copiers)	\$46,757	\$28,094	\$29,000	906	50,000
Fundraising Expenses	\$13,319	\$11,201	\$13,416	2,214	51,400
<b>Total Expenditures</b>	<b>\$6,295,172</b>	<b>\$6,832,566</b>	<b>\$6,475,843</b>	<b>\$ (356,724)</b>	<b>\$ 10,941,743</b>
Operating Income/Loss	\$ 295,745	\$ 293,493	\$97,014	\$ 196,479	\$ 93,759

**Total investments held by ANCS****1/31/2020**

Institution	Investment	Amount
Atlantic Capital Bank	Operating accounts	1,949,331
		<b>1,949,331</b>
Edward Jones - State Bank of India	CD	228,000 matures 2/2020
Edward Jones - BMO Harris Bank	CD	200,000 matures 5/2020
Edward Jones - Morgan Stanley Bank	CD	128,000 matures 1/31/2022
Edward Jones - Money Market	Money Market	150
Self-Help Credit Union	CD	238,634 matures 10/2021
Self-Help Credit Union	Money Market	66,686
Total invested funds (not at ACB)		<b>861,470</b>
Total restricted funds - reserves		<b>-772,820</b>
Total unrestricted investments		<b>88,650</b>
Grand total ANCS funds		<b>\$2,810,801</b>



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## BUSINESS OPERATIONS CALENDAR FY2019-2020

### August

- Confirm final changes to financial policy from May financial policy review
- Revise and publish Annual Financial Resolution
- Board votes on Annual Financial Resolution at August Board meeting
- Confirm Health Insurance administrator's attendance at August & September Business Operations Meeting
- Board votes to approve payment of budgeted fiscal year Tenure Bonuses

### September

- Annual Audit Ends
- Confirm audit partner's attendance at October Board meeting to present audit to Board
- Health Insurance annual renewal strategy meetings with Business Operations Committee
- Tenure Bonuses Paid by End of Month

### October

- Review Annual Audit Draft w/auditor in Business Operations Committee Meeting
- Review Health Insurance renewal rates with Business Operations Committee in October Meeting
- Annual Audit Presented to Board @ October meeting

### November

- Investment Program review with Investment Advisor at November Business Operations Committee Meeting

### December

- Health Insurance Open Enrollment begins
- Annual increases/pay scale policy reviewed by Business Ops Committee (dependent upon APS publishing their scale)
- Form 990 reviewed by Business Operations Committee
- Form 990 draft supplied to Board in December board meeting packet
- Form 990 filed (after Board review) and uploaded to ANCS website

### January

- Health Insurance Program Plan Year Begins (January 1st)
- Annual Registration with Secretary of State due
- Contract renewal discussions begin (completion by May)
- Business Operations Committee receives annual increase/pay scale proposed changes from Compensation Committee (may push to February meeting if APS schedule has not been published)

### **February**

- Financial Budget Review by Business Ops Committee (x2, if needed)
- Financial Budget Draft presented to Board
- Communicate dates of public budget draft review meetings (x2); can coincide with Business Operations Committee meeting and Governing Board Meeting
- Annual increases/pay scale policy approved by Governance Committee

### **March**

- Public Budget Draft Meetings Held (x2)
- Budget voted on by Board

### **April**

- Annual Financial Policy Review (review and confirm proposed changes for next FY)
- Confirm attendance of Property/Casualty Insurance administrator at May Committee Meeting (July 1 Renewal)

### **May**

- Property/Casualty Insurance Program Review
- All contracts sent and executed (State Deadline = May 15)

### **June**

None

### **July**

- Property/Casualty Insurance Program Renewal (July 1<sup>st</sup>)