



Lowcountry Montessori School

Board meeting

monthly board meeting

Published on January 22, 2025 at 5:40 PM EST

Date and Time

Thursday January 23, 2025 at 5:30 PM EST

Location

Lowcountry Montessori School

The mission of Lowcountry Montessori School is to provide an authentic Montessori education building a foundation for lifelong learning.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Determination of Quorum		Gregory Alexander	1 m
B. Call the Meeting to Order		Gregory Alexander	1 m
1			
C. Reading of the Mission Statement		Gregory Alexander	5 m

	Purpose	Presenter	Time
1 Read Mission Statement 2 Pledge of Allegiance			
D. Approval of Agenda	Vote	Gregory Alexander	1 m
E. Statement of Compliance with FOIA		Gregory Alexander	1 m
II. Consent Agenda			5:39 PM
A. Approve minutes from 10/24/2024 Regular board meeting. 10/24/24 approval of minutes 11/04/24 approval of minutes special meeting	Approve Minutes	Gregory Alexander	5 m
III. Public Comment			5:44 PM
A. Public comment period, limited to 3 minutes per person. Regular Board Meeting Thursday, January 23 · 5:30 – 6:30pm Time zone: America/New_York Google Meet joining info Video call link: https://meet.google.com/hhs-sizn-hzr Or dial: (US) +1 314-649-9352 PIN: 371 751 881# More phone numbers: https://tel.meet/hhs-sizn-hzr?pin=5828567926385	FYI		10 m
IV. Director's Report			5:54 PM
A. October Update Director Report	FYI	Amy Horn	10 m
V. Committee Reports			6:04 PM
A. Finance Report Finance update	Discuss	Prestige Accountant	20 m
B. Governance	Vote	Gregory Alexander	10 m

	Purpose	Presenter	Time
	Vote on New Board Schedule Possibly the 4th Wednesday of each month.		
C. Facilities	FYI	Martha Watkins	20 m
	Update on facilities.		
VI. New Business			6:54 PM
A. New Business	Discuss		10 m
	Discussion of Fundraisers- Field Trips		
B. Expulsion Hearing	Discuss	Amy Horn	10 m
	Expulsion Hearing		
VII. Executive Session			7:14 PM
A. Executive Session	Discuss		30 m
	This session held in accordance with SC Code of Law, Title 30, Chapter 4, meaning it pertains to one or more of the following types of discussions:		
	<ul style="list-style-type: none"> • Section 30-4-70(a)(1) Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or a person regulated by a public body or the appointment of a person to a public body. • Section 30-4-70(a)(2) Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the agency of a claim. 		
VIII. Other Business			7:44 PM
A. Vote on matters from Executive Session, if required	Vote	Gregory Alexander	5 m
IX. Closing Items			7:49 PM

	Purpose	Presenter	Time
A. Adjourn Meeting	Vote	Gregory Alexander	2 m

Coversheet

October Update

Section: IV. Director's Report
Item: A. October Update
Purpose: FYI
Submitted by:
Related Material: Director's Report to Board 1-2025.pdf
RFP for Accounting firm 1-17-25.pdf
Volunteer Form 1-20-25.pdf

Director's Report

1. Enrollment: 400
2. Personnel:
 - a. Kotina Forbes was part time in the Business Office and has come on full time. This has been a good transition. We are seeing if this is a long term solution. David Lunin has come on board and is teaching a cabinetry/woodworking class. This has been very successful so far. Both of these individuals have been a great addition to our community.
3. Architect/New Building Update:
 - a. Everything has passed inspection. We are just waiting on OSF (Office of School Facilities) to give us the green light to move in. We will take a little time to get everything installed and hung and then will move into the building, having the first classes on Feb. 3rd, 2025. We will be having the Ribbon Cutting Ceremony on Feb. 3rd at 9:00 am.
4. Conversations with District/Montessori trainers:

None
5. No litigation pertaining to our school.
6. Student injuries:
 - a. First grader broke her arm on the playground. Two students ran into each other running and one fell on her arm.
7. LMS items pertaining to management
None
8. Academic results/progress:

We are analyzing the data from the midpoint. Teachers are using this information to plan appropriate lessons for students in their classrooms.
9. Highlights:

Building is almost finished. We are working on plans for how the space can be rented out for extra income.

10. Management items for executive session

11. Fundraising Needs/Upcoming Events:

International Night is coming up on Feb. 13th from 5:30-7:00. We would love for the Board to be in attendance.

Non-recurring matters:

None

Main goals to be working on for the next months:

We are still working on the following things. These are goals that will take time.

1. Strategic Planning continues. We have assigned some of the goals to staff and are working towards our goals.
2. Working on field trips and fundraising for those.



Request for Proposal (RFP): Accounting Services for Lowcountry Montessori School

Introduction

Lowcountry Montessori School, a leading charter school dedicated to fostering academic excellence and operational efficiency, is seeking proposals from qualified accounting firms. The selected firm will provide comprehensive accounting services, including monthly financial management, grant reimbursements, collaboration with auditors, and ensuring accurate allocation and receipt of EIA (Education Improvement Act) monies. These services are vital to maintaining the financial health and compliance of our institution.

Scope of Work

The accounting firm will perform the following services:

1. Monthly Financial Management

- Prepare and deliver monthly financial statements, including income statements, balance sheets, and cash flow reports.
- Reconcile all bank and credit card accounts to ensure accuracy.
- Monitor and report on budget performance and variances to support fiscal decision-making.

2. Grant Reimbursements

- Track and manage all grant funds, ensuring accurate and timely submission of reimbursement requests.
- Prepare and submit grant-related financial reports as required by funding agencies.



- Ensure compliance with all grant guidelines and expenditure requirements.

3. Auditor Coordination

- Collaborate with external auditors during annual audits, providing all required documentation.
- Address and resolve any audit findings or recommendations.
- Ensure audit readiness by maintaining accurate and organized financial records.

4. EIA and District Compliance

- Work with the school district to verify the accurate allocation and receipt of EIA monies.
- Confirm student enrollment data and funding alignment to ensure proper funding levels.
- Maintain compliance with all district and state financial requirements.

5. General Financial Support

- Provide financial consultation and guidance to school leadership and the board of directors.
- Deliver training or briefings for board members or staff on financial matters as needed.
- Support other financial functions as requested by school administration.

Proposal Requirements

Interested firms should include the following information in their proposal:



1. Firm Overview:

- Name, address, and contact information.
- History and areas of expertise, including specific experience with charter schools.
- Summary of relevant certifications and qualifications.

2. Personnel:

- Names and qualifications of key personnel assigned to the account.
- Description of the team's experience with grant management, financial reporting, and charter school operations.

3. Approach to Services:

- Detailed explanation of how the firm will fulfill the scope of work.
- Description of tools, systems, and software used for financial management and reporting.

4. References:

- Provide at least three references from charter schools or similar clients.
- Include contact details and a description of the services provided.

5. Cost Proposal:

- A clear breakdown of fees for all services, including any additional charges.
- Description of billing practices and payment terms.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and assigned personnel.



- Demonstrated understanding of the scope of work and approach to service delivery.
 - Experience with charter schools, grant management, and district compliance.
 - Quality of references and past performance.
 - Cost effectiveness and value of services offered.
-

Submission Instructions

Proposals must be submitted no later than Feb. 21, 2025 to:

Amy Horn
Lowcountry Montessori School
749 Broad Rive Drive
Beaufort, SC 29906
a.horn@lowcomo.com
843-322-0577

Submission Format: Proposals should be submitted in electronic format (PDF preferred) and include all required information as outlined above.

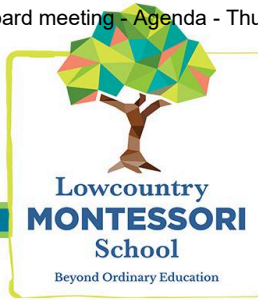
Timeline

- **RFP Issued:** January 22, 2025
 - **Proposal Submission Deadline:** February 21, 2025
 - **Evaluation and Selection:** No later than March 27, 2025
 - **Contract Start Date:** July 1, 2025
-



Terms and Conditions

- Lowcountry Montessori School reserves the right to reject any and all proposals, waive informalities, and accept the proposal that best serves the interests of the school.
 - All costs incurred in the preparation of a proposal are the responsibility of the proposing firm.
 - The selected firm will enter into a formal contract with Lowcountry Montessori School.
-



Lowcountry Montessori School Volunteer Services Form

Thank you for offering your time and skills to support Lowcountry Montessori School! This form helps us match your talents with our needs and ensures clear communication about expectations.

Volunteer Information

- **Name:** _____
- **Address:** _____

- **Phone Number:** _____
- **Email Address:** _____
- **Emergency Contact Name:**

- **Emergency Contact Phone Number:**

Description of what volunteer services are being provided:



Agreement Between Lowcountry Montessori School and Volunteer

This agreement outlines the responsibilities and expectations of both parties to ensure a positive and productive volunteer experience.

1. Responsibilities of the Volunteer:

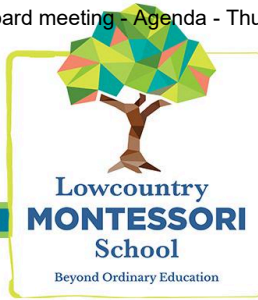
- Abide by all policies, procedures, and guidelines established by Lowcountry Montessori School.
- Perform agreed-upon services responsibly and to the best of their ability.
- Maintain confidentiality regarding any sensitive information about students, staff, or the school.
- Notify the school promptly if unable to fulfill scheduled commitments.

2. Responsibilities of Lowcountry Montessori School:

- Provide training, guidance, and support necessary for the volunteer to fulfill their role effectively.
- Ensure a safe and welcoming environment for the volunteer.
- Respect the volunteer's time, skills, and contributions.

3. Mutual Agreement:

- This agreement does not create an employment relationship. Volunteers are not entitled to wages, benefits, or compensation.
 - Either party may terminate this agreement at any time with notice to the other party.
-



Release of Liability

I, the undersigned, agree to hold harmless Lowcountry Montessori School, its employees, board members, and affiliates from any claims, liabilities, or damages arising from my volunteer activities. I understand that I am volunteering at my own risk and will not hold the school responsible for any injuries or accidents that occur while volunteering.

Signature Section

- **Volunteer Name (Printed):** _____
- **Volunteer Signature and Date:** _____
- **Authorized School Representative Name (Printed):**

- **Authorized School Representative Signature and Date:**

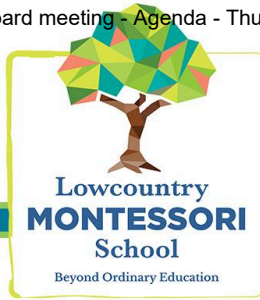
Optional: Background Check Consent

In some cases, volunteers working directly with children may be required to undergo a background check.

_____ I consent to a background check if required for my volunteer role.

- Signature: _____

This form ensures transparency and accountability for both the school and the volunteer. Let me know if you'd like to add any additional sections or details!



Coversheet

Finance Report

Section: V. Committee Reports
Item: A. Finance Report
Purpose: Discuss
Submitted by:
Related Material: LMCS December 2024 Acknowledgement Packet.pdf
LMCS December 2024 Financials.pdf

Prestige School Solutions

**ACKNOWLEDGMENT OF REVIEW OF
BANK RECONCILIATION AND JOURNAL ENTRIES**

School Name: Lowcountry Montessori School

Board Meeting Date: January 30, 2025

Reporting Month: December 2024

Fiscal Year: 2024-2025

Finance Committee Acknowledgments:

I hereby acknowledge that the finance committee has been presented with and has reviewed the bank reconciliation report provided to us by Prestige School Solutionsth and fiscal year noted above.

Signature of Finance Committee Chair: _____

I hereby acknowledge that the finance committee has been presented with and has reviewed journal entries provided to us by Prestige School Solutions for the reporting month and fiscal year noted above.

Signature of Finance Committee Chair: _____

Submit this signed acknowledgment to the Board of Directors for inclusion in the minutes of the board meeting as part of the Finance Committee report. This report should be retained for the annual audit.

Lowcountry Montessori Charter School
Accounts Payable
As of 12.31.24

Vendor	Current	1 to 30	31 to 60	61 to 90	91+	Total
ABR DIGITAL OFFICE SOLUTIONS	\$ 1,606.70	\$ -	\$ -	\$ -	\$ -	\$ 1,682.67
ALFORD LEASING COMPANY2411	\$ 1,199.47	\$ -	\$ -	\$ -	\$ -	\$ 1,199.47
ALISON'S MONTESSORI	\$ -	\$ -	\$ 171.00	\$ -	\$ -	\$ 171.00
All In Educational Services	\$ 90.00	\$ -	\$ -	\$ -	\$ -	\$ 90.00
AMAZON MARKET PLACE	\$ -	\$ -	\$ -	\$ -	\$ (16.23)	\$ (16.23)
Beaufort Regional Chamber of Commerce	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00
Becky Shaffer	\$ -	\$ -	\$ 193.96	\$ -	\$ -	\$ 193.96
BJWSA	\$ -	\$ 928.78	\$ -	\$ -	\$ -	\$ 928.78
Carroll School Services, Inc.	\$ -	\$ 1,287.64	\$ -	\$ -	\$ -	\$ 1,287.64
Charleston County Parks	\$ -	\$ -	\$ 3,400.00	\$ -	\$ -	\$ 3,400.00
Dominion Energy	\$ -	\$ 2,244.24	\$ -	\$ -	\$ -	\$ 2,244.24
Ehrlich	\$ -	\$ 319.68	\$ -	\$ -	\$ -	\$ 319.68
Emergent 3 Inc	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
Family Focused Behavior Consultants	\$ -	\$ 722.50	\$ -	\$ -	\$ -	\$ 722.50
Five Below	\$ -	\$ -	\$ -	\$ -	\$ 103.26	\$ 103.26
Go! Retail Group	\$ -	\$ -	\$ -	\$ -	\$ 56.66	\$ 56.66
Granite Telecommunications	\$ -	\$ 142.65	\$ -	\$ -	\$ -	\$ 142.65
JAC	\$ -	\$ 33.49	\$ -	\$ -	\$ -	\$ 33.49
Lowcountry Therapy Center	\$ -	\$ 3,780.00	\$ -	\$ -	\$ -	\$ 3,780.00
Lumen	\$ 1,485.97	\$ -	\$ -	\$ -	\$ -	\$ 1,485.97
Martha Watkins	\$ -	\$ 124.08	\$ -	\$ -	\$ -	\$ 124.08
Martin Smith & Company, CPAs, PA	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ 12,000.00
Palmetto Telephone Company (PTC)	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00
Pam's Lunchroom LLC	\$ -	\$ 47.08	\$ 23.45	\$ -	\$ -	\$ 70.53
Prestige School Solutions	\$ -	\$ 5,894.57	\$ -	\$ -	\$ -	\$ 5,894.57
Raymond James	\$ -	\$ 29,000.00	\$ -	\$ -	\$ -	\$ 29,000.00
RCN Technologies	\$ -	\$ 209.06	\$ -	\$ -	\$ -	\$ 209.06
Republic Services	\$ -	\$ 75.61	\$ -	\$ -	\$ -	\$ 75.61
Selective Insurance Company of America	\$ -	\$ -	\$ -	\$ -	\$ 2,512.00	\$ 2,512.00
Selective Insurance Company of the Southeast	\$ -	\$ -	\$ -	\$ -	\$ 2,258.00	\$ 2,258.00
Signs Now	\$ -	\$ 300.94	\$ -	\$ -	\$ -	\$ 300.94
SLED*	\$ -	\$ -	\$ -	\$ -	\$ 664.00	\$ 664.00
Staples, Inc.	\$ 126.28	\$ 810.65	\$ -	\$ -	\$ -	\$ 1,404.53
T-Mobile	\$ -	\$ 150.50	\$ -	\$ -	\$ -	\$ 150.50
Turner Caudell	\$ -	\$ 125.00	\$ -	\$ -	\$ -	\$ 125.00
Grand Total	\$ 6,508.42	\$ 58,596.47	\$ 3,788.41	\$ -	\$ 6,121.26	\$ 75,014.56
					Balance Sheet	\$ 73,907.83
Prepaid January Bill					Difference	\$ 1,106.73
Beaufort County Treasurer's Office	\$ (1,106.73)					

LMCS December 2024 Bill Payments

<u>Process Date</u>	<u>Vendor</u>	<u>Invoice Number</u>	<u>Amount</u>
12-01-2024	MPIX	CC 2024 1201	\$ 917.19
			\$ 917.19
12-02-2024	Ameriflex	DC 2024 1202	\$ 60.00
12-02-2024	Guardian	DC 2024 1202	\$ 3,251.88
12-02-2024	MPIX	CC 2024 1202	\$ 65.98
12-02-2024	Ryan's	CK 5232	\$ 1,015.20
12-02-2024	Sam's Club	CC 2024 1202 A	\$ 26.24
12-02-2024	Sam's Club	CC 2024 1202	\$ 920.74
			\$ 5,340.04
12-03-2024	AbeBooks.com	CC 2024 1203	\$ 203.24
12-03-2024	AMAZON	CC 2024 1203	\$ 89.52
12-03-2024	Blue Cross Blue Shield (BCBS)	DC 2024 1203	\$ 1,137.78
12-03-2024	Blue Cross Blue Shield (BCBS)	DC 2024 1203 A	\$ 41,275.43
12-03-2024	Companion Life Insurance	DC 2024 1203	\$ 229.73
			\$ 42,935.70
12-04-2024	AMAZON	CC 2024 1204	\$ 7.91
12-04-2024	Webstaurant Store	CC 2024 1204	\$ 1,282.33
			\$ 1,290.24
12-05-2024	AMAZON	CC 2024 1205	\$ 6.06
12-05-2024	Food Lion	CK 5238	\$ 30.03
12-05-2024	Kennedy Jackson	CK 5237	\$ 15.00
12-05-2024	Mikey Burns	CK 5236	\$ 15.00
12-05-2024	MPIX	C 2024 1205 A	\$ 37.63
12-05-2024	MPIX	CC 2024 1205	\$ 65.37
12-05-2024	Vivienne Bruememer	CK 5235	\$ 15.00
12-05-2024	Vivienne Bruememer	CK 5234	\$ 15.00
			\$ 199.09
12-06-2024	AMAZON	CC 2024 1206	\$ 14.96
12-06-2024	BOJANGLES	CC 2024 1206	\$ 270.56
12-06-2024	KaTom Restaurant Supply	CC 2024 1206	\$ 14,428.95
12-06-2024	TRACTOR SUPPLY	CC 2024 1206	\$ 160.45
12-06-2024	Voyager Sopris Learning, Inc.	CC 2024 1206	\$ 159.12
			\$ 15,034.04
12-09-2024	Stage Partners	CC 2024 1209	\$ 120.00
12-09-2024	Stefan Walker	R CK 5239	\$ 191.25
			\$ 311.25
12-11-2024	Colonial Life	DC 2024 1211	\$ 1,345.95

12-11-2024	Lowe's	CK 5231	\$ 145.73
			\$ 1,491.68
12-12-2024	Alexandra Clark	R CK 5240	\$ 188.57
12-12-2024	BJWSA	CK 5242	\$ 1,750.00
12-12-2024	BJWSA	CK 5243	\$ 3,952.13
12-12-2024	Flinn Scientific	CC 2024 1212	\$ 73.70
12-12-2024	Heather Skinner	R CK 5241	\$ 12.06
12-12-2024	Lowe's	CK 5244	\$ 1,182.89
12-12-2024	MPIX	CC 2024 1212	\$ 29.49
12-12-2024	Sam's Club	CC 2024 1212	\$ 106.68
12-12-2024	Sam's Club	CC 2024 1212 A	\$ 124.96
12-12-2024	Stage Partners	CC 2024 1212	\$ 64.90
			\$ 7,485.38
12/13/24	Alexander Gonzalez	R CK 5246	\$ 89.13
12/13/24	AMAZON	CC 2024 1213	\$ 14.72
12/13/24	Etsy	CC 2024 1213	\$ 112.29
12/13/24	J. Weidner Landscape Gardening	CK 5245	\$ 220.00
12/13/24	Little Ceasars	CC 2024 1213	\$ 133.22
12/13/24	Martha Watkins	R CK 5247	\$ 124.08
			\$ 693.44
12/16/24	Aidan Chase	R CK 5249	\$ 39.39
12/16/24	AMAZON	CC 2024 1216 B	\$ 36.58
12/16/24	AMAZON	CC 2024 1216 C	\$ 42.79
12/16/24	AMAZON	CC 2024 1216 E	\$ 64.08
12/16/24	AMAZON	CC 2024 1216 A	\$ 112.32
12/16/24	AMAZON	CC 2024 1216 D	\$ 406.27
12/16/24	AMAZON	CC 2024 1216	\$ 1,358.09
12/16/24	Bella Anna	R CK 5248	\$ 62.65
12/16/24	Matrix Trust Co	2024 1213	\$ 9,428.68
			\$ 11,550.85
12/17/24	AMAZON	CC 2024 1217 A	\$ 31.88
12/17/24	AMAZON	CC 2024 1217	\$ 40.42
12/17/24	BOJANGLES	CC 2024 1217	\$ 179.66
12/17/24	Gregory Roger Diorio	CK 5250	\$ 708.75
12/17/24	Jimmy Painting LLC	CK 5253	\$ 3,000.00
12/17/24	Martha Watkins	CK 5252	\$ 374.53
12/17/24	MPIX	CC 2024 1217	\$ 58.08
12/17/24	Randel's Lawnmowers	CK 5254	\$ 144.45
12/17/24	Shelby Fuller	CK 5251	\$ 225.00
			\$ 4,762.77
12/18/24	ABR DIGITAL OFFICE SOLUTIONS	Multiple	\$ 2,522.37
12/18/24	AFLAC	DC 2024 1218	\$ 666.94

12/18/24	ALFORD LEASING COMPANY2411	A227322	\$ 200.77
12/18/24	ALFORD LEASING COMPANY2411	A227161	\$ 1,123.50
12/18/24	All In Educational Services	637	\$ 2,490.00
12/18/24	All Print Custom Tees and Hydrographics	31147	\$ 3,630.00
12/18/24	Beaufort County Treasurer's Office	Multiple	\$ 1,106.73
12/18/24	CDW Government	CC 2024 1218	\$ 246.00
12/18/24	Dana Marlow	CK 5255	\$ 80.00
12/18/24	Dominion Energy	6322 2024 1126	\$ 1,567.05
12/18/24	KINGHORN INSURANCE	1324268	\$ 150.00
12/18/24	Lang 72 Degrees Air Conditioning & Heating	61491102	\$ 98.00
12/18/24	Language Testing International	L87961-IN	\$ 60.00
12/18/24	Lowcountry Therapy Center	2024 1115	\$ 7,070.00
12/18/24	Lumen	712033190	\$ 1,485.97
12/18/24	Palmetto Telephone Company (PTC)	1042 2024 1115	\$ 675.00
12/18/24	Prestige School Solutions	OR16178386	\$ 440.02
12/18/24	Staples, Inc.	6017165726	\$ 189.08
12/18/24	Staples, Inc.	Multiple	\$ 1,680.70
12/18/24	Turner Caudell	2024-2414	\$ 625.00
			\$ 26,107.13
12/19/24	AMAZON	CC 2024 1219 C	\$ 42.72
12/19/24	AMAZON	CC 2024 1219 A	\$ 43.44
12/19/24	AMAZON	CC 2024 1219	\$ 120.58
12/19/24	AMAZON	CC 2024 1219 B	\$ 445.94
12/19/24	Amy Horn	R CK 5256	\$ 4,814.86
12/19/24	CDW Government	CC 2024 1219	\$ 693.72
12/19/24	Cinemark	CC 2024 1219	\$ 145.21
12/19/24	Erin Hickey	R CK 5258	\$ 87.70
12/19/24	Erin Hickey	R CK 5259	\$ 314.40
12/19/24	Kelly Diane Godwin	R CK 5257	\$ 26.80
12/19/24	Matrix Trust Co	2024 1231	\$ 9,503.98
			\$ 16,239.35
12/20/24	Litzzy Avita	R CK 5262	\$ 75.00
			\$ 75.00
12/23/24	US RD DCFO	DC 2024 1223	\$ 26,555.00
			\$ 26,555.00
12/24/24	Selective Insurance Company of America	DC 2024 1204	\$ 8,174.00
			\$ 8,174.00
12/30/24	The Hartford	DC 2024 1230	\$ 1,269.24
			\$ 1,269.24
	Grand Total		\$ 1,70,431.39

**Lowcountry Montessori School
Journal report
General Journal
For (12/01/2024 to 12/31/2024)**

Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
12/27/2024	810	<i>Adjustments: 2024/12/27 Batch Summary Entry</i>						
			0446	PR Liab - Retirement	100		7,163.87	0.00
			0410	Accounts Payable	100		0.00	7,163.87
<i>Total for transaction 810</i>							<i>7,163.87</i>	<i>7,163.87</i>
12/01/2024	1019	<i>To Adjust Payroll Coding for 7.1.24-11.30.24</i>						
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	112	59,278.16	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	113	2,304.16	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	114	57,057.00	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	221	26,250.03	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	254	302.50	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	111	29,398.16	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	112	5,980.13	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	113	22,513.84	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	127	18,900.00	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	233	2,562.51	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	111	24,583.07	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	112	6,040.91	0.00

**Lowcountry Montessori School
Journal report
General Journal
For (12/01/2024 to 12/31/2024)**

Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	113	6,934.71	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	114	688.42	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	127	4,365.28	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	221	6.75	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	111	848.73	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	112	2,611.12	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	113	520.86	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	114	560.00	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	127	756.00	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	111	695.60	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	112	5,481.48	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	113	1,523.64	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	114	4,396.72	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	127	1,166.50	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	221	2,008.08	0.00

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		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	111	4,119.84	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6260	Unemployment Compensation Tax	100	112	24.99	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6260	Unemployment Compensation Tax	100	113	14.84	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6260	Unemployment Compensation Tax	100	114	124.97	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6260	Unemployment Compensation Tax	100	111	45.45	0.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	112	0.00	17,500.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	113	0.00	51,907.92
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	114	0.00	16,690.38
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	233	0.00	2,562.51
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	266	0.00	2,916.67
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	271	0.00	2,304.16
		To Adjust Payroll Coding for 7.1.24-11.30.24	6110	Regular Salary	100	139	0.00	18,900.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	112	0.00	46,527.71
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	113	0.00	17,057.07
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	233	0.00	23,333.36

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Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	254	0.00	130.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	139	0.00	12,456.72
		To Adjust Payroll Coding for 7.1.24-11.30.24	6115	Teacher Assistant/Clerical Salary	100	111	0.00	11,898.16
		To Adjust Payroll Coding for 7.1.24-11.30.24	6120	Substitute/Temporary Salary	100	113	0.00	24,772.40
		To Adjust Payroll Coding for 7.1.24-11.30.24	6120	Substitute/Temporary Salary	100	254	0.00	172.50
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	112	0.00	6,558.75
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	113	0.00	3,638.19
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	114	0.00	1,771.33
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	233	0.00	6.75
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	271	0.00	400.71
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	139	0.00	6,491.07
		To Adjust Payroll Coding for 7.1.24-11.30.24	6210	Group Health & Life Insurance	100	111	0.00	18.00
		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	112	0.00	1,470.80
		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	113	0.00	2,076.32
		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	114	0.00	240.00

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		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	139	0.00	880.54
		To Adjust Payroll Coding for 7.1.24-11.30.24	6220	Employee Retirement	100	111	0.00	475.92
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	112	0.00	4,493.68
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	113	0.00	7,147.21
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	114	0.00	1,919.74
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	233	0.00	1,784.96
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	266	0.00	223.12
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	271	0.00	153.23
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	139	0.00	2,064.08
		To Adjust Payroll Coding for 7.1.24-11.30.24	6230	Social Security	100	111	0.00	910.24
		To Adjust Payroll Coding for 7.1.24-11.30.24	6260	Unemployment Compensation Tax	100	112	0.00	14.84
		To Adjust Payroll Coding for 7.1.24-11.30.24	6260	Unemployment Compensation Tax	100	113	0.00	169.30
		To Adjust Payroll Coding for 7.1.24-11.30.24	6260	Unemployment Compensation Tax	100	114	0.00	26.11
		<i>Total for transaction 1019</i>					292,064.45	292,064.45
12/31/2024	1020	To recognize Emergent 3 INC & Selective Insurance Company December Prepays 2024						
		To recognize Emergent 3 INC & Selective Insur-	0160	Prepaid Expense	100		8,174.00	0.00

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Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
		ance Company December Pre- pays 2024 To recognize	0160	Prepaid Expense	100		1,500.00	0.00
		Emergent 3 INC & Selective Insur- ance Company December Pre- pays 2024 To recognize	6324	Property Insur- ance	100	254	0.00	8,174.00
		Emergent 3 INC & Selective Insur- ance Company December Pre- pays 2024 To recognize	6329	Other Property Services	100	258	0.00	1,500.00
		Emergent 3 INC & Selective Insur- ance Company December Pre- pays 2024						
		<i>Total for transaction 1020</i>					<i>9,674.00</i>	<i>9,674.00</i>
12/31/2024	1021	<i>December 2024 Prepaid expense recognition</i>						
		December 2024 Prepaid expense recognition - Cur- riculum Asso- ciates	6324	Property Insur- ance	100	254	908.22	0.00
		December 2024 Prepaid expense recognition - Holi- day Inn	6324	Property Insur- ance	100	254	144.50	0.00
		December 2024 Prepaid expense recognition - Cur- riculum Asso- ciates	6329	Other Property Services	100	258	125.00	0.00
		December 2024 Prepaid expense recognition - Bloomz	6340	Communication	100	254	191.33	0.00
		December Pre- paid expense recognition - Cog-	6410	Supplies	100	233	100.00	0.00

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Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
		nia						
		December 2024	6420	Textbooks	100	113	264.83	0.00
		Prepaid expense recognition - Curriculum Associates						
		December 2024	6445	Technology	100	266	140.00	0.00
		Prepaid expense recognition - CDW		Equipment and Software				
		December 2024	6650	Liability Insurance	100	231	707.92	0.00
		Prepaid expense recognition - Holiday Inn						
		December 2024	6660	Pupil Activity	700	271	300.00	0.00
		Prepaid expense recognition - Holiday Inn						
		December 2024	0160	Prepaid Expense	100		0.00	908.22
		Prepaid expense recognition - Curriculum Associates						
		December 2024	0160	Prepaid Expense	100		0.00	707.92
		Prepaid expense recognition - Holiday Inn						
		December 2024	0160	Prepaid Expense	100		0.00	300.00
		Prepaid expense recognition - Holiday Inn						
		December 2024	0160	Prepaid Expense	100		0.00	264.83
		Prepaid expense recognition - Curriculum Associates						
		December 2024	0160	Prepaid Expense	100		0.00	191.33
		Prepaid expense recognition - Bloomz						
		December 2024	0160	Prepaid Expense	100		0.00	144.50
		Prepaid expense recognition - Holiday Inn						
		December 2024	0160	Prepaid Expense	100		0.00	140.00
		Prepaid expense						

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		recognition - CDW December 2024	0160	Prepaid Expense	100		0.00	125.00
		Prepaid expense recognition - Cur- riculum Asso- ciates December 2024	0160	Prepaid Expense	100		0.00	100.00
		Prepaid expense recognition - Cog- nia						
<i>Total for transaction 1021</i>							2,881.80	2,881.80
12/31/2024	1022	<i>To Record FY25 Payroll Accrual Estimate - December 2024</i>						
		To Record FY25 Payroll Accrual Estimate - Decem- ber 2024	6110	Regular Salary	100	112	2,089.48	0.00
		To Record FY25 Payroll Accrual Estimate - Decem- ber 2024	6110	Regular Salary	100	113	3,283.83	0.00
		To Record FY25 Payroll Accrual Estimate - Decem- ber 2024	6110	Regular Salary	100	114	2,827.42	0.00
		To Record FY25 Payroll Accrual Estimate - Decem- ber 2024	6110	Regular Salary	100	127	1,531.07	0.00
		To Record FY25 Payroll Accrual Estimate - Decem- ber 2024	6110	Regular Salary	100	212	904.77	0.00
		To Record FY25 Payroll Accrual Estimate - Decem- ber 2024	6110	Regular Salary	100	213	394.55	0.00
		To Record FY25 Payroll Accrual Estimate - Decem- ber 2024	6110	Regular Salary	100	221	1,063.15	0.00
		To Record FY25 Payroll Accrual Estimate - Decem- ber 2024	6110	Regular Salary	100	254	374.44	0.00

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		To Record FY25 Payroll Accrual Estimate - December 2024	6110	Regular Salary	100	139	739.93	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6110	Regular Salary	100	111	974.54	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6111	Principal / Assistant Princi	100	233	1,870.75	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6115	Teacher Assistant/Clerical Salary	100	112	744.38	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6115	Teacher Assistant/Clerical Salary	100	113	665.51	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6115	Teacher Assistant/Clerical Salary	100	233	692.29	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6115	Teacher Assistant/Clerical Salary	100	139	230.11	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6115	Teacher Assistant/Clerical Salary	100	111	423.30	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6210	Group Health & Life Insurance	100	112	239.91	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6210	Group Health & Life Insurance	100	113	536.17	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6210	Group Health & Life Insurance	100	114	254.76	0.00
		To Record FY25	6210	Group Health	100	127	192.47	0.00

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		Payroll Accrual Estimate - December 2024		amp; Life Insurance				
		To Record FY25	6210	Group Health & Life Insurance	100	212	198.36	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6210	Group Health & Life Insurance	100	213	0.02	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6210	Group Health & Life Insurance	100	221	47.39	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6210	Group Health & Life Insurance	100	233	148.08	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6210	Group Health & Life Insurance	100	254	100.66	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6210	Group Health & Life Insurance	100	139	111.98	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6210	Group Health & Life Insurance	100	111	0.08	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6220	Employee Retirement	100	112	615.96	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6220	Employee Retirement	100	113	690.18	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6220	Employee Retirement	100	114	564.20	0.00
		Payroll Accrual Estimate - December 2024						
		To Record FY25	6220	Employee Retirement	100	127	326.61	0.00
		Payroll Accrual						

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Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6220	Employee Retirement	100	212	225.38	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6220	Employee Retirement	100	213	98.28	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6220	Employee Retirement	100	221	143.74	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6220	Employee Retirement	100	233	638.45	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6220	Employee Retirement	100	254	93.27	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6220	Employee Retirement	100	139	184.32	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6220	Employee Retirement	100	111	181.67	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6230	Social Security	100	112	216.79	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6230	Social Security	100	113	302.12	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6230	Social Security	100	114	216.30	0.00
		Estimate - December 2024						
	To Record FY25 Payroll Accrual		6230	Social Security	100	127	117.13	0.00
		Estimate - December 2024						

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		ber 2024						
		To Record FY25	6230	Social Security	100	212	69.22	0.00
		Payroll Accrual						
		Estimate - Decem-						
		ber 2024						
		To Record FY25	6230	Social Security	100	213	30.18	0.00
		Payroll Accrual						
		Estimate - Decem-						
		ber 2024						
		To Record FY25	6230	Social Security	100	221	81.33	0.00
		Payroll Accrual						
		Estimate - Decem-						
		ber 2024						
		To Record FY25	6230	Social Security	100	233	196.07	0.00
		Payroll Accrual						
		Estimate - Decem-						
		ber 2024						
		To Record FY25	6230	Social Security	100	254	28.65	0.00
		Payroll Accrual						
		Estimate - Decem-						
		ber 2024						
		To Record FY25	6230	Social Security	100	139	74.21	0.00
		Payroll Accrual						
		Estimate - Decem-						
		ber 2024						
		To Record FY25	6230	Social Security	100	111	106.93	0.00
		Payroll Accrual						
		Estimate - Decem-						
		ber 2024						
		To Record FY25	6260	Unemployment	100	112	11.02	0.00
		Payroll Accrual		Compensation				
		Estimate - Decem-		Tax				
		ber 2024						
		To Record FY25	6260	Unemployment	100	113	13.46	0.00
		Payroll Accrual		Compensation				
		Estimate - Decem-		Tax				
		ber 2024						
		To Record FY25	6260	Unemployment	100	114	9.79	0.00
		Payroll Accrual		Compensation				
		Estimate - Decem-		Tax				
		ber 2024						
		To Record FY25	6260	Unemployment	100	127	4.90	0.00
		Payroll Accrual		Compensation				
		Estimate - em-		Tax				
		Decber 2024						

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Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
		To Record FY25 Payroll Accrual Estimate - December 2024	6260	Unemployment Compensation Tax	100	212	2.45	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6260	Unemployment Compensation Tax	100	213	1.22	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6260	Unemployment Compensation Tax	100	221	2.45	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6260	Unemployment Compensation Tax	100	233	6.12	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6260	Unemployment Compensation Tax	100	254	1.22	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6260	Unemployment Compensation Tax	100	139	3.67	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	6260	Unemployment Compensation Tax	100	111	6.12	0.00
		To Record FY25 Payroll Accrual Estimate - December 2024	0445	Accrued Payroll	100		0.00	25,902.81
<i>Total for transaction 1022</i>							<i>25,902.81</i>	<i>25,902.81</i>
12/31/2024	1024	<i>Move Recycling Grant Revenue</i>						
		Move Recycling Grant Revenue	0420	Deferred Revenue	803		1,500.00	0.00
		Move Recycling Grant Revenue	4998	Recycling Education Grant	100		0.00	1,500.00
<i>Total for transaction 1024</i>							<i>1,500.00</i>	<i>1,500.00</i>
12/31/2024	1025	<i>Recognize Reading Coach Salary December 2024</i>						
		Recognize Reading Coach Salary December 2024	6110	Regular Salary	935	221	5,354.03	0.00

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		Recognize Reading Coach Salary December 2024	6110	Regular Salary	100	221	0.00	5,354.03
<i>Total for transaction 1025</i>							<i>5,354.03</i>	<i>5,354.03</i>
12/31/2024	1026	<i>Recognizing Deferred Revenue December 2024</i>						
		Recognizing Deferred Revenue December 2024	3529	EIA Revenue - CATE	329		454.55	0.00
		Recognizing Deferred Revenue December 2024	3532	EIA Revenue - National Board Salary Supplement	332		736.44	0.00
		Recognizing Deferred Revenue December 2024	3540	EIA Revenue - Early Childhood Program	340		17,423.86	0.00
		Recognizing Deferred Revenue December 2024	3557	EIA Revenue - Summer Reading Program	357		1,514.38	0.00
		Recognizing Deferred Revenue December 2024	0420	Deferred Revenue	332		0.00	736.44
		Recognizing Deferred Revenue December 2024	0420	Deferred Revenue	340		0.00	17,423.86
		Recognizing Deferred Revenue December 2024	0420	Deferred Revenue	357		0.00	1,514.38
		Recognizing Deferred Revenue December 2024	0420	Deferred Revenue	329		0.00	454.55
<i>Total for transaction 1026</i>							<i>20,129.23</i>	<i>20,129.23</i>
12/31/2024	1027	<i>Recognizing National Board Salary Supplement Expense H. Skinner 7.1.24-12.31.24</i>						
		Recognizing National Board Salary Supplement Expense H. Skinner 7.1.24-12.31.24	0420	Deferred Revenue	332		2,209.32	0.00
		Recognizing National Board Salary Supplement Expense H. Skinner	6110	Regular Salary	332	114	2,209.32	0.00

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		7.1.24-12.31.24 Recognizing National Board Salary Supplement Expense H. Skinner	3532	EIA Revenue - National Board Salary Supplement	332		0.00	2,209.32
		7.1.24-12.31.24 Recognizing National Board Salary Supplement Expense H. Skinner	6110	Regular Salary	100	114	0.00	2,209.32
		7.1.24-12.31.24						
<i>Total for transaction 1027</i>							4,418.64	4,418.64
12/31/2024	1028	<i>Moving Payroll Liabilities to/from PR Holding/Clearing December 2024</i>						
		Moving Payroll Liabilities to/from PR Holding/Clearing December 2024	0441	Payroll Liabilities	100		89.44	0.00
		Moving Payroll Liabilities to/from PR Holding/Clearing December 2024	0448	PR Liab - Colonial Life	100		0.03	0.00
		Moving Payroll Liabilities to/from PR Holding/Clearing December 2024	6229	Payroll Liabilities Holding/Clearing	100	999	70,929.37	0.00
		Moving Payroll Liabilities to/from PR Holding/Clearing December 2024	6229	Payroll Liabilities Holding/Clearing	100	999	3,328.38	0.00
		Moving Payroll Liabilities to/from PR Holding/Clearing December 2024	0442	PR Liab - Blue Cross Blue Shield	100		0.00	70,929.37
		Moving Payroll Liabilities to/from PR Holding/Clearing Decem-	0443	PR Liab - Guardian	100		0.00	3,328.38

**Lowcountry Montessori School
Journal report
General Journal
For (12/01/2024 to 12/31/2024)**

Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
		ber 2024						
		Moving Payroll Li-	6229	Payroll Liabilities	100	999	0.00	89.44
		abilities to/from		Holding/Clearing				
		PR Holding/						
		Clearing Decem-						
		ber 2024						
		Moving Payroll Li-	6229	Payroll Liabilities	100	999	0.00	0.03
		abilities to/from		Holding/Clearing				
		PR Holding/						
		Clearing Decem-						
		ber 2024						
		<i>Total for transaction 1028</i>					<i>74,347.22</i>	<i>74,347.22</i>
12/31/2024	1029	<i>To update coding on December 2024 Square Deposits</i>						
		To update coding	1990	Miscellaneous Lo-	100		7,782.96	0.00
		on December		cal Revenue				
		2024 Square De-						
		posits						
		Bojangles	6690	Other Fees and	100	252	252.02	0.00
				Objects				
		Lunch	1610	Lunch Sales to	802		0.00	993.00
				Students				
		Student Fees	1740	Student Fees/	700		0.00	374.98
				Supplies				
		Sports	1789	Pupil - Sports	701		0.00	404.00
				Revenue				
		Seat time	1790	Other Pupil In-	100		0.00	940.00
				come				
		Lock In	1790	Other Pupil In-	100		0.00	260.00
				come				
		Bojangles	1790	Other Pupil In-	100		0.00	145.00
				come				
		School Pictures	1790	Other Pupil In-	100		0.00	120.00
				come				
		Primary Fees	1791	Pre-K Income-	700		0.00	4,305.00
				Extended Hours				
		Field Trips	1793	Field Trips	702		0.00	213.00
		EC/AC	1794	Early Care/After	704		0.00	280.00
				Care				
		<i>Total for transaction 1029</i>					<i>8,034.98</i>	<i>8,034.98</i>
12/02/2024	1032	<i>Adjustments: 2024/12/02 Batch Summary Entry</i>						
			6520	Construction Ser-	100	253	124.08	0.00
				vices				
			0410	Accounts Payable	100	253	0.00	124.08

**Lowcountry Montessori School
Journal report
General Journal
For (12/01/2024 to 12/31/2024)**

Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
<i>Total for transaction 1032</i>							124.08	124.08
12/19/2024	1035	<i>Adjustments: 2024/12/19 Batch Summary Entry</i>						
			6999	Awaiting Administrative Classification	100	999	39.22	0.00
			0410	Accounts Payable	100	999	0.00	39.22
<i>Total for transaction 1035</i>							39.22	39.22
12/14/2024	1036	<i>Adjustments: 2024/12/14 Batch Summary Entry</i>						
			6410	Supplies	100	112	522.34	0.00
			0410	Accounts Payable	100	112	0.00	522.34
<i>Total for transaction 1036</i>							522.34	522.34
12/31/2024	1037	<i>Expensing Deferred Revenue December 2024</i>						
		Expensing Deferred Revenue December 2024	0420	Deferred Revenue	917		2,400.00	0.00
		Expensing Deferred Revenue December 2024	0420	Deferred Revenue	326		3,360.82	0.00
		Expensing Deferred Revenue December 2024	0420	Deferred Revenue	340		17,423.86	0.00
		Expensing Deferred Revenue December 2024	0420	Deferred Revenue	357		1,514.38	0.00
		Expensing Deferred Revenue December 2024	0420	Deferred Revenue	329		2,272.75	0.00
		Expensing Deferred Revenue December 2024	6110	Regular Salary	357	112	1,514.38	0.00
		Expensing Deferred Revenue December 2024	6110	Regular Salary	340	139	8,711.93	0.00
		Expensing Deferred Revenue December 2024	6115	Teacher Assistant/Clerical Salary	340	111	8,711.93	0.00
		Expensing Deferred Revenue December 2024	6410	Supplies	326	114	3,360.82	0.00
		Expensing Deferred Revenue December 2024	6525	Buildings	329	254	2,272.75	0.00

**Lowcountry Montessori School
Journal report
General Journal
For (12/01/2024 to 12/31/2024)**

Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
		Expensing De-ferred Revenue December 2024	0431	Due to State (District)	917		0.00	2,400.00
		Expensing De-ferred Revenue December 2024	3526	EIA Revenue - Refurbishment of K-8 Science Kits	326		0.00	3,360.82
		Expensing De-ferred Revenue December 2024	3529	EIA Revenue - CATE	329		0.00	2,272.75
		Expensing De-ferred Revenue December 2024	3540	EIA Revenue - Early Childhood Program	340		0.00	17,423.86
		Expensing De-ferred Revenue December 2024	3557	EIA Revenue - Summer Reading Program	357		0.00	1,514.38
		Expensing De-ferred Revenue December 2024	6110	Regular Salary	100	112	0.00	1,514.38
		Expensing De-ferred Revenue December 2024	6110	Regular Salary	100	139	0.00	8,711.93
		Expensing De-ferred Revenue December 2024	6115	Teacher Assis-tant/Clerical Salary	100	111	0.00	8,711.93
		Expensing De-ferred Revenue December 2024	6410	Supplies	100	114	0.00	3,360.82
		Expensing De-ferred Revenue December 2024	6525	Buildings	100	254	0.00	2,272.75
		<i>Total for transaction 1037</i>					<i>51,543.62</i>	<i>51,543.62</i>
12/31/2024	1038	<i>Recognizing Principal & Interest Payment on USDA Loan December 2024</i>						
		Recognizing Prin-cipal & Interest Payment on USDA Loan De-cember 2024	6610	Redemption of Principal	100	500	13,719.59	0.00
		Recognizing Prin-cipal & Interest Payment on USDA Loan De-cember 2024	6620	Interest Expense	100	500	12,835.41	0.00
		Recognizing Prin-cipal & Interest	6999	Awaiting Adminis-trative Classifica-	100	999	0.00	26,555.00

**Lowcountry Montessori School
Journal report
General Journal
For (12/01/2024 to 12/31/2024)**

Date	Document	Memo	Account no.	Account desc	Department ID	Location ID	Debit	Credit
		Payment on USDA Loan De- cember 2024		tion				
<i>Total for transaction 1038</i>							26,555.00	26,555.00
Total for journal General Journal							<u>530,255.29</u>	<u>530,255.29</u>

Lowcountry Montessori School Reconciliation report

As of 12/31/2024

Account: CBCN6764 OP Cash

Statement ending balance	210,396.96
Deposits in transit	0.00
Outstanding checks and charges	(5,096.63)
Adjusted bank balance	205,300.33
Book balance	205,300.33
Adjustments*	0.00
Adjusted book balance	205,300.33

Total Checks and charges Cleared	478,978.42	Total Deposits Cleared	464,636.17
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Deposits

Name	Memo	Date	Doc no.	Cleared	In transit
General Ledger entry	MERCHANT SERVICE	12/04/2024		357.08	
General Ledger entry	Square Inc.	12/04/2024		500.72	
General Ledger entry	MERCHANT SERVICE	12/04/2024		196.65	
General Ledger entry	Deposit \$1,260.2	12/05/2024		151.20	
General Ledger entry	Deposit \$1,260.2	12/05/2024		1,109.00	
General Ledger entry	Deposit \$1,135.00	12/05/2024		1,020.00	
General Ledger entry	Deposit \$1,135.00	12/05/2024		115.00	
General Ledger entry	Deposit \$293.00	12/05/2024		293.00	
General Ledger entry	Deposit \$600.00	12/05/2024		60.00	
General Ledger entry	Deposit \$1,644.00	12/05/2024		1,160.00	
General Ledger entry	Deposit \$1,644.00	12/05/2024		249.00	
General Ledger entry	Deposit \$1,644.00	12/05/2024		235.00	
General Ledger entry	Square Inc.	12/05/2024		453.40	
General Ledger entry	MERCHANT SERVICE	12/05/2024		439.88	
General Ledger entry	MERCHANT SERVICE	12/05/2024		36.23	
General Ledger entry	Deposit \$500.00	12/05/2024		500.00	
General Ledger entry	Deposit \$573.8	12/05/2024		493.80	
General Ledger entry	Deposit \$573.8	12/05/2024		80.00	
General Ledger entry	Deposit \$600.00	12/05/2024		540.00	
General Ledger entry	MERCHANT SERVICE	12/06/2024		72.46	
General Ledger entry	Square Inc.	12/06/2024		189.73	
General Ledger entry	Square Inc.	12/09/2024		212.60	
General Ledger entry	MERCHANT SERVICE	12/09/2024		172.50	
General Ledger entry	MERCHANT SERVICE	12/10/2024		346.73	
General Ledger entry	MERCHANT SERVICE	12/10/2024		72.45	
General Ledger entry	Square Inc. \$76.72	12/10/2024		76.72	
General Ledger entry	Square Inc. \$136.55	12/11/2024		136.55	
General Ledger entry	Square Inc. \$728.71	12/12/2024		728.71	
General Ledger entry	Deposit \$2869.45	12/12/2024		92.00	
General Ledger entry	Deposit \$2869.45	12/12/2024		902.45	
General Ledger entry	Deposit \$2869.45	12/12/2024		300.00	
General Ledger entry	Deposit \$2869.45	12/12/2024		1,005.00	
General Ledger entry	Deposit \$2869.45	12/12/2024		540.00	
General Ledger entry	Deposit \$2869.45	12/12/2024		30.00	
General Ledger entry	Transfer from 2511 to 6764	12/12/2024		40,000.00	
General Ledger entry	Deposit \$153.00	12/13/2024		153.00	
General Ledger entry	Deposit \$283.00	12/13/2024		283.00	
General Ledger entry	SC PUBLIC CHARTE AP \$1500.00	12/13/2024		1,500.00	
General Ledger entry	Square Inc. \$1,003.81	12/13/2024		1,003.81	
General Ledger entry	Square Inc. \$1,145.25	12/16/2024		1,145.25	
General Ledger entry	Square Inc. \$2,302.86	12/17/2024		2,302.86	
General Ledger entry	SC STATE TREASUR	12/17/2024		20.00	
General Ledger entry	MERCHANT SERVICE	12/17/2024		207.00	
General Ledger entry	MERCHANT SERVICE	12/17/2024		72.46	
General Ledger entry	Square Inc. \$121.55	12/18/2024		121.55	
General Ledger entry	Deposit \$2,176.30	12/19/2024		2,176.30	
General Ledger entry	Transfer from 2511 to 6764	12/19/2024		2,500.00	
General Ledger entry	Deposit \$206.00	12/19/2024		206.00	

Lowcountry Montessori School Reconciliation report

As of 12/31/2024

Account: CBCN6764 OP Cash

General Ledger entry	Deposit \$210.00	12/19/2024	210.00
General Ledger entry	Deposit \$2,270.00	12/19/2024	210.00
General Ledger entry	Deposit \$2,270.00	12/19/2024	335.00
General Ledger entry	Deposit \$2,270.00	12/19/2024	1,340.00
General Ledger entry	Deposit \$2,270.00	12/19/2024	370.00
General Ledger entry	Lunches	12/19/2024	15.00
General Ledger entry	MERCHANT SERVICE	12/19/2024	41.40
General Ledger entry	MERCHANT SERVICE	12/19/2024	72.46
General Ledger entry	Square Inc. \$312.98	12/19/2024	312.98
General Ledger entry	MERCHANT SERVICE	12/20/2024	87.98
General Ledger entry	MERCHANT SERVICE	12/20/2024	93.15
General Ledger entry	Square Inc. \$505.17	12/20/2024	505.17
General Ledger entry	Transfer from 2511 to 6764	12/20/2024	8,000.00
General Ledger entry	SC PUBLIC CHARTE AP \$380,351.69	12/23/2024	8,239.50
General Ledger entry	SC PUBLIC CHARTE AP \$380,351.69	12/23/2024	5,354.03
General Ledger entry	SC PUBLIC CHARTE AP \$380,351.69	12/23/2024	60,578.40
General Ledger entry	SC PUBLIC CHARTE AP \$380,351.69	12/23/2024	454.55
General Ledger entry	SC PUBLIC CHARTE AP \$380,351.69	12/23/2024	17,423.86
General Ledger entry	SC PUBLIC CHARTE AP \$380,351.69	12/23/2024	1,514.38
General Ledger entry	Square Inc. \$94.57	12/23/2024	94.57
General Ledger entry	MERCHANT SERVICE	12/23/2024	439.88
General Ledger entry	SC PUBLIC CHARTE AP \$380,351.69	12/23/2024	293,648.33
General Ledger entry	SC PUBLIC CHARTE AP \$380,351.69	12/23/2024	736.44
Total Deposits			464,636.17
			0.00

Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
WALMART	# CK 5090	07/21/2024			199.90
Kathleen Watkins	# R CK 5116	08/13/2024			85.00
Caitlyn Creamer	# R CK 5148	08/30/2024			44.54
Companion Life Insurance	# DC 2024 0901	09/01/2024			200.51
Whitney Cale	# R CK 5171	10/03/2024			40.00
Sam's Club	# CK 5170	10/03/2024			127.43
Ryan's	# CK 5174	10/07/2024			1,900.80
WALMART	# CK 5180	10/14/2024			207.40
Katja Burnett Design	# CK 5188	10/21/2024			34.98
John Quitman Marshall	# R CK 5198	10/28/2024			95.63
Ameriflex	# DC 2024 1102	11/02/2024			60.00
Patrick O Donnell	# CK 5222	11/19/2024		150.00	
City of Beaufort	# CK 5226	11/20/2024		800.00	
Amy Horn	# R CK 5229	11/22/2024			192.96
Lowe's	# CK 5230	11/25/2024		1,357.21	
General Ledger entry	transfer from 6764 to 2511	12/02/2024		45,000.00	
General Ledger entry	AMEX EPAYMENT	12/02/2024		27,838.40	
Ryan's	# CK 5232	12/02/2024		1,015.20	
Martha Watkins	# R CK 5233	12/02/2024		124.08	
Guardian	# DC 2024 1202	12/02/2024		3,251.88	
Ameriflex	# DC 2024 1202	12/02/2024		60.00	
Martha Watkins	Payment voided in Bill.com	12/02/2024		(124.08)	
Companion Life Insurance	# DC 2024 1203	12/03/2024		229.73	
Blue Cross Blue Shield (BCBS)	# DC 2024 1203	12/03/2024		1,137.78	
Blue Cross Blue Shield (BCBS)	# DC 2024 1203 A	12/03/2024		41,275.43	

Lowcountry Montessori School Reconciliation report

As of 12/31/2024

Account: CBCN6764 OP Cash

General Ledger entry	Square Inc.	12/03/2024	1.66	
Vivienne Bruememer	# CK 5234	12/05/2024	15.00	
Vivienne Bruememer	# CK 5235	12/05/2024	15.00	
Food Lion	# CK 5238	12/05/2024	30.03	
Mikey Burns	# CK 5236	12/05/2024		15.00
Kennedy Jackson	# CK 5237	12/05/2024		15.00
Stefan Walker	# R CK 5239	12/09/2024	191.25	
General Ledger entry	Returned Deposit Item	12/10/2024	64.00	
General Ledger entry	Returned Item Charge	12/10/2024	11.00	
Colonial Life	# DC 2024 1211	12/11/2024	1,345.95	
Lowe's	# CK 5231	12/11/2024	145.73	
Lowe's	# CK 5244	12/12/2024	1,182.89	
BJWSA	# CK 5242	12/12/2024	1,750.00	
Alexandra Clark	# R CK 5240	12/12/2024	188.57	
BJWSA	# CK 5243	12/12/2024	3,952.13	
Heather Skinner	# R CK 5241	12/12/2024	12.06	
General Ledger entry	CASH	12/13/2024	90,723.77	
General Ledger entry	CASH	12/13/2024	28,548.21	
Alexander Gonzalez	# R CK 5246	12/13/2024	89.13	
Martha Watkins	# R CK 5247	12/13/2024	124.08	
J. Weidner Landscape Gardening	# CK 5245	12/13/2024	220.00	
General Ledger entry	S&W Payroll Collection	12/13/2024	579.34	
Aidan Chase	# R CK 5249	12/16/2024		39.39
Bella Anna	# R CK 5248	12/16/2024		62.65
Matrix Trust Co	# 2024 1213	12/16/2024	9,428.68	
Shelby Fuller	# CK 5251	12/17/2024		225.00
Jimmy Painting LLC	# CK 5253	12/17/2024	3,000.00	
Martha Watkins	# CK 5252	12/17/2024	374.53	
Gregory Roger Diorio	# CK 5250	12/17/2024	708.75	
Randel's Lawnmowers	# CK 5254	12/17/2024	144.45	
ABR DIGITAL OFFICE SOLUTIONS	https://app01.us.bill.com/ Sent- Pay?id=stp01HLKLNIMX5cnqq2	12/18/2024	2,522.37	
Language Testing International	https://app01.us.bill.com/ Sent- Pay?id=stp01RGBKYEJKW5cnqqI	12/18/2024	60.00	
Turner Caudell	https://app01.us.bill.com/ Sent- Pay?id=stp01NACDUBTMU5cnqth	12/18/2024	625.00	
Lumen	https://app01.us.bill.com/ Sent- Pay?id=stp01OGBBYQHEF5cnqti	12/18/2024	1,485.97	
Staples, Inc.	https://app01.us.bill.com/ Sent- Pay?id=stp01YNCAMYQBC5cnqtj	12/18/2024	189.08	
ALFORD LEASING COMPANY2411	pp01.us.bill.com/ Sent- Pay?id=stp01PLODAN- https://aNQY5cnqtm	12/18/2024	1,123.50	
Beaufort County Treasurer's Office	https://app01.us.bill.com/ Sent- Pay?id=stp01LAIFLQECR5cnqq0	12/18/2024	1,106.73	
Staples, Inc.	https://app01.us.bill.com/ Sent- Pay?id=stp01HSWWQTFVU5cnqq3	12/18/2024	1,680.70	
Palmetto Telephone Company (PTC)	https://app01.us.bill.com/ Sent- Pay?id=stp01NIDPPZITP5cnqqb	12/18/2024	675.00	

Lowcountry Montessori School Reconciliation report

As of 12/31/2024

Account: CBCN6764 OP Cash

All Print Custom Tees and Hydrographics	https://app01.us.bill.com/Sent-Pay?id=stp01WMGFIXS VU5cnqto	12/18/2024		3,630.00
AFLAC	# DC 2024 1218	12/18/2024		666.94
KINGHORN INSURANCE	https://app01.us.bill.com/Sent-Pay?id=stp01VSYFFOV ZG5cnqq5	12/18/2024		150.00
Prestige School Solutions	https://app01.us.bill.com/Sent-Pay?id=stp01XSGYEMR HL5cnqq6	12/18/2024		440.02
Lowcountry Therapy Center	https://app01.us.bill.com/Sent-Pay?id=stp01LKDQYAN XN5cnqq7	12/18/2024		7,070.00
All In Educational Services	https://app01.us.bill.com/Sent-Pay?id=stp01HUMNJYBI X5cnqq9	12/18/2024		2,490.00
Lang 72 Degrees Air Conditioning & Heating	https://app01.us.bill.com/Sent-Pay?id=stp01ZGKMPFL TA5cnqqd	12/18/2024		98.00
ALFORD LEASING COMPANY2411	https://app01.us.bill.com/Sent-Pay?id=stp01SOMLCIQ FD5cnqqg	12/18/2024		200.77
Dana Marlow	# CK 5255	12/18/2024		80.00
Dominion Energy	https://app01.us.bill.com/Sent-Pay?id=stp01RECBWFY GP5cnqqj	12/18/2024		1,567.05
Lisa Langley	# R CK 5261	12/19/2024		36.57
Matrix Trust Co	# 2024 1231	12/19/2024		9,503.98
Erin Hickey	# R CK 5259	12/19/2024		314.40
Erin Hickey	# R CK 5258	12/19/2024		87.70
Amy Horn	# R CK 5256	12/19/2024		4,814.86
Kelly Diane Godwin	# R CK 5257	12/19/2024		26.80
General Ledger entry	Overdraft Charge	12/19/2024		7.00
General Ledger entry	NSF Paid Item Fee	12/19/2024		111.00
Dalila Iacopelli	# R CK 5260	12/19/2024		39.22
Litzy Avita	# R CK 5262	12/20/2024		75.00
General Ledger entry	NSF Item Fee	12/20/2024		37.00
US RD DCFO	# DC 2024 1223	12/23/2024		26,555.00
General Ledger entry	SC PUBLIC CHARTE AP \$380,351.69	12/23/2024		7,597.80
Selective Insurance Company of America	# DC 2024 1204	12/24/2024		8,174.00
General Ledger entry	CASH	12/30/2024	CK 60592	1,399.65
General Ledger entry	CASH	12/30/2024		31,514.31
General Ledger entry	CASH	12/30/2024		98,008.13
The Hartford	# DC 2024 1230	12/30/2024		1,269.24
General Ledger entry	AMEX EPAYMENT	12/31/2024		134.23
Total Checks and charges				478,978.42
				5,096.63



FIRST FEDERAL BANK

P. O Box 2029
Lake City, FL 32056

Statement Ending 12/31/2024

LOWCOUNTRY MONTESSORI

Page 1 of 8

Customer Number: XXXXXX6764

RETURN SERVICE REQUESTED

LOWCOUNTRY MONTESSORI SCHOOL
749 BROAD RIVER DR
BEAUFORT SC 29906-6868

Managing Your Accounts

-  Branch
-  Customer Care 1-877-499-0572
-  Mailing Address P.O. Box 2029
Lake City, FL 32056
-  Website www.ffbf.com

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FIRST FEDERAL BANK

Member
FDIC



Summary of Accounts

Account Type	Account Number	Ending Balance
ELITE BUSINESS CHECKING	XXXXXX6764	\$210,396.96

ELITE BUSINESS CHECKING - XXXXXX6764

Account Summary

Date	Description	Amount
11/30/2024	Beginning Balance	\$224,739.21
	49 Credit(s) This Period	\$457,038.37
	69 Debit(s) This Period	\$471,380.62
12/31/2024	Ending Balance	\$210,396.96

Deposits

Date	Description	Amount
12/05/2024	DEPOSIT	\$293.00
12/05/2024	DEPOSIT	\$500.00
12/05/2024	DEPOSIT	\$573.80
12/05/2024	DEPOSIT	\$600.00
12/05/2024	DEPOSIT	\$1,135.00



Notice: See reverse side for important information.

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR CHECKBOOK WITH YOUR STATEMENT

CHECKS OUTSTANDING	
NUMBER	AMOUNT

1. In your checkbook, enter the interest earned, if applicable, on your account as it appears on the front of this statement.
2. Verify that checks are charged on statement for the amount drawn.
3. Be sure that the service charge (if any) or other authorized deductions shown on this statement have been deducted from your checkbook balance.
4. Verify that all deposits have been credited for same amount as on your records.
5. Be sure that all checks outstanding on previous statement have been included on this statement (otherwise, they are still outstanding).
6. Check off on the stubs of your checkbook each of the checks paid by us.
7. Make a list of the numbers and amounts of those checks still outstanding in the space provided.

CUSTOMER SERVICE

For information on account balance, checks paid, electronic transfers or deposits, call Customer Service toll free at 1-877-499-0572.

Billing Rights Summary

In Case of Errors or Questions About Your billing statement.

If you think your billing statement is wrong, or if you need more information about a transaction on your billing statement, write us on a separate sheet at the address shown on your billing statement as soon as possible. We must hear from you no later than 60 days after we sent you the first billing statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

In your letter, give us the following information:

- Your name and account number
- The dollar amount or the suspected error.
- Describe the error and explain, if you can, why you believe there is an error.
- If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your billing statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

To figure the finance charge for each billing cycle, a daily periodic rate is multiplied by the daily balance of my loan account balance each day. To figure the daily balance, you first take my loan balance at the beginning of each day, and add any new advances, and subtract any payments or credits that apply to debit repayment, and any unpaid finance charges, fees and charges. This gives you the daily balance.

ENTER FINAL BALANCE AS PER STATEMENT	
ADD ANY DEPOSITS NOT CREDITED	
TOTAL	
SUBTRACT CHECKS OUTSTANDING	
BALANCE SHOULD AGREE WITH YOUR CHECKBOOK	

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Telephone us toll free at 1-877-499-0572 or write to the address shown on the front of this statement as soon as you can if you think your statement is wrong or if you need more information about a transfer listed on this statement. We must hear from you no later than 60 days after we send you the FIRST statement on which the problem or error appeared. If you have a question concerning your statement, please be prepared to:

- Tell us your name and account number.
- Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

We will determine whether an error occurred within ten (10) business days (twenty (20) business days for new accounts) after we hear from you and we will correct any error promptly. If we need more time, however, we may take up to forty-five (45) days (ninety (90) days for new accounts and foreign initiated or Point of Sale transfers) to investigate your complaint or question. If we decide to do this, we will credit your account within ten (10) business days (twenty business (20) days for new accounts) for the amount which you think is in error, so that you will have the use of the money during the time it takes to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within ten (10) business days, we may not credit your account. The extended time periods for new accounts apply to all electronic fund transfers that occur within the first thirty (30) days after the first deposit to the account is made, including those for foreign initiated or Point of Sale transactions. Visa's® cardholder protection policy requires that we provide provisional credit for losses from unauthorized Visa® Check Card use within five (5) business days of notification of the loss.

We will tell you the results within three (3) business days after completing our investigation. If we decide that there was no error, we will send you a written explanation.

You may ask for copies of the documents that we used in our investigation.

ELITE BUSINESS CHECKING - XXXXXX6764 (continued)**Deposits (continued)**

Date	Description	Amount
12/05/2024	DEPOSIT	\$1,260.20
12/05/2024	DEPOSIT	\$1,644.00
12/12/2024	cover payroll	\$40,000.00
12/13/2024	DEPOSIT	\$153.00
12/13/2024	DEPOSIT	\$283.00
12/13/2024	DEPOSIT	\$2,869.45
12/19/2024	cover negative balance	\$2,500.00
12/20/2024	DEPOSIT	\$206.00
12/20/2024	DEPOSIT	\$210.00
12/20/2024	DEPOSIT	\$2,176.30
12/20/2024	DEPOSIT	\$2,270.00
12/20/2024	bills	\$8,000.00

Other Credits

Date	Description	Amount
12/04/2024	MERCHANT SERVICE MERCH DEP XXXXXX3044	\$196.65
12/04/2024	MERCHANT SERVICE MERCH DEP XXXXXX7797	\$357.08
12/04/2024	Square Inc SQ241204 T30XYW637JCJQR1	\$500.72
12/05/2024	MERCHANT SERVICE MERCH DEP XXXXXX7797	\$36.23
12/05/2024	MERCHANT SERVICE MERCH DEP XXXXXX3044	\$439.88
12/05/2024	Square Inc SQ241205 T316CJQ42X2WXVE	\$453.40
12/06/2024	MERCHANT SERVICE MERCH DEP XXXXXX3044	\$72.46
12/06/2024	Square Inc SQ241206 T38QCS9J5TTG0AY	\$189.73
12/09/2024	MERCHANT SERVICE MERCH DEP XXXXXX7797	\$172.50
12/09/2024	Square Inc SQ241209 T38TMT6B0K1E172	\$212.60
12/10/2024	MERCHANT SERVICE MERCH DEP XXXXXX3044	\$72.45
12/10/2024	Square Inc SQ241210 T39YM0NSNWBZNA	\$76.72
12/10/2024	MERCHANT SERVICE MERCH DEP XXXXXX7797	\$346.73
12/11/2024	Square Inc SQ241211 T394DNPX21JRNQ	\$136.55
12/12/2024	Square Inc SQ241212 T3MC64WSCPG6V78	\$728.71
12/13/2024	Square Inc SQ241213 T3GYSDFR1T13F38	\$1,003.81
12/13/2024	SC PUBLIC CHARTE AP	\$1,500.00
12/16/2024	Square Inc SQ241216 T3HP9WKJD9QVVA2	\$1,145.25
12/17/2024	SC STATE TREASUR 11000 CT H730 3433793842	\$20.00
12/17/2024	MERCHANT SERVICE MERCH DEP XXXXXX3044	\$72.46
12/17/2024	MERCHANT SERVICE MERCH DEP XXXXXX7797	\$207.00
12/17/2024	Square Inc SQ241217 T3RVMX6N47AH4YK	\$2,302.86
12/18/2024	Square Inc SQ241218 T3760ZPKRG5STRB	\$121.55
12/19/2024	MERCHANT SERVICE MERCH DEP XXXXXX7797	\$41.40
12/19/2024	MERCHANT SERVICE MERCH DEP XXXXXX3044	\$72.46
12/19/2024	Square Inc SQ241219 T3CXYWF1KTQFDQ1	\$312.98
12/20/2024	MERCHANT SERVICE MERCH DEP XXXXXX3044	\$87.98
12/20/2024	MERCHANT SERVICE MERCH DEP XXXXXX7797	\$93.15
12/20/2024	Square Inc SQ241220 T3MXQVZ8KR50ET5	\$505.17
12/23/2024	Square Inc SQ241223 T3NT9QMS56ZGE44	\$94.57
12/23/2024	MERCHANT SERVICE MERCH DEP XXXXXX3044	\$439.88
12/23/2024	SC PUBLIC CHARTE AP	\$380,351.69

Other Debits

Date	Description	Amount
12/02/2024	pay back to facilities account	\$45,000.00
12/02/2024	THE GUARDIAN DEC GP INS 45007300CC50000	\$3,251.88
12/02/2024	AMEX EPAYMENT ACH PMT A4428	\$27,838.40
12/03/2024	Square Inc SQ241203 T36RVDR9BAH4P8Y	\$1.66
12/03/2024	COMPANION LIFE INSUR PREM 406729	\$229.73
12/03/2024	BCBS PREMIUM DRAFTS 00000002717897	\$1,137.78
12/03/2024	BCBS PREMIUM DRAFTS 00000002717871	\$41,275.43
12/09/2024	FOOD LION PURCHASE 5238 BEAUSC	\$30.03
12/10/2024	RETURNED DEPOSIT ITEM	\$64.00
12/10/2024	RETURNED ITEM CHARGE	\$11.00
12/11/2024	Colonial Life Pay-In for 928217453347987	\$1,345.95

ELITE BUSINESS CHECKING - XXXXXX6764 (continued)

Other Debits (continued)

Date	Description	Amount
12/12/2024	Ameriflex LLC Admin fees 00000AMFLOWCOU	\$60.00
12/13/2024	S&W PAYROLL COLLECTION XXXXX2400	\$579.34
12/13/2024	NETCHEX COLLECTION XXXXX2400	\$28,548.21
12/13/2024	NETCHEX COLLECTION XXXXX2400	\$90,723.77
12/18/2024	Language TestingLanguage Testing International Bill.com P24121701 - 3927698 Inv	\$60.00
12/18/2024	Lang 72 Degrees Lang 72 Degrees Air Conditioning & Heating Bill.com P24121701 -	\$98.00
12/18/2024	KINGHORN INSURANKINGHORN INSURANCE Bill.com P24121701 - 3927656 Acct 3636 - Inv	\$150.00
12/18/2024	Staples, Inc. Staples, Inc. Bill.com P24121701 - 3927948 Acct ATL 1050136 -	\$189.08
12/18/2024	ALFORD LEASING CALFORD LEASING COMPANY Bill.com P24121701 - 3927688 Inv A227322	\$200.77
12/18/2024	Prestige School Prestige School Solutions LLC Bill.com P24121701 - 3927662 Acct	\$440.02
12/18/2024	Turner Cauldell Turner Cauldell Bill.com P24121701 - 3927941 Inv 2024-2414	\$625.00
12/18/2024	AFLAC COLUMBUS ACHPMT 90194723	\$666.94
12/18/2024	Palmetto TelephoPalmetto Telephone Company (PTC) Bill.com P24121701 - 3927679 In	\$675.00
12/18/2024	Beaufort County Beaufort County Treasurer's Office Bill.com P24121701 - 3927632	\$1,106.73
12/18/2024	ALFORD LEASING CALFORD LEASING COMPANY Bill.com P24121701 - 3927955 Inv A227161	\$1,123.50
12/18/2024	Lumen Lumen Bill.com P24121701 - 3927945 Inv 712033190	\$1,485.97
12/18/2024	Dominion Energy Dominion Energy Bill.com P24121701 - 3927693 Inv 6322 2024 1126	\$1,567.05
12/18/2024	Staples, Inc. Staples, Inc. Bill.com P24121701 - 3927642 Acct ATL 1050136 -	\$1,680.70
12/18/2024	All In EducationAll In Educational Services Bill.com P24121701 - 3927673 Inv 637	\$2,490.00
12/18/2024	ABR DIGITAL OFFIABR DIGITAL OFFICE SOLUTIONS Bill.com P24121701 - 3927637 Acct L	\$2,522.37
12/18/2024	All Print CustomAll Print Custom Tees and Hydrographics Bill.com P24121701 - 392	\$3,630.00
12/18/2024	Lowcountry TheraLowcountry Therapy Center Bill.com P24121701 - 3927668 Acct LCMS	\$7,070.00
12/18/2024	Matrix Trust Co PAYMENT 35269932	\$9,428.68
12/19/2024	NSF PAID ITEM FEE	\$111.00
12/19/2024	OVERDRAFT CHARGE	\$7.00
12/20/2024	NSF PAID ITEM FEE	\$37.00
12/23/2024	Matrix Trust Co PAYMENT 35369274	\$9,503.98
12/23/2024	USDA RD DCFO PAYMENT 0000	\$26,555.00
12/26/2024	SELECTIVE INS SELECTIVE 000001690412756	\$8,174.00
12/30/2024	THE HARTFORD INSPMTCL 15183116	\$1,269.24
12/30/2024	NETCHEX COLLECTION XXXXX2400	\$31,514.31
12/30/2024	NETCHEX COLLECTION XXXXX2400	\$98,008.13
12/31/2024	AMEX EPAYMENT ACH PMT A5888	\$134.23

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
5222	12/09/2024	\$150.00	5241	12/17/2024	\$12.06	5253	12/19/2024	\$3,000.00
5226*	12/05/2024	\$800.00	5242	12/13/2024	\$1,750.00	5254	12/23/2024	\$144.45
5230*	12/03/2024	\$1,357.21	5243	12/13/2024	\$3,952.13	5255	12/23/2024	\$80.00
5231	12/17/2024	\$145.73	5244	12/18/2024	\$1,182.89	5256	12/20/2024	\$4,814.86
5232	12/03/2024	\$1,015.20	5245	12/16/2024	\$220.00	5257	12/27/2024	\$26.80
5234*	12/10/2024	\$15.00	5246	12/24/2024	\$89.13	5258	12/20/2024	\$87.70
5235	12/10/2024	\$15.00	5247	12/23/2024	\$124.08	5259	12/20/2024	\$314.40
5239*	12/12/2024	\$191.25	5250*	12/18/2024	\$708.75			
5240	12/16/2024	\$188.57	5252*	12/23/2024	\$374.53			

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/02/2024	\$148,648.93	12/10/2024	\$111,680.04	12/18/2024	-\$2,594.78
12/03/2024	\$103,631.92	12/11/2024	\$110,470.64	12/19/2024	-\$2,785.94
12/04/2024	\$104,686.37	12/12/2024	\$150,948.10	12/20/2024	\$5,508.70
12/05/2024	\$110,821.88	12/13/2024	\$31,203.91	12/23/2024	\$349,612.80
12/06/2024	\$111,084.07	12/16/2024	\$31,940.59	12/24/2024	\$349,523.67
12/09/2024	\$111,289.14	12/17/2024	\$34,385.12	12/26/2024	\$341,349.67

ELITE BUSINESS CHECKING - XXXXXX6764 (continued)

Daily Balances (continued)

<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>
12/27/2024	\$341,322.87	12/30/2024	\$210,531.19	12/31/2024	\$210,396.96

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$155.00	\$762.00
Total Returned Item Fees	\$0.00	\$0.00

LOWCOUNTRY MONTESSORI SCHOOL 5222
749 BROAD RIVER DR BEAUFORT SC 29906-6868

November 19, 2024 Date

Pay to the Order of Patrick O'Donnell \$150.00
One hundred fifty and 00/100 Dollars

FIRST FEDERAL BANK
For MS Tennis class Beety Sha

⑆253184488⑆ 1106764⑆ 5222

5222 \$150.00 12/9/2024

LOWCOUNTRY MONTESSORI SCHOOL 5226
749 BROAD RIVER DR BEAUFORT SC 29906-6868

November 20, 2024 Date

Pay to the Order of City of Beaufort \$800.00
Eight Hundred and 00/100 Dollars

FIRST FEDERAL BANK
For Graduation 2025 May 17 Beety Sha

⑆253184488⑆ 1106764⑆ 5226

5226 \$800.00 12/5/2024

LOWCOUNTRY MONTESSORI SCHOOL 5230
749 BROAD RIVER DR BEAUFORT SC 29906-6868

DL 011509132
T. 213-203-8098
November 25, 2024 Date

Pay to the Order of LOWES \$1,357.21
One Thousand Three hundred fifty seven and 21/100 Dollars

FIRST FEDERAL BANK
For Building Material Beety Sha

⑆253184488⑆ 1106764⑆ 5230

5230 \$1,357.21 12/3/2024

LOWCOUNTRY MONTESSORI SCHOOL 5231
749 BROAD RIVER DR BEAUFORT SC 29906-6868

011509132
12/11/24 Date

Pay to the Order of LOWES \$145.75
One Hundred Forty five and 75/100 Dollars

FIRST FEDERAL BANK
For Materials Beety Sha

⑆253184488⑆ 1106764⑆ 5231

5231 \$145.73 12/17/2024

LOWCOUNTRY MONTESSORI SCHOOL 5232
749 BROAD RIVER DR BEAUFORT SC 29906-6868

Dec. 02, 2024 Date

Pay to the Order of Ryan's \$1,015.20
One thousand fifteen and 20/100 Dollars

FIRST FEDERAL BANK
For Student dec lunches Beety Sha

⑆253184488⑆ 1106764⑆ 5232

5232 \$1,015.20 12/3/2024

LOWCOUNTRY MONTESSORI SCHOOL 5234
749 BROAD RIVER DR BEAUFORT SC 29906-6868

Dec. 05, 2024 Date

Pay to the Order of Vivienne Bruemmer \$15.00
Fifteen and 00/100 Dollars

FIRST FEDERAL BANK
For Harvest-canvas Beety S

⑆253184488⑆ 1106764⑆ 5234

5234 \$15.00 12/10/2024

LOWCOUNTRY MONTESSORI SCHOOL 5235
749 BROAD RIVER DR BEAUFORT SC 29906-6868

Dec. 05, 2024 Date

Pay to the Order of Vivienne Bruemmer \$15.00
Fifteen and 00/100 Dollars

FIRST FEDERAL BANK
For Harvest-canvas Beety Sha

⑆253184488⑆ 1106764⑆ 5235

5235 \$15.00 12/10/2024

LOWCOUNTRY MONTESSORI SCHOOL 5239
749 BROAD RIVER DR BEAUFORT SC 29906-6868

December 9, 2024 Date

Pay to the Order of Stefan Walker \$191.25
One hundred ninety-one and 25/100 Dollars

FIRST FEDERAL BANK
For reimbursement for mileage Beety Sha

⑆253184488⑆ 1106764⑆ 5239

5239 \$191.25 12/12/2024

LOWCOUNTRY MONTESSORI SCHOOL 5240
749 BROAD RIVER DR BEAUFORT SC 29906-6868

Dec. 12, 2024 Date

Pay to the Order of Alex Clark \$188.57
One hundred eighty-eight and 57/100 Dollars

FIRST FEDERAL BANK
For reimbursement / Theater A. Hor

⑆253184488⑆ 1106764⑆ 5240

5240 \$188.57 12/16/2024

LOWCOUNTRY MONTESSORI SCHOOL 5241
749 BROAD RIVER DR BEAUFORT SC 29906-6868

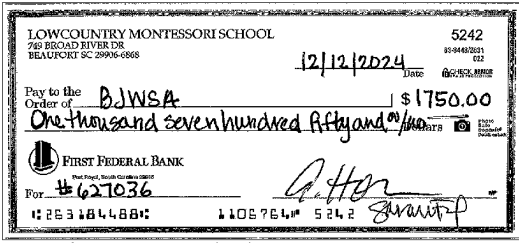
December 12, 24 Date

Pay to the Order of Heather Skinner \$12.06
Twelve and 06/100 Dollars

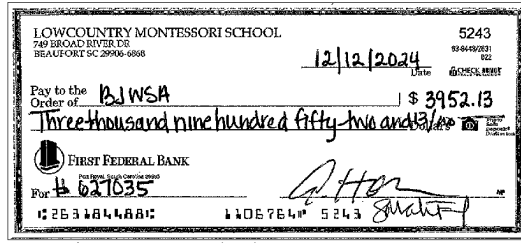
FIRST FEDERAL BANK
For reimbursement for mileage A. Hor

⑆253184488⑆ 1106764⑆ 5241

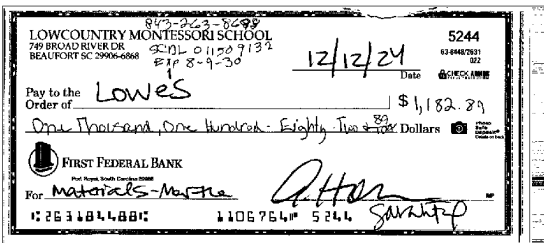
5241 \$12.06 12/17/2024



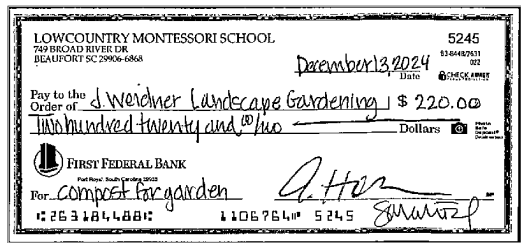
5242 \$1,750.00 12/13/2024



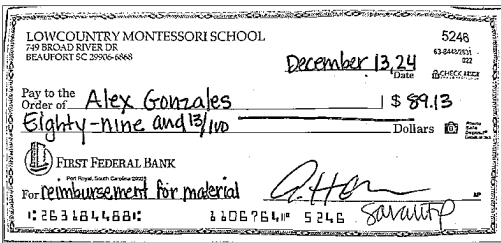
5243 \$3,952.13 12/13/2024



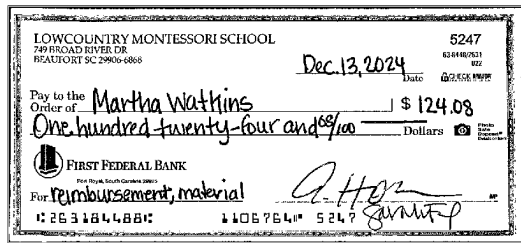
5244 \$1,182.89 12/18/2024



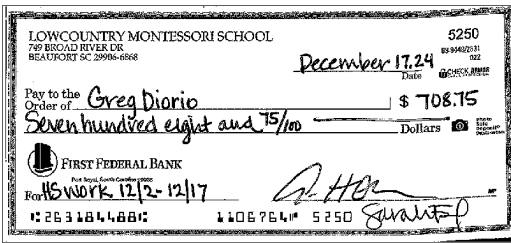
5245 \$220.00 12/16/2024



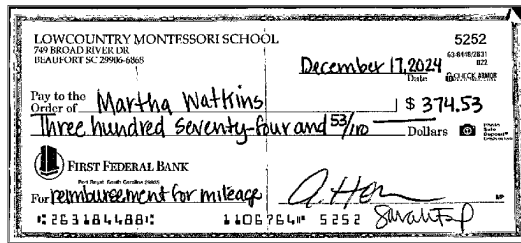
5246 \$89.13 12/24/2024



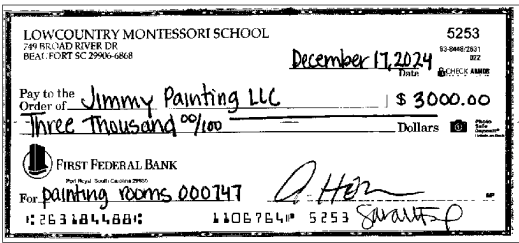
5247 \$124.08 12/23/2024



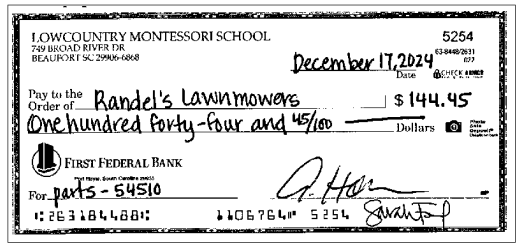
5250 \$708.75 12/18/2024



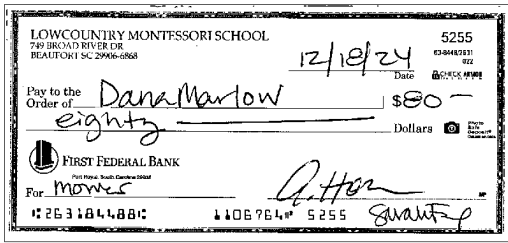
5252 \$374.53 12/23/2024



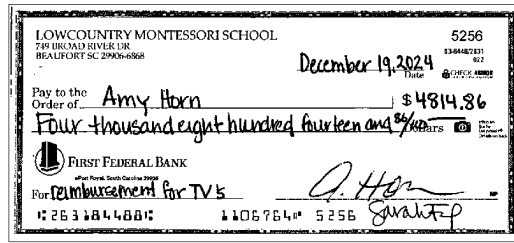
5253 \$3,000.00 12/19/2024



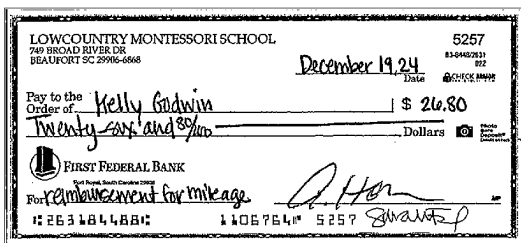
5254 \$144.45 12/23/2024



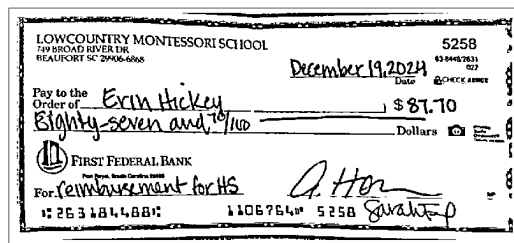
5255 \$80.00 12/23/2024



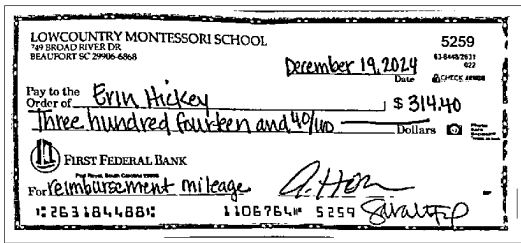
5256 \$4,814.86 12/20/2024



5257 \$26.80 12/27/2024



5258 \$87.70 12/20/2024



5259 \$314.40 12/20/2024

Lowcountry Montessori School Reconciliation report

As of 12/31/2024

Account: CBCN2511 FA Cash

Statement ending balance	29,342.34
Deposits in transit	0.00
Outstanding checks and charges	0.00
Adjusted bank balance	29,342.34
Book balance	29,342.34
Adjustments*	0.00
Adjusted book balance	29,342.34

Total Checks and charges Cleared	50,505.00	Total Deposits Cleared	45,000.00
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Deposits

Name	Memo	Date	Doc no.	Cleared	In transit
General Ledger entry	transfer from 6764 to 2511	12/02/2024		45,000.00	
Total Deposits				45,000.00	0.00

Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
General Ledger entry	Transfer from 2511 to 6764	12/12/2024		40,000.00	
General Ledger entry	Transfer from 2511 to 6764	12/19/2024		2,500.00	
General Ledger entry	Transfer from 2511 to 6764	12/20/2024		8,000.00	
General Ledger entry	RETURN MAIL FEE	12/31/2024		5.00	
Total Checks and charges				50,505.00	0.00



FIRST FEDERAL BANK

P. O Box 2029
Lake City, FL 32056

Statement Ending 12/31/2024

LOWCOUNTRY MONTESSORI

Page 1 of 4

Customer Number: XXXXXX2511

RETURN SERVICE REQUESTED

LOWCOUNTRY MONTESSORI SCHOOL
FACILITIES ACCOUNT
749 BROAD RIVER DR
BEAUFORT SC 29906-6868

Managing Your Accounts

-  Branch
-  Customer Care 1-877-499-0572
-  Mailing Address P.O. Box 2029
Lake City, FL 32056
-  Website www.ffbf.com

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To register your debit and credit card, visit uchooserewards.com



FIRST FEDERAL BANK

Member
FDIC



Summary of Accounts

Account Type	Account Number	Ending Balance
ELITE BUSINESS CHECKING	XXXXXXX2511	\$29,342.34

ELITE BUSINESS CHECKING - XXXXXX2511

Account Summary

Date	Description	Amount
11/30/2024	Beginning Balance	\$34,847.34
	1 Credit(s) This Period	\$45,000.00
	4 Debit(s) This Period	\$50,505.00
12/31/2024	Ending Balance	\$29,342.34

Deposits

Date	Description	Amount
12/02/2024	pay back to facilities account	\$45,000.00



Notice: See reverse side for important information.

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR CHECKBOOK WITH YOUR STATEMENT

CHECKS OUTSTANDING	
NUMBER	AMOUNT

1. In your checkbook, enter the interest earned, if applicable, on your account as it appears on the front of this statement.
2. Verify that checks are charged on statement for the amount drawn.
3. Be sure that the service charge (if any) or other authorized deductions shown on this statement have been deducted from your checkbook balance.
4. Verify that all deposits have been credited for same amount as on your records.
5. Be sure that all checks outstanding on previous statement have been included on this statement (otherwise, they are still outstanding).
6. Check off on the stubs of your checkbook each of the checks paid by us.
7. Make a list of the numbers and amounts of those checks still outstanding in the space provided.

CUSTOMER SERVICE
For information on account balance, checks paid, electronic transfers or deposits, call Customer Service toll free at 1-877-499-0572.

Billing Rights Summary
In Case of Errors or Questions About Your billing statement.

If you think your billing statement is wrong, or if you need more information about a transaction on your billing statement, write us on a separate sheet at the address shown on your billing statement as soon as possible. We must hear from you no later than 60 days after we sent you the first billing statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

In your letter, give us the following information:

- Your name and account number
- The dollar amount or the suspected error.
- Describe the error and explain, if you can, why you believe there is an error.
- If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your billing statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount in question.

To figure the finance charge for each billing cycle, a daily periodic rate is multiplied by the daily balance of my loan account balance each day. To figure the daily balance, you first take my loan balance at the beginning of each day, and add any new advances, and subtract any payments or credits that apply to debit repayment, and any unpaid finance charges, fees and charges. This gives you the daily balance.

ENTER FINAL BALANCE AS PER STATEMENT	
ADD ANY DEPOSITS NOT CREDITED	
TOTAL	
SUBTRACT CHECKS OUTSTANDING	
BALANCE SHOULD AGREE WITH YOUR CHECKBOOK	

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

Telephone us toll free at 1-877-499-0572 or write to the address shown on the front of this statement as soon as you can if you think your statement is wrong or if you need more information about a transfer listed on this statement. We must hear from you no later than 60 days after we send you the FIRST statement on which the problem or error appeared. If you have a question concerning your statement, please be prepared to:

- Tell us your name and account number.
- Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

We will determine whether an error occurred within ten (10) business days (twenty (20) business days for new accounts) after we hear from you and we will correct any error promptly. If we need more time, however, we may take up to forty-five (45) days (ninety (90) days for new accounts and foreign initiated or Point of Sale transfers) to investigate your complaint or question. If we decide to do this, we will credit your account within ten (10) business days (twenty business (20) days for new accounts) for the amount which you think is in error, so that you will have the use of the money during the time it takes to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within ten (10) business days, we may not credit your account. The extended time periods for new accounts apply to all electronic fund transfers that occur within the first thirty (30) days after the first deposit to the account is made, including those for foreign initiated or Point of Sale transactions. Visa's® cardholder protection policy requires that we provide provisional credit for losses from unauthorized Visa® Check Card use within five (5) business days of notification of the loss.

We will tell you the results within three (3) business days after completing our investigation. If we decide that there was no error, we will send you a written explanation.

You may ask for copies of the documents that we used in our investigation.

ELITE BUSINESS CHECKING - XXXXXX2511 (continued)

Other Debits

Date	Description	Amount
12/12/2024	cover payroll	\$40,000.00
12/19/2024	cover negative balance	\$2,500.00
12/20/2024	bills	\$8,000.00
12/31/2024	RETURN MAIL FEE	\$5.00

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/02/2024	\$79,847.34	12/19/2024	\$37,347.34	12/31/2024	\$29,342.34
12/12/2024	\$39,847.34	12/20/2024	\$29,347.34		

Overdraft and Returned Item Fees

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

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Lowcountry Montessori School Reconciliation report

As of 12/31/2024

Account: WTBT3030 Money Market

Statement ending balance	2,106,425.59
Deposits in transit	0.00
Outstanding checks and charges	0.00
Adjusted bank balance	2,106,425.59
Book balance	2,106,425.59
Adjustments*	0.00
Adjusted book balance	2,106,425.59

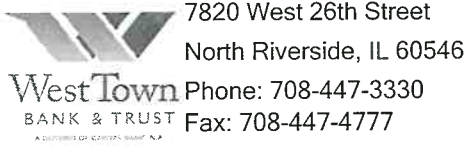
Total Checks and charges Cleared	11,471.51	Total Deposits Cleared	0.00
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Deposits

Name	Memo	Date	Doc no.	Cleared	In transit
Total Deposits				0.00	0.00

Checks and charges

Name	Memo	Date	Check no.	Cleared	Outstanding
General Ledger entry	Interest 3030	12/31/2024		11,471.51	
Total Checks and charges				11,471.51	0.00



1053788

LOWCOUNTRY MONTESSORI SCHOOL
749 BROAD RIVER DRIVE
BEAUFORT SC 29906

Date 12/31/24

Page

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CHECKING ACCOUNT

Account Title: LOWCOUNTRY MONTESSORI SCHOOL

ELITE BUSINESS MONEY MARKET		Number of Enclosures	0
Account Number	Acct Ending 3030	Statement Dates	12/02/24 thru 12/31/24
Previous Balance	2,117,897.10	Days in the statement period	30
Deposits/Credits	.00	Average Ledger	2,110,631.81
1 Checks/Debits	11,471.51	Average Collected	2,110,631.81
Service Charge	.00		
Interest Paid	.00		
Current Balance	2,106,425.59	2024 Interest Paid	10,044.52

	Total For This Period	Total Year-to-Date
Overdraft item fees year to date	\$.00	\$.00
Return item fees year to date	\$.00	\$.00

* 0 4 2 8 0 0 0 1 8 4 0 2 0 2 0 0 0 *

Checks and Withdrawals

Date	Description	Amount	Refe
12/13	USDA 12/05 INTEREST PAYMENT	11,471.51-	

Daily Balance Information

Date	Balance	Date	Balance
12/02	2,117,897.10	12/13	2,106,425.59

Interest Rate Summary

Date	Rate
12/01	0.000001%



Date 12/31/24

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ELITE BUSINESS MONEY MARKET

Acct Ending 3030 (Continued)

End of Statement





Lowcountry Montessori School

Date: January 30, 2025

Please find attached the monthly financial activity reports for Lowcountry Montessori School for the month of December 2024, including a report of assets, liabilities, and net assets as well as a report of revenue and expenses. The financial activity reports are designed to provide citizens, taxpayers, authorizers, regulators, investors, and creditors with a general overview of the school's financial activity and to provide transparency and accountability to the school's stakeholders for the funding the school receives.

The accompanying financial activity reports have not been reviewed or audited and no opinion as to their fairness, accuracy, comparability, or predictive value is expressed or offered. Amounts reported in the accompanying financial reports are subject to revision and change as a result of interim adjustments, errors, misclassifications or other factors. These reports should not be considered a comprehensive representation of the School's cash generation performance and should not be relied upon as the sole basis for lending, investing or donor decisions.

If you have questions about these reports, please contact the school.



Lowcountry Montessori School December 2024

Financial Summary

Critical Financial Metrics

Standard Info

	ACTUAL	BENCHMARK	Operating Cash
Days Cash on Hand	159	60	\$205,300.33
	ACTUAL	BENCHMARK	Designated Cash
Salaries & Benefits as % of Total Revenue - Actual	83%	58-62%	\$2,165,767.93
	BUDGETED	BENCHMARK	Deferred Revenue
Salaries & Benefits as % of Total Revenue - Budgeted	68%	58-62%	\$108,346.04
	ACTUAL	BUDGET	
Net Income	(\$348,598.41)	(\$38,071.14)	
	ACTUAL	BUDGET	
Construction Net Income	(\$150,044.07)	(\$50,000.00)	
	ACTUAL	BENCHMARK	
Undocumented Transactions	49 / \$19,846.03	< 10 / <\$2500	

Lowcountry Montessori School

Balance Sheet

As of 12/31/2024

Assets**Current Assets****Cash and Cash Equivalents**

CBCN6764 OP Cash	\$ 205,300.33
CBCN2511 FA Cash	29,342.34
CBCN Savings	30,000.00
WTBT3030 Money Market	2,106,425.59

Total Cash and Cash Equivalents	\$ 2,371,068.26
--	------------------------

Due from Other Governments

Due From Federal- IDEA FY23	\$ 1,351.06
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Total Due from Other Governments	\$ 1,351.06
---	--------------------

Prepaid Items and Deposits

Prepaid Expense	\$ 23,021.87
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Total Prepaid Items and Deposits	\$ 23,021.87
---	---------------------

Total Current Assets

\$ 2,395,441.19

Total Assets

\$ 2,395,441.19

Liabilities and Fund Balance**Liabilities****Current Liabilities****Accts Payable and Other Current Payables**

Accounts Payable	\$ 73,907.83
Credit Card Payable	33,601.49
Construction Payable	1,336,135.51
Retainage Payable	576,625.40
Deferred Revenue	108,346.04
Due to State (District)	12,234.69

Total Accts Payable and Other Current Payables	\$ 2,140,850.96
---	------------------------

Payroll Liabilities

PR Liab - Blue Cross Blue Shield	\$ 39,287.35
PR Liab - Guardian	3,187.36
Accrued Payroll	155,416.90

Total Payroll Liabilities	\$ 197,891.61
----------------------------------	----------------------

Total Current Liabilities

\$ 2,338,742.57

Total Liabilities

\$ 2,338,742.57

Fund Balance

Net Income	\$ (498,642.48)
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Fund Equity	\$ 555,341.10
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Total Fund Balance

\$ 56,698.62

Total Liabilities and Fund Balance

\$ 2,395,441.19

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024 <small>Actual YTD</small>	Year Ending 06/30/2025 <small>FY2025</small>	Remaining Budget 06/30/2025 <small>Remaining Budget</small>	Percent Remaining 06/30/2025 <small>Percent Remaining</small>
REVENUE				
Revenue from Local Sources				
Earnings on Investments				
1510 - Interest Income	\$ 4,331.11	\$ 100.00	(4,231.11)	(4,231.11) %
Total Earnings on Investments	\$ 4,331.11	\$ 100.00	(4,231.11)	(4,231.11) %
Food Services				
1610 - Lunch Sales to Students	\$ 8,173.00	\$ 24,400.00	16,227.00	66.50 %
Total Food Services	\$ 8,173.00	\$ 24,400.00	16,227.00	66.50 %
Pupil Activities				
1740 - Student Fees/Supplies	\$ 30,100.37	\$ 25,000.00	(5,100.37)	(20.40) %
1770 - Pupil - Gardening	626.80	0.00	(626.80)	0.00 %
1788 - Pupil - Club Revenue	140.00	3,000.00	2,860.00	95.33 %
1789 - Pupil - Sports Revenue	2,530.00	3,000.00	470.00	15.67 %
1790 - Other Pupil Income	31,888.58	122,300.00	90,411.42	73.93 %
1791 - Pre-K Income-Extended Hours	21,616.00	0.00	(21,616.00)	0.00 %
1792 - Student Supply Income	1,645.00	9,100.00	7,455.00	81.92 %
1793 - Field Trips	26,247.29	0.00	(26,247.29)	0.00 %
1794 - Early Care/After Care	6,904.66	0.00	(6,904.66)	0.00 %
1795 - Pre-K App Fee	1,200.00	1,200.00	0.00	0.00 %
Total Pupil Activities	\$ 122,898.70	\$ 163,600.00	40,701.30	24.88 %
Other Revenue from Local Sources				
1920 - Contributions and Donations	\$ 7,004.97	\$ 15,000.00	7,995.03	53.30 %
1921 - Restricted Donations	500.00	10,000.00	9,500.00	95.00 %
1922 - Fundraising	336.00	0.00	(336.00)	0.00 %
1990 - Miscellaneous Local Revenue	10,314.06	10,000.00	(314.06)	(3.14) %
1999 - Revenue from other Local Sources	98.00	6,000.00	5,902.00	98.37 %
Total Other Revenue from Local Sources	\$ 18,253.03	\$ 41,000.00	22,746.97	55.48 %
Total Revenue from Local Sources	\$ 153,655.84	\$ 229,100.00	75,444.16	32.93 %
Revenue from State Sources				
Restricted State Funding				
3135 - Reading Coaches	\$ 21,416.12	\$ 53,467.00	32,050.88	59.95 %

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024	Year Ending 06/30/2025	Remaining Budget 06/30/2025	Percent Remaining 06/30/2025
	Actual YTD	FY2025	Remaining Budget	Percent Remaining
3136 - Student Health and Fitness - Nurses	0.00	15,000.00	15,000.00	100.00 %
3187 - Teacher Supplies	0.00	10,000.00	10,000.00	100.00 %
Total Restricted State Funding	\$ 21,416.12	\$ 78,467.00	57,050.88	72.71 %
State Aid to Classrooms				
3103 - State Aid to Classrooms	1,754,843.32	4,384,830.56	2,629,987.24	59.98 %
3503 - State Aid to Classrooms	356,917.38	0.00	(356,917.38)	0.00 %
Total State Aid to Classrooms	2,111,760.70	4,384,830.56	2,273,069.86	51.84 %
Education Improvement Act				
3519 - EIA Revenue - Grade 10 Assessments	\$ 0.00	\$ 282.00	282.00	100.00 %
3526 - EIA Revenue - Refurbishment of K-8 Science Kits	3,360.82	0.00	(3,360.82)	0.00 %
3529 - EIA Revenue - CATE	2,272.75	0.00	(2,272.75)	0.00 %
3532 - EIA Revenue - National Board Salary Supplement	2,209.32	5,000.00	2,790.68	55.81 %
3540 - EIA Revenue - Early Childhood Program	17,423.86	120,000.00	102,576.14	85.48 %
3557 - EIA Revenue - Summer Reading Program	1,514.38	2,911.79	1,397.41	47.99 %
3571 - EIA Revenue Technical Assistance Revenue - State Priority School	0.00	80,000.00	80,000.00	100.00 %
3577 - EIA Revenue Teacher Supplies	9,200.00	0.00	(9,200.00)	0.00 %
3595 - EIA Revenue - EEDA Supplies and Materials	0.00	694.92	694.92	100.00 %
Total Education Improvement Act	\$ 35,981.13	\$ 208,888.71	172,907.58	82.77 %
Total Revenue from State Sources	\$ 2,169,157.95	\$ 4,672,186.27	2,503,028.32	53.57 %
Revenue from Federal Sources				
Elementary & Secondary Education Act (ESEA)				
4341 - Title III - ESOL	\$ 0.00	\$ 1,526.51	1,526.51	100.00 %
4351 - Title II - Improving Teacher Quality	0.00	9,366.85	9,366.85	100.00 %
Total Elementary & Secondary Education Act (ESEA)	\$ 0.00	\$ 10,893.36	10,893.36	100.00 %
Programs for Children with Disabilities				
4510 - IDEA Revenue	\$ 1,538.39	\$ 69,612.61	68,074.22	97.79 %
4520 - IDEA Preschool Revenue	0.00	1,155.12	1,155.12	100.00 %
Total Programs for Children with Disabilities	\$ 1,538.39	\$ 70,767.73	69,229.34	97.83 %
Other Federal Sources				
4998 - Recycling Education Grant	\$ 1,500.00	\$ 0.00	(1,500.00)	0.00 %
Total Other Federal Sources	\$ 1,500.00	\$ 0.00	(1,500.00)	0.00 %

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024 <u>Actual YTD</u>	Year Ending 06/30/2025 <u>FY2025</u>	Remaining Budget 06/30/2025 <u>Remaining Budget</u>	Percent Remaining 06/30/2025 <u>Percent Remaining</u>
Total Revenue from Federal Sources	\$ 3,038.39	\$ 81,661.09	78,622.70	96.28 %
Awaiting Admin Classification				
9999 - Awaiting Admin Classification	46,412.70	0.00	(46,412.70)	0.00 %
Total Awaiting Admin Classification	46,412.70	0.00	(46,412.70)	0.00 %
TOTAL REVENUE	\$ 2,372,264.88	\$ 4,982,947.36	2,610,682.48	52.39 %
EXPENSE				
Kindergarten Programs - 111				
6110 - Regular Salary	61,314.80	102,138.75	40,823.95	39.97 %
6115 - Teacher Assistant/Clerical Salary	33,071.95	91,686.20	58,614.25	63.93 %
6210 - Group Health & Life Insurance	885.21	14,938.01	14,052.80	94.07 %
6220 - Employee Retirement	3,066.38	7,753.00	4,686.62	60.45 %
6230 - Social Security	7,136.66	14,827.61	7,690.95	51.87 %
6260 - Unemployment Compensation Tax	82.17	308.70	226.53	73.38 %
6410 - Supplies	9,884.45	20,000.00	10,115.55	50.58 %
Total Kindergarten Programs - 111	115,441.62	251,652.27	136,210.65	54.13 %
Primary Programs - 112				
6110 - Regular Salary	\$ 154,498.45	\$ 282,197.11	127,698.66	45.25 %
6115 - Teacher Assistant/Clerical Salary	46,461.38	63,424.00	16,962.62	26.74 %
6120 - Substitute/Temporary Salary	948.50	400.00	(548.50)	(137.13) %
6210 - Group Health & Life Insurance	17,408.63	50,052.81	32,644.18	65.22 %
6220 - Employee Retirement	10,126.11	13,824.84	3,698.73	26.75 %
6230 - Social Security	16,070.51	26,440.01	10,369.50	39.22 %
6260 - Unemployment Compensation Tax	565.96	700.00	134.04	19.15 %
6410 - Supplies	26,856.37	24,000.00	(2,856.37)	(11.90) %
6445 - Technology Equipment and Software	0.00	5,000.00	5,000.00	100.00 %
Total Primary Programs - 112	\$ 272,935.91	\$ 466,038.77	193,102.86	41.43 %
Elementary Programs - 113				
6110 - Regular Salary	\$ 268,677.87	\$ 511,928.38	243,250.51	47.52 %
6115 - Teacher Assistant/Clerical Salary	51,351.44	150,433.38	99,081.94	65.86 %
6120 - Substitute/Temporary Salary	29,251.54	50,000.00	20,748.46	41.50 %
6210 - Group Health & Life Insurance	11,608.81	64,352.22	52,743.41	81.96 %
6220 - Employee Retirement	12,436.62	26,494.47	14,057.85	53.06 %

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024	Year Ending 06/30/2025	Remaining Budget 06/30/2025	Percent Remaining 06/30/2025
	Actual YTD	FY2025	Remaining Budget	Percent Remaining
6230 - Social Security	28,015.13	50,670.67	22,655.54	44.71 %
6260 - Unemployment Compensation Tax	624.42	1,195.32	570.90	47.76 %
6270 - Worker's Compensation Tax	11,503.20	13,500.00	1,996.80	14.79 %
6311 - Instructional Services	1,207.38	1,000.00	(207.38)	(20.74) %
6410 - Supplies	14,429.71	50,000.00	35,570.29	71.14 %
6420 - Textbooks	1,416.16	7,000.00	5,583.84	79.77 %
6640 - Membership Dues & Fees	100.00	0.00	(100.00)	0.00 %
Total Elementary Programs - 113	\$ 430,622.28	\$ 926,574.44	495,952.16	53.53 %
High School Programs - 114				
6110 - Regular Salary	\$ 215,320.12	\$ 293,620.03	78,299.91	26.67 %
6210 - Group Health & Life Insurance	22,397.33	16,775.78	(5,621.55)	(33.51) %
6220 - Employee Retirement	8,860.94	9,942.97	1,082.03	10.88 %
6230 - Social Security	15,652.50	22,461.93	6,809.43	30.32 %
6260 - Unemployment Compensation Tax	304.42	722.40	417.98	57.86 %
6311 - Instructional Services	1,666.88	0.00	(1,666.88)	0.00 %
6410 - Supplies	7,469.68	16,000.00	8,530.32	53.31 %
6420 - Textbooks	2,165.71	200.00	(1,965.71)	(982.86) %
Total High School Programs - 114	\$ 273,837.58	\$ 359,723.11	85,885.53	23.88 %
Montessori Programs - 118				
6110 - Regular Salary	18,503.07	226,967.06	208,463.99	91.85 %
6210 - Group Health & Life Insurance	3,520.68	16,017.63	12,496.95	78.02 %
6220 - Employee Retirement	701.06	9,078.68	8,377.62	92.28 %
6230 - Social Security	1,760.64	17,362.98	15,602.34	89.86 %
6260 - Unemployment Compensation Tax	61.91	722.40	660.49	91.43 %
6410 - Supplies	88.50	4,500.00	4,411.50	98.03 %
Total Montessori Programs - 118	24,635.86	274,648.75	250,012.89	91.03 %
Speech Handicapped - 126				
6311 - Instructional Services	\$ 6,173.13	\$ 0.00	(6,173.13)	0.00 %
6410 - Supplies	0.00	25,000.00	25,000.00	100.00 %
6445 - Technology Equipment and Software	920.00	0.00	(920.00)	0.00 %
Total Speech Handicapped - 126	\$ 7,093.13	\$ 25,000.00	17,906.87	71.63 %
Learning Disabilities - 127				

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024	Year Ending 06/30/2025	Remaining Budget 06/30/2025	Percent Remaining 06/30/2025
	Actual YTD	FY2025	Remaining Budget	Percent Remaining
6110 - Regular Salary	\$ 57,962.75	\$ 132,794.20	74,831.45	56.35 %
6115 - Teacher Assistant/Clerical Salary	67,049.31	58,065.00	(8,984.31)	(15.47) %
6210 - Group Health & Life Insurance	18,295.48	16,794.77	(1,500.71)	(8.94) %
6220 - Employee Retirement	6,464.18	7,634.37	1,170.19	15.33 %
6230 - Social Security	11,041.63	14,600.73	3,559.10	24.38 %
6260 - Unemployment Compensation Tax	295.12	700.00	404.88	57.84 %
6311 - Instructional Services	17,814.99	20,000.00	2,185.01	10.93 %
6313 - Student Services	2,670.00	0.00	(2,670.00)	0.00 %
6410 - Supplies	1,908.99	5,000.00	3,091.01	61.82 %
Total Learning Disabilities - 127	\$ 183,502.45	\$ 255,589.07	72,086.62	28.20 %
Early Childhood - 139				
6110 - Regular Salary	35,228.06	104,145.61	68,917.55	66.17 %
6115 - Teacher Assistant/Clerical Salary	24,385.02	66,089.75	41,704.73	63.10 %
6210 - Group Health & Life Insurance	11,501.63	22,611.38	11,109.75	49.13 %
6220 - Employee Retirement	2,547.06	6,809.41	4,262.35	62.59 %
6230 - Social Security	4,328.00	13,023.00	8,695.00	66.77 %
6260 - Unemployment Compensation Tax	32.02	246.96	214.94	87.03 %
6311 - Instructional Services	0.00	400.00	400.00	100.00 %
6410 - Supplies	3,496.09	3,000.00	(496.09)	(16.54) %
6420 - Textbooks	0.00	700.00	700.00	100.00 %
Total Early Childhood - 139	81,517.88	217,026.11	135,508.23	62.44 %
HS Summer School - 173				
6311 - Instructional Services	\$ 538.13	\$ 0.00	(538.13)	0.00 %
Total HS Summer School - 173	\$ 538.13	\$ 0.00	(538.13)	0.00 %
After School Program - 175				
6110 - Regular Salary	\$ 9,728.77	\$ 21,525.00	11,796.23	54.80 %
6230 - Social Security	744.25	1,646.66	902.41	54.80 %
6260 - Unemployment Compensation Tax	93.94	400.00	306.06	76.52 %
6410 - Supplies	0.00	100.00	100.00	100.00 %
Total After School Program - 175	\$ 10,566.96	\$ 23,671.66	13,104.70	55.36 %
Guidance Services - 212				
6110 - Regular Salary	\$ 66,014.27	\$ 126,416.96	60,402.69	47.78 %

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024	Year Ending 06/30/2025	Remaining Budget 06/30/2025	Percent Remaining 06/30/2025
	Actual YTD	FY2025	Remaining Budget	Percent Remaining
6210 - Group Health & Life Insurance	13,820.58	12,520.68	(1,299.90)	(10.38) %
6220 - Employee Retirement	3,944.40	5,056.68	1,112.28	22.00 %
6230 - Social Security	4,510.81	9,670.90	5,160.09	53.36 %
6260 - Unemployment Compensation Tax	14.70	700.00	685.30	97.90 %
6313 - Student Services	2,231.25	300.00	(1,931.25)	(643.75) %
6410 - Supplies	1,166.92	1,500.00	333.08	22.21 %
Total Guidance Services - 212	\$ 91,702.93	\$ 156,165.22	64,462.29	41.28 %
Health Services - 213				
6110 - Regular Salary	\$ 31,716.76	\$ 53,976.78	22,260.02	41.24 %
6120 - Substitute/Temporary Salary	200.00	2,000.00	1,800.00	90.00 %
6210 - Group Health & Life Insurance	6.88	162.69	155.81	95.77 %
6220 - Employee Retirement	1,081.28	2,159.07	1,077.79	49.92 %
6230 - Social Security	2,441.62	4,129.22	1,687.60	40.87 %
6260 - Unemployment Compensation Tax	30.74	123.48	92.74	75.11 %
6311 - Instructional Services	120.00	0.00	(120.00)	0.00 %
6410 - Supplies	763.61	2,000.00	1,236.39	61.82 %
Total Health Services - 213	\$ 36,360.89	\$ 64,551.24	28,190.35	43.67 %
Psychological Services - 214				
6313 - Student Services	\$ 90.00	\$ 7,000.00	6,910.00	98.71 %
Total Psychological Services - 214	\$ 90.00	\$ 7,000.00	6,910.00	98.71 %
Curriculum Development - 221				
6110 - Regular Salary	\$ 74,175.81	\$ 167,800.40	93,624.59	55.80 %
6210 - Group Health & Life Insurance	3,452.18	15,744.54	12,292.36	78.07 %
6220 - Employee Retirement	2,247.34	6,712.02	4,464.68	66.52 %
6230 - Social Security	5,580.38	12,836.73	7,256.35	56.53 %
6260 - Unemployment Compensation Tax	14.70	185.22	170.52	92.06 %
6410 - Supplies	400.00	0.00	(400.00)	0.00 %
Total Curriculum Development - 221	\$ 85,870.41	\$ 203,278.91	117,408.50	57.76 %
Staff Training - 224				
6312 - Instructional Programs Improvement Services	\$ 2,961.23	\$ 38,000.00	35,038.77	92.21 %
6332 - Travel	1,015.25	7,000.00	5,984.75	85.50 %
Total Staff Training - 224	\$ 3,976.48	\$ 45,000.00	41,023.52	91.16 %

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024	Year Ending 06/30/2025	Remaining Budget 06/30/2025	Percent Remaining 06/30/2025
	Actual YTD	FY2025	Remaining Budget	Percent Remaining
Board of Directors - 231				
6318 - Audit Services	\$ 12,000.00	\$ 14,500.00	2,500.00	17.24 %
6319 - Legal Services	154.88	8,000.00	7,845.12	98.06 %
6332 - Travel	0.00	500.00	500.00	100.00 %
6410 - Supplies	63.65	500.00	436.35	87.27 %
6412 - Fundraising Expenses	0.00	2,000.00	2,000.00	100.00 %
6445 - Technology Equipment and Software	0.00	3,000.00	3,000.00	100.00 %
6650 - Liability Insurance	5,289.60	18,000.00	12,710.40	70.61 %
Total Board of Directors - 231	\$ 17,508.13	\$ 46,500.00	28,991.87	62.35 %
School Administration - 233				
6111 - Principal / Assistant Princi	\$ 142,187.47	\$ 269,388.40	127,200.93	47.22 %
6115 - Teacher Assistant/Clerical Salary	81,974.28	218,798.45	136,824.17	62.53 %
6210 - Group Health & Life Insurance	14,496.25	27,588.39	13,092.14	47.46 %
6220 - Employee Retirement	11,871.72	17,598.12	5,726.40	32.54 %
6230 - Social Security	16,811.64	37,346.29	20,534.65	54.98 %
6260 - Unemployment Compensation Tax	45.95	432.18	386.23	89.37 %
6311 - Instructional Services	600.00	0.00	(600.00)	0.00 %
6312 - Instructional Programs Improvement Services	1,549.50	0.00	(1,549.50)	0.00 %
6318 - Audit Services	7,706.76	0.00	(7,706.76)	0.00 %
6319 - Legal Services	2,556.25	0.00	(2,556.25)	0.00 %
6332 - Travel	2,249.52	5,000.00	2,750.48	55.01 %
6350 - Advertising	5,083.93	15,000.00	9,916.07	66.11 %
6360 - Printing & Binding	18,298.47	0.00	(18,298.47)	0.00 %
6410 - Supplies	19,540.13	30,000.00	10,459.87	34.87 %
6412 - Fundraising Expenses	51.55	0.00	(51.55)	0.00 %
6445 - Technology Equipment and Software	3,807.35	8,000.00	4,192.65	52.41 %
6460 - Food Services	282.77	0.00	(282.77)	0.00 %
6640 - Membership Dues & Fees	25.00	0.00	(25.00)	0.00 %
Total School Administration - 233	\$ 329,138.54	\$ 629,151.83	300,013.29	47.69 %
Fiscal Services - 252				
6315 - Management Services	\$ 32,778.00	\$ 63,400.00	30,622.00	48.30 %
6399 - District 2%	42,606.26	77,621.30	35,015.04	45.11 %
6690 - Other Fees and Objects	1,668.79	1,000.00	(668.79)	(66.88) %

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024	Year Ending 06/30/2025	Remaining Budget 06/30/2025	Percent Remaining 06/30/2025
	Actual YTD	FY2025	Remaining Budget	Percent Remaining
Total Fiscal Services - 252	\$ 77,053.05	\$ 142,021.30	64,968.25	45.75 %
Operation & Maint. of Plant - 254				
6110 - Regular Salary	\$ 98,098.28	\$ 111,825.00	13,726.72	12.28 %
6210 - Group Health & Life Insurance	5,363.50	5,296.18	(67.32)	(1.27) %
6220 - Employee Retirement	1,638.06	1,066.21	(571.85)	(53.63) %
6230 - Social Security	7,622.62	8,554.61	931.99	10.89 %
6260 - Unemployment Compensation Tax	368.36	370.44	2.08	0.56 %
6311 - Instructional Services	2,849.07	0.00	(2,849.07)	0.00 %
6321 - Public Utility Services (Excl energy)	5,140.67	18,000.00	12,859.33	71.44 %
6323 - Repairs & Maintenance Serv	30,546.94	60,000.00	29,453.06	49.09 %
6324 - Property Insurance	41,234.23	62,000.00	20,765.77	33.49 %
6325 - Rentals	15,051.19	2,000.00	(13,051.19)	(652.56) %
6329 - Other Property Services	4,722.96	7,500.00	2,777.04	37.03 %
6340 - Communication	26,113.50	30,000.00	3,886.50	12.96 %
6391 - Food Services and Supplies	284.14	0.00	(284.14)	0.00 %
6410 - Supplies	25,643.79	26,000.00	356.21	1.37 %
6470 - Energy (Electric, Gas, and Other Heating Fuels)	12,116.51	22,500.00	10,383.49	46.15 %
6525 - Buildings	28,857.90	25,000.00	(3,857.90)	(15.43) %
Total Operation & Maint. of Plant - 254	\$ 305,651.72	\$ 380,112.44	74,460.72	19.59 %
Food Services - 256				
6391 - Food Services and Supplies	\$ 9,005.38	\$ 0.00	(9,005.38)	0.00 %
6460 - Food Services	11,666.63	45,000.00	33,333.37	74.07 %
6650 - Liability Insurance	117.70	0.00	(117.70)	0.00 %
Total Food Services - 256	\$ 20,789.71	\$ 45,000.00	24,210.29	53.80 %
Security - 258				
6329 - Other Property Services	\$ 125.00	\$ 500.00	375.00	75.00 %
Total Security - 258	\$ 125.00	\$ 500.00	375.00	75.00 %
Information Services - 263				
6350 - Advertising	\$ 2,589.82	\$ 0.00	(2,589.82)	0.00 %
6410 - Supplies	2,762.26	30,000.00	27,237.74	90.79 %
Total Information Services - 263	\$ 5,352.08	\$ 30,000.00	24,647.92	82.16 %

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024 <small>Actual YTD</small>	Year Ending 06/30/2025 <small>FY2025</small>	Remaining Budget 06/30/2025 <small>Remaining Budget</small>	Percent Remaining 06/30/2025 <small>Percent Remaining</small>
Technology and Data Processing - 266				
6345 - Technology	\$ 2,135.82	\$ 0.00	(2,135.82)	0.00 %
6445 - Technology Equipment and Software	14,040.70	20,000.00	5,959.30	29.80 %
Total Technology and Data Processing - 266	\$ 16,176.52	\$ 20,000.00	3,823.48	19.12 %
Pupil Activity - 271				
6620 - Interest Expense	\$ 89.97	\$ 0.00	(89.97)	0.00 %
6660 - Pupil Activity	25,406.89	45,000.00	19,593.11	43.54 %
6661 - Pupil - Sports Expense	20,204.81	15,000.00	(5,204.81)	(34.70) %
6662 - Pupil - Field Trip	13,710.17	16,000.00	2,289.83	14.31 %
6663 - Pupil - Clubs	0.00	2,000.00	2,000.00	100.00 %
6664 - Pupil - Garden	385.70	0.00	(385.70)	0.00 %
Total Pupil Activity - 271	\$ 59,797.54	\$ 78,000.00	18,202.46	23.34 %
Pending Classification - 999				
6229 - Payroll Liabilities Holding/Clearing	\$ 79,930.95	\$ 0.00	(79,930.95)	0.00 %
6999 - Awaiting Administrative Classification	19,846.03	0.00	(19,846.03)	0.00 %
Total Pending Classification - 999	\$ 99,776.98	\$ 0.00	(99,776.98)	0.00 %
Debt Service - 500				
6610 - Redemption of Principal	81,851.20	164,160.00	82,308.80	50.14 %
6620 - Interest Expense	88,950.31	159,653.38	70,703.07	44.29 %
Total Debt Service - 500	170,801.51	323,813.38	153,011.87	47.25 %
TOTAL EXPENSE	\$ 2,720,863.29	\$ 4,971,018.50	2,250,155.21	45.27 %
Total Net Income	\$ (348,598.41)	\$ 11,928.86	360,527.27	3,022.31 %
Construction Total Revenue				
Construction Net Income				
Construction Revenue				
5997 - Construction Financing Sources	5,974,306.52	0.00	(5,974,306.52)	0.00 %
Total Construction Revenue	5,974,306.52	0.00	(5,974,306.52)	0.00 %
Construction Expense				
6601 - Redemption of Principal	3,845,473.77	0.00	(3,845,473.77)	0.00 %
6520 - Construction Services	2,278,876.82	50,000.00	(2,228,876.82)	(4,457.75) %
Total Construction Expense	6,124,350.59	50,000.00	(6,074,350.59)	(12,148.70) %
Total Construction Net Income	(150,044.07)	(50,000.00)	100,044.07	(200.09) %

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Lowcountry Montessori School Statement of Revenues and Expenses Year to Date vs. Annual Budget

	Year To Date 12/31/2024 <small>Actual YTD</small>	Year Ending 06/30/2025 <small>FY2025</small>	Remaining Budget 06/30/2025 <small>Remaining Budget</small>	Percent Remaining 06/30/2025 <small>Percent Remaining</small>
Net Income	(348,598.41)	11,928.86	360,527.27	3,022.31 %
Total Construction Total Revenue	(498,642.48)	(38,071.14)	460,571.34	(1,209.77) %

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Coversheet

Facilities

Section: V. Committee Reports

Item: C. Facilities

Purpose: FYI

Submitted by:

Related Material:

Facilities Report 1_20_2025.pdf

Low Country Montessori School-2.pdf

LOWCOUNTRY MONTESSORI SCHOOL - NIGHTLY JANITORIAL PROPOSAL.pdf

Facilities Report 1/20/25

Fence Project:

We are currently underway with the fencing project. They are trying to finish up this week. We did not have them do the 10' gym perimeter fence and are looking into other options.

Painting

The high school quad has been finished, and we did have to paint the new teachers' lounge. We still have to have him paint one more room and hall, but are waiting until we officially move out of those rooms and into the permanent places.

Gate Hardware

Gate hardware has been ordered. It should hopefully be in soon, and installed prior to moving into the new building.

New Construction:

All inspections have been completed and passed. We are waiting for the paperwork to process to receive our C/O. We have completed our owner training and set a move-in date for Jan 31st. Classes will begin along with our ribbon cutting on February 3rd. There is a lot to do between now and then to get the building ready.

Cleaning Proposals:

We are looking into possibly switching from in-house janitors to using a company. The challenge of staffing has become extremely difficult. The turn-over is extremely high and it is consuming quite a lot of time to hire and train new staff. We could offer other incentives, but I thought it would be prudent to at least review and compare quotes. We only asked for them to quote on the main cleaning and vacuuming of rugs. No hard floors are included, with the exception of offices. We have 2 floor guys and would like to keep them on. I will need to add 1 more floor guy with the new building. The cleaning proposals are only based on a 180 day in-school session day calendar. Any extra or deep cleaning would need to be added additionally.

All quotes are based on the same RFP and checklist based on a schedule given to them that we currently use.

If we keep it in-house, I anticipate needing a total of 4 staff members for the cleaning portion (not including floor guys) for a total of 4 hours per person. That amounts to 16 man-hours each night. Our starting pay is 15 per hr. So for reference, if we keep it in-house that is approximately \$43,200 per year. The quotes came in ranging between \$67,200-\$75,600. Keep in mind, I just received these quotes and may need to have minor changes adjusted on each quote, but this gives us a rough idea of what the costs will be if we choose to go that route.

The quote provided by Darling Maids, was a lady who used to work for us years ago doing our cleaning. She is familiar with the process and would most likely do a superior job, however, is the most expensive. The next recommendation based on my interviews would be Brooms and Roses Cleaning which came in at \$67,200. I am attaching the quotes to the email for your reference.

Prepared for

Martha Watkins
Facilities Admin
Low Country Montessori School
749 Broad River Drive
Beaufort, SC 29906

Submitted By:
Copeland Cleaning Services



Scope of Services

Service Overview:

- **Frequency of Service:** Nightly cleaning, five (5) days a week.
- **Duration of Service:** 180 days per academic year.
- **Buildings Covered:** Buildings 1, 2, 3, and 5.
- **Supplies and Equipment:** Provided by Low Country Montessori School.
- **Total Area:** Approximately 28,000 square feet.
- **Service Start Time:** Cleaning staff will arrive after 6:00 PM to ensure classrooms and offices are unoccupied, accommodating potential teacher overtime.

Cleaning Tasks by Area:

Classrooms/Halls (Twice a week):

- Dust and disinfect high-touch surfaces (e.g., doorknobs and light switches).
- Clean counter/sink
- Clean glass inside/outside on doors
- Wipe down light switches and doorknobs
- Polish all stainless steel
- Touch up very noticeable spots on woodwork
- Sanitize/polish water fountains
- Vacuum all area rugs. (Nightly)

Bathrooms (Nightly):

- Clean inside/outside, including base of toilets
- Windex mirrors
- Refill paper towel/soap/toilet paper dispensers
- Clean/shine sinks
- Change feminine product dispensers trash
- Wipe tops of all dispensers
- Wipe doorknobs/light switches

Kitchen (Weekly):

- Clean counters and sinks
- Polish stainless steel

Touch up noticeable spots on:

- Cabinets/woodwork
- Wipe light switches
- Dust printers
- Refill dispensers

Offices & Nurse's Office (Weekly):

- Dust shelves/cabinets/printers/window sills
- Wipe doorknobs/light switches
- Vacuum/mop floors including rugs
- Clean glass doors inside/out
- Change trash
- Touch up noticeable spots on wood work

Art Room (Twice a Week):

- Clean and disinfect tables, counters, and sinks.
- Wipe down high-touch surfaces (e.g., light switches, door handles).
- Empty trash and replace liners.
- Dust shelves and supplies.

Science Lab (Twice a Week):

- Clean and disinfect lab tables, counters, and sinks.
- Wipe high-touch surfaces (e.g., light switches, doorknobs).
- Empty trash and replace liners.
- Clean glass surfaces (e.g., windows, glass doors).

Culinary Kitchen (Twice a Week):

- Clean and sanitize counters, sinks, and stovetops.
- Wipe down appliances (e.g., refrigerators, microwaves, ovens).
- Empty trash and replace liners.
- Polish stainless steel.

Floor Care:

- **Nightly:** Vacuum all area rugs and carpets. No additional floor maintenance required.
-

Pricing Estimate

Breakdown of Costs:

- **Nightly Cleaning Cost:**
 - Flat rate: \$375 per cleaning.
 - **Weekly Cost:**
 - Cleaning days per week: 5.
 - Weekly cost: \$1,875.
 - **Monthly Cost:**
 - Average cleaning days per month: 20.
 - Monthly cost: \$7,500.
 - **Annual Cleaning Cost:**
 - Total cleaning days: 180 days.
 - Estimated annual cost: \$67,500.
-

Additional Information

Invoicing:

- All invoices will be itemized and can be issued with payment terms of net 30 days.

Quality Assurance:

- Copeland Cleaning Services is fully licensed, bonded, and insured.
- Photos or videos of cleaning tasks can be provided upon request for accountability and quality assurance.

- A 24-hour satisfaction guarantee is included. Any issues reported within this timeframe will be rectified promptly and at no additional cost.

We appreciate the opportunity to partner with Low Country Montessori School. If you have any questions or would like to discuss this proposal further, please do not hesitate to contact us. We look forward to helping maintain a clean and safe environment for your school community.

Sincerely,

Perla Copeland

Copeland Cleaning Services



YOUR SPACE, OUR CARE, ALWAYS CLEAN!

BROOMS & ROSES CLEANING SERVICES



LOWCOUNTRY MONTESSORI SCHOOL

Brooms & Roses Cleaning Services provides professional commercial and residential cleaning solutions tailored to meet your specific needs. It is our hope that, as you consider contracting these services for your facility, this brief introduction will provide insight into what makes us the right choice for you.

Brooms & Roses Cleaning Services was founded with a mission to deliver superior quality cleaning services, combining meticulous attention to detail with a commitment to customer satisfaction. We take pride in cleaning with care, ensuring that every space we service is spotless, welcoming, and treated as if it were our own.

Our goal is to create environments that reflect cleanliness, comfort, and professionalism for every client we serve.

WE OFFER

CUSTOMER SERVICE.

Regular on site quality control is designed to anticipate the client's needs; and a call from a client at any time of the day or night will be answered by immediate action to correct a problem or fulfill a special request.

CONSISTENT QUALITY.

Consistency and Quality are the pillars of our service standards. We hold ourselves accountable by performing thorough and Routine Quality Control Inspections.

EXPERIENCE.

Over the years we worked hard at not just solving existing problems for our clients, but we've learned how to predict and prevent most recurring challenges as well.

RESOURCES.

Since we serve facilities and buildings just like yours throughout the area, we have the equipment and personnel ready to deal with any contingency and provide continuity of service.

HUMBLY SUBMITTED

Kassandra Lopez & Atiya Johnson

Partners

Brooms & Roses Cleaning Services

843-304-0329

1 THIS CLEANING SERVICES AGREEMENT

THIS CLEANING SERVICES AGREEMENT (the "Agreement") is entered into on 01/16/2025 (the "Effective Date") by and between Brooms & Roses Cleaning Services (hereinafter the "Company"), located at (110 Traders Cross, Okatie, South Carolina, 29909) and Lowcountry Montessori School (hereinafter the "Client"), located at (749 Broad River Drive, Beaufort, South Carolina, 29906) (referred to collectively herein as the "Parties," and individually as a "Party"). WHEREAS, Client desires for the Company to provide certain cleaning services to Client at the location described below (the "Premises"); and WHEREAS, Company desires to offer such cleaning services to Client in accordance with the terms and conditions contained herein. NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the Parties hereto agree as follows:

2 CLEANING SERVICES & LOCATION

- 2.1 **CLEANING SERVICES** Company shall provide the cleaning services (collectively the "Services") as provided in , EXHIBIT A ("Scope of Services")
- 2.2 **THE PREMISES** Company shall provide the Services at the following location(s): 749 Broad River Drive, Beaufort, South Carolina, 29906..
- 2.3 **SERVICE SCHEDULE.** Cleaning services will be provided exclusively during the 180 days when school is in session, as determined by the LMS calendar. Services will not be rendered during holidays, weekends (unless specified), or other non-school days unless otherwise agreed upon in writing by both parties.

3 ONGOING SERVICES COMPENSATION

Client shall compensate Company for the Services (See EXHIBIT A for specific services to be rendered) at the agreed price(s) listed below. Company shall furnish an invoice to Client detailing activities performed during the preceding month. Client shall pay the Contractor within fifteen days after the receipt thereof. All invoices are payable to Company at (110 Traders Cross, Okatie, South Carolina, 29909). Client shall not be responsible for any payment to Company for any additional services or expenses that are not specifically included in this Agreement except upon agreement in writing by both Parties. The Parties shall attempt to resolve any payment disputes within thirty (30) days after the invoice date.

- 3.1 **PRICING.** Client shall compensate Company for the following Services (See EXHIBIT A for specific services to be rendered) at the prices listed below.

JANITORIAL SERVICES See EXHIBIT A for specific services to be rendered

AREA SERVICED	FREQUENCY	MONTHLY PRICE
SEE EXHIBIT A	5 x week	\$5600.00

4 EQUIPMENT & SUPPLIES

- 4.1 **EQUIPMENT**
The Client agrees to provide all necessary cleaning supplies and equipment required to complete the cleaning services. This includes, but is not limited to, cleaning solutions, tools, and machinery. The Service Provider will not be responsible for supplying any equipment or materials unless otherwise agreed upon in writing.
- 4.2 **SUPPLIES** Client will provide consumable products such as, but not limited to, toilet paper, paper towels, hand soap and trash liners.

5 TERM & TERMINATION.

- 5.1 **TERM** This Agreement shall be effective upon execution by Client for a period of twelve (12) months, unless sooner terminated under the terms set forth below.
- 5.2 **TERMINATION** This Agreement may be terminated by either Party hereto upon a thirty (30) day written notice to the non-terminating party..

- 5.3 **AUTOMATIC RENEWAL.** After the natural expiration of the term of this twelve (12) month Agreement, this Agreement will automatically convert to a month-to-month agreement between Client and Company. All the Services will be subject to the terms and conditions of this Agreement, but will be terminable upon either Party giving one (1) month's written notice to the other Party.

6 KEYS.

Client shall issue essential keys upon award of the Agreement for all service locations. Company shall sign for said keys. Company shall return all issued keys at the termination of this Agreement.

7 ACCESS

The hours of service shall be after school hours., unless otherwise specified. All federal holidays are excluded from service unless otherwise specified.

8 PHOTO IDENTIFICATION

Company's employees will wear a photo identification ("ID") badge and a professional uniform.

9 INDEPENDENT CONTRACTOR.

Neither Party shall, for any purpose, be deemed to be an agent of the other Party and the relationship between the Parties shall only be that of independent contractors. Neither Party shall have any right or authority to assume or create any obligations or to make any representations or warranties on behalf of any other Party, whether express or implied, or to bind the other Party in any respect whatsoever.

10 NON-SOLICITATION OF EMPLOYEES

Client agrees and covenants not to directly or indirectly solicit, hire, recruit, attempt to hire or recruit, or induce the termination of employment of any employee and/or contractor of the Company during the effective term of this Agreement and for a period of one (1) year after the termination of this Agreement.

11 INDEMNIFICATION.

The Company shall be liable hereunder only for its own gross negligence, willful misconduct or bad faith. The Customer agrees to indemnify the Company and save it harmless against any and all liabilities, including judgments, costs and reasonable counsel fees, for anything done or omitted by the Company in the execution of this Agreement, except as a result of the Company's gross negligence, willful misconduct or bad faith. The Company shall not be liable for loss of, or damage to, personal property while rendering the Services unless such loss or damage is a direct result of the Company's negligence.

12 WARRANTY.

The Company shall provide its services and meet its obligations under this Agreement in a timely and workmanlike manner, using knowledge and recommendations for performing the Services which meet generally acceptable standards in the Company's industry.

13 COMPLIANCE WITH LAW.

All work and services rendered hereunder shall be provided in accordance with all applicable ordinances, resolutions, statutes, rules and regulations of the City and any Federal, State or local governmental agency of competent jurisdiction.

14 ENTIRE AGREEMENT.

This Agreement contains the entire agreement of the Parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement supersedes any prior written or oral agreements between the Parties.

15 FORCE MAJEURE.

In the event that the performance of any of the covenants of this Agreement shall be prevented by an act of God, acts and regulations of public authorities, or labor disputes, acts of the public enemy, acts of superior governmental authority, or other circumstances, or cause beyond their or its reasonable control, the Client and Company shall be respectively relieved of their obligations hereunder with respect to the performance(s) so prevented. In the above-mentioned event, Company grants Client the right to reschedule the performance(s) under the same terms and conditions of this Agreement.

16 AMENDMENT.

This Agreement may be modified or amended in writing, if the writing is signed by the Party obligated under the amendment.

17 GOVERNING LAW.

This Agreement shall be construed in accordance with the laws of the State of South Carolina.

18 SEVERABILITY.

The phrases, clauses, sentences, paragraphs or sections of these conditions are severable. If any phrase, clause, sentence, paragraph, or section of these conditions should be declared invalid by the final decree or judgment of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of these conditions.

19 ATTORNEYS' FEES.

In case of failure to faithfully perform the terms and covenants herein set forth, the defaulting Party shall pay all costs, expenses, and reasonable attorneys' fees resulting from the enforcement of this Agreement or any right arising out of such breach.

20 ASSIGNMENT.

Neither Party hereto may assign its rights or delegate its obligations hereunder without the written consent of the other Party.

21 WAIVER.

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

22 INSURANCE CONTRACT

The Company, at its own cost and expense, shall procure and maintain throughout the Term of this Agreement (a) a workers' compensation insurance policy for the protection of its employees engaged in work under this Agreement and (b) a comprehensive liability insurance and property damage insurance policy to cover claims of injury to or death of any person, or of damage to or destruction of any property arising from or in connection with the Services hereunder. A certificate of such insurance policies shall be provided by Company to Client prior to the date in which Company shall begin the Services defined herein for Client.

23 IN WITNESS WHEREOF.

the Parties have executed this Cleaning Services Agreement as of the date first written above.

23.1 SIGNATURE LINES

BROOMS & ROSES CLEANING SERVICES
Company

By: _____

Name (printed): **KASSANDRA LOPEZ**

Title: **OWNER**

Date: _____

LOWCOUNTRY MONTESSORI SCHOOL
Client

By: _____

Name (printed): _____

Title: _____

Date: _____

M T W T F S SU

EXHIBIT A SCOPE OF SERVICES

NUMBER OF ROOMS 82	ROOMS WITH CARPET 44	ROOMS WITH HARD FLOORS 50	TOTAL NUMBER OF TASKS 738
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1 CLASSROOMS/HALLWAYS

Clean Door Glass	Clean interior/exterior door glass using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks	2XWEEK
Counter/Sink	Wipe counters to remove all debris or smudges, discard any trash. Scrub sinks, drains and faucets with non abrasive cleaning agents to remove hard water, stains, soap scum, and rust	2XWEEK
Doorknobs & Light switches	Wiping down doorknobs and light switches to remove dirt, fingerprints, and germs.	2XWEEK
Dusting	Dusting will be performed on window sills	2XWEEK
Stainless Steel	Polishing stainless steel surfaces to restore shine and remove smudges, fingerprints, and streaks for a spotless finish.	2XWEEK
Water Fountain	Clean, polish and remove water scale from Hydration Stations and water fountains.	2XWEEK
Woodwork	Touching up visible spots on wood surfaces to restore their appearance.	2XWEEK

CARPET

Vacuum	Thoroughly Vacuum all unobstructed carpet/rugs	5XWEEK
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2 OFFICES/NURSE

Clean Door Glass	Clean interior/exterior door glass using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks	1XWEEK
Counter/sink	Wipe counters to remove all debris or smudges, discard any trash. Scrub sinks, drains and faucets with non abrasive cleaning agents to remove hard water, stains, soap scum, and rust	1XWEEK
Door Glass	Clean interior/exterior door glass using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks	1XWEEK
Doorknobs & Light switches	Wiping down doorknobs and light switches to remove dirt, fingerprints, and germs.	1XWEEK
Dusting	Dusting will be performed on all shelves, cabinets, printers and window sills. Personal items will not be moved or disturbed.	1XWEEK

Trash & Recycling	Empty and remove trash and recycling keep separate ; and deposit into appropriate disposal containers. Replace can liners as needed	1XWEEK
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Woodwork	Touching up visible spots on wood surfaces to restore their appearance.	1XWEEK
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CARPET

Mats	Vacuum mats if applicable	1XWEEK
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Vacuum	Thoroughly Vacuum all unobstructed carpet	1XWEEK
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HARD FLOORS

Mats	Vacuum mats if applicable	1XWEEK
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Mopping	Thoroughly mop unobstructed hardfloors with appropriate cleaning solution(s)	1XWEEK
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Vacuum Floors	Vacuum all visible floors	1XWEEK
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3 JANITOR'S CLOSET

Organize	Keep all areas neat, orderly, and clean	5XWEEK
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Refill Dispensers	restock all dispensers	5XWEEK
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4 KITCHEN

Clean Door Glass	Clean interior/exterior door glass using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks	1XWEEK
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Counter/Sink	Wipe counters to remove all debris or smudges, discard any trash. Scrub sinks, drains and faucets with non abrasive cleaning agents to remove hard water, stains, soap scum, and rust	1XWEEK
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Dispenser	Replenish paper supplies, soap and hand cleaner. Wipe clean outside surface of dispensers.	1XWEEK
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Dust Printers	Dust printers using a soft vacuum brush or duster to remove unbound surface layer of dust	1XWEEK
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Light Switches	Wiping down light switches to remove dirt, fingerprints, and germs.	1XWEEK
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Stainless Steel	Polish all stainless steel surfaces using non abrasive metal cleaner	1XWEEK
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Tables & Counters	Wipe counters to remove all debris or smudges, discard any trash. Scrub sinks, drains and faucets with non abrasive cleaning agents to remove hard water, stains, soap scum, and rust	1XWEEK
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Woodwork	Touching up visible spots on wood surfaces to restore their appearance.	1XWEEK
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HARD FLOORS

Mats	Vacuum mats if applicable	1XWEEK
Mopping	Thoroughly mop unobstructed hardfloors with appropriate cleaning solution(s)	1XWEEK
Vacuum Floors	Vacuum all visible floors	1XWEEK

5 RESTROOMS

Doorknobs & Light switches	Wiping down doorknobs and light switches to remove dirt, fingerprints, and germs.	5XWEEK
Mirrors	Clean from top to bottom using microfiber cloths or paper towels leaving glass free of splash, smudges and streaks	5XWEEK
Restroom Dispenser	Replenish paper supplies, soaps, lotions and feminine hygiene products. Clean dispensers. Empty and clean feminine product receptacle (if applicable)	5XWEEK
Sinks	Scrub sinks, drains and faucets with non abrasive cleaning agents to remove hard water, stains, soap scum, and rust	5XWEEK
Stainless Steel	Polish all stainless steel surfaces using non abrasive metal cleaner	1XWEEK
Toilets/Urinals	Thoroughly clean and disinfect in and outside of toilet bowls and urinals. Remove all hair, fecal matter, uric acid, and hard water stains. disinfect and clean adjacent walls.	5XWEEK

HARD FLOORS

Mats	Vacuum mats if applicable	5XWEEK
Mopping	Thoroughly mop unobstructed hardfloors with appropriate cleaning solution(s)	5XWEEK
Vacuum Floors	Vacuum all visible floors	5XWEEK

Coversheet

Expulsion Hearing

Section: VI. New Business
Item: B. Expulsion Hearing
Purpose: Discuss
Submitted by:
Related Material: Expulsion Hearing Procedures.pdf

Expulsion Hearing Procedures

Welcome by Board Members

1. The school will have the opportunity to share their account of what occurred.
Board may ask questions
2. The student and family will have the opportunity to share the account of what occurred.
Board may ask questions
3. Student and family will be asked to leave the room and school will be able to speak to the board about the situation
Board may ask questions.
4. Staff leaves the board to deliberate.
5. Board announces the decision. This can be immediate or via a notice to family and staff within 48 hours.