



WESLEY  
INTERNATIONAL ACADEMY

# Wesley International Academy

## Supplemental Finance Committee Meeting

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### Date and Time

Wednesday January 26, 2022 at 8:00 AM EST

### Location

Zoom

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Wed FC Mtg Zoom Link and Credentials:

Join Zoom Meeting

<https://us02web.zoom.us/j/89738022759?pwd=Wk5CdZwTTBDdUM4TXhJZ0JaTzlxzd09>

Meeting ID: 897 3802 2759

Passcode: finance

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
A. Record Attendance			5 m
B. Call the Meeting to Order			2 m
C. Adopt Agenda	Vote	Chip Hill	5 m
D. Approve Minutes of January 19, 2022 Meeting	Approve Minutes	Chip Hill	5 m

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>E.</b> Final Discussion and Vote on Amended Financial Policies	Vote	Lisa Price	15 m
<b>F.</b> Presentation of FY 22 Midyear Budget Revision	Vote	Lisa Price	25 m

**II. Other Item(s)**

**III. Closing Items**

<b>A.</b> Adjourn Meeting	Vote
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# Coversheet

## Approve Minutes of January 19, 2022 Meeting

**Section:** I. Opening Items  
**Item:** D. Approve Minutes of January 19, 2022 Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Finance Committee Meeting on January 19, 2022

APPROVED



WESLEY  
INTERNATIONAL ACADEMY

## Wesley International Academy

### Minutes

#### Finance Committee Meeting

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##### Date and Time

Wed Jan 19, 2022 at 8:00 AM

##### Location

<https://us02web.zoom.us/j/84999022607?pwd=QkhVZlJnUVFtYnNqai8vbFR1MWJNUT09>

Meeting ID: 849 9902 2607

Passcode: governance

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##### Committee Members Present

B. Mitchell (remote), C. Hill (remote), D. Hrabe (remote), D. Mason (remote), E. Cater (remote), E. Moraga-Davis (remote), J. Marshall (remote), L. Price (remote), M. Guertin (remote)

##### Committee Members Absent

*None*

##### Guests Present

Donica Johnson (remote)

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#### I. Opening Items

##### A. Record Attendance

##### B. Call the Meeting to Order

C. Hill called a meeting of the Finance Committee of Wesley International Academy to order on Wednesday Jan 19, 2022 at 8:00 AM.

### **C. Adopt Agenda**

B. Mitchell made a motion to Approved as presented.

J. Marshall seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### **D. Approve Minutes of November 17, 2021 Meeting**

B. Mitchell made a motion to approve the minutes from Finance Committee on 11-17-21.

M. Guertin seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### **E. Review of October 31, November 30 and December 31, 2021 Unaudited Financials**

Lisa shared highlights from the October, November and December financials.

This is the first year in 5-6 years the school has run an after school program. YTD the revenues are trending above expenditures. Financials also reflect various sources of federal funding and a state grant for facilities support. December expenses trend higher than other monthly compensation expenses due to payout of annual incentives.

Employee benefit expenses are down to reflect a credit provide by the health insurance provider. Because of the pandemic and precautions around quarantining, the school is incurring additional expenses for substitute teachers. Wage pressures also are driving up the cost. The school will work through Federal CARES funding for reimbursement.

Generally trends are consistent with annual spending patterns.

Balance sheet positions remain strong. Construction in progress includes several major HVAC components that had to be replaced. School leadership will continue evaluating revenue and expenditure projections in advance of the mid-year budget revision to be reviewed and presented next week.

### **F. Review of Policy Updates and Revisions**

Chip noted the added language to the policy overview governing inquiries around policy or procedure questions/concerns. This language was based on conversation at the previous meeting. The new language sets up a system where concerns are addressed to appropriate individuals at the school and/or board depending on the nature of the question or concern.

Lisa provided additional context around policies not covered during the November 2021 committee meeting. Policies reviewed included procurement, accounts payable, payroll, funds intake, payments associated with activities or merchandise sales, reimbursements and receiving.

Board members will review the updated policies in advance of the meeting next week.

#### **G. Update on Projected State and Local Revenue**

Lisa provided an overview of fluctuations associated with projected revenues at both the local and state level. More information will be shared at the meeting next week around the mid-year budget revision.

#### **H. Additional Finance Committee Meeting Scheduled for January 26, 2022 Regarding Midyear Budget Revision**

The committee will meet again next week to finalize the review of policies and the mid-year budget revision.

### **II. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:04 AM.

Respectfully Submitted,  
C. Hill

# Coversheet

## Final Discussion and Vote on Amended Financial Policies

**Section:** I. Opening Items  
**Item:** E. Final Discussion and Vote on Amended Financial Policies  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2022 Finance Policy Review Packet for\_FC Mtg 1-26-2022.pdf

## 2022 Financial Policy &amp; Procedure Revision Summary Table

Description	Requires Revision	Ready for FC Review	FC Approval Date	Board Approval Date
<b>1. Budget Development/Variance/Revision Policy</b>	Yes	Yes		
<b>2. Internal Controls Policy</b>	No	N/A		
<b>3. Financial Reporting Policy</b>	Yes	Yes		
<b>4. Financial Audit Policy</b>	Yes	Yes		
<b>5. Cash Reserve Policy</b>	No	N/A		
<b>6. Procurement Policy</b>	Yes	Yes		
<b>7. Accounts Payables Policy</b>	Yes	Yes		
<b>8. Payroll Policy</b>	Yes	Yes		
<b>9. Bank Reconciliation Policy</b>	No	N/A		
<b>10. Cash/Check/Money Order Intake Policy</b>	Yes	Yes		
<b>11. My Payment Plus Policy</b>	Yes	Yes		
<b>12. Receiving Policy</b>	Yes	Yes		
<b>13. Employee Reimbursement Policy</b>	Yes	Yes		



## Financial Policies and Procedures

WIA strictly adheres to financial policies and procedures that include budgeting oversight, internal controls and monitoring. These financial tools have proven effective to ensure responsible management of funds and a positive fund balance. The operational financial management team is comprised of the Executive Director, Chief Financial Officer and Business Manager/Bookkeeper. This team meets regularly with the Board's Finance Committee to review monthly reports and discuss budget anomalies. Operational inquiries should be directed to the school's financial management team. Formal concerns must be initiated in writing to the Executive Director, Chief Financial Officer, Board Chair, Treasurer and Chair of the Finance Committee for further action as appropriate.

### Budget Development, Variance and Revision Policy

WIA's budget development is an iterative process that includes input and feedback from all school and community stakeholders. The budget objectives are to ensure school resources are properly allocated toward educational programs, maintain the necessary operations to support a safe learning environment, and retain a positive fund balance at the end of each fiscal year. All proposed budgets are thoroughly reviewed by WIA's Finance Committee and shared with community stakeholders (public hearings) for comment, before a recommendation is made to the Governing Board for approval. WIA facilitates at least one budget revision per year (typically mid-year) to address all material budget variances due to unexpected changes in expenses or revenue forecasts. Additionally, monthly budget variances are reported, discussed and documented during regularly scheduled Finance Committee meetings. WIA's Finance Committee membership includes, but is not limited to, the Executive Director, Chief Financial Officer, Board Treasurer and Finance Committee Chair.

### Internal Controls Policy

WIA's internal controls define clear roles and responsibilities (segregation of duties) for day-to-day business operations. These business functions include, but are not limited to, purchasing, competitive bidding, accounts payable, payroll processing, asset management and deposits. WIA's internal controls assure the achievement of budgetary objectives and operational effectiveness, while complying with all state and federal laws and regulations.

### Financial Reporting Policy

WIA monitors its financial performance through *monthly* reports that include the Statement of Financial Position (Balance Sheet), Statement of Activities (Income Statement) and Budget versus Actual Report (BVA). These reports are created by the Chief Financial Officer and presented to the Executive Director and Finance Committee every month. In addition, the CFO meets with the Executive Director regularly to discuss spending trends, revenue forecasts and operational risk in real-time. The report outs are critical for monitoring WIA's fidelity to the operating budget and with managing cash flow throughout the year. All accounting complies with the Governmental Accounting Standards Board (GASB) and the Generally Accepted Accounting Principles (GAAP) for financial reporting as stated in GaDOE Rule 160-4-9-.05.

### Financial Audit Policy

Every year WIA's financials are independently audited by a certified public accountant licensed in the State of Georgia. The audit complies with the Governmental Accounting Standards Board (GASB) and the Generally Accepted Accounting Principles (GAAP) for financial reporting as stated in GaDOE Rule 160-4-9-.05. The final audit report is used to determine compliance to internal controls and to provide assurance that financial statements are accurate and complete. WIA's annual audits are submitted to the governing board, Atlanta Public Schools and the State of Georgia by November 1<sup>st</sup> of each year (O.C.G.A 20-1-2065(7)).

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**Procurement Policy -**

WIA has zero tolerance for ethics violations and has an expectation that every WIA Authorizer will adhere to the highest standards of ethics and accountability. All Authorizers shall procure goods and services and maintain vendor/supplier relationships in an ethical manner. The following expectations are provided with the full knowledge that the good judgment of each employee is essential, and that no list of rules or guidelines can provide direction for all circumstances that arise. Expectations of Authorizers involved in the procurement process are as follows.

1. All Authorizers are expected to adhere to Conflict of Interest and Employee Ethics Policies, this includes but is not limited to the following:
  - a. No employee shall do business directly with WIA.
  - b. No employee shall do business indirectly with WIA without full disclosure.
  - c. No Authorizer will accept gifts from vendors or suppliers except in the following situations:
    - i. Gifts of nominal value (less than \$50.00)
    - ii. Advertising items and instructions products that are widely distributed (i.e. at a meeting or conference)
    - iii. Goods that are divisible among Authorizers or otherwise shared in the office environment.
2. Authorizers must disclose and recuse themselves from participation in the evaluation of any solicitation for goods or services where a member of his/her immediate family owns, manages, or sells for a vendor/supplier.
3. If an employee has additional employment outside of WIA, it must not conflict with, or appear to conflict with the interest of WIA.
4. WIA seeks to ensure the effective and efficient operation of the school system by doing business exclusively with companies and individuals who are ethical, honest, and responsible. Vendor contracts will be terminated if the vendor, subcontractors, or vendor subsidiaries are involved in unethical behavior with any WIA employee.

The Board may exclude any individual or company from contracting with WIA for a period of five years, who is debarred pursuant to this policy.

**Procurement Policy Terms and Definitions-  
Solicitation Methods (4)**Simplified Acquisition Process

Simplified Acquisition is a solicitation method which seeks to reduce the amount of work the employee must undertake to evaluate an offer. When choosing a vendor in a simplified acquisition scenario, employees need not bother with formal evaluation, establishing a competitive range, conducting discussions or scoring offers. Quotes can be received on the internet, fax, orally or on the phone. The purpose of Simplified Acquisition is to improve opportunities for small businesses, promote organizational efficiency and reduce administrative costs. Simplified Acquisition is a common solicitation method within governmental agencies such as APS and Georgia Tech.

Sole Source Solicitation

Sole Source Solicitation requires that only one supplier (source), to the best of the requester's knowledge and belief, is capable of delivering the required product or service. Similar types of goods and services may exist, but only one supplier, for reasons of expertise, and/or standardization, quality, compatibility with existing equipment, specifications, availability or emergency, is the only source that is acceptable to meet a specific need, at a specific time.

Request for Quote (RFQ)

The RFQ solicitation is an informal process that requires the requester to obtain at least 2 written quotes for consideration. The award is typically based on competitive pricing with exceptions and quotes requiring documentation.

Request for Proposal (RFP)

The RFP process is longer than other types of solicitations because it involves an evaluation process that may include vendor presentations and extensive negotiations. The award will be based on four (4) criteria, in contrast to competitive bids that are awarded primarily on price. The criteria will include: Vendor Experience, Methodology of Operations, Pricing and Value Added (any additional services and capabilities not mentioned in the solicitation that would further benefit WIA and its operations, students and community). Specifications, requirements and criteria will be published in the RFP. The award process shall include evaluations and recommendations.

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## **Procurement Process and Procedure -**

### **Purpose:**

1. To provide guidelines for soliciting and selecting vendor services and contracts.
2. To define purchasing approval limits for Leadership Team (Authorizers) and Board members.

### **Authorizers: (Level 1 – Level 4)**

1. Director of Student Services/Director Strategic Initiatives – **Level 1**
2. PYP/MYP Principals or Designees (AP) – **Level 1**
3. Chief Financial Officer – **Level 2**
4. Executive Director or Designee (CFO) – **Level 3**
5. Board – **Level 4**

WIA shall appropriate funds to procure required good and services for the school in accordance with the availability of funds in the current year's approved operating or capital budget. WIA's solicitation methods shall include:

1. Simplified Acquisition
2. Sole Source
3. RFQ
4. RFP

### **All purchases and contracts for goods and services shall be subject to the following competitive procedures:**

#### Purchase or Contract up to \$10,000 (Simplified Acquisition Procedure/Sole Source)

- Purchases may be made without getting any competitive quotes.
- Requester should use good judgement when making the purchase.

#### Purchase or Contract greater than \$10,000 but less than \$50,001 (RFQ or Sole Source)

- Requires RFQ with at least 2 written quotes documented. Exception must be documented.
- Award to lowest competitive price. Exception must be documented.
- If awarded to Sole Source, explanation must be documented.

#### Purchase of Technology Equipment greater than \$10,000 but less than \$150,001 (RFQ or Sole Source)

- Requires RFQ with at least 2 written quotes documented. Exception must be documented.
- Award to lowest competitive price. Exception must be documented.
- If awarded to Sole Source, explanation must be documented.

#### Purchase or Contract greater than \$50,000 (RFP or Sole Source)

- Requires RFP facilitated by both Requester and CFO. Documentation required.
- Award per RFP. Documentation required.
- If awarded to Sole Source, explanation must be documented

**Procurement Approval Guidelines:**

<b>Purchasing Thresholds</b>	<b>Required Authorizations and Approvals</b>
Purchase up to \$10,000 (excludes contracts)	Level 1
Purchase or Contract up to \$50,000	Level 2 (plus optional Level 1)
<i>Purchase of Technology Equipment up to \$150,000</i>	Level 2 or Level 3
Purchase or Contract up to \$75,000	Level 3 (plus optional Level 2)
Purchase or Contract between \$75,000 - \$100,000	Level 3 and FC Approval
Consultant Contract \$50,000 or greater	Level 3, FC Approval and Level 4
Purchase or Contract greater than \$100,000	Level 3, FC Approval and Level 4

***Finance Committee Approval requires votes be recorded in committee meeting minutes.***

**Acquisition Methods:**

1. Purchasing Card (P-Card): Micro purchases <\$3,001
2. APS/WIA Blanket Purchase Agreement (BPA): If applicable
3. Purchase Orders (POs): If applicable
4. Vendor Contract: If applicable
5. Consultant Contract: If applicable

**Other Procurement Guidelines:****PO/BPA/Contract Guidelines**

1. Always obtain "best value" for the school when making purchases.
2. Always verify your budget before making a purchase.
3. All Purchase Orders must be filled out correctly and be approved (signed) by an Authorizer before initiating fulfillment from a vendor.
4. Multiple POs to the same vendor for the purpose of enabling a purchase greater than an Authorizer's approval limit is prohibited.
5. A copy of the approved PO must go to the Business Manager for tracking. A copy should also stay with the Authorizer.
6. The original copy of the Vendor Contract must go to the Business Manager. Please note that contractor payments will be postponed if copies of their POs or contracts are not filed with the Business Manager.

**P-Card Guidelines**

1. The P-Card can only be used for school related instructional/office supplies and equipment, staff development registrations, professional printing/copying and food and beverage for school activities only.
2. Always obtain "best value" for the school when making purchases.
3. If possible, request a "tax exempt" form from the Business Office before executing a purchase.
4. Always verify your budget before making a purchase.
5. P-Card usage documentation includes:
  - a. Monthly transaction logs.
  - b. Copies or original receipts or invoices for each expense (excludes recurring monthly charges such as QuickBooks and Donor Perfect).
  - c. Description and purpose for each expense.
  - d. Correct coding for each expense.
6. The P-Card **cannot** be used for the following purchases or usage:

- a. iPads, iPods, laptops, printers, desktops or other computer hardware without ED approval.
- b. Gift cards.
- c. Food or gratuity purchases for non-school activities.
- d. Personal purchases (gas, food, etc).

**RFP Guidelines**

Any contract or single purchase valued over \$50,000 requires a Request for Proposal (RFP) unless it qualifies as an exception based on WIA's Procurement Policy. Although the RFP process will be facilitated by the Chief Financial Officer, the solicitation Requester will provide detailed specification and be responsible for answering vendor questions. The open solicitation period will be at least 7 business days while the solicitation is posted on the WIA website, with an option to advertise in at least one local paper. The facilitator will make every attempt to solicit at least 3 quotes.

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## Accounts Payable and Payment Policy

WIA shall maintain segregation of duties by adhering to the following guidelines:

- The Administration will ensure there is a primary check authorizer (Payer) with additional authorizers available in the event the primary authorizer is unavailable for an extended period.
- The Administration will ensure there is an approval process for invoices and accounts payable. The approver (Authorizer) must be someone other than the person who enters the invoice (Creator) or the one that processes the invoice for payment (Payer).
- The Administration shall ensure payments are issued by the billing due date.

### Administering Procedure:

#### Purpose:

1. To provide detailed steps for processing invoices for payment.
2. To provide detailed steps for processing check payments.

#### Responsible Party:

1. Business Manager (Creator/Payer)
2. Executive Director (Primary Online Approver – Digitized invoices)
3. Chief Financial Officer (Secondary Online Approver)
4. Business Manager (Payer)
5. Chief Financial Officer (BillPay Manager, Proxy for Creator, Approver and Payer when necessary)

#### Systems/Forms Used:

- Quickbooks accounting system or Bank of America BillPay platform
- Vendor invoices, Employee Reimbursement Forms, Non-Employee Check Requests, Vendor Timesheets
- Automated BillPay (classification once a bill is uploaded into the BillPay system)
- ACH Payments or Traditional Check Payments via BillPay
- Positive Pay file upload (only applicable with in-house paper check payments)

Step	Responsible Party	Procedure
1	Business Manager (token required)	Reviews and preps bills for validity: <ul style="list-style-type: none"> <li>• Verifies purchases has been received (collects track slip if applicable) or services rendered</li> <li>• Matches invoice to PO# (if applicable)</li> <li>• Codes invoices with correct Account# and Class/Program#</li> <li>• Uploads invoices into BillPay to create a “Bill”</li> </ul>
2	Executive Director (token required)	<ul style="list-style-type: none"> <li>• Reviews digital invoices for approval</li> <li>• Asks questions for clarity and holds invoices that require additional back-up</li> <li>• Approves bills for payment.</li> </ul>



3	CFO (token required)	<ul style="list-style-type: none"> <li>• Approves invoices in BillPay online as a proxy for the ED</li> </ul>
4	Business Manager (token required)	<ul style="list-style-type: none"> <li>• Determines desired pay date</li> <li>• Processes all approved bills for payment</li> </ul>
5	Business Manager	Generates a "Bills Paid" report (QBO) for all payments made during the week and sends report to the ED.

*\*Note: The Chief Financial Officer, as the BillPay Manager, can approve and pay bills as a proxy for the Executive Director and Business Manager.*

*\*\*Note: In the rare case of a paper check being required, all approval processing is done with hardcopy source documents and wet signatures. The Check Authorizer is the Executive Assistant, not the Business Manager.*

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## Payroll Processing Policy

WIA’s payroll process shall ensure:

1. All full and part-time salaries are approved by the Executive Director or Designee (CFO)
2. Payroll is accurate. All full-time and part-time staff members shall be paid their agreed-upon salaries or hourly rates. There will be no pay advances.
3. Payroll (Preview and Post Reports) are reviewed by at least two different Administrators.
4. Payroll payments are issued to each employee twice a month on the 1<sup>st</sup> and 15<sup>th</sup> business day of the month.

### Administering Procedure:

#### Purpose:

1. To provide detailed steps for Processing Payroll (semi-monthly)

#### Responsible Parties:

1. HR Manager (HR)
2. Business Manager (BM)
3. Executive Director (ED)
4. Chief Financial Officer (CFO)

#### Systems/Forms Used:

1. ADP Payroll HRIS web based platform
2. Employee Timesheets (if applicable)
3. Salary Adjustment Authorization Form (wet signature) – Stipends, etc
4. Active Employee Roster (most current)
5. Preview – ADP Payroll Data Batch Pay Data Report
6. Preview – ADP Employee Payroll Change Report
7. Preview – ADP Employee Summary Report
8. Preview – ADP Payroll Register – Company Total
9. Preview – ADP Payroll Register – Detailed
10. Preview – ADP Statistical Summary Report

Step	Responsible	Procedure
1	HR Manager	<ul style="list-style-type: none"> <li>• Provides Business Manager with all relevant documents associated with New, Amended or Terminated Staff Contracts, FMLA situation and STD status.</li> <li>• Provides Business Manager with the latest approved “Active Employee Roster Report”.</li> <li>• Confirms and approves all PT and OT timesheets.</li> </ul>

1	Business Manager	<p>Typical Payroll Processing</p> <ul style="list-style-type: none"> <li>• Collects and reviews Semi-Weekly Timesheets for hourly employees.</li> <li>• Collects and reviews time sheets from Special Programs such as Title 1, Tutoring, Morning Monitors, Grant Tracking, etc.</li> <li>• Collects and reviews approved Salary Adjustment Authorization Forms (if applicable)</li> <li>• Verifies approved “Active Employee Roster Report” from HR Manager.</li> <li>• Verifies approved New, Amended or Terminated staff contracts from HR Manager.</li> <li>• Verifies all staff FMLA and STD statuses per HR Manager.</li> </ul> <p><b><i>Please note the Business Manager will not process payroll without verifying the “Active Employee Report” with the HR Manager.</i></b></p>
3	Executive Director/Business Manager	<p>The Executive Director Reviews at least <u>6</u> (listed above) Preview ADP Payroll Reports with the Business Manager for accuracy. This is often a Q&amp;A session if payroll includes stipend payments. Once the Payroll Preview Reports are approved by the Executive Director, the Business Manager will process the payroll through ADP. <b>Payroll cannot be processed without Executive Director (or Designee) approval.</b></p>
4	Chief Financial Officer/Business Manager	<p>It may take up to 48 hours for payroll to process. Once payroll has processed, the Business Manager provides the “Post Payroll Register” to the CFO for reconciliation. The report is reviewed and compared to the “Preview Payroll Register – Company Total”. If there are no variances, the Post Payroll Report is approved. If there are discrepancies between the two reports, the Business Manager <b>MUST</b> provide adequate source documentation for the variance and all information must be documented for audit purposes. Once follow-up and documentation are completed, the Post Payroll Report will be approved by the CFO.</p>

## Incoming Cash, Checks and Money Orders Policy

The WIA Administration shall create a procedure to manage incoming cash, checks and money orders that ensures:

- All money received by WIA has a corresponding receipt back to the payer.
- Cash is managed in a secure manner.
- All cash is turned into the Administrative office by close of business, daily.
- Any tax-deductible contributions to the school are tracked such that a payer may request an end-of-year statement for their tax returns.
- At least two staff personnel review all incoming cash payments.
- At least two counts occur on all incoming cash payments.

### Administering Procedure:

#### Purpose:

1. To provide detailed steps for managing all manual forms of payment.

#### Responsible Party:

1. Teacher or Responsible School Employee receiving payment
2. Business Manager

#### Systems/Forms Used:

1. Receipt Book (to be issued by the school)
2. Secure Tamper Resistant Deposit Bags (to be issued by the school)
3. QuickBooks (QB)

Steps	Responsible Party	Procedures
1	Teacher/Staff Member	<ul style="list-style-type: none"> <li>• If <u>cash, checks or money orders</u> are received for payment you <b>MUST</b> provide a written school receipt to the payer and keep a copy of the receipt for school records.</li> <li>• The receipt <b>MUST</b> be properly dated and signed by the issuer and include the name of the Payer when possible.</li> <li>• <u>On the day of payment collection, all cash, checks, money orders and receipts MUST be sealed in secure deposit bag.</u></li> </ul>
2	Teacher, Staff Member, Business Manager	<ul style="list-style-type: none"> <li>• At the end of each business day all <u>cash, checks, money orders and receipts MUST be verified</u>. This includes counting funds and reconciling receipts. All funds are then sealed in a tamper resistant deposit bag.</li> <li>• The bag <b>MUST</b> be filled out correctly and include the signature of the Employee. Funds are only considered <b>verified</b> if there is an <b>Employee Signature on the Deposit Bag. PLEASE KEEP YOUR "DEPOSIT BAG RECEIPT" WITH YOUR RECEIPT BOOK.</b></li> <li>• All <b>verified</b> funds <b>MUST</b> be delivered to the <b>Bookkeeper</b> on day of verification. Students should <b>NEVER</b> be asked to make deposit deliveries for any reason.</li> </ul>
3	Business Manager	<ul style="list-style-type: none"> <li>• The Business Manager will aggregate all deposit bags for the</li> </ul>

		<p>purpose of making bank deposits. This will be done at least once weekly.</p> <ul style="list-style-type: none"><li>• During aggregation, deposits will be cross referenced with verified funds before making a bank deposit. <b><u>All deposit discrepancies will be noted and communicated back to the Teacher or Staff Member of record for follow-up.</u></b></li><li>• All deposit transaction will be booked in Wesley's accounting system (QB) once deposits are acknowledged by the bank.</li></ul>
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*\*Please note most payments are currently made w/credit cards through My Payment Plus, Square or other electronic payment merchant service.*

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## My Payments Plus Policy

WIA Administration shall manage an online school payment process that ensures:

1. Teachers and Administrators can collect payment for events online.
2. Parents can securely pay for school products and services online.
3. Parents can retrieve historical payment data through their online accounts.
4. Administration can securely and accurately allocated collected funds to specific groups

### Administering Procedure:

#### Purpose:

1. To provide detailed steps for utilizing and managing the My Payment Plus merchant platform.

#### Responsible Parties:

1. Staff Member
2. Business Manager
3. Principal/AP/Director
4. Chief Financial Officer (CFO)

#### Systems/Forms Used:

1. My Payments Plus (MPP) online merchant platform

Steps	Responsible Party	Procedures
1	Staff/Principal/AP/Director	<ul style="list-style-type: none"> <li>• Submits approved request for field trip or other activity/service to BK for posting on MMP</li> </ul>
2	Business Manager	<ul style="list-style-type: none"> <li>• Creates funding codes consistent with budgetary, fundraising of Grant requirements.</li> </ul>
3	Business Manager/Staff Member	<ul style="list-style-type: none"> <li>• Will check MMP to make sure all product/service are input correctly.</li> </ul>
4	CFO	<ul style="list-style-type: none"> <li>• Reconciles (monthly) all deposit activity made through MMP for the bank-rec.</li> </ul>

## Receiving Policy -

WIA will receive, inventory and distribute incoming shipments in a manner that ensures:

- Shipments received were approved and intended for WIA use only.
- Shipments over \$500 or electronics are Asset Tagged before being distributed.
- Shipments are delivered to the final recipient in a timely manner.

### Administering Procedure

#### Purpose:

1. To provide guidelines for receiving and processing incoming shipments

#### Processes and Systems Covered:

1. Purchase Order
2. Packing Slips
3. Inventory (Asset Tiger)

#### Authorizers:

- Front Office Managers
- Original Authorizer of Purchase Order
- WIA Tech Team
- Business Manager

Step	Responsible Party	Procedure
1	Front Office Managers/Original Authorizers/WIA Tech Team	<ul style="list-style-type: none"> <li>• Receives package from mail or shipment carrier and contacts the staff recipient.</li> <li>• Informs the WIA Tech Team (Jordan/Kariem) of all electronic deliveries for required Asset Tagging and input into our inventory database before deployment.</li> <li>• Forwards all shipping or packing slips to the Business Manager.</li> <li>• Facilitates the distribution of deliverables to the appropriate party.</li> </ul>
2	Business Manager	<ul style="list-style-type: none"> <li>• When possible, the Business Manager will match the PO, Quote, Packing Slip and Invoice together before payment is made to the vendor.</li> </ul>
3	Business Manager/Original Authorizer	<ul style="list-style-type: none"> <li>• All shipment discrepancies will be followed-up by the Original Authorizer of the PO or his/her designee.</li> <li>• If a "hold on payment" is required, the Original Authorizer must follow-up with the Business Manager to ensure payment is withheld.</li> </ul>

## Employee Reimbursement Policy -

WIA will reimburse all employees who incur travel expenses while engaged in official school business. This includes required offsite meetings, professional develop opportunities, overnight fieldtrips and deliveries/pick-ups.

### Administering Procedure:

#### Purpose:

1. To provide detailed steps for employee travel and expense reimbursements.

#### Responsible Parties:

1. Employee
2. Leadership Team
3. Business Manager

#### Systems/Forms Used:

1. Professional Development/Travel Authorization Form (for PD Only)
2. Employee Reimbursement Form

Step	Responsible Party	Procedure
1	Employee and Leadership Team	<ul style="list-style-type: none"> <li>• An employee <b>MUST</b> have approval from a member of the Leadership Team to travel for local school business. Approval for local travel can be a verbal approval, although email approval is preferred.</li> <li>• An employee <b>MUST</b> have approval from a member of the Leadership Team to travel for the purpose of Professional Development. Approval for Professional Development requires an approved Professional Development/Travel Authorization Form. This form is a worksheet that helps the employee estimate total costs and provides reimbursement guidelines for meals and mileage. The approved form is also a requirement for PD registration and the booking of flights and hotels.</li> </ul>
2	Employee/Leadership Team/Business Manager	<ul style="list-style-type: none"> <li>• An employee <b>MUST</b> complete an Employee Reimbursement Form, with all related receipts, and review it with their Supervisor for approval.</li> <li>• Once the Employee Reimbursement Form is approved it can be given to the Business Manager for processing and payment.</li> </ul>



# Coversheet

## Presentation of FY 22 Midyear Budget Revision

**Section:** I. Opening Items  
**Item:** F. Presentation of FY 22 Midyear Budget Revision  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** FY2022 (Final) Budget Revision Full Presentation\_1-26-2022.pdf



Wesley International Academy

Finance Committee (Public Meeting)– January 26, 2022

# SY2022 BUDGET REVISION



# BUDGET BY FUNCTION - DEFINITIONS

FUNCTION CODE/GROUP	DEFINITIONS
1000 Instruction	Staff and activities dealing directly with the interaction between teachers and students. Includes all Teachers and Paras.
2100 Pupil Services	Staff and activities designed to assess and improve the well-being of students and to supplement the teaching process. Includes Counselor, Social Worker, Nurse, SST and all before and after school Extra Curricular Support.
2210 Improvement of Inst. Svc	Staff and activities designed primarily for assisting instructional staff in planning, developing, and evaluating the process of providing challenging learning experiences for students. Includes IC, Data Coach and IB Coord.
2213 Instructional Staff Training	Activities associated with the professional development and training of instructional personnel. These include such activities as in-service training, workshops, conferences, demonstrations, and other activities related to the ongoing growth and development of instructional personnel.
2300 General Admin	Staff and activities concerned with establishing and administering policy for operating the school. Includes the Board, Executive Director, Executive Assistant and Communications.
2400 School Admin	Staff and activities concerned with overall administrative responsibility for school operations. Includes Principal, Asst. Principal, Dir., Clerical Staff, Registrar, etc
2500 Support Svc - Bus	Staff and activities concerned with the fiscal operation of the school, including budgeting, financial and property accounting, purchasing, payroll, inventory, audit and managing funds. Includes CFO, HR Manager and Bookkeeper
2600 Maint. & Ops Facility	Staff and activities concerned with keeping the building open, comfortable and safe for use, and keeping the grounds, buildings and equipment in effective working condition and state of repair. Includes Building Porter.
2700 Student Transportation	Activities concerned with the conveyance of students to and from school and trips to school activities.
3100 School Nutrition	Activities concerned with providing food to students and staff at the school. This service also includes the preparation and serving of regular and incidental meals or snacks in connection with school activities and delivery of food.

## 2022 Revised Budget Summary

**SY2022 BUDGET REVISION WORKSHEET - FINANCE COMMITTEE - 1/26/2022**

1	Description - Operating Budget	2022 Approved Budget	YTD Actuals (12/31/2021)	% of Total Budget	Budget Revision Comments	Proposed 2022 Budget Revisions
2	<b>Revenue</b>					
3	Federal Funds	\$786,291	\$177,732	22.60%	Title1 funding increased by \$34K. CARES3 (\$307K awarded after budget cycle)	\$1,127,733
4	Grant Funds		\$57,528		Facility Grant and Math and Science Grant (HB280)	\$57,528
5	Other School Funds	\$235,420	\$100,475	42.68%	Reduction in school activities that require fees. Trending down.	\$204,200
6	State/Local Funds	\$12,374,400	\$6,210,398	50.19%	Held flat due to uncertainty in State and APS forecast. Downside =(-\$500K)	\$12,374,400
7	<b>Total Revenue</b>	<b>\$13,396,111</b>	<b>\$6,546,133</b>	<b>48.87%</b>	<b>Total increase = \$368K driven by Federal Funding from CARES3</b>	<b>\$13,763,861</b>
8						
9	<b>Expenditures</b>					
10	00-0000 Compensation	\$10,078,405	\$4,983,459	49.45%	\$75K reduction in healthcare premiums. Addition of 1.5FTE PBIS, 1 FTE Tech IC after budget approval. Personnel covered by CARES3. Increase \$182K	\$10,260,395
11	1000-01 Instruction	\$1,260,750	\$729,902	57.89%	Increases in Sub, Staff Dev, FFE and Student Assessments. Reduction in GSU Student/Teacher Program. Upside potential with allocating COVID driven expenses to CARES funding.	\$1,306,640
12	2100-01 Pupil Services	\$82,480	\$50,010	60.63%	Upward trend with supplies and unbudgeted Nurse Assistant (CARES?)	\$110,500
13	2300-01 General Administration	\$436,788	\$226,586	51.88%	Slight increase in insurance premiums and board training.	\$452,288
14	2400-01 School Administration	\$182,258	\$105,884	58.10%	Increases in non-education Tech expenses, Marketing (Beam), Finals site. PD (CARES)	\$215,100
15	2500-01 Support Services - Business	\$150,900	\$135,779	89.98%	Unbudgeted COVID Testing (+\$77K). Total increase \$84.8K	\$235,700
16	2600-01 Mtc & Ops of Plant Services	\$1,114,354	\$658,748	59.11%	Higher than anticipated maintenance, tech services, janitorial services. Increase \$127K	\$1,241,396
17	2700-01 Student Transportation	\$10,000	\$1,732	17.32%	Trending down.	\$5,000
18	3100-01 School Nutrition	\$19,146	\$9,286	48.50%	Flat	\$19,146

## 2022 Revised Budget Summary

19	9999 Uncategorized Expenditure		\$22,152		Expense reclassified to Instruction and Mtc	\$0
20	Total Expenditures	\$13,335,081	\$6,923,539	51.92%	Total increase = \$511K driven by Compensation, Support Services and higher than expected Maintenance Expenses.	\$13,846,165
21	<b>Budget Surplus/(Deficit)</b>	<b>\$61,030</b>	<b>(\$377,406)</b>	<b>-618.39%</b>		<b>(\$82,304)</b>
22						
23	<b>Description - Capital Expenses (CAPEX)</b>	<b>2022 Approved Budget</b>	<b>YTD Actuals (12/31/2021)</b>	<b>% of Total Budget</b>	<b>Budget Revision Comments</b>	<b>Proposed 2022 Budget Revisions</b>
24	Digital Phones - Phase 1	\$30,000	\$0	0%	\$11.7K hit SY2021. Revise 2022 for balance due.	\$11,800
25	New IDF In Auditorium	\$5,000	\$6,000	120%	Project completed.	\$6,000
26	Upgrade Video Surveillance Switches (5)	\$10,000	\$8,000	80%	Project completed.	\$8,000
27	Playground Resurfacing	\$65,000	\$42,490	65%	\$21K hit SY2021. Revise 2022 for balance due. Project completed.	\$42,490
28	Gym HVAC total replacement	\$60,000	\$20,200	34%	\$29.5K hit SY2021. Revise 2022 for balance due. Project completed.	\$20,200
29	Auditorium A/V Renovation	\$50,000	\$0	0%	Project postponed indefinitely. Auditorium for student/staff COVID triage	\$0
30	Awning replacement	\$10,000	\$0	0%	Project postponed to SY2023	\$0
31	New backstairs (café) Rubber Tread	\$12,000	\$0	0%	Project postponed to SY2023	\$0
32	Video Surveillance Camera Upgrade	\$0	\$0		Total system upgrade@68 cameras, server, licenses & labor (last done 7/2016)	\$75,000

## 2022 Revised Budget Summary

23	Description - Capital Expenses (CAPEX)	2022 Approved Budget	YTD Actuals (12/31/2021)	% of Total Budget	Budget Revision Comments	Proposed 2022 Budget Revisions
33	Replacement of 4 HVAC units 1st Semes	\$0	\$50,400		Unplanned expenses. Qualified for \$50K Facilities Grant. Project completed.	\$50,400
34	Digital Phones - Phase 2 (integrated intercom system)	\$0	\$0		Earmarked for June but may be postponed until SY2023.	\$21,200
35	New Trailer Build-Out	\$0	\$15,000		Originally earmarked as \$50K expense. Reclassified and updated to \$60K CAPEX.	\$60,000
36	<b>Total CAPEX</b>	<b>\$242,000</b>	<b>\$142,090</b>	59%	Total increase = \$53K	<b>\$295,090</b>
37						
38	Description - Cash Flow Analysis (Operating Account Only) - Excludes Unrestricted Cash Account	2022 Forecast	2022 Revised Forecast	Change		
39	Beginning Cash Balance (7/1/21)	\$3,500,000	\$3,353,486	(\$146,514)		
40	Transfer to Unrestricted Cash Account	(\$200,000)	(\$200,000)	\$0		
41	Operating Budget (Surplus/Deficit)	\$61,029	(\$82,304)	(\$143,333)		
42	CAPEX Budget	(\$242,000)	(\$295,090)	(\$53,090)		
43	Ending Cash Balance	\$3,119,029	\$2,776,092	(\$342,937)		

# SY2022 BUDGET REVISION

REVENUE	SY2022 BUDGET	SY2022 REVISION	CHANGE
Federal	\$786,291	\$1,127,733	\$341,442
Grants		\$57,528	\$57,528
Other	\$235,420	\$204,200	(\$31,220)
State/Local	\$12,374,400	\$12,374,400	\$0
<b>Grand Total</b>	<b>\$13,396,111</b>	<b>\$13,763,861</b>	<b>\$367,750</b>

EXPENSES	SY2022 BUDGET	SY2022 REVISION	CHANGE
1000 Instruction	\$7,827,316	\$7,812,946	(\$14,371)
2100 Pupil Services	\$982,606	\$1,129,114	\$146,509
2210 Improvement of Inst. Svc	\$740,282	\$836,766	\$96,484
2213 Instructional Staff Training	\$125,000	\$162,000	\$37,000
2300 General Admin	\$705,328	\$720,134	\$14,806
2400 School Admin	\$996,237	\$1,024,913	\$28,675
2500 Support Svc - Bus	\$659,826	\$741,849	\$82,022
2600 Maint. & Ops Facility	\$1,269,339	\$1,394,298	\$124,959
2700 Student Transportation	\$10,000	\$5,000	(\$5,000)
3100 School Nutrition	\$19,146	\$19,146	\$0
<b>Grand Total</b>	<b>\$13,335,081</b>	<b>\$13,846,165</b>	<b>\$511,084</b>

CASH FLOW FORECAST	SY2022 BUDGET	SY2022 REVISION	CHANGE
Beginning Cash Balance (7/1/21)	\$3,500,000	\$3,353,486	(\$146,514)
Transfer to Unrestricted Cash Account	(\$200,000)	(\$200,000)	\$0
Operating Budget (Surplus/Deficit)	\$61,029	(\$82,304)	(\$143,333)
CAPEX Budget	(\$242,000)	(\$295,090)	(\$53,090)
<b>Ending Cash Balance (6/30/21)</b>	<b>\$3,119,029</b>	<b>\$2,776,092</b>	<b>(\$342,937)</b>

# OTHER POSSIBLE SY2022 YE REVENUE ADJUSTMENTS

- In early January, during Governor Kemp's State of the State address, the governor shared plans for eliminating QBE State funding austerity, increasing teacher salaries and funding retention bonuses. The 2022 State Budget revision will determine both the District and Charter School year-end funding allocations.
- This year APS has made several revisions to Local revenue projections and the use of Fund Balance. They have also acknowledged they will be impacted by final enrollment numbers and reductions in QBE austerity. The effect of these changes will impact Charter School year-end funding allocations.



# NEXT STEPS

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- Finance Committee Endorsement – January 26, 2022
- BOD Review – Please submit all questions to FC Chair/Treasurer
- BOD Approval – February 2022 Board Mtg.

## 2022 Revised Budget Details

	Description	2022 Approved Budget	2022 Actuals (12/31/21)	2022 Draft Budget Revision	Change in Budget (+/-)	Comments
1	Revenue					
2	Federal Funds					
3	01-4110 Title I Funding	\$173,138	\$36,553	\$207,580	\$34,442	Personnel offset, some supplies
4	01-4116 CARES ACT 2 Funding	\$613,153	\$67,450	\$613,153	\$0	No change, but reallocating for Subs, Covid Testing
5	01-4117 CARES ACT 3 (ARP Funding)		\$73,730	\$307,000	\$307,000	Personnel offset + operational COVID incremental expenses
6	Total Federal Funds	\$786,291	\$177,732	\$1,127,733	\$341,442	
7	Grant Funds					
8	02-4000 Restricted Grants		\$57,528	\$57,528	\$57,528	Facility Grant, Math and Science Grant (HB280)
9	Total Grant Funds	\$0	\$57,528	\$57,528	\$57,528	
10	Other School Funds					
11	01-4101 Red Thread Contributions	\$58,800	\$1,000	\$58,800	\$0	Flat, covers general expenses. Will make YE adjustment
12	01-4301 Athletic Fees	\$22,500	\$6,913	\$22,500	\$0	
13	01-4315 BASP Revenue	\$117,000	\$84,570	\$117,000	\$0	
14	01-4325 Other Revenue	\$34,720	\$154	\$2,500	(\$32,220)	Trending down
15	01-4330 Refunds/Rebates		\$612	\$1,000	\$1,000	
16	01-4500 Interest income	\$2,400	\$1,096	\$2,400	\$0	
17	01-9999 Uncategorized Revenue		\$6,129		\$0	Reallocate to Athletics, Other Revenue or Red Thread
18	Total Other School Funds	\$235,420	\$100,475	\$204,200	(\$31,220)	
19	State/Local Funds					
20	01-4105 State/Local Revenue FTE	\$12,374,400	\$6,210,398	\$12,374,400	\$0	Held flat due to upside and downside uncertainty (-\$500K - \$0)
21	Total State/Local Funds	\$12,374,400	\$6,210,398	\$12,374,400	\$0	
22	Total Revenue	\$13,396,111	\$6,546,133	\$13,763,861	\$367,750	
23	Gross Profit	\$13,396,111	\$6,546,133	\$13,763,861	\$367,750	
24	Expenditures					
25	00-0000 Compensation					
26	00-1000 Instruction - Compensation	\$6,691,566	\$2,469,242	\$6,668,306	(\$23,261)	
27	00-2100 Pupil Services - Compensation	\$900,126	\$293,963	\$1,018,614	\$118,489	1.5 PBIS (CARES)
28	00-2210 Improvement of Instruction - Compensation	\$740,282	\$71,930	\$836,766	\$96,484	1 Tech IC (CARES)
29	00-2300 General Admin - Compensation	\$268,540	\$102,084	\$267,846	(\$694)	
30	00-2400 School Admin - Compensation	\$813,979	\$444,856	\$809,813	(\$4,167)	
31	00-2500 Support Services (Business) - Compensation	\$508,926	\$166,111	\$506,149	(\$2,778)	
32	00-2600 Mtc & Ops of Plant Services - Compensation	\$154,985	\$57,560	\$152,902	(\$2,083)	
33	00-5100 Payroll Taxes	\$0	\$266,204	\$0	\$0	
34	00-5200 Employee Benefits	\$0	\$434,920	\$0	\$0	
35	00-5300 Pension Contributions	\$0	\$676,589	\$0	\$0	
36	Total 00-0000 Compensation	\$10,078,405	\$4,983,459	\$10,260,395	\$181,990	
37	1000-01 Instruction		\$250		\$0	
38	2213-01 Instructional Staff Training					
39	5530 Instructional Travel	\$25,000	\$6,487	\$10,000	(\$15,000)	Trending down. Most expenses occurred July/Aug 2021
40	5535 Staff Development	\$100,000	\$49,307	\$152,000	\$52,000	DEI Training, \$12K IB Training, \$82K MTSS Training (CARES3), -\$30K NAPE PD (CARES)
41	Total 2213-01 Instructional Staff Training	\$125,000	\$55,793	\$162,000	\$37,000	
42	5505 Textbooks/Consumables	\$60,000	\$12,944	\$45,000	(\$15,000)	Trending down. Fontas Pinnell (MYP)
43	5510 Classroom Supplies	\$129,320	\$63,592	\$129,320	\$0	
44	5515 Technology - Licenses	\$102,610	\$39,151	\$70,000	(\$32,610)	Monthly allocation. Google licence reclassified and amortized
45	5520 Reference Material/Library	\$25,000	\$11,308	\$25,000	\$0	
46	5525 FFE	\$300,000	\$269,883	\$335,000	\$35,000	Front loaded...Special projects \$250K +\$35 Air Purifiers (CARES?). \$50K for trailers moved to CAP
47	5540 Field Trip Fees		\$345		\$0	
48	5545 Student Assessment	\$30,000	\$50,628	\$65,000	\$35,000	Trending up. \$35K iReady (CARES3)
49	5550 Awards	\$35,320	\$16,165	\$35,320	\$0	

## 2022 Revised Budget Details

	Description	2022 Approved Budget	2022 Actuals (12/31/21)	2022 Draft Budget Revision	Change in Budget (+/-)	Comments
50	5671 Substitute - Contractor/Agency	\$150,000	\$131,454	\$260,000	\$110,000	Trending up. (CARES?)
51	5700 Other Contractors	\$303,500	\$78,389	\$180,000	(\$123,500)	Trending down. \$20K + \$160K GSU/Small Group (CARES)
52	<b>Total 1000-01 Instruction</b>	<b>\$1,260,750</b>	<b>\$729,902</b>	<b>\$1,306,640</b>	<b>\$45,890</b>	
53	2100-01 Pupil Services					
54	5670 Psychologists	\$7,500		\$7,500	\$0	
55	5672 Student Services Contractors		\$9,650	\$20,000	\$20,000	Originally unbudgeted: Nurse assistant (COVID/CARES?)
56	5685 Consulting	\$35,000	\$11,639	\$35,000	\$0	
57	6305 Athletics	\$29,980	\$22,431	\$35,000	\$5,020	Trending up
58	6320 Supplies - Student Services	\$10,000	\$6,290	\$13,000	\$3,000	Trending up. Counselors, Nurses, Social Worker
59	<b>Total 2100-01 Pupil Services</b>	<b>\$82,480</b>	<b>\$50,010</b>	<b>\$110,500</b>	<b>\$28,020</b>	
60	2300-01 General Administration					
61	5810 Audit	\$15,000	\$12,500	\$12,500	(\$2,500)	
62	5815 Legal - G&M	\$1,000		\$1,000	\$0	
63	5820 Insurance	\$121,000	\$62,356	\$133,000	\$12,000	Premium +\$12K higher than forecast
64	5825 Food and Beverage - G&M	\$1,000	\$2,868	\$6,000	\$5,000	Trending up
65	5830 Supplies	\$3,000	\$421	\$1,500	(\$1,500)	Trending down
66	5835 Consulting/Training	\$7,500	\$6,750	\$10,000	\$2,500	Trending up
67	5840 Administrative Fees (District)	\$247,488	\$121,191	\$247,488	\$0	
68	5845 Fundraising/Resource Develop	\$40,800	\$20,502	\$40,800	\$0	
69	<b>Total 2300-01 General Administration</b>	<b>\$436,788</b>	<b>\$226,586</b>	<b>\$452,288</b>	<b>\$15,500</b>	
70	2400-01 School Administration					
71	5620 Recruiting	\$2,000		\$2,000	\$0	
72	5630 Marketing	\$25,000	\$2,327	\$38,000	\$13,000	Major push for recruiting, ads, video (Beam \$13K).
73	5631 Advertising	\$3,000	\$1,886	\$3,000	\$0	
74	5645 Legal	\$20,000	\$7,765	\$15,000	(\$5,000)	Trending down
75	5675 Communications/Media	\$45,600	\$22,450	\$45,600	\$0	
76	6000 General & Administrative - Misc		\$51		\$0	
77	6015 FFE-G&A	\$15,000	\$10,873	\$15,000	\$0	
78	6020 Technology (Non-Instruction)	\$6,658	\$21,764	\$25,000	\$18,342	Finalsite +\$11.4K +\$10K misc
79	6025 Staff Development - G&A	\$7,500	\$10,399	\$20,000	\$12,500	PD \$20K (CARES)
80	6030 Food and Beverage	\$5,000		\$5,000	\$0	
81	6035 Supplies - G&A	\$12,500	\$6,468	\$12,500	\$0	
82	6037 Merchandising	\$0	\$1,844	\$4,000	\$4,000	Trending up
83	6038 Special Events/Activities	\$15,000	\$1,040	\$5,000	(\$10,000)	Trending down
84	6045 Professional Dues	\$25,000	\$19,018	\$25,000	\$0	
85	<b>Total 2400-01 School Administration</b>	<b>\$182,258</b>	<b>\$105,884</b>	<b>\$215,100</b>	<b>\$32,842</b>	
86	2500-01 Support Services - Business					
87	5610 Postage and Shipping	\$5,100	\$504	\$4,000	(\$1,100)	Trending down
88	5615 Printing and Copy	\$30,200	\$11,192	\$30,200	\$0	
89	5635 Finance and Accounting		\$500		\$0	
90	5636 Human Resources	\$30,000	\$13,550	\$30,000	\$0	
91	5637 Office Support	\$35,000	\$21,750	\$42,000	\$7,000	Trending up (PT assistance)
92	5638 Temp Agency	\$10,000		\$7,500	(\$2,500)	Service may be used in 2nd Sem
93	5640 Payroll	\$20,000	\$12,656	\$20,000	\$0	
94	5805 Bank Fees	\$15,600	\$10,158	\$20,000	\$4,400	Trending up
95	6050 Other Contractors/Consultants	\$5,000	\$65,470	\$82,000	\$77,000	Trending up. \$77K Viral Solutions (COVID/CARES?)
96	<b>Total 2500-01 Support Services - Business</b>	<b>\$150,900</b>	<b>\$135,779</b>	<b>\$235,700</b>	<b>\$84,800</b>	
97	2600-01 Mtc & Ops of Plant Services					
98	5665 Technology Services	\$170,758	\$110,703	\$192,000	\$21,242	Trending up. \$192K based updated MSP fees and unplanned tech mtc

## 2022 Revised Budget Details

	Description	2022 Approved Budget	2022 Actuals (12/31/21)	2022 Draft Budget Revision	Change in Budget (+/- )	Comments
99	5680 Security	\$229,896	\$117,894	\$229,896	\$0	
100	5690 Rentals	\$2,000	\$2,785	\$4,000	\$2,000	Trending up
101	5695 Moving	\$5,000		\$5,000	\$0	Flat. Logistics for furniture for new trailer
102	5900 Facility		\$1,139	\$1,500	\$1,500	
103	5905 Water	\$48,000	\$13,100	\$30,000	(\$18,000)	Trending down
104	5910 Electric	\$95,000	\$47,994	\$95,000	\$0	
105	5915 Gas	\$10,000	\$4,823	\$10,000	\$0	
106	5920 Waste	\$25,000	\$11,576	\$25,000	\$0	
107	5925 Landscaping	\$15,000	\$23,222	\$35,000	\$20,000	Trending up
108	5930 Inspections/Compliance	\$15,000	\$10,222	\$25,000	\$10,000	Adjusting up due to new trailer inspection and compliance requirements
109	5935 Maintenance Repairs	\$125,000	\$126,388	\$200,000	\$75,000	Trending up. General maintenance, etc. \$50K for trailers moved to CAPEX.
110	5940 Rent/Lease/Mortgage	\$60,000	\$26,813	\$69,500	\$9,500	New trailer - Jan-June \$9.5K
111	5945 Janitorial Service	\$123,600	\$78,616	\$162,000	\$38,400	Trending up. New contract terms starting Sept
112	5950 Janitorial Supplies	\$30,000	\$14,050	\$30,000	\$0	
113	5955 Telephone/Internet	\$75,000	\$44,697	\$75,000	\$0	
114	5960 Materials/Supplies	\$15,000	\$5,498	\$12,500	(\$2,500)	Trending down
115	5965 Pest Control	\$3,500	\$4,581	\$7,000	\$3,500	Trending up
116	5970 Contractors/Porters	\$31,600	\$8,495	\$18,000	(\$13,600)	Trending down
117	5975 FFE	\$35,000	\$6,152	\$15,000	(\$20,000)	Trending down
118	<b>Total 2600-01 Mtc &amp; Ops of Plant Services</b>	<b>\$1,114,354</b>	<b>\$658,748</b>	<b>\$1,241,396</b>	<b>\$127,042</b>	
119	2700-01 Student Transportation					
120	5605 Transportation	\$10,000	\$1,732	\$5,000	(\$5,000)	Trending down
121	<b>Total 2700-01 Student Transportation</b>	<b>\$10,000</b>	<b>\$1,732</b>	<b>\$5,000</b>	<b>(\$5,000)</b>	
122	3100-01 School Nutrition				\$0	
123	5625 Food and Beverage	\$19,146	\$9,286	\$19,146	\$0	
124	<b>Total 3100-01 School Nutrition</b>	<b>\$19,146</b>	<b>\$9,286</b>	<b>\$19,146</b>	<b>\$0</b>	
125	9999 Uncategorized Expenditure		\$22,152		\$0	
126	<b>Total Expenditures</b>	<b>\$13,335,081</b>	<b>\$6,923,539</b>	<b>\$13,846,165</b>	<b>\$511,084</b>	
127	<b>Net Operating Revenue</b>	<b>\$61,030</b>	<b>(\$377,406)</b>	<b>(\$82,304)</b>	<b>(\$143,334)</b>	
128	<b>Net Revenue</b>	<b>\$61,030</b>	<b>(\$377,406)</b>	<b>(\$82,304)</b>	<b>(\$143,334)</b>	