# Business & Operations Committee Update



### Financial

- Cash balance (period end 03/31/19) = \$3.2M
  - \$2.3M in Operating Account
  - \$867k in Investments (\$773k internally designated as restricted funds; \$94k in unrestricted funds)
- ☐ Revenue items of interest:
  - ✓ Cash position is strong; We've received all allocated funding YTD
  - ✓ Strong financial performance against the YTD budget
  - Paycheck Protection Program (PPP) funding was approved during a special meeting of the board and received by ANCS on Thurs, 4/16
    - Will be reflected in April financials
    - Committee has discussed processes & strong audit trail to be utilized during forgiveness period
    - PPP funds not included in FY20-21 draft budget; budget will be reforecast once forgiveness is certified and Board approves use of funds
- ☐ FY 20-21 budget will be presented for vote:
  - ✓ Revenue reflects additional APS allocation increase received in FY19-20 (not included in FY19-20 budget); budgeted revenue is a 0% increase over FY19-20 funding received from APS
  - ✓ Largest expense increase is related to salary increases for faculty/staff
- ☐ Other Items of Interest:
  - ✓ Committee completed annual policy review; final redline of policies will be sent to Governance Committee during April/May
  - ✓ Committee is evaluating the draft reserve fund policy and will finalize before FY ends
  - ✓ Committee has invited business insurance advisor to attend May committee meeting (per annual calendar)



### Facilities & Grounds

### Roof project:

- ✓ Roof on schedule for replacement this summer; APS has chosen the contractor and pre-construction meetings are being scheduled
- ✓ May be able to begin work earlier than anticipated; TBD
- ✓ Intercom work will need to occur at the EC prior to roof repair work beginning

### ☐ Intercom System:

- 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
- Vendor has been selected and Board approved funds during March board meeting
- ✓ Final quote was approximately \$95k; \$60k covered by grants already received

### ☐ 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 March 31, 2020

	Martin 52, 1910												
	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
Revenue													
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	\$0	\$0
Grants	\$42,222	\$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
Contributions & Fundraising	\$8,677	\$6,206	\$17,900	\$32,640	\$17,030	\$3,293	\$33,756	\$29,259	\$85,645	\$14,000	\$19,586	\$4,000	\$0
Program Income	\$984	\$95,684	\$83,190	\$43,630	\$22,259	\$47,079	\$73,356	\$46,077	(\$871)	\$40,000	\$50,000	\$15,000	\$0
Nutriton Program Income	\$692	\$32,897	\$32,476	\$26,603	\$36,380	\$28,661	\$28,097	\$32,375	\$20,809	\$21,000	\$20,000	\$9,000	\$0
Other Income	\$543	\$320	\$3,746	\$420	\$472	\$542	\$545	\$544	\$1,595	\$1,000	\$1,200	\$1,000	\$500
Total Revenue	\$53,117	\$1,147,514	\$1,149,717	\$1,178,781	\$1,099,855	\$1,286,732	\$1,209,787	\$1,182,288	\$1,181,211	\$1,150,033	\$1,164,819	\$29,000	\$500
Expenditures													
Salaries and Benefits	\$694,360	\$740,951	\$911,052	\$824,345	\$810,253	\$961,386	\$774,876	\$805,788	\$810,438	\$760,000	\$760,000	\$755,000	\$760,000
Professional Development	\$10,656	\$6,839	\$706	\$39,168	\$12,773	\$8,391	\$628	\$22,451	\$12,621	\$10,000	\$5,000	\$10,000	\$0
Curriculum & Classroom Expen	\$3,455	\$37,792	\$17,889	\$14,977	\$9,727	\$28,509	\$6,808	\$10,342	\$4,816	\$7,000	\$6,000	\$10,000	\$0
Program Expenses	\$4,517	\$8,602	\$6,893	\$5,127	\$5,610	\$16,453	\$12,206	\$28,262	\$8,281	\$10,000	\$20,000	\$10,000	\$0
Building & Grounds	\$105,726	\$54,761	\$44,976	\$46,336	\$44,923	\$43,048	\$55,708	\$44,697	\$35,078	\$45,000	\$40,000	\$45,000	\$36,000
Fixed Assets Expenditures	\$0	\$0	\$34,356	\$1,106	\$2,440	\$1,076	\$15,414	\$1,893	\$294	\$20,000	\$17,000	\$10,000	\$0
Professional Services	\$8,475	\$27,105	\$1,465	\$0	\$5,309	\$0	\$30	\$0	\$0	\$2,000	\$345	\$50	\$0
Gen&Admin/Insurance/Interes	\$46,431	\$38,785	\$28,633	\$22,568	\$30,952	\$21,845	\$22,753	\$18,114	\$20,566	\$15,000	\$15,000	\$3,498	\$5,000
<b>Nutrition Program Expenses</b>	\$888	\$22,750	\$21,663	\$19,585	\$23,882	\$13,716	\$19,467	\$23,105	\$12,605	\$16,000	\$15,315	\$2,500	\$0
Equipment Rental (Copiers)	\$2,115	\$1,879	\$5,140	\$4,753	\$4,672	\$4,284	\$5,251	\$2,669	\$4,960	\$4,000	\$4,000	\$4,000	\$0
Fundraising Expenses	\$2,125	\$2,519	\$3,306	\$1,695	\$726	\$824	\$132	\$6,876	\$23,114	\$500	\$500	\$0	\$0
Total Expenditures	\$878,749	\$941,984	\$1,076,078	\$979,661	\$951,266	\$1,099,533	\$913,273	\$964,198	\$932,772	\$889,500	\$883,160	\$850,048	\$801,000
<b>Total Revenues - Total Expenditures</b>	(\$825,632)	\$205,530	\$73,639	\$199,119	\$ 148,589	\$187,199	\$296,514	\$ 218,090	\$248,440	\$ 260,533	\$281,659	\$ (821,048)	(\$800,500)
EOM Cash Balance	\$759,211	\$837,208	\$1,082,984	\$1,462,560	\$1,591,001	\$1,744,460	\$1,949,331	\$2,092,338	\$2,316,372	\$2,576,905	\$2,858,564	\$2,037,516	\$1,237,016
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected

Note: Adjusted to reflect only Atlantic Capital Bank operating accounts. Not including \$867k of investments

### ATLANTA NEIGHBORHOOD CHARTER SCHOOL

### **Budget to Actual FY2020**

YTD March 31, 2020

#### Income

Local/State Funding
Grants
Title 2 Funding
Contributions & Fundraising
Program Income
Nutrition Income
Other Income

#### **Total Income**

### **Expenditures**

Salaries and Benefits
Professional Development
Curriculum & Classroom Expenses
Program Expenses
Building & Grounds
Fixed Asset Expenditures
Professional Services
Gen&Admin/Insurance/Interest Expense
Nutrition Program Purchases
Equipment Rental (Copiers)
Fundraising Expenses

### **Total Expenditures**

Operating Income/Loss

### Period Ended 3/31/20

١	/TD FY2019	YTD FY2020	YTD	YTD	FY2020
	Actual	Actual	Budget	\$Variance	Budget
	\$7,839,114	\$8,553,272	\$7,992,242	561,031	9,990,302
	\$31,599	\$42,222	\$0	42,222	0
	\$1,000	\$0	\$1,000	0	1,000
	\$209,193	\$234,406	\$195,414	38,992	233,000
	\$426,620	\$409,540	\$412,500	(2,960)	517,500
	\$243,707	\$238,988	\$235,000	3,988	285,000
	\$11,212	\$9,282	\$5,561	3,722	8,700
\$	8,762,445	\$9,487,710	\$8,841,716	\$ 645,994	\$ 11,035,502

\$6,732,578	\$7,329,735	\$6,860,039	(469,696)	9,133,710
\$65,611	\$111,902	\$88,872	(23,030)	113,500
\$149,128	\$134,820	\$167,290	32,470	190,000
\$90,974	\$95,307	\$140,000	44,693	180,000
\$437,388	\$444,159	\$451,133	6,974	581,133
\$185,455	\$96,546	\$180,000	83,454	227,000
\$60,402	\$40,388	\$32,606	(7,782)	35,000
\$167,043	\$242,088	\$166,502	(75,586)	200,000
\$155,002	\$157,662	\$146,185	(11,477)	180,000
\$58,341	\$35,724	\$38,000	2,276	50,000
\$40,070	\$41,191	\$50,416	9,225	51,400
\$8,141,992	\$8,729,521	\$8,321,043	\$ (408,479)	\$ 10,941,743
\$ 620,453	\$ 758,189	\$520,674	\$ 237,515	\$ 93,759

## Total investments held by ANCS 3/31/2020

Institution	Investment	Amount	
Atlantic Capital Bank	Operating accounts	2,316,372	
		2,316,372	
Edward Jones - BMO Harris Bank	CD	200,000	matures 5/2020
Edward Jones - Morgan Stanley Ba	nl CD	128,000	matures 1/31/2022
Edward Jones - Money Market	Money Market	230,840	
Self-Help Credit Union	CD	238,634	matures 10/2021
Self-Help Credit Union	Money Market	69,602	
Total invested funds (not at ACB)		867,076	
Total restricted funds - reserves		-772,820	
Total unrestricted investments		94,256	
Grand total ANCS funds		\$3,183,449	

							1 1		1
Status	Proposed			- h- h-			+		
Year	FY2021						+		
Date	3/12/20						+		
Dute	3/12/20			-+			+		
Atlanta Neighb	oorhood Charter School		# of Students		627		$\vdash$	625	
Atlanta Neighb	T SCHOOL CHAILER SCHOOL		# Of Students		027		-		
			KINEIGHBOR.			Proposed	_	ANCS	
			15 A 10 O C		5100.0			5104	
					FY20 Approved Budget	Adjustments		FY21	
			CHARTER SCHOOL			FY21		Revised Total	Notes
Income	Tab#		TER SC						
									\$553,500 actual increase from budget in FY20 + 0%
									forecasted increase in FY21 from APS. 0% increase over FY20
			APS Allocation	- 1   9	9,940,302	\$ 553,500		\$ 10,493,802	equals 0.
			APS Nursing & Transportation Allocation	- 3		ψ 333,500		\$ 50,000	
			Title 2 Funding		,		_	\$ 1,000	Annual from APS
_			Facilities Grant					\$ 1,000	Authorital 3
			racinues Grafft					\$ - \$	
	1.0	T-4-111/0: : 5	E	9,		A		Ÿ	
_	<u>1.0</u>	Total Local/State Fund		9,		\$ 553,500	$\vdash$	\$ 10,544,802	
			Fund Raising (Annual Campaign)	,			ш	\$ 140,000	
			Auction	Ş			Ш	\$ 90,000	
			Other Fundraising	9,	\$ 3,000		$\mathbf{L}$	\$ 3,000	
	<u>1.1</u>	Total Contributions & I	Fundraising	9,		\$ -		\$ 233,000	
				9,	ŝ -			\$ -	
			Supply Fee				1 1	\$ 20,000	
			Meal Program	- 3		\$ 8,500	+	\$ 293,500	Based on 3% increase FY20
_				,		7 8,500	_		Dasca off 570 filer case (120
		Program	PTCA income				+	/	
			Field Trips	,			_	\$ 25,000	
			Grade Level Trips	Ş			ш	\$ 90,500	
			Athletics	Ş				\$ 15,000	
			After School		300,000	\$ 50,000		\$ 350,000	Based on FY20 actuals
	<u>1.2</u>	Total Program Income			\$ 802,500	\$ 58,500		\$ 861,000	
		Other	Interest Income	9	4,000	\$ 1,400		\$ 5,400	Based on 35% increase FY20
			Community Building				H	\$ 1,200	
_		Income	Other	,			+	\$ 3,500	
_	<u>1.3</u>	Total Other Income		- 9	·	\$ 1,400	Н	\$ 10,100	
	<u> </u>	Total Income		- 3		\$ 613,400	Н	\$ 11,648,902	
		Totalillonic			12,000,002	ψ 010,.00		¥ 11/0 10/302	
							+		
Funence	2.0	Calarias and Danofits			0.012.710	\$ 621,426	-	¢0.63F.136	
Expense	<u>2.0</u>	Salaries and Benefits		3	9,013,710	\$ 621,426	ш	\$9,635,136	
			Wellness Program Expense	,	20,000			\$ 20,000	
			Health insurance premium increase contingency	,				\$ 100,000	
		Total Salaries & Ber		;				\$ 9,755,136	
			Teachers Institute / Retreat	,				\$ 10,000	
			Conferences and workshops	9,		\$ 5,000		\$ 45,000	Marilyn Friend in-house training
			Critical Friends Group Support	9,	\$ 16,000		Ll	\$ 16,000	
			Staff Development - Travel	9,				\$ 11,000	
			Staff Development - Consultant	9,	\$ 35,000			\$ 35,000	
			Staff Devel Materials	,				\$ 1,500	
	<u>2.1</u>	Total Staff Developme		9		\$ 5,000	П	\$ 118,500	
			Lunch Program Purchases (not including salary)	- 9		\$ 10,000		\$ 190,000	Based on FY20 actuals
			Athletics	- 3			_	\$ 25,000	
			After School Expenses				_	\$ 12,000	
		Program Exp	Field Trips	3				\$ 33,500	
		1 TOGIGITI EXP	Grade Level Trips	,			_	\$ 90,500	
_			Saturday / Summer School				_		
				- 1			_		
			Yearbook			ć 40.000		\$ 3,000	
_			Total Program Expenses	,	\$ 360,000	\$ 10,000	$oldsymbol{\sqcup}$	\$ 370,000	
			-	ш			ш		
			Classroom Supplies	;	120,000		ш	\$ 120,000	
		Curric. Mat	Instruct. / Curriculum Materials	,			Ш	\$ 70,000	
		& Exp	Total Curriculum Materials & Expenses	9,	190,000	\$ -		\$ 190,000	
				H					
	<u>2.2</u>	Total Curriculum & Pro	ogram Expenses		550,000	\$ 10,000	П	\$ 560,000	
							•	-	

							1	_		1
-			Deat Control	Н	Ć 5,000		╁	_	5 000	
			Pest Control	ш	\$ 5,000		1	<u>ې</u>	5,000	
			Janitorial Services		\$ 100,000	\$ 17,000		\$	,,,,,,	Increase do to additional space
			Janitorial Supplies		\$ 13,500			\$	13,500	
			Sanitation		\$ 10,937			\$	10,937	
			Supplies		\$ 2,500			\$	2,500	
			Total Building Services		\$ 131,937	\$ 17,000		\$	148,937	
				+		/	$\vdash$	-	_ 10,001	
-			Puilding root (Mortgago)	Н	\$ 105,264		╁	Ś	105,264	
-			Building rent (Mortgage)				╁	_ 7		
			Mobile Unit Lease (Net)		\$ 7,332		4_	\$	.,	
			Replacements - painting		\$ 30,000			Ş	30,000	
		Building Expenses	Replacements - carpet/flooring		\$ 60,000			\$	,	
		bulluling Expenses	Repairs / Maintenance		\$ 110,000			\$	110,000	
			Total Building Repairs/ Maintenance		\$ 312,596	\$ -		\$	312,596	
				11	•	•		1		
			Farm	+	\$ 5,600		+	Ś	5,600	
-			Repairs / Maintenance		\$ 17,500		╁	ć	17,500	
_						*	+	ې		
$\vdash$			Total Grounds	ш	\$ 23,100	٠ -	┡	Þ	23,100	
			Utilities		\$ 95,000			\$	95,000	
			Internet Service		\$ 8,000			\$	-,	
			Alarm Monitoring & Servicing	П	\$ 5,000		1	\$	5,000	
			Telephone		\$ 5,500		1	Ś		
			Total Telephone and Utilities		\$ 113,500	\$ -	+	Ś		
-	2.2	Total Building Europe				ć 17.000	-	Ś		
	<u>2.3</u>	Total Building Expense	<b>3</b>	+	\$ 581,133	\$ 17,000	1	þ	598,133	
		2.6		ш			1	Ь.		
		Prof.	Legal		\$ 10,000	\$ 5,000		Ş		Based on FY20 Actuals
		Services	Accounting		\$ 5,000			\$	5,000	
			Auditing		\$ 20,000			\$	20,000	
	<u>2.4</u>	Total Professional Serv	rices		\$ 35,000	\$ 5,000		\$	40,000	
	——————————————————————————————————————		Advertising/Web Costs	1	\$ 10,000	\$ 5,000		Ś	15,000	Based on FY20 Actuals
			Dues and Subscriptions		\$ 20,500	\$ 1,500		\$	,	
_			Insurance		\$ 40,000	7 1,300	╁	ć	40,000	3CHOOMINITE - EMORIMENT SYSTEM
				_			+-	7		
$\vdash$			Hospitality		\$ 14,000		4—	\$	= 1,000	
			Licenses and Permits		\$ 30,000			\$	,	
			Miscellaneous		\$ 13,000			\$		
			Gov Board/Committee Costs		\$ 10,000			\$	10,000	
			Office supplies/Small Equipment/Tech Supplies		\$ 30,000		1	\$	30,000	
			Payroll Service Fees		\$ 26,000	\$ 4,000		\$	30,000	Based on FY20 Actuals
			Postage and Delivery		\$ 6,000	. ,	+	Ś	6,000	
_			Printing and Reproduction		\$ 500		+	Ś		
_	2.5	Total Othor Con / Admi		+		\$ 10,500	+	7	210,500	
$\vdash$	<u>2.5</u>	Total Other Gen/Admi		44	7,	\$ 10,500	+	3		
			Fund Development Software		\$ 3,200		1	\$		
		Fundraising	Direct Mail		\$ 10,000			\$		
		_	Auction		\$ 30,000			\$	,	
		Expenses	Community Building	П	\$ 1,200		I	\$	1,200	
			Other Events	П	\$ 7,000		1	\$		
	<u>2.6</u>	Total Fundraising Expe			\$ 51,400	\$ -	T	\$		
		Expe		Н			1	Ť	51,100	
			Library	+	\$ 12,000		+	ć	12,000	
				_			+	۶		
			Furniture	_	·		+	\$		
		Books, Equipment	Technology: Service, training & supplies	_	\$ 10,000		1	\$	10,000	
		and Furniture	Special Education Equipment	Ш	\$ 5,000	\$ 1,000	1	\$	-,	Per A. Deck
L		and Furniture	Building & Grounds Improvement		\$ 110,000			\$	110,000	MC Tuck pointing & MC Backyard & EC Lower field improvements
			Equipment: Purchase/Lease		\$ 10,000		1	\$	10,000	will be done if funds come in a 3%
			Copiers Expenses	П	\$ 50,000		1	\$	50,000	
			Computers: Hardware		\$ 70,000		1	Ś	70,000	
	<u>2.7</u>	Total Books/Equipmer		_	\$ 277,000	\$ 1,000	1	\$		
	<u>2.1.</u>	. Juli Dooks/ Equipmen				7 1,000	_	-		
			Emergency Reserve Fund		т		+	\$		
			Facilities Reserve Fund		\$ -		┺	\$		
			Local/State Revenue Stabilization Fund	_	\$ -		1	\$		
			Technology Reserve Fund	L	\$ -		L	\$	-	
		Total Reserve Funds			\$ -	\$ -		\$	-	
					\$ 10,941,743	\$ 669,926		\$	11,611,669	
				7-1		,	1	f	•	
++		†	Operating Income/Loss		\$ 93,759	\$ (56,526)	\ #	t c	37,233	
$\vdash$		+	o per using meaning 2000	-	7 33,733	(30,320	, "	٧	31,233	
$\vdash$		+		+			+	1		
		1	1		\$ 93,759		1	Ş	37,233	<u>l</u>



### 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

### <u>January</u>

- 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

### <u>April</u>

- 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)

### <u>June</u>

None

### **July**

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