



Kairos Academies

Finance Committee

Mid-month In Person Meeting

Date and Time

Wednesday May 14, 2025 at 2:00 PM CDT

Location

In person at 3449 S Jefferson Ave

This notice was published at www.kairosacademies.org/board at least one day prior to the meeting.

Agenda

	Purpose	Presenter	Time
I. Opening Items			2:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
II. In- Depth Review and Analysis of Financials			2:01 PM
A. Review budget, finances, and ongoing financial plan			45 m

	Purpose	Presenter	Time
III. Review and Discuss Enrollment			2:46 PM
A. Review current vs target enrollment numbers	Discuss		10 m
IV. Discuss Changes			2:56 PM
A. Discuss potential for necessary changes and decisions	Discuss		60 m
V. Closing Items			3:56 PM
A. Adjourn Meeting	Vote		

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Coversheet

Review budget, finances, and ongoing financial plan

Section:	II. In- Depth Review and Analysis of Financials
Item:	A. Review budget, finances, and ongoing financial plan
Purpose:	
Submitted by:	
Related Material:	25-26 Budget Prep_USE THIS VERSION (1).xlsx 2025-26 Finance Memo_ Source of Truth_Guiding Principles.pdf

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

25-26 Budget Prep_USE THIS VERSION (1).xlsx



TO: Budget Managers, Budget Supporters, Kairos Senior Leadership Team

FROM: Dr. Khalil Graham, CEO

DATE: 5/12/25

RE: FY25-26 Financial Processes & Strategy Alignment Memo

Purpose & Rationale

As Kairos Academies prepares for the 2025–2026 school year, we continue our transition into best-in-class financial operations that match our evolving organizational model and strategic plan. Our collective growth requires clarity in financial systems, alignment in resource allocation, and discipline in execution.

This memo serves to outline our key financial processes, delineate roles and responsibilities, and introduce strategic fiscal thresholds that ensure our resource use drives academic outcomes, long-term sustainability, and organizational health.

I. Budget Governance Structure

Board of Directors – Budget Approvers

- Approve annual and amended budgets.
- Review finalized finance reports and material updates quarterly.
- Confirm threshold adherence and authorize structural adjustments.

Budget Managers – Chiefs

- *Chief Executive Officer, Chief Administration Officer, Chief Schools Officer, Chief Operating Officer.*
- Develop a budget strategy aligned to organizational priorities.
- Ensure funding allocations reflect programmatic impact and operational efficiency.

an integrated community of self-directed learners, leaders, and citizens

- Lead cross-functional input and communicate proposals to the Board.

Budget Supporters – Campus & Departmental Leaders

- *Principals, Directors of Operations, Special Education & Program Leads.*
- Assess campus and department needs.
- Collaborate with Budget Managers to submit resource proposals with rationale tied to outcomes.
- Monitor ongoing budget use and propose strategic shifts as needed.

II. Strategic Financial Thresholds for FY25–26 & FY26–27

Category	Target (% of Revenue)	Key Notes
Personnel (Salaries + Benefits)	50%–55%	Includes base salary, incentives, and benefit packages.
Facilities	15% (up to 20%)	Fixed costs: leases, maintenance, cleaning. May scale higher in low-revenue years.
Academic Program Expenditures	16%–20%	Includes instructional materials, field trips, technology, PD, and curricula.
Cash on Hand	60-70 DCOH (25-26) 90+ DCOH (26-27)	Goal: 60+ days cash on hand at year-end.
MCPSC	60 DCOH 3% Fund Balance	
Lender Requirements	60 DCOH 1.1xDSCR	

All strategic budgeting will be finalized with the Board and reviewed during monthly Finance Committee and board meetings.



III. FY25–26 Implementation Expectations

Operational Tools (Owned by Chief Administration Officer- assigns access and aligns accountability)

- **Expensify:** For invoice and reimbursement processing.
- **Amazon Business, Walmart, Target:** Approved platforms for centralized purchasing.
- **Sage Intacct:** Main financial reporting system.

All users of these platforms must attend the **BOY (Beginning of Year) platform training** during summer in-service.

IV. FY25–26 Budget Management Expectations

Campus-Based (Principals & Directors of Ops)

- Monthly budget review meetings (first week of each month).
- Must review prior month's expenditures and update forecasts.
- Supported and tracked by the Director of School Compliance & Chief of Staff.
- Meeting agendas and outcomes are submitted to the CEO and Board.

Non-Campus (Network-Based)

- Must meet with the Chief Administration Officer post-Cycle financial release.



- Review line item allocations, contract deliverables, and expense pacing.
- Adjustments will be synthesized and presented during board cycle reviews.

V. Training & Accountability

Component	Expectation
Finance Manual	All managers and supporters must read and digitally acknowledge.
Summer In-Service Training	Mandatory for all finance platform users and approvers.
Weekly Tactical Updates	Budget line item review must be part of tactical agendas.
SLT & Board Alignment	Budget reviews are reported to the Board via CEO updates and financial dashboards.
End-of-Year Performance Reviews	Training needs must be documented as part of Kairos' action plans.
Capacity Support	Coaching is available via capacity builders/internal teams as needed throughout the year.

VI. Final Notes

- **All FY25–26 finalized budgets** must be submitted to Bennie Jackson, Chief of Administration, for recommendation to the CEO by early June.
- **Hiring, incentive, and spending decisions must align** with the revenue thresholds outlined above.
- **Budget managers are ultimately accountable** for alignment between fiscal plans and organizational strategy.



Thank you for your continued commitment to fiscal discipline and mission-aligned resourcing. Please reach out to me or Bennie Jackson if you need clarification, additional support, or wish to request time for coaching or training.

We will continue to track our financial action plan updates in concert with Charles Brazeale and the LDR team to ensure strong practices are embedded into Kairos' long-term model.

—

Dr. Khalil Graham

Chief Executive Officer

Kairos Academies

