



## Magnolia Public Schools

### Finance Committee Meeting

---

**Date and Time**

Wednesday April 6, 2022 at 5:30 PM PDT

**Location**

<https://zoom.us/j/93360447184?pwd=NDMyNVBHUWdCN0cyNTQwSHZMeThSUT09>

**Meeting ID:** 933 6044 7184    **Passcode:** 252694

**One tap mobile:** +16699009128,,93360447184# US (San Jose)

---

All members of the public can participate by calling in using the numbers provided above.

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Members of the public who need special accommodations or translation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance of the Board meeting so assistance can be assured.

Any public records relating to an agenda item for an open session which are distributed to all, or a majority of all, of the Board Members shall be available for public inspection. Magnolia Public Schools values public comment during Board meetings. Pursuant to AB 361 members of the public may address the Board during the Public Comment period on the day of the board meeting without the need to complete a public speaker form. We limit individual speakers to three (3) minutes and speakers with interpreters to six (6) minutes. For any questions regarding this meeting email [board@magnoliapublicschools.org](mailto:board@magnoliapublicschools.org) or call 213-628-3634 Ext. 100.

Finance Committee Members:

Dr. Salih Dikbas, Chair

Mr. Mekan Muhammedov

Dr. Umit Yapanel (alternate)

CEO and Superintendent:

Mr. Alfredo Rubalcava

---

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
Opening items			
<b>A. Call the Meeting to Order</b>			1 m
<b>B. Record Attendance and Guests</b>			1 m
<b>C. Approval of Agenda</b>	Vote		1 m
<b>D. Public Comments</b>			3 m
<b>E. Approval of Minutes from MPS Finance Committee Meeting- February 10, 2022</b>	Approve Minutes		1 m
<b>II. Information/Discussion Items</b>			<b>5:37 PM</b>
<b>A. Home Office Compensation, Salary Bands &amp; Job Titles Revisions</b>	Discuss	S.Budhraj & S.Acar	15 m
<b>B. MPS School Site Classified Employees' Pay Raise Schedule for 2022-23</b>	Discuss	S.Budhraj & S.Acar	15 m
<b>C. 2022-23 Employee Pay Raise Scale for Full-Time Teaching Positions &amp; Non-Classroom Based Academic ("NCBA") Positions &amp; School Leaders</b>	Discuss	S.Budhraj & S.Acar	15 m
<b>III. Recommended Action Items</b>			<b>6:22 PM</b>
<b>A. Approval of Magnolia Public Schools Fiscal Policies and Procedures Manual for 2021-2022</b>	Vote	S.Budhraj	10 m
<b>IV. Closing Items</b>			<b>6:32 PM</b>
<b>A. Adjourn Meeting</b>			1 m

## Cover Sheet

### Approval of Minutes from MPS Finance Committee Meeting- February 10, 2022

<b>Section:</b>	I. Opening Items
<b>Item:</b> February 10, 2022	E. Approval of Minutes from MPS Finance Committee Meeting-
<b>Purpose:</b>	Approve Minutes
<b>Submitted by:</b>	
<b>Related Material:</b>	Minutes for Finance Committee Meeting on February 10, 2022



## Magnolia Public Schools

### Minutes

#### Finance Committee Meeting

---

**Date and Time**

Thursday February 10, 2022 at 5:30 PM

**Location**

<https://zoom.us/j/93360447184?pwd=NDMyNVBHUWdCN0cyNTQwSHZMeThSUT09>

**Meeting ID:** 933 6044 7184      **Passcode:** 252694

**One tap mobile:** +16699009128,,93360447184# US (San Jose)

---

**Finance Committee Members:**

Dr. Salih Dikbas, Chair

Mr. Mekan Muhammedov

Dr. Umit Yapanel (alternate)

**CEO and Superintendent:**

Mr. Alfredo Rubalcava

---

**Committee Members Present**

M. Muhammedov (remote), S. Dikbas (remote)

**Committee Members Absent**

*None*

---

**I. Opening Items****A. Call the Meeting to Order**

S. Dikbas called a meeting of the Finance Committee of Magnolia Public Schools to order on Thursday Feb 10, 2022 at 5:34 PM.

**B. Record Attendance and Guests**

Refer to attendance information stated above.

**C.**

### **Approval of Agenda**

M. Muhammedov made a motion to approve the agenda as presented.

S. Dikbas seconded the motion.

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

#### **Roll Call**

S. Dikbas Aye

M. Muhammedov Aye

### **D. Public Comments**

No public comments were given at this time.

### **E. Announcements from CEO & Superintendent and Committee Members**

No announcements were given from the CEO & Superintendent and Committee Members.

### **F. Approval of Minutes from MPS Finance Committee Meeting- January 13, 2022**

M. Muhammedov made a motion to approve the minutes from Finance Committee Meeting on 01-13-22.

S. Dikbas seconded the motion.

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

#### **Roll Call**

S. Dikbas Aye

M. Muhammedov Aye

## **II. Recommended Action Item**

### **A. Committee Approval of Findings to Conduct Virtual Meetings Pursuant to AB 361/Government Code Section 54953**

The Finance Committee discussed and reconsidered the circumstances of the State of Emergency related to COVID-19 in which meeting in person can directly impact the ability of the Board and public to meet safely. As such, local officials are still continuing to recommend measures to promote social distancing

M. Muhammedov made a motion to adopt the findings relating to the ability of the Magnolia Public Schools Finance Committee to conduct meetings due to teleconference during the State of Emergency, in reference to AB 361/Government Code Section 54953.

S. Dikbas seconded the motion.

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

#### **Roll Call**

S. Dikbas Aye

M. Muhammedov Aye

## **III. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:39 PM.

Respectfully Submitted,  
S. Dikbas

## Cover Sheet

### MPS School Site Classified Employees' Pay Raise Schedule for 2022-23

**Section:** II. Information/Discussion Items  
**Item:** B. MPS School Site Classified Employees' Pay Raise Schedule  
for 2022-23  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
MPS School Site Classified Employees' Pay Raise Schedule for 2022-23.pdf  
MSA Proposed Salary Schedules FY 22-23 - All sites.pdf  
MSA PPP - Summary.pdf  
Fiscal Stabilization Plan - Amount by Site .pdf



### Fiscal Stabilization Plan – Amounts by Site

The Finance Department in collaboration with site leadership has identified the potential expenditure reductions to personnel, books, supplies and services during the current fiscal year. Below is the total projected amount for each site:

MSA-1	\$ 253,420.00
MSA-2	\$ 92,773.00
MSA-3	\$ 747,237.00
MSA-4	\$ 467,530.00
MSA-5	\$ 294,882.00
MSA-6	\$ 509,499.00
MSA-7	\$ 190,580.00
MSA-8	\$ 467,276.00
MSA-SA	\$ 287,378.00
MSA-SD	\$ 209,543.00





Board Agenda Item #	II B: Information/Discussion Item
Date:	April 6, 2022
To:	Magnolia Public Schools – Finance Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Suat Acar, Chief Operations Officer Steve Budhreja, Chief Financial Officer Derya Hajmeirza, Director of Human Resources
RE:	MPS School Site Classified Employees’ Pay Raise Schedule for 2022-23

### Proposed Board Motion

N/A. Informational Item.

### Introduction

The Home Office plans to make the following increases to MPS classified employees (exempt and non-exempt) based on the performance ratings received by their direct supervisor. Each staff member will get the following performance evaluation ratings from their supervisors with respect to the MPS Generic Evaluation Form in Appendix 1:

- **Ineffective:** Employees do not meet expectations. Assigned a **1 out of 4** based on their overall evaluation. Employees will not be offered a renewal agreement for 2022-23.
- **Developing:** Employees have room for improvement. Assigned a **2 out of 4** based on their overall evaluation. Employees get the **6% default raise** to the existing hourly or annual rate as the baseline rate of increase.
- **Effective:** Employees meet expectations. Assigned a **3 out of 4** based on their overall evaluation. Employees get the **8% default raise** to the existing hourly or annual rate.
- **Highly effective:** Employees exceed expectations. Assigned a **4 out of 4** based on their overall evaluation. Employees get the **8% default raise** to the existing hourly or annual rate.

Below chart is the summary of the proposed raise schedule.

Evaluation	Ineffective	Developing	Effective	Highly effective
<b>Proposed</b>	Non-renewal	6% raise	8% raise	8% raise

Additionally, classified employees will be eligible for one-time annual assignment duties. Based on the Appendix 2 document, in 2022-23 FY, classified exempt employees will be paid based on the respective indicated dollar amount per duty. Non-exempt classified employees will be paid based on their regular hourly rate of pay when performing such duties.

### Background

Every fiscal year (“FY”) MPS considers a fair rate of increase to the classified employee salaries.

Analysis (If applicable)

The home office proposes to make increases of **6.0% or 8.0% to classified employees' hourly rates/salaries to define their 2022-23 hourly rates/salaries** respective to the employees' evaluation results conducted by their supervisors within this current 2022-23 school year.

*Some key notes*

- Currently, there are 129 classified employees working at 10 different MPS school sites under this pay raise structure; 13 part time, 116 full time (59 employees are 11 month and 57 employees 12 month employees)
- There are 31 different classified job titles/positions within the current 2021-22 school year.
- Current classified employee salary average was \$21.62 per hour in the 2020-21 fiscal year and it is \$23.00 in the current 2021-22 fiscal year. We plan to make 8% increases to the salaries with this proposed scale. With this raise, the average hourly rate will go up to \$24.84/hour.
- The evaluation of the staff is an ongoing process. The classified staff will either get 6% or 8% depending on their evaluation scores. For the budgetary impact analysis, the analysis shows the maximum possible impact (i.e. 8%).
- There are Part Time and Full Time employees working for MPS Sites. The FT employees can have 11 or 12 month agreements. The 11 month employees expect to get 22 pay periods, 48 weeks x 30 hours=1,440 hours in total in a fiscal year. The 12 month full time employees get 2,080 hours in a fiscal year.
- The overall effect of the proposed increases is **\$454,191.27** based on %8 increases across the board. Please see below Chart 1 to see the impact on each site.
- Chart 2 shows the current job titles in MPS Sites & number of staff with that particular job title, current 2021-22 average hourly rates and the proposed hourly rates with the 8% increases for 2022-23 FY.

<b>CHART 1</b>	
<b>MPS FY 2022-23 CLASSIFIED EMPLOYEES' PAY RAISE SCHEDULE</b>	
<b>Budget Impact Analysis</b>	
	<b>WITH 8% INCREASE</b>
MSA 1	\$79,719.20
MSA 2	\$64,722.64
MSA 3	\$57,402.90
MSA 4	\$19,254.85
MSA 5	\$23,882.05
MSA 6	\$15,946.02
MSA 7	\$39,885.25
MSA 8	\$63,876.29
MSA SA	\$61,320.13
MSA SD	\$28,181.95
<b>MPS TOTAL</b>	<b>\$454,191.27</b>

<b>CHART 2: CLASSIFIED JOB TITLES, CURRENT 21-22 AVERAGE RATES PER TITLE AND PROPOSED 22-23 RATES</b>			
<b>Position</b>	<b>Count</b>	<b>Current Avg Rate</b>	<b>Proposed Avg Rate</b>
Administrative Assistant	9	\$25.16	\$27.17
After School - Event Coordinator	1	\$20.00	\$21.60
After School Coach & Instructor	4	\$26.00	\$28.08
After School Supervisor	2	\$17.70	\$19.12
ASES Coordinator	1	\$19.50	\$21.06
ASES Frontline Staff Member	3	\$16.92	\$18.27
Campus Aide	5	\$19.00	\$20.52
Campus Supervisor	1	\$23.00	\$24.84
Custodian	12	\$18.24	\$19.70
Custodian and Landscaper	1	\$20.00	\$21.60
Director of Outreach and Community Engagement	1	\$45.86	\$49.53
Facility Manager	1	\$30.52	\$32.96
It Manager	6	\$38.90	\$42.01
Librarian	1	\$24.72	\$26.70
Meal Server	1	\$15.00	\$16.20
Office Administrator	1	\$23.50	\$25.38
Office Clerk	9	\$19.42	\$20.97
Office Clerk/Coach/Custodial/Facilities Coordinator	1	\$19.15	\$20.68
Office Manager	11	\$30.64	\$33.09
Office Secretary	1	\$26.50	\$28.62
PACE Coordinator	5	\$25.09	\$27.10
PARAPROFESSIONAL	6	\$18.58	\$20.07
Parent Advocacy And Community Engagement Coordinator	2	\$23.50	\$25.38
School Counselor	2	\$30.24	\$32.66
Social Worker	2	\$31.67	\$34.20
Sped Aide	22	\$20.66	\$22.31
SPED Aide & CAMPUS SUPERVISOR	1	\$25.00	\$27.00
Sped Paraprofessional	1	\$20.28	\$21.90
Substitute Teacher and SPED Aide	1	\$22.00	\$23.76
Teacher Aide	14	\$19.07	\$20.60
Title 1 Coordinator	1	\$26.50	\$28.62

Budget Implications: CFO review is pending for funding sources.

- Amounts/ Funding Source:
  1. The salaries are budgeted under Payroll expenses.
  2. Funding Sources may be LCFE or restricted funds such as special education federal or state funds.
- CFO Review: Pending

Exhibits (attachments):

- Appendix 1: Generic MPS Staff Evaluation Form
- Appendix 2: Annual 1 time add on assignments

## APPENDIX 2

<b>MPS Board Approved Additional Duties-One Time Assignment for the 2022-23 School Year</b>				
<b>Additional Duties – One-Time Assignment</b>				
	<b>COMPONENT NAME</b>	<b>DOLLAR AMOUNT</b>	<b>PER</b>	<b>DESCRIPTION</b>
* Hourly staff will not be paid according to the below rates but will be paid with respect to their hourly rates to the extent their job duties encompass any of the duties below.				
1	Home Visit Program	\$50	VISIT	Refer to Home Visit Policy
2	Virtual Home Visit	\$25	VISIT	Refer to Home Visit Policy
3	Saturday School	\$50	HOUR	Refer to School Admin
4	Parent Academy Coordinator	\$50	HOUR	Refer to School Admin
5	Parent Academy Teacher	\$50	HOUR	Refer to School Admin
6	After School Coordinator	\$30	HOUR	Refer to School Admin
7	After School Support	\$30	HOUR	Refer to School Admin
8	Zero Period Assistance	\$30	HOUR	Refer to School Admin
9	Substituting for another teacher	\$50	PERIOD	Refer to School Admin
10	Edge Coaching-Mentoring	\$35	HOUR	Refer to School Admin
11	Providing PD/Workshop	\$50	HOUR	Refer to School Admin
12	School Camp-Trip-Only for Overnight Trips	\$200	DAY	Refer to School Admin
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR	Refer to School Admin
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$50	HOUR	Refer to School Admin
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT	Refer to School Admin
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR	Refer to School Admin
17	Extra Tutoring Sessions	\$30	HOUR	Refer to School Admin
18	Attending PDs stipend (weekends, holidays, and summer; outside of work days)-Max 4 Days	\$150	DAY	Refer to School Admin
19	Attending Trainings Outside Class Hours (such as Infinite Campus)	\$30	HOUR	Refer to School Admin

20	Sustained Silent Reading (SSR) Period & Advisory Period Coverage	\$35	PERIOD	Refer to School Admin
21	High School Seasonal Sports Coach (per sport)	\$2,500	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sports assigned. Contribute to the education program as a whole and to the growth of students involved in athletics. Duties will include: knowledge of CIF rules and protocols, manage and supervise athletic activities and contests, monitor and enforce student eligibility criteria, collaboration with administration and athletic director to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
22	Middle School or Elementary School Seasonal Sports Coach (per sport)	\$2,000	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sports assigned. Contribute to the education program as a whole and to the growth of students involved in athletics. Duties will include: knowledge of league rules and protocols, manage and supervise athletic activities and contests, monitor and enforce student eligibility criteria, collaboration with administration to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
24	Assistant coach HS (per sport)	\$1,500	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and managing other aspects related to the assigned sport.
25	Assistant coach MS/ES (per sport)	\$1,000	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and managing other aspects related to the assigned sport.
26	Referee assignment	\$40	GAME	In case we can't locate a referee and one of our team members conduct this duty during the game

27	Dual enrollment college co-teacher after hours	\$1,500	Course	<p>The co-teacher will work with students who are enrolled in college courses outside of the regular school day to follow up on student attendance, work submission, logistical support for students and will serve as the liaison between the professor and the students. The co-teacher will also attend all synchronous course sessions taught by college professors as well as provide at least 1 additional hour of support per week to students outside of the professor's synchronous sessions to support students. Further, the co-teacher will follow up with the professor, students, parents and school administration to provide targeted interventions to support students who are struggling with academics and attendance matters. This stipend is paid for each 1 college course of support.</p>
28	Targeted Intervention	\$50.00	Hourly	<p>After reviewing data (NWEA, SBAC etc) a certificated teacher will host a small group (no more than 10 students) of intervention outside of the classroom time. Pre and Post data will be required to measure specific student growth during the intervention. The teacher will be required to send parents notification letters to invite them to the intervention groups for at least 6 weeks. The intervention must occur at least 2-3 times per week and for increments of 4-8 weeks in length.</p>

MPS GENERIC EMPLOYEE EVALUATION SUMMARY PAGE

**Employee Information:**

Name: \_\_\_\_\_ School: \_\_\_\_\_  
 Present School Assignment: \_\_\_\_\_ Years at School: \_\_\_\_\_

Ratings of Employee Performance on the MPS Core Value Areas		
1: Below Standard, 2: Approaches Standard, 3: Meets Standard, 4: Exceeds Standard		
Area	Rating: (1-4)	
EXCELLENCE	1. Effectiveness	
	2. Efficiency	
	3. Ethics & Professionalism	
	4. Professional Growth	
INNOVATION	5. Information Literacy & Technology Skills	
	6. Critical Thinking & Problem Solving	
	7. Initiative & Creativity	
CONNECTION	8. Communication	
	9. Collaboration & Collegiality	
	10. Community & External Context	
<b>(A) Total:</b>		

Student, Parent, and Staff Voices		
(Score: 1-5 each)		
Voices	Score: (1-5)	
Student Voices		
Parent Voices		
Staff Voices		
<b>(B) Total:</b>		

Student Performance
Student performance score as explained in the evaluation protocol <b>(Out of 20 points)</b>
<b>(C) Total:</b>

<b>Employee's Overall Performance (Out of 100%)</b>
$(65/40) \times A + B + C =$ _____

Employee's Overall Evaluation Rating (1-4)		
<input type="checkbox"/>	Highly Effective (HE)	85% - 100%
<input type="checkbox"/>	Effective (E)	65% - 84%
<input type="checkbox"/>	Developing (D)	50% - 64%
<input type="checkbox"/>	Ineffective (I)	Less than 50%

Employee's Signature: \_\_\_\_\_ Evaluator's Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Employee's signature on this form represents neither acceptance nor approval of the evaluation. It does, however, indicate that the employee has reviewed the evaluation with the evaluator and may reply in writing. The signature of the evaluator verifies that the evaluation has been reviewed and the proper process has been followed according to the MPS Generic Employee Evaluation Protocol.



### PPP LOAN FUNDS

Listed below are the forgiven PPP loan amounts for each site:

MSA-1	\$	789,701
MSA-2	\$	632,270
MSA-3	\$	627,597
MSA-4	\$	229,930
MSA-5	\$	349,985
MSA-6	\$	193,294
MSA-7	\$	358,254
MSA-8	\$	576,190
MSA-SA	\$	751,656
MSA-SD	\$	418,151
MERF	\$	534,572
<b>TOTAL</b>	<b>\$</b>	<b>5,461,600</b>

The Paycheck Protection Program was designed to help businesses and non-profits keep their workforce employed due to the pandemic. The above noted \$5.46 million worth of funds were distributed to each of the 10 MSA schools and these funds do not need to be repaid.





**MSA- 1**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	676.25	740.00	840.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	8,795,537	9,741,048	10,799,726
TTL Federal Revenue	1,534,133	1,547,357	539,020
TTL Other State Revenue	1,823,037	1,714,292	1,763,114
TTL Other Local Revenue	50,000	50,000	50,000
<b>TTL REVENUES</b>	<b>12,202,708</b>	<b>13,052,697</b>	<b>13,151,860</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	3,935,287	4,053,346	4,174,946
TTL Non-Certificated Salaries	1,062,832	1,094,716	1,127,558
TTL Employee Benefits	1,723,764	1,772,044	1,818,294
TTL Books/Supplies/Materials	391,464	403,208	415,305
TTL Services & Operations	4,227,465	4,354,289	4,484,918
TTL Capital Outlay	197,123	203,036	209,127
TTL Other Outgo	-	-	-
<b>TTL EXPENDITURES</b>	<b>11,537,935</b>	<b>11,880,639</b>	<b>12,230,148</b>
<b>Revenues less Expenditures</b>	<b>664,773</b>	<b>1,172,057</b>	<b>921,712</b>
<b>Beginning Fund Balance</b>	<b>9,093,473</b>	<b>9,758,246</b>	<b>10,930,303</b>
<b>Net Revenues</b>	<b>664,773</b>	<b>1,172,057</b>	<b>921,712</b>
<b>ENDING BALANCE</b>	<b>9,758,246</b>	<b>10,930,303</b>	<b>11,852,015</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>84.58%</b>	<b>92.00%</b>	<b>96.91%</b>



**MSA- 1  
2022-23 July Budget**

Description	Budget												TOTAL		
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals
<b>BEGINNING CASH</b>		4,626,294	4,485,675	4,113,111	4,765,357	5,273,241	4,923,847	5,501,139	5,273,932	5,292,376	5,735,401	5,510,570	5,177,829		
<b>CASH INFLOWS</b>															
REVENUES															
LCFF State Aid	4,925,194	246,260	246,260	443,267	443,267	443,267	443,267	443,267	443,267	443,267	443,267	443,267	443,267	443,267	4,925,194
EPA	1,886,847	-	-	471,712	-	-	471,712	-	-	471,712	-	-	471,712	-	1,886,847
In-Lieu Of Property Taxes	1,983,496	-	119,010	238,020	158,680	158,680	158,680	158,680	158,680	274,913	139,122	139,122	139,122	140,889	1,983,496
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	1,534,133	-	-	10,722	188,634	47,331	49,938	49,938	148,707	200,427	100,694	-	518,370	269,309	1,534,133
Other State	1,825,037	19,821	21,294	35,767	48,660	48,706	511,928	120,557	267,839	108,334	92,134	84,917	279,045	183,553	1,825,037
Other Local	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
<b>TTL REVENUES</b>	<b>12,202,708</b>	<b>270,297</b>	<b>390,730</b>	<b>1,203,654</b>	<b>843,438</b>	<b>654,822</b>	<b>1,637,085</b>	<b>777,009</b>	<b>1,022,659</b>	<b>1,502,819</b>	<b>779,365</b>	<b>671,474</b>	<b>1,855,683</b>	<b>593,651</b>	<b>12,202,708</b>
<b>EXPENDITURES</b>															
Certificated Salaries	3,935,287	78,706	350,598	350,598	350,598	350,598	350,598	350,598	350,598	350,598	350,598	350,598	350,598	196,764	3,935,287
Classified Salaries	1,062,832	42,513	92,756	92,756	92,756	92,756	92,756	92,756	92,756	92,756	92,756	92,756	92,756	53,142	1,062,832
Benefits	1,723,764	68,951	150,438	150,438	150,438	150,438	150,438	150,438	150,438	150,438	150,438	150,438	150,438	86,188	1,723,764
Books & Supplies	391,464	31,317	32,741	32,741	32,741	32,741	32,741	32,741	32,741	32,741	32,741	32,741	32,741	13,167	391,464
Services & Operations	4,227,465	253,448	361,256	361,256	361,256	361,256	361,256	361,256	361,256	361,256	361,256	361,256	361,256	211,373	4,227,465
Capital Outlay	197,123	16,427	16,427	16,427	16,427	16,427	16,427	16,427	16,427	16,427	16,427	16,427	16,427	9,856	197,123
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>11,537,935</b>	<b>491,561</b>	<b>1,004,216</b>	<b>1,004,216</b>	<b>1,004,216</b>	<b>1,004,216</b>	<b>1,004,216</b>	<b>1,004,216</b>	<b>1,004,216</b>	<b>1,004,216</b>	<b>1,004,216</b>	<b>1,004,216</b>	<b>427,319</b>	<b>576,897</b>	<b>11,537,935</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	2,674,646	668,662	534,929	802,394	668,662	-	-	-	-	-	-	-	-	-	2,674,646
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	1,176,032	(588,016)	(294,009)	(294,009)	-	-	-	-	-	-	-	-	-	-	(1,176,032)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	-	(65,578)	-	-	(55,578)	-	-	(55,578)	-	-	(55,578)	-	(222,311)
<b>NET INFLOWS/OUTFLOWS</b>	<b>664,773</b>	<b>80,646</b>	<b>240,921</b>	<b>452,808</b>	<b>668,662</b>	<b>-</b>	<b>(55,578)</b>	<b>-</b>	<b>(55,578)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(55,578)</b>	<b>-</b>	<b>664,773</b>
<b>ENDING CASH BALANCE</b>		4,485,675	4,113,111	4,765,357	5,273,241	4,923,847	5,501,139	5,273,932	5,292,376	5,735,401	5,510,570	5,177,829	6,550,616		

4.7	4.3	5.0	5.5	5.1	5.7	5.5	6.0	5.7	5.4	6.8
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



**Cash Flow Template  
2022-23 July Budget**

Description	2022-23 Budget												TOTAL
	July	August	September	October	November	December	January	February	March	April	May	June	
<b>BEGINNING CASH</b>	6,550,616	6,204,221	5,576,063	5,842,759	5,868,173	5,554,932	6,185,621	5,990,687	6,033,493	6,566,268	6,374,023	6,073,430	
<b>CASH INFLOWS</b>													
REVENUES													
LCF State Aid	275,292		495,526	495,526	495,526	495,526	495,526	495,526	495,526	495,526	495,526	495,526	5,505,847
EPA	-	-	516,180	516,180	-	516,180	-	516,180	516,180	516,180	-	516,180	2,064,720
In-Lieu Of Property Taxes	-	130,229	260,458	173,638	173,638	173,638	173,638	173,638	300,829	152,238	-	152,238	2,170,481
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	154,061
Federal	1,547,357	-	10,815	190,260	-	47,739	50,868	149,988	200,154	101,562	-	522,838	1,547,357
Other State	1,714,292	20,024	33,633	45,786	45,893	481,391	113,742	251,862	101,872	86,638	79,852	262,400	1,714,292
Other Local	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
<b>TTL REVENUES</b>	<b>298,145</b>	<b>429,711</b>	<b>1,320,779</b>	<b>909,377</b>	<b>719,134</b>	<b>1,718,642</b>	<b>837,442</b>	<b>1,075,182</b>	<b>1,620,728</b>	<b>840,131</b>	<b>731,783</b>	<b>1,953,349</b>	<b>598,296</b>
<b>EXPENDITURES</b>													
Certificated Salaries	81,067	361,116	361,116	361,116	361,116	361,116	361,116	361,116	361,116	361,116	361,116	361,116	202,667
Classified Salaries	43,789	95,539	95,539	95,539	95,539	95,539	95,539	95,539	95,539	95,539	95,539	95,539	40,803
Benefits	70,882	154,651	154,651	154,651	154,651	154,651	154,651	154,651	154,651	154,651	154,651	154,651	88,602
Books & Supplies	403,208	32,257	33,723	33,723	33,723	33,723	33,723	33,723	33,723	33,723	33,723	33,723	20,160
Services & Operations	4,354,289	261,257	372,094	372,094	372,094	372,094	372,094	372,094	372,094	372,094	372,094	372,094	217,714
Capital Outlay	203,036	15,253	15,253	15,253	15,253	15,253	15,253	15,253	15,253	15,253	15,253	15,253	30,156
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>504,504</b>	<b>1,032,376</b>	<b>1,032,376</b>	<b>1,032,376</b>	<b>1,032,376</b>	<b>1,032,376</b>	<b>1,032,376</b>	<b>1,032,376</b>	<b>1,032,376</b>	<b>1,032,376</b>	<b>1,032,376</b>	<b>436,344</b>	<b>614,036</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>													
Accounts Receivable (net change)	148,413	118,730	178,095	148,413	-	-	-	-	-	-	-	-	593,651
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	(288,448)	(144,224)	(144,224)	(144,224)	(144,224)	(144,224)	(144,224)	(144,224)	(144,224)	(144,224)	(144,224)	(144,224)	(576,897)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(222,311)
<b>NET INFLOWS/OUTFLOWS</b>	<b>1,172,057</b>	<b>(140,036)</b>	<b>(21,706)</b>	<b>148,413</b>	<b>-</b>	<b>(55,578)</b>	<b>-</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>-</b>	<b>-</b>	<b>(55,578)</b>	<b>1,172,057</b>
<b>ENDING CASH BALANCE</b>	<b>6,204,221</b>	<b>5,576,063</b>	<b>5,842,759</b>	<b>5,868,173</b>	<b>5,554,932</b>	<b>6,185,621</b>	<b>5,990,687</b>	<b>6,033,493</b>	<b>6,566,268</b>	<b>6,374,023</b>	<b>6,073,430</b>	<b>7,532,857</b>	
<b>Months Cash on Hand</b>	<b>6.5</b>	<b>5.8</b>	<b>6.1</b>	<b>6.1</b>	<b>5.8</b>	<b>6.4</b>	<b>6.2</b>	<b>6.3</b>	<b>6.8</b>	<b>6.6</b>	<b>6.3</b>	<b>7.8</b>	

Description	Cash Flow Template 2022-23 July Budget												TOTAL		
	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals
<b>BEGINNING CASH</b>	5,992,189	7,532,857	7,178,995	6,554,549	6,925,569	6,866,284	6,591,165	7,311,026	7,123,327	7,165,883	7,872,978	7,732,852	7,550,368		
<b>CASH INFLOWS</b>															
REVENUES															
LCFF State Aid	5,992,189	299,610	299,610	539,288	539,288	539,288	539,288	539,288	539,288	539,288	539,288	539,288	539,288	58,545	5,992,189
EPA	2,343,737	-	-	585,934	585,934	-	585,934	-	-	655,689	-	-	655,689	(139,508)	2,343,737
In-Lieu Of Property Taxes	2,463,790	-	147,827	295,655	197,103	197,103	197,103	197,103	197,103	397,621	201,220	201,220	201,220	33,511	2,463,790
Prior Year Corrections	539,020	-	-	3,767	66,277	47,107	16,630	17,546	52,248	70,420	35,719	-	182,130	94,622	539,020
Federal	1,763,114	15,218	20,594	34,591	47,089	47,107	495,101	116,981	239,035	104,773	89,106	82,126	269,873	177,550	1,763,114
Other State	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,000
<b>TTL REVENUES</b>	<b>13,151,860</b>	<b>322,994</b>	<b>472,198</b>	<b>1,463,412</b>	<b>853,934</b>	<b>787,675</b>	<b>1,838,233</b>	<b>875,095</b>	<b>1,105,350</b>	<b>1,825,466</b>	<b>922,668</b>	<b>880,310</b>	<b>1,579,837</b>	<b>224,689</b>	<b>13,151,860</b>
<b>EXPENDITURES</b>															
Certificated Salaries	4,174,946	83,499	371,950	371,950	371,950	371,950	371,950	371,950	371,950	371,950	371,950	371,950	371,950	208,747	4,174,946
Classified Salaries	1,127,558	45,102	98,405	98,405	98,405	98,405	98,405	98,405	98,405	98,405	98,405	98,405	98,405	56,378	1,127,558
Benefits	1,818,294	72,732	158,687	158,687	158,687	158,687	158,687	158,687	158,687	158,687	158,687	158,687	158,687	90,915	1,818,294
Books & Supplies	415,305	33,224	34,735	34,735	34,735	34,735	34,735	34,735	34,735	34,735	34,735	34,735	34,735	20,765	415,305
Services & Operations	4,484,918	269,095	383,257	383,257	383,257	383,257	383,257	383,257	383,257	383,257	383,257	383,257	383,257	224,246	4,484,918
Capital Outlay	209,127	15,760	15,760	15,760	15,760	15,760	15,760	15,760	15,760	15,760	15,760	15,760	15,760	30,460	209,127
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>12,230,148</b>	<b>519,413</b>	<b>1,062,794</b>	<b>1,062,794</b>	<b>1,062,794</b>	<b>1,062,794</b>	<b>1,062,794</b>	<b>1,062,794</b>	<b>1,062,794</b>	<b>1,062,794</b>	<b>1,062,794</b>	<b>1,062,794</b>	<b>451,286</b>	<b>631,511</b>	<b>12,230,148</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	-	149,574	119,659	179,489	149,574	-	-	-	-	-	-	-	-	-	588,296
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset Acquisitions	-	(307,018)	(153,509)	(153,509)	-	-	-	-	-	-	-	-	-	-	(614,036)
Other Inflows/(Outflows)	-	-	-	(55,578)	(55,578)	-	(55,578)	-	-	(55,578)	-	-	(55,578)	-	(222,311)
<b>NET INFLOWS/OUTFLOWS</b>	<b>921,712</b>	<b>(157,444)</b>	<b>(33,850)</b>	<b>(29,598)</b>	<b>149,574</b>	<b>-</b>	<b>(55,578)</b>	<b>-</b>	<b>-</b>	<b>(55,578)</b>	<b>-</b>	<b>-</b>	<b>(55,578)</b>	<b>-</b>	<b>921,712</b>
<b>ENDING CASH BALANCE</b>															
	7,178,995	6,554,549	6,866,284	6,925,569	6,866,284	6,591,165	7,311,026	7,123,327	7,165,883	7,872,978	7,732,852	7,550,368	8,623,341		
<b>Months Cash on Hand</b>	<b>7.5</b>	<b>6.8</b>	<b>7.2</b>	<b>7.1</b>	<b>6.9</b>	<b>7.4</b>	<b>7.5</b>	<b>8.0</b>	<b>8.2</b>	<b>8.0</b>	<b>7.9</b>	<b>9.0</b>			



**MSA- 2**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	466.21	500.00	540.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	5,832,274	6,306,957	6,954,216
TTL Federal Revenue	1,054,980	1,062,235	292,744
TTL Other State Revenue	498,087	507,254	476,034
TTL Other Local Revenue	30,000	30,000	30,000
<b>TTL REVENUES</b>	<b>7,415,341</b>	<b>7,906,446</b>	<b>7,752,994</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	2,557,658	2,634,388	2,713,420
TTL Non-Certificated Salaries	886,789	913,393	940,795
TTL Employee Benefits	1,317,663	1,341,356	1,375,061
TTL Books/Supplies/Materials	293,666	302,476	311,550
TTL Services & Operations	2,114,001	2,177,421	2,242,744
TTL Capital Outlay	121,166	121,166	121,166
TTL Other Outgo	-	-	-
<b>TTL EXPENDITURES</b>	<b>7,290,944</b>	<b>7,490,201</b>	<b>7,704,736</b>
<b>Revenues less Expenditures</b>	<b>124,397</b>	<b>416,245</b>	<b>48,258</b>
<b>Beginning Fund Balance</b>	<b>3,444,632</b>	<b>3,569,029</b>	<b>3,985,274</b>
<b>Net Revenues</b>	<b>124,397</b>	<b>416,245</b>	<b>48,258</b>
<b>ENDING BALANCE</b>	<b>3,569,029</b>	<b>3,985,274</b>	<b>4,033,533</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>48.95%</b>	<b>53.21%</b>	<b>52.35%</b>



MSA- 2  
2022-23 July Budget

Description	Budget												TOTAL		
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals
<b>BEGINNING CASH</b>		3,308,707	3,214,801	2,929,912	3,285,398	3,464,063	3,243,802	3,493,032	3,326,851	3,268,721	3,593,092	3,440,457	3,216,606		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCFF State Aid	3,223,317	161,166	161,166	290,099	290,099	290,099	290,099	290,099	290,099	290,099	290,099	290,099	290,099	-	3,223,317
EPA	1,241,531	-	-	310,383	-	-	310,383	-	-	310,383	-	-	310,383	-	1,241,531
In-Lieu Of Property Taxes	1,367,426	-	82,246	164,091	109,394	109,394	109,394	109,394	109,394	189,575	95,911	95,911	95,911	97,060	1,367,426
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	1,054,980	-	-	7,373	129,718	32,548	34,341	34,341	102,261	137,828	69,245	-	356,469	185,196	1,054,980
Other State	498,087	5,429	5,818	9,772	13,303	139,868	33,048	33,048	73,178	29,599	25,173	23,201	76,240	50,150	498,087
Other Local	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	30,000
<b>TTL REVENUES</b>	<b>7,415,341</b>	<b>169,095</b>	<b>251,529</b>	<b>784,218</b>	<b>545,014</b>	<b>415,301</b>	<b>884,792</b>	<b>469,381</b>	<b>577,432</b>	<b>959,933</b>	<b>482,927</b>	<b>411,711</b>	<b>1,131,601</b>	<b>332,407</b>	<b>7,415,341</b>
<b>EXPENDITURES</b>															
Certificated Salaries	2,557,658	51,153	227,864	227,864	227,864	227,864	227,864	227,864	227,864	227,864	227,864	227,864	227,864	127,883	2,557,658
Classified Salaries	886,789	35,472	77,393	77,393	77,393	77,393	77,393	77,393	77,393	77,393	77,393	77,393	77,393	44,339	886,789
Benefits	1,317,663	52,707	114,996	114,996	114,996	114,996	114,996	114,996	114,996	114,996	114,996	114,996	114,996	65,883	1,317,663
Books & Supplies	293,666	23,483	24,561	24,561	24,561	24,561	24,561	24,561	24,561	24,561	24,561	24,561	24,561	14,683	293,666
Services & Operations	2,114,001	126,840	180,651	180,651	180,651	180,651	180,651	180,651	180,651	180,651	180,651	180,651	180,651	105,700	2,114,001
Capital Outlay	121,166	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097	10,097	6,058	121,166
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>7,290,944</b>	<b>299,762</b>	<b>635,562</b>	<b>635,562</b>	<b>635,562</b>	<b>635,562</b>	<b>635,562</b>	<b>635,562</b>	<b>635,562</b>	<b>635,562</b>	<b>635,562</b>	<b>635,562</b>	<b>271,015</b>	<b>364,547</b>	<b>7,290,944</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	1,076,853	269,213	215,371	323,056	269,213	-	-	-	-	-	-	-	-	-	1,076,853
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	464,905	(232,453)	(116,226)	(116,226)	-	-	-	-	-	-	-	-	-	-	(464,905)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>124,397</b>	<b>36,761</b>	<b>99,144</b>	<b>206,830</b>	<b>269,213</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>124,397</b>
<b>ENDING CASH BALANCE</b>		<b>3,214,801</b>	<b>2,929,912</b>	<b>3,285,398</b>	<b>3,464,063</b>	<b>3,243,802</b>	<b>3,493,032</b>	<b>3,326,851</b>	<b>3,268,721</b>	<b>3,593,092</b>	<b>3,440,457</b>	<b>3,216,606</b>	<b>4,077,193</b>		

5.3	4.8	5.4	5.7	5.3	5.3	5.4	5.9	5.7	5.3	5.7	5.5	5.4	5.9	5.7	5.3	6.7
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Months Cash on Hand



**Cash Flow Template  
2023-24 July Budget**

Description	2022-23 Budget												2023-24 July Budget												TOTAL								
	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	January	February	March	April	May	June									
<b>BEGINNING CASH</b>	4,077,193	3,855,344	3,451,274	3,653,123	3,664,730	3,462,631	3,755,072	3,607,652	3,569,490	3,941,574	3,806,818	3,600,334	3,508,807	1,331,515	1,466,335	1,062,235	507,254	30,000	7,906,446	183,474	271,862	844,541	579,783	449,177	943,718	503,857	613,114	1,023,361	516,521	444,792	1,190,606	341,638	7,906,446
<b>CASH INFLOWS</b>																																	
<b>REVENUES</b>																																	
LCFF State Aid	175,445	175,445	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802	315,802		
EPA	-	-	332,879	-	-	332,879	-	-	-	-	-	-	332,879	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
In-Lieu Of Property Taxes	-	87,992	175,984	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323	117,323		
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Federal	-	-	7,424	130,610	32,772	34,577	102,965	138,776	69,721	358,920	77,643	51,073	1,002,235	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other State	5,529	5,925	9,952	13,548	13,553	142,442	33,656	74,525	30,144	25,636	23,628	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871	186,871			
Other Local	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500		
<b>TTL REVENUES</b>	183,474	271,862	844,541	579,783	449,177	943,718	503,857	613,114	1,023,361	516,521	444,792	1,190,606	341,638	7,906,446																			
<b>EXPENDITURES</b>																																	
Certificated Salaries	52,688	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700	234,700			
Classified Salaries	36,536	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714	79,714			
Benefits	53,054	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064	117,064			
Books & Supplies	24,198	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298	25,298		
Services & Operations	130,645	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071	186,071			
Capital Outlay	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430		
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TTL EXPENSES</b>	306,151	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277	651,277			
<b>OTHER CASH INFLOWS/OUTFLOWS</b>																																	
Accounts Receivable (net change)	83,102	66,481	99,722	83,102	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Change in Payables	(182,274)	(91,137)	(91,137)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>NET INFLOWS/OUTFLOWS</b>	(99,172)	(24,656)	8,585	83,102	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>ENDING CASH BALANCE</b>	3,855,344	3,451,274	3,653,123	3,664,730	3,462,631	3,755,072	3,607,652	3,569,490	3,941,574	3,806,818	3,600,334	4,514,173	3,508,807	1,331,515	1,466,335	1,062,235	507,254	30,000	7,906,446	183,474	271,862	844,541	579,783	449,177	943,718	503,857	613,114	1,023,361	516,521	444,792	1,190,606	341,638	7,906,446

6.3	5.7	6.0	6.0	5.7	6.2	5.9	5.9	5.9	6.5	6.3	5.9	7.4
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



**Cash Flow Template  
2024-25 July Budget**

Description	Budget												TOTAL		
	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Actuals
<b>BEGINNING CASH</b>		4,514,173	4,291,809	3,891,224	4,142,462	4,089,706	3,915,550	4,230,892	4,085,132	4,043,148	4,470,792	4,369,513	4,247,135		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCRF State Aid	3,932,320	196,616	353,909	353,909	353,909	353,909	353,909	353,909	400,484	400,484	400,484	400,484	180,218	3,932,320	
EPA	1,438,037	-	359,509	359,509	-	-	359,509	-	-	386,140	-	-	386,140	(53,261)	1,438,037
In-Lieu Of Property Taxes	1,583,859	-	95,032	190,063	176,709	176,709	176,709	176,709	176,709	241,979	122,456	122,456	122,456	55,875	1,583,859
Prior Year Corrections		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	292,744	-	2,046	2,046	35,995	35,995	9,032	9,032	28,376	38,246	19,215	-	98,816	51,390	292,744
Other State	476,034	5,189	5,560	9,339	12,714	12,719	133,675	31,384	69,939	28,288	24,658	22,174	72,885	476,034	
Other Local	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000	
<b>TTL REVENUES</b>	<b>7,752,994</b>	<b>204,305</b>	<b>299,708</b>	<b>917,367</b>	<b>531,827</b>	<b>495,836</b>	<b>985,334</b>	<b>524,231</b>	<b>628,008</b>	<b>1,097,636</b>	<b>568,713</b>	<b>547,614</b>	<b>863,094</b>	<b>89,322</b>	<b>7,752,994</b>
<b>EXPENDITURES</b>															
Certificated Salaries	2,713,420	54,268	241,741	241,741	241,741	241,741	241,741	241,741	241,741	241,741	241,741	241,741	106,070	2,713,420	
Classified Salaries	940,795	37,632	82,106	82,106	82,106	82,106	82,106	82,106	82,106	82,106	82,106	82,106	35,066	940,795	
Benefits	1,375,061	55,002	120,005	120,005	120,005	120,005	120,005	120,005	120,005	120,005	120,005	120,005	51,522	1,375,061	
Books & Supplies	311,550	24,324	26,057	26,057	26,057	26,057	26,057	26,057	26,057	26,057	26,057	26,057	10,479	311,550	
Services & Operations	2,242,744	134,565	191,653	191,653	191,653	191,653	191,653	191,653	191,653	191,653	191,653	191,653	79,515	2,242,744	
Capital Outlay	121,166	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	8,430	2,372	121,166	
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENDITURES</b>	<b>7,704,736</b>	<b>314,821</b>	<b>669,992</b>	<b>669,992</b>	<b>669,992</b>	<b>669,992</b>	<b>669,992</b>	<b>669,992</b>	<b>669,992</b>	<b>669,992</b>	<b>669,992</b>	<b>669,992</b>	<b>284,755</b>	<b>405,241</b>	<b>7,704,736</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)		85,409	68,328	102,491	85,409	-	-	-	-	-	-	-	-	-	341,638
Loan Proceeds		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables		(197,257)	(98,629)	(98,629)	-	-	-	-	-	-	-	-	-	-	(98,629)
Fixed Asset Acquisitions		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>48,258</b>	<b>(111,848)</b>	<b>(30,301)</b>	<b>3,863</b>	<b>85,409</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>48,258</b>
<b>ENDING CASH BALANCE</b>		4,291,809	3,891,224	4,142,462	4,089,706	3,915,550	4,230,892	4,085,132	4,043,148	4,470,792	4,369,513	4,247,135	4,825,474		

7.1	6.4	6.8	6.7	6.4	6.7	6.4	7.0	6.7	6.7	6.7	7.2	7.0	7.9
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----





**MSA- 3**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	468.14	469.00	490.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	5,672,018	5,795,720	6,255,796
TTL Federal Revenue	519,455	525,023	224,743
TTL Other State Revenue	683,928	643,889	664,136
TTL Other Local Revenue	50,000	50,000	50,000
<b>TTL REVENUES</b>	<b>6,925,401</b>	<b>7,014,633</b>	<b>7,194,675</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	2,450,305	2,523,814	2,599,529
TTL Non-Certificated Salaries	753,317	775,917	799,194
TTL Employee Benefits	1,263,143	1,289,306	1,319,741
TTL Books/Supplies/Materials	122,583	126,261	130,049
TTL Services & Operations	2,099,145	2,162,119	2,226,983
TTL Capital Outlay	66,858	66,858	66,858
TTL Other Outgo	-	-	-
<b>TTL EXPENDITURES</b>	<b>6,755,352</b>	<b>6,944,276</b>	<b>7,142,354</b>
<b>Revenues less Expenditures</b>	<b>170,049</b>	<b>70,357</b>	<b>52,321</b>
<b>Beginning Fund Balance</b>	<b>3,146,012</b>	<b>3,316,060</b>	<b>3,386,417</b>
<b>Net Revenues</b>	<b>170,049</b>	<b>70,357</b>	<b>52,321</b>
<b>ENDING BALANCE</b>	<b>3,316,060</b>	<b>3,386,417</b>	<b>3,438,739</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>49.09%</b>	<b>48.77%</b>	<b>48.15%</b>



**MSA-3**  
**2022-23 July Budget**

Description	Budget												TOTAL		
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Acctuals
<b>BEGINNING CASH</b>		1,891,366	1,765,168	1,493,532	1,849,957	1,999,504	1,818,623	2,134,729	1,997,861	1,949,539	2,246,535	2,102,501	1,921,665		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCFR State Aid	3,070,099	153,510	276,318	276,318	276,318	276,318	276,318	276,318	276,318	276,318	276,318	276,318	276,318	-	3,070,099
EPA	1,228,722	-	307,181	-	-	307,181	-	-	-	-	-	-	307,181	-	1,228,722
In-Lieu Of Property Taxes	1,373,097	-	82,386	164,772	109,848	109,848	109,848	109,848	109,848	109,848	96,309	96,309	96,309	97,622	1,373,097
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	519,455	-	-	3,631	63,871	-	16,026	16,909	50,352	67,864	34,095	-	175,519	91,188	519,455
Other State	683,928	7,455	13,418	18,266	18,273	18,273	192,054	45,378	100,482	40,642	34,565	31,858	104,686	68,862	683,928
Other Local	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,000
<b>TTL REVENUES</b>	<b>6,925,401</b>	<b>1,651,131</b>	<b>248,051</b>	<b>769,485</b>	<b>472,470</b>	<b>408,606</b>	<b>905,593</b>	<b>452,619</b>	<b>541,166</b>	<b>886,483</b>	<b>445,453</b>	<b>408,651</b>	<b>964,179</b>	<b>257,512</b>	<b>6,925,401</b>
<b>EXPENDITURES</b>															
Certificated Salaries	2,450,305	49,006	218,300	218,300	218,300	218,300	218,300	218,300	218,300	218,300	218,300	218,300	218,300	95,785	2,450,305
Classified Salaries	753,317	30,133	65,744	65,744	65,744	65,744	65,744	65,744	65,744	65,744	65,744	65,744	65,744	28,078	753,317
Benefits	1,263,443	50,526	110,238	110,238	110,238	110,238	110,238	110,238	110,238	110,238	110,238	110,238	110,238	63,157	1,263,443
Books & Supplies	122,483	9,807	10,252	10,252	10,252	10,252	10,252	10,252	10,252	10,252	10,252	10,252	10,252	4,123	122,483
Services & Operations	2,099,145	125,949	179,381	179,381	179,381	179,381	179,381	179,381	179,381	179,381	179,381	179,381	179,381	74,424	2,099,145
Capital Outlay	66,858	5,572	5,572	5,572	5,572	5,572	5,572	5,572	5,572	5,572	5,572	5,572	5,572	3,343	66,858
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>6,755,352</b>	<b>270,991</b>	<b>589,487</b>	<b>589,487</b>	<b>589,487</b>	<b>589,487</b>	<b>589,487</b>	<b>589,487</b>	<b>589,487</b>	<b>589,487</b>	<b>589,487</b>	<b>589,487</b>	<b>589,487</b>	<b>337,768</b>	<b>6,755,352</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	1,066,260	266,565	213,252	319,878	266,565	-	-	-	-	-	-	-	-	-	1,066,260
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	573,806	(286,993)	(143,452)	(143,452)	-	-	-	-	-	-	-	-	-	-	(573,806)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>170,049</b>	<b>(20,338)</b>	<b>69,801</b>	<b>176,427</b>	<b>266,565</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>170,049</b>
<b>ENDING CASH BALANCE</b>		1,765,168	1,493,532	1,849,957	1,999,504	1,818,623	2,134,729	1,997,861	1,949,539	2,246,535	2,102,501	1,921,665	2,634,124		

3.1	2.7	3.3	3.6	3.2	3.8	3.5	3.5	3.5	3.5	4.0	3.7	3.4	4.7
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Months Cash on Hand



**Cash Flow Template  
2023-24 July Budget**

Description	Budget												Accruals	TOTAL
	July	August	September	October	November	December	January	February	March	April	May	June		
<b>BEGINNING CASH</b>	2,634,124	2,423,442	2,039,869	2,208,676	2,151,730	1,965,856	2,267,533	2,124,268	2,066,683	2,358,817	2,209,178	2,022,530		
<b>CASH INFLOWS</b>														
<b>REVENUES</b>														
LCFF State Aid	159,456	159,456	287,021	287,021	287,021	287,021	287,021	287,021	287,021	287,021	287,021	287,021	287,021	3,189,122
EPA	-	-	307,745	-	-	307,745	-	-	307,745	-	-	307,745	-	1,230,979
In-Lieu Of Property Taxes	-	82,537	165,074	110,050	110,050	110,050	110,050	110,050	190,661	96,486	96,486	96,486	97,641	1,375,619
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	-	-	3,070	64,556	-	16,198	17,090	50,892	68,592	34,460	177,401	98,265	92,165	525,023
Other State	7,018	7,521	12,633	17,197	17,204	186,811	42,721	94,600	38,263	32,541	29,992	98,537	64,890	643,889
Other Local	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,000
<b>TTL REVENUES</b>	<b>170,641</b>	<b>253,681</b>	<b>780,309</b>	<b>482,990</b>	<b>418,441</b>	<b>905,991</b>	<b>461,049</b>	<b>546,728</b>	<b>896,448</b>	<b>454,675</b>	<b>417,666</b>	<b>971,377</b>	<b>254,637</b>	<b>7,014,633</b>
<b>EXPENDITURES</b>														
Certificated Salaries	50,476	224,849	224,849	224,849	224,849	224,849	224,849	224,849	224,849	224,849	224,849	224,849	224,849	2,523,814
Classified Salaries	31,037	67,716	67,716	67,716	67,716	67,716	67,716	67,716	67,716	67,716	67,716	67,716	67,716	775,917
Benefits	5,572	112,521	112,521	112,521	112,521	112,521	112,521	112,521	112,521	112,521	112,521	112,521	112,521	1,289,306
Books & Supplies	10,101	10,560	10,560	10,560	10,560	10,560	10,560	10,560	10,560	10,560	10,560	10,560	10,560	126,261
Services & Operations	129,727	184,763	184,763	184,763	184,763	184,763	184,763	184,763	184,763	184,763	184,763	184,763	184,763	2,162,119
Capital Outlay	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	66,858
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>276,818</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>604,314</b>	<b>6,944,276</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>														
Accounts Receivable (net change)	64,378	51,502	77,254	64,378	-	-	-	-	-	-	-	-	-	257,512
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	(168,884)	(84,442)	(84,442)	-	-	-	-	-	-	-	-	-	-	(337,768)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>(104,506)</b>	<b>(32,940)</b>	<b>(7,188)</b>	<b>64,378</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,357</b>
<b>ENDING CASH BALANCE</b>	<b>2,423,442</b>	<b>2,039,869</b>	<b>2,208,676</b>	<b>2,151,730</b>	<b>1,965,856</b>	<b>2,267,533</b>	<b>2,124,268</b>	<b>2,066,683</b>	<b>2,358,817</b>	<b>2,209,178</b>	<b>2,022,530</b>	<b>2,736,806</b>		

4.3	3.6	3.9	3.8	3.5	4.0	3.8	3.7	4.2	3.9	3.6	4.9
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



**Cash Flow Template  
2024-25 July Budget**

Description	Budget												TOTAL		
	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals
<b>BEGINNING CASH</b>		2,756,806	2,520,211	2,132,509	2,326,169	2,250,661	2,083,866	2,414,281	2,281,123	2,253,712	2,607,084	2,500,426	2,376,387		
<b>CASH INFLOWS</b>															
REVENUES															
LCFF State Aid	3,532,484	176,624	176,624	317,924	317,924	317,924	317,924	317,924	355,693	355,693	355,693	355,693	160,062	6,782	3,532,484
EPA	1,286,098	-	321,524	-	-	-	321,524	-	335,304	335,304	-	-	335,304	(27,559)	1,286,098
In-Lieu Of Property Taxes	1,437,214	-	86,233	172,466	114,977	114,977	114,977	114,977	210,987	210,987	106,772	106,772	106,772	72,326	1,437,214
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	224,743	-	-	1,571	27,634	-	6,934	7,316	21,785	29,362	14,751	30,936	75,839	39,453	224,743
Other State	664,136	7,239	7,757	13,030	17,738	17,744	186,496	44,065	97,574	39,466	33,565	30,936	101,657	66,869	664,136
Other Local	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,000
<b>TTL REVENUES</b>	<b>7,194,675</b>	<b>188,030</b>	<b>274,781</b>	<b>830,681</b>	<b>482,439</b>	<b>454,812</b>	<b>952,022</b>	<b>488,448</b>	<b>594,196</b>	<b>974,979</b>	<b>514,948</b>	<b>497,568</b>	<b>783,900</b>	<b>157,870</b>	<b>7,194,675</b>
<b>EXPENDITURES</b>															
Certificated Salaries	2,599,529	51,991	231,594	231,594	231,594	231,594	231,594	231,594	231,594	231,594	231,594	231,594	101,418	129,976	2,599,529
Classified Salaries	799,194	31,968	69,748	69,748	69,748	69,748	69,748	69,748	69,748	69,748	69,748	69,748	29,788	39,960	799,194
Benefits	1,319,741	52,790	115,177	115,177	115,177	115,177	115,177	115,177	115,177	115,177	115,177	115,177	49,190	65,987	1,319,741
Books & Supplies	130,049	10,404	10,877	10,877	10,877	10,877	10,877	10,877	10,877	10,877	10,877	10,877	4,374	6,502	130,049
Services & Operations	2,226,983	133,619	190,306	190,306	190,306	190,306	190,306	190,306	190,306	190,306	190,306	190,306	78,557	111,349	2,226,983
Capital Outlay	66,858	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	3,905	562	23,347	66,858
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>7,142,354</b>	<b>284,675</b>	<b>621,607</b>	<b>621,607</b>	<b>621,607</b>	<b>621,607</b>	<b>621,607</b>	<b>621,607</b>	<b>621,607</b>	<b>621,607</b>	<b>621,607</b>	<b>621,607</b>	<b>264,489</b>	<b>377,122</b>	<b>7,142,354</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	-	63,659	50,927	76,391	63,659	-	-	-	-	-	-	-	-	-	254,637
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	(183,609)	(91,804)	(91,804)	-	-	-	-	-	-	-	-	-	-	(967,218)
<b>NET INFLOWS/OUTFLOWS</b>	<b>52,321</b>	<b>(119,950)</b>	<b>(40,877)</b>	<b>(15,413)</b>	<b>63,659</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>52,321</b>
<b>ENDING CASH BALANCE</b>		2,520,211	2,132,509	2,326,169	2,250,661	2,083,866	2,414,281	2,281,123	2,253,712	2,607,084	2,500,426	2,376,387	2,895,798		
<b>Months Cash on Hand</b>	4.5	3.8	4.1	4.0	3.7	4.3	4.1	4.0	4.6	4.4	4.2	5.1			



**MSA- 4**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	121.71	136.00	140.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	1,642,771	1,845,580	1,916,311
TTL Federal Revenue	88,644	95,150	97,793
TTL Other State Revenue	319,913	130,016	133,528
TTL Other Local Revenue	50,000	50,000	50,000
<b>TTL REVENUES</b>	<b>2,101,328</b>	<b>2,120,746</b>	<b>2,197,631</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	909,047	936,319	964,408
TTL Non-Certificated Salaries	145,489	149,853	154,349
TTL Employee Benefits	430,120	431,448	445,317
TTL Books/Supplies/Materials	39,926	41,124	42,358
TTL Services & Operations	503,970	519,089	534,662
TTL Capital Outlay	31,023	31,023	31,023
TTL Other Outgo	-	-	-
<b>TTL EXPENDITURES</b>	<b>2,059,576</b>	<b>2,108,856</b>	<b>2,172,117</b>
<b>Revenues less Expenditures</b>	<b>41,752</b>	<b>11,890</b>	<b>25,514</b>
<b>Beginning Fund Balance</b>	<b>1,485,342</b>	<b>1,527,094</b>	<b>1,538,984</b>
<b>Net Revenues</b>	<b>41,752</b>	<b>11,890</b>	<b>25,514</b>
<b>ENDING BALANCE</b>	<b>1,527,094</b>	<b>1,538,984</b>	<b>1,564,498</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>74.15%</b>	<b>72.98%</b>	<b>72.03%</b>



**MSA - 4  
2022-23 July Budget**

Description	Budget												TOTAL	
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June
<b>BEGINNING CASH</b>		1,275,763	1,293,619	1,238,016	1,368,860	1,418,991	1,364,507	1,480,890	1,441,969	1,434,531	1,509,855	1,465,290	1,413,640	
<b>CASH INFLOWS</b>														
REVENUES	938,606	46,920	46,920	84,457	84,457	84,457	84,457	84,457	84,457	84,457	84,457	84,457	84,457	-
LCEE State Aid	347,379	-	-	86,845	-	86,845	-	86,845	-	86,845	-	86,845	-	-
EPA	356,986	-	-	42,838	-	28,559	-	28,559	-	49,478	-	25,039	-	25,039
In-Lieu Of Property Taxes	-	-	21,419	-	-	-	-	-	-	-	-	-	-	-
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	88,644	-	-	620	10,899	2,735	2,885	8,592	11,581	5,818	11,581	29,952	15,561	88,644
Other State	319,913	3,487	3,737	6,276	8,544	8,547	89,835	21,226	47,001	10,011	16,188	14,902	48,968	319,913
Other Local	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	50,000
<b>TTL REVENUES</b>	<b>2,101,328</b>	<b>54,574</b>	<b>76,243</b>	<b>225,202</b>	<b>136,626</b>	<b>125,730</b>	<b>296,597</b>	<b>141,293</b>	<b>172,776</b>	<b>255,538</b>	<b>135,648</b>	<b>128,564</b>	<b>279,427</b>	<b>73,110</b>
<b>EXPENDITURES</b>														
Certificated Salaries	909,047	18,181	80,988	80,988	80,988	80,988	80,988	80,988	80,988	80,988	80,988	80,988	80,988	45,452
Classified Salaries	145,489	5,820	12,697	12,697	12,697	12,697	12,697	12,697	12,697	12,697	12,697	12,697	12,697	7,774
Benefits	430,120	17,005	37,538	37,538	37,538	37,538	37,538	37,538	37,538	37,538	37,538	37,538	37,538	21,506
Books & Supplies	39,926	3,194	3,339	3,339	3,339	3,339	3,339	3,339	3,339	3,339	3,339	3,339	3,339	1,996
Services & Operations	503,970	30,238	43,067	43,067	43,067	43,067	43,067	43,067	43,067	43,067	43,067	43,067	43,067	25,198
Capital Outlay	31,023	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	2,585	1,034
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>2,059,576</b>	<b>77,223</b>	<b>180,214</b>	<b>180,214</b>	<b>180,214</b>	<b>180,214</b>	<b>180,214</b>	<b>180,214</b>	<b>180,214</b>	<b>180,214</b>	<b>180,214</b>	<b>180,214</b>	<b>180,214</b>	<b>102,979</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>														
Accounts Receivable (net change)	374,876	93,719	74,975	112,463	93,719	-	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	106,428	(63,214)	(26,607)	(26,607)	-	-	-	-	-	-	-	-	-	(106,428)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>41,752</b>	<b>40,505</b>	<b>48,368</b>	<b>85,856</b>	<b>93,719</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING CASH BALANCE</b>		<b>1,293,619</b>	<b>1,238,016</b>	<b>1,366,860</b>	<b>1,418,991</b>	<b>1,364,507</b>	<b>1,480,890</b>	<b>1,441,969</b>	<b>1,434,531</b>	<b>1,509,855</b>	<b>1,465,290</b>	<b>1,413,640</b>	<b>1,615,831</b>	

7.5	7.2	8.0	8.3	8.6	8.4	8.8	8.5	8.2	8.4	8.8	8.5	8.2	8.4	9.4
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



**Cash Flow Template  
2023-24 July Budget**

Description	2023-24 July Budget												TOTAL	
	July	August	September	October	November	December	January	February	March	April	May	June		Accruals
<b>BEGINNING CASH</b>	1,615,831	1,563,797	1,452,354	1,513,235	1,495,164	1,447,118	1,532,084	1,492,287	1,469,092	1,558,145	1,515,507	1,466,110	-	1,058,515
<b>CASH INFLOWS</b>														
REVENUES														
LCFF State Aid	-	-	-	-	-	-	-	-	-	-	-	-	-	388,165
EPA	52,296	52,296	95,266	95,266	95,266	95,266	95,266	95,266	95,266	95,266	95,266	95,266	95,266	95,266
In-Lieu Of Property Taxes	-	-	97,041	97,041	97,041	97,041	97,041	97,041	97,041	97,041	97,041	97,041	97,041	97,041
Prior Year Corrections	-	29,934	47,868	31,912	31,912	31,912	31,912	31,912	31,912	31,912	31,912	31,912	31,912	31,912
Federal	-	-	665	11,689	2,936	2,936	3,097	9,223	12,431	6,245	-	-	-	16,703
Other State	1,417	1,519	2,551	3,472	3,474	3,650	8,626	19,102	7,716	6,571	6,056	19,901	13,091	95,150
Other Local	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167
<b>TTL REVENUES</b>	58,510	82,545	247,558	146,517	134,919	267,832	145,069	159,670	271,919	140,228	133,468	276,505	58,108	2,120,746
<b>EXPENDITURES</b>														
Certificated Salaries	18,726	83,417	83,417	83,417	83,417	83,417	83,417	83,417	83,417	83,417	83,417	83,417	83,417	936,319
Classified Salaries	5,994	13,078	13,078	13,078	13,078	13,078	13,078	13,078	13,078	13,078	13,078	13,078	13,078	149,853
Benefits	17,258	37,654	37,654	37,654	37,654	37,654	37,654	37,654	37,654	37,654	37,654	37,654	37,654	431,448
Books & Supplies	3,290	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	3,439	41,124
Services & Operations	31,145	44,359	44,359	44,359	44,359	44,359	44,359	44,359	44,359	44,359	44,359	44,359	44,359	519,089
Capital Outlay	918	918	918	918	918	918	918	918	918	918	918	918	918	31,023
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	77,332	182,865	182,865	182,865	182,865	182,865	182,865	182,865	182,865	182,865	182,865	182,865	182,865	2,108,856
<b>OTHER CASH INFLOWS/OUTFLOWS</b>														
Accounts Receivable (net change)	18,278	14,622	21,933	18,278	-	-	-	-	-	-	-	-	-	73,110
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	(51,489)	(25,745)	(25,745)	(25,745)	-	-	-	-	-	-	-	-	-	(102,979)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	(33,212)	(11,123)	(3,812)	18,278	-	-	-	-	-	-	-	-	-	11,890
<b>ENDING CASH BALANCE</b>	1,563,797	1,452,354	1,513,235	1,495,164	1,447,118	1,532,084	1,492,287	1,469,092	1,558,145	1,515,507	1,466,110	1,665,192	-	-
<b>Months Cash on Hand</b>	9.1	8.5	8.8	8.7	8.4	8.9	8.7	8.6	9.1	8.8	8.5	9.7	-	-



**Cash Flow Template  
2024-25 July Budget**

Description	Budget												TOTAL	
	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May		June
<b>BEGINNING CASH</b>		<b>1,665,192</b>	<b>1,598,261</b>	<b>1,475,785</b>	<b>1,529,641</b>	<b>1,507,920</b>	<b>1,459,649</b>	<b>1,548,219</b>	<b>1,508,423</b>	<b>1,490,915</b>	<b>1,594,080</b>	<b>1,557,730</b>	<b>1,514,432</b>	
<b>CASH INFLOWS</b>														
<b>REVENUES</b>														
LCFF State Aid	1,106,098	55,305	55,305	99,549	99,549	99,549	99,549	99,549	104,783	104,783	104,783	104,783	47,132	31,460
EPA	399,581	-	-	99,895	-	-	99,895	-	-	102,750	-	-	102,750	(5,708)
In-Lieu Of Property Taxes	410,632	-	24,638	49,276	32,851	32,851	32,851	32,851	32,851	59,159	29,938	29,938	29,938	23,492
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	97,793	-	683	683	12,024	-	3,017	3,183	9,479	12,776	6,419	-	33,043	17,167
Other State	133,528	1,455	1,560	2,620	3,566	3,566	37,496	8,859	19,618	7,935	6,748	6,220	20,439	13,444
Other Local	30,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-
<b>TTL REVENUES</b>	<b>2,197,631</b>	<b>60,927</b>	<b>85,669</b>	<b>256,190</b>	<b>152,157</b>	<b>140,134</b>	<b>276,974</b>	<b>148,609</b>	<b>170,897</b>	<b>291,569</b>	<b>152,055</b>	<b>145,107</b>	<b>237,488</b>	<b>79,855</b>
<b>EXPENDITURES</b>														
Certificated Salaries	964,408	19,288	85,920	85,920	85,920	85,920	85,920	85,920	85,920	85,920	85,920	85,920	37,700	48,220
Classified Salaries	154,349	6,174	13,470	13,470	13,470	13,470	13,470	13,470	13,470	13,470	13,470	13,470	5,753	7,717
Benefits	445,317	17,813	38,864	38,864	38,864	38,864	38,864	38,864	38,864	38,864	38,864	38,864	16,598	22,266
Books & Supplies	42,358	3,389	3,543	3,543	3,543	3,543	3,543	3,543	3,543	3,543	3,543	3,543	1,425	42,358
Services & Operations	534,662	32,080	45,689	45,689	45,689	45,689	45,689	45,689	45,689	45,689	45,689	45,689	18,956	26,733
Capital Outlay	31,023	918	918	918	918	918	918	918	918	918	918	918	(633)	21,555
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>2,172,117</b>	<b>79,661</b>	<b>188,405</b>	<b>188,405</b>	<b>188,405</b>	<b>188,405</b>	<b>188,405</b>	<b>188,405</b>	<b>188,405</b>	<b>188,405</b>	<b>188,405</b>	<b>188,405</b>	<b>79,799</b>	<b>128,610</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>														
Accounts Receivable (net change)	-	14,527	11,622	17,432	14,527	-	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	(62,723)	(31,362)	(31,362)	-	-	-	-	-	-	-	-	-	(125,447)
<b>NET INFLOWS/OUTFLOWS</b>	<b>25,514</b>	<b>(48,196)</b>	<b>(19,740)</b>	<b>(13,929)</b>	<b>14,527</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING CASH BALANCE</b>		<b>1,598,261</b>	<b>1,475,785</b>	<b>1,529,641</b>	<b>1,507,920</b>	<b>1,459,649</b>	<b>1,548,219</b>	<b>1,508,423</b>	<b>1,490,915</b>	<b>1,594,080</b>	<b>1,557,730</b>	<b>1,514,432</b>	<b>1,672,122</b>	
<b>Months Cash on Hand</b>	<b>9.3</b>	<b>8.6</b>	<b>8.9</b>	<b>8.8</b>	<b>8.8</b>	<b>8.5</b>	<b>9.0</b>	<b>8.8</b>	<b>8.7</b>	<b>9.3</b>	<b>9.1</b>	<b>8.8</b>	<b>9.7</b>	





**MSA- 5**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	266.75	267.00	267.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	3,407,360	3,514,757	3,639,212
TTL Federal Revenue	528,326	532,415	176,241
TTL Other State Revenue	598,187	504,265	519,166
TTL Other Local Revenue	30,000	30,000	30,000
<b>TTL REVENUES</b>	<b>4,563,873</b>	<b>4,581,437</b>	<b>4,364,619</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	1,522,233	1,567,900	1,614,937
TTL Non-Certificated Salaries	374,041	385,262	396,820
TTL Employee Benefits	657,056	683,143	706,018
TTL Books/Supplies/Materials	101,039	104,071	107,193
TTL Services & Operations	1,103,442	1,136,545	1,170,642
TTL Capital Outlay	56,886	56,886	56,886
TTL Other Outgo	-	-	-
<b>TTL EXPENDITURES</b>	<b>3,814,697</b>	<b>3,933,806</b>	<b>4,052,495</b>
<b>Revenues less Expenditures</b>	<b>749,177</b>	<b>647,630</b>	<b>312,124</b>
<b>Beginning Fund Balance</b>	<b>3,831,813</b>	<b>4,580,989</b>	<b>5,228,619</b>
<b>Net Revenues</b>	<b>749,177</b>	<b>647,630</b>	<b>312,124</b>
<b>ENDING BALANCE</b>	<b>4,580,989</b>	<b>5,228,619</b>	<b>5,540,743</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>120.09%</b>	<b>132.92%</b>	<b>136.72%</b>

**MSA- 5**  
**2022-23 July Budget**



Description	Budget												TOTAL	
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June
<b>BEGINNING CASH</b>		2,480,736	2,475,943	2,344,053	2,556,396	2,636,577	2,558,083	2,822,123	2,784,533	2,829,153	3,059,335	3,022,053	2,947,725	
<b>CASH INFLOWS</b>														
REVENUES	1,928,002	96,400	96,400	173,520	173,520	173,520	173,520	173,520	173,520	173,520	173,520	173,520	173,520	-
LCFF State Aid	686,957	-	-	174,239	-	-	174,239	-	-	174,239	-	-	174,239	-
EPA	782,401	-	46,344	93,888	62,592	62,592	62,592	62,592	62,592	106,441	54,878	54,878	54,878	55,535
In-Lieu Of Property Taxes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Prior Year Corrections	528,326	-	-	3,693	-	-	16,300	17,198	51,212	69,023	34,677	-	176,517	92,745
Federal	598,187	6,520	6,987	11,736	15,976	15,982	167,977	39,689	87,885	35,547	30,232	27,864	91,582	598,187
Other State	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
Other Local														
<b>TTL REVENUES</b>	<b>4,563,873</b>	<b>105,420</b>	<b>152,831</b>	<b>459,576</b>	<b>319,551</b>	<b>254,595</b>	<b>597,129</b>	<b>295,499</b>	<b>377,709</b>	<b>563,271</b>	<b>295,807</b>	<b>258,762</b>	<b>675,216</b>	<b>208,509</b>
<b>EXPENDITURES</b>														
Certificated Salaries	1,522,233	30,445	135,617	135,617	135,617	135,617	135,617	135,617	135,617	135,617	135,617	135,617	135,617	76,112
Classified Salaries	374,041	14,962	32,644	32,644	32,644	32,644	32,644	32,644	32,644	32,644	32,644	32,644	32,644	18,702
Benefits	657,056	26,282	57,343	57,343	57,343	57,343	57,343	57,343	57,343	57,343	57,343	57,343	24,490	32,653
Books & Supplies	101,039	8,083	8,451	8,451	8,451	8,451	8,451	8,451	8,451	8,451	8,451	8,451	3,399	5,052
Services & Operations	1,103,442	66,207	94,294	94,294	94,294	94,294	94,294	94,294	94,294	94,294	94,294	94,294	39,122	55,172
Capital Outlay	56,886	4,740	4,740	4,740	4,740	4,740	4,740	4,740	4,740	4,740	4,740	4,740	1,896	2,844
Other Outgo														
<b>TTL EXPENSES</b>	<b>3,814,697</b>	<b>150,719</b>	<b>333,089</b>	<b>333,089</b>	<b>333,089</b>	<b>333,089</b>	<b>333,089</b>	<b>333,089</b>	<b>333,089</b>	<b>333,089</b>	<b>333,089</b>	<b>333,089</b>	<b>142,354</b>	<b>190,735</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>														
Accounts Receivable (net change)	374,876	93,719	74,975	112,463	93,719	-	-	-	-	-	-	-	-	-
Loan Proceeds														
Loan Repayments														
Net Change in Payables														
Fixed Asset Acquisitions	106,428	(53,214)	(26,607)	(26,607)	(26,607)	(26,607)	(26,607)	(26,607)	(26,607)	(26,607)	(26,607)	(26,607)	(26,607)	(106,428)
Other Inflows/(Outflows)														
<b>NET INFLOWS/OUTFLOWS</b>	<b>749,177</b>	<b>40,505</b>	<b>48,368</b>	<b>85,856</b>	<b>93,719</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING CASH BALANCE</b>		<b>2,475,943</b>	<b>2,344,053</b>	<b>2,556,396</b>	<b>2,636,577</b>	<b>2,558,083</b>	<b>2,822,123</b>	<b>2,784,533</b>	<b>2,829,153</b>	<b>3,059,335</b>	<b>3,022,053</b>	<b>2,947,725</b>	<b>3,480,587</b>	

7.8	7.4	8.0	8.3	8.0	8.9	8.8	8.9	9.6	9.5	9.3	10.9
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------

Months Cash on Hand



**Cash Flow Template  
2022-23 July Budget**

Description	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Actuals	TOTAL
<b>BEGINNING CASH</b>		3,480,587	3,393,358	3,202,626	3,343,220	3,380,663	3,300,519	3,539,334	3,496,505	3,528,582	3,754,783	3,713,875	3,636,025		
<b>CASH INFLOWS</b>															
REVENUES															
LFFF State Aid	2,034,012	101,701	101,701	183,061	183,061	183,061	183,061	183,061	183,061	183,061	183,061	183,061	183,061	-	2,034,012
EPA	687,610	-	174,403	174,403	-	-	174,403	-	-	174,403	-	-	174,403	-	687,610
In-Lieu Of Property Taxes	783,135	-	46,988	93,976	62,651	62,651	62,651	62,651	62,651	106,542	54,929	54,929	54,929	55,587	783,135
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	532,415	-	3,721	3,721	65,465	-	16,426	17,331	51,608	68,557	34,946	-	179,898	93,463	532,415
Other State	504,265	5,486	5,890	9,893	13,468	13,473	141,603	33,458	74,086	29,956	25,485	23,489	77,186	50,772	504,265
Other Local	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	30,000
<b>TTL REVENUES</b>	<b>4,581,437</b>	<b>109,697</b>	<b>157,079</b>	<b>467,554</b>	<b>327,145</b>	<b>261,685</b>	<b>580,644</b>	<b>299,000</b>	<b>373,906</b>	<b>568,029</b>	<b>300,921</b>	<b>263,979</b>	<b>671,977</b>	<b>199,622</b>	<b>4,581,437</b>
<b>EXPENDITURES</b>															
Certificated Salaries	1,567,900	31,358	139,686	139,686	139,686	139,686	139,686	139,686	139,686	139,686	139,686	139,686	61,291	78,395	1,567,900
Classified Salaries	385,262	15,410	33,623	33,623	33,623	33,623	33,623	33,623	33,623	33,623	33,623	33,623	14,360	19,263	385,262
Benefits	683,143	27,326	59,620	59,620	59,620	59,620	59,620	59,620	59,620	59,620	59,620	59,620	25,463	34,157	683,143
Books & Supplies	104,071	8,326	8,704	8,704	8,704	8,704	8,704	8,704	8,704	8,704	8,704	8,704	3,501	5,204	104,071
Services & Operations	1,136,545	68,193	97,123	97,123	97,123	97,123	97,123	97,123	97,123	97,123	97,123	97,123	40,296	56,827	1,136,545
Capital Outlay	56,886	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	229	22,848	56,886
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>3,933,806</b>	<b>153,686</b>	<b>341,829</b>	<b>341,829</b>	<b>341,829</b>	<b>341,829</b>	<b>341,829</b>	<b>341,829</b>	<b>341,829</b>	<b>341,829</b>	<b>341,829</b>	<b>341,829</b>	<b>145,138</b>	<b>216,694</b>	<b>3,933,806</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	-	52,127	41,702	62,553	52,127	-	-	-	-	-	-	-	-	-	208,509
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	(47,684)	(47,684)	-	-	-	-	-	-	-	-	-	-	(100,735)
<b>NET INFLOWS/OUTFLOWS</b>	<b>647,630</b>	<b>(43,240)</b>	<b>(5,982)</b>	<b>14,869</b>	<b>52,127</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>647,630</b>
<b>ENDING CASH BALANCE</b>		<b>3,393,358</b>	<b>3,202,626</b>	<b>3,343,220</b>	<b>3,380,663</b>	<b>3,300,519</b>	<b>3,539,334</b>	<b>3,496,505</b>	<b>3,528,582</b>	<b>3,754,783</b>	<b>3,713,875</b>	<b>3,636,025</b>	<b>4,162,863</b>		
<b>Months Cash on Hand</b>		10.7	10.1	10.5	10.6	10.4	11.1	11.0	11.1	11.8	11.7	11.4	13.1		



**Cash Flow Template  
2022-23 July Budget**

Description	Budget												TOTAL			
	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals	
<b>BEGINNING CASH</b>		4,162,863	4,062,254	3,859,321	3,989,453	4,100,197	4,021,282	4,254,123	4,201,519	4,215,782	4,410,856	4,361,844	4,299,209			
<b>CASH INFLOWS</b>																
<b>REVENUES</b>																
LCFF State Aid	2,158,467	107,923	107,923	194,262	194,262	194,262	194,262	194,262	207,952	207,952	207,952	207,952	207,952	93,578	45,923	
EPA	697,610	-	-	174,403	-	-	174,403	-	-	174,403	-	-	-	174,403	-	
In-lieu Of Property Taxes	783,135	-	46,988	93,976	62,651	62,651	62,651	62,651	62,651	108,542	54,929	54,929	54,929	55,887	783,135	
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Federal	176,241	-	-	1,232	21,670	5,437	5,737	17,083	17,083	23,025	11,568	-	-	59,550	30,938	
Other State	519,166	5,659	6,064	10,186	13,866	13,871	145,787	34,446	76,275	30,851	26,238	24,183	79,467	52,773	519,166	
Other Local	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000	
<b>TTL REVENUES</b>	<b>4,364,619</b>	<b>116,082</b>	<b>163,475</b>	<b>476,558</b>	<b>294,949</b>	<b>273,284</b>	<b>585,040</b>	<b>299,596</b>	<b>366,462</b>	<b>547,274</b>	<b>303,187</b>	<b>289,564</b>	<b>464,427</b>	<b>184,721</b>	<b>4,364,619</b>	
<b>EXPENDITURES</b>																
Certificated Salaries	1,614,937	32,299	143,876	143,876	143,876	143,876	143,876	143,876	143,876	143,876	143,876	143,876	143,876	63,129	80,747	
Classified Salaries	396,820	15,873	34,632	34,632	34,632	34,632	34,632	34,632	34,632	34,632	34,632	34,632	34,632	14,791	19,841	
Benefits	706,018	25,241	61,616	61,616	61,616	61,616	61,616	61,616	61,616	61,616	61,616	61,616	61,616	26,315	35,801	
Books & Supplies	107,193	8,575	8,965	8,965	8,965	8,965	8,965	8,965	8,965	8,965	8,965	8,965	8,965	3,606	5,360	
Services & Operations	1,170,442	70,239	100,037	100,037	100,037	100,037	100,037	100,037	100,037	100,037	100,037	100,037	100,037	41,505	58,532	
Capital Outlay	56,886	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	3,073	229	22,848	
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>TTL EXPENSES</b>	<b>4,052,495</b>	<b>158,300</b>	<b>352,199</b>	<b>352,199</b>	<b>352,199</b>	<b>352,199</b>	<b>352,199</b>	<b>352,199</b>	<b>352,199</b>	<b>352,199</b>	<b>352,199</b>	<b>352,199</b>	<b>352,199</b>	<b>149,574</b>	<b>222,629</b>	
<b>OTHER CASH INFLOWS/OUTFLOWS</b>																
Accounts Receivable (net change)	-	49,955	39,964	59,947	167,994	-	-	-	-	-	-	-	-	-	-	317,861
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Net Change in Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Inflows/(Outflows)	-	(108,347)	(54,174)	(54,174)	-	-	-	-	-	-	-	-	-	-	(216,694)	
<b>NET INFLOWS/OUTFLOWS</b>	<b>312,124</b>	<b>(58,392)</b>	<b>(14,209)</b>	<b>5,773</b>	<b>167,994</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>ENDING CASH BALANCE</b>		<b>4,062,254</b>	<b>3,859,321</b>	<b>3,989,453</b>	<b>4,100,197</b>	<b>4,021,282</b>	<b>4,254,123</b>	<b>4,201,519</b>	<b>4,215,782</b>	<b>4,410,856</b>	<b>4,361,844</b>	<b>4,299,209</b>	<b>4,614,061</b>			
<b>Months Cash on Hand</b>		12.8	12.1	12.5	12.9	12.6	13.4	13.2	13.3	13.9	13.7	13.5	14.5			



**MSA- 6**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	127.32	132.00	132.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	1,507,772	1,603,661	1,657,332
TTL Federal Revenue	105,840	108,354	111,032
TTL Other State Revenue	155,574	107,086	110,877
TTL Other Local Revenue	30,000	30,000	30,000
<b>TTL REVENUES</b>	<b>1,799,187</b>	<b>1,849,101</b>	<b>1,909,241</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	750,232	772,739	795,921
TTL Non-Certificated Salaries	78,762	81,125	83,559
TTL Employee Benefits	380,384	354,331	365,464
TTL Books/Supplies/Materials	54,035	55,656	57,326
TTL Services & Operations	480,487	494,902	509,749
TTL Capital Outlay	34,126	34,126	34,126
TTL Other Outgo	-	-	-
<b>TTL EXPENDITURES</b>	<b>1,778,026</b>	<b>1,792,878</b>	<b>1,846,144</b>
<b>Revenues less Expenditures</b>	<b>21,161</b>	<b>56,223</b>	<b>63,097</b>
<b>Beginning Fund Balance</b>	<b>2,905,919</b>	<b>2,927,081</b>	<b>2,983,304</b>
<b>Net Revenues</b>	<b>21,161</b>	<b>56,223</b>	<b>63,097</b>
<b>ENDING BALANCE</b>	<b>2,927,081</b>	<b>2,983,304</b>	<b>3,046,401</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>164.63%</b>	<b>166.40%</b>	<b>165.01%</b>



MSA- 6  
2022-23 July Budget

Description	2022-23 Budget												TOTAL	
	July	August	September	October	November	December	January	February	March	April	May	June		Accruals
<b>BEGINNING CASH</b>	<b>2,597,022</b>	<b>2,506,120</b>	<b>2,387,510</b>	<b>2,404,301</b>	<b>2,380,291</b>	<b>2,336,590</b>	<b>2,410,656</b>	<b>2,376,567</b>	<b>2,361,826</b>	<b>2,433,895</b>	<b>2,397,166</b>	<b>2,352,873</b>		
<b>CASH INFLOWS</b>														
REVENUES														
LCFF State Aid	41,722	41,722	75,100	75,100	75,100	75,100	75,100	75,100	75,100	75,100	75,100	75,100	75,100	75,100
EPA	-	74,970	74,970	-	-	74,970	-	-	74,970	-	-	74,970	-	74,970
In-Lieu Of Property Taxes	-	44,313	44,313	29,875	29,875	29,875	29,875	29,875	51,759	26,193	26,193	26,193	26,507	26,507
Prior Year Corrections	-	-	-	13,014	3,265	3,445	3,445	10,259	13,827	6,947	35,763	35,763	18,580	18,580
Federal	1,696	1,817	3,052	4,155	4,157	43,687	10,322	22,857	9,245	7,863	7,247	23,813	15,664	15,664
Other State	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Other Local	30,000													
<b>TTL REVENUES</b>	<b>45,918</b>	<b>66,446</b>	<b>201,176</b>	<b>124,645</b>	<b>111,632</b>	<b>229,398</b>	<b>121,243</b>	<b>140,592</b>	<b>227,402</b>	<b>118,603</b>	<b>111,040</b>	<b>238,340</b>	<b>60,751</b>	<b>1,799,187</b>
<b>EXPENDITURES</b>														
Certificated Salaries	15,005	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839	66,839
Classified Salaries	3,150	6,874	6,874	6,874	6,874	6,874	6,874	6,874	6,874	6,874	6,874	6,874	6,874	6,874
Benefits	15,215	33,197	33,197	33,197	33,197	33,197	33,197	33,197	33,197	33,197	33,197	33,197	33,197	33,197
Books & Supplies	4,323	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519
Services & Operations	28,829	41,060	41,060	41,060	41,060	41,060	41,060	41,060	41,060	41,060	41,060	41,060	41,060	41,060
Capital Outlay	2,844	2,844	2,844	2,844	2,844	2,844	2,844	2,844	2,844	2,844	2,844	2,844	2,844	2,844
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>69,366</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>155,333</b>	<b>1,778,026</b>
<b>OTHER CASH INFLOWS/(OUTFLOWS)</b>														
Accounts Receivable (net change)	6,678	5,342	8,013	6,678	-	-	-	-	-	-	-	-	-	26,711
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	(74,132)	(97,066)	(97,066)	(97,066)	(97,066)	(97,066)	(97,066)	(97,066)	(97,066)	(97,066)	(97,066)	(97,066)	(97,066)	(148,263)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/(OUTFLOWS)</b>	<b>21,161</b>	<b>(67,454)</b>	<b>(31,724)</b>	<b>6,678</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,161</b>
<b>ENDING CASH BALANCE</b>	<b>2,506,120</b>	<b>2,387,510</b>	<b>2,404,301</b>	<b>2,380,291</b>	<b>2,336,590</b>	<b>2,410,656</b>	<b>2,376,567</b>	<b>2,361,826</b>	<b>2,433,895</b>	<b>2,397,166</b>	<b>2,352,873</b>	<b>2,524,782</b>		
<b>Months Cash on Hand</b>	<b>16.9</b>	<b>16.1</b>	<b>16.2</b>	<b>16.1</b>	<b>15.8</b>	<b>16.3</b>	<b>16.0</b>	<b>15.9</b>	<b>16.4</b>	<b>16.2</b>	<b>15.9</b>	<b>17.0</b>		



**Cash Flow Template  
2024-25 July Budget**

Description	Budget												TOTAL	
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June
<b>BEGINNING CASH</b>	2,524,782	2,476,269	2,383,483	2,435,560	2,426,937	2,389,803	2,460,949	2,431,587	2,417,829	2,498,768	2,467,480	2,428,657	-	-
<b>CASH INFLOWS</b>														
REVENUES														
LCFF State Aid	905,588	45,279	81,503	81,503	81,503	81,503	81,503	81,503	81,503	81,503	81,503	81,503	81,503	905,588
EPA	310,905	-	77,726	77,726	77,726	77,726	77,726	77,726	77,726	77,726	77,726	77,726	77,726	310,905
In-Lien Of Property Taxes	387,168	-	46,460	30,973	30,973	30,973	30,973	30,973	30,973	30,973	30,973	30,973	30,973	387,168
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	108,354	-	757	13,323	3,343	3,343	3,527	10,503	14,156	7,112	4,988	36,612	19,021	108,354
Other State	107,086	1,167	2,101	2,860	2,861	30,071	7,105	15,793	6,364	5,412	16,391	16,391	10,782	107,086
Other Local	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
<b>TTL REVENUES</b>	<b>1,849,101</b>	<b>48,947</b>	<b>211,048</b>	<b>131,160</b>	<b>117,838</b>	<b>226,116</b>	<b>125,609</b>	<b>141,212</b>	<b>235,910</b>	<b>123,683</b>	<b>116,147</b>	<b>241,888</b>	<b>57,284</b>	<b>1,849,101</b>
<b>EXPENDITURES</b>														
Certificated Salaries	772,739	15,455	68,844	68,844	68,844	68,844	68,844	68,844	68,844	68,844	68,844	68,844	68,844	772,739
Classified Salaries	81,125	3,245	7,080	7,080	7,080	7,080	7,080	7,080	7,080	7,080	7,080	7,080	7,080	81,125
Benefits	354,331	14,173	30,923	30,923	30,923	30,923	30,923	30,923	30,923	30,923	30,923	30,923	30,923	354,331
Books & Supplies	55,656	4,452	4,655	4,655	4,655	4,655	4,655	4,655	4,655	4,655	4,655	4,655	4,655	55,656
Services & Operations	494,902	29,694	42,292	42,292	42,292	42,292	42,292	42,292	42,292	42,292	42,292	42,292	42,292	494,902
Capital Outlay	34,126	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	34,126
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>1,792,878</b>	<b>68,196</b>	<b>154,971</b>	<b>154,971</b>	<b>154,971</b>	<b>154,971</b>	<b>154,971</b>	<b>154,971</b>	<b>154,971</b>	<b>154,971</b>	<b>154,971</b>	<b>154,971</b>	<b>65,327</b>	<b>1,792,878</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>														
Accounts Receivable (net change)	-	15,188	18,225	15,188	-	-	-	-	-	-	-	-	-	60,751
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	-	(22,225)	-	-	-	-	-	-	-	-	-	-	(88,901)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>56,223</b>	<b>(29,263)</b>	<b>(10,075)</b>	<b>(4,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>56,223</b>
<b>ENDING CASH BALANCE</b>	<b>2,476,269</b>	<b>2,383,483</b>	<b>2,435,560</b>	<b>2,426,937</b>	<b>2,389,803</b>	<b>2,460,949</b>	<b>2,431,587</b>	<b>2,417,829</b>	<b>2,498,768</b>	<b>2,467,480</b>	<b>2,428,657</b>	<b>2,605,218</b>		
<b>Months Cash on Hand</b>	<b>16.7</b>	<b>16.1</b>	<b>16.4</b>	<b>16.4</b>	<b>16.1</b>	<b>16.6</b>	<b>16.4</b>	<b>16.3</b>	<b>16.9</b>	<b>16.7</b>	<b>16.4</b>	<b>17.6</b>		



**Cash Flow Template  
2025-26 July Budget**

Description	Budget												TOTAL	
	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May		June
<b>BEGINNING CASH</b>		<b>2,605,218</b>	<b>2,538,965</b>	<b>2,427,691</b>	<b>2,442,229</b>	<b>2,415,746</b>	<b>2,361,290</b>	<b>2,404,501</b>	<b>2,358,054</b>	<b>2,346,543</b>	<b>2,434,134</b>	<b>2,409,290</b>	<b>2,376,719</b>	
<b>CASH INFLOWS</b>														
REVENUES														
LCFF State Aid	959,259	40,769	40,769	73,383	73,383	73,383	73,383	73,383	92,237	92,237	92,237	92,237	92,237	49,620
EPA	310,905	-	-	66,067	-	-	66,067	-	-	77,726	-	-	77,726	23,318
In-Lieu Of Property Taxes	387,168	-	19,746	39,491	26,327	26,327	26,327	26,327	26,327	53,662	27,156	27,156	27,156	61,165
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	111,032	-	-	776	13,652	3,426	3,426	3,614	10,763	14,506	7,288	-	37,517	19,491
Other State	110,877	1,209	1,295	2,175	2,961	2,962	3,135	7,357	16,290	6,588	5,004	5,165	16,971	110,877
Other Local	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	11,164
<b>TTL REVENUES</b>	<b>1,909,241</b>	<b>44,477</b>	<b>64,309</b>	<b>184,393</b>	<b>118,624</b>	<b>105,173</b>	<b>202,839</b>	<b>113,182</b>	<b>148,117</b>	<b>247,219</b>	<b>134,784</b>	<b>127,058</b>	<b>254,108</b>	<b>164,757</b>
<b>EXPENDITURES</b>														
Certificated Salaries	795,921	15,918	70,909	70,909	70,909	70,909	70,909	70,909	70,909	70,909	70,909	70,909	70,909	39,796
Classified Salaries	83,559	3,342	7,292	7,292	7,292	7,292	7,292	7,292	7,292	7,292	7,292	7,292	7,292	4,178
Benefits	365,464	14,619	31,895	31,895	31,895	31,895	31,895	31,895	31,895	31,895	31,895	31,895	31,895	18,273
Books & Supplies	57,326	4,586	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	2,866
Services & Operations	509,749	30,585	43,560	43,560	43,560	43,560	43,560	43,560	43,560	43,560	43,560	43,560	43,560	25,487
Capital Outlay	34,126	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	1,177	21,710
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>1,846,144</b>	<b>70,227</b>	<b>159,628</b>	<b>159,628</b>	<b>159,628</b>	<b>159,628</b>	<b>159,628</b>	<b>159,628</b>	<b>159,628</b>	<b>159,628</b>	<b>159,628</b>	<b>159,628</b>	<b>159,628</b>	<b>112,311</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>														
Accounts Receivable (net change)	-	14,321	14,321	14,321	14,321	-	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	17,185	-	-	-	-	-	-	-	-	-	-	57,284
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset Acquisitions	-	(54,824)	(27,412)	(27,412)	-	-	-	-	-	-	-	-	-	(109,648)
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>63,097</b>	<b>(40,503)</b>	<b>(15,955)</b>	<b>(10,227)</b>	<b>14,321</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ENDING CASH BALANCE</b>		<b>2,538,965</b>	<b>2,427,691</b>	<b>2,442,229</b>	<b>2,415,746</b>	<b>2,361,290</b>	<b>2,404,501</b>	<b>2,358,054</b>	<b>2,346,543</b>	<b>2,434,134</b>	<b>2,409,290</b>	<b>2,376,719</b>	<b>2,563,505</b>	
<b>Months Cash on Hand</b>		<b>17.1</b>	<b>16.4</b>	<b>16.5</b>	<b>16.3</b>	<b>15.9</b>	<b>16.2</b>	<b>15.9</b>	<b>15.8</b>	<b>16.4</b>	<b>16.3</b>	<b>16.0</b>	<b>17.3</b>	





**MSA- 7**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	276.84	312.00	330.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	3,357,180	3,763,185	4,003,379
TTL Federal Revenue	445,016	350,941	195,816
TTL Other State Revenue	1,012,650	738,768	764,305
TTL Other Local Revenue	50,000	50,000	50,000
<b>TTL REVENUES</b>	<b>4,864,847</b>	<b>4,902,894</b>	<b>5,013,500</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	1,571,884	1,619,041	1,667,612
TTL Non-Certificated Salaries	565,780	582,753	600,236
TTL Employee Benefits	763,144	791,866	819,224
TTL Books/Supplies/Materials	111,333	114,673	118,113
TTL Services & Operations	1,525,539	1,571,305	1,618,444
TTL Capital Outlay	62,324	62,324	62,324
TTL Other Outgo	-	-	-
<b>TTL EXPENDITURES</b>	<b>4,600,005</b>	<b>4,741,963</b>	<b>4,885,954</b>
<b>Revenues less Expenditures</b>	<b>264,842</b>	<b>160,931</b>	<b>127,546</b>
<b>Beginning Fund Balance</b>	<b>2,865,768</b>	<b>3,130,609</b>	<b>3,291,541</b>
<b>Net Revenues</b>	<b>264,842</b>	<b>160,931</b>	<b>127,546</b>
<b>ENDING BALANCE</b>	<b>3,130,609</b>	<b>3,291,541</b>	<b>3,419,087</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>68.06%</b>	<b>69.41%</b>	<b>69.98%</b>



**MSA - 7**  
**2022-23 July Budget**

Description	Budget												TOTAL		
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals
<b>BEGINNING CASH</b>		1,899,148	1,815,857	1,622,590	1,783,108	1,869,503	1,739,285	2,031,709	1,956,109	1,990,749	2,150,980	2,066,087	1,947,976		
<b>CASH INFLOWS</b>															
REVENUES															
LCF State Aid	1,938,763	96,938	174,489	174,489	174,489	174,489	174,489	174,489	174,489	174,489	174,489	174,489	174,489	174,489	174,489
EPA	606,420	-	151,605	-	-	-	-	-	-	-	-	-	-	-	-
In-Lieu Of Property Taxes	811,997	-	48,720	97,440	64,960	64,960	64,960	64,960	64,960	64,960	64,960	64,960	64,960	64,960	64,960
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	445,016	-	3,110	3,110	54,718	13,730	14,486	43,136	43,136	58,139	29,209	29,209	150,367	78,120	445,016
Other State	1,012,650	11,038	19,867	27,046	27,046	284,363	67,188	148,278	148,278	51,178	51,178	47,169	355,002	101,559	1,012,650
Other Local	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,000
<b>TTL REVENUES</b>	<b>4,864,847</b>	<b>112,143</b>	<b>161,653</b>	<b>450,678</b>	<b>325,379</b>	<b>270,671</b>	<b>693,313</b>	<b>325,289</b>	<b>435,529</b>	<b>561,119</b>	<b>315,996</b>	<b>282,778</b>	<b>692,583</b>	<b>237,715</b>	<b>4,864,847</b>
<b>EXPENDITURES</b>															
Certificated Salaries	1,571,884	31,438	140,041	140,041	140,041	140,041	140,041	140,041	140,041	140,041	140,041	140,041	140,041	140,041	1,571,884
Classified Salaries	565,780	22,631	49,377	49,377	49,377	49,377	49,377	49,377	49,377	49,377	49,377	49,377	49,377	49,377	565,780
Benefits	763,144	30,526	66,602	66,602	66,602	66,602	66,602	66,602	66,602	66,602	66,602	66,602	66,602	66,602	763,144
Books & Supplies	111,333	8,907	9,311	9,311	9,311	9,311	9,311	9,311	9,311	9,311	9,311	9,311	9,311	9,311	111,333
Services & Operations	1,525,539	91,532	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	130,364	1,525,539
Capital Outlay	62,324	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	5,194	62,324
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>4,600,005</b>	<b>190,227</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>400,889</b>	<b>4,600,005</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	647,615	161,904	129,523	194,285	161,904	-	-	-	-	-	-	-	-	-	647,615
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	394,219	(167,110)	(83,555)	(83,555)	-	-	-	-	-	-	-	-	-	-	(394,219)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>264,842</b>	<b>(5,205)</b>	<b>45,968</b>	<b>110,730</b>	<b>161,904</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>264,842</b>
<b>ENDING CASH BALANCE</b>		<b>1,815,857</b>	<b>1,622,590</b>	<b>1,783,108</b>	<b>1,869,503</b>	<b>1,739,285</b>	<b>2,031,709</b>	<b>1,956,109</b>	<b>1,990,749</b>	<b>2,150,980</b>	<b>2,066,087</b>	<b>1,947,976</b>	<b>2,469,671</b>		

4.7	4.2	4.7	4.9	4.5	5.3	5.1	5.2	5.6	5.4	5.1	5.1	5.1	5.1	5.1	6.4
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



**Cash Flow Template  
2024-25 July Budget**

Description	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	TOTAL
<b>BEGINNING CASH</b>		2,469,671	2,284,628	1,983,426	2,026,665	1,953,990	1,778,742	1,972,897	1,838,351	1,785,921	1,905,170	1,761,532	1,591,934		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCFF State Aid	2,164,622	108,231	108,231	194,816	194,816	194,816	194,816	194,816	194,816	194,816	194,816	194,816	194,816	-	2,164,622
EPA	683,439	-	-	170,860	-	-	170,860	-	-	170,860	-	-	170,860	-	683,439
In-Lieu Of Property Taxes	915,124	-	54,907	109,815	73,210	73,210	73,210	73,210	73,210	126,836	64,187	64,187	64,187	64,956	915,124
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	350,941	-	-	2,453	48,151	-	10,827	11,424	34,017	45,868	23,934	-	118,580	61,606	350,941
Other State	738,768	8,052	8,629	14,694	19,731	19,739	20,494	49,017	108,539	43,901	37,336	34,412	113,080	74,383	738,768
Other Local	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,000
<b>TTL REVENUES</b>	<b>4,902,894</b>	<b>120,450</b>	<b>175,934</b>	<b>496,604</b>	<b>335,075</b>	<b>291,931</b>	<b>661,334</b>	<b>332,633</b>	<b>414,749</b>	<b>586,428</b>	<b>323,540</b>	<b>297,581</b>	<b>665,689</b>	<b>200,945</b>	<b>4,902,894</b>
<b>EXPENDITURES</b>															
Certified Salaries	1,619,041	32,381	144,242	144,242	144,242	144,242	144,242	144,242	144,242	144,242	144,242	144,242	63,290	80,952	1,619,041
Classified Salaries	582,753	23,310	50,858	50,858	50,858	50,858	50,858	50,858	50,858	50,858	50,858	50,858	21,721	29,138	582,753
Benefits	791,866	31,675	69,108	69,108	69,108	69,108	69,108	69,108	69,108	69,108	69,108	69,108	29,315	39,593	791,866
Books & Supplies	114,673	9,174	9,591	9,591	9,591	9,591	9,591	9,591	9,591	9,591	9,591	9,591	3,857	5,734	114,673
Services & Operations	1,571,305	94,278	134,275	134,275	134,275	134,275	134,275	134,275	134,275	134,275	134,275	134,275	55,710	78,565	1,571,305
Capital Outlay	62,324	3,527	3,527	3,527	3,527	3,527	3,527	3,527	3,527	3,527	3,527	3,527	410	23,120	62,324
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>4,741,963</b>	<b>194,344</b>	<b>411,601</b>	<b>411,601</b>	<b>411,601</b>	<b>411,601</b>	<b>411,601</b>	<b>411,601</b>	<b>411,601</b>	<b>411,601</b>	<b>411,601</b>	<b>411,601</b>	<b>174,503</b>	<b>257,102</b>	<b>4,741,963</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	-	59,429	47,543	71,315	59,429	-	-	-	-	-	-	-	-	-	237,715
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	(115,000)	(57,500)	(57,500)	-	-	-	-	-	-	-	-	-	-	(230,000)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	-	(666,532)
<b>NET INFLOWS/OUTFLOWS</b>	<b>160,931</b>	<b>(111,149)</b>	<b>(65,535)</b>	<b>(41,763)</b>	<b>3,851</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>160,931</b>
<b>ENDING CASH BALANCE</b>		2,284,628	1,983,426	2,026,665	1,953,990	1,778,742	1,972,897	1,838,351	1,785,921	1,905,170	1,761,532	1,591,934	2,027,542		

Months Cash on Hand	6.0	5.2	5.3	5.1	4.6	5.1	4.8	4.7	5.0	4.6	4.2	5.3
---------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



**Cash Flow Template  
2025-26 July Budget**

Description	Budget												TOTAL		
	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals
<b>BEGINNING CASH</b>		2,027,542	1,804,219	1,461,140	1,427,194	1,289,083	1,076,667	1,218,105	1,042,353	988,284	1,142,960	1,016,284	873,730		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCFF State Aid	2,312,591	98,285	98,285	176,913	176,913	176,913	176,913	176,913	224,410	224,410	224,410	224,410	224,410	109,406	2,312,591
EPA	722,868	-	-	153,609	-	-	153,609	-	-	190,574	-	-	190,574	34,501	722,868
In-Lieu Of Property Taxes	967,920	-	49,364	98,728	65,819	65,819	65,819	65,819	65,819	144,259	73,004	73,004	73,004	127,466	967,920
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	195,816	-	-	1,369	24,077	6,041	6,041	6,374	18,981	25,582	12,853	66,164	66,164	34,374	195,816
Other State	764,305	8,331	8,927	14,995	20,413	20,421	214,625	50,711	112,291	45,419	38,627	35,601	116,989	76,954	764,305
Other Local	50,000	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,000
<b>TTL REVENUES</b>	<b>5,013,500</b>	<b>110,783</b>	<b>160,743</b>	<b>449,781</b>	<b>291,389</b>	<b>267,319</b>	<b>621,174</b>	<b>303,983</b>	<b>425,667</b>	<b>634,411</b>	<b>353,060</b>	<b>337,182</b>	<b>675,308</b>	<b>382,701</b>	<b>5,013,500</b>
<b>EXPENDITURES</b>															
Certificated Salaries	1,657,612	33,352	146,569	146,569	146,569	146,569	146,569	146,569	146,569	146,569	146,569	146,569	146,569	83,381	1,657,612
Classified Salaries	600,236	24,009	52,384	52,384	52,384	52,384	52,384	52,384	52,384	52,384	52,384	52,384	52,384	30,012	600,236
Benefits	819,224	32,769	71,496	71,496	71,496	71,496	71,496	71,496	71,496	71,496	71,496	71,496	71,496	40,961	819,224
Books & Supplies	118,113	9,449	9,879	9,879	9,879	9,879	9,879	9,879	9,879	9,879	9,879	9,879	9,879	5,906	118,113
Services & Operations	1,618,444	97,107	138,303	138,303	138,303	138,303	138,303	138,303	138,303	138,303	138,303	138,303	138,303	80,922	1,618,444
Capital Outlay	62,324	3,527	3,527	3,527	3,527	3,527	3,527	3,527	3,527	3,527	3,527	3,527	3,527	23,120	62,324
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>4,885,954</b>	<b>200,213</b>	<b>424,158</b>	<b>424,158</b>	<b>424,158</b>	<b>424,158</b>	<b>424,158</b>	<b>424,158</b>	<b>424,158</b>	<b>424,158</b>	<b>424,158</b>	<b>424,158</b>	<b>424,158</b>	<b>264,302</b>	<b>4,885,954</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	-	50,236	40,189	60,283	50,236	-	-	-	-	-	-	-	-	-	200,945
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset Acquisitions	-	(128,551)	(64,276)	(64,276)	-	-	-	-	-	-	-	-	-	-	(257,102)
Other Inflows/(Outflows)	-	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(55,578)	(666,332)
<b>NET INFLOWS/OUTFLOWS</b>	<b>127,546</b>	<b>(133,893)</b>	<b>(79,664)</b>	<b>(59,570)</b>	<b>(5,342)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>(55,578)</b>	<b>127,546</b>
<b>ENDING CASH BALANCE</b>		<b>1,804,219</b>	<b>1,461,140</b>	<b>1,427,194</b>	<b>1,289,083</b>	<b>1,076,667</b>	<b>1,218,105</b>	<b>1,042,353</b>	<b>988,284</b>	<b>1,142,960</b>	<b>1,016,284</b>	<b>873,730</b>	<b>1,313,600</b>		
<b>Months Cash on Hand</b>	<b>4.7</b>	<b>3.8</b>	<b>3.7</b>	<b>3.4</b>	<b>2.8</b>	<b>3.2</b>	<b>2.7</b>	<b>2.6</b>	<b>2.7</b>	<b>2.3</b>	<b>2.7</b>	<b>2.3</b>	<b>3.4</b>		



**MSA- 8**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	461.47	462.00	475.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	5,395,265	5,479,674	5,831,810
TTL Federal Revenue	833,123	842,626	325,304
TTL Other State Revenue	709,253	608,487	629,115
TTL Other Local Revenue	20,000	20,000	20,000
<b>TTL REVENUES</b>	<b>6,957,641</b>	<b>6,950,786</b>	<b>6,806,229</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	2,206,318	2,272,507	2,340,682
TTL Non-Certificated Salaries	736,822	758,926	781,694
TTL Employee Benefits	1,144,610	1,186,537	1,226,823
TTL Books/Supplies/Materials	255,785	263,458	271,362
TTL Services & Operations	1,779,670	1,833,060	1,888,052
TTL Capital Outlay	142,101	142,101	142,101
TTL Other Outgo	-	-	-
<b>TTL EXPENDITURES</b>	<b>6,265,305</b>	<b>6,456,591</b>	<b>6,650,716</b>
<b>Revenues less Expenditures</b>	<b>692,336</b>	<b>494,196</b>	<b>155,513</b>
<b>Beginning Fund Balance</b>	<b>7,528,052</b>	<b>8,220,387</b>	<b>8,714,583</b>
<b>Net Revenues</b>	<b>692,336</b>	<b>494,196</b>	<b>155,513</b>
<b>ENDING BALANCE</b>	<b>8,220,387</b>	<b>8,714,583</b>	<b>8,870,096</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>131.20%</b>	<b>134.97%</b>	<b>133.37%</b>



**MSA- 8  
2022-23 July Budget**

Description	Budget												TOTAL		
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals
<b>BEGINNING CASH</b>		4,521,343	4,347,724	4,075,787	4,357,794	4,521,385	4,407,750	4,773,476	4,715,068	4,767,441	5,138,605	5,083,201	4,970,307		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCFP State Aid	2,947,965	147,398	147,398	265,317	265,317	265,317	265,317	265,317	265,317	265,317	265,317	265,317	265,317	265,317	2,947,965
EPA	1,093,767	-	-	273,442	-	-	273,442	-	-	-	-	-	273,442	-	1,093,767
In-Lieu Of Property Taxes	1,353,333	-	81,212	162,424	108,283	108,283	108,283	108,283	108,283	187,600	94,937	94,937	94,937	96,074	1,353,333
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	833,123	-	-	5,823	102,439	25,704	25,704	27,119	80,756	108,843	54,683	33,037	281,505	146,250	833,123
Other State	709,253	7,731	8,284	13,915	18,943	18,950	199,166	47,058	104,203	47,147	35,845	33,037	108,582	71,412	709,253
Other Local	20,000	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	-	20,000
<b>TTL REVENUES</b>	<b>6,957,641</b>	<b>156,796</b>	<b>238,561</b>	<b>722,587</b>	<b>496,648</b>	<b>394,216</b>	<b>873,577</b>	<b>449,444</b>	<b>560,225</b>	<b>879,016</b>	<b>452,448</b>	<b>394,957</b>	<b>1,025,430</b>	<b>313,736</b>	<b>6,957,641</b>
<b>EXPENDITURES</b>															
Certificated Salaries	2,206,318	44,126	196,563	196,563	196,563	196,563	196,563	196,563	196,563	196,563	196,563	196,563	196,563	110,316	2,206,318
Classified Salaries	736,822	29,473	64,304	64,304	64,304	64,304	64,304	64,304	64,304	64,304	64,304	64,304	27,463	36,841	736,822
Benefits	1,144,610	45,784	99,893	99,893	99,893	99,893	99,893	99,893	99,893	99,893	99,893	99,893	42,663	57,230	1,144,610
Books & Supplies	255,785	20,463	21,393	21,393	21,393	21,393	21,393	21,393	21,393	21,393	21,393	21,393	8,604	12,789	255,785
Services & Operations	1,779,670	106,780	152,081	152,081	152,081	152,081	152,081	152,081	152,081	152,081	152,081	152,081	63,097	88,284	1,779,670
Capital Outlay	142,101	11,842	11,842	11,842	11,842	11,842	11,842	11,842	11,842	11,842	11,842	11,842	4,737	7,105	142,101
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>6,265,305</b>	<b>258,468</b>	<b>546,076</b>	<b>546,076</b>	<b>546,076</b>	<b>546,076</b>	<b>546,076</b>	<b>546,076</b>	<b>546,076</b>	<b>546,076</b>	<b>546,076</b>	<b>546,076</b>	<b>232,811</b>	<b>313,265</b>	<b>6,265,305</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	699,181	174,795	139,836	209,754	174,795	-	-	-	-	-	-	-	-	-	699,181
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset Acquisitions	569,932	(284,966)	(142,483)	(142,483)	-	-	-	-	-	-	-	-	-	-	(569,932)
Other Inflows/(Outflows)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>697,336</b>	<b>(71,946)</b>	<b>35,578</b>	<b>105,496</b>	<b>213,020</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>697,336</b>
<b>ENDING CASH BALANCE</b>		4,347,724	4,075,787	4,357,794	4,521,385	4,407,750	4,773,476	4,715,068	4,767,441	5,138,605	5,083,201	4,970,307	5,801,150		

8.3	7.8	8.3	8.3	8.7	8.4	9.1	9.0	9.1	9.8	9.7	9.5	11.1
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	------

Months Cash on Hand



**Cash Flow Template  
2024-25 July Budget**

Description	Budget												TOTAL	
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June
<b>BEGINNING CASH</b>		5,801,150	5,656,450	5,359,564	5,581,015	5,639,169	5,515,287	5,845,769	5,773,431	5,804,367	6,163,635	6,096,193	5,971,036	
<b>CASH INFLOWS</b>														
<b>REVENUES</b>														
LOFF State Aid	3,029,563	151,478	-	272,661	272,661	272,661	272,661	272,661	272,661	272,661	272,661	272,661	272,661	-
EPA	1,095,023	-	-	273,756	-	-	273,756	-	-	273,756	-	-	273,756	-
In-Lieu Of Property Taxes	1,355,088	-	81,305	162,611	108,407	108,407	108,407	108,407	187,815	95,046	95,046	95,046	95,046	96,184
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	842,626	-	-	5,889	103,608	25,987	27,428	81,677	110,085	55,307	55,307	284,716	284,716	147,919
Other State	608,487	6,632	7,107	11,938	16,252	16,258	170,870	40,373	89,398	36,159	30,752	28,343	93,139	61,266
Other Local	20,000	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	-
<b>TTL REVENUES</b>	<b>6,950,786</b>	<b>159,777</b>	<b>241,557</b>	<b>728,521</b>	<b>502,594</b>	<b>398,992</b>	<b>853,357</b>	<b>450,335</b>	<b>553,810</b>	<b>882,142</b>	<b>455,432</b>	<b>397,717</b>	<b>1,020,984</b>	<b>305,369</b>
<b>EXPENDITURES</b>														
Certificated Salaries	2,272,507	45,450	202,460	202,460	202,460	202,460	202,460	202,460	202,460	202,460	202,460	202,460	202,460	113,625
Classified Salaries	758,926	30,357	66,234	66,234	66,234	66,234	66,234	66,234	66,234	66,234	66,234	66,234	66,234	37,946
Benefits	1,186,537	47,461	103,552	103,552	103,552	103,552	103,552	103,552	103,552	103,552	103,552	103,552	103,552	59,327
Books & Supplies	263,458	21,077	22,035	22,035	22,035	22,035	22,035	22,035	22,035	22,035	22,035	22,035	22,035	8,862
Services & Operations	1,833,060	109,984	156,643	156,643	156,643	156,643	156,643	156,643	156,643	156,643	156,643	156,643	156,643	13,173
Capital Outlay	142,101	10,175	10,175	10,175	10,175	10,175	10,175	10,175	10,175	10,175	10,175	10,175	10,175	27,109
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>6,456,591</b>	<b>264,504</b>	<b>561,098</b>	<b>561,098</b>	<b>561,098</b>	<b>561,098</b>	<b>561,098</b>	<b>561,098</b>	<b>561,098</b>	<b>561,098</b>	<b>561,098</b>	<b>561,098</b>	<b>238,269</b>	<b>342,834</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>														
Accounts Receivable (net change)	-	78,434	62,747	94,121	78,434	-	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	(156,633)	(78,316)	(78,316)	-	-	-	-	-	-	-	-	-	(313,265)
<b>NET INFLOWS/OUTFLOWS</b>	<b>494,196</b>	<b>(39,974)</b>	<b>22,655</b>	<b>54,029</b>	<b>116,658</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>458,693</b>
<b>ENDING CASH BALANCE</b>		5,656,450	5,359,564	5,581,015	5,639,169	5,515,287	5,845,769	5,773,431	5,804,367	6,163,635	6,096,193	5,971,036	6,791,975	
<b>Months Cash on Hand</b>	10.8	10.3	10.7	10.8	10.8	10.6	11.2	11.1	11.1	11.8	11.7	11.4	13.0	



**Cash Flow Template  
2025-26 July Budget**

Description	Budget												Accruals	TOTAL
	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May		
<b>BEGINNING CASH</b>		6,791,975	6,612,120	6,268,535	6,385,684	6,328,847	6,155,676	6,391,635	6,253,986	6,263,841	6,624,441	6,570,155	6,492,028	
<b>CASH INFLOWS</b>														
<b>REVENUES</b>														
LCFF State Aid	3,312,756	140,792	140,792	253,426	253,426	253,426	253,426	253,426	329,299	329,299	329,299	329,299	329,299	117,546
EPA	1,125,836	-	-	239,240	-	-	239,240	-	-	-	-	-	289,162	69,031
In-Lieu Of Property Taxes	1,393,218	-	71,054	142,108	94,739	94,739	94,739	94,739	94,739	200,398	101,414	101,414	101,414	201,723
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	325,304	-	-	2,274	39,999	-	10,036	10,889	31,532	42,499	21,352	-	109,917	57,105
Other State	629,115	6,857	7,348	12,943	16,902	16,809	176,662	41,741	92,429	37,385	31,795	29,304	96,296	63,943
Other Local	20,000	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	1,657	20,000
<b>TTL REVENUES</b>	<b>6,806,229</b>	<b>149,316</b>	<b>220,861</b>	<b>651,057</b>	<b>406,633</b>	<b>366,640</b>	<b>775,770</b>	<b>402,162</b>	<b>549,666</b>	<b>900,411</b>	<b>485,526</b>	<b>461,684</b>	<b>927,755</b>	<b>508,748</b>
<b>EXPENDITURES</b>														
Certificated Salaries	2,340,682	46,814	206,534	206,534	206,534	206,534	206,534	206,534	206,534	206,534	206,534	206,534	206,534	91,499
Classified Salaries	781,694	31,268	68,221	68,221	68,221	68,221	68,221	68,221	68,221	68,221	68,221	68,221	219,136	39,085
Benefits	1,226,823	49,073	107,068	107,068	107,068	107,068	107,068	107,068	107,068	107,068	107,068	107,068	45,727	61,941
Books & Supplies	271,362	21,709	22,696	22,696	22,696	22,696	22,696	22,696	22,696	22,696	22,696	22,696	22,696	13,568
Services & Operations	1,888,052	113,283	161,343	161,343	161,343	161,343	161,343	161,343	161,343	161,343	161,343	161,343	66,940	94,403
Capital Outlay	142,101	10,175	10,175	10,175	10,175	10,175	10,175	10,175	10,175	10,175	10,175	10,175	3,070	27,109
Other Outgo	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TTL EXPENSES</b>	<b>6,650,716</b>	<b>277,321</b>	<b>578,035</b>	<b>578,035</b>	<b>578,035</b>	<b>578,035</b>	<b>578,035</b>	<b>578,035</b>	<b>578,035</b>	<b>578,035</b>	<b>578,035</b>	<b>578,035</b>	<b>245,500</b>	<b>352,540</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>														
Accounts Receivable (net change)	-	76,342	61,074	91,611	76,342	-	-	-	-	-	-	-	-	-
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	-	(171,417)	(85,708)	(85,708)	-	-	-	-	-	-	-	-	-	(342,834)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	38,224	38,224	38,224	38,224	38,224	38,224	38,224	38,224	38,224	38,224	38,224	38,224	-
<b>NET INFLOWS/OUTFLOWS</b>	<b>155,513</b>	<b>(56,850)</b>	<b>13,590</b>	<b>44,127</b>	<b>114,567</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>38,224</b>	<b>458,693</b>
<b>ENDING CASH BALANCE</b>														
		6,612,120	6,268,535	6,385,684	6,328,847	6,155,676	6,391,635	6,253,986	6,263,841	6,624,441	6,570,155	6,492,028	7,212,508	

Months Cash on Hand	12.7	12.0	12.2	12.1	11.8	12.2	12.0	12.0	12.7	12.6	12.4	13.8
---------------------	------	------	------	------	------	------	------	------	------	------	------	------





**MSA- SA**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	526.51	590.00	650.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	6,607,845	7,480,962	8,248,778
TTL Federal Revenue	1,200,907	925,867	335,954
TTL Other State Revenue	1,173,979	925,357	801,251
TTL Other Local Revenue	80,000	80,000	80,000
<b>TTL REVENUES</b>	<b>9,062,731</b>	<b>9,412,187</b>	<b>9,465,983</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	2,263,859	2,331,775	2,401,728
TTL Non-Certificated Salaries	1,714,257	1,765,684	1,818,655
TTL Employee Benefits	1,623,030	1,759,743	1,823,141
TTL Books/Supplies/Materials	310,966	320,294	329,903
TTL Services & Operations	1,761,519	1,814,365	1,868,795
TTL Capital Outlay	756,485	711,233	584,635
TTL Other Outgo	558,517	558,517	558,517
<b>TTL EXPENDITURES</b>	<b>8,988,633</b>	<b>9,261,611</b>	<b>9,385,376</b>
<b>Revenues less Expenditures</b>	<b>74,098</b>	<b>150,575</b>	<b>80,607</b>
<b>Beginning Fund Balance</b>	<b>9,175,444</b>	<b>9,249,543</b>	<b>9,400,118</b>
<b>Net Revenues</b>	<b>74,098</b>	<b>150,575</b>	<b>80,607</b>
<b>ENDING BALANCE</b>	<b>9,249,543</b>	<b>9,400,118</b>	<b>9,480,725</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>102.90%</b>	<b>101.50%</b>	<b>101.02%</b>



**MSA- SA  
2022-23 July Budget**

Description	Budget												TOTAL		
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals
<b>BEGINNING CASH</b>		2,589,527	2,241,302	1,692,451	1,491,162	1,564,549	1,384,328	1,565,783	1,471,179	1,548,478	1,592,915	1,518,970	1,361,555		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCFF State Aid	6,450,626	372,531	580,556	580,556	580,556	580,556	580,556	580,556	580,556	580,556	580,556	580,556	580,556	580,556	580,556
EPA	105,302	-	26,326	-	-	26,326	-	-	-	26,326	-	-	-	26,326	-
In-Lieu Of Property Taxes	51,917	-	3,115	6,230	4,153	4,153	4,153	4,153	4,153	7,196	3,641	3,641	3,641	3,641	3,685
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	1,200,907	-	8,393	147,661	37,051	39,091	116,406	156,892	76,823	156,892	59,331	54,684	405,776	210,813	1,200,907
Other State	1,173,979	12,796	23,033	31,355	31,367	329,666	172,480	69,764	6,667	6,667	6,667	6,667	6,667	118,203	1,173,979
Other Local	80,000	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	80,000
<b>TTL REVENUES</b>	<b>9,062,731</b>	<b>341,994</b>	<b>346,025</b>	<b>651,205</b>	<b>770,393</b>	<b>622,743</b>	<b>984,418</b>	<b>708,360</b>	<b>880,263</b>	<b>847,400</b>	<b>729,019</b>	<b>645,549</b>	<b>1,202,662</b>	<b>332,701</b>	<b>9,062,731</b>
<b>EXPENDITURES</b>															
Certificated Salaries	2,263,859	45,277	201,689	201,689	201,689	201,689	201,689	201,689	201,689	201,689	201,689	201,689	201,689	201,689	2,263,859
Classified Salaries	1,714,257	68,570	149,608	149,608	149,608	149,608	149,608	149,608	149,608	149,608	149,608	149,608	149,608	85,713	1,714,257
Benefits	1,623,030	64,921	141,646	141,646	141,646	141,646	141,646	141,646	141,646	141,646	141,646	141,646	141,646	81,152	1,623,030
Books & Supplies	310,966	24,877	26,008	26,008	26,008	26,008	26,008	26,008	26,008	26,008	26,008	26,008	26,008	15,548	310,966
Services & Operations	1,761,519	105,691	150,530	150,530	150,530	150,530	150,530	150,530	150,530	150,530	150,530	150,530	150,530	88,076	1,761,519
Capital Outlay	756,485	63,040	63,040	63,040	63,040	63,040	63,040	63,040	63,040	63,040	63,040	63,040	63,040	37,824	756,485
Other Outgo	558,517	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	27,926	558,517
<b>TTL EXPENSES</b>	<b>8,988,633</b>	<b>418,921</b>	<b>779,065</b>	<b>779,065</b>	<b>779,065</b>	<b>779,065</b>	<b>779,065</b>	<b>779,065</b>	<b>779,065</b>	<b>779,065</b>	<b>779,065</b>	<b>779,065</b>	<b>329,633</b>	<b>449,432</b>	<b>8,988,633</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	423,830	105,958	84,766	127,149	105,958	-	-	-	-	-	-	-	-	-	423,830
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	706,715	(353,350)	(176,679)	(176,679)	(176,679)	(176,679)	(176,679)	(176,679)	(176,679)	(176,679)	(176,679)	(176,679)	(176,679)	(176,679)	(706,715)
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	-	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)
<b>NET INFLOWS/OUTFLOWS</b>	<b>74,098</b>	<b>(271,299)</b>	<b>(115,812)</b>	<b>(73,429)</b>	<b>82,059</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>
<b>ENDING CASH BALANCE</b>		2,241,302	1,692,451	1,491,162	1,564,549	1,384,328	1,565,783	1,471,179	1,548,478	1,592,915	1,518,970	1,361,555	2,210,686		74,098

3.0	2.3	2.0	2.1	1.8	2.1	2.0	2.1	2.1	2.0	2.1	2.0	2.1	1.8	2.0	3.0
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Months Cash on Hand



Cash Flow Template  
2024-25 July Budget

Description	Budget												TOTAL		
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Acrruals
<b>BEGINNING CASH</b>		2,210,686	2,000,955	1,516,051	1,403,416	1,468,608	1,336,792	1,498,166	1,433,161	1,502,319	1,554,637	1,505,060	1,391,049		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCFF State Aid	7,394,785	365,239	365,239	657,431	657,431	657,431	657,431	657,431	657,431	657,431	657,431	657,431	657,431	657,431	7,394,785
EPA	118,000	-	-	29,500	-	-	29,500	-	-	29,500	-	-	29,500	-	118,000
In-Lieu Of Property Taxes	58,177	-	3,491	6,981	4,654	4,654	4,654	4,654	4,654	8,063	4,081	4,081	4,081	58,177	
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	4,129	
Federal	925,867	-	-	6,471	113,843	-	28,565	30,138	89,746	120,960	60,770	155,046	312,842	162,531	
Other State	925,357	10,086	10,089	18,155	24,715	24,724	29,850	61,397	135,953	54,989	46,766	43,103	141,641	925,867	
Other Local	80,000	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	80,000	
<b>TTL REVENUES</b>	<b>9,412,187</b>	<b>381,992</b>	<b>386,205</b>	<b>725,205</b>	<b>807,309</b>	<b>693,475</b>	<b>986,667</b>	<b>760,286</b>	<b>894,450</b>	<b>877,610</b>	<b>775,715</b>	<b>711,281</b>	<b>1,152,161</b>	<b>259,831</b>	<b>9,412,187</b>
<b>EXPENDITURES</b>															
Certificated Salaries	2,331,775	46,636	207,740	207,740	207,740	207,740	207,740	207,740	207,740	207,740	207,740	207,740	207,740	116,589	2,331,775
Classified Salaries	1,765,684	70,627	154,096	154,096	154,096	154,096	154,096	154,096	154,096	154,096	154,096	154,096	154,096	88,284	1,765,684
Benefits	1,759,743	70,390	153,578	153,578	153,578	153,578	153,578	153,578	153,578	153,578	153,578	153,578	153,578	87,987	1,759,743
Books & Supplies	320,294	25,624	26,788	26,788	26,788	26,788	26,788	26,788	26,788	26,788	26,788	26,788	26,788	16,015	320,294
Services & Operations	1,814,365	108,862	155,046	155,046	155,046	155,046	155,046	155,046	155,046	155,046	155,046	155,046	155,046	90,718	1,814,365
Capital Outlay	711,233	57,602	57,602	57,602	57,602	57,602	57,602	57,602	57,602	57,602	57,602	57,602	57,602	55,566	711,233
Other Outgo	556,517	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	46,543	-	556,517
<b>TTL EXPENSES</b>	<b>9,261,611</b>	<b>426,284</b>	<b>801,393</b>	<b>801,393</b>	<b>801,393</b>	<b>801,393</b>	<b>801,393</b>	<b>801,393</b>	<b>801,393</b>	<b>801,393</b>	<b>801,393</b>	<b>801,393</b>	<b>366,238</b>	<b>455,159</b>	<b>9,261,611</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)		83,175	66,540	99,810	83,175	-	-	-	-	-	-	-	-	-	332,701
Loan Proceeds		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change In Payables		-	-	(112,358)	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset Acquisitions		(224,716)	(112,358)	(112,358)	-	-	-	-	-	-	-	-	-	-	(449,432)
Other Inflows/(Outflows)		(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(286,785)
<b>NET INFLOWS/OUTFLOWS</b>	<b>150,575</b>	<b>(165,439)</b>	<b>(69,716)</b>	<b>(36,446)</b>	<b>59,276</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>150,575</b>
<b>ENDING CASH BALANCE</b>		<b>2,000,955</b>	<b>1,516,051</b>	<b>1,403,416</b>	<b>1,468,608</b>	<b>1,336,792</b>	<b>1,498,166</b>	<b>1,433,161</b>	<b>1,502,319</b>	<b>1,554,637</b>	<b>1,505,060</b>	<b>1,391,049</b>	<b>2,153,073</b>		
<b>Months Cash on Hand</b>		<b>2.7</b>	<b>2.0</b>	<b>1.9</b>	<b>2.0</b>	<b>1.8</b>	<b>2.0</b>	<b>1.9</b>	<b>2.0</b>	<b>2.1</b>	<b>2.0</b>	<b>1.9</b>	<b>2.9</b>		



**Cash Flow Template  
2025-26 July Budget**

Description	Budget												TOTAL		
	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Acruals
<b>BEGINNING CASH</b>		2,155,073	2,005,408	1,576,148	1,540,113	1,614,453	1,582,534	1,797,073	1,807,844	1,987,291	2,148,347	2,239,995	2,306,421		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCFF State Aid	8,054,684	402,734	402,734	724,922	724,922	724,922	724,922	724,922	807,410	807,410	807,410	807,410	807,410	807,410	8,054,684
EPA	130,000	-	-	32,500	-	32,500	-	32,500	-	35,500	-	-	35,500	-	130,000
In-Lieu Of Property Taxes	64,094	-	3,846	7,691	5,128	5,128	5,128	5,128	5,128	10,016	5,069	5,069	5,069	1,698	64,094
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	335,954	-	2,348	41,308	41,308	10,965	10,965	10,965	32,565	43,891	22,051	-	113,516	58,975	335,954
Other State	801,251	8,734	9,359	15,720	21,400	21,400	25,000	53,162	117,719	47,614	40,494	37,322	132,644	80,674	801,251
Other Local	80,000	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	-	80,000
<b>TTL REVENUES</b>	<b>9,465,983</b>	<b>418,134</b>	<b>422,605</b>	<b>789,847</b>	<b>799,424</b>	<b>758,124</b>	<b>1,004,580</b>	<b>800,814</b>	<b>969,488</b>	<b>951,098</b>	<b>881,691</b>	<b>856,468</b>	<b>1,090,806</b>	<b>(277,097)</b>	<b>9,465,983</b>
<b>EXPENDITURES</b>															
Certificated Salaries	2,401,728	48,035	213,972	213,972	213,972	213,972	213,972	213,972	213,972	213,972	213,972	213,972	213,972	93,886	2,401,728
Classified Salaries	1,818,655	72,746	158,719	158,719	158,719	158,719	158,719	158,719	158,719	158,719	158,719	158,719	158,719	67,786	1,818,655
Benefits	1,823,141	72,026	159,111	159,111	159,111	159,111	159,111	159,111	159,111	159,111	159,111	159,111	159,111	67,953	1,823,141
Books & Supplies	319,903	26,392	27,592	27,592	27,592	27,592	27,592	27,592	27,592	27,592	27,592	27,592	27,592	11,097	319,903
Services & Operations	1,868,795	112,128	159,697	159,697	159,697	159,697	159,697	159,697	159,697	159,697	159,697	159,697	159,697	93,440	1,868,795
Capital Outlay	584,635	47,053	47,053	47,053	47,053	47,053	47,053	47,053	47,053	47,053	47,053	47,053	47,053	49,236	584,635
Other Outgo	558,517	-	-	-	-	-	-	-	-	-	-	-	-	558,517	558,517
<b>TTL EXPENSES</b>	<b>9,385,376</b>	<b>379,279</b>	<b>766,143</b>	<b>766,143</b>	<b>766,143</b>	<b>766,143</b>	<b>766,143</b>	<b>766,143</b>	<b>766,143</b>	<b>766,143</b>	<b>766,143</b>	<b>766,143</b>	<b>374,800</b>	<b>1,019,864</b>	<b>9,385,376</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	64,958	51,966	77,940	64,958	-	-	-	-	-	-	-	-	-	-	259,831
Loan Proceeds	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables	(227,579)	(113,790)	(113,790)	(113,790)	(113,790)	(113,790)	(113,790)	(113,790)	(113,790)	(113,790)	(113,790)	(113,790)	(113,790)	(455,159)	
Fixed Asset Acquisitions	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	(23,899)	
<b>NET INFLOWS/OUTFLOWS</b>	<b>80,607</b>	<b>(186,520)</b>	<b>(85,722)</b>	<b>(59,739)</b>	<b>41,059</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>(23,899)</b>	<b>80,607</b>
<b>ENDING CASH BALANCE</b>		2,005,408	1,576,148	1,540,113	1,614,453	1,582,534	1,797,073	1,807,844	1,987,291	2,148,347	2,239,995	2,306,421	3,048,528		

Months Cash on Hand	2.7	2.1	2.1	2.2	2.1	2.4	2.4	2.4	2.7	2.9	3.0	3.1	4.1
---------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



**MSA- SD**  
**2022-23 July Budget**  
**Multi-Year Budget Summary**

Assumptions	2022-23	2023-24	2024-25
ADA	420.72	440.00	445.00

Description	2022-23	2023-24	2024-25
<b>REVENUES</b>			
TTL General Purpose Entitlement	3,885,816	4,173,128	4,365,941
TTL Federal Revenue	240,753	244,784	138,378
TTL Other State Revenue	710,106	680,635	704,729
TTL Other Local Revenue	100,000	100,000	100,000
<b>TTL REVENUES</b>	<b>4,936,675</b>	<b>5,198,547</b>	<b>5,309,049</b>
<b>EXPENDITURES</b>			
TTL Certificated Salaries	1,736,697	1,788,798	1,842,462
TTL Non-Certificated Salaries	422,205	434,871	447,918
TTL Employee Benefits	862,646	892,874	922,348
TTL Books/Supplies/Materials	115,937	119,415	122,997
TTL Services & Operations	1,718,662	1,770,222	1,823,328
TTL Capital Outlay	55,790	55,790	55,790
TTL Other Outgo	3,000	3,000	3,000
<b>TTL EXPENDITURES</b>	<b>4,914,936</b>	<b>5,064,969</b>	<b>5,217,842</b>
<b>Revenues less Expenditures</b>	<b>21,738</b>	<b>133,578</b>	<b>91,206</b>
<b>Beginning Fund Balance</b>	<b>1,344,964</b>	<b>1,366,703</b>	<b>1,500,281</b>
<b>Net Revenues</b>	<b>21,738</b>	<b>133,578</b>	<b>91,206</b>
<b>ENDING BALANCE</b>	<b>1,366,703</b>	<b>1,500,281</b>	<b>1,591,487</b>
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>27.81%</b>	<b>29.62%</b>	<b>30.50%</b>



MSA- SD  
2022-23 July Budget

Description	Budget												TOTAL		
	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May		June	Accruals
<b>BEGINNING CASH</b>		1,626,901	1,475,510	1,335,461	1,518,488	1,653,310	1,549,806	1,655,199	1,587,674	1,592,862	1,738,415	1,638,462	1,519,896		
<b>CASH INFLOWS</b>															
REVENUES															
LCFF State Aid	843,602	42,180		75,924	75,924	75,924	75,924	75,924	75,924	75,924	75,924	75,924	75,924	-	843,602
EPA	84,144	-	21,036	-	-	21,036	-	-	-	-	-	-	21,036	-	84,144
In-Lieu Of Property Taxes	2,958,070	-	177,484	354,968	236,646	236,646	236,646	236,646	236,646	409,989	207,479	207,479	207,479	209,864	2,958,070
Prior Year Corrections		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	240,753	-	1,683	29,603	29,603	-	7,428	7,837	23,337	31,453	15,802	15,802	81,348	42,863	240,753
Other State	710,106	7,740	8,294	13,932	18,966	18,973	199,405	47,115	104,328	42,198	35,888	33,077	108,693	71,897	710,106
Other Local	100,000	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	-	100,000
<b>TTL REVENUES</b>	<b>4,936,675</b>	<b>58,253</b>	<b>236,292</b>	<b>475,876</b>	<b>369,471</b>	<b>339,876</b>	<b>548,772</b>	<b>375,855</b>	<b>448,568</b>	<b>588,933</b>	<b>343,426</b>	<b>324,813</b>	<b>502,814</b>	<b>323,724</b>	<b>4,936,675</b>
<b>EXPENDITURES</b>															
Certificated Salaries	1,736,697	34,734	154,724	154,724	154,724	154,724	154,724	154,724	154,724	154,724	154,724	154,724	154,724	67,889	1,736,697
Classified Salaries	422,205	16,888	36,847	36,847	36,847	36,847	36,847	36,847	36,847	36,847	36,847	36,847	36,847	15,737	422,205
Benefits	862,646	34,506	75,285	75,285	75,285	75,285	75,285	75,285	75,285	75,285	75,285	75,285	75,285	43,132	862,646
Books & Supplies	115,937	9,275	9,697	9,697	9,697	9,697	9,697	9,697	9,697	9,697	9,697	9,697	9,697	5,797	115,937
Services & Operations	1,718,662	103,120	146,867	146,867	146,867	146,867	146,867	146,867	146,867	146,867	146,867	146,867	146,867	85,333	1,718,662
Capital Outlay	55,790	4,649	4,649	4,649	4,649	4,649	4,649	4,649	4,649	4,649	4,649	4,649	4,649	2,789	55,790
Other Outgo	3,000	250	250	250	250	250	250	250	250	250	250	250	250	150	3,000
<b>TTL EXPENSES</b>	<b>4,914,936</b>	<b>203,422</b>	<b>428,320</b>	<b>428,320</b>	<b>428,320</b>	<b>428,320</b>	<b>428,320</b>	<b>428,320</b>	<b>428,320</b>	<b>428,320</b>	<b>428,320</b>	<b>428,320</b>	<b>182,573</b>	<b>245,747</b>	<b>4,914,936</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)	834,923	208,731	166,985	250,477	208,731	-	-	-	-	-	-	-	-	-	834,923
Loan Proceeds															
Loan Repayments															
Net Change in Payables	399,786	(199,893)	(99,947)	(99,947)	(99,947)	(99,947)	(99,947)	(99,947)	(99,947)	(99,947)	(99,947)	(99,947)	(99,947)	(99,947)	(399,786)
Fixed Asset Acquisitions															
Other Inflows/(Outflows)															
<b>NET INFLOWS/OUTFLOWS</b>	<b>21,738</b>	<b>(6,222)</b>	<b>51,978</b>	<b>135,470</b>	<b>193,671</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(180,722)</b>
<b>ENDING CASH BALANCE</b>		<b>1,475,510</b>	<b>1,335,461</b>	<b>1,518,488</b>	<b>1,653,310</b>	<b>1,549,806</b>	<b>1,655,199</b>	<b>1,587,674</b>	<b>1,592,862</b>	<b>1,738,415</b>	<b>1,638,462</b>	<b>1,519,896</b>	<b>1,825,077</b>		

3.6	3.3	3.7	4.0	3.8	4.0	3.9	3.9	4.2	4.0	3.7	4.5
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

Months Cash on Hand



**Cash Flow Template  
2024-25 July Budget**

Description	2022-23 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	TOTAL
<b>BEGINNING CASH</b>		1,825,077	1,625,767	1,426,007	1,513,011	1,532,732	1,441,431	1,552,627	1,496,268	1,510,507	1,676,734	1,587,210	1,478,925		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCPF State Aid	991,501	49,575	49,575	89,235	89,235	89,235	89,235	89,235	89,235	89,235	89,235	89,235	89,235	-	991,501
EPA	88,000	-	22,000	-	22,000	-	22,000	-	22,000	-	22,000	-	22,000	-	88,000
In-Lieu Of Property Taxes	3,093,627	-	1,855,618	371,325	247,490	247,490	247,490	247,490	247,490	428,777	216,987	216,987	216,987	219,586	3,093,627
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	244,784	-	1,711	30,098	-	7,968	7,552	7,968	23,727	31,980	16,067	31,704	82,710	42,871	244,784
Other State	680,635	7,419	7,950	13,354	18,178	18,185	191,129	45,160	99,998	40,447	34,398	8,333	104,182	68,530	680,635
Other Local	100,000	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	-	100,000
<b>TTL REVENUES</b>	<b>5,198,547</b>	<b>65,327</b>	<b>251,476</b>	<b>505,868</b>	<b>393,335</b>	<b>363,244</b>	<b>565,740</b>	<b>398,186</b>	<b>468,784</b>	<b>620,772</b>	<b>365,021</b>	<b>346,260</b>	<b>523,448</b>	<b>331,086</b>	<b>5,198,547</b>
<b>EXPENDITURES</b>															
Certificated Salaries	1,788,798	35,776	159,366	159,366	159,366	159,366	159,366	159,366	159,366	159,366	159,366	159,366	159,366	89,440	1,788,798
Classified Salaries	434,871	17,395	37,952	37,952	37,952	37,952	37,952	37,952	37,952	37,952	37,952	37,952	37,952	21,744	434,871
Benefits	892,874	35,715	77,924	77,924	77,924	77,924	77,924	77,924	77,924	77,924	77,924	77,924	77,924	44,644	892,874
Books & Supplies	119,415	9,553	9,987	9,987	9,987	9,987	9,987	9,987	9,987	9,987	9,987	9,987	9,987	5,971	119,415
Services & Operations	1,770,222	106,213	151,273	151,273	151,273	151,273	151,273	151,273	151,273	151,273	151,273	151,273	151,273	88,511	1,770,222
Capital Outlay	55,790	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	22,793	55,790
Other Outgo	3,000	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
<b>TTL EXPENSES</b>	<b>5,064,969</b>	<b>207,634</b>	<b>439,485</b>	<b>439,485</b>	<b>439,485</b>	<b>439,485</b>	<b>439,485</b>	<b>439,485</b>	<b>439,485</b>	<b>439,485</b>	<b>439,485</b>	<b>439,485</b>	<b>186,386</b>	<b>276,102</b>	<b>5,064,969</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)		80,931	64,745	97,117	80,931	-	-	-	-	-	-	-	-	-	323,724
Loan Proceeds		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables		(122,873)	(61,437)	(61,437)	(61,437)	(61,437)	(61,437)	(61,437)	(61,437)	(61,437)	(61,437)	(61,437)	(61,437)	(61,437)	(445,747)
Fixed Asset Acquisitions		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)		(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(180,722)
<b>NET INFLOWS/OUTFLOWS</b>	<b>135,578</b>	<b>(57,003)</b>	<b>(11,752)</b>	<b>20,620</b>	<b>65,871</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>133,578</b>
<b>ENDING CASH BALANCE</b>		1,625,767	1,426,007	1,513,011	1,532,732	1,441,431	1,552,627	1,496,268	1,510,507	1,676,734	1,587,210	1,478,925	1,800,926		

4.0	3.5	3.7	3.7	3.5	3.8	3.7	3.7	3.7	3.7	4.1	3.9	3.6	4.4
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



**Cash Flow Template  
2025-26 July Budget**

Description	2021-22 Budget	July	August	September	October	November	December	January	February	March	April	May	June	Accruals	TOTAL
<b>BEGINNING CASH</b>		<b>1,800,926</b>	<b>1,590,128</b>	<b>1,381,145</b>	<b>1,467,736</b>	<b>1,480,440</b>	<b>1,393,365</b>	<b>1,511,876</b>	<b>1,457,234</b>	<b>1,485,514</b>	<b>1,669,375</b>	<b>1,597,957</b>	<b>1,514,667</b>		
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCPF State Aid	1,148,159	57,408	57,408	103,334	103,334	103,334	103,334	103,334	120,567	120,567	120,567	120,567	120,567	(86,162)	1,148,159
EPA	89,000	-	-	22,250	-	-	22,250	-	-	22,500	-	-	22,500	(500)	89,000
In-Lieu Of Property Taxes	3,128,782	-	187,727	375,654	250,303	250,303	250,303	250,303	250,303	440,378	222,858	222,858	222,858	205,137	3,128,782
Prior Year Corrections	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Federal	138,378	-	867	17,015	17,015	4,269	4,269	4,504	13,413	18,078	5,083	-	46,757	24,292	138,378
Other State	704,729	7,681	8,231	13,826	18,872	18,829	197,895	46,758	103,538	41,879	35,616	32,826	107,870	70,956	704,729
Other Local	100,000	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	-	100,000
<b>TTL REVENUES</b>	<b>5,309,049</b>	<b>73,423</b>	<b>261,700</b>	<b>524,165</b>	<b>397,807</b>	<b>380,799</b>	<b>586,385</b>	<b>413,233</b>	<b>496,154</b>	<b>651,735</b>	<b>396,457</b>	<b>384,584</b>	<b>528,885</b>	<b>213,723</b>	<b>5,309,049</b>
<b>EXPENDITURES</b>															
Certificated Salaries	1,842,462	36,849	164,147	164,147	164,147	164,147	164,147	164,147	164,147	164,147	164,147	164,147	164,147	92,123	1,842,462
Classified Salaries	447,318	17,917	39,091	39,091	39,091	39,091	39,091	39,091	39,091	39,091	39,091	39,091	39,091	22,396	447,318
Benefits	922,248	36,894	80,496	80,496	80,496	80,496	80,496	80,496	80,496	80,496	80,496	80,496	80,496	46,117	922,248
Books & Supplies	122,897	9,840	10,287	10,287	10,287	10,287	10,287	10,287	10,287	10,287	10,287	10,287	10,287	6,150	122,897
Services & Operations	1,823,228	109,400	155,812	155,812	155,812	155,812	155,812	155,812	155,812	155,812	155,812	155,812	155,812	91,166	1,823,228
Capital Outlay	55,790	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	2,982	193	55,790
Other Outgo	3,000	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
<b>TTL EXPENSES</b>	<b>5,217,842</b>	<b>213,881</b>	<b>452,814</b>	<b>452,814</b>	<b>452,814</b>	<b>452,814</b>	<b>452,814</b>	<b>452,814</b>	<b>452,814</b>	<b>452,814</b>	<b>452,814</b>	<b>452,814</b>	<b>192,072</b>	<b>283,746</b>	<b>5,217,842</b>
<b>OTHER CASH INFLOWS/OUTFLOWS</b>															
Accounts Receivable (net change)		82,772	66,217	99,326	82,772	-	-	-	-	-	-	-	-	-	331,086
Loan Proceeds		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Repayments		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Change in Payables		(138,051)	(69,026)	(69,026)	-	-	-	-	-	-	-	-	-	-	(276,102)
Fixed Asset Acquisitions		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Inflows/(Outflows)		(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(15,060)	(180,720)
<b>NET INFLOWS/OUTFLOWS</b>	<b>91,206</b>	<b>(70,340)</b>	<b>(17,868)</b>	<b>15,240</b>	<b>67,712</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>(15,060)</b>	<b>91,206</b>
<b>ENDING CASH BALANCE</b>		<b>1,590,128</b>	<b>1,381,145</b>	<b>1,467,736</b>	<b>1,480,440</b>	<b>1,393,365</b>	<b>1,511,876</b>	<b>1,457,234</b>	<b>1,485,514</b>	<b>1,669,375</b>	<b>1,597,957</b>	<b>1,514,667</b>	<b>1,836,420</b>		

3.9	3.4	3.6	3.4	3.6	3.6	3.6	3.7	3.6	3.6	4.1	3.9	3.7	4.5
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----



## Cover Sheet

### 2022-23 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic ("NCBA") Positions & School Leaders

**Section:** II. Information/Discussion Items  
**Item:** C. 2022-23 Employee Pay Raise Scale for Full-Time Teaching  
Positions & Non-Classroom Based Academic ("NCBA") Positions & School Leaders  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
2022-23 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom  
Based Academic ("NCBA") Positions & School Leaders.pdf



Board Agenda Item #	II C: Information/Discussion Item
Date:	April 6, 2022
To:	Magnolia Public Schools - Finance Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Suat Acar, Chief Operations Officer Steve Budhreja, Chief Financial Officer
RE:	2022-23 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions & School Leaders

Proposed Motion:

N/A

Introduction

The MPS Operations Department has initiated discussions with the C-team and the school site principals regarding 2022-23 compensation package for full time teachers, NCBA positions, and school leaders. To address existing recruitment and retention challenges, MPS strives to create the most competitive compensation package.

The Operations Department has reviewed other CMOs’ and district compensation packages as part of this process.

Below are the proposed changes to the 2022-23 pay raise scale.

- Increase the school base pay to the following:
  - MSA-1, 2: From \$52,000 to \$57,000.
  - MSA-3 through 8: From \$51,000 to \$57,000.
  - MSA-SA and SD: From \$49,000 to \$53,000
- Remove the total experience cap (currently caps at 25 years), keep prior experience cap at 15 years.
- Currently, “highly effective” rated staff is eligible for performance pay. The proposed change is to have “effective” and “highly effective” rated staff to be eligible to receive performance pay.

- Performance pay will continue to be suspended in 2022-23. This is in reference to the initial freeze from 2020-21 (refer to the May 27, 2020 board report).

### Background

With the collaboration of the C-team, home office staff, and MPS principals, the MPS Operations Department formed a task force to discuss and get feedback about the proposed options. MPS Task Force had the first meeting on December 15, 2021 and after that there were further internal meetings with the C-team members regarding budget analysis.

### Budget Implications

The MPS Finance team will provide the 2022-23 budget which include personnel compensation.

Exhibits (attachments):

- 2022-23 MPS Employee Pay Raise Scale for Full-Time Teaching Positions & NCBA, and School Leaders (with redline)
- 2022-23 MPS Employee Pay Raise Scale for Full-Time Teaching Positions & NCBA, and School Leaders (without redline)



# MPS EMPLOYEE PAY RAISE SCALE

## FULL-TIME TEACHING POSITIONS

&

## NON-CLASSROOM-BASED ACADEMIC POSITIONS

Last Amended:  
004/06/2022

Deleted: /10

MPS EMPLOYEE PAY RAISE SCALE (FULL-TIME TEACHING POSITIONS & NON-CLASSROOM  
BASED ACADEMIC POSITIONS)

**SALARY CALCULATIONS**

**Components of Employee Pay**

School Level: Teaching Positions & Non-Classroom Based Academic Positions			
1.	<b>Base School Salary</b>		
	+		→ Base Employee Salary
2.	<b>Employee Qualifications Pay</b>		
	+		
3.	<b>Position Pay (where applicable)</b>		
4.	<b>Employee Performance Pay</b>		
5.	<b>Pay for Additional Duties</b>		

**Narrative:**

1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.

This Board-approved pay raise scale will be in effect as of July 1, 2022, ~~until the subsequent Board approval of an updated~~ scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.

2) This policy replaces and overrides any previous pay/bonus policy pay raise scale or other policies affecting compensation to the extent they are in conflict.

3) This pay raise scale applies to all full-time teaching staff and non-classroom based academic staff.

4) Pay for full-time teaching positions has four major components: base school salary, employee qualifications pay, employee performance pay, and pay for additional duties. Pay for non-classroom based academic positions has the same four components, with the addition of a fifth component for position pay. Base school salary, position pay (where applicable), and employee qualifications pay make up the base employee salary as they reflect their job position and qualifications. Employee performance pay and pay for additional duties are variable pays based on the employee's performance rating and the additional duties assigned to the employee and are not a part of the base employee salary.

5) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** on the June 20<sup>th</sup> payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)

6) Additional duties for employees will be assigned add-on points as explained further in this scale. These duties have

Deleted: 1

Deleted: and

to be approved by the school administration and the Home Office. The add-on points for such additional duties are not part of employee's base salary; they are earnings on top of the base employee salary designated for the extra duties performed for the specific year of service. Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Additional duties that are an outgrowth of MPS's instructional program, including the Additional Duties enumerated herein, are reportable to the employee's STRS retirement account. See "Additional Duties" for details.

8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same.

9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.

10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.

11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are contingent upon employee completing at least one year of service and any employee who fails to do so must return the signing bonus to the School.

12) The pay raise scale limitations may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

Deleted: <#>Retroactive salary increases are not permitted.

Deleted: the

**1) BASE SCHOOL SALARY**

Base School Salary		
Location	School	Base
Los Angeles County (Reseda)	MSA-1	\$57,000
Los Angeles County (Van Nuys)	MSA-2	\$57,000
Los Angeles County (Carson)	MSA-3	\$57,000
Los Angeles County (Los Angeles)	MSA-4	\$57,000
Los Angeles County (Reseda)	MSA-5	\$57,000
Los Angeles County (Los Angeles)	MSA-6	\$57,000
Los Angeles County (Northridge)	MSA-7	\$57,000
Los Angeles County (Bell)	MSA-Bell	\$57,000
San Diego County (San Diego)	MSA-San Diego	\$53,000
Orange County (Santa Ana)	MSA-Santa Ana	\$53,000

- Deleted: 2
- Deleted: 2
- Deleted: 1
- Deleted: 3
- Deleted: 1
- Deleted: 1
- Deleted: 3
- Deleted: 1
- Deleted: 1
- Deleted: 1
- Deleted: 49
- Deleted: 49



<b>Narrative:</b>	
1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.	
2) Based on the above parameters, the Board may adjust the Base School Salaries each year.	

**2) EMPLOYEE QUALIFICATIONS PAY**

<b>Qualifications</b>				
<b>Field #</b>	<b>Qualification</b>	<b>Coefficient</b>	<b>Points</b>	<b>Max</b>
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience	\$1,015	1 for each year up to 15	15
4	MPS Experience	\$1,015	1 for each year	N/A

Deleted: up to a total\* of 25  
Deleted: 25

<b>Narrative:</b>	
1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered.	
2) Credential: 1 point for California Clear Teaching Credential; 1 point for California Preliminary or Clear Administrative Services Credential; 1 point for job-related credential or certificate, e.g., college counseling certificate; 2 points for National Board Certification. Points are not added except for the addition of the National Board Certification points (2) and the CA Clear Teaching Credential point (1). CA Preliminary Teaching Credential does not earn points.	
3) Prior Experience: Cap of 15 years will be applied for prior full-time teaching, school leader, and other related field work experience when the employee completed a full year of employment in the position. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office.	
4) MPS Experience: <del>Prior full-time, regular employment with MPS as a teacher, school leader, or in other related field work positions.</del> Student teaching as part of the credentialing program does not count for experience. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office.	

Deleted: Cap of 25 years will be applied for  
Deleted: p

5) Qualifications pay is NOT an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position with the same qualifying points.

**Deleted:** \* Total experience, i.e., the sum of prior experience and MPS experience will be capped at 25 years....

**3 ) POSITION PAY**

Position Pay				
Field #	Type of Pay	Coefficient	Points	Max
1	Position	\$1,015	See notes.	10

Position Points	
College Counselor, Librarian, EL Coordinator, Language/Literacy Coach, Title-I/Intervention Coordinator, Guidance Counselor	5
Education Specialist, Psychologist	15
<u>Athletic Director</u>	0
School-Social Worker	0

**Narrative:**

1) Position: Staff with non-classroom-based academic positions will receive additional points based on their position. See the table above.

2) This is a component of Base Employee Salary as it is earned through the performance of the employee's regular job duties and **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.

**4 ) EMPLOYEE PERFORMANCE PAY**

Available Performance Pay	
Teaching & Non-Classroom Based Academic Positions	\$2,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	<del>100%</del>

**Deleted:** 0

2: Developing (D)	0
1: Ineffective (I)	0

**Narrative:**

1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.

2) Employees who receive a "3: Effective (E)" and a "4: Highly Effective (HE)" rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a rating of 2 or 1, will be ineligible for performance pay.

3) Available performance pay will be a maximum of \$2,000 for school-level teaching staff and non-classroom based academic staff.

4) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees.

5) Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** on the June 20<sup>th</sup> payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)

6) MPS believes in use of data in determining employee performance. As explained in detail in MPS' board-approved employee evaluation protocols, survey and student assessment data as well as supervisor's evaluation of the employee performance are used in evaluations of teaching and non-classroom based academic staff.

**Deleted:**

**Deleted:** a "3: Effective (E)" rating or below

**Deleted:** Performance pay is only available to employees who rate as "4: Highly Effective (HE)."

Deleted: 5) PAY FOR ADDITIONAL DUTIES ... [1]

<b>MPS Board Approved Additional Duties-Annual Assignment (Coefficient for Additional Duties is \$1,000.00)</b>			
	<b>Duties</b>	<b>Add-on Points</b>	<b>JOB DESCRIPTION</b>
<b>Organization Wide Teacher on Special Assignment (TOSA) Duties (to be assigned by Home Office)</b>			
1	History / Social Sciences	5	Coordinate collaboration and professional development activities across all MPS schools. Specifically: - Hold grade level/span scope and sequence planning activities quarterly. - Support three MPS-wide PD (symposia) days - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks. - Meet quarterly with the Academic Team and CAO to coordinate events and activities. - Organize other network-wide activities and events as assigned.

2	Science	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically:</p> <ul style="list-style-type: none"> <li>- Hold grade level/span scope and sequence planning activities quarterly.</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities.</li> <li>- Organize other network-wide activities and events as assigned.</li> <li>- Support the selection and implementation of a proven STEAM enrichment program</li> <li>- Provide professional development for Implementing a multi-level and multi-dimensional curriculum including NGSS</li> <li>- Support MPS Wide Annual STEM EXPO</li> <li>- Develop and Implement Professional Development Workshops for MPS Wide Enrichment Instructional Support</li> </ul>
3	Computer Science and Technology	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically:</p> <ul style="list-style-type: none"> <li>- Hold grade level/span scope and sequence planning activities quarterly.</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities.</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
4	Electives (Spanish, Art, PE, and other Electives)	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically:</p> <ul style="list-style-type: none"> <li>- Hold grade level/span scope and sequence planning activities quarterly.</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities.</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
5	Elementary Programs	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically:</p> <ul style="list-style-type: none"> <li>- Hold grade level/span scope and sequence planning activities quarterly.</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities.</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
6	Math	5	<ul style="list-style-type: none"> <li>- Support the coordination, collaboration and professional development activities across all MPS schools. Specifically:</li> <li>- Support grade level/span scope and sequence planning activities quarterly.</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Support and maintain Google classroom and website for PD, resources and info dissemination</li> <li>- Coordinate at least 2 annual MPS-wide math competitions (growth mindset, Pi day, etc.)</li> <li>- Support development of the math assessment timeline and manage data collection and analysis</li> </ul>

			<ul style="list-style-type: none"> <li>- Serve as a member of the math materials adoption cohort to assist with the selection of high quality and effective instructional materials and resources in alignment with CA Standards and Framework.</li> <li>- Meet monthly with the Director of Math programs and quarterly with the Academic Team and CAO</li> </ul>
7	English	5	<ul style="list-style-type: none"> <li>- Support the coordination of collaboration and professional development activities across all MPS schools. Specifically:</li> <li>- Support grade level/span scope and sequence planning activities quarterly.</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Support and Maintain Google classroom and/or website for PD, resources and info dissemination</li> <li>- Coordinate 2 annual MPS-wide ELA competitions (Creative Writing, Poetry Out Loud, NaNoWriMo, Women's History Month Essay Contest, etc.)</li> <li>- Support development of the ELA assessment timeline and manage data collection and analysis</li> <li>- Support with the selection and/or development of an MPS-wide writing framework and/or curriculum adoption</li> <li>- Meet monthly with the ELA Program Coordinator, and quarterly with the Academic Team</li> </ul>
8	GATE	5	<ul style="list-style-type: none"> <li>- Research and Development for Adopting a Researched Based "proven" Enrichment Program/Curriculum for all MPS Schools.</li> <li>- Support the coordination, collaboration and professional development activities across all MPS schools for Gifted and Talented program support.</li> <li>- Assist with Identification of GATE students including: PD's for Deans, Assistance with obtaining and administering OLSAT and Raven's Tests</li> <li>- Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities at all Sites</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Support and maintain Google classroom and website for PD, resources and info dissemination</li> <li>- Lead the Coordination of the annual Steam Expo with all participating MPS schools</li> <li>- Meet monthly with the Director of SPED programs and quarterly with the Academic Team and CAO.</li> <li>- Seek out Enrichment opportunities for students (Science camp, JPL Scholarships etc.)</li> </ul>
9	SPED	5	<ul style="list-style-type: none"> <li>- MPS Wide District Level Usage on the SEIS and Welligent Systems - Weekly monitoring and reporting to Director of SPED / Re:School Compliance - Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities - Monitor the Compliance of 504 Plan Implementation - Provides Professional Development for SPED Teachers at 3 symposiums and ongoing support for newly hired SPED Teachers - Adds, Deletes, Monitors and Maintains Users for the SEIS and Welligent Systems (Creates passwords for adult users, adds students from CAL-PADS to SEIS and Welligent as appropriate).</li> </ul>
<b>Schoolwide Coordination Duties</b>			
1	Discipline Coordinator	5	<p>The Coordinator is a critical teammate on the student service team, under the direction of the Dean of Students. The Coordinator's primary responsibility is to respond to student behavior. This will happen through the management of systems across the school, and through the creation of meaningful interventions to build student capacity to make strong, future-ready decisions. The coordinator builds strong relationships with students and champions family engagement to develop partnerships between the school and families to support the success of students.</p>
2	I.T. Coordinator/Technician	5	<p>I.T. Coordinator/Technician is a staff member who:</p> <ul style="list-style-type: none"> <li>- Maintains staff, students, and classroom technology (tracks in inventory system/configured for operation)</li> <li>- Responds to school's basic technology issues like troubleshooting internet/wireless connection, or printing etc.</li> <li>- Gives feedback on usage and research/analysis results on continuously improving educational technology and recommend them to the school and other.</li> </ul>

			<p><u>schools' IT technician team members.</u></p> <p><u>- Trains fellow staff members on certain software/hardware usage and on basic computer security, and technology equipment handling if needed.</u></p>
3	<u>Testing Coordinator</u>	5	<p><u>Testing coordinator will coordinate and supervise school-wide implementation of local and state tests (SBAC, MAP, IAB Benchmark tests, GATE, ELPAC, AP tests). Other tasks include scheduling, informing parents, encouraging students, assist school staff with preparation for test administrations, and assisting Math and English teachers with testing strategies and preparation. In additional working closely with SPED and EL departments along with communicating with IT Manager to ensure accommodations are enabled according to the individual needs of students. The testing coordinator will also assist in providing data to admin for as needed, to teachers for intervention and data driven analysis. Perform other duties as assigned by the principal.</u></p>
4	<u>After School Coordinator</u>	5	<p><u>Responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment staff. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member. Works with admin and teacher to identify clubs and tutoring offered/needed, generates/communicates the after-school schedule, promotes the attendance for after school programs, checks classrooms regularly, helps with ordering supplies, collects the data and submits to authorizers.</u></p>
5	<u>MTSS Coordinator (incl. RTI, Title I, etc.)</u>	5	<p><u>Under the direction of the Dean of Students, the MTSS Coordinator is an integral part of the school's culture. The coordinator collaborates with team members to provide academic and behavior strategies for students with various needs.</u></p>
6	<u>EL Coordinator</u>	5	<p><u>Implements and is compliant with the MPS EL Master Plan, supports ELA and ELD teachers with instructional strategies, consults with the MPS EL Coordinator, identifies EL students, supports EL student achievement reports and data analysis of EL student, planning and administering ELPAC, monitors student progress through various assessments such as SBAC, MAP, Lexile reports, compiles student portfolios, attends district/school-wide PDs and meetings</u></p>
7	<u>Literacy Program Coordinator (incl. myON, A.R., etc.)</u>	3	<p><u>Coordinates the school-wide literacy program (myON, AR, etc.), including scheduling and supporting professional development and training for teachers, supporting teachers with best practices for program implementation, planning events and competitions which promote literacy, monitoring literacy data such as: lexile growth, minutes/books read, etc. and sharing such data with school staff to improve students' literacy development and growth.</u></p>
8	<u>STEAM Festival/Expo Coordinator</u>	2	<p><u>STEAM Coordinator is an active participant of annual STEAM EXPO event in collaboration with the Home Office. Organizes a local and school-wide STEAM EXPO. Follows up with deadlines at the school level, communicates the guidelines via emails and meetings. Supports teachers and staff to maximize student/project participation. Assists with the logistics such as transportation and food, etc.</u></p>
9	<u>Community and Family Outreach Coordinator</u>	2	<p><u>A high-energy multi-tasker with dynamic leadership ability who builds coalitions and partnerships. The Coordinator works to build social capital by fostering person-to-person and people-to-place relationships, develop the skill and will of parents and community leaders to take on leadership roles within schools and in their community, and encourage civic engagement in order to build neighborhoods where the stakeholders want to invest their time and resources to transform their communities.</u></p> <p><u>The Coordinator will be flexible and a self-starter, working with a network of engaged and empowered stakeholders in the MSA Communities. They will make connections with residents to broaden and deepen the community network, support local advocacy, and develop leaders who will carry out the work.</u></p>
10	<u>WASC Self-Study Coordinator</u>	3	<p><u>The WASC Self-Study Coordinator is the primary contact with WASC, compiling all the necessary information to complete the self-study. The Coordinator utilizes the guidelines set by WASC and with the help of MSA administration, identify a team of faculty, staff, and school leaders to write and assemble the various components of the self-study by their identified deadline. The Coordinator will be available to the WASC administration and team for all communication and will</u></p>

			<p>lead and facilitate the WASC team visit. Through the completion of the self-study process, the school will have accomplished:</p> <p>1) the involvement and collaboration of all stakeholders to support student achievement;</p> <p>2) the clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes and academic standards;</p> <p>3) the analysis of data about students and student achievement;</p> <p>4) the assessment of the entire school program and its impact on student learning in relation to the schoolwide learner outcomes, academic standards, and WASC/CDE criteria;</p> <p>5) the alignment of a long-range action plan to the school's areas of need; and</p> <p>6) the capacity to implement and monitor the accomplishment of the plan.</p>
11	<u>Blended Learning Coordinator</u>	1	<p>The Blended Learning Coordinator provides leadership, staff development, and instructional support to all instructional and administrative staff. In addition, this position serves as a liaison between school and org-wide technology initiatives and school based implementation and support for administrators and teachers.</p>
12	<u>Extracurricular Activities Coordinator</u>	1	<p>After School Coordinator is responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment Instructors. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member in the program.</p>
13	<u>504 Coordinator (1-10 cases)</u>	2	<p>The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504. Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.</p>
13	<u>504 Coordinator (11 or more)</u>	3	<p>The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504. Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.</p>
14	<u>SSPT Coordinator</u>	2	<p>Serve as a liaison between the schools and appropriate partners in supporting students and families. Using a MTSS Framework, the SSPT coordination includes the following. Support students in acquiring linguistic, academic, behavioral, and social competencies using tiered interventions.</p>
15	<u>GATE Coordinator</u>	2	<p>Assist schools in enhancing collaborative and supportive schoolwide PBIS culture for all school partners. Assist the Director in designing and implementing a Magnolia Wide GATE enrichment curriculum.</p>



16	SPED Coordinator	5	<p>* School site support with SPED coordination.</p> <p>* School Based Case management</p> <p>* Child Find - accessing all students enrolled in the science academy in CALPADS, SEIS or Welligent.</p> <p>* Ensuring an annual IEP meeting is held for each student, either identified as an "annual review" or a Triennial.</p> <p>* Working with SPED Teacher to ensure service provision is taking place.</p> <p>* Providing pertinent information to SPED Director to ensure CALPADS data is accurate.</p> <p>* Managing caseload to ensure compliance with all meetings, service provision and accommodations are in place for each student.</p> <p>* SPED Coordinators are also responsible for working with SPED para's and instructing SPED students in pull out sessions.</p> <p>* SPED Coordinators are responsible for team teaching with all general education teachers to ensure students are receiving support for assignments, projects and are being graded according to their IEP.</p> <p>* SPED Coordinators meet with the SPED director at school level SPED meetings, and once monthly at the CMO level SPED meetings. All SPED teachers meet weekly with their SPED coordinators and/or admin teams.</p> <p>* Prepares the department for annual audits and authorizer oversight.</p> <p>* Works with all service providers</p>
<b>Chair/Mentorship/Special Committee Duties</b>			
1	Department Chair (5+ teachers)	3	Supports teachers with teaching curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
2	Department Chair (1-4 teachers)	2	Supports teachers with curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
3	Grade Level Chair (5+ teachers)	3	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
4	Grade Level Chair (1-4 teachers)	2	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
5	Student Leadership / Gov't Advisor	2	Under the guidance of Dean of Students, a student council advisor guides student leaders in successfully planning events, making decisions and representing their fellow students. This role is essential to developing students' leadership skills and supporting their efforts to serve their school.
6	BTSA / Teacher Mentor	1.5	The mentor will be assigned one or multiple teachers or teacher candidates with preliminary credentials. The mentor will help these teachers to clear their credentials with direct support, guidance, timeline follow up with lesson planning, curriculum development and classroom management. The mentor will also provide PD opportunities for the mentees.
7	CAP Mentor	1	The CAP Mentor supports students in working towards earning a recognition from the Congressional Award Program by helping them set goals, organize their activities, track their accomplishments, and submit their evidence to the program. "Participants earn Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level involves setting goals in four program areas:

			<u>Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration.</u> <a href="https://www.congressionalaward.org/the-program/">https://www.congressionalaward.org/the-program/</a>
8	<u>Reflection Committee Team Member</u>	1	Under the direction of the Dean of Students, the Committee is an integral part of the school's culture in which the team member collaborate to provide academic and behavior strategies for students with various needs. Instead of the "waiting for failure" assessment model, the Committee team member is able to take a proactive approach to identify students with social-emotional, academic, and behavioral needs. Additionally, the team member is responsible for providing information and professional development to the school site teams, ensuring that MTSS components are implemented effectively throughout. Early interventions and assessments for these students can greatly improve their academic & behavioral successes.
9	<u>Student Safety Committee</u>	1	Support administration during the academic year, with morning drop-off and after school dismissal this includes parking lot supervision and valet duties to ensure safety of students and other pedestrians. Additional responsibilities include assisting students in and out of the car in the valet line, supervising students in the dismissal area, and assisting the management of traffic.
10	<u>CIF Athletic Director (1-3 teams)</u>	5	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 75%
11	<u>CIF Athletic Director (4-6 teams)</u>	10	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 50%
<b>Club/Competition Duties</b>			
1	<u>Special Club (Category 1)</u>	1	Club (Category 1) includes approved clubs that either have a STEM focus or prepare students for a special competition but do not require as extensive time commitment and preparation as a Category 2 club. Ex: Advanced Math/MathCounts, Science Olympiad, and other approved STEM clubs; Spelling Bee, Geography Bee, and other approved clubs that prepare for a competition.
2	<u>Special Club (Category 2)</u>	2	Club (Category 2) includes approved clubs that have a special focus, typically in STEM fields, require an extensive time commitment and preparation, and generally culminate in a competition. Ex: VEX/Seaperch Robotics, FIRST Lego, Future City, Academic Decathlon/Pentathlon.
3	<u>Extra Club / Tutoring</u>	1	Extra clubs are clubs employees offer in addition to their required two (2) after-school tutoring/club sessions.
<b>Additional Teaching Duties</b>			
1	<u>AP Teacher (per AP course)</u>	2	Understands and organizes the curriculum of the AP course based on the College Board's course guidelines and exam blueprints, stays current with course content, attends summer seminars as needed, submits the course syllabus to the AP course ledger, works with the admin for the roster of the course, prepares summer work, registers students on College Board's class portal, administers a full-long practice exam in Spring.
2	<u>Extra Teaching Hours (per hour per week)</u>	1	Carries out regular teaching duties (5 courses per day) for an additional class requiring an extra prep.
3	<u>Additional Prep Time (3 or more prep per week)</u>	1	Provides weekly lesson plans and instruction for 3 or more assigned classes.

4	<u>Independent Study Synchronous Instruction (30 min per week)</u>	1.8	<u>Provide weekly 30 minutes of Synchronous Instruction under the MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.</u>
5	<u>Independent Study Synchronous Instruction (60 min per week)</u>	3.6	<u>Providing Synchronous Instruction (60 min per week under MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.</u>
6	<u>Independent Study Supervising Teacher (for each 5 students)</u>	1	<u>Supervising Teacher with these conditions and duties Definition of Supervising Teacher: Education Code Section 51747.5: The independent study by each pupil or student shall be coordinated, evaluated, shall be under the general supervision of an employee of the school who possesses a valid certification document pursuant to Section 44865 or an emergency credential pursuant to Section 44300, registered as required by law. Supervising Teacher: "General supervision" means the supervising teacher's (1) continuing oversight of the study design, implementation plan, allocation of resources, and evaluation of student's independent study; and (2) personal determination or personal review of the determination made by another certificated teacher of the time values for apportionment purposes of each pupil's or adult education student's work products.</u>

<b>MPS Board Approved Additional Duties-One Time Assignment for the 2022-23 School Year</b>				
<b>Additional Duties – One-Time Assignment</b>				
	<b>COMPONENT NAME</b>	<b>DOLLAR AMOUNT</b>	<b>PER</b>	<b>DESCRIPTION</b>
* Hourly staff will not be paid according to the below rates but will be paid with respect to their hourly rates to the extent their job duties encompass any of the duties below.				
1	Home Visit Program	\$50	VISIT	Refer to Home Visit Policy
2	Virtual Home Visit	\$25	VISIT	Refer to Home Visit Policy
3	Saturday School	\$50	HOUR	Refer to School Admin
4	Parent Academy Coordinator	\$50	HOUR	Refer to School Admin
5	Parent Academy Teacher	\$50	HOUR	Refer to School Admin
6	After School Coordinator	\$30	HOUR	Refer to School Admin
7	After School Support	\$30	HOUR	Refer to School Admin
8	Zero Period Assistance	\$30	HOUR	Refer to School Admin
9	Substituting for another teacher	\$50	PERIOD	Refer to School Admin
10	Edge Coaching-Mentoring	\$35	HOUR	Refer to School Admin
11	Providing PD/Workshop	\$50	HOUR	Refer to School Admin
12	School Camp-Trip-Only for Overnight Trips	\$200	DAY	Refer to School Admin
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR	Refer to School Admin
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$50	HOUR	Refer to School Admin
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT	Refer to School Admin
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR	Refer to School Admin
17	Extra Tutoring Sessions	\$30	HOUR	Refer to School Admin
18	Attending PDs stipend (weekends, holidays, and summer; outside of work days)-Max 4 Days	\$150	DAY	Refer to School Admin
19	Attending Trainings Outside Class Hours (such as Infinite Campus)	\$30	HOUR	Refer to School Admin
20	Sustained Silent Reading (SSR) Period & Advisory Period Coverage	\$35	PERIOD	Refer to School Admin
21	High School Seasonal Sports Coach (per sport)	\$2,500	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education.

				<u>program as a whole and to growth of students involved in athletics. Duties will include: knowledge of CIF rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration and athletic director to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.</u>
22	<u>Middle School or Elementary School Seasonal Sports Coach (per sport)</u>	<u>\$2,000</u>	<u>Season</u>	<u>Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics. Duties will include: knowledge of league rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.</u>
24	<u>Assistant coach HS (per sport)</u>	<u>\$1,500</u>	<u>Season</u>	<u>The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.</u>
25	<u>Assistant coach MS/ES (per sport)</u>	<u>\$1,000</u>	<u>Season</u>	<u>The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.</u>
26	<u>Referee assignment</u>	<u>\$40</u>	<u>GAME</u>	<u>In case we can't locate a referee and one of our team members conduct this duty during the game</u>
27	<u>Dual enrollment college co-teacher after hours</u>	<u>\$1,500</u>	<u>Course</u>	<u>The co-teacher will work with students who are enrolled in college courses outside of the regular school day to follow up on student attendance, work submission, logistical support for students and will serve as the liaison between the professor and the students. The co-teacher will also attend all synchronous course sessions taught by college professors as well as provide at least 1 additional hour of support per week to students outside of the professor's synchronous sessions to support students. Further, the co-teacher will follow up with the professor, students, parents and school administration to provide targeted interventions to support students who are struggling with academics and attendance matters. This stipend is paid for each 1 college course of support.</u>
28	<u>Targeted Intervention</u>	<u>\$50.00</u>	<u>Hourly</u>	<u>After reviewing data (NWEA, SBAC etc) a certificated teacher will host a small group (no more than 10 students) of intervention outside of the classroom time. Pre and Post data will be required to measure specific student growth during the intervention. The teacher will be required to send parents notification letters to invite them to the intervention groups for at least 6 weeks. The intervention must occur at least 2-3 times per week and for increments of 4-8 weeks in length.</u>

**Deleted: Additional Duties – One-Time Assignment**

... [2]

**NARRATIVE**

- 1) For additional duties assigned on an annual basis, the coefficient is \$1,000 per add-on point. The pay for additional duties assigned on a one-time basis may be per hour, per day, per event, or another increment selected by the School. One-time assignments are not limited to one-time use and may be elected as needed throughout the school year.
- 2) Additional duties for employees will be assigned add-on points or pay as indicated in the respective tables. . These duties have to be approved by the school administration, and for annual assignments by the school administration and the Home Office, prior to the duties being performed.
- 3) Pay for additional duties is not part of an employee's base salary; it represents earnings on top of the base employee salary designated for the extra duties performed.
- 4) Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Depending on the duties, this amount can be prorated across all paychecks for the work year (annual assignments) or paid in the pay period in which the work was performed (one-time assignments).
- 5) Final decision for any add-on points or one-time pay will be made by the school administration and the Home Office.

**Deleted:** <#>\* Department chair and grade level chair add-on points are 3.0 for supervising staff of five or more and 2.0 for supervising staff of one to four.¶

Special Club (Category 1) includes approved clubs that either have a STEM focus or prepare students for a special competition but do not require as extensive time commitment and preparation as a Category 2 club. Ex: Advanced Math/MathCounts, Science Olympiad, and other approved STEM clubs; Spelling Bee, Geography Bee, and other approved clubs that prepare for a competition. Special Club (Category 2) includes approved clubs that have a special focus, typically in STEM fields, require an extensive time commitment and preparation, and generally culminate in a competition. Ex: VEX/Seaperch Robotics, FIRST Lego, Future City, Academic Decathlon/Pentathlon.¶

Extra clubs are clubs employees offer in addition to their required two (2) after-school tutoring/club sessions.¶

\*\*Athletic Director is eligible to receive add-on points for both being the school's primary athletic director and coaching seasonal sports as applicable.¶

¶

\*\*\* For middle/high school grades, each additional weekly teaching hour over the standard 25 hours, plus 2.5 hours of SSR/Advisory, will earn the employee 1.0 point for their annual salary. For example; a teacher teaching 27 hours, plus 2.5 hours of SSR/Advisory per week, over a year will earn 2.0 add-on points, i.e., and additional \$2,000 for the year. MPS does not recommend extra teaching hours other than in extenuating circumstances.¶

Exceptions: Additional duties are for full-time teaching staff only. Principals and assistant principals/deans do not earn add-on points or additional pay for any of the additional duties listed in these tables, with the exception of Saturday School, **and regular/virtual home visits**. After-school coordinators do not earn additional pay for after-school coordination if the activities are already a part of their job duties.¶

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	<b>5/12/14</b>	Initial Release	David Yilmaz
1	<b>3/10/16</b>	The difference in pay between teachers teaching different subjects is removed; one percent is added to base pay (excluding benefits).	Terri Boatman
2	<b>3/8/17</b>	Additional duties and corresponding add-on points are revised by the Home Office.	Orielle Revish
3	<b>3/8/18</b>	Edited to reflect new base school salaries and language for employee evaluation ratings. Prior and total experience caps, prior experience pay, and available performance pay amounts are revised. Added details for performance pay. Included position points for non-classroom-based academic positions. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	<b>3/21/19</b>	Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.	Suat Acar
5	<b>05/27/20</b>	Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000 for MSA-Santa Ana and MSA-San Diego	Suat Acar
6	<b>06/03/21</b>	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Position points for Education Specialist and Psychologist increased from 10 points to 15 points. A new position, School Social Worker is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar

7	02/10/22	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar
8	04/06/22	<u>Base school salary increased to \$53,000 for MSA- Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA-4, 8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.</u>	Suat Acar

Formatted: Not Highlight

Deleted: from

Deleted: , MSA-4, and MSA-6

Deleted: A-

Deleted: , 2, 3, 5, 7, and





# MPS EMPLOYEE PAY RAISE SCALE

## SCHOOL LEADER POSITIONS

Last Amended: 04/06/22

Deleted: 2

Deleted: 10

MPS EMPLOYEE PAY RAISE SCALE (SCHOOL LEADER POSITIONS)

**SALARY CALCULATIONS**

**Components of Employee Pay**

School Level: School Leader Positions	
1.	<b>Base School Salary</b>
	+
2.	<b>Employee Qualifications Pay</b>
	+
3.	<b>Position Pay (where applicable)</b>
4.	<b>Employee Performance Pay</b>

→ Base Employee Salary

**Narrative:**

- 1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, 2022 and until the Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.
- 3) This policy replaces and overrides any previous pay/bonus policy.
- 4) This pay raise scale applies to all full-time school leaders, i.e., principals, APs, and deans.
- 5) Pay for school leader positions has four major components: base school salary, employee qualifications pay, position pay, and employee performance pay. Base school salary, employee qualifications pay, and position pay make up the base employee salary. Employee Performance Pay is a variable pay based on employee's performance rating and is not part of the base employee salary.
- 6) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** in June simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 7) The following salary bands will be applied to school leader positions:  

Assistant Principal/Dean	Minimum: \$80,000	Maximum: \$110,000
--------------------------	-------------------	--------------------

Deleted: 1

Principal Minimum: \$100,000 Maximum: \$140,000

If the pay raise calculations for a school leader result in an amount either below the band minimum or above the band maximum, the minimum or the maximum amounts will be applied respectively.

8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same

9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.

10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.

11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are contingent upon the employee completing at least one

(1) year of service and any employee who fails to do so must return the signing bonus to the School.

12) The pay raise scale limitations/caps may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

Deleted: <#>Retroactive salary increases are not permitted.

**1) BASE SCHOOL SALARY**

Base School Salary		
Location	School	Base
Los Angeles County (Reseda)	MSA-1	\$ <del>67</del> .000
Los Angeles County (Van Nuys)	MSA-2	\$ <del>67</del> .000
Los Angeles County (Carson)	MSA-3	\$ <del>67</del> .000
Los Angeles County (Los Angeles)	MSA-4	\$ <del>67</del> .000
Los Angeles County (Reseda)	MSA-5	\$ <del>67</del> .000
Los Angeles County (Los Angeles)	MSA-6	\$ <del>67</del> .000
Los Angeles County (Northridge)	MSA-7	\$ <del>57</del> .000
Los Angeles County (Bell)	MSA-Bell	\$ <del>67</del> .000
San Diego County (San Diego)	MSA-San Diego	\$ <del>53</del> .000
Orange County (Santa Ana)	MSA-Santa Ana	\$ <del>53</del> .000

- Deleted: 52
- Deleted: 52
- Deleted: 51
- Deleted: 51
- Deleted: 3
- Deleted: 51
- Deleted: 51
- Deleted: 3
- Deleted: 1
- Deleted: 51
- Deleted: 49
- Deleted: 49

**Narrative:**

- 1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.
- 2) Based on the above parameters, the Board may adjust any elements of compensation including the Base School Salaries each year.

**2) EMPLOYEE QUALIFICATIONS PAY**

Qualifications				
Field #	Qualification	Coefficient	Points	Max
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience (Other)	\$1,015	1 for each year up to 15	15
4	Prior Experience (AP/Dean)	\$1,015	1 for each year up to 15	15
5	Prior Experience (Principal)	\$1,015	1 for each year up to 15	15
6	MPS Experience (Other)	\$1,015	1 for each year ▼	N/A
7	MPS Experience (AP/Dean)	\$1,015	1 for each year ▼	N/A
8	MPS Experience (Principal)	\$1,015	1 for each year ▼	N/A

- Deleted: up to a total\* of 25
- Deleted: 25
- Deleted: up to a total\* of 25
- Deleted: 25
- Deleted: up to a total\* of 25
- Deleted: 25

**Narrative:**

- 1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered.
- 2) Credential: 1 point for California Preliminary Administrative Services Credential; 2 points for California Clear Administrative Services Credential. Points are not added.
- 3) Prior Experience: Cap of 15 years will be applied for prior full-time school leader, teaching, and other related field work experience when the employee completed a full year of employment in the position. See the table above for coefficients. For prior experience that is more than 15 years, experience with higher coefficients will be prioritized, i.e., principal experience will be considered first, followed by AP/Dean experience and other related field work experience. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office.
- 4) MPS Experience: ~~Prior full-time, regular employment with MPS in the same or asimilar role. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office.~~
- 5) Qualifications pay is **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the position with the same qualifying points.

**Deleted:** Cap of 25 years will be applied for p

**3) POSITION PAY**

Position Points				
Assistant Principal/Dean	25			
Principal	School Enrollment:			
Grade Span:	0-199	200-399	400-599	600+
K-5 or 6-8	30	35	40	45
K-8, 9-12 or 6-12	35	40	45	50
K-12	40	45	50	55



**Narrative:**

1) Position: See the table above for points for each position. Principal's position points will be based on the grade span of the school for the new work year and the school enrollment based on the P-2 report of the current year. Based on Census Day data of the new work year, i.e., first Wednesday of October, if an increase in enrollment requires an adjustment to the position points, updated position points will be used in prorated salary calculations as of November. Final decision will be made by the Home Office for extenuating circumstances.

2) This is a component of Base Employee Salary as it is earned through the performance of the employee's regular job duties and **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.

**4 ) EMPLOYEE PERFORMANCE PAY**

**Available Performance Pay**

School Leader Positions	\$2,000
-------------------------	---------

**End-of-Year Overall Evaluation Ratings**

<b>Rating</b>	<b>Earns % of Available Performance Pay</b>
4: Highly Effective (HE)	100%
3: Effective (E)	100%
2: Developing (D)	0
1: Ineffective (I)	0

Deleted: 0

Narrative:
<p>1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.</p> <p>Employees who receive a <u>“3: Effective (E)”</u> and a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a <u>rating of 2 or 1</u> will be ineligible for performance pay. Available performance pay will be a maximum of \$2,000 for school leader positions.</p> <p>3) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the work year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the work year, or for part-time, temporary, or seasonal employees.</p> <p>4) Performance pay is <b>NOT</b> part of the employee’s base salary and will be paid separately in a <b>one-time lump-sum amount</b> on the June 20<sup>th</sup> payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)</p> <p>5) MPS believes in use of data in determining employee performance. As explained in detail in MPS' board-approved employee evaluation protocols, survey and student assessment data as well as supervisor’s evaluation of the employee on California Professional Standards for Educational Leaders (CPSEL) are used in school leader evaluations.</p>

- Formatted: Indent: Left: 0.08", Right: 0.05", Space Before: 6 pt, Line spacing: 1.5 lines, No bullets or numbering, Tab stops: Not at 0.23"
- Deleted: “3: Effective (E)” rating or below
- Deleted: Performance pay is only available to employees who rate as “4: Highly Effective (HE).”

**Deleted: MPS Board Approved Additional Duties-One Time Assignment for the 2021-22 School Year**

**Additional Duties – One-Time Assignment**

... (3)

<b>MPS Board Approved Additional Duties-One Time Assignment for the 2022-23 School Year</b>			
<b>Additional Duties of School Admin – One-Time Assignment</b>			
	<b>COMPONENT NAME</b>	<b>DOLLAR AMOUNT</b>	<b>PER</b>
1	Saturday School	\$50	HOUR
2	Home Visit Program	\$50	VISIT
3	Virtual Home Visit	\$25	VISIT
4	Admin Teaching in Class	\$50	PERIOD
5	School Camp-Trip-Only for Overnight Trips Admin Support	\$200	DAY
6	Weekend Events Administrative Support. Supporting school events in regards to athletic, promotional activities. Eligibility threshold starts after providing 10 hours first. Hours after 10 hours will be honored to the staff.Max 25 hours a year.	\$50	HOUR

**Revision History:**

Revision	Date	Description of changes	Requested By
0	5/12/14	Initial Release	David Yilmaz
1	3/25/15	One percent is added to base pay (excluding benefits); base school salaries and coefficients for employee qualifications are revised.	Oswaldo Diaz
2	5/12/16	Salary bands are introduced.	Terri Boatman
3	3/8/18	Edited to reflect new base school salaries and language for employee evaluation ratings. The band maximums, coefficients for employee qualifications, and available performance pay amounts are revised; school enrollment is made a factor in principal position points. Added details for performance pay. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	3/21/19	-Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.  -Position points for Assistant Principal/Dean under the "Employee Qualifications Pay" increased from 15 points to 20 points. (Proposed separately in Board Agenda Item III. C)	Suat Acar
5	05/27/20	-Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000	Suat Acar
6	06/03/21	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Added clarifying details for one-time signing bonus.	Suat Acar
7	02/10/22	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar

- Formatted: Not Highlight
- Formatted: Not Highlight
- Formatted: Not Highlight
- Formatted: Not Highlight

8	<b>04/06/22</b>	<p>Base school salary increased to \$53,000 for MSA-Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA-1-8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.</p>	Suat Acar
---	-----------------	--	-----------

- Deleted: from
- Formatted: Space Before: 0.55 pt
- Deleted: , MSA-4, and MSA-6
- Deleted: -
- Deleted: , 2, 3, 5,
- Deleted: 7, and

<b>Page 9: [1] Deleted</b>	<b>Derya Hajmeirza</b>	<b>3/31/22 11:39:00 AM</b>
<b>Page 18: [2] Deleted</b>	<b>Derya Hajmeirza</b>	<b>3/31/22 11:40:00 AM</b>
<b>Page 11: [3] Deleted</b>	<b>Derya Hajmeirza</b>	<b>3/31/22 11:41:00 AM</b>



# **MPS EMPLOYEE PAY RAISE SCALE**

## **FULL-TIME TEACHING POSITIONS**

**&**

## **NON-CLASSROOM-BASED ACADEMIC POSITIONS**

Last Amended: 04/06/2022



MPS EMPLOYEE PAY RAISE SCALE (FULL-TIME TEACHING POSITIONS & NON-CLASSROOM BASED ACADEMIC POSITIONS)

**SALARY CALCULATIONS**

**Components of Employee Pay**

School Level: Teaching Positions & Non-Classroom Based Academic Positions		
1.	<b>Base School Salary</b>	
	+	
2.	<b>Employee Qualifications Pay</b>	
	+	
3.	<b>Position Pay (where applicable)</b>	
4.	<b>Employee Performance Pay</b>	
5.	<b>Pay for Additional Duties</b>	
		→ Base Employee Salary

**Narrative:**

1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.

This Board-approved pay raise scale will be in effect as of July 1, 2022 until the subsequent Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.

2) This policy replaces and overrides any previous pay/bonus policy pay raise scale or other policies affecting compensation to the extent they are in conflict.

3) This pay raise scale applies to all full-time teaching staff and non-classroom based academic staff.

4) Pay for full-time teaching positions has four major components: base school salary, employee qualifications pay, employee performance pay, and pay for additional duties. Pay for non-classroom based academic positions has the same four components, with the addition of a fifth component for position pay. Base school salary, position pay (where applicable), and employee qualifications pay make up the base employee salary as they reflect their job position and qualifications. Employee performance pay and pay for additional duties are variable pays based on the employee's performance rating and the additional duties assigned to the employee and are not a part of the base employee salary.

5) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** on the June 20<sup>th</sup> payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)

6) Additional duties for employees will be assigned add-on points as explained further in this scale. These duties have

to be approved by the school administration and the Home Office. The add-on points for such additional duties are not part of employee's base salary; they are earnings on top of the base employee salary designated for the extra duties performed for the specific year of service. Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Additional duties that are an outgrowth of MPS's instructional program, including the Additional Duties enumerated herein, are reportable to the employee's STRS retirement account. See "Additional Duties" for details.

8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same.

9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.

10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.

11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are contingent upon employee completing at least one year of service and any employee who fails to do

12) The pay raise scale limitations may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

**1) BASE SCHOOL SALARY**

<b>Base School Salary</b>		
<b><u>Location</u></b>	<b><u>School</u></b>	<b><u>Base</u></b>
Los Angeles County (Reseda)	MSA-1	\$57,000
Los Angeles County (Van Nuys)	MSA-2	\$57,000
Los Angeles County (Carson)	MSA-3	\$57,000
Los Angeles County (Los Angeles)	MSA-4	\$57,000
Los Angeles County (Reseda)	MSA-5	\$57,000
Los Angeles County (Los Angeles)	MSA-6	\$57,000
Los Angeles County (Northridge)	MSA-7	\$57,000
Los Angeles County (Bell)	MSA-Bell	\$57,000
San Diego County (San Diego)	MSA-San Diego	\$53,000
Orange County (Santa Ana)	MSA-Santa Ana	\$53,000

<b>Narrative:</b>
<p>1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.</p> <p>2) Based on the above parameters, the Board may adjust the Base School Salaries each year.</p>

**2) EMPLOYEE QUALIFICATIONS PAY**

<b>Qualifications</b>				
<b>Field #</b>	<b>Qualification</b>	<b>Coefficient</b>	<b>Points</b>	<b>Max</b>
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience	\$1,015	1 for each year up to 15	15
4	MPS Experience	\$1,015	1 for each year	N/A

<b>Narrative:</b>
<p>1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered.</p> <p>2) Credential: 1 point for California Clear Teaching Credential; 1 point for California Preliminary or Clear Administrative Services Credential; 1 point for job-related credential or certificate, e.g., college counseling certificate; 2 points for National Board Certification. Points are not added except for the addition of the National Board Certification points (2) and the CA Clear Teaching Credential point (1). CA Preliminary Teaching Credential does not earn points.</p> <p>3) Prior Experience: Cap of 15 years will be applied for prior full-time teaching, school leader, and other related field work experience when the employee completed a full year of employment in the position. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office.</p> <p>4) MPS Experience: Prior full-time, regular employment with MPS as a teacher, school leader, or in other related field work positions. Student teaching as part of the credentialing program does not count for experience. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office.</p>

5) Qualifications pay is NOT an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position with the same qualifying points.

**3 ) POSITION PAY**

Position Pay				
Field #	Type of Pay	Coefficient	Points	Max
1	Position	\$1,015	See notes.	10

Position Points	
College Counselor, Librarian, EL Coordinator, Language/Literacy Coach, Title-I/Intervention Coordinator, Guidance Counselor	5
Education Specialist, Psychologist	15
<b>Athletic Director</b>	<b>0</b>
School-Social Worker	0

Narrative:
1) Position: Staff with non-classroom-based academic positions will receive additional points based on their position. See the table above.
2) This is a component of Base Employee Salary as it is earned through the performance of the employee's regular job duties and <b>NOT</b> an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.

**4 ) EMPLOYEE PERFORMANCE PAY**

Available Performance Pay	
Teaching & Non-Classroom Based Academic Positions	\$2,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	<b>100%</b>

2: Developing (D)	0
-------------------	---

1: Ineffective (I)	0
--------------------	---

---

**Narrative:**

- 1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.
- 2) Employees who receive a “3: Effective (E)” and a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a rating of 2 or 1 will be ineligible for performance pay.
- 3) Available performance pay will be a maximum of \$2,000 for school-level teaching staff and non-classroom based academic staff.
- 4) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees.
- 5) Performance pay is **NOT** part of the employee’s base salary and will be paid separately in a **one-time lump-sum amount** on the June 20<sup>th</sup> payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 6) MPS believes in use of data in determining employee performance. As explained in detail in MPS’ board-approved employee evaluation protocols, survey and student assessment data as well as supervisor’s evaluation of the employee performance are used in evaluations of teaching and non-classroom based academic staff.

<b>MPS Board Approved Additional Duties-Annual Assignment (Coefficient for Additional Duties is \$1,000.00)</b>		
<b>Duties</b>	<b>Add-on Points</b>	<b>JOB DESCRIPTION</b>
<b>Organization Wide Teacher on Special Assignment (TOSA) Duties (to be assigned by Home Office)</b>		
1 History / Social Sciences	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
2 Science	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> <li>- Support the selection and implementation of a proven STEAM enrichment program</li> <li>- Provide professional development for Implementing a multi-level and multi-dimensional curriculum including NGSS</li> <li>- Support MPS Wide Annual STEM EXPO</li> <li>- Develop and Implement Professional Development Workshops for MPS Wide Enrichment Instructional Support</li> </ul>
3 Computer Science and Technology	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
4 Electives (Spanish, Art, PE, and other Electives)	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
5 Elementary Programs	5	<p>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</p> <ul style="list-style-type: none"> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> </ul>



			<ul style="list-style-type: none"> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
6	Math	5	<ul style="list-style-type: none"> <li>- Support the coordination, collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Support grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Support and maintain Google classroom and website for PD, resources and info dissemination</li> <li>- Coordinate at least 2 annual MPS-wide math competitions (growth mindset, Pi day, etc.)</li> <li>- Support development of the math assessment timeline and manage data collection and analysis</li> <li>- Serve as a member of the math materials adoption cohort to assist with the selection of high quality and effective instructional materials and resources in alignment with CA Standards and Framework.</li> <li>- Meet monthly with the Director of Math programs and quarterly with the Academic Team and CAO</li> </ul>
7	English	5	<ul style="list-style-type: none"> <li>- Support the coordination of collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Support grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Support and Maintain Google classroom and/or website for PD, resources and info dissemination</li> <li>- Coordinate 2 annual MPS-wide ELA competitions (Creative Writing, Poetry Out Loud, NaNoWriMo, Women's History Month Essay Contest, etc.)</li> <li>- Support development of the ELA assessment timeline and manage data collection and analysis</li> <li>- Support with the selection and/or development of an MPS-wide writing framework and/or curriculum adoption</li> <li>- Meet monthly with the ELA Program Coordinator, and quarterly with the Academic Team</li> </ul>
8	GATE	5	<ul style="list-style-type: none"> <li>- Research and Development for Adopting a Researched Based "proven" Enrichment Program/Curriculum for all MPS Schools.</li> <li>- Support the coordination, collaboration and professional development activities across all MPS schools for Gifted and Talented program support.</li> <li>- Assist with Identification of GATE students including: PD's for Deans, Assistance with obtaining and administering OLSAT and Raven's Tests</li> <li>- Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities at all Sites</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Support and maintain Google classroom and website for PD, resources and info dissemination</li> <li>- Lead the Coordination of the annual Steam Expo with all participating MPS schools</li> <li>- Meet monthly with the Director of SPED programs and quarterly with the Academic Team and CAO.</li> <li>- Seek out Enrichment opportunities for students (Science camp, JPL Scholarships etc.)</li> </ul>
9	SPED	5	<ul style="list-style-type: none"> <li>- MPS Wide District Level Usage on the SEIS and Welligent Systems - Weekly monitoring and reporting to Director of SPED / Re:School Compliance - Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities - Monitor the Compliance of 504 Plan Implementation - Provides Professional Development for SPED Teachers at 3 symposiums and ongoing support for newly hired SPED Teachers - Adds, Deletes, Monitors and Maintains Users for the SEIS and Welligent Systems (Creates passwords for adult users, adds students from CAL-PADS to SEIS and Welligent as appropriate).</li> </ul>

#### School wide Coordination Duties

1	Discipline Coordinator	5	The Coordinator is a critical teammate on the student service team, under the direction of the Dean of Students. The Coordinator's primary responsibility is to respond to student behavior. This will happen through the management of systems across the school, and through the creation of meaningful interventions to build student capacity to make strong, future-ready decisions. The coordinator builds strong relationships with students and champions family engagement to develop partnerships between the school and families to support the success of students.
2	I.T. Coordinator/Technician	5	I.T. Coordinator/Technician is a staff member who: - Maintains staff, students, and classroom technology (tracks in inventory system/configured for operation) - Responds to school's basic technology issues like troubleshooting internet/wireless connection, or printing etc. - Gives feedback on usage and research/analysis results on continuously improving educational technology and recommend them to the school and other schools' IT technician team members. - Trains fellow staff members on certain software/hardware usage and on basic computer security, and technology equipment handling if needed.
3	Testing Coordinator	5	Testing coordinator will coordinate and supervise school-wide implementation of local and state tests (SBAC, MAP, IAB Benchmark tests, GATE, ELPAC, AP tests). Other tasks include scheduling, informing parents, encouraging students, assist school staff with preparation for test administrations, and assisting Math and English teachers with testing strategies and preparation. In additional working closely with SPED and EL departments along with communicating with IT Manager to ensure accommodations are enabled according to the individual needs of students. The testing coordinator will also assist in providing data to admin for as needed, to teachers for intervention and data driven analysis. Perform other duties as assigned by the principal.
4	After School Coordinator	5	Responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment staff. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member. Works with admin and teacher to identify clubs and tutoring offered/needed, generates/communicates the after-school schedule, promotes the attendance for after school programs, checks classrooms regularly, helps with ordering supplies, collects the data and submits to authorizers.
5	MTSS Coordinator (incl. RTI, Title I, etc.)	5	Under the direction of the Dean of Students, the MTSS Coordinator is an integral part of the school's culture. The coordinator collaborates with team members to provide academic and behavior strategies for students with various needs.
6	EL Coordinator	5	Implements and is compliant with the MPS EL Master Plan, supports ELA and ELD teachers with instructional strategies, consults with the MPS EL Coordinator, identifies EL students, supports EL student achievement reports and data analysis of EL student, planning and administering ELPAC, monitors student progress through various assessments such as SBAC, MAP, Lexile reports, compiles student portfolios, attends district/school-wide PDs and meetings
7	Literacy Program Coordinator (incl. myON, A.R., etc.)	3	Coordinates the school-wide literacy program (myON, AR, etc.), including scheduling and supporting professional development and training for teachers, supporting teachers with best practices for program implementation, planning events and competitions which promote literacy, monitoring literacy data such as: lexile growth, minutes/books read, etc. and sharing such data with school staff to improve students' literacy development and growth.
8	STEAM Festival/Expo Coordinator	2	STEAM Coordinator is an active participant of annual STEAM EXPO event in collaboration with the Home Office. Organizes a local and school-wide STEAM EXPO. Follows up with deadlines at the school level, communicates the guidelines via emails and meetings. Supports teachers and staff to maximize student/project participation. Assists with the logistics such as transportation and food, etc.
9	Community and Family Outreach Coordinator	2	A high-energy multi-tasker with dynamic leadership ability who builds coalitions and partnerships. The Coordinator works to build social capital by fostering

			<p>person-to-person and people-to-place relationships, develop the skill and will of parents and community leaders to take on leadership roles within schools and in their community, and encourage civic engagement in order to build neighborhoods where the stakeholders want to invest their time and resources to transform their communities.</p> <p>The Coordinator will be flexible and a self-starter, working with a network of engaged and empowered stakeholders in the MSA Communities. They will make connections with residents to broaden and deepen the community network, support local advocacy, and develop leaders who will carry out the work.</p>
10	WASC Self-Study Coordinator	3	<p>The WASC Self-Study Coordinator is the primary contact with WASC, compiling all the necessary information to complete the self-study. The Coordinator utilizes the guidelines set by WASC and with the help of MSA administration, identify a team of faculty, staff, and school leaders to write and assemble the various components of the self-study by their identified deadline. The Coordinator will be available to the WASC administration and team for all communication and will lead and facilitate the WASC team visit. Through the completion of the self-study process, the school will have accomplished:</p> <ol style="list-style-type: none"> <li>1) the involvement and collaboration of all stakeholders to support student achievement;</li> <li>2) the clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes and academic standards;</li> <li>3) the analysis of data about students and student achievement;</li> <li>4) the assessment of the entire school program and its impact on student learning in relation to the schoolwide learner outcomes, academic standards, and WASC/CDE criteria;</li> <li>5) the alignment of a long-range action plan to the school's areas of need; and</li> <li>6) the capacity to implement and monitor the accomplishment of the plan.</li> </ol>
11	Blended Learning Coordinator	1	<p>The Blended Learning Coordinator provides leadership, staff development, and instructional support to all instructional and administrative staff. In addition, this position serves as a liaison between school and org-wide technology initiatives and school based implementation and support for administrators and teachers.</p>
12	Extracurricular Activities Coordinator	1	<p>After School Coordinator is responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment Instructors. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member in the program.</p>
13	504 Coordinator (1-10 cases)	2	<p>The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504.</p> <p>Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.</p>
13	504 Coordinator (11 or more)	3	<p>The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504.</p> <p>Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.</p>
14	SSPT Coordinator	2	<p>Serve as a liaison between the schools and appropriate partners in supporting students and families.</p> <p>Using a MTSS Framework, the SSPT coordination includes the following,</p>

			Support students in acquiring linguistic, academic, behavioral, and social competencies using tiered interventions.
15	GATE Coordinator	2	Assist schools in enhancing collaborative and supportive schoolwide PBIS culture for all school partners. Assist the Director in designing and implementing a Magnolia Wide GATE enrichment curriculum.
16	SPED Coordinator	5	<ul style="list-style-type: none"> <li>* School site support with SPED coordination.</li> <li>* School Based Case management</li> <li>* Child Find - accessing all students enrolled in the science academy in CALPADS, SEIS or Welligent.</li> <li>* Ensuring an annual IEP meeting is held for each student, either identified as an "annual review" or a Triennial.</li> <li>* Working with SPED Teacher to ensure service provision is taking place.</li> <li>* Providing pertinent information to SPED Director to ensure CALPADS data is accurate.</li> <li>* Managing caseload to ensure compliance with all meetings, service provision and accommodations are in place for each student.</li> <li>* SPED Coordinators are also responsible for working with SPED para's and instructing SPED students in pull out sessions.</li> <li>* SPED Coordinators are responsible for team teaching with all general education teachers to ensure students are receiving support for assignments, projects and are being graded according to their IEP.</li> <li>* SPED Coordinators meet with the SPED director at school level SPED meetings, and once monthly at the CMO level SPED meetings. All SPED teachers meet weekly with their SPED coordinators and/or admin teams.</li> <li>* Prepares the department for annual audits and authorizer oversight.</li> <li>* Works with all service providers</li> </ul>
<b>Chair/Mentorship/Special Committee Duties</b>			
1	Department Chair (5+ teachers)	3	Supports teachers with teaching curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
2	Department Chair (1-4 teachers)	2	Supports teachers with curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
3	Grade Level Chair (5+ teachers)	3	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
4	Grade Level Chair (1-4 teachers)	2	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
5	Student Leadership / Gov't Advisor	2	Under the guidance of Dean of Students, a student council advisor guides student leaders in successfully planning events, making decisions and representing their fellow students. This role is essential to developing students' leadership skills and supporting their efforts to serve their school.
6	BTSA / Teacher Mentor	1.5	The mentor will be assigned one or multiple teachers or teacher candidates with preliminary credentials. The mentor will help these teachers to clear their credentials with direct support, guidance, timeline follow up with lesson planning, curriculum development and classroom management. The mentor will also provide PD opportunities for the mentees.

7	CAP Mentor	1	The CAP Mentor supports students in working towards earning a recognition from the Congressional Award Program by helping them set goals, organize their activities, track their accomplishments, and submit their evidence to the program. "Participants earn Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level involves setting goals in four program areas; Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration." <a href="https://www.congressionalaward.org/the-program/">https://www.congressionalaward.org/the-program/</a>
8	Reflection Committee Team Member	1	Under the direction of the Dean of Students, the Committee is an integral part of the school's culture in which the team member collaborate to provide academic and behavior strategies for students with various needs. Instead of the "waiting for failure" assessment model, the Committee team member is able to take a proactive approach to identify students with social-emotional, academic, and behavioral needs. Additionally, the team member is responsible for providing information and professional development to the school site teams, ensuring that MTSS components are implemented effectively throughout. Early interventions and assessments for these students can greatly improve their academic & behavioral successes.
9	Student Safety Committee	1	Support administration during the academic year, with morning drop-off and after school dismissal this includes parking lot supervision and valet duties to ensure safety of students and other pedestrians. Additional responsibilities include assisting students in and out of the car in the valet line, supervising students in the dismissal area, and assisting the management of traffic.
10	CIF Athletic Director (1-3 teams)	5	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 75%
11	CIF Athletic Director (4-6 teams)	10	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 50%
<b>Club/Competition Duties</b>			
1	Special Club (Category 1)	1	Club (Category 1) includes approved clubs that either have a STEM focus or prepare students for a special competition but do not require as extensive time commitment and preparation as a Category 2 club. Ex: Advanced Math/Math Counts, Science Olympiad, and other approved STEM clubs; Spelling Bee, Geography Bee, and other approved clubs that prepare for a competition.
2	Special Club (Category 2)	2	Club (Category 2) includes approved clubs that have a special focus, typically in STEM fields, require an extensive time commitment and preparation, and generally culminate in a competition. Ex: VEX/Seaperch Robotics, FIRST Lego, Future City, Academic Decathlon/Pentathlon.
3	Extra Club / Tutoring	1	Extra clubs are clubs employees offer in addition to their required two (2) after-school tutoring/club sessions.
<b>Additional Teaching Duties</b>			
1	AP Teacher (per AP course)	2	Understands and organizes the curriculum of the AP course based on the College Board's course guidelines and exam blueprints, stays current with course content, attends summer seminars as needed, submits the course syllabus to the AP course ledger, works with the admin for the roster of the course, prepares summer work, registers students on College Board's class portal, administers a full-long practice exam in Spring.

2	Extra Teaching Hours (per hour per week)	1	Carries out regular teaching duties (5 courses per day) for an additional class requiring an extra prep.
3	Additional Prep Time (3 or more prep per week)	1	Provides weekly lesson plans and instruction for 3 or more assigned classes.
4	Independent Study Synchronous Instruction (30 min per week)	1.8	Provide weekly 30 minutes of Synchronous Instruction under the MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.
5	Independent Study Synchronous Instruction (60 min per week)	3.6	Providing Synchronous Instruction (60 min per week under MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.
6	Independent Study Supervising Teacher (for each 5 students)	1	Supervising Teacher with these conditions and duties Definition of Supervising Teacher: Education Code Section 51747.5: The independent study by each pupil or student shall be coordinated, evaluated, shall be under the general supervision of an employee of the school who possesses a valid certification document pursuant to Section 44865 or an emergency credential pursuant to Section 44300, registered as required by law. Supervising Teacher: "General supervision" means the supervising teacher's (1) continuing oversight of the study design, implementation plan, allocation of resources, and evaluation of student's independent study; and (2) personal determination or personal review of the determination made by another certificated teacher of the time values for apportionment purposes of each pupil's or adult education student's work products.

<b>MPS Board Approved Additional Duties-One Time Assignment for the 2022-23 School Year</b>				
<b>Additional Duties – One-Time Assignment</b>				
	<b>COMPONENT NAME</b>	<b>DOLLAR AMOUNT</b>	<b>PER</b>	<b>DESCRIPTION</b>
* Hourly staff will not be paid according to the below rates but will be paid with respect to their hourly rates to the extent their job duties encompass any of the duties below.				
1	Home Visit Program	\$50	VISIT	Refer to Home Visit Policy
2	Virtual Home Visit	\$25	VISIT	Refer to Home Visit Policy
3	Saturday School	\$50	HOUR	Refer to School Admin
4	Parent Academy Coordinator	\$50	HOUR	Refer to School Admin
5	Parent Academy Teacher	\$50	HOUR	Refer to School Admin
6	After School Coordinator	\$30	HOUR	Refer to School Admin
7	After School Support	\$30	HOUR	Refer to School Admin
8	Zero Period Assistance	\$30	HOUR	Refer to School Admin
9	Substituting for another teacher	\$50	PERIOD	Refer to School Admin
10	Edge Coaching-Mentoring	\$35	HOUR	Refer to School Admin
11	Providing PD/Workshop	\$50	HOUR	Refer to School Admin
12	School Camp-Trip-Only for Overnight Trips	\$200	DAY	Refer to School Admin
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR	Refer to School Admin
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$50	HOUR	Refer to School Admin
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT	Refer to School Admin
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR	Refer to School Admin
17	Extra Tutoring Sessions	\$30	HOUR	Refer to School Admin
18	Attending PDs stipend (weekends, holidays, and summer; outside of work days)-Max 4 Days	\$150	DAY	Refer to School Admin
19	Attending Trainings Outside Class Hours (such as Infinite Campus)	\$30	HOUR	Refer to School Admin
20	Sustained Silent Reading (SSR) Period & Advisory Period Coverage	\$35	PERIOD	Refer to School Admin
21	High School Seasonal Sports Coach (per sport)	\$2,500	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education

				program as a whole and to growth of students involved in athletics. Duties will include: knowledge of CIF rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration and athletic director to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
22	Middle School or Elementary School Seasonal Sports Coach (per sport)	\$2,000	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics. Duties will include: knowledge of league rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
24	Assistant coach HS (per sport)	\$1,500	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.
25	Assistant coach MS/ES (per sport)	\$1,000	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.
26	Referee assignment	\$40	GAME	In case we can't locate a referee and one of our team members conduct this duty during the game
27	Dual enrollment college co-teacher after hours	\$1,500	Course	The co-teacher will work with students who are enrolled in college courses outside of the regular school day to follow up on student attendance, work submission, logistical support for students and will serve as the liaison between the professor and the students. The co-teacher will also attend all synchronous course sessions taught by college professors as well as provide at least 1 additional hour of support per week to students outside of the professor's synchronous sessions to support students. Further, the co-teacher will follow up with the professor, students, parents and school administration to provide targeted interventions to support students who are struggling with academics and attendance matters. This stipend is paid for each 1 college course of support.
28	Targeted Intervention	\$50.00	Hourly	After reviewing data (NWEA, SBAC etc) a certificated teacher will host a small group (no more than 10 students) of intervention outside of the classroom time. Pre and Post data will be required to measure specific student growth during the intervention. The teacher will be required to send parents notification letters to invite them to the intervention groups for at least 6 weeks. The intervention must occur at least 2-3 times per week and for increments of 4-8 weeks in length.



### **NARRATIVE**

- 1) For additional duties assigned on an annual basis, the coefficient is \$1,000 per add-on point. The pay for additional duties assigned on a one-time basis may be per hour, per day, per event, or another increment selected by the School. One-time assignments are not limited to one-time use and may be elected as needed throughout the school year.
- 2) Additional duties for employees will be assigned add-on points or pay as indicated in the respective tables. . These duties have to be approved by the school administration, and for annual assignments by the school administration and the Home Office, prior to the duties being performed.
- 3) Pay for additional duties is not part of an employee's base salary; it represents earnings on top of the base employee salary designated for the extra duties performed.
- 4) Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Depending on the duties, this amount can be prorated across all paychecks for the work year (annual assignments) or paid in the pay period in which the work was performed (one-time assignments).
- 5) Final decision for any add-on points or one-time pay will be made by the school administration and the Home Office.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	<b>5/12/14</b>	Initial Release	David Yilmaz
1	<b>3/10/16</b>	The difference in pay between teachers teaching different subjects is removed; one percent is added to base pay (excluding benefits).	Terri Boatman
2	<b>3/8/17</b>	Additional duties and corresponding add-on points are revised by the Home Office.	Orielle Revish
3	<b>3/8/18</b>	Edited to reflect new base school salaries and language for employee evaluation ratings. Prior and total experience caps, prior experience pay, and available performance pay amounts are revised. Added details for performance pay. Included position points for non-classroom-based academic positions. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	<b>3/21/19</b>	Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.	Suat Acar
5	<b>05/27/20</b>	Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000 for MSA-Santa Ana and MSA-San Diego	Suat Acar
6	<b>06/03/21</b>	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Position points for Education Specialist and Psychologist increased from 10 points to 15 points. A new position, School Social Worker is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar

7	<b>02/10/22</b>	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar
8	<b>04/06/22</b>	Base school salary increased to \$53,000 for MSA- Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA 1- 8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar



# **MPS EMPLOYEE PAY RAISE SCALE**

## **SCHOOL LEADER POSITIONS**

Last Amended: 04/06/22

MPS EMPLOYEE PAY RAISE SCALE (SCHOOL LEADER POSITIONS)

**SALARY CALCULATIONS**

**Components of Employee Pay**

**School Level: School Leader Positions**

1.	<b>Base School Salary</b>		
		+	
2.	<b>Employee Qualifications Pay</b>		
		+	
3.	<b>Position Pay (where applicable)</b>		
4.	<b>Employee Performance Pay</b>		

➔ Base Employee Salary

**Narrative:**

- 1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, 2022 and until the Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.
- 3) This policy replaces and overrides any previous pay/bonus policy.
- 4) This pay raise scale applies to all full-time school leaders, i.e., principals, APs, and deans.
- 5) Pay for school leader positions has four major components: base school salary, employee qualifications pay, position pay, and employee performance pay. Base school salary, employee qualifications pay, and position pay make up the base employee salary. Employee Performance Pay is a variable pay based on employee's performance rating and is not part of the base employee salary.
- 6) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** in June simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 7) The following salary bands will be applied to school leader positions:
 

Assistant Principal/Dean	Minimum: \$80,000	Maximum: \$110,000
--------------------------	-------------------	--------------------

Principal

Minimum: \$100,000      Maximum: \$140,000

If the pay raise calculations for a school leader result in an amount either below the band minimum or above the band maximum, the minimum or the maximum amounts will be applied respectively.

8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same

9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.

10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.

11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are contingent upon the employee completing at least one

(1) year of service and any employee who fails to do so must return the signing bonus to the School.

12) The pay raise scale limitations/caps may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

**1) BASE SCHOOL SALARY**

<b>Base School Salary</b>		
<b><u>Location</u></b>	<b><u>School</u></b>	<b><u>Base</u></b>
Los Angeles County (Reseda)	MSA-1	\$57,000
Los Angeles County (Van Nuys)	MSA-2	\$57,000
Los Angeles County (Carson)	MSA-3	\$57,000
Los Angeles County (Los Angeles)	MSA-4	\$57,000
Los Angeles County (Reseda)	MSA-5	\$57,000
Los Angeles County (Los Angeles)	MSA-6	\$57,000
Los Angeles County (Northridge)	MSA-7	\$57,000
Los Angeles County (Bell)	MSA-Bell	\$57,000
San Diego County (San Diego)	MSA-San Diego	\$53,000
Orange County (Santa Ana)	MSA-Santa Ana	\$53,000



**Narrative:**

- 1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.
- 2) Based on the above parameters, the Board may adjust any elements of compensation including the Base School Salaries each year.

**2) EMPLOYEE QUALIFICATIONS PAY**

<b>Qualifications</b>				
<b>Field #</b>	<b>Qualification</b>	<b>Coefficient</b>	<b>Points</b>	<b>Max</b>
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience (Other)	\$1,015	1 for each year up to 15	15
4	Prior Experience (AP/Dean)	\$1,015	1 for each year up to 15	15
5	Prior Experience (Principal)	\$1,015	1 for each year up to 15	15
6	MPS Experience (Other)	\$1,015	1 for each year	N/A
7	MPS Experience (AP/Dean)	\$1,015	1 for each year	N/A
8	MPS Experience (Principal)	\$1,015	1 for each year	N/A

**Narrative:**

- 1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered.
- 2) Credential: 1 point for California Preliminary Administrative Services Credential; 2 points for California Clear Administrative Services Credential. Points are not added.
- 3) Prior Experience: Cap of 15 years will be applied for prior full-time school leader, teaching, and other related field work experience when the employee completed a full year of employment in the position. See the table above for coefficients. For prior experience that is more than 15 years, experience with higher coefficients will be prioritized, i.e., principal experience will be considered first, followed by AP/Dean experience and other related field work experience. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office.
- 4) MPS Experience: Prior full-time, regular employment with MPS in the same or asimilar role. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office.
- 5) Qualifications pay is **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the position with the same qualifying points.

**3) POSITION PAY**

Position Points				
Assistant Principal/Dean	25			
Principal	School Enrollment:			
Grade Span:	0-199	200-399	400-599	600+
K-5 or 6-8	30	35	40	45
K-8, 9-12 or 6-12	35	40	45	50
K-12	40	45	50	55

<b>Narrative:</b>
<p>1) Position: See the table above for points for each position. Principal’s position points will be based on the grade span of the school for the new work year and the school enrollment based on the P-2 report of the current year. Based on Census Day data of the new work year, i.e., first Wednesday of October, if an increase in enrollment requires an adjustment to the position points, updated position points will be used in prorated salary calculations as of November. Final decision will be made by the Home Office for extenuating circumstances.</p> <p>2) This is a component of Base Employee Salary as it is earned through the performance of the employee’s regular job duties and <b>NOT</b> an additional amount based on extra work. It is paid prorated over the course of the employee’s work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.</p>

**4 ) EMPLOYEE PERFORMANCE PAY**

<b>Available Performance Pay</b>	
School Leader Positions	\$2,000

<b>End-of-Year Overall Evaluation Ratings</b>	
<b>Rating</b>	<b>Earns % of Available Performance Pay</b>
4: Highly Effective (HE)	100%
3: Effective (E)	100%
2: Developing (D)	0
1: Ineffective (I)	0

**Narrative:**

- 1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.
- 2) Employees who receive a “3: Effective (E)” and a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a rating of 2 or 1 will be ineligible for performance pay. Available performance pay will be a maximum of \$2,000 for school leader positions.
- 3) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the work year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the work year, or for part-time, temporary, or seasonal employees.
- 4) Performance pay is **NOT** part of the employee’s base salary and will be paid separately in a **one-time lump-sum amount** on the June 20<sup>th</sup> payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 5) MPS believes in use of data in determining employee performance. As explained in detail in MPS’ board-approved employee evaluation protocols, survey and student assessment data as well as supervisor’s evaluation of the employee on California Professional Standards for Educational Leaders (CPSEL) are used in school leader evaluations.

<b>MPS Board Approved Additional Duties-One Time Assignment for the 2022-23 School Year</b>			
<b>Additional Duties of School Admin – One-Time Assignment</b>			
	<b>COMPONENT NAME</b>	<b>DOLLAR AMOUNT</b>	<b>PER</b>
1	Saturday School	\$50	HOUR
2	Home Visit Program	\$50	VISIT
3	Virtual Home Visit	\$25	VISIT
4	Admin Teaching in Class	\$50	PERIOD
5	School Camp-Trip-Only for Overnight Trips Admin Support	\$200	DAY
6	Weekend Events Administrative Support. Supporting school events in regards to athletic, promotional activities. Eligibility threshold starts after providing 10 hours first. Hours after 10 hours will be honored to the staff. Max 25 hours a year.	\$50	HOUR

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	5/12/14	Initial Release	David Yilmaz
1	3/25/15	One percent is added to base pay (excluding benefits); base school salaries and coefficients for employee qualifications are revised.	Oswaldo Diaz
2	5/12/16	Salary bands are introduced.	Terri Boatman
3	3/8/18	Edited to reflect new base school salaries and language for employee evaluation ratings. The band maximums, coefficients for employee qualifications, and available performance pay amounts are revised; school enrollment is made a factor in principal position points. Added details for performance pay. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	3/21/19	-Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.  -Position points for Assistant Principal/Dean under the "Employee Qualifications Pay" increased from 15 points to 20 points. (Proposed separately in Board Agenda Item III. C)	Suat Acar
5	05/27/20	-Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000	Suat Acar
6	06/03/21	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Added clarifying details for one-time signing bonus.	Suat Acar
7	02/10/22	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar

8	04/06/22	Base school salary increased to \$53,000 for MSA- Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA 1- 8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
---	----------	---	-----------



## Cover Sheet

### Approval of Magnolia Public Schools Fiscal Policies and Procedures Manual for 2021-2022

**Section:** III. Recommended Action Items  
**Item:** A. Approval of Magnolia Public Schools Fiscal Policies and Procedures Manual for 2021-2022  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** MPS Updated Fiscal Policies and Procedures Manual for 2021 2022.pdf



Board Agenda Item #	III A: Recommended Action Items
Date:	April 6, 2022
To:	Magnolia Public Schools – Finance Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Steve Budhreja Ed.D., Chief Financial Officer
RE:	MPS Updated Fiscal Policies and Procedures Manual for 2021/2022

#### Proposed Board Recommendation

I move for the Finance Committee to approve the following revisions to the MPS Fiscal Policy and Procedures Manual; G&A103, G&A113, G&A115, G&A118, G&A121, CSH101, CSH104, CSH107, CSH111, INV101, PUR101, PUR102, PUR104 and PUR106 for the 2021/2022 year and furthermore, for the Finance Committee to recommend approval to the full Board.

#### Background

The board of directors reviewed and approved the updates Fiscal Policies and Procedures Manual on February 11, 2021. In order to improve the efficiency and productivity of workflows and adopt best practices in the industry, Finance Department staff review existing policies and are proposing following revisions accordingly.

**G&A103 TRAVEL AND ENTERTAINMENT** – Reimbursement receipts must be submitted monthly and any reimbursement submitted after “60 days” requires approval from the Chief Financial Officer (CFO).

**G&A113 ELECTRONIC BACKUP OF ACCOUNTING INFORMATION** – Remove “QuickBooks” from the language as we no longer use this accounting system.

**G&A115 ACCRUED LIABILITIES** – Update language to include “Senior Controller” as part of the approval process for this item based on current practices.

**G&A118 BUDGETING** – Add Senior Controller and the Senior Financial Analyst as approvers to budget reclassifications for the approved budgeted expenses and various resource codes.

**G&A121 SCHOOL SITE ACCOUNTING** – Addition of the updated Fundraiser Approval Process and Gift-Entry and Recording Policies.

**CSH101 – CASH BOXES** – Increase the amount of cash allowed in safe boxes from \$1,000 to \$2,500 to reduce frequency of trips to bank and allow staff additional time at the school sites.

**CSH104 WIRE TRANSFERS** – Update to include CFO or CEO to approve this item.

**CSH107 – BANK ACCOUNT RECONCILIATIONS** Update stale check policy to “120 days” to reflect industry practices.

**CSH111 CREDIT CARDS AND DEBIT CARDS** – Update this policy to align with industry standards and current bid limits

**INV101 FIXED ASSET CONTROL AND LEASES** - Update this policy to align with industry standards and current bid limits

**PUR101 VENDOR SELECTION** – Update this policy to align with current bid limits thresholds per County guidelines.

**PUR102 GENERAL PURCHASING** - Update this policy to align with industry standards and County Guidelines.

**PUR104 ACCOUNTS PAYABLE AND CASH DISBURSEMENTS** - Update this policy to align with current bid limits thresholds and County Guidelines.

**PUR106 REIMBURSEMENTS** – Update policy to align with Government Services Administration (GSA) per diem rates per auditor recommendations.

Budget Implications

N/A

Name of Staff Originator:

Steve Budhreja Ed.D., Chief Financial Officer

Exhibits (Attachments):

MPS Fiscal Policies and Procedures Manuel Update for 21/22



**FINANCIAL  
POLICIES AND  
PROCEDURES  
MANUAL  
FY 2021-22**

*Board Approval Date: April 7, 2022*

---

MPS Financial Policies & Procedural Manual

---

Accounting Policies, Procedures and Forms

---

**List of Referenced Procedures**

---

General & Administrative

1. G&A101 Chart of Accounts
2. G&A102 Files and Records Management
3. G&A103 Travel and Entertainment
4. G&A104 Management Reports
5. G&A105 Period-End Review & Closing
6. G&A106 Controlling Legal Costs
7. G&A107 Taxes and Insurance
8. G&A108 Property Tax Assessments
9. G&A109 Confidential Information Release
10. G&A110 Document Control
11. G&A111 Fax and E-mail Signatures Accepted
12. G&A112 Maintenance Requests
13. G&A113 Electronic Backup of Accounting Information
14. G&A114 Political Intervention
15. G&A115 Accrued Liabilities
16. G&A116 Notes Payable
17. G&A117 Financial and Tax Reporting
18. G&A118 Budgeting
19. G&A119 Insurance
20. G&A120 Supplies
21. G&A121 School Site Accounting
22. G&A122 Fraud Reporting & Whistleblower
23. G&A123 Conflict of Interest
24. G&A 124 Home Office Management Fees

Cash

25. CSH101 Cash Boxes
26. CSH102 Cash Receipts and Deposits
27. CSH103 Problem Checks
28. CSH104 Wire Transfers
29. CSH105 Check Signing Authority
30. CSH106 Check Matters
31. CSH107 Bank Account Reconciliations
32. CSH108 Inter-Account Bank Transfers
33. CSH109 Journal Entries and Reclassification Entries
34. CSH110 Petty Cash Purchases
35. CSH111 Credit Cards and Debit Cards
36. CSH112 Intercompany Receivables and Payables (Due To/Due From)
37. CSH113 Financial Reserves

Fixed Assets

38. INV101 Fixed Asset Control and Leases

39. INV102 Fixed Asset Capitalization & Depreciation

Investments

40. IVT101 Investments

Policies, Procedures and Forms

---

Revenue

- 41. REV101 Sales Receipt Processing
- 42. REV102 Invoicing and Accounts Receivable
- 43. REV103 Progress Billing
- 44. REV104 Account Collections
- 45. REV105 Revenue Recognition – Grants and Contributions
- 46. REV106 Gifts-In-Kind – Fundraising
- 47. REV107 Restricted Funds

Payroll

- 48. PYR 101 Payroll Desk Procedure
- 49. PYR 102 Time Keeping Procedure

Purchasing

- 50. PUR101 Vendor Selection
- 51. PUR102 General Purchasing
- 52. PUR103 Receiving and Inspection
- 53. PUR104 Accounts Payable and Cash Disbursements
- 54. PUR105 Prepaid Expenses
- 55. PUR106 Reimbursements
- 56. PUR107 Bidding Requirements

---

 Accounting Policies, Procedures and Forms

**SOP # G&A101 Revision: 1**  
**Effective Date: 9/5/2017**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A101 CHART OF ACCOUNTS**

**Policy:** To facilitate the record keeping process for accounting, all ledger accounts should be assigned a descriptive account title and account number.

**Purpose:** To provide the method for assignment and maintenance of the company's chart of accounts in order to produce meaningful financial data for the Organization.

**Scope:** This procedure applies to all general ledger accounts.

**Responsibilities:** The Chief Financial Officer is responsible for monitoring and approving changes to the company's Chart of Accounts.

**Definition:** Chart of Accounts – A categorized listing of all account titles and numbers being used by an organization to track income, expenses, assets, equity, and liabilities is called a Chart of Accounts.

**Procedure:**

**1.1 DESIGN OF ACCOUNTS**

**1.2** Accounts should have titles and numbers that indicate specific ledger accounts such as Cash in Checking, Furniture and Fixtures, Accounts Payable, etc.

**1.3** In general, the Standardized Account Code Structure (SACS) is followed for the major code segments, including resource function, object and location.

**1.4** Sub-divisions should be used to provide additional clarification, as needed. A sub-division among the balance sheet accounts should be designated short term to long term, (i.e. current assets should precede long term assets and current debt should precede long-term debt).

Unassigned number sequences should be left open within each group of accounts to provide for additional accounts, which may be added later.

**1.5** Accounts may be numbered using the SACS format.

**1.6** See Appendix A for guidance regarding SACS format.

**2.1 DESCRIPTION OF ACCOUNTS**

**2.2** Each account should be given a short title description that is brief but will allow the reader to quickly ascertain the purpose of the account.

- 2.3** For training and consistent transaction coding, as well as to help other non-accounting managers understand why something is recorded as it is, each account should be defined. Definitions should be concise and meaningful. The account name should clearly identify what the account is to be used for.

---

Accounting Policies, Procedures and Forms

An example of definitions follows:

**ASSETS**

9121 – Main Operating Account

Includes all cash held in the operating bank account. All withdrawals and deposits are recorded here. The reported balances are supported by a bank reconciliation prepared monthly.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revisions	



---

G&A101 Chart of Accounts

page 2 of 4

---

Accounting Policies, Procedures and Forms

## **APPENDIX A**

A copy of the California School Accounting Manual (CSAM) can be found at  
<http://www.cde.ca.gov/fg/ac/sa/> for guidance regarding SACS format.

---

G&A101 Chart of Accounts

page 3 of 4

---

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

## Accounting Policies, Procedures and Forms

**SOP # G&A102 Revision: 1**  
**Effective Date: 4/7/2022**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A102 FILES AND RECORDS MANAGEMENT**

**Policy:** The Organization will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements.

**Purpose:** To outline the methods for filing, retaining and disposing of business records.

**Scope:** This procedure applies to all business documentation generated by the Organization. However, this does not necessarily cover internal or certain day-to-day business correspondence.

**Responsibilities:**

The Finance Staff will be responsible for categorizing and maintaining a listing of records maintained and the location (i.e. by wall unit shelf row number).

The Chief Financial Officer is responsible for overseeing the execution of Organization policy for Record Retention, Storage and Destruction of obsolete Organization records.

**Procedure:**

**1.1 FILING SYSTEM**

To ensure efficient access, filing centers will be established in each department. To reduce the amount of duplicate and unnecessary record retention, individual desk files should be avoided unless they are used in daily operations. All other departmental or Organization records should be filed in the departmental central filing areas.

**1.2** Unless necessary, records should usually only be kept by the originator or sender

and not by the receiver to avoid duplicate filing systems.

**1.3** The following filing guidelines should be adhered to optimize filing efficiency and records access:

- All file cabinets and files should follow recognized rules of order, such as Left to Right, Top to Bottom, Front to Back and in the case of chronological records, newest to oldest.
- File markers or label headings should always be placed at the beginning or front of a file or group of files.
- Alphabetical files should always be filed under broad topical categories. Files should never be filed under individual employee names (except Human Resources records) to avoid confusion and re-filing in the event of turnover.

---

## Accounting Policies, Procedures and Forms

Files should always be filed under the "proper" or Organization names whenever appropriate. In the case of individuals, files should be maintained according to the persons "Last name" then First name and Middle initial.

- Extra care should be used for sensitive or private information. Organization financial data or personnel records that contain performance reviews, salary information, and any health related information should be kept in a secure area with limited access to only those that have a "need to know" such as the Office Manager or the Chief Financial Officer.

### **2.1 RECORD RETENTION AND LONG-TERM STORAGE**

- 2.2** Storage of archived records will be maintained in the locked storage area of the building. Access to this area will be limited to the Chief Financial Officer, officers of the Organization and the Office Manager.
- 2.3** Non-permanent files will be stored in cardboard file boxes. Each file box will be labeled on the front with the contents, dates covered, and destruction date if applicable. Permanent records will be filed electronically.
- 2.4** Files should be stored only in boxes with similar items, dates and retention periods. This will allow easier access and purging of records. A general rule to keep in mind is that it is better to only half-fill a file box than to file dissimilar types of files in the same box.
- 2.5** The Office Manager will be responsible for categorizing and maintaining a listing of records maintained and the location (i.e. by wall unit and shelf row number).
- 2.6** Maintain all files for as long as is necessary but only to the extent they serve a useful purpose or satisfy business or legal requirements. G&A102 Ex1 RECORDS RETENTION PERIODS, provides a guide to the typical business life of various documents. The retention periods provided are suggested with federal requirements in mind. Be sure to check with local and state authorities for specific record retention requirements.
- 2.7** Copies of critical records that are vital to the daily operations of the Organization should be kept off site in case of possible disasters. This may include information needed to file insurance claims (assets lists, insurance contacts, policy numbers), financial data for tax purposes (wages paid, income and expenses), contacts lists to inform or restart the business (vendors, customers, investors and employees), and other data that would assist in rebuilding the business (business plans, intellectual property, or proprietary information).

### **3.1 RECORD DESTRUCTION**

- 3.2** Three to six months after each year-end, the Office Manager will proceed with destruction of all files that have exceeded their recognized holding period.

G&A102 Files and Records Management

page 2 of 10

---

 Accounting Policies, Procedures and Forms

- 3.3 A listing of file categories to be destroyed will be circulated to all managers thirty days prior to destruction for review and comment. The actual listing of records destroyed will be maintained permanently for future reference.
- 3.4 Destruction of the files will be performed by an independent, outside service for shredding and disposal. Disposal of records into the Organization's general trash service is not allowed.

**References:**
**A. HEALTH INSURANCE PORTABILITY ACCOUNTABILITY ACT (HIPAA)**

The Standards for Privacy of Individually Identifiable Health Information (the Privacy Rule) creates national standards to protect individuals' personal health information and gives patients increased access to their medical records. As required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Privacy Rule covers health plans, health care clearinghouses, and those health care providers who conduct certain financial and administrative transactions electronically. Most covered entities (certain health care providers, health plans, and health care clearinghouses) must comply with the Privacy Rule by April 14, 2003. Small health plans have until April 14, 2004 to comply with the Rule.

Note: Employment records maintained by a covered entity in its capacity as an employer are excluded from the definition of protected health information. The modifications do not change the fact that individually identifiable health information created, received, or maintained by a covered entity in its health care capacity is protected health information.

**B. AGE DISCRIMINATION IN EMPLOYMENT ACT (ADEA)**

ADEA applies to employers with 20 or more employees. If an EEOC charge or lawsuit is filed, keep records until final disposition of the charge or lawsuit. Otherwise, ADEA compliance suggests keeping basic employee files from one to three years as listed:

- Payrolls or other records (for temporary and permanent positions) for three years.
- Basic employee information such as employees' names, addresses, birth dates, occupations, rates of pay, and weekly compensation for three years.
- Applications and personnel records relating to promotion, demotion, transfer, selection for training, layoff, recall or discharge for one year.
- Job advertisements and postings for three years.
- Copies of employee benefit plans, seniority and merit systems must keep on file for the full period the plan or system is in effect and for at least one year after its termination

G&A102 Files and Records Management

page 3 of 10



---

Accounting Policies, Procedures and Forms

**C. AMERICANS WITH DISABILITIES ACT (ADA)**

ADA applies to employers with 15 or more employees. If an EEOC charge or lawsuit is filed, keep records until final disposition of the charge or lawsuit.

Otherwise, ADA compliance suggests keeping employment applications and other personnel records including promotions, transfers, demotions, layoffs, and termination or requests for reasonable accommodation for at least 1 year from the making of the record or the personnel action.

**D. CIVIL RIGHTS ACT OF 1964**

Applies to employers with 15 or more employees. If an EEOC charge or lawsuit is filed, keep records until final disposition of the charge or lawsuit. Otherwise, basic non-discrimination compliance suggests keeping employment applications and other personnel records including promotions, transfers, demotions, layoffs, and termination or any EEO-1 Reports for at least one year from the making of the record or the personnel action. If an employee is involuntarily terminated, his/her personnel records must be retained for one year from the date of termination.

**E. EMPLOYEE RETIREMENT INCOME SECURITY ACT (ERISA)**

The ERISA reporting and disclosure obligations apply to all pension and welfare plans including summary plan descriptions, annual reports, reportable events, and plan termination, unless the Organization plan is exempt under ERISA.

ERISA suggests the Organization should maintain all reports, documents, information, and materials for a minimum of six years in order to disclose and or support all transactions to participants and beneficiaries (and report to certain governmental agencies), as requested or needed.

**F. EMPLOYEE POLYGRAPH PROTECTION ACT**

All polygraph test results and reasons for administering the test should be kept for three years.

**G. EQUAL PAY ACT**

Payroll records including time cards, wage rates, deductions from wages, and records explaining the difference in wage rates between men and women in similar positions should be kept for three years.

**H. EXECUTIVE ORDER 11246**

Applies to federal contractors and requires the preparation of affirmative action plans. Affirmative action plans must be updated annually and retained for two years along with all applications and other personnel records that form the basis of the Organization's employment decisions. Generally, personnel and employment records must be retained for two years.

---

Accounting Policies, Procedures and Forms

**I. FAIR LABOR STANDARDS ACT (FLSA)**

FLSA applies to employers engaged in or employees who work in interstate commerce and suggests the following records are retained for three years:

- Payroll and other records containing employee's name, birth date, gender, and occupation.
- Employee's beginning of workweek and time employee begins work.
- Regular rate of pay or other basis of payment.
- Hours worked per day and for workweek.
- Daily and weekly straight time earnings.
- Deduction from wages.
- Total wages per pay period.
- Date of payment and the pay period covered.
- For exempt professional, executive and administrative employees, and those employed in outside sales, the employer must maintain records that reflect basis on which wages are paid to permit calculations of the employee's total remuneration.
- In addition, employers must keep for at least two years all records (including wage rates, job evaluations, seniority and merit systems, and collective bargaining agreements) that explain the basis for paying different wages to employees of opposite sexes in the same establishment.

**J. FAMILY AND MEDICAL LEAVE ACT (FMLA)**

FMLA applies to employers with 50 or more employees within a 75 mile radius and whose employee must have worked for at least one year and accumulated at least 1,250 hours of service with the employer during the previous year. FMLA suggests the following records are retained for 3 years

- Basic employee data including name, address, occupation, rate of pay, terms of compensation, daily and weekly hours worked per pay period, deductions from wages, and total compensation.
- Dates of leave taken by eligible employees.
- For intermittent leave, the hours of leave.
- A copy of employee notices and documents describing policies and practices regarding leave.

- Records of any dispute regarding the designation of leave.

---

Accounting Policies, Procedures and Forms

**K. IMMIGRATION REFORM & CONTROL ACT (IRCA)**

IRCA applies to all employers and requires a signed Form I-9 is retained for three years after the date of hire and at least one year after termination.

**L. OCCUPATIONAL SAFETY & HEALTH ACT (OSHA)**

OSHA applies to employers with 10 or more employees and suggest that the log of occupational injuries and illnesses is retained for five years. All other records should be retained for at least 30 years after employee separation. Other records include:

- Occupational injuries and illnesses.
- The annual summary of injuries and illnesses.
- Medical records and records of exposure to toxic substances.

**M. REHABILITATION ACT OF 1973**

Applies to federal contractors. If a charge or lawsuit is filed, keep records until final disposition of the charge or lawsuit. Otherwise, basic compliance suggests keeping personnel and employment records including requests for accommodation, physical exams, job advertisements and postings, applications, resumes and records regarding hiring, assignments, promotions, demotions, transfers, layoffs, terminations, rates of pay and selection for training for two years (only 1 year if contractor has less than 150 employees or a federal contract of \$150,000 or less). Note: Affirmative action plans also may have to be maintained by the employer

**N. RIGHT TO FINANCIAL PRIVACY ACT**

The act establishes specific procedures and exceptions concerning the release of customer financial records to the federal government. It provides customers of financial institutions with a right to expect that their financial activities will have a reasonable amount of privacy from federal government scrutiny.

**O. GUIDE TO RECORD RETENTION REQUIREMENTS**

A good source of federal retention requirements is the "Guide to Record Retention Requirements" published by the Office of the Federal Register National Archives and Records Administration. It can be purchased from the U.S. Government Printing Office in Washington DC. Additional sources of information include: IRS

regulations, state and local government retention requirements or the AICPA (American Institute of Certified Public Accountants) Filing and Record Retention Procedures Guide.

**P. IRS REVENUE PROCEDURE 98-25 RECORDS RETENTION**

The Income Tax Regulations require that, except for farmers and wage-earners, any person subject to income tax, or any person required to file an information

## Accounting Policies, Procedures and Forms

return with respect to income, must keep such books and records, including inventories, as are sufficient to establish the amount of gross income, deductions, credits, or other matters reported. The books or records required by must be kept available at all times for inspection by authorized internal revenue officers or employees, and must be retained so long as the contents thereof may become material in the administration of any internal revenue law.

Note: Section 6.01 requires taxpayers to maintain and make available documentation of the business processes that (1) create the retained records, (2) modify and maintain its records, (3) satisfy the requirements of section 5.01(2) of the procedure and verify the correctness of the taxpayer's return, and (4) evidence the authenticity and integrity of the taxpayer's records.

Section 6.02 sets forth four elements that the documentation required under section 6.01 must establish: (1) the flow of data through the system, (2) internal controls that ensure accurate processing, (3) internal controls that prevent unauthorized record changes, and (4) charts of account.

Section 6.03 sets forth six specific types of documentation for each retained file: (1) record formats, (2) field definitions, (3) file descriptions, (4) evidence that periodic checks are undertaken to ensure that data remains accessible, (5) evidence that the records reconcile to the taxpayer's books, and (6) evidence that the records reconcile to the taxpayer's return.



---

Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revision	





## Accounting Policies, Procedures and Forms

**G&A102 Ex1 RECORDS RETENTION PERIODS**

Accident reports and claims (settled cases) .....	7 years
Accounts payable ledgers, schedules and trial balances .....	7 years
Accounts receivable ledgers, schedules and trial balances .....	7 years
Assignments .....	3 years
Audit reports of accountants .....	Permanently
Bank reconciliations .....	1 year
Bank statements, cancelled checks, and deposit slips .....	7 years
Bills of lading .....	3 years
Capital stock and bond records .....	Permanently
Cash books .....	Permanently
Cash receipts and disbursements .....	7 years
Chart of accounts.....	Permanently
Checks (cancelled, all other) .....	7 years
Checks (cancelled, for important payments, i.e. taxes, property purchases, special contracts, etc. File checks with the transaction papers) .....	Permanently
Construction documents.....	Permanently
Contracts and leases (expired) .....	7 years
Contracts and leases still in effect.....	Expiration +7 years
Corporate records and minutes .....	Permanently
Correspondence (legal and important matters only) .....	Permanently
Correspondence general .....	3 years
Credit Applications (Consumer) .....	25 Months (after notification)
Credit Applications (Business).....	1 year (after notification)
Deeds, mortgages, and bills of sale .....	Permanently
Depreciation schedules .....	Permanently
Duplicate deposit slips .....	1 year
Electronic fund transfers documents .....	7 years
Employee personnel records (after termination) .....	7 years
Employment applications .....	3 years
Expense analyses and Expense distribution schedules .....	7 years
Expired contracts and notes receivable .....	7 years
Expired purchase contracts .....	7 years
Federal, state and local tax returns .....	Permanently
Financial statements (end-of-year trial balances) .....	Permanently
Fixed asset records and appraisals .....	Permanently
Forms W-4 .....	7 years
Garnishments .....	3 years
General Ledgers (end-of-year trial balances) .....	Permanently
I-9s (after termination) .....	1 year
Insurance records, current accident reports, claims, policies, etc .....	Permanently
Interim and year-end financial statements and trial balances.....	Permanently

Inventories of products, materials, and supplies ..... 7 years

---

G&A102 Files and Records Management

page 9 of 10

---

Accounting Policies, Procedures and Forms

Invoices .....	7 years
Journals .....	Permanently
Licenses.....	Permanently
Loan documents, notes.....	Permanently
Minute books of directors and stockholders, including bylaws and charter ...	Permanently
Monthly trial balances .....	Permanently
Notes receivable ledgers and schedules .....	7 years
OSHA logs .....	5 years
Paid bills and vouchers .....	7 years
Payroll journals .....	7 years
Payroll records and summaries .....	7 years
Payroll reports (federal & state) .....	7 years
Perpetual inventory records .....	7 years
Petty cash vouchers .....	7 years
Physical inventory records .....	7 years
Physical inventory tags .....	7 years
Plant cost ledgers .....	Permanently
Polygraph test results and reasons for test .....	3 years
Property appraisals by outside appraisers .....	Permanently
Property records including costs, depreciation schedules, blueprints, plans...	Permanently
Property titles and mortgages .....	Permanently
Purchase journals .....	7 years
Purchase orders .....	7 years
Receiving sheets.....	1 year
Requisitions .....	7 years
Sales journals .....	7 years
Sales records .....	7 years
Savings bond registration records of employees .....	7 years
Scrap and salvage records (inventories, sales, etc) .....	7 years
Shipping tickets .....	3 years
Stock and bond certificate (cancelled) .....	1 year
Stockroom withdrawal forms .....	7 years
Subsidiary ledgers .....	7 years
Tax returns and worksheets, revenue agents' reports and other documents ...	Permanently
Time books/cards .....	7 years
Trade mark registrations .....	Permanently
Uncollectible accounts and write offs .....	7 years
Voucher for payments to vendors, employees, etc. (includes all allowances and reimbursement of employees, officers).....	7 years
Voucher register and schedules .....	7

years W-4 forms .....  
4 years  
Workman's comp documents ..... 11 years

---

G&A102 Files and Records Management

page 10 of 10

---

Accounting Policies, Procedures and Forms

**SOP # G&A103 Revision: 2**  
**Effective Date: 4/7/2022**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A103 TRAVEL AND ENTERTAINMENT**

**Policy:** All reservations required for business travel and entertainment will be made through the Supervisor or designated staff. Expenses are to be within established Organization guidelines and will be reimbursed with proper documentation. Employees are expected to spend the Organization's money as carefully and judiciously as they would their own.

The Organization recognizes that employees who travel far from home to represent the Organization's business interests must forego their living accommodations and may forfeit personal time. Accordingly, the Organization will make efforts to provide comfortable and secure accommodations for lodging, meals and travel for employees. The Organization reserves the right to deny reimbursement of expenses that are considered lavish or extravagant.

**Purpose:** To provide guidelines for travel and entertainment expenses as they were actually spent, account for all advances promptly and accurately and to communicate the procedures for reimbursement.

**Scope:** This procedure applies to all departments and individuals who travel or entertain for the Organization.

**Responsibilities:**

Responsible Party: The individual employee and Supervisor When the Supervisor does not make travel arrangements, each employee is responsible for making arrangements needed for business travel.

- The Supervisor may make travel arrangements when requested, provided that arrangements are made at least 15 days in advance.

The Finance Department will receive and review documentation and Back-office provider process necessary employee reimbursement. (See PUR106, Reimbursements, for more detailed information.)

Procedure:

**1.0 TRAVEL ARRANGEMENTS**

**1.1** All arrangements required for business travel are to be made individually or through the Supervisor. When possible, the Supervisor can solicit better corporate discounts and rates for hotels, airlines, car rental agencies and travel agencies. Employees benefit because they do not have to spend their own time comparing rates and making their own arrangements. If making your own arrangements, the employee must find the best possible travel pricing.



---

Accounting Policies, Procedures and Forms

- 1.2 For maximum savings on airfares, this form should always be completed at least 15 days in advance unless an emergency trip is required.
- 1.3 It is preferable that all employees travel during non-working hours to maximize efficiency. The Supervisor will make arrangements for the trip as required and will return a travel itinerary and any tickets or reservation forms to the employee.
- 1.4 **Cash Advances** - The Organization generally **discourages** cash advances unless special circumstances apply.

If an employee requires a cash advance, a formal request must be made as a check request. The advance request will then be forwarded to accounting for processing upon approval. Travel advance amounts are approved on an as needed basis.

When a cash advance is received, the employee will reduce their expense reimbursement by the amount of the cash advance. In the case where the cash advance exceeds the expenses for the report submitted, the remaining cash must be turned into the Finance Team with the expense report. Amounts owed the Organization cannot be carried forward to future expense reports. Any advance outstanding will be deducted from the employee's paycheck.

- 1.5 **Direct Billings** - Direct billings to the Organization from motels, restaurants, etc. are not permitted unless previously authorized.

## 2.1 TRAVEL EXPENSE GUIDELINES

- 2.2 Air Travel - Airline reservations are based on General Services Administration guidelines and the following criteria:

- Expediency: Getting the employee to their destination in an expedient way. (Direct flights when possible or connecting flights if necessary for faster flight schedules).
- Cost: Employees will fly coach class unless extenuating circumstances apply.
- Air Carrier: An employee's preferred airline can be utilized as long as expediency and cost factors are equal. In most cases, airfare will be directly billed to the Organization's credit card account.

On occasion, employees may have no alternative but to book their own flight. If this is the case, employees must use regularly scheduled airlines and obtain the lowest (discount) fare available. This may mean that employees will fly at times that are not always the most convenient for them.

- 2.3 Lodging - Lodging arrangements are based on General Services Administration guidelines and the value, convenience for the traveler and according to what is usual and customary Organization guidelines.

Whenever multiple employees are traveling to the same location, employees will be required to share accommodations if possible (i.e. male/male or female/female). Lodging accommodations will then be made for double rooms accordingly. If an employee is

accompanied by a non-employee such as family or a friend, and therefore requires

---

G&A103 Travel and Entertainment

page 2 of 6

---

 Accounting Policies, Procedures and Forms

separate accommodations, the employee will be responsible for payment of any excess lodging accommodations.

- 2.4 Meals - Employees on Organization business will be reimbursed for the actual cost of their meals not to exceed the guidelines of the General Services Administration for 2022 as follows.

- 2.5 Per-Diem allowances are as follows (Breakfast up to \$17, lunch up to \$18 and dinner up to \$34)

Officers may include reimbursement of pre-meals under the same guidelines noted above.

See form PUR104 Accounts Payable and Cash Disbursements and PUR106 Reimbursements for additional information regarding Meals.

- 2.6 Car Rentals – When possible, advance arrangements should be made by the Supervisor if a car is required at the destination, otherwise the employee is required to make their own car rental arrangements. Vehicle selection will be based upon the most cost-effective class that satisfies requirements for the employee(s) and any demonstration equipment.

**Supplemental auto insurance coverage offered by car rental agencies must be purchased and will be reimbursed.**

- 2.7 Personal Vehicles - An employee who uses their own automobile for business will be reimbursed according to IRS mileage reimbursement guidelines. The employee must provide on the expense report, documentation including dates, miles traveled and purpose of each trip.

The Organization assumes no responsibility for personal automobiles used for business. Further, any parking or speeding violation is the sole responsibility of the employee and each employee must have valid minimum automobile liability insurance as required by state law.

- 2.8 Telephone - Telephone charges from the hotel are not allowed unless it is an emergency.

- 2.9 Entertainment - Entertainment expenses are not allowed.

- 2.10 Miscellaneous Expenses - Any additional business expenses (including but not limited to Wi-Fi access), that are not categorized above should be pre-approved and listed under miscellaneous expenses, and documented with all pertinent information to substantiate the expense.

- 2.11 Non-Reimbursable Expenses - Some expenses are not considered valid business expenses by the Organization, yet may be incurred for the convenience of the traveling individual. Since these are not expenses for the business then they are not reimbursable. (The following can be used as a guide of expenses, which are not reimbursable)

Examples include:



- Airline or travel insurance
- Airline or travel lounge clubs
- Shoe shine or Dry-cleaning (except for extended travel beyond 5 days)

G&A103 Travel and Entertainment

page 3 of 6

---

Accounting Policies, Procedures and Forms

---

- Movies or personal entertainment
- Books, magazines or newspapers
- Theft or loss of personal property
- Doctor bills, prescriptions, or other medical services
- Parking tickets, traffic tickets or Car towing if illegally parked
- Health club memberships
- Baby sitter or Pet care fees
- Barbers and Hairdressers

**3.1 EXPENSE REPORT PREPARATION AND REIMBURSEMENT**

- 3.2** All business reimbursement expenditures incurred by employees of the Organization are reimbursed through the current financial system. Reimbursement receipts must be submitted monthly and any receipt that is older than **60 days** will be reimbursed at the discretion of the Chief Financial Officer.

All required receipts for items charged must accompany all reimbursement documentation as well as uploaded into the existing financial system for approval and reimbursement payment process. In order to expedite reimbursement, the employee should ensure that the request is completed properly, required documentation is attached, proper authorization is obtained, and any unusual items properly explained and documented. Any questions regarding completion of the report should be directed to the employee's supervisor or the Finance Team.

## Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider process	Oswaldo Diaz, CFO
2	9/5/17	Revision	
3	9/12/19	Revision	
4	11/14/19	Revision	Nanie Montijo, CFO
5	4/7/22	Revision	Steve Budhaja, CFO

---

G&A103 Travel and Entertainment

page 5 of 6

---

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

---

Accounting Policies, Procedures and Forms

**SOP # G&A104 Revision: 2**  
**Office Effective Date: 4/7/2022 Approved by: BOD**

**Prepared by: Central**

**Title: G&A104 MANAGEMENT REPORTS**

**Policy:** Back-office provider and MPS will prepare summary reports of vital operating statistics for the Organization, including revenues, current debt, operating cash, accounts receivable and projected short-term cash flows. These reports are to be prepared and are to supplement detailed monthly and quarterly financial reports and are to be used for timely "hands-on" management.

**Purpose:** To provide the format and content requirements for preparation of the Financial Reports.

**Scope:** The procedure applies to Back-office provider and the Finance personnel required for preparation of these reports.

**Responsibilities:**

Back-office provider and MPS Finance personnel will be responsible for assuring effective and informative reporting for the Organization.

**Procedure:**

**1.0 PREPARATION GUIDELINES**

- 1.1 Financial reports that provide management the necessary information to understand whether the Organization is progressing as planned are prepared monthly or as needed.
- 1.2 Back-office provider maintains electronic copies of all reports and analyses.

**2.1 FINANCIAL REPORTS**

- 2.2 The Chief Financial Officer should review accounting program financial reports on a regular basis.

**3.1 CASH FLOW REPORT**

- 3.2 The Cash Flow Report represents a summary of the cash flowing through the Organization in the near term and identifies any potential shortfall that might

occur in the near future before it occurs. The Cash Flow Report should be reviewed at least monthly by the Chief Financial Officer. This report supplements the detailed monthly and quarterly financial statement reports and provides a quick look at the cash performance of the Organization.

---

Accounting Policies, Procedures and Forms

- 3.3** The Cash Flow Report should include projected operating cash balances for each month with estimated cash receipts by major classifications and projected disbursements by major account classifications.
- 3.4** Back-office provider will notify the Chief Financial Officer of any shortfall so that the Organization may determine alternative courses of action to rectify the situation.

**4.1 BUDGET VS. ACTUAL REPORT**

- 4.2** The Budget vs. Actual Report represents a comparison of planned operating expenses to the actual expenses incurred for the period. The objective is to highlight results against plan, percentages and variances and thus provide a basis for management decisions. The Budget vs. Actual Report is prepared and maintained by Back-office provider on a monthly basis.

**5.1 FINANCIAL STATEMENTS**

- 5.2** The Chief Financial Officer, Chief Executive Officer, and the Board of Directors should review the Financial Statements monthly for each board meeting. This report provides one indication of the performance of the Organization.
- 5.3** The Financial Statements typically are comprised of three main parts: The Statement of Financial Position, Statement of Activities, and the Statement of Cash Flows (Statement of Cash Flows quarterly).

The Statement of Financial Position (Balance Sheet) lists all of the Organization's assets (cash, receivables, deposits, inventory, equipment, intellectual property, etc.), liabilities (debt, lease obligations, etc) and net assets. It identifies the assets (which are "the business") and the financiers, or debt and equity holders and the relationship between the two.

The Statement of Activities represents the Organization's operational sources of cash – revenue – or uses – business expenses and is typically divided into operating periods that represent months, quarters or years of operations. It identifies the profitability of the Organization as a function of the accounting decisions.

The Statement of Cash Flows is the difference between the Statement of Financial Position sources and uses of cash and the Statement of Activities sources and uses of cash. This difference assists in identifying the health of the Organization's operations. It identifies whether the Organization is producing cash or consuming

cash and at what rate and from what sources.

---

G&A104 Management Reports

page 2 of 4

---

 Accounting Policies, Procedures and Forms

- 5.4** The Financial Statements should be produced after the close of the Organization's period (see procedure G&A105 PERIOD-END REVIEW & CLOSING). The final Financial Statements form the basis for the Organization's formal presentations to the Board of Directors, or other stakeholders such as banks, outside agencies, or creditors in accordance with procedure G&A109 CONFIDENTIAL INFORMATION RELEASE.

**References:**
**FINANCIAL ACCOUNTING STANDARDS BOARD (FASB)**

Since 1973, the Financial Accounting Standards Board (FASB [www.fasb.org](http://www.fasb.org)) has been the designated organization in the private sector for establishing standards of financial accounting and reporting. Those standards govern the preparation of financial reports. They are officially recognized as authoritative by the Securities and Exchange Commission (Financial Reporting Release No. 1, Section 101) and the American Institute of Certified Public Accountants (Rule 203, Rules of Professional Conduct, as amended May 1973 and May 1979). FASB pronouncements are the primary sources of GAAP.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)**

A collection of accounting principles. Typically includes the most recent developments of all generally accepted accounting principles (GAAP) as derived or collected from various technical pronouncements. Sources include FASB statements, interpretations, technical bulletins and concepts; American Institute of CPAs (AICPA); Accounting Principles Board opinions, accounting research bulletins, and position statements; and Securities and Exchange (SEC) financial reporting releases.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Revision of responsibilities	Oswaldo Diaz, CFO
2	9/5/17	Revision of wording/clarification of processes	



---

G&A104 Management Reports

page 3 of 4

---

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

---

Accounting Policies, Procedures and Forms

**SOP # G&A105 Revision: 2**  
**Office Effective Date: 4/7/2022 Approved by: BOD**

**Prepared by: Central**

**Title: G&A105 PERIOD-END REVIEW & CLOSING**

**Policy:** An orderly, timely and comprehensive review of all general ledger accounts should be performed or directed by the Chief Financial Officer to ensure an accurate representation of the company's financial statements. These practices are aimed at proving that the financial accounts are accurate, and if not, are properly adjusted to make them accurate, prior to closing.

**Purpose:** To provide a general overview of the process to be completed for reviewing the accounting records at year-end or any particular month-end prior to closing.

**Scope:** These practices apply to all accounts. Typically, all financial accounts are reviewed and then closed out as of the company's year-end. Consequently, the procedures that follow are discussed in reference to year-end review. However, a sub-set of these procedures is also applicable to month-end reviews. Month-end procedures are identified near the end of this module.

**Responsibilities:**

Back-office provider is responsible for creating and reviewing all period-end activities to ensure the period-end financial statements accurately reflect the results of the Organization's activities. All general ledger adjustments should be approved by designated Finance team member.

**1.1 CLOSINGS PREPARATIONS**

**1.2** The following procedures would be expected for monthly closings:

- Reconcile all bank accounts
- Print and compare the aged receivables and payables to the general ledger. Make appropriate adjustments to balance the accounts.
- Review all Statement of Financial Position and Statement of Activities accounts for completeness

- Retain all above reports in a monthly summary file.

## 2.0 STATEMENT OF FINANCIAL POSITION: ASSETS

---

G&A105 Period-End Review and Closing

page 1 of 3

---

### Accounting Policies, Procedures and Forms

- 2.1 **Cash accounts** - prepare the bank reconciliations for year-end balances per the bank statement to the balance per books for each account. The year-end reconciliation is especially important for preparing the final year-end financial statements to ensure that it is completely accurate.
- Show origination dates and description of each reconciling item. Prepare the necessary journal entries to adjust to the reconciliations. Totals must agree with the general ledger. File all reconciliation reports in the year-end closing file.
- 2.2 **Accounts Receivable** – Print a detailed aged accounts receivable report and reconcile it to the General Ledger. This can be prepared as soon as all accounts receivable are calculated as of year-end. Calculate possible allowances for uncollectible accounts. Adjust prior allowances to calculated amount. Write off any un-locatable differences. Retain a complete copy of the detailed accounts receivable, along with any reconciling adjustments in the year-end closing file.
- 2.3 **Inventory** – Supplies inventory may be small but should be evaluated periodically for cost increases.
- 2.4 **Capital Assets** - Update the detailed schedule of fixed assets with any additions and deletions and reconcile to the general ledger balances.
- 2.5 **Other Assets** - Other assets include utility or real estate deposits, prepaid insurance, advances to employees, and intangibles like store pre-opening costs. These should all be identified and documented. For example, a copy of the initial deposit with the utility company, or a list of the facility pre-opening costs with a schedule showing how much of those costs are to be amortized each year. File copies of these documents in the year-end closing file.

## 3.0 STATEMENT OF FINANCIAL POSITION: LIABILITIES AND NET ASSETS

- 3.1 Liabilities are shown as the amount to be paid in the subsequent period. If in doubt, record the liability.
- 3.2 **Accounts Payable** - Print a detailed aged accounts payable report and reconcile it to the general ledger. This is generally completed 2 to 4 weeks after the year-end to ensure that all vendor invoices relating to services and merchandise purchased have been received and entered.
- Compare all month-end vendor statements to balances per accounts payable and investigate any differences. Consider making adjustments for any significant

unrecorded liabilities such as work started prior to year-end, but not yet billed by the supplier. Retain a complete copy of the accounts payable detail, along with any reconciling adjustments, in the year-end closing file.

- 3.3 Accrued Expenses** - Review accruals for sales tax, payroll, payroll tax, payroll deductions payable, interest expense on short-term borrowings and long-term debt.
- 3.4 Loan Debt** - Verify recorded accuracy of debt by ensuring the general ledger balances agree to year-end statements from lending institutions. Save all year-end statements in year-end closing file.

G&A105 Period-End Review and Closing

page 2 of 3

**3.5 Contingent Liabilities and Commitments** - Prepare a schedule of any outstanding litigation and possible losses. Prepare a schedule of all long-term rental agreements with amounts due by year for the next five years. Retain these schedules in the year-end closing file.

**3.6 Net Assets** - Record any changes in the Prior Period Adjustment category but ordinarily this account does not have any transactions directly posted to it.

#### **4.1 STATEMENT OF ACTIVITIES: REVENUE & SUPPORT**

**4.2 Revenue & Support** – Review all program revenue, reimbursement billings, and any other donations.

**4.3** Additionally, the Chief Financial Officer and back-office provider should periodically review revenue trends, cost associated with revenues, variable expenses and fixed expenses. Look for patterns, new trends, seasonal variances, or profitable emerging products that may indicate changes in customer or program behavior.

**4.4** The Chief Financial Officer and back-office provider should analytically review the revenue reports and explain all variances.

#### **5.1 STATEMENT OF ACTIVITIES: EXPENSES**

**5.2** Each expense total should be compared to expense total from the year before (and budgets if applicable). Attempt to explain any unusual variances. Some expense items are directly related to asset or liability accounts and can be reconciled in conjunction with the related Statement of Financial Position account.

**5.3 Program Costs** - A detailed report should be produced of program costs and analyzed in relation to the associated revenues and to prior periods.

**5.4 Payroll** - At year-end, the various payroll expense accounts should agree to total gross payroll per payroll reports. Account for all deductions for W-3 reported to the Social Security Administration, 1099s for vendors, as well as FICA and other taxes reported accordingly.

**5.5 Bad Debt Expense** - Prepare a list of all accounts written off during the year. Note specifically any addition to the allowance for uncollectible accounts.

**5.6 Interest Expense** - Prepare a schedule of interest expense by source. Reconcile amounts to short-term borrowings and long-term debt.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider process	Oswaldo Diaz, CFO

G&amp;A105 Period-End Review and Closing

page 3 of 3

Accounting Policies, Procedures and Forms

**SOP # G&A106 Revision: 1**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A106 CONTROLLING LEGAL COSTS**

**Policy:** The Organization will employ various methods to manage and whenever possible, minimize legal expenses.

**Purpose:** To describe the procedures for managing and controlling associated legal expenses.

**Scope:** This statement applies to all individuals with the responsibility for contracting legal services and/or approving agreements, contracts, or any other legally associated transactions.

**Responsibilities:**

Chief Executive Officer will resolve, negotiate, and examine all legal expenses.

Legal Counsel should provide the estimated costs of legal engagements and the most likely outcome.

**Definition:** Arbitration - is a private, informal process by which all parties agree, in writing, to submit their disputes to one or more impartial persons authorized to resolve the controversy by rendering a final and binding award, which is enforceable in court. It can be used for a wide variety of disputes from commercial transactions to labor grievances.

Declaratory Judgment - is a binding judgment issued by the court that defines the legal relationship between the parties and their rights with respect to the matter before the court. Commonly used in contract disputes (especially useful if no physical agreement exists and or a suit has not been filed yet) to clarify what conduct is permitted or prohibited by the contract or to clarify the contract if necessary.

A declaratory judgment provides the opposing party (defendant) with the opportunity to pick and chose the venue or jurisdiction, and the parties to the litigation. In this manner the opposing party can steal the initiative,

direct the litigation, and maximize its chances of winning.

## **Procedure:**

### **1.1 ARBITRATION**

**1.2** Whenever practical, the Organization should utilize arbitration to resolve disputes. Arbitration can significantly reduce the amount of time and legal fees to resolve a dispute. The major features of arbitration are:

- A written agreement to resolve disputes by the use of impartial arbitration. Such a provision can be inserted into a contract for the resolution of possible

G&A106 Controlling Legal Costs

page 1 of 4

Accounting Policies, Procedures and Forms

future disputes, or can be an agreement to submit to arbitration of an existing dispute.

- Under the rules of arbitration, the procedure is relatively simple and informal. Strict rules of evidence do not apply; there is no motion practice or formal discovery; no requirements for transcripts of the proceedings or for written opinions of the arbitrators. The rules are flexible and can be varied by mutual agreement of the parties.
  - Impartial and knowledgeable neutrals serve as arbitrators. Arbitrators are selected for specific cases because of their knowledge of the subject matter. Based on that experience, arbitrators can render an award grounded on thoughtful and thorough analysis.
  - Final and binding awards which are enforceable in a court. Court intervention and review is limited by applicable state or federal arbitration laws, and award enforcement is facilitated by these same laws.
- 1.3** The following standard clause should be inserted whenever practical into contracts, agreements, etc. to provide for the arbitration of possible future disputes:

"Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Commercial [or applicable] Rules of the American Arbitration Association and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof."

The arbitration of existing disputes may be accomplished by mutual agreement of parties with the use of the following terminology:

"We, the undersigned parties, hereby agree to submit to arbitration under the Commercial [or applicable] Rules of the American Arbitration Association the following controversy.

We further agree that we will faithfully observe this agreement and the rules, and that we will abide by and perform any award rendered by the arbitrator(s) and that a judgment of the court having jurisdiction may be entered upon the award."

## 2.1 LEGAL SERVICES

- 2.2 All legal documents prepared for the company's use, such as vendor contracts, employment agreements, sales orders, etc. should be written in common language and whenever possible should avoid the use of legalese or jargon. Legalese tends to complicate even simple arrangements and often unnecessarily requires the incurrence of legal assistance for mere interpretive purposes.

---

G&A106 Controlling Legal Costs

page 2 of 4

---

### Accounting Policies, Procedures and Forms

- 2.3 Before undertaking legal disputes, the Organization's legal counsel should ascertain and inform the Organization of the estimated costs that will be incurred for the legal engagement and the probable or most likely outcome of the case along with the probable amount of any awards or judgments. Use this information to produce a budget and clarify any matters that are increasing the budget. A budget will provide some assurance that the legal counsel has thought the matter through and it will also provide a baseline to determine the legal utility obtained from the matter.
- 2.4 Use legal action only as a last resort. Legal action is frequently not very effective. In fact, a threatened action — particularly with intellectual property — could result in a pre-emptive declaratory judgment lawsuit by the other party thus giving them the “home-field” advantage, which could lead to higher legal costs.

## 3.1 LEGAL BILLINGS

- 3.2 Consider negotiating a “money-back” guarantee with the right to audit any bill for up to six months. Request that all fees that are proven to be unnecessary or excessive be returned. Then examine all legal bills for any such unnecessary or excessive transactions.
- 3.3 Many times, legal bills are aggregated, vague and too uninformative to be useful in controlling costs. Therefore, all legal arrangements contracted by the Organization should require itemized billings to include the following information:
- Start and end times and dates of each service transaction
  - Detailed description of services provided or work performed
  - Distinct itemization of each individual performing services
- 3.4 Examine all internal discussions or conferences and note exactly who is working on the case and why. Ask for a justification for all attorneys working on the case.
- 3.5 Consider alternatives such as contingent fees, fixed fees, and monthly retainers. All fees are negotiable.

---

G&A106 Controlling Legal Costs

page 3 of 4

---

Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	



---

G&A106 Controlling Legal Costs

page 4 of 4

---

Accounting Policies, Procedures and Forms

**SOP # G&A107 Revision: 2**  
**Office Effective Date: 9/5/17**    **Approved by: BOD**

**Prepared by: Central**

**Title:**            **G&A107 TAXES AND INSURANCE**

**Policy:**            To ensure compliance with all Federal, state, local, and other regulatory taxation requirements

**Purpose:**            To outline the general areas of taxation. To be used as a checklist or guide in complying with tax requirements related to each specific location and organizational structure.

**Scope:**            This statement applies to the business activities of the company.

**Responsibilities:**

The Finance team and back-office provider responsible for determining all tax liabilities and fees, and the dates due

Back-office provider is responsible for ensuring the timely payment of all tax liabilities and fees.

**Procedure:**

**1.1      ORGANIZATION FEES AND TAXES**

**1.2**      Fees and taxes will vary depending on the legal structure of the business activity. The Organization is a Not-For-Profit organization; however, there may be from time to time revenue earned that is taxable as if the Organization were a For-Profit entity and those profits would be considered Unrelated Business Income and subject to tax.

**1.3**      The Finance team and back-office provider should check with the secretary of state, registry of charitable trusts, the IRS, and any other agency that non-profit organizations

may pay fees with in order to ensure all fees are paid in a timely manner. Failure to pay such fees can result in the loss of the company's legal status or structure.

**2.1 UNRELATED BUSINESS INCOME TAX**

**2.2** Activities conducted not related to the exempt purpose of the Organization can be subject to unrelated business income tax.

**3.1 PAYROLL FEES AND TAXES**

**3.2** The Federal and state governments charge an **unemployment tax**, based on a specified minimum amount of each worker's salary level. For most states, the rate can change from business to business depending on the Company's history of claims and the economic health of the state in which the Company is located. Most of Magnolia's schools participate in the School Employers' Fund (SEF) for unemployment insurance.

**3.3** **Worker's compensation insurance** may be imposed by a state like a tax. It can also vary based on the amount of payroll, past history of worker's compensation claims, and the type of work in which the business is engaged. This coverage is generally arranged through an insurance company.

---

 Accounting Policies, Procedures and Forms

- 3.4** At the Federal level, payroll is taxed at a uniform rate for **Social Security** and **Medicare**. These two taxes are evenly shared between the company and the employee up to certain levels of income. Additionally, personal income taxes, based on the employee's compensation, must be **withheld** from the employee's earnings and remitted to the government by the company, along with the company's and employee's share of **Social Security** and **Medicare** taxes.
- 3.5** In California, a portion of the employee's compensation is also **withheld** and remitted to the state by the Organization.
- 3.6** Other payroll withholdings, mandated by Federal or state requirements, may require wage garnishments to fulfill a bankruptcy edict or childcare payment requirement.
- 3.7** The Treasury Department and or the Internal Revenue Service (IRS) collects all monies due the Federal Government. Technically, withholding amounts deducted from a paycheck are considered the government's money and the business owner is temporarily holding the money, in deposit, until it can be transferred to the government. Any failure to pay in a timely fashion is considered a serious matter by the IRS and will not be ignored.

The IRS will impose a penalty for failing to pay the required withholding amounts on time. In addition, interest will be charged until the amount is paid. Both interest and penalties imposed by the IRS can add up significantly.

Therefore, the IRS is not a good source to "borrow" money from if cash is tight.

Note: Money due the IRS is NOT dischargeable in bankruptcy.

- 3.8** Certain local municipalities charge an **Earnings tax** based on payroll, income, assets, stock options granted or any combination. Check with the city clerk for details.

#### **4.1 EXCISE TAXES**

- 4.2** There are many different federal government taxes or fees imposed on the commerce of different types of businesses. The following represents the most common.
- 4.3** Penalties and interest may result from any of the following acts.
- Failing to collect and pay over tax as the collecting agent.
  - Failing to keep adequate records.
  - Failing to file returns.
  - Failing to pay taxes.
  - Filing returns late.
  - Filing false or fraudulent returns.
  - Paying taxes late.

- Failing to make deposits.

---

#### Accounting Policies, Procedures and Forms

- Depositing taxes late.
- Making false statements relating to tax.
- Failing to register.

### 5.1 OTHER TAXES AND CREDITS

5.2 Many state, counties, and cities impose **real estate taxes**. The Organization should ensure that where possible the Organization has applied for exemption from property taxes as a non-profit organization.

5.3 **Sales and Use Taxes** – at this time, the Organization does not sell any products and is not subject to sales tax. However, they may make purchase from out of state vendors that are subject to California Use Tax. Such expenditures are monitored and reported, and payment is remitted quarterly to the Board of Equalization.

### 6.1 TAX PAYMENTS

6.2 The Finance team should create and maintain a detailed tax calendar as a guide, which provides a sample guide to some of the most common taxes. The guide should serve a reminder of tax due dates.

### 7.1 INSURANCE

7.2 Insurance needs for a business can be grouped in two broad categories, those that are directed at safeguarding assets and those that are furnished as employee benefits. Employee benefit insurance such as, health insurance, disability insurance and key man life insurance, should be considered in light of its importance in the entire employee compensation mix and in light of the personal needs of the company's owner(s).

7.3 Insurance used for safeguarding company's assets includes: property, casualty, key-man and professional liability insurance, as well as auto insurance, errors and omissions, directors' liability or business interruption insurance. The levels and terms of these policies should be determined based upon the value of the assets at risk and creditor or state and local requirements.

7.4 Business with a lot of employees should consider employment practices liability insurance covers businesses against some types of employee lawsuits including:

- Sexual harassment
- Discrimination
- Wrongful termination
- Breach of employment contract
- Negligent evaluation
- Failure to employ or promote

- Wrongful discipline
  - Deprivation of career opportunity
- 

G&A107 Taxes and Insurance

page 3 of 4

---

 Accounting Policies, Procedures and Forms

- Wrongful infliction of emotional distress
- Mismanagement of employee benefit plans

**7.5** Certificates of insurance may be required to be on file or on display depending on governmental requirements. It is important to consider that the insurance policy is a contract. Each year's policy should be saved in a permanent file. A product liability suit can go back many years, and if the potential claim is significant, the protection afforded by the prior year's insurance coverage will be improved if that year's policy has been saved.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider service provider process	Oswaldo Diaz, CFO
2	9/5/2017	Revise to clarify procedures	

## Accounting Policies, Procedures and Forms

**SOP # G&A108 Revision: 0**  
**Effective Date: 2/14/13**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A108 PROPERTY TAX ASSESSMENTS**

**Policy:** All property tax assessments will be reviewed for accuracy and proper assessed valuations to ensure minimum property tax costs to the Organization.

**Purpose:** To outline the areas for review in assessments and methods for appealing overstated assessments. A Non-Profit property tax exemption is the preferred method to minimize property taxes.

**Scope:** This statement applies to the Finance Department for property tax assessments for all sites owned by the Organization.

**Responsibilities:**

The Chief Financial Officer is responsible for reviews of Assessments including the review of Property Descriptions, validating record accuracy and submitting appeals to local Assessor's Offices.

**Procedures:**

**1.1 REVIEW OF ASSESSMENTS**

**1.2** All assessments are to be promptly reviewed. Many jurisdictions only allow a challenge to an assessment within 30 days after the annual notice of assessed value is sent. If the Finance Department misses the deadline, the Organization loses the chance to reduce the year's property taxes. There are normally no refunds for prior years' property taxes even if successfully challenged in the future. Often, it may be advisable to begin the analysis process prior to receiving the assessment notice.

**1.3** When reviewing an assessment, the first step is to find out how the property was assessed. Ask for a full explanation of how the assessed value was derived. Assessors are usually cooperative in providing this information.

**1.4** Upon receipt of the basis for assessment, the following factors should be reviewed:

Note: Do not make the mistake of thinking property has received a favorable low assessment just because its assessed value is less than its market value. Many jurisdictions use "assessment ratios" that are a percentage of market value. What is important is the amount of a property's assessment compared to those of similar properties. A below market assessment may in fact be very high.

## Accounting Policies, Procedures and Forms

- **Research Similar Properties:** Tax assessments are part of the public record. Assessments of similar properties to the Organization's should be looked up to see that the Organization's assessment is in line. The objective is to find assessed values for similar properties that are far lower than the Organization's. For example, organization locations within industrial parks or similar developments should be easy to find very similar properties for comparison.
- **Review Property Descriptions and Accuracy of Records:** Review records for possible clerical errors. Ensure that property descriptions are correct and the building size (total square feet) is not overstated. Make sure that all dates are correct and that all calculations are properly computed. A wrong construction date or simple mathematical error can increase tax valuations.
- **Deflate Property Valuations:** Tax assessors generally value property on the basis of historical cost and the recent sales prices of other properties in the area. Often, when figuring local property taxes, numbers reported on the federal tax return will be used. Depreciable assets are valued at cost on the federal return when figuring depreciation deductions. However, the appropriate assessment for market value for property tax purposes may very different. Further, instead of performing actual physical inspections or assessments of properties every year, local assessors use "equalization ratios" to adjust the annual assessment. The equalization ratio is a type of an inflation adjustment meant to reflect the current general trend in property values. However, the current trend in property values may not apply to the Organization's property.

1.5 If the Organization can provide solid reasons for using different measures to value property, it may be able to receive a reduction in property taxes. Possible valuation methods can include:

- **Income Production:** Measure the current value of the cash flow stream generated by the property, which may be substantially lowered during a recession.
- **Replacement or Reproduction Cost:** How much it would cost to replace or reproduce the property should be determined. For example, if the construction industry is in a downturn, the cost to replace the property may be less than what the Organization paid for the property.
- Also the Organization should evaluate if it incurred any construction cost overruns due to bad weather, labor disturbances, material shortages, etc., that may have increased the cost of a new building without adding to its value. Decorative features may also add much less value than their actual cost.
- **Market Prices:** The actual recent sales of similar properties may show that



the Organization's property is over-assessed.

---

Accounting Policies, Procedures and Forms

- **Unique Features or Business Obsolescence:** Changes to the characteristics of the property or features specific to the Organization's business may reduce its value. Examples can include:
    - Change in zoning restrictions that limit the use of the property.
    - Changes in neighborhood logistics, such as a median divider placed in a highway that deprives a location from access to customers, rerouting of a highway, closing of a railroad line or economic decline in the area that forces the Organization's traditional customer base to move away.
    - Obsolete design for the Organization's particular business needs such as a facility that has been specially designed to hold machinery that has been made obsolete by a competitor's innovation or a communications facility built with conventional wiring that is obsolete due to a switch in the industry to the use of fiber optics.
    - Unique design aspects which meet Organization needs but would reduce the value of a property to others.
    - A general downturn in the Organization's industry.
    - Including Personal Property in Building Valuations: Property that is movable is personal property and should not be included in a valuation of the building. Many items such as piping, wiring, climate control systems, generators, special supports and foundations for equipment may look like part of the building to the assessor but should not be included in the building's assessment.
- 1.6 Where the Organization is renting classroom or other facilities with triple net leases that includes property taxes that the Organization paid, the Organization should consider evaluating the lease location for the possibility that the landlord has not lowered the property taxes or is charging an unfair higher property tax to the Organization.
- 1.7 Under all circumstances the Organization should seek a property tax exemption or waiver. Often times the County will assess taxes for the first year, and the waiver will apply thereafter.
- 2.1 APPEALING OF ASSESSMENTS**
- 2.2 If upon review of the assessment and all other factors, the Finance Department believes a downward adjustment to the property assessment is appropriate, an appeal should be prepared. Experience has shown that if an organization presents a

sound argument for challenging an assessment, the Organization has an excellent chance of receiving some type of tax reducing adjustment even if it is less than the Organization had requested.

- 2.3** The appeal case should include documentation of the above findings. It is important to keep in mind that the property tax assessor may not be familiar with

---

#### Accounting Policies, Procedures and Forms

the details of the Organization's business or industry, so the Organization must prepare to explain how such factors may affect a property's value.

- 2.4** Once a sound case is prepared, an appeal can be sought by simply calling the local assessor's office and asking for an appointment to discuss the assessment. The meeting with the local assessor will generally be informal. It is important to not be adversarial with the assessor but to present the attitude that the Organization is helping the assessor to reach a more accurate valuation for the property by presenting additional information.
- 2.5** If the Organization does not receive any or a large enough adjustment, an appeal may be made with the local Board of Appeals. These meetings will probably be more formal and the Organization may wish to provide expert testimony or obtain an independent appraisal of the property to present to the Board of Appeals.

#### Revision History:

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	

## Accounting Policies, Procedures and Forms

**SOP # G&A109 Revision: 1**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A109 CONFIDENTIAL INFORMATION RELEASE**

**Policy:** The release of financial, statistical or other information that may be of a confidential nature to the Organization should be controlled. Individual requests should be referred to the Chief Financial Officer, or appropriate manager for disposition.

**Purpose:** To provide a means for the control of information to banks, media, credit bureaus, or other agencies and organizations.

**Scope:** All requests by an outsider to an employee regarding financial, revenue, marketing, customers, personnel, vendors, or other Organization confidential information. If in doubt, verify with the Chief Financial Officer

**Responsibilities:**

Chief Financial Officer is responsible for safeguarding all Organization information and determining the appropriate level of detail for release.

The Finance Department shall oversee all responses to all reference requests.

**Procedure:**

**1.1 FINANCIAL INFORMATION REQUESTS**

**1.2** Typical written requests are for additional information concerning details of the published financial statements, litigation progress, insurance coverage, names of investors, etc. If the request is by letter or other written correspondence, the material shall be forwarded to the Chief Financial Officer who will decide what information may be released and who will be authorized to reply.

**1.3** If the request is by telephone or a personal visit to our office, the requester should be referred to the Chief Financial Officer. If either is unavailable, the requester should be asked to provide their name, Organization, telephone number and address, if possible. Also they should be asked the reason for the request and a brief

description of the information desired. This information should be written down and forwarded to the Chief Financial Officer for follow-up.

- 1.4** The Chief Financial Officer should determine the appropriate response for each request. Formal Financial Statement presentations to the Board of Directors, or other stakeholders such as banks, should be accompanied by an opinion or comment from the Organization's Certified Public Accountant (CPA) prior to any formal presentation. (If no outside CPA review is obtained then some people may

---

## Accounting Policies, Procedures and Forms

consider the Financial Statements as “Pro-Forma” and then request copies of completed tax returns). The Chief Financial Officer or designated Finance team member will examine the Financial Statements and prepare a formal version to one of three standards: compiled, reviewed or audited. The Organization should use an economically appropriate CPA standard sufficient to satisfy outside requirements.

The CPA standards are as follows:

- Compiled Financial Statement. The CPA is unable to make any assurances on the data or methods used to produce the financial statements. The CPA will re-cast the financial statements into a standard format (as per Generally Accepted Accounting Principles or GAAP) with a disclaimer that the statements are un-audited and the information is solely derived from the management of the business entity.
- Reviewed Financial Statement. The CPA is able to make some limited assurances that material changes are not required in order for the Financial Statements to be in conformity with GAAP. The CPA uses limited inquiry and some analytical procedures to ascertain the reasonableness of the statements. The information is then re-cast into a standard format with appropriate footnotes and a disclaimer that the statements are un-audited and only a limited inquiry has been made into the reasonableness of the information.
- Audited Financial Statement. The CPA provides assurance, through an opinion letter, that the financial statements are a fair representation of the financial position, results of operations, and cash flows of an entity. This opinion is given after a detailed review and verification of the accounting records and processes used to produce the data. Verification steps include various analytical procedures, client surveys, third party confirmation, and detailed accounting record reviews.

Any irregularities found could lead to either a “qualified” opinion, to indicate that something is inconsistent with GAAP, or an “adverse” opinion, which calls into question the reliability of the information itself. The CPA considers an adverse opinion very serious.

- 1.5** Some types of confidential information may require the signing of G&A 109 Ex 1 NON-DISCLOSURE AGREEMENT, prior to release. This may include requests for product release schedules, development plans, elements of corporate strategy, customer lists, intellectual property, financial information, legal proceedings, or time sensitive information.

## **2.1 PERSONNEL INFORMATION REQUESTS**

- 2.2** The Office Manager shall oversee all responses to all reference requests. No other employee, including a former employee’s immediate supervisor, shall be authorized to respond independently without first obtaining approval from Human Resources.

## Accounting Policies, Procedures and Forms

- 2.3** All requests should be in writing, using Organization letterhead, indicating in that letter that the subject of the reference request has applied for a job. Information is not to be provided over the phone.
- 2.4** Each response shall be obtained only from people with first-hand knowledge of the employee's performance.
- 2.5** The Office Manager shall review all responses to ensure that:
- Only factual information about the employee's job performance and qualifications for employment are included in the response. At no time should a response include emotions, personal feelings, rumors, non-work-related comments or exaggerations.
  - If at all possible it is important that some form of documentation or solid evidence supports all information provided in the response.
- 2.6** Retain a copy of all responses, including the contents of any oral response, in the former employee's personnel file.
- 3.1 CREDIT REFERENCE INQUIRIES**
- 3.2** All credit reference requests should be in writing. Information requests should be directed to the Office Manager and are not to be provided over the phone.
- 3.3** The Office Manager should review the Credit Inquiry form for completeness prior to responding. Retain a copy of all responses, including the contents of any oral response, in the customer's file.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revised to clarify processes	

---

G&A109 Confidential Information Release

page 3 of 6

---

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

## Accounting Policies, Procedures and Forms

**G&A109 Ex1 NONDISCLOSURE AGREEMENT**

This NONDISCLOSURE AGREEMENT is made and entered into as of (DATE) between (THE ORGANIZATION NAME, STATE OF INCORPORATION AND ADDRESS), and (OTHER PARTY NAME, STATE OF INCORPORATION AND ADDRESS).

1. **Purpose.** The parties wish to explore and/or implement a business opportunity of mutual interest, and in connection with this opportunity, each party may disclose to the other certain confidential technical and business information that the disclosing party desires the receiving party to treat as confidential.

2. **"Confidential Information"** means any information disclosed by either party to the other party, either directly or indirectly, in writing, orally or by inspection of tangible objects (including, without limitation, documents, prototypes, samples, plant and equipment) that is designated as "Trade Secret", "Confidential", "Proprietary" or some similar designation, or is of such a nature or has been disclosed in such a manner that it should be obvious to the receiving party that such is claimed as confidential. Information communicated orally shall be considered Confidential Information within a reasonable time after the initial disclosure. Confidential Information may also include information disclosed to a disclosing third party by third parties. Confidential Information includes, without limitation, a disclosing party's trade secrets, know-how, intellectual property and proprietary information as well as business plans, financial data and the status and terms of any discussions between the parties regarding a potential business transaction. Confidential Information shall not, however, include any information that (i) was publicly known and made generally available in the public domain prior to the time of disclosure by the disclosing party; (ii) becomes publicly known and made generally available after disclosure by the disclosing party to the receiving party through no action or inaction of the receiving party; (iii) is already in the possession of the receiving party at the time of disclosure by the disclosing party as shown by the receiving party's files and records immediately prior to the time of disclosure; (iv) is obtained by the receiving party from a third party without a breach of such third party's obligations of confidentiality; (v) is independently developed by the receiving party without use of or reference to the disclosing party's Confidential Information, as shown by documents and other competent evidence in the receiving party's possession; or (vi) is required by law to be disclosed by the receiving party, provided that the receiving party gives the disclosing party prompt written notice of such requirement prior to such disclosure and assistance in obtaining an order protecting the information from public disclosure.

3. **Non-use and Non-disclosure.** Each party agrees not to use any Confidential Information of the other party for any purpose except to evaluate and engage in discussions concerning a potential business relationship between the parties. Each party agrees not to disclose any Confidential Information of the other party to third parties or to such party's employees or agents, except to those employees or agents of the receiving party who are required to have the information in order to evaluate or engage in discussions concerning the contemplated business relationship. A receiving party shall be responsible and liable for the action of its employees and agents with respect to a disclosing party's Confidential Information and shall fully cooperate with the disclosing party in enforcing any rights of the disclosing party against any such person in connection with a breach of this Agreement. Neither party shall reverse engineer, disassemble or de-compile any prototypes, software, or other tangible objects that embody the other party's Confidential Information and that are provided to the party hereunder. Neither party shall hire any employees of the



other during the term of this Agreement and for a period of two years thereafter.

**4. Maintenance of Confidentiality.** Each party agrees that it shall take reasonable measures to protect the secrecy of and avoid disclosure and unauthorized use of the Confidential Information of the other party. Without limiting the foregoing, each party shall take at least those measures that it takes to protect its own highly confidential information and shall ensure that its employees and agents who have access to Confidential Information of the other party have signed a Non-use and Non-disclosure agreement in content similar to the provisions hereof, prior to any disclosure of Confidential Information to such employees and agents. Neither party shall make any copies of the Confidential Information of the other party unless the other party previously approves the same in writing. Each party shall reproduce the other party's proprietary rights notices on any such approved copies, in the same manner in which such notices were set forth in or on the original.

---

G&A109 Confidential Information Release

page 5 of 6

---

Accounting Policies, Procedures and Forms

**5. Ongoing Development.** Nothing in this Agreement shall prohibit or restrict either party's right to develop, use or market products or services similar to or competitive with those of the other party disclosed in the Confidential Information as long as such shall not otherwise be a breach of this Agreement. Each party acknowledges that the other may already possess or have developed products or services similar to or competitive with those of the other party disclosed in the Confidential Information. Each party shall remain free to use in the course of its business its general knowledge skills and experience incurred before, during or after the date of this Agreement and the activities hereunder.

**6. No Obligation.** Nothing herein shall obligate either party to proceed with any transaction between them and each party reserves the right, in its sole discretion, to terminate the discussions contemplated by this Agreement concerning the business opportunity. Upon termination of such discussions the parties shall return all Confidential Information as provided in paragraph 8 and shall have no further rights to evaluate or use the Confidential Information of each other for any purpose whatsoever.

**7. No Warranty.** ALL CONFIDENTIAL INFORMATION IS PROVIDED "AS IS." THE PARTIES MAKE NO REPRESENTATIONS OR WARRANTIES, EXPRESS, IMPLIED OR OTHERWISE, REGARDING THE ACCURACY, COMPLETENESS OR PERFORMANCE OF ANY OF ITS RESPECTIVE CONFIDENTIAL INFORMATION.

**8. Return of Materials.** All documents and other tangible objects (except for any tangible objects purchased by a party) containing or representing Confidential Information that have been disclosed by either party to the other party, and all copies thereof which are in the possession of the other party, shall be and remain the property of the disclosing party and shall be promptly returned to the disclosing party upon the disclosing party's written request.

**9. No License.** Nothing in this Agreement is intended to grant any rights to either party under any patent, mask work right, trademark, trade secret or copyright of the other party, nor shall this Agreement grant any party any rights in or to the Confidential Information of the other party except as expressly set forth herein.

**10. Term.** The obligations of each receiving party hereunder shall survive until such times as all Confidential Information of the other party disclosed hereunder becomes publicly known and made generally available through no action or inaction of the receiving party. Notwithstanding the surviving obligations of a receiving party to maintain the confidentiality of a disclosing party's Confidential Information either party may at any time given written notice to the other party that it does not desire to receive any additional Confidential Information from the other party. After receipt of such notice, such party shall no longer furnish its Confidential Information to the notifying party.

**11. Remedies.** Each party agrees that any violation or threatened violation of this Agreement may cause irreparable injury to the other party, entitling the other party to seek injunctive relief in addition to all other

legal and equitable remedies.

12. **General Provisions.** This Agreement shall bind and inure to the benefit of the parties hereto and their successors and assigns. This Agreement shall be governed by the laws of the State of Missouri, without reference to conflict of laws principles. This document contains the entire Agreement between the parties with respect to the subject matter hereof. Any failure to enforce any provision of the Agreement shall not constitute a waiver thereof or of any other provision. This Agreement may not be amended, nor any obligation waived, except by a writing signed by both parties hereto.

(THE ORGANIZATION).

(THE OTHER PARTY)

By: Name:

By: \_\_\_\_\_ Name: \_\_\_\_\_

Ti \_\_\_\_\_  
tle: \_\_\_\_\_

&A109 Confidential Information Release

page 6 of 6

---

Accounting Policies, Procedures and Forms

**SOP # G&A110 Revision: 0**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A110 DOCUMENT CONTROL**

**Policy:** All documents used to provide work direction or set policy should be reviewed, approved, distributed and controlled by the office of the Chief Financial Officer.

**Purpose:** To define the methods and responsibilities for controlling documents used to provide work direction or set policy, and to define methods for document revision, approval, and distribution.

**Scope:** This procedure applies to all documents required by the Accounting Management System. Documents of internal or external origin are included.

**Responsibilities:**

The Chief Financial Officer is responsible for controlling and reviewing, at least annually, the Accounting Manual, all procedures and instructions related to the Accounting Management System, and all External Documents that are required.

The Finance Team is responsible for maintaining and controlling the Accounting Manual, all procedures and instructions related to the Accounting Management System, and all External Documents that are required.

School Principals are responsible for ensuring the relevant versions of documents are available at the points of use and that they are legible.

**Definitions:** Controlled Document: A document that provides information or direction for performance of work is that is within the scope of this procedure. Characteristics of control include such things as Revision Number (letter), Signatures indicating review and approval, and Controlled Distribution.

Document: Information and its supporting medium. The medium can be paper, magnetic, electronic, optical computer disc, photograph, or sample.

External Document: A document of external origin that provides information or direction for the performance of activities within the scope of the quality management system. Examples include but are not limited to: customer drawings, industry standards, international standards, or equipment manuals.

## Accounting Policies, Procedures and Forms

**Procedure:****1.1 DOCUMENT DISTRIBUTION**

**1.2** Federal, State, and Local grants and contracts should be controlled. It is up to the Chief Executive Officer, Chief Financial Officer, and Chief Operations Officer to dispose of previous revisions as new revisions are released.

**1.3** Each applicable department is responsible for maintaining each department's controlled documents. Examples of external documents include Memorandums of Understanding that may be used or referenced.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revision to clarify processes and positions	

Accounting Policies, Procedures and Forms

**G&A110 Ex1 REQUEST FOR DOCUMENT CHANGE (RDC)**

Date: \_\_\_\_\_ RDC No.: \_\_\_\_\_

Originator: \_\_\_\_\_

Document Title and Publication Date: \_\_\_\_\_

Page and Chapter, or Paragraph Number: \_\_\_\_\_

Description Of Problem, Opportunity Or Reason For Request (Define in Detail):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Solution Recommended (if known) Date Action Required by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Manager Approval: \_\_\_\_\_

Recommended Solution to Problem or Postponement/Dissolution of Request  
(attach all necessary documentation to support response) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**PROCEDURE FOR COMPLETING FORM**

- 1) Complete top section of this form except for RDC number
- 2) Obtain Department Manager's approval
- 3) Forward original to the Office Manager who will assign a RDC number (Note: one copy will be returned to originator with RDC number assigned.
- 4) The Office Manager will take action and if appropriate will proceed with an RDC.
- 5) The Office Manager returns a copy to Originator upon resolution of request.

Distribution: Original - RDC File Copy 1 - Originator

G&A110 Document Control

page 3 of 6

---

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

Accounting Policies, Procedures and Forms

**G&A110 Ex2 DOCUMENT CHANGE CONTROL**

Date: \_\_\_\_\_

DCN#: \_\_\_\_\_

RDC#: \_\_\_\_\_

Doc. or Part No.	Description of Change, Documents affected and reason(s) for change(s)	Action Code(s)	Effective Date

**Change Action Required**

Make/order New Document: \_\_\_\_\_

Current Docs:

Use until depleted      Return for Credit      Scrap      Save for spares

Other: \_\_\_\_\_

Comments: \_\_\_\_\_

**Authorization(s): Chief Financial Officer**

**Authorization(s): Office Manager**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Accounting Policies, Procedures and Forms

[This page intentionally left blank]

Accounting Policies, Procedures and Forms

**SOP # G&A111 Revision: 0**  
**Effective Date: 2/14/13**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A111 FACSIMILE AND E-MAIL SIGNATURES**

**Policy:** Fax and E-mail signatures are accepted as if the signature were an authentic wet blue ink signature for any official document.

**Purpose:** The purpose of this policy is to provide a clear explanation of the guidelines surrounding the use of Fax and E-mail signatures on Organization provided and received E-mail accounts and Fax Documents.

**Scope:** This applies to all Organization E-mail and Fax documents.

**Responsibilities:**

Chief Financial Officer is responsible for review and approval of signatures.

**Background:** E-mail and fax communication are often used more than any other form of communication, is a form of business communication. The format of E-mail and fax documents should be professional in terms of signature and other formatting. E-mail and fax signatures should follow certain guidelines to fit with the overall image of the Organization. As such, the style of address, tone, spelling, grammar and punctuation of all messages should reflect the standards of formal business communication.

**Procedure:**

**1.1 FAX AND E-MAIL SIGNATURES**

**1.2** What should be included in an e-mail signature:

E-mail and fax signatures should include your name, job title, department, mailing address, telephone and fax numbers, and Web site address. This should be in plain text format to easily accommodate all types of users.

When the signature is for a contract or approving a document or official in any nature, the signature should only be acceptable if the signature is in original “blue” ink.

**1.3** What should not be included in a fax or e-mail signature:

Elements that should not be included in fax or e-mail signatures include colored text, very large or complicated fonts, images, clip art or personal quotes. Faculty

G&A111 Fax and E-mail Signatures Accepted  
Accounting Policies, Procedures and Forms

page 1 of 2

and staff should also refrain from using background images or stationary in their e-mail correspondence.

- 1.4** No fax or e-mail document is considered officially received as if it were an original blue ink wet signature until after the Organization has sent a formal reply to the fax or e-mail that the signature has been accepted.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	

G&A111 Fax and E-mail Signatures Accepted  
Accounting Policies, Procedures and Forms

page 2 of 2

**SOP # G&A112 Revision: 0**  
**Effective Date: 2/14/13**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title:** G&A112 MAINTENANCE REQUESTS

**Policy:** Any maintenance work must be approved and pre-authorized.

**Purpose:** The purpose of this policy is to provide a clear explanation of the guidelines in obtaining approval for building, equipment, and general maintenance services.

**Scope:** This applies to any and all maintenance type service requests.

**Responsibilities:**

Chief Financial Officer or the Chief Financial Officer's staff designee is responsible for review and approval of maintenance requests.

**Background:** MERF and/or its maintenance contractors has the responsibility to repair, make replacements and adjust equipment and buildings in response to conditions discovered during performance of preventive maintenance, equipment breakdown/improper operation or employee complaint. MERF and/or its maintenance contractors shall respond to and accomplish any request that is relevant to the successful operation of the Organization and its school and system locations.

**Procedure:**

**1.1 MAINTENANCE REQUESTS**

**1.2** Maintenance requests will be reviewed and approved or disapproved by the Chief Financial Officer and/or the designated staff as appropriate.

G&A112 Maintenance Requests  
Accounting Policies, Procedures and Forms

page 1 of 2

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	

Accounting Policies, Procedures and Forms

**SOP # G&A113 Revision: 1**  
**Effective Date: 4/7/22**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A113 ELECTRONIC BACKUP OF ACCOUNTING INFORMATION**

**Policy:** All electronic accounting information systems must be backed up every week at a minimum on the Organization’s server.

**Purpose:** The purpose of this policy is to provide a clear explanation the need to backup electronic accounting data regularly.

**Scope:** This applies to the Schoolabilty accounting program.


**Responsibilities:**

The Finance Department is responsible for ensuring that the accounting program information is properly backed up.

**Background:** Electronic Accounting Information Backup means measures should be adopted that ensures that all electronic accounting data is properly backed up to secondary sources such as off-site web based services and/or other media to protect the Organization’s information in the event of any form of electronic data loss.

**Procedure:**

**1.1 ELECTRONIC BACKUP OF ACCOUNTING INFORMATION**

**1.2**  The electronic accounting information should be backed up ~~by using two means.~~

~~Full backups are taken daily at approximately 1:45 a.m. Pacific Time using our current accounting and budgeting systems.~~

~~On a weekly basis, the Finance team should perform a QuickBooks backup of the data using the QuickBooks software procedure. This backup copy should be stored on the Organization computer server. The Organization computer server with the QuickBooks accounting file should be backed up weekly.~~

G&A113 Electronic Backup of Accounting Information  
Accounting Policies, Procedures and Forms

page 1 of 2

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	4/7/22	Electronic Back-up of Accounting Information	Steve Budhaja, CFO

Accounting Policies, Procedures and Forms

**SOP # G&A114 Revision: 0**  
**Effective Date: 2/14/13**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title:** G&A114 POLITICAL INTERVENTION

**Policy:** Consistent with its tax-exempt status under the Internal Revenue Code, it is the policy of MERF that the Organization shall not incur any expenditure for political intervention. Political intervention does not include lobbying activities, defined as the direct or indirect support or opposition for legislation, which is not prohibited under the Internal Revenue Code.

**Purpose:** The purpose of this policy is to provide a clear explanation of what the Organization may and may not be involved in with regards to politics.

**Scope:** All political activities of the Organization.

**Responsibilities:**

Chief Executive Officer is responsible for ensuring that the Organization is not seen as a political organization.

**Background:** The Organization is very well known and as such, political candidates may seek endorsements from MERF. This policy clarifies what MERF can and cannot do with regards to politics.

**Definition:** Political Intervention shall be defined as any activity associated with the direct or indirect support or opposition of a candidate for elective public office at the Federal, California or local level.

**Procedure:**

**1.1 PROHIBITED EXPENDITURES**

**1.2** Examples of prohibited political expenditures include, but are not limited to, the following:

1. Contributions to political action committees
2. Contributions to the campaigns of individual candidates for public office
3. Contributions to political parties
4. Expenditures to produce printed materials (including materials included in periodicals) that support or oppose candidates for public office
5. Expenditures for the placement of political advertisements in periodicals



## Accounting Policies, Procedures and Forms

MERF will comply with all Federal and State laws and regulations regarding political intervention, lobbying, etc. Federal funds and those assets paid for by this program may not be used in any partisan activity.

## 2.1 ENDORSEMENTS OF CANDIDATES

2.2 It is the policy of MERF not to endorse any candidate(s) for public office in any manner, either verbally or in writing. This policy extends to the actions of management and other representatives of MERF, when these individuals are acting on behalf of, or are otherwise representing, MERF.

## 3.0 PROHIBITED USE OF ASSETS AND RESOURCES

3.1 It is the policy of MERF that no assets or human resources of MERF shall be utilized for political activities, as defined above. This prohibition extends to the use of MERF assets or human resources in support of political activities that are engaged in personally by board members, members of management, employees, or any other representatives of MERF. While there is no prohibition against these individuals engaging in political activities personally (on their own time, and without representing that they are acting on behalf of MERF), these individuals must at all times be aware that MERF resources cannot at any time be utilized in support of political activities except as identified in “1.0” above.

### Revision History:

Revision	Date	Description of changes	Requested By
0	2/14/13	Initial Release	

Accounting Policies, Procedures and Forms

**SOP # G&A115 Revision: 1**  
**Effective Date: 4/7/22**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A115 ACCRUED LIABILITIES**

**Policy:** The Organization will establish a list of commonly incurred expenses that may require accrual at the end of the fiscal year accounting period.

**Purpose:** The purpose of this policy is to properly recognize and accrue liabilities.

**Scope:** This applies to potential liabilities.

**Responsibilities:**

The Senior Controller & Financial Analysts with the support of Back-office provider are responsible for ensuring that the accrued liabilities are properly accounted for.

**Background:** Accrued liabilities are liabilities that have been incurred such as vacation pay but have not been paid.

**Procedure:**

**1.1 Accrued Liabilities**

**1.2** Some of the expenses that shall be accrued by MERF at the end of an accounting period are:

- Salaries and wages
- Payroll taxes
- Vacation pay/Compensated absences
- Rent
- Interest on notes payable
- Insurance premiums
- Audit fees
- Charter Management Organization fees

G&A115 Accrued Liabilities  
Accounting Policies, Procedures and Forms

page 1 of 2

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider service provider	Oswaldo Diaz, CFO
2	4/7/22	Updated to include Senior Controller	Steve Budhreja, CFO

Accounting Policies, Procedures and Forms

**SOP # G&A116 Revision: 1**  
**Office Effective Date: 11/12/15 Approved by: BOD**

**Prepared by: Central**

**Title: G&A116 NOTES PAYABLE**

**Policy:** It is the policy of MERF to maintain a schedule of all notes payable, mortgage obligations, lines of credit, and other financing arrangements. This schedule shall be based on the underlying loan documents.

**Purpose:** The purpose of this policy is to properly track and recognize all notes payable and other similar obligations.

**Scope:** This applies to notes, loans, lines of credit, and obligations of the Organization.

**Responsibilities:**

Back-office provider is responsible for ensuring that all notes, loans, and other similar obligations are properly accounted for.

**Background:** Properly tracking and monitoring long term debt such as loans is important such that as payments become due, the Organization has sufficient cash flow to honor the obligation.

**Procedure:**

**1.1 NOTES PAYABLE**

**1.2** Prepare a schedule that shall be based on the underlying loan documents and shall include all of the following information:

1. Name and address of lender
2. Date of agreement or renewal/extension
3. Total amount of debt or available credit
4. Amounts and dates borrowed
5. Description of collateral, if any
6. Interest rate
7. Repayment terms
8. Maturity date
9. Address to which payments should be sent
10. Contact person at lender
11. Loan covenants, if applicable

**2.1 ACCOUNTING AND CLASSIFICATION**

**2.2** An amortization schedule shall be maintained for each note payable. Based upon the amortization schedule, the principal portion of payments due with the next

## Accounting Policies, Procedures and Forms

year shall be classified as a current liability in the statements of financial position of MERF. The principal portion of payments due beyond one year shall be classified as long-term/non-current liabilities in the statements of financial position.

- 2.3** Demand notes and any other notes without established repayment dates shall always be classified as current liabilities.

Unpaid interest expense shall be accrued as a liability at the end of each accounting period.

- 2.4** A detailed record of all principal and interest payments made over the entire term shall be maintained with respect to each note payable. Periodically, the amounts reflected as current and long-term notes payable per the general ledger shall be reconciled to these payment schedules and the amortization schedules, if any, provided by the lender. All differences shall be investigated.

**3.1 NON-INTEREST-BEARING NOTES PAYABLE**

- 3.2** As a charitable organization, MERF may from time to time receive notes payable that do not require the payment of interest, or that require the payment of a below-market rate of interest for the type of obligation involved. In such cases, it shall be the policy of MERF to record contribution income for any unpaid interest.

- 3.3** For demand loans, recording of interest expense and contribution income shall be performed at the end of each accounting period, based on the outstanding principal balance of the loan during that period, multiplied by the difference between a normal interest rate for that type of loan and the rate, if any, that is required to be paid by MERF.

- 3.4** For loans with fixed maturities or payment dates, the note payable shall be recorded at the present value of the future principal payments, using as a discount rate the difference between a normal interest rate for that type of loan and the rate, if any, which is required to be paid by MERF. The difference between the cash proceeds of the note and the present value shall be recorded as contribution income in the period the loan is made. Thereafter, interest expense shall be recorded in each accounting period using the effective interest method, with the corresponding credit entry increasing the note payable account to reflect the amount(s) that shall be repaid.

Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Changes in responsibilities	Oswaldo Diaz, CFO

G&A116 Notes Payable  
Accounting Policies, Procedures and Forms

page 3 of 4

[This page intentionally left blank]

**SOP # G&A117 Revision: 2**  
**Office Effective Date: 9/5/17**    **Approved by: BOD**

**Prepared by: Central**

**Title:**            **G&A117 FINANCIAL AND TAX REPORTING**

**Policy:**            The Organization will prepare annual and monthly financial statements as management considers necessary and prepare non-profit tax information and tax information returns within eight months of the fiscal year close.

**Purpose:**            The purpose is to control and prepare consistent and accurate financial statements and tax returns that are relied upon by both internal and external parties.

**Scope:**            This applies to financial statements and tax reporting documents.

**Responsibilities:**

Chief Financial Officer or his designee is responsible for preparing all tax documents and ensuring Organization financial statements are accurate.

Back-office provider is responsible for preparing all Organization financial statements.

**Background:** Preparing financial statements and communicating key financial information is a necessary and critical accounting function. Financial statements are management tools used in making decisions, in monitoring the achievement of financial objectives, and as a standard method for providing information to interested parties external to MERF. Financial statements may reflect year-to-year historical comparisons or current year budget to actual comparisons.

**Procedure:**

**1.1     STANDARD FINANCIAL STATEMENTS**

**1.2**     Prepare the basic financial statements at year end and as considered necessary for reporting purposes. The basic financial statements of the Organization are maintained and prepared by MERF on an Organization wide basis and shall include:

1. **Statements of Financial Position** - reflects assets, liabilities and net assets of MERF and classifies assets and liabilities as current or non- current/long-term.
2. **Statements of Activities** - presents support, revenues, expenses, and other changes in net assets of MERF, by category of net asset (unrestricted, temporarily restricted and permanently restricted)



**2.1 FREQUENCY OF PREPARATION**

**2.2** The objective of the Back-office provider is to prepare accurate financial statements in accordance with generally accepted accounting principles and distribute them in a timely and cost-effective manner. In meeting this responsibility, the following policies shall apply:

**2.3** A standard set of financial statements described in the preceding section shall be produced on a quarterly basis for presentation at the Board of Directors meeting. The standard set of financial statements described in the preceding section shall be supplemented by the following schedules:

1. Individual statements of activities on a departmental and functional basis (and/or program/grant basis)
2. Comparisons of actual year-to-date revenues and expenses with year-to-date budgeted amounts

The bi-monthly set of financial statements shall be prepared on the cash basis of accounting with exception of year-end reports where accrual method of accounting must be used. Year-end report must include all receivables, accounts payable received by the end of the reporting period, and actual depreciation expense.

**3.1 REVIEW AND DISTRIBUTION**

All financial statements and supporting schedules shall be reviewed and approved by the Chief Financial Officer, prior to being issued by Back-office provider.

**3.2** After approval by the Chief Financial Officer, a complete set of monthly financial statements shall, including the supplemental schedules described above, shall be distributed to the following individuals:

1. All members of the Finance and Audit Committee of the Board
2. Chief Executive Officer
3. School Principals and any other employee with budget-monitoring responsibilities will receive only the budget vs. actual report

**3.3** Financial statements may include an additional supplemental schedule prepared or compiled by the Chief Financial Officer. The purpose of this schedule is to provide known explanations for material budget variances in accordance with MERF'S budget monitoring policies. Also included is a list which lists all invoices that have not been paid at the end of the year and all revenues, if any, that have not been received.

## Accounting Policies, Procedures and Forms

**4.1 ANNUAL FINANCIAL STATEMENTS**

- 4.2** A formal presentation of MERF's annual financial statements shall be provided by the independent auditor to the full Board of Directors at MERF's annual meeting. This presentation will be preceded by a meeting with MERF's Finance and Audit Committee, at which the Finance and Audit Committee will vote to accept or reject the annual financial statements.

**5.1 GOVERNMENT RETURNS**

- 5.2** MERF must be aware of its tax and information return filing obligations and comply with all such requirements of the Federal government, California and local jurisdictions. Filing requirements of MERF include, but are not limited to, filing annual information returns with the Internal Revenue Service (IRS), California charitable solicitation reports, annual reports for corporations, property tax returns, income tax returns, information returns for retirement plans, annual reporting of compensation paid, and payroll withholding tax returns.

**6.1 FILING OF RETURNS**

- 6.2** It is the policy of MERF to become familiar with the obligations in each jurisdiction and to comply with all known filing requirements. The Chief Financial Officer shall be responsible for identifying all filing requirements and assuring that MERF is in compliance with all such requirements.
- 6.3** It is also the policy of MERF to file complete and accurate returns with all authorities. MERF shall make all efforts to avoid filing misleading, inaccurate or incomplete returns.
- 6.4** Reports and returns which may be required to be filed by MERF include, but are not limited to, the following returns:
1. **Form 990** - Annual information return of tax-exemption of MERF, filed with IRS. Form 990 for MERF is due on the **fifteenth day of November, annually.**
  2. **Form 990-T** – Annual tax return to report MERF'S unrelated trade or business activities (if any), filed with the IRS. Form 990-T is due on the **fifteenth day of November, annually.**
  3. **Form 199** – Exempt Organization Annual Information Statement or Return (California) – This form is due on the **fifteenth day of November, annually.**
  4. **Form 5500** - Annual return for MERF'S employee benefit plans. Form 5500 is due on the **fifteenth day of November, annually.**
  5. **Federal and State Payroll Returns** - Filed on a quarterly or annual basis.

## Accounting Policies, Procedures and Forms

6. **Form RRF-1** – Registration/Renewal Fee Report to Attorney General of California. This form is due on the **fifteenth day of November, annually.**
  7. **SF-SAC** – The Office of Management and Budget requires all Form SF-SAC and Single Audit submissions to be submitted on the Federal Audit Clearinghouse (FAC) Internet Data Entry System. The due date is established by OMB Circular A-133.
  8. **Form 1099's** – See **PUR101 VENDOR SELECTION.**
- 6.5 MERF'S fiscal and tax year-end is June 30. All annual tax and information returns of MERF Form 990, Form 990-T are filed on the accrual basis of reporting.
- 6.6 Federal and all applicable California payroll tax returns are prepared by the Chief Financial Officer, in consultation with MERF'S independent auditor and the pension plan third-party administrator.
- 6.7 It is the policy of MERF to comply with all California payroll tax requirements by withholding and remitting payroll taxes to California for each MERF employee.
- 7.1 **PUBLIC ACCESS TO INFORMATION RETURNS**
- 7.2 Under regulations that became effective in 1999, MERF is subject to Federal requirements to make the following forms "widely available" to all members of the general public:
1. The three most recent annual information returns (Form 990), and
  2. MERF'S original application for recognition of its tax-exempt status (Form 1023 or Form 1024), filed with IRS, and all accompanying schedules and attachments.
- 7.3 It is the policy of MERF to adhere to the following guidelines in order to comply with the preceding public disclosure requirements:
1. Anyone appearing in person at the offices of MERF during normal working hours making a request to inspect the forms will be granted access to a file copy of the forms. The Chief Financial Officer shall be responsible for maintaining this copy of each form and for making it available to all requesters.
  2. For all written requests for copies of forms received by MERF, the Organization shall require pre-payment of all copying and shipping charges. For requests for copies that are received without pre-payment, MERF will notify the requester of this policy via phone call or by letter within 7 days of receipt of the original request.

## Accounting Policies, Procedures and Forms

3. The copying cost charged by MERF for providing copies of requested forms shall be \$1.00 for the first page copied and \$0.20 for each subsequent page. All copies shall be shipped to requesters via Priority Mail, thus, shipping charges will be a standard \$5.00 per shipment.
4. After payment is received by MERF, all requested copies should be shipped to requesters in accordance with applicable laws. Making of all copies and shipping within legal time period shall be the responsibility of the Finance Team.
5. For requests for copies made in person during normal business hours, copies shall be provided while the requester waits provided the request is for twenty-five (25) or less copied pages. Requests for copies in excess of 25 pages but less than 100 pages will be available the next business day. All requests in excess of 100 pages will be sent to the requestor in accordance with applicable laws.
6. MERF shall accept certified checks and money orders for requests for copies made in person. MERF shall accept certified checks and money orders or personal checks as payment for copies of forms requested in writing. Personal checks must clear the bank prior to the copies being made and delivered to the requestor.

**8.1 UNRELATED BUSINESS ACTIVITIES**

- 8.2 Identification and Classification of unrelated business activities must be separately identified.
- 8.3 It is the policy of MERF to properly identify and classify income-producing activities that are unrelated to MERF's tax-exempt purpose using the guidelines described in the Internal Revenue Code and underlying regulations. Such income accounts shall be segregated in separate accounts in the general ledger of MERF in order to facilitate tracking and accumulation of unrelated trade or business activities.
- 8.4 It is the policy of MERF to file IRS Form 990-T to report taxable income from unrelated trade or business activities. Form 990-T is not subject to any public access or disclosure requirements. Accordingly, it is the policy of MERF not to distribute copies of Form 990-T to anyone other than management and the Board of Directors of MERF.

**Revision History:**

G&A117 Financial and Tax Reporting  
Accounting Policies, Procedures and Forms

page 5 of 6

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider service provider process	Oswaldo Diaz, CFO
2	9/5/17	Revision to clarify processes and positions	

G&A117 Financial and Tax Reporting  
Accounting Policies, Procedures and Forms

page 6 of 6

**SOP # G&A118 Revision: 2**  
**Office Effective Date: 2/11/21 Approved by: BOD**

**Prepared by: Central**

**Title: G&A118 BUDGETING**

**Policy:** The School Site Principals with the support of Back-office provider are responsible for preparing, monitoring, and implementing the annual school site budget. The School Site Principal must have the school site budget approved by the Board of Directors no less than 60 days before the fiscal year. It is the School Site Principal's responsibility to work with the central office in order to acquire the necessary budgetary information to implement their program. The budget may be revised as needed.

An annual Organization-wide budget shall be prepared on the accrual basis of accounting and the budget shall be adopted by the Board of Directors. The budget may be revised as needed. It is the policy of the Organization to adopt a final annual operating budget at least 60 days before the beginning of MERF's fiscal year.

**Purpose:** A budget is a management commitment of a plan for present and future MERF activities that will ensure survival. It provides an opportunity to examine the composition and viability of MERF's programs and activities simultaneously in light of all available resources

**Scope:** This applies to all departments and chart of accounts of the Organization.

**Responsibilities:**

Principal is responsible for providing information to Back-office provider so that the back-office provider service provider can prepare the annual site budget and make revisions as needed.

The Finance Department is responsible for reviewing the school site and Organization-wide budgets and budget revisions.

Back-office provider is responsible for preparing monthly budget vs. actual comparison reports.

**Background:** Budgeting is an integral part of managing MERF in that it is concerned with the translation of MERF's goals and objectives into financial and human resource terms. A budget should be designed and prepared to direct the

most efficient and prudent use of the MERF's financial and human resources. A budget is a management commitment of a plan for present and future MERF activities that will ensure survival. It provides an opportunity to examine the composition and viability of MERF's programs and activities simultaneously in light of all available resources.

G&A118 Budgeting  
Accounting Policies, Procedures and Forms

page 1 of 3

## **Procedure:**

### **1.0 PREPARATION AND ADOPTION**

- 1.1 The school site budgets will be developed by the School Site Principals and Back-office provider., The Organization-wide budget will be prepared by the Chief Financial Officer with the support of Back-office provider. They will gather proposed budget information from all Finance teams and others with budgetary responsibilities and prepare the first draft of the budget. Budgets proposed and submitted by each department should be accompanied by a narrative explanation of the sources and uses of funds and explaining all material fluctuations in budgeted amounts from prior years.
- 1.2 After appropriate revisions and a compilation of all school site budgets by Back-office provider, a draft of the school site budgets and Organization-wide budget will be presented to the Chief Financial Officer for discussion, revision, and preliminary approval. The Chief Executive Officer is responsible for the final approval of all budgets.
- 1.3 The final budget is then submitted by the Chief Financial Officer to the Board of Directors for adoption. School Site Principals shall be present at the Board of Directors budget approval meeting.
- 1.4 It is the policy of MERF to adopt a final annual operating budget at least 60 days before the beginning of the MERF's fiscal year. In addition, the Finance Team must setup the new fiscal year accounts, to input the budget into the accounting system and establish appropriate accounting and reporting procedures (including any necessary modifications to the chart of accounts), to ensure proper classification of activities and comparison of budget versus actual once the new year commences.

### **2.1 MONITORING PERFORMANCE**

- 2.2 MERF will monitor its financial performance by comparing and analyzing actual results with budgeted amounts. This function will be accomplished in conjunction with the monthly financial reporting process described earlier.
- 2.3 On a monthly basis, budget reports comparing actual year-to-date revenues and expenses with budgeted year-to-date amounts shall be produced by Back-office

provider and distributed to each respective School Principal by the 20<sup>th</sup> of the following month.

- 2.4 The financial reports will also be distributed, on a monthly basis, to the Board of Directors. The Chief Financial Officer and School Site Principal, with the

G&A118 Budgeting

page 2 of 3

Accounting Policies, Procedures and Forms

support of Back-office provider, will be responsible for answering budget questions posed at the Board meetings.

- 2.5 The Chief Financial Officer will also institute an on-going monitoring plan to ensure the fiscal operations effectively implement all Federal and State requirements and to ensure the safeguarding of Federal and State funds and assets.

### 3.0 BUDGET MODIFICATION

3.1 After a budget has been approved by the Board of Directors and adopted by MERF, reclassifications of budgeted expense amounts may be made by Back-office provider, with approval from the Chief Financial Officer or his designee (Controller or Senior Financial Analyst).

3.2 Budget reclassifications of any amount are at the discretion of the Chief Financial Officer.

#### Revision History:

Revision	Date	Description of changes	Requested By
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider process	Oswaldo Diaz, CFO
2	9/5/17	Revision to clarify processes and positions	
3	2/11/2021	Revision to clarify budget modifications	Serdar Orazov, CFO



G&A118 Budgeting  
Accounting Policies, Procedures and Forms

page 3 of 3

**SOP # G&A119 Revision: 0**  
**Effective Date: 2/14/13**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title:** G&A119 INSURANCE

**Policy:** It is the policy of the Organization to have an active risk management program that includes a comprehensive insurance package and to maintain adequate insurance against general liability, as well as coverage for buildings, contents, computers, fine arts, equipment, vehicles, machinery and other items of value.

**Purpose:** To have a comprehensive insurance package and to maintain adequate insurance against general liability, as well as coverage for buildings, contents, computers, fine arts, equipment, vehicles, machinery and other items of value.

**Scope:** This applies to all areas of risk management.

**Responsibilities:**

Chief Financial Officer is responsible for monitoring risk management and identifying areas of insurance need.

**Background:** Risk management and insurance enable the Organization to hedge against known and unknown potential losses.

**Definition:** Workers' Compensation and Employer's Liability

Contractors are required to comply with applicable Federal and California workers' compensation and occupational hazard and disease statutes. If occupational hazard and diseases are not compensated under those statutes, they shall be covered under the employer's liability insurance policy.

Fidelity Bond

For all personnel handling cash, preparing or signing checks, MERF shall obtain insurance that provides coverage in a blanket fidelity bond. The specific needs of MERF will determine the dollar limit of this coverage.

### **Comprehensive Liability**

This type of coverage may include directors, officers and employee general liability insurance, buildings, contents, computers, fine arts, boilers and machinery.

G&A119 Insurance  
Accounting Policies, Procedures and Forms

page 1 of 4

### **Student Accident Insurance**

All children enrolled in any of MERF's funded programs must be insured for accidents and injury. The limit per child enrolled will be determined by local area experience rates and potential risk assessments.

#### **Procedure:**

#### **1.1 COVERAGE GUIDELINES**

- 1.2** As a guideline, MERF will arrange for the following types of insurance, as a minimum:

##### Type of Coverage

- Comprehensive Liability
- Automobiles for Employees,
- Volunteers or Escorts
- Employee dishonesty/bonding
- Fire and Water Damage
- Directors and Officers
- Theft
- Workers' Compensation
- Student Accident Insurance

- 1.3** The dollar limits are identified in the Insurance Booklet.

- 1.4** MERF shall maintain a file of all insurance policies in effect. This file shall include the following information, at a minimum:

1. Description (type of insurance)
2. Agent and insurance company, including all contact information
3. Coverage and deductibles
4. Premium amounts and frequency of payment
5. Policy effective dates
6. Date(s) premiums paid and check numbers

G&A119 Insurance

page 2 of 4

## Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	

G&A119 Insurance  
Accounting Policies, Procedures and Forms

page 3 of 4

[This page intentionally left blank]

Accounting Policies, Procedures and Forms

**SOP # G&A120 Revision: 1**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A120 SUPPLIES**

**Policy:** It is the policy of the organization to maintain an internal control system over supplies to prevent theft, overstocking, understocking, spoilage and obsolescence.

**Purpose:** To physically safeguard organization assets and to maintain accurate financial reporting.

**Scope:** This applies to non-capitalized assets.

**Responsibilities:**

School Principal or designee is responsible for maintaining safeguards over cleaning and education supplies at each school.

**Procedure:**

**1.1 SAFEGUARDS**

**1.2** Each Principal or designee is responsible for monitoring safeguards over assets at each school site. School will properly safeguard supplies inventory by keeping storage and locker facilities locked.

**1.3 Cleaning/Maintenance Supplies.** The Custodian at each site is responsible for custody of cleaning and repair and maintenance supplies.

**1.4 Educational Supplies.** The Administrative Assistant or designee is responsible for custody of educational supplies. Only the Administrative Assistant and the School Principal will have access to educational supplies.

**1.5** Educational supplies will be controlled in part by forms documenting custody, i.e. textbooks issued to students and use of laptops.

**2.1 MONITORING**

**2.2** School will establish optimum minimum and maximum stock levels for inventory.

**2.3** Finance teams will maintain records detailing purchases of each significant inventory item for each fiscal year.

**2.4** School Principal or designee will conduct a physical inventory of the supplies listed above on an annual basis. The completed inventory will then be submitted to

Accounting so it can be reconciled to the general ledger.

G&A120 Supplies  
 Accounting Policies, Procedures and Forms

page 1 of 2

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revision to clarify processes and positions	

G&amp;A120 Supplies

page 2 of 2

Accounting Policies, Procedures and Forms

**SOP # G&A121 Revision: 2**  
**Office Effective Date: 9/5/17**

**Prepared by: Central**  
**Approved by: BOD**

**Title: G&A121 SCHOOL SITE ACCOUNTING**

**Policy:** It is the policy of MERF to consider each school to be a separate and distinct financial accounting entity in order to maintain an accurate fund accounting system.

**Purpose:** The purpose of this policy is to clearly define relationships between each school and with the business office in regards to financial accounting.

**Scope:** This applies to the Organization's charter schools and business office.

**Responsibilities:**

Back-office provider, with the support of the Financial Analysts, is responsible for timely and accurate recording of transactions, providing useful management information, and properly reporting such information for various user needs.

The Chief Financial Officer is responsible for overseeing the Financial Analysts and providing assistance where needed.

**Background:** Separate accounting for each of the charter schools is critical in order to monitor budget performance and to determine how to allocate resources.

**Procedure:**

**1.1 SEPARATE ACCOUNTING**

**1.2** Back-office provider will utilize the same accounting policies for each school they are responsible for. Consistency in accounting will ensure that the charter schools can be evaluated using the same benchmarks and will assist in evaluating performance.

**1.3** Each Charter School will have its own accounting file to assist in maintaining separate accounting for each school, and a separate bank account to avoid comingling of funds.

**2.1 FUNDRAISING**

**2.2** Fundraising generated from each school may not be transferred to another school.

**2.3** Revenues from fundraising will be recorded in the accounting system using the resource tracking system in order to account for funds received from different events. Funds may be used for operating purposes unless restricted by the donor or explicitly restricted by the event.



## **Fundraiser Approval Process and Gift-Entry and Recording Policies**

- 2.4** Fundraiser Approval Process: Each Magnolia Science Academy (MSA) teacher/staff member will submit a direct fundraiser request to the site principal.

The MSA site principal will thoroughly review the fundraiser request and either approve or deny a fundraiser request.

The head of development at the MPS Home Office under the office of the Outreach and Communication Department is informed to ensure there is alignment to the Magnolia Public Schools - Development Plan and Strategy.

If the fundraiser request does not align with the Development Plan and Strategy and/or the MPS mission and vision then a recommendation will be made to not proceed with the fundraiser to the site principal. If approved, and if the fundraiser will utilize the MPS website Stripe account, the head of the MPS development will create a “fund” specific to the fundraiser.

The MSA site fundraising lead will provide fundraiser details to the head of development to subsequently populate the fundraiser description section. If another approved donation payment app/s is utilized, then the MSA site fundraising lead will forward all donation details including fundraiser purpose, timeline, amount requested, amount received once the fundraiser has come to a close to the MPS finance and Development departments.

Payment apps offer convenience for business owners, contractors, and individuals who want to send money from person to person. Payment apps work by allowing you to make payments directly from your smartphone. You can make payments through your app without needing to have your credit card or debit card handy at all.

- Approved Apps: Stripe & Paypal

Magnolia Public Schools and Magnolia Science Academy website donation pages are operated by Stripe online payment processing. Funds are linked directly to each MSA’s account

- Donors Choose - Donors Choose is the most trusted classroom funding site for teachers.

Note, apps not listed need to be approved by the MPS Finance and Development departments prior to use by Magnolia Science Academy sites.

### **Gift-Entry and Recording Policy and Procedure**

MSA sites will ensure all cash and checks are delivered to the MPS Finance department for accounting and depositing. An ACH transfer can be requested by the MPS Finance department throughout the duration of the fundraising campaign.

The Finance department will subsequently forward the MSA fundraising totals to the MPS Development department for recording in the Grants Management Portal. Periodically, the MPS Finance department will request a funds transfer from Stripe to prospective MSA accounts.

The Development department will add/update donor information in the MPS Grants Management portal, especially if the information on the check and/or response form is different.

The Development departments will record gifts according to the donor's intended use, i.e. unrestricted, restricted (specific program or project), endowment, etc.

The Development department will record in the system the source of the gift, i.e. direct-mail appeal, special event, personal solicitation, etc.

The Development department will prepare a quarterly report of gifts to be shared with appropriate staff and board committees for information and special acknowledgment.

The Development department will acknowledge all gifts within three to five business days using appropriate MPS thank-you letters based on the gift level.

G&A121 School Site Accounting  
Accounting Policies, Procedures and Forms

page 1 of 2

### Revision History:

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider provider processes	Oswaldo Diaz, CFO
2	9/5/17	Revision to clarify processes and positions	
	4/7/22	Inclusion of Fundraiser Approval Process & Gift-Entry and Recording Policy	Steve Budhreja, CFO

**SOP # G&A122 Revision: 0**  
**Effective Date: 2/14/13**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A122 FRAUD REPORTING &WHISTLEBLOWER**

**Policy:** To establish procedures for reporting concerns of fraud on a confidential basis; receipt, retention, and treatment of complaints received by the Organization regarding such concerns; and protection of anyone reporting fraud in good faith from retaliatory actions.

**Purpose:** It is the policy of the Organization that its operations are conducted according to the highest standard of integrity, and that its officers, directors, employees, consultants, volunteers, interns, vendors, and other agents observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Organization, all applicable laws and regulations must be followed, honesty and integrity must be practiced in fulfilling all responsibilities and all situations must be avoided that might conflict with responsibilities undertaken on behalf of the Organization. It is a federal crime for any organization – nonprofit or for-profit- to retaliate against a “whistleblower” who reports illegal, unacceptable, or suspicious activity (“Concerns”). This policy is intended to encourage and enable the reporting of Concerns within the Organization in order to prevent, detect and correct improper activities.

**Scope:** All officers, directors, employees, including temporary employees, consultants, volunteers, interns, vendors and other agents are covered by the scope of this policy and its guidelines.

**Responsibilities:**

Executive Management and Board of Directors are responsible for investigating any Concerns reported, and to ensure that the reporting person is protected from retaliation.

**Background:** The people closest to the day-to-day workings of an organization are the ones most qualified to identify and report improper activities. Experience has shown that these individuals will step forward if they are provided with a confidential means of reporting abuses and feel that they will be protected from retaliation, including loss of their job.

**Procedure:****1.1 REPORTING RESPONSIBILITY**

- 1.2** It is the responsibility of all those noted in the Scope of the Policy to report questionable or improper accounting or auditing matters or other Concerns as described above.
- 1.3** No officer, director, employee, including a temporary employee, consultant, volunteer, intern, vendor or other agent who reports a Concern in good faith shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Any individual who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.
- 1.4** Reporting in good faith means that to the best of the individual's knowledge who is reporting a suspected fraud or abuse Concern, the fraud or abuse is factual.
- 1.5** An individual reporting a fraud or abuse Concern not in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment. In other words, fraudulently submitting a fraud or abuse Concern/allegation is not acceptable.

**2.1 PROCEDURES FOR REPORTING CONCERNS**

- 2.2 Employees and Consultants.** Whenever possible, an individual should seek to resolve Concerns by reporting issues directly to his supervisor. If, for any reason, the individual is uncomfortable speaking to his supervisor or does not believe the Concern is being properly addressed, the individual should report the Concern directly to the Chief Operating Officer of the Organization. If the individual does not believe that these channels of communication can or should be used to express his Concern, the individual should report the Concern directly to a member of the Organization's Board of Directors. Concerns may also be submitted anonymously in writing or via voice mail to a Board of Directors member. Contact information for the Chief Operating Officer and a listing of Board of Directors members may be obtained from the Organization's website or by calling the Organization at (714) 892-5066.
- 2.3 Officers, Directors, Interns, Volunteers, Vendors and Other Agents.** Officers, directors, interns, volunteers, vendors and other agents may report Concerns to the Chief Executive Officer or directly to a member of the Organization's Board of Directors. If the officer, director, intern, volunteer, vendor or other agent is uncomfortable reporting to any of these individuals, or if he does not believe the Concern is being properly addressed, the report should be escalated directly to the Chair of the Organization's Board of Directors.
- 2.4 Third Party Fraud Reporting Service.** An individual also has the option to report any Concerns through a service specifically set up for MERF. These can be

## Accounting Policies, Procedures and Forms

reported through the website at [www.magnoliapublicschools.org](http://www.magnoliapublicschools.org) or by calling the central office. Concerns addressed through these channels can be made anonymously if the individual chooses.

### 3.1 HANDLING OF REPORTED CONCERNS

- 3.2 All reported Concerns filed in accordance with this policy will be investigated by the Organization with due care and promptness. Matters reported internally without initial resolution will be investigated by the Chief Executive Officer of the Organization to determine if the allegations are true, whether the issue is material and what actions, if any, are necessary to correct the problem. The Organization staff may issue a full report of all matters raised under this policy to the Board of Directors.

For matters reported directly to a member of the Board of Directors or the Chief Executive Officer, the Audit Committee shall promptly acknowledge receipt of the complaint to the complainant if the complainant is known. An investigation will be held to determine if the allegations are true, whether the issue is material and what corrective action, if any, is necessary. Upon the conclusion of this investigation, the Audit Committee shall promptly report its findings to the Executive Committee of the Board.

The Audit Committee shall have full authority to investigate Concerns raised in accordance with this policy and may retain outside legal counsel, accountants, private investigators, or any other resource that the committee reasonably believes is necessary to conduct a full and complete investigation of the allegations.

#### Revision History:

Revision	Date	Description of changes	Requested By
0	2/14/13	Initial Release	

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

Accounting Policies, Procedures and Forms

**SOP # G&A123 Revision: 0**  
**Effective Date: 1/1/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: G&A123 CONFLICT OF INTEREST POLICY**

**Purpose:** It is the policy of the Organization that the Governing Board shall review and adopt a conflict of interest policy annually or as required in accordance with authorizer MOUs.

**Responsibilities:**

Executive Management and Board of Directors are responsible for ensuring that the conflict of interest policy is reviewed and approved annually each July.

**Background:** Refer to separate document titled “Conflict of Interest Policy”.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	7/21/16	Documented policy approved by Board as separate document	Caprice Young



**SOP # G&A124 Revision: 0**  
**Office**  
**Effective Date: 3/08/18**

**Prepared by: Central**  
**Approved by: BOD**

**Title: G&A 124 HOME OFFICE MANAGEMENT FEES**

**Policy:** Charter school-related organizations (CSRO) may charge a charter school fees for the legitimate, contractually agreed upon services it provides to the charter school.

**Purpose:** To clearly define Home Office Management Fee calculations for all MPS school sites

**Scope:** This applies to all MPS schools of the organization.

**Responsibilities:**

Finance Team is responsible for review and confirmation of all monthly calculation and payments from school sites to MERF.

Back-office service provider is responsible for accurate bookkeeping and recording of all payments and outstanding fees.

Chief Executive Officer and Chief Financial Officer are responsible for approval all Home Office Management Fee transactions.

**Procedures:** Home Office Management Fees calculation is based on total allowable expenses allocated using a tiered methodology approved by the board, as follows:

School Names	ADA for Fiscal Year	Tier Factor	Subtract calculated different fee structure	Factor with	Adjusted Tier Factor	
Magnolia Science Academy	#	1 .60			1 .60	
Magnolia Science Academy 2	#	1 .60			1 .60	
Magnolia Science Academy 3	#	1 .45			1 .45	
Magnolia Science Academy 4	#	0 .12			0 .12	
Magnolia Science Academy 5	#	0 .12			0 .12	not to exceed 15%
Magnolia Science Academy 6	#	0 .12			0 .12	
Magnolia Science Academy 7	#	0 .80			0 .80	
Magnolia Science Academy 8	#	1 .60			1 .60	
MSA- San Diego	#	1 .30		1.30	-	not to exceed 11%
MSA- Santa Ana	#	1 .60			1 .60	
<b>TOTAL</b>	<b>###</b>	<b>10.31</b>		<b>1.30</b>	<b>9 .01</b>	

The Home Office Management Fee for MSA 5 is not to exceed 15% of the school’s revenue, defined as the amount received in the current fiscal year from LCFF calculated pursuant to Section 42238.02, as implemented by Section 42238.03, per LACOE’s condition for authorization beginning fiscal year 2018-19. The Home Office Management Fee for MSA San Diego shall not exceed 11% of the total LCFF revenue based on the MOU with the current authorizer, SDUSD effective fiscal year 2015-16.

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	3/08/18	Initial Release	Nanie Montijo, CFO

**SOP # CSH101 Revision: 2****Prepared by: Central Office****Effective Date: 4/7/2022****Approved by: BOD****Title: CSH101 CASH BOXES****Policy:** Proper internal control should be maintained over funds received by cashiers or sales clerks of any type, even at fundraising events at all times.**Purpose:** To identify the practices for cash box control, including cash receipts, special tender items, cash payouts and reconciliation with deposits.**Scope:** All personnel that deal with the cash transactions.**Responsibilities:**

Principal is responsible for safeguarding / verifying and controlling all cash assets at each school.

School Office Manager is responsible for ensuring the completeness and accuracy of all opening, closing and intermediate transactions.

School Office Manager is responsible for overseeing all event transactions.

**Procedure:****1.1 CASH BOX/SAFE**

**1.2** Each fundraiser or individual collecting cash should collect cash for events and safeguard properly. Once all cash has been collected, this individual should submit the cash received to the School Office Manager as soon as possible for placement in the cash box. It is important to ensure that only one person has responsibility for collecting cash as to limit any opportunities for misappropriation.

**1.3** All cash collected must be collected by the School Office Manager, counted together with the School Principal and one other person, and signed off by all three individuals that the cash count is accurate. The funds will then be safely secured until deposited by a designee of the School Office Manager.

**1.4** If the cash balance at the end of day exceeds \$2,500, a bank deposit will need to be made the same day. Otherwise, all bank deposits will need to be made by the last business day of the week. At the end of the week there should be no more than \$100 left in the cash box for the following week.

**1.5** Bank deposit documentation needs to be emailed to Back-office provider, in PDF format, for entry into the general ledger on a weekly basis.

CSH101 Cash Box  
Accounting Policies, Procedures and Forms

page 1 of 2

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office providerservice provider process	OswaldoDiaz, CFO
2	4/7/22	Revision to clarify processes and positions	Steve Budhreja, CFO



CSH101 Cash Box

page 2 of 2

Accounting Policies, Procedures and Forms

**SOP # CSH102 Revision: 1**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: CSH102 CASH RECEIPTS AND DEPOSITS**

**Policy:** Accurate internal control of cash receipts and deposits will be maintained at all times. Cash deposits will generally be made on the same day as receipt.

**Purpose:** To establish the procedures to be followed for receiving, applying and depositing cash receipts.

**Scope:** This procedure applies to all cash receipts received by the Organization.

**Responsibilities:**

Finance team is responsible for processing all cash and check transactions and depositing checks received in the bank.

Finance team is responsible for inspecting and verifying proper signatures or endorsements on checks.

School Principal/Office Manager is responsible for all fundraising transactions.

**Definitions:** Tender Item. Any item used to tender or pay for a transaction is considered a tender item. Tender items can include coupons, gift certificates, credits, rebates, cash, checks, barter credits, etc.

**Procedure:**

1.1 **CUSTOMER AND AGENCY DEPOSITS**

1.2 Cash receipts generally arise from:

- Contracts and Grants
- Direct donor contributions
- Fundraising activities

The principal steps in the cash receipts process are:

**Central Office** - The Receptionist receives incoming mail, opens, date stamps, and distributes the mail. The Finance team stamps all checks “for deposit only,” and makes one (1) copies of each check. The checks are kept in a locked cabinet until ready for deposit.

Weekly (or more often if necessary), the Finance team processes the following: the endorsed checks, the deposit log book, and the correct account allocation for each deposit. The Finance team processes the deposit and

takes it to the bank for deposit. A copy of the deposit slip is attached to the deposit. The deposits are put in a file to attach to the bank statement.

All cash received at the central office will be counted, verified, and signed off by two people from Accounting and another available staff member. The cash will immediately be posted using the appropriate allocation. A receipt will be given to the paying party and a copy kept for internal purposes. The cash will be kept in a locked, secure location and deposited within 24 business hours, but no longer than the last business day of the week.

**School Site** - The Receptionist receives incoming mail, opens, date stamps, and distributes the mail. The checks are kept in a locked cabinet until ready for deposit.

Weekly (or more often if necessary), the Principal, Office Manager, or designee will deposit the checks to the bank for deposit. The Principal, Office Manager, or designee will then send copies of the check(s) deposited and the original deposit slip receipt from the bank to the Finance team for processing.

The back office provider will process the deposit and enter into the accounting system. A copy of the deposit slip is attached to the deposit. The deposits are put in a file to attach to the bank statement.

## **2.1 APPLICATION OF ACCOUNTS RECEIVABLE**

**2.2** Inspect all incoming accounting mail for checks.

**2.3** Finance team should photocopy all checks. Any papers attached to the checks should be stapled to the check photocopy and the envelopes discarded.

**2.4** Finance team will use the photocopy of the checks and customer remittance advices to apply the cash payments to the Accounts Receivable Ledger if applicable. Unapplied payments are to be credited against the oldest open aging column on the accounts receivable ledger. A standard letter of information and/or inquiry should be sent or faxed to the payer when there is any question as to the correct application of the check.

**2.5** Checks returned once should be deposited a second time. Already re-deposited checks should be debited back to the account.

**2.6** Prepare all checks received for deposit.

## **3.1 DEPOSIT, ENDORSEMENT OF CHECKS, TIMELINES OF BANK DEPOSITS**

**3.2** The Finance team will inspect all checks for proper signature or endorsement. If a check is received without a proper signature then process the check as per CSH103 PROBLEM CHECKS procedure

## CSH102 Cash Receipts and Deposits

page 2 of 4

## Accounting Policies, Procedures and Forms

- 3.3** All checks should be endorsed as follows:
- a. With the restrictive endorsement "For Deposit Only" along with,
  - b. The Organization's designated bank deposit account number,
  - c. The name, "Magnolia Education and Research Foundation",
  - d. The bank name.
- 3.4** No check should be withheld from daily deposit unless it is legally imperfect. The endorsed checks should then be returned to the Finance Team. Bank deposits will be made on a daily basis, unless the total cash amount received for deposit is less than \$1,000. Receipts must be deposited no later than the Friday of the week it was received. Any cash not deposited on a daily basis will be kept in a locked fireproof cabinet with access limited to the Chief Financial Officer, and the Finance Manager.
- 3.5** At time of deposit, collect all cash and checks and prepare a bank deposit slip for deposit in the Organization's authorized bank. Ensure that collections are deposited into the correct bank account, and that the name of the charter school is listed on the deposit slip.
- 3.6** Place a duplicate copy of the deposit ticket and collected cash into a cash bag for transport to the bank. Deposits should be made no less frequently than daily if amount of cash exceeds \$1,000. If the deposit cannot be made immediately then the deposits should be stored in a secure area for later deposit.
- 3.7** Extreme care should be taken to protect the safety of the person making the deposit and the deposit itself. Actions to be considered are, making deposits only during daylight hours, using random deposit times and different routes to the bank, and assigning two people to make deposits.
- 3.8** The deposit amount should be entered into the accounting program.
- 3.9** No disbursements should be made from collections, nor can personal checks be cashed.

CSH102 Cash Receipts and Deposits  
Accounting Policies, Procedures and Forms

page 3 of 4

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revision to clarify processes and positions	



Accounting Policies, Procedures and Forms

**SOP # CSH103 Revision: 2**  
**Office**  
**Effective Date: 9/5/17**

**Prepared by: Central**  
**Approved by: BOD**

**Title: CSH103 PROBLEM CHECKS**

**Problem:** To save time in returning and following-up on unsigned, checks marked "payment in full", or returned by the bank. These checks should be processed as follows and deposited.

**Purpose:** To describe how these types of checks should be handled before depositing.

**Scope:** This procedure applies to all checks received by the Organization.

**Responsibilities:**

Back-office provider is responsible for processing all check transactions for each school.

**Definitions:** NSF. Non-Sufficient Funds or NSF checks are those that are returned from the bank because the balance in the checking account was not high enough to cover the check. The check is then stamped NSF or "insufficient funds", "uncollected funds", or maybe "account closed".

**Procedure:**

**1.1 UNSIGNED CHECKS**

**1.2** The word "over" should be typed or written on the line where the signature would normally appear. On the back, type "Lack of Signature Guaranteed" and then add the Organization name, manager's name, title and signature.

Note: This indicates to the bank that the Organization will take back the check as a charge against its account in the event it isn't honored. In the event the check is not honored, the Office Manager should immediately follow-up with the issuer.

**1.3** Continue processing the check.

**2.1 PARTIAL PAYMENT CHECKS MARKED "PAYMENT IN FULL"**

**2.2** If there's no dispute as to the amount, a check tendered for less than the amount due and marked "payment in full" (or similar wording) can be cashed without jeopardizing the right to recover the balance. However, if there's a bona fide dispute as to the amount owing, the Organization runs the risk that payment will be deemed to have settled the disputed claim for the lesser amount.

- 2.3 To overcome any potential pitfall, the check should be endorsed with the following statement "Check is accepted without prejudice and with full reservation of all rights under section 1-207 of the UNIFORM COMMERCIAL CODE (see Reference A).

CSH103 Problem Checks

page 1 of 6

Accounting Policies, Procedures and Forms

- 2.4 Continue processing the check as per procedure CSH102 CASH RECEIPTS AND DEPOSITS.
- 2.5 The Office Manager should then work with the customer to resolve collection of the remaining balance due.

### 3.1 RETURNED CHECKS

- 3.2 A returned check for less than \$100 or stamped "uncollected funds," should be re-deposited the following day, if the check is not already stamped, "Do Not Re-Deposit".
- 3.3 For returned checks in amounts greater than \$100, the bank that the check is drawn against should be telephoned to determine if the check amount will clear the customer's account. If sufficient funds exist the check should be re-deposited. If the check is very large, consider taking the check directly to the issuing bank for recovery.

Note: The customer's account number should be the second number series located at the bottom center of the check.

### 4.1 REDEPOSITED CHECKS

- 4.2 In the event a re-deposited check is returned or if sufficient funds do not exist to cover the check, the Office Manager should contact the issuer by phone to report the problem and discuss how the matter will be resolved. Then issue a formal notice CSH103 Ex1 BAD CHECK NOTICE via certified mail with a return receipt requested to ensure the customer understands the seriousness of the issue.
- 4.3 Whenever a check is re-deposited more than once a handling fee should be considered.

### References:

#### A. UNIFORM COMMERCIAL CODE (UCC)

The "Uniform Commercial Code" or UCC began as a model for each state legislature to modify and adopt as law in that state. Therefore, the UCC is not the same in every state. Each state's court system can interpret the UCC differently thereby creating different case law in that state and producing different results.

Business people cannot assume that the law will be exactly the same in each state. For more information see the Secretary of State for each State in question.

**B. BAD CHECK LAW**

Bad Checks are considered part of the UCC and therefore are a matter of state law enforcement. Section 3-104(2)(b) of the UCC, defines a check as "a draft drawn on a bank and payable on demand." Each state has a different "Bad Check Law" see UCC above.

CSH103 Problem Checks

page 2 of 6

Accounting Policies, Procedures and Forms

Postdated check: since it is not payable on demand, most states believe that the giving of a post-dated check does not constitute a present fraud nor is it within the scope of the bad check laws.

Payments for COD or pre-existing debt: In most cases, NSF checks are not considered under the bad check law if they are used to pay a note payment or to pay an invoice that is on account. However, if the debtor provides a creditor with a NSF check for a COD order, then that act does fall within the bad check laws.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of Backoffice	Oswaldo Diaz, Chief Financial Officer
2	9/5/17	Revision to clarify processes and positions	

CSH103 Problem Checks

page 3 of 6

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

CSH103 Problem Checks

page 4 of 6

Accounting Policies, Procedures and Forms

CSH103 Problem Checks

page 5 of 6

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

CSH103 Problem Checks

page 6 of 6

Accounting Policies, Procedures and Forms

**SOP # CSH104 Revision: 1**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: CSH104 WIRE TRANSFERS**

**Policy:** To provide additional payment options to customers and vendors in order to make funds immediately available to the receiving party. Wire transfers should be treated with special care and accuracy to prevent loss to the Organization or the customer.

**Purpose:** To explain the steps necessary to ensure proper procedures are followed when processing wire transfer requests.

**Scope:** This procedure applies to customers who are sending or receiving wire transfers and the financial institutions which process these requests.

**Responsibilities:**

Chief Financial Officer is responsible for initiating all outgoing wire transfer requests.

Chief Executive Officer or Chief Financial Officer should approve all wire transfers regardless of amount. Finance team is responsible for processing all incoming wire transfers.

**Definitions:** ABA The American Bankers Association or ABA number is a unique routing identification code is issued to a Federal or State chartered financial institution which is eligible to maintain an account at a US Federal Reserve Bank. The ABA Routing Number (a.k.a. ABA number; Routing Transit number) is used to identify participants in automated clearinghouses, electronic funds transfer, and on-line banking.

**Procedure:**

**1.1 INCOMING WIRES**

**1.2** Wire transfers are processed the same as a check in accordance with the CSH102 CASH RECEIPTS AND DEPOSITS procedure.

**1.3** Upon the banks receipt of the wire transfer the bank may create a wire transfer notification. Normally these are mailed but many banks may also provide notification via e-mail, phone, fax, or via an on-line banking interface. The bank notification serves as documentation the the money has been received.

**2.1 OUTGOING WIRES**

**2.2** The Chief Financial Officer will initiate wire transfers as necessary. This will take place on the secured website maintained by the Organization's bank. Chief Executive

Officer must approve all wire transfers by logging into the bank's secured website and approving the transfer. Wire transfers cannot be made without this secondary authorization.

CSH104 Wire Transfers

page 1 of 4

Accounting Policies, Procedures and Forms

- 2.3** Wire transfers should originate from a checking account. Reference A - FRB Reg D. - establishes limits on transfers from savings or money market accounts but there are no limits on transfers from checking accounts.

**References:**

**A. FRB REG D: RESERVE REQUIREMENTS OF DEPOSITORY INSTITUTIONS**

Defines consumer depository accounts (e.g., checking, savings, money market, CDs, transactions etc.) and the rules governing those accounts. This law also requires that financial institutions keep a minimum amount of reserve deposits either as vault cash or with the Federal Reserve.

The Federal Reserve Board's Regulation D limits the number of certain withdrawals and transfers from savings accounts. All financial institutions are subject to this regulation. Examples savings accounts affected by this regulation include: Regular Savings and Money Market accounts. Transactions on Checking accounts are not limited.

Regulation D, allows up to six (6) preauthorized or automatic withdrawals or transfers to another account at the same financial institutions or to a third party during a calendar month. There may be no more than three (3) of these six (6) transfers by check, debit card, or similar order, clearing an account. A "preauthorized transfer" includes arrangement the credit union make either to pay a third party, one time, on written or verbal instruction, or to pay a third party on a fixed schedule, (i.e. bill payer, ACH authorizations).

**B. FRB REG E: ELECTRONIC FUND TRANSFER ACT**

Establishes the rights, liabilities and responsibilities of all parties involved in electronic fund transfers and protects consumers when they use such systems. Examples of these transactions include those at automated teller machines, telephone bill-payment plans, point-of-sale purchases and pre-authorized transfers to and from a consumer's account (such as direct deposit and regular utility and mortgage payments).

Regulation E prescribes rules for the solicitation and issuance of EFT cards; governs consumers' liability for unauthorized electronic fund transfers (resulting, for example, from lost or stolen cards); requires institutions to disclose certain terms and conditions of EFT services; provides for documentation of electronic transfers (on periodic statements, for example)- sets up a resolution procedure for errors; and covers notice of crediting and stoppage of preauthorized payments from a customer's account.

Stored-value cards (also known as "smart cards") and home banking by personal computer would be subject to Regulation E because the act governs electronic fund transfers.



CSH104 Wire Transfers

page 2 of 4

Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revision to clarify processes and positions	
2	4/7/22	Add CFO as approver of wire transfer	Steve Budhreja, CFO

CSH104 Wire Transfers  
Accounting Policies, Procedures and Forms

page 3 of 4

[This page intentionally left blank]

CSH104 Wire Transfers

page 4 of 4

Accounting Policies, Procedures and Forms

**SOP # CSH105 Revision: 0**  
**Effective Date: 2/14/13**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: CSH105 CHECK SIGNING AUTHORITY**

**Policy: MPS Board of Directors appoints and approves employees authorized to sign checks.**

**Purpose:** To outline the check signing authority process.

**Background:** While a hired accountant, office manager, or accounting clerk may be responsible for entering bills, paying bills, and printing out checks, all printed checks and related documentation should be presented to a second individual for signing. No one person or employee should be allowed to enter invoices, select invoices for payment, then print and sign checks. At a minimum, this process requires at least two individuals to ensure the integrity of the accounting system remains intact.

**Scope:** This procedure applies to all regular bank checking accounts of the Organization.

**Responsibilities:**

Chief Executive Officer is responsible for adding and removing check signing authority. Any change made is subject to board approval.

Chief Financial Officer is responsible for managing the check signing authority process and alerting all individuals and banks of any changes to authority.

**Procedure:**

**1.1 AUTHORIZED CHECK SIGNERS**

**1.2** The Board of Directors and the Chief Executive Officer should approve authorized check signers in writing. All approvals should be forwarded to the Chief Financial Officer for processing.

**1.3** The Chief Executive Officer and Chief Financial Officer should have check signing authority.

**1.4** For back-up purposes, it is advisable to have at least three check signers authorized for each checking account. One should be the Chief Financial Officer or primary signer and the other should be the Chief Executive Officer or secondary check signer. The third should be a back-up signer. The back-up signer should be a trusted individual but not necessarily an employee. It could be a board member or another principal in the Organization. A back-up signer will ensure continuing operations in case both the primary and secondary signers become incapacitated for

any period of time.

CSH105 Check Signing Authority  
Accounting Policies, Procedures and Forms

page 1 of 6

- 1.5** If the check signer also authorizes purchase orders, their access to the accounting system should be limited to “read” access as to maintain proper segregation of duties.

**2.1 CHANGING CHECK SIGNERS**

- 2.2** The Executive Assistant/Board Secretary receives all approval paperwork and should prepare and maintain a file record of all authorized check signers and CSH105 CHECK SIGNING AUTHORITY LOG.

- 2.3** The CHECK SIGNING AUTHORITY LOG should be kept current of all individuals and their status to sign checks as soon as their status changes. The log should contain the following information:

- Recipient name / position or title
- Authority start date
- Authority end date
- Maximum expenditure authority level

- 2.2** Contact the bank that administers the checking account for details on adding, changing, or removing check signers from a checking account. Normally this is a simple process of presenting identification and signing a card to be placed on file at the bank.

Banks maintain an authorized check signer’s card for each checking account. Only those individuals listed on the authorized check signer’s card may sign checks.

- 2.3** The Chief Executive Officer or the Board of Directors may revoke check signing authority. Any person who is no longer entitled to sign Organization checks will be notified in writing. The Chief Financial Officer will oversee the proper notification of the Organization's banks whenever authorized signature changes are made.

## CSH105 Check Signing Authority

page 2 of 6

## Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/14/19	Authorized signer	Nanie Montijo, CFO

CSH105 Check Signing Authority  
Accounting Policies, Procedures and Forms

page 3 of 6

[This page intentionally left blank]



--	--	--	--

CSH105 Check Signing Authority  
Accounting Policies, Procedures and Forms

page 5 of 6

[This page intentionally left blank]



CSH105 Check Signing Authority  
Accounting Policies, Procedures and Forms

page 6 of 6

**SOP # CSH106 Revision: 1**  
**Effective Date: 10/14/19**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title:** CSH106 CHECK MATTERS

**Policy:** To ensure efficient processing and record keeping all check matters will need to be handled and documented appropriately.

**Purpose:** To describe the process for matters relating to checks.

**Scope:** All checks.

**Responsibilities:**

Chief Financial Officer or Finance team is responsible for managing other check matters.

**Procedure:**

**1.1 CHECK ORIGINATION**

**1.2** The Organization permits the use of manual checks for payroll related payments after the board approved process is followed.

**1.3** In no instance can the payee of a check be made to “Cash”.

**2.1 CHECK STOP PAYMENT**

**2.2** It is important to place the stop payment information on the account as quickly as possible to prevent losses. The following information should be obtained and recorded on the bank’s Stop Payment Form or address online:

- Requester’s name and department
- Account number
- Check number
- Date of the check
- Who the check is made payable to
- Amount of the check
- Reason for the stop payment

**2.3** The stop payment information above should be forwarded to the Finance team or Chief Financial Officer who will contact the bank to put a stop on the check.

**2.4** An authorized check signer may need to sign the bank’s Stop Payment Form or address online, typically within ten business days. Normally, stop payments are placed on the account for approximately six months.

**2.5** To release the stop payment, an authorized check signer may need to contact the bank and sign a release. Note: signing the release allows the check to be paid.

CSH106 Check Matters

page 1 of 2

Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revision to clarify processes and positions	
2	10/14/19	Revision to permit use of manual checks	Nanie Montijo, CFO

CSH106 Check Matters

page 2 of 2

Accounting Policies, Procedures and Forms

**SOP # CSH107 Revision: 1**  
**Effective Date: 4/7/22**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: CSH107 BANK ACCOUNT RECONCILIATIONS**

**Policy:** To ensure the accuracy of the Organization's bank account records by proving the monthly balance shown in the bank's Account Register.

**Purpose:** To outline the practices for preparation of a Monthly Bank Reconciliation

**Scope:** This applies to all bank accounts maintained by the Organization.

**Responsibilities:**

Chief Financial Officer or designee is responsible for review and approval of all reconciliations.

Back-office service provider is responsible for reconciling each site's respective checking account.

**Background:** Errors or omissions can be made to the Organization's bank account records due to the many cash transactions that occur. Therefore, it is necessary to prove the monthly balance shown in the bank account register. Cash on deposit with a bank is not available for count and is therefore proved through the preparation of a reconciliation of the Organization's record of cash in the bank and the bank's record of the Organization's cash that is on deposit.

## **Procedure:**

### **1.1 BANK STATEMENT PREPARATION**

**1.2** After receipt of the monthly bank statement and/or online printing of the monthly bank statement, back-office accountant should prepare the monthly bank reconciliation as follows:

- By the 15<sup>th</sup> of the following month for MSA 1, MSA 2, MSA 3 and MSA 5 and;
- By the 20<sup>th</sup> of the following month for MSA 4, MSA 6, MSA 7, MSA 8, MSA SA and MSA SD

After preparation, the back-office client manager will carefully review the bank reconciliation. Once reviewed, the bank reconciliations are sent to the Finance Team for final review ~~and approval~~. To preserve proper segregation of duties, no single employee, should perform both cash transaction functions and bank account reconciliations.

The list of outstanding checks for vendor and employee expense payments is reviewed on a monthly basis by the Accounts Payable staff. If the date on the check is more than 120 days old, the check is stale.

### **2.1 COMPUTERIZED FORMAT**

**2.2** In the computerized environment, the accounting system provides an automated bank reconciliation task. This task is generally selected once a month in conjunction with receiving the month end bank statement and/or online printout of the month end bank statement. Once selected, the screen shows a list of all items that have been posted to the cash account and that have not been cleared from the previous month's account reconciliation. The screen is usually divided into two segments: one half is a list of all checks and other charges reducing cash, and the other half is a list of all deposits and other items increasing cash. This screen would also have a field for entering the proper month end date and the balance at month end, per the bank.

**2.3** After the account-reconciling task is successfully completed, a report is provided which shows the reconciliation process, including outstanding checks and deposits in transit.

Note: Once completed, the bank reconciliations and bank statements are filed electronically.

Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revision to clarify processes and positions	
2	4/7/22	Update stale check policy to reflect 120 days	Steve Budhraj, CFO

CSH107 Bank Account Reconciliations

page 3 of 3

Accounting Policies, Procedures and Forms

**SOP # CSH108 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: CSH108 INTER-ACCOUNT BANK TRANSFERS**

**Policy:** To ensure the accuracy of the Organization's bank account records by providing documentation of bank transfers.

**Purpose:** To outline the practices for preparation of an inter-account bank transfer

**Scope:** This applies to all bank accounts maintained by the Organization.

**Responsibilities:**

Chief Executive Officer is responsible for review and approval of all inter-account bank transfers

Chief Financial Officer is responsible for performing all inter-account bank transfers.

**Background:** Errors or omissions can be made to the Organization's bank account records due to the many cash transactions that occur. Therefore, it is necessary to authorize all inter-account bank transfers.

**Procedure:**

**1.1 INTER-ACCOUNT BANK TRANSFER**

**1.2** Back-office provider monitors the balances in the bank accounts to determine when there is a shortage or excess in the checking account. Back-office provider recommends to the Chief Financial Officer when a transfer should be made to maximize the potential for earning interest or when funds are needed for processing payroll or other transfer needed. The Chief Financial Officer will determine when to make a transfer and in what amount. After the transfer has been initiated by the Chief Financial Officer, the Chief Executive Officer must log into the online banking system in order to complete the bank transfer process. A copy of the transfer is given to Back-office provider.

CSH108 Inter-Account Bank Transfers

page 1 of 2

## Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider service provider process	Oswaldo Diaz, Chief Financial Officer
2	9/5/17	Revision to clarify processes and positions	



Accounting Policies, Procedures and Forms

**SOP # CSH109 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

## **Title: CSH109 JOURNAL ENTRIES AND RECLASSIFICATION ENTRIES**

**Policy:** To ensure the accuracy of the Organization's books and records by proving documentation of journal entries and reclassification entries. All journal entries shall be authorized in writing by the Finance Manager initialing or signing the entries.

**Purpose:** To outline the practices for preparation of journal entries and reclassification entries.

**Scope:** This applies to all accounting transactions performed by the Organization.

### **Responsibilities:**

The Chief Financial Officer is responsible for review and approval of all journal entries and reclassification entries.

Back-office provider is responsible for performing all journal entries and reclassification entries

**Background:** Journal entries can directly affect the presentation of financial statements. Therefore, it is necessary to authorize all journal and reclassification entries.

### **Procedure:**

#### **1.1 JOURNAL ENTRIES AND RECLASSIFICATION ENTRIES**

**1.2** The Chief Financial Officer the Financial Analysts and Back-office provider monitor the balances in the accounting records of the Organization.

All general ledger entries including audit adjusting entries, reclassification entries, or other such journal entries shall be supported by journal vouchers or other documentation, which shall include a reasonable explanation of each entry. Examples of such journal entries include:

1. Recording of noncash transactions
2. Corrections of posting errors
3. Non-recurring accruals of income and expenses

Certain journal entries, called recurring journal entries, occur in every accounting period. These entries may include, but are not limited to:

1. Depreciation of fixed assets
2. Amortization of prepaid expenses

CSH109 Journal and Reclassification Entries  
Accounting Policies, Procedures and Forms

page 1 of 2

3. Accruals of recurring expenses
4. Amortization of deferred revenue

Support for recurring journal entries shall be in the form of a schedule associated with the underlying asset or liability account or, in the case of short-term recurring journal entries or immaterial items, in the form of a journal voucher.

It is the policy of MERF that all journal entries not originating from subsidiary ledgers shall be authorized in writing by the Chief Financial Officer initialing or signing the entries.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Revision of responsibilities	Oswaldo Diaz, Chief Financial Officer
2	9/5/17	Revision to clarify processes and positions	

Accounting Policies, Procedures and Forms

**SOP # CSH110 Revision: 1**  
**Effective Date: 11/12/15**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: CSH110 PETTY CASH PURCHASES**

**Policy:** The Organization does not permit the use of petty cash.

**Scope:** This applies to all petty cash transactions.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Removal of petty cash use	Oswaldo Diaz, Chief Financial Officer

**SOP # CSH111 Revision: 3**  
**Office**  
**Effective Date: 9/5/17**

**Prepared by: Central**  
**Approved by: BOD**

**Title: CSH111 CREDIT CARDS AND DEBIT CARDS**

**Policy:** It is the policy of the Organization to provide credit cards to authorized members of the Organization staff in the performance of their duties and responsibilities. The Organization does not permit the use of debit cards. The use of credit is the same as handling cash; every precaution must be taken to account for all funds, whether Federal, State or otherwise, and the most efficient and effective purchasing procedures as well as internal controls will be implemented to safeguard Organization funds.

**Purpose:** To be able to use credit cards in a controlled manner that allows for purchases such as travel and where a check and/or purchase order is not accepted.

**Scope:** This applies to transactions at the discretion of the School Principal, Chief Executive Officer and Chief Financial Officer.

**Definitions:** Batch. All of the day's credit card transactions are collected into a "batch" of transactions. The batch is closed, usually at the end of the day, and the result is submitted to the merchant processor as a single "batch".

Settlement. The processor clears the credit card transactions in the batch and the result is "settled" to the designated bank account. Settlement varies by Credit Card organization but usually occurs in 2-3 days after a batch is closed.

Processor. The processor is responsible for authorizing credit card transactions and settling each batch. The processor is also the Organization that one must interface with on all discrepancies or "chargebacks".

**Chargebacks. A chargeback occurs when a customer (cardholder) disputes a charge that appears on their monthly credit card statement. If the dispute is unable to be resolved, then the transaction is charged back to the merchant. The processor charges the merchant and returns the cardholder's money.**

**Responsibilities:**

School Principal is responsible for authorization of credit card transactions up to \$10,000 in accordance with the approved budget.

Chief External Officer, Regional Directors and Chief Financial Officer are responsible for authorization of credit card transactions up to \$10,000 and over, using documented approval, not to exceed the current limits established by procedure number PUR10 4 Accounts Payable and Cash Disbursements.

Chief Executive Officer is responsible for authorization of credit card transactions up

~~to \$50,000~~, **90,000** using documented approval, not to exceed the current limits established by procedure number PUR104 Accounts Payable and Cash Disbursements.

CSH111 Credit Cards and Debit Cards

page 1 of 6

Accounts Payable Specialist and Back-office provider are responsible for recording the transactions in the accounting records and reconciling credit card receipts to the credit card statements in accordance with CSH107 Bank Reconciliations.

**Background:** On occasion, the Chief Executive Officer and other senior management may not be in the position to carry a lot of cash or may need to use a credit card for purposes of travel arrangements. Under these circumstances and as considered necessary by Organization management, credit card transactions are acceptable.

## **Procedure:**

### **1.1 CREDIT CARDS**

#### **1.2 Issuance of Corporate Credit Cards**

Corporate credit cards are issued to personnel who travel on Organization business or have a legitimate need to purchase goods and services, either in person or on-line or when a purchase order cannot be approved in time or a purchase order is not accepted by a vendor. These cardholders will be required to sign a statement (CSH111 Ex1 Use of Credit Cards and Debit Cards Certification) acknowledging that the card shall be used exclusively for legitimate Organization- related business purposes and that the cardholder agrees to take reasonable precautions to protect the card from loss or theft by storing it in a secure location. Upon approval from the credit card company, a card will be issued bearing the names of both the individual and the Organization.

Cardholders, while working with other Organization staff, must plan activities and travel requests with sufficient time in order to avoid the use of credit cards.

Cardholders abusing this privilege may have the card revoked if it is determined that sufficient time was available in order to request and receive approval for a purchase order.

When using the credit card for internet purchases, cardholders should ensure that the site utilizes industry recognized encryption transmission tools.

All corporate credit cards will be issued from the same vendor to enhance the purchasing power of the credit card and to provide for efficient on-going monitoring of all purchases made with the credit card(s).

#### **1.3 Cardholder Responsibilities**

Every month, each cardholder will be provided with a statement detailing the expenditures that were charged to his/her corporate credit card. The cardholders will submit all receipts

for purchases of goods and services to the Finance Department within seven (7) days attached to the debit/credit card monthly statement after making any purchase. All documents will be initialed by the cardholder. In any instance of a missing receipt, payment will be the responsibility of the cardholder.

CSH111 Credit Cards and Debit Cards

page 2 of 6

Should the Accounts Payable Specialist identify any inadvertent personal or unauthorized uses of the card, the card statement as well as all backup documentation will be forwarded to the Chief Financial Officer, for review.

The Chief Financial Officer, will discuss with the cardholder any charges of concern and the card member will be required to reimburse the Organization immediately for any such inadvertent personal charges or unauthorized charges.

Excessive inadvertent personal charges will be grounds for revoking credit card privileges. Personal use of corporate credit cards is strictly prohibited. Any personal use will subject the employee to the Organization's disciplinary actions.

Any fraudulent or other unauthorized charges shall be immediately pointed out to the Chief Financial Officer, for further investigation with the credit card provider and at the discretion of the Chief Financial Officer may be required to be reimbursed by the individual cardholder who purchased the unauthorized transaction.

The Organization requires the following review and approval procedures:

- The cardholder will review the card statement to ensure only their own approved charges are listed on the statement. Any charges not made by the cardholder will be identified and discussed with the Accounts Payable Specialist.
- The Chief Financial Officer will approve credit card usage by the Principals, and the Chief Executive Officer will approve credit card usage by the Chief Financial Officer, and the Board of Directors Chairperson will approve credit card usage by the Chief Executive Officer.
- The Accounts Payable Specialist will review all charges on the card statement against all purchase documents submitted by the cardholder.
- The Chief Financial Officer, will review charges and supporting documentation prior to the monthly card statement being approved and included for payment.

Cardholders shall report the loss or theft of a corporate credit card immediately by notifying the credit card company (24 hours a day, seven days a week) as well as the Chief Financial Officer. In the event of theft of the card, a police report will be filed by the cardholder and a copy of the report will be maintained for insurance purposes.

#### **1.4 Revocation of Corporate Credit Cards**

Failure to comply with any of these policies associated with the use of the Organization's corporate credit cards shall be subject to possible revocation of credit card privileges. The Chief Financial Officer, with the approval of the Chief Executive Officer or Board Chairperson, shall determine whether credit cards are to be revoked.

SH111 Credit Cards and Debit Cards  
Accounting Policies, Procedures and Forms

page 3 of 6

## **1.5 On-going Monitoring of Corporate Credit Cards**

The Organization will implement continuous on-going monitoring of the use of corporate credit cards to ensure only authorized expenditures are made with the credit cards. Credit card usage must follow the same criteria as all other purchases; i.e., allowable, reasonable, necessary, and allocable, where required.

In addition, the Board of Directors may, from time to time, authorize unannounced monitoring of the use of corporate credit cards.

Corporate credit cards will be assigned only to the Chief Executive Officer, Chief External Officer and Principals and all charges to that assigned card will be the responsibility of that employee. Employees authorizing the use of the credit card by other Organization employees, parents or friends, will be subject to disciplinary action.

## **1.6 Employee Personal Credit Cards**

With prior approval from the Chief Executive Officer and/or Chief Financial Officer, the Organization employees may incur legitimate Organization business expenses utilizing their personal credit cards for such expenditures. The Organization shall reimburse employees according to Organization reimbursement policy (PUR106 Reimbursements).

## **2.1 DEBIT CARDS**

### **2.2 Debit Card Policy**

The organization does not permit the use of debit cards.

#### **Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	2/13/15	Revision of credit and debit card limits and controls	Oswaldo Diaz, CFO

148

2	<b>7/21/16</b>	Revision of credit card limits and controls	Oswaldo Diaz, CFO
3	9/5/17	Revision to clarify processes and positions	
4	12/10/2021	Revision of credit card limits and controls	Serdar Orazov, CFO
5	4/7/22	Revision of credit card limits and controls	Steve Budhreja, CFO

CSH111 Credit Cards and Debit Cards

page 4 of 6



Accounting Policies, Procedures and Forms

**CSH111 Ex1 USE OF CREDIT CARDS AND DEBIT CARDS  
CERTIFICATION**

-----  
Certification of receipt of the Organization Policy and Procedures on the “Use of Credit and Debit Cards”:

I, \_\_\_\_\_, hereby certify that I have received  
(Print name of employee) (Position)  
and understand the above-stated policy and procedures and I will comply with those procedures. Failure to comply with the procedures may subject me to disciplinary action as outlined in the Organization Human Resources Policies and Procedures Manual.

Signature of Employee

Date

Chief Executive Officer

Date

CSH111 Credit Cards and Debit Cards  
Accounting Policies, Procedures and Forms

page 5 of 6

[This page intentionally left blank]

## Accounting Policies, Procedures and Forms

**SOP # CSH112 Revision: 2**  
**Effective Date:9/5/2017**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: CSH112 INTRA-ORGANIZATION RECEIVABLES AND PAYABLES (DUE TO/DUE FROM)**

**Policy:** To ensure that intra-organization transactions between individual charter schools and the central office are processed correctly

**Purpose:** To outline the practices for intra-organization transactions between individual charter schools and the central office

**Scope:** This applies to all charter schools operated by the Organization.

**Responsibilities:**

Chief Financial Officer is responsible for performing the intra-organization transactions with approval from the Board of Directors.

The Finance Department is responsible for alerting Back-office provider regarding intra-organization transactions. Back-office provider is responsible for recording it into the accounting system, and ensuring accuracy of fiscal year-end balances.

**Background:** Charter schools are highly dependent on government funding to operate. Government cuts and funding deferrals can result in cash shortages for schools. Therefore the need arises to allocate resources from other schools to cover any shortfall. It is necessary to correctly record transactions between the charter schools and the central office in order to properly determine each school's receivable/liability.

**Procedure:**

**1.1 INTRA-ORGANIZATION TRANSACTIONS**

**1.2** The Chief Financial Officer, with the support of the Finance Department and Back-office provider, monitors cash balances daily for the charter schools. When a charter school realizes a need for funds, the Chief Financial Officer will assess resource levels for the other schools as well as the central office. If the central office does not have sufficient funds to advance to the charter school requestor, at the discretion of the Chief Financial Officer, the Chief Financial Officer may transfer funds from a charter school with surplus funds into the central office. The Chief Financial Officer may then transfer funds to the charter school requestor from the central office. For policy regarding inter-account bank transfers, refer to **CSH108 INTER-ACCOUNT BANK TRANSFERS**.

**1.3** At the end of the fiscal year, each school's receivable or payable account will be reconciled in accordance with **G&A105 PERIOD-END REVIEW & CLOSING**. Once balances are reconciled, an agreement is prepared at the end of the fiscal year between each school and the central office to document the amount owed and repayment terms.

CSH112 Intercompany Receivables and Payables (Due To/Due From)  
Accounting Policies, Procedures and Forms

page 1 of 2

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Revision of responsibilities	Oswaldo Diaz, CFO
2	9/5/2017	Revision to clarify processes and positions	
3	5/9/2019	Revision to use terminology consistent with FCMAT manual	N. Montijo, CFO

Accounting Policies, Procedures and Forms

**SOP # CSH113 Revision: 2**  
**Effective Date:9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: CSH113 FINANCIAL RESERVES**

**Policy:** To ensure each charter school maintains a fund reserve in order to protect itself from unforeseen revenue shortfalls or unexpected expenditures.

**Purpose:** To describe responsibilities and monitoring procedures over each charter school's fund reserve

**Scope:** This applies to all charter schools operated by the Organization.

**Responsibilities:**

Back-office provider is responsible for day to day monitoring of charter school cash accounts and ensuring their accuracy.

Chief Financial Officer is responsible for oversight over charter school cash accounts as to ensure that required fund reserve amounts are met.

**Background:** California regulations state that the following reserve amounts must be maintained:

- Greater of 5% of prior year operational expenditures or \$55,000 for districts with 0-300 ADA
- Greater of 4% of prior year operational expenditures or \$55,000 for districts with 301-1,000 ADA

**Procedure:**

**1.1 FUND RESERVE BALANCES**

**1.2** Back-office provider will monitor the cash balance for each charter school to ensure its accuracy and to be able to project future amounts. This will be accomplished through timely bank reconciliations and regular budget vs. actual comparisons. This process is critical to quickly detect any potential cash shortages so expenditures can be modified or more resources can be requested.

**1.3** If the required fund reserve amount for a charter school cannot be met, the Chief Financial Officer with the support of Back-office provider will need to determine where cash can be derived from in order to restore the fund balance. This can come from central office funds or from another charter school with surplus funds. See CSH112 INTERCOMPANY RECEIVABLES AND PAYABLES (DUE TO/DUE FROM) for this procedure.

## CSH113 Financial Reserves

page 1 of 2

## Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider service processes	Oswaldo Diaz, CFO
2	9/5/17	Revision to clarify processes and positions	

Accounting Policies, Procedures and Forms

**SOP # PYR101 PAYROLL DESK PROCEDUR Prepared by: Central Office**  
**Effective Date: 3/9/17** **Approved by: BOD**

**Title: PYR 101 PAYROLL DESK PROCEDURE**

**Policy:** To clearly define responsibilities and procedures in processing the organization's payroll and implementation of the online payroll system in accordance with the generally accepted accounting principles.

**Purpose:** To outline and list areas of responsibilities for each group involved in the payroll process.

**Scope:** This applies to all staff of the organization.

**Responsibilities:**

Human Resources is responsible for setup and maintenance of all employee profiles

School Principal is responsible for accurate and timely submission of each site's attendance, extra duties and assignments.

Finance Team is responsible for review, generation and approval of all payroll.

Back-office service provider is responsible for accurate bookkeeping and analysis of payroll expenses.

**Background:** Personnel Cost is usually 70-75% of the organization's total operating expenses. It is vital that the organization administers the payroll process efficiently and in compliance with education codes and requirements.

## **Procedure:**

- **HUMAN RESOURCES**
  - Coordinates job postings and complete new hire paperwork, ensures accuracy and completeness of all new hire procedures and collection of paperwork prior to start of work
  - Processes termination info and informs Finance Team whenever final checks are needed
  - Monitors all credential and other expiration dates
  - Ensures accurate employee withholdings/deductions in 3<sup>rd</sup> party payroll system as agreed to by employee
  
- **EMPLOYEE**
  - Signs in and out of automated system each day
  - Completes employee profile in online payroll system, which generates deductions and provides required information to HR
  
- **PRINCIPAL/SUPERVISOR**
  - Reviews/approves time and attendance reports and submits to Finance Team to initiate payroll processing
  - Enters all supplemental pay in payroll system on or before designated cutoff date
  - Submits signed schedule of all approved supplemental pay (i.e. stipends, home visits, Saturday School extra duty) to Finance Team each pay period
  - Notifies HR of any new hires, terminations, status or pay changes
  
- **FINANCE TEAM**
  - Confirms approvals from principals/HR prior to generating payroll
  - Runs payroll and generates reports for review
  - Reviews each payroll register, verifying:
    - Proper pay rate
    - Hourly staff – number of hours per pay period look reasonable
    - Extra pay/stipends are documented, approved and accurate as to amount and funding source
    - Employee retirement deductions are accurate and reasonable
    - STRS members have earnings properly treated in paycheck and correct STRS rates are being used
    - No OASDI withheld for any STRS members
    - Classified staff – PERS members have proper withholdings and OASDI deducted and correct PERS rates are being used



**PYR 101 PAYROLL DESK PROCEDURES**  
Accounting Policies, Procedures and Forms

page 2 of 3

- Only PERS or STRS creditable earnings are included in deduction calculations
- Non-PERS classified staff hours are being tracked and any newly eligible PERS members (>1000 hours in a fiscal year) are added as PERS members
- Process payroll, prints registers and files all supporting documentation including but not limited to: STRS/PERS contributions, Other Retirement Contributions, Payroll Tax Reports, Health and Welfare deductions and contributions to service providers
- Processes final paychecks and coordinates with back-office provider for delivery of checks if not processed in-house
- **BACK OFFICE**
  - Process ECR for final paychecks if not processed in-house
  - Uploads journal entries to record payroll in general ledger each pay period
  - Performs analytical procedures on payroll expenses as part of month-end close process

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	3/09/17	Initial Release	Nanie Montijo, CFO

PYR 101 PAYROLL DESK PROCEDURES

page 3 of 3

## **Accounting Policies, Procedures and Forms**

**SOP # PYR 102 Revision:**  
**Effective Date: 1/17/19**

**Prepared by: Central Office**  
**Approved by: BOD**

### **Title: PYR 102 TIME KEEPING PROCEDURE FOR FEDERALLY FUNDED EMPLOYEES**

#### **Policy:**

To clearly define responsibilities and timekeeping procedures in tracking specific program cost information.

#### **Purpose:**

To outline and document timekeeping of a grant, award or program costs MPS uses to track expenditure information to ensure it spends a specific amount for a specific purpose.

#### **Scope:**

This applies to all staff paid with federal funds.

#### **Responsibilities:**

Human Resources is responsible for setup and maintenance of all employee profiles on Paycom.

School Principal is responsible for accurate and timely submission of each site's attendance, extra duties and assignments.

Finance Team is responsible for review, generation and approval of all payroll; in addition to maintaining and keeping records of all federally funded employees.

Back-office service provider is responsible for accurate bookkeeping and financial reporting.

## Accounting Policies, Procedures and Forms

### Procedure:

Employee Compensation - All amounts paid to an employee for services rendered during the award period. Compensation includes salaries, fringe benefits, stipends, bonuses and payments made under supplemental contracts.

Multiple Cost Objectives Employees - Employees who work on multiple cost objectives such as:

- More than one Federal award;
- A Federal award and a non-Federal award;
- More than one activity within a federal award that is separately tracked by MPS (such as set-asides, earmarks or match/in-kind contributions).

Personnel Activity Report (PAR) - A document certifying the amount of time a multiple cost objective employee spends on each cost objective. The PAR must reflect an after-the- fact distribution of the activities performed; account for the total activity for which the employee is compensated; be prepared bi-weekly and coincide with one or more pay periods; and be signed by the employee.

Semi-Annual Certification - A document certifying a *single cost objective* employee worked solely on *one cost objective*. The certification must be prepared at least every six months and must be signed by the supervisory official having first-hand knowledge of the work performed by the employee.

#### Periodic Certification

An employee who works in multiple cost objectives on a set schedule (predetermined). The periodic certification must be prepared at least semiannually and cover the entire period of the certification and must signed by the supervisory official.

All employees paid with federal funds must adhere to the following procedures to complete the appropriate time and effort records.

### Determining Cost Objectives -

A cost objective is defined as a federal grant award, or other category of costs MPS uses to track specific cost information. In certain circumstances MPS may track the time employees spend on particular activities *within* a single federal grant in order to demonstrate compliance with federal requirements such as earmarks, set-asides or match/in-kind contributions. When MPS uses employee compensation costs to meet these requirements they are known as —cost objectives. In such a circumstance, an individual grant program may have more than one cost objective.

Determining cost objectives requires a careful reading of the programmatic provisions in the statute providing the funds. Employees should contact the Principal if assistance is needed in determining the cost objectives on which they work.

## Accounting Policies, Procedures and Form

### Single Cost Objective Employees -

An employee who works on a single cost objective must complete a semi-annual certification that indicates the employee worked solely on that cost objective for the period covered by the certification. The certification must be collected and reviewed at least every six months by the Principal, or his/her designee. Either the employee or a supervisor with first-hand knowledge of the work performed by the employee must sign the semi-annual certification.

A semi-annual certification must:

- Be executed after the work has been completed;
- State that the employee worked solely on activities related to a particular cost objective;
- Identify the cost objective;
- Specify the reporting period;
- Be signed by the employee or a supervisor with first-hand knowledge of the work performed; and dated.

The supervisory official for all single cost objective employees must complete the semi-annual certification attached to these procedures.

If an employee works on a short-term cost objective whose end date does not coincide with the normal December/June collection dates for semi-annual certifications (e.g. a supplemental contract for summer school programs), the employee must obtain a semi-annual certification from the Supervisor after the time period for the work has ended.

All supervisory officials of single cost objective employees with first-hand knowledge of the work performed by the employee must complete and sign the semi-annual certification provided by the Supervisor

Executed semi-annual certifications must be forwarded to the Finance Department

### Multiple Cost Objective –

Employees working on multiple cost objectives must maintain Personnel Activity Reports (PARs) or The Periodic Certification If they have a predetermined schedule. The report indicates the amount of time spent on each cost objective for the period covered by the PAR or equivalent documentation. The PAR must be prepared at least monthly, Periodic Certification must prepared at least semiannually. The employee must sign the PAR or equivalent documentation. An employee time card can be used in place of a PAR. Timecards will be documented and maintained by the MPS payroll department.

A PAR or equivalent documentation must:

- Be executed after the work has been completed (projections of how an employee is expected to work or position descriptions are not sufficient);
- Account for the total activity for which each employee is compensated, including

## Accounting Policies, Procedures and Forms

part- time schedules or overtime (total activity means all of the time an employee works, not just the amount of time worked on a federal program);

- Identify the cost objectives;
- Specify the reporting period;
- Be signed by the employee (unlike a semi-annual certification a supervisor's signature alone is not sufficient); and
- Be dated after the fact (when the work has been completed).

At the beginning of each year, Finance Department will distribute blank PARs or Periodic Certification forms to the Principals that are required to complete on a bi-weekly basis throughout the year.

Copies of executed PARs, or approved equivalent documentation, must be forwarded to Finance Department every 2 weeks, Periodic Certification must be forwarded after the time period of work has ended.

### Supplemental Contracts –

As discussed above, time and effort records must account for all of an employee's activities (i.e. 100% of an employee's time). Thus, if an employee works overtime that time must be reflected in the employee's time and effort record. If, however, an employee works in two distinct positions the employee may maintain separate time and effort records for each position.

For example, an employee works as a Title I teacher during the school day (charged to Title I) and a sports coach after school (charged to state or local funds). Assuming the coaching responsibilities are not part of the employee's regular job functions (e.g. the employee has a supplemental contract for the coaching position), the employee may treat each position separately – meaning the employee may complete a semi-annual certification for the teaching position, while no federal time and effort record would be required for the coaching position. In a similar example, an employee works as a Title I teacher during the school day (charged to Title I) and an after-school federally funded teacher. Assuming the after school activities are not part of the employee's regular job functions, the employee may complete a semi-annual certification for Title I teaching position and a separate semi-annual certification for the other supplemental federal program.

### Stipends –

Employees may be provided stipends to participate in activities such as professional development. Employees receiving such stipends for MPS sponsored activities may satisfy time and effort records by signing the sign-in and sign-out sheets provided at the activity.

### Reconciliation –

It is MPS's practice to charge employee compensation costs to federal programs based on

budget estimates that reasonably approximate how an employee will work during the year. The MPS back office service provider will reconcile payroll charges to the time and effort reflected in employee time and effort records at least quarterly. If any MPS staff or back office service provider staff identifies a variance between how an employee's salary was charged and how the employee actually worked, MPS Finance staff will review and adjust its payroll charges so that the amount charged to federal funds reflects the employee's actual time and effort. MPS will perform the reconciliation quarterly.

### **In-Kind Contributions and Matching –**

Employees who are paid with non-federal funds that will be used to meet a federal match requirement (also known as in-kind contributions) must comply with the same time and effort reporting requirements as employees who are paid with federal funds. In other words, employees paid with matching funds who work on a single cost objective must complete a semi-annual certification in accordance with the procedures in section b. Employees paid with matching funds who work on multiple cost objectives must complete a personnel activity report in accordance with the procedures in section c.

### **Document Retention –**

Time and effort records must be maintained for a period of five (5) years.

### ***TRAINING***

MPS will provide training on this procedure to all staff involved in federal programs such as:

- Distribution of federal laws, regulations and guidance
- Distribution of MPS policies and procedures
- Developing templates, checklists and other guidance documents as appropriate
- Internal training sessions
- Routine staff meetings and
- Informal technical assistance

### **Accounting Policies, Procedures and Forms Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	1/17/19	Initial Release	Nanie Montijo, CFO

--	--	--	--

## PYR 102 Time Keeping Procedure Page 5 of 5

Accounting Policies, Procedures and Forms

**SOP # INV101 Revision: 1**

**Effective Date: 9/5/17**

**Prepared by: Central Office**

**Approved by: BOD**

**Title: INV101 FIXED ASSET CONTROL AND LEASES**

**Policy:** Proper control procedures will be followed for all capital asset acquisitions, transfers and dispositions in order to provide internal control of capital equipment and to assist in reporting.

**Purpose:** To outline the procedures for acquiring, disposing and maintaining control of capital assets. This is particularly important for assets purchased with grant program dollars where the grantee may want the equipment returned at the end of the program.

**Scope:** This procedure applies to all equipment with a value of \$500 or more and furniture a value of \$5,000 or more.

**Responsibilities:**

School Principals are responsible and accountable for furniture, equipment, machinery and any other assets in their schools. An automated fixed asset tracking system will be implemented for tracking and tagging assets to be inventoried.

**Definitions:**

Capitalized Equipment: All furniture and equipment **individually** costing \$5,000 or more each should be recorded in the fixed assets inventory system and depreciated annually.

If purchased in bulk over the \$5,000 threshold, these items may also be deemed capitalized. For capital assets that are acquired as a "group purchase" whose individual acquisition cost is less than the \$5,000 threshold, it will be capitalized if the aggregate amount is \$5,000 or above. A "group purchase" is defined as an acquisition of 5 or more units of the same, identical item being made using a single requisition. In addition, the purchase of the assets serves a specific location or objective. For example, a decision is made to upgrade a computer lab. This will require 10 new computers located in a single area. Individually the computers cost \$1,000; however, the aggregate cost of the 10 computers will be \$10,000. The purchase is capitalized as a group purchase.

Non-Capitalized Equipment: No equipment costing less than \$5,000 each should be depreciated. However, non-capitalized equipment that is motorized, electronic, or computerized should be added to the fixed assets inventory system for fiduciary purposes only so that its existence can be verified during the annual physical inventory process.



Furniture: No furniture items costing less than \$5,000 each should be added to the fixed assets inventory system or depreciated

INV101 Fixed Asset Control and Leases

page 1 of 10

Accounting Policies, Procedures and Forms

Procedure:

### 1.1 ACQUISITIONS

- 1.2 All purchases of furniture and equipment as defined above must be tagged and included in the inventory listing.

See PUR102 for the procurement process to be followed.

- 1.3 Any internally constructed or donated equipment will be reported to the Finance Team if the item cost has a value of \$5,000 or more. A complete description of the property, date manufactured or received, number of items, cost or estimated value and a statement that it was internally constructed or donated will be included in the report.
- 1.4 To maintain proper segregation and control upon termination of any employees, any employee owned tools, equipment or furniture brought on the Organization premises will be reported to the School Principal. The report should include the employee's name, description of items, identification numbers, if any, and reason for using the asset.

### 2.1 DISPOSITIONS

- 2.2 Assets may be sold or traded-in on new equipment. An example INV103 Ex1 ASSET DISPOSITION form or updating of Excel workbooks is to be completed and approved by the School Principal. Any assets with an original value greater than ~~\$5,000~~ 10,000 will also require the Chief Financial Officer's approval.

Upon approval, the school may advertise the property for sale or submit a list to purchasing for sale and disposition. After completion of the sale, an example INV103 Ex2 BILL OF SALE provided below will be issued and the ASSET DISPOSITION form will be submitted to Finance Team who will ensure deletion of the item from the asset records and submit paperwork to back-office provider to record any gain or loss on the disposition.

- 2.3 Worn-out or obsolete property with no cash value will be reported to the Finance Team on the Asset Disposition form with the description, serial number and condition. The Finance Team will inspect all worn-out of obsolete property before it is removed from the school and discarded. The asset will then be removed from the asset records.
- 2.4 Any asset that is missing or has been stolen will be reported in writing to the School Principal and Finance Team as soon as possible. The description, serial number, and other information about the lost item should be included in the report.

Accounting will determine the proper course of action and will notify the company's insurance carrier and any outside authorities if deemed appropriate. If un-recovered, the asset will then be removed from the asset records.

- 2.5 Inter-school transfers of assets will be reported to Accounting in writing including the description, serial number and the name of the school to receive the property.

The School Principal to whom the item was assigned originally will be held accountable until accounting is notified of the transfer. After being notified, the School Principal acquiring the property assumes responsibility. Accounting will then record the inter- school transfer on the asset records.

INV101 Fixed Asset Control and Leases

page 2 of 10

### **3.1 ASSET RECORDS**

- 3.2** Upon any asset acquisition, Accounting is responsible for assigning and attaching asset number tags to the property where it can be readily located.

Accounting will then maintain a detailed listing of each fixed asset item which will include the description, date acquired, vendor, cost basis, assigned school and location. On an annual basis, accounting will furnish each school a report showing a listing of assets assigned to that school and any acquisitions, disposals and transfers during the past year. Any discrepancies must be communicated to the Finance Team by June 30<sup>th</sup> of each year . This report should be filed by the School Principal for reference and later use.

- 3.3** A physical count will be taken at each site every two years or as needed.
- 3.4** Each school will be responsible for locating assets with its number tag attached that are recorded as assigned to their school whenever requested by Accounting, a county property tax auditor or the company's external auditors.
- 3.5** Whenever a change in School Principal occurs, all items should be accounted for by the outgoing School Principal. The incoming School Principal will accept the responsibility and accountability for the school asset listing upon assuming the position. Accounting can assist with this audit if requested.

### **4.1 LEASED OR OWNED VEHICLES**

- 4.2** The safety and comfort of MERF employees, parents and Board members is of utmost importance. Therefore, MERF has established a policy whereby vehicles, whether leased or purchased, will be retained for a maximum of 100,000 miles or 8 years, whichever is less. The Finance Team will establish a mileage log to ensure vehicles are properly planned and replaced on schedule. Any individual that is assigned a vehicle shall be responsible for maintaining the mileage log and working with the Finance Team in complying with the replacement requirements of this policy.
- 4.3** A mileage log will be retained for each vehicle and all users will note the beginning and ending mileage for all trips. This log will be provided to the designated driver upon pickup of keys for use of a vehicle. Under no circumstances may an employee retain the keys or mileage log overnight unless on an authorized, extended trip requiring overnight accommodations. All keys will be returned to the administrative office or central kitchen upon completion of the day's authorized trips.
- 4.4** The Finance Team will ensure that all vehicles are taken to an authorized vendor for maintenance and service. All vehicles will receive appropriate oil changes on a minimum 5,000 mile schedule. Tires will be rotated at the same time and tires will be replaced after 50,000 miles (or sooner) if believed to be worn beyond prudent safety levels.

- 4.5** The Finance Team will submit RFPs to authorized vehicle dealers and service vendors on an annual basis. All vehicles will be serviced by the same designated vendor(s) for this annual contract period. The only exception will be for vehicles, newly purchased or leased, which provide for free maintenance and service as part of its warranty period or any special arrangements made as part of the purchase or lease of the vehicle.

INV101 Fixed Asset Control and Leases

page 3 of 10

Accounting Policies, Procedures and Forms

- 4.6** Designated drivers must report any problems or issues identified, upon completion of their daily trip(s), to the Finance Team. A “Vehicle Report” must be completed and submitted to the Finance Team immediately upon return from any trip whereby a problem or issue is suspected or identified.
- 4.7** If any driver is involved in an accident, whether with another vehicle or not, the driver must complete an Accident Report form and submit the report form to the Finance Team immediately upon return to MERF. A copy of the report form and instructions for submitting the report and “what to do if involved in an accident” are included in the Exhibits section.

## **5.1 LEASES**

### **5.2 Classification of Leases**

It is the policy of MERF to classify all leases in which MERF is a lessee as either capital or operating leases. MERF shall utilize the criteria described in Statements of Financial Accounting Standards No. 13 in determining whether a lease is capital or operating in nature. Under those criteria, a lease shall be treated as a capital lease if, at the time of entering into the lease, any of the following factors are present:

1. The lease transfers ownership to MERF at the end of the lease term;
2. The lease contains a bargain purchase option;
3. The lease term is equal to 75% or more of the estimated economic life of the leased property; or
4. The present value of the minimum lease payments is 90% or more of the fair value of the leased property (using, as the interest rate, the lesser of MERF’s incremental borrowing rate or, if known, the lessor's implicit rate).

All leases that do not possess any of the four preceding characteristics shall be treated as operating leases. In addition, all leases that are immaterial in nature shall be accounted for as operating leases.

MERF shall also maintain a control list of all operating and capital leases. This list shall include all relevant lease terms.

INV101 Fixed Asset Control and Leases

page 4 of 10

Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	2/14/17	Revise to clarify process	
2	9/5/17	Revision to clarify processes and positions	
3	4/7/22	Update policies to align with industry standards	Steve Budhreja, CFO

[This page intentionally left blank]

### INV103 Ex1 ASSET DISPOSITION FORM

Date: \_\_\_\_\_ Requested By: \_\_\_\_\_ School \_\_\_\_\_

Reasons for Disposition: \_\_\_\_\_

Description	Serial Number	Date Purchased	Original Cost	Net Book Value	Expected Or Actual Proceeds	Gain or Loss

Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Chief \_\_\_\_\_

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

INV101 Fixed Asset Control and Leases

page 8 of 10

Accounting Policies, Procedures and Forms

INV101 Fixed Asset Control and Leases

page 9 of 10

Accounting Policies, Procedures and Forms

[This page intentionally left blank]



INV101 Fixed Asset Control and Leases  
Accounting Policies, Procedures and Forms

page 10 of 10

**SOP # INV102 Revision: 1**  
**Effective Date: 11/12/15**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title:** INV102 FIXED ASSET CAPITALIZATION & DEPRECIATION

**Policy:** Asset acquisitions with a useful life expectancy of greater than one year and with a minimum threshold amount as specified by the Chief Financial Officer should be capitalized by the Organization and depreciated.

**Purpose:** The purpose of this procedure is to delineate the capitalization and depreciation methods for various asset groups.

**Scope:** All acquisitions of capital assets for the Organization.

**Definitions:** Capitalization - Capitalization is the method chosen to record the purchase of a fixed asset on the Organization's accounting books. If an asset is capitalized then it is not expensed in the same year the asset is purchased. Instead the asset is generally recorded on the balance sheet and individually on an asset schedule. Examples of capital expenditures are purchases of land, buildings, machinery, office equipment, leasehold improvements and vehicles. The asset is expensed each year as depreciation.

Depreciation - is an annual income tax deduction that allows the write-down or write-off of the cost of the asset over its estimated useful life to recover the cost or other basis of certain property over the time the property is used. It is an allowance expense for the wear and tear, age, deterioration, or obsolescence of the property.

As an asset ages and is used by the Organization, its value declines. It, in effect, becomes worth less and less over time. The declining value or usefulness of the asset over time is represented as a discount that is applied to the original purchase price. At the end of the asset's depreciation period, (and/or useful life), its value on the balance sheet will be zero, or fully-

depreciated. At the same time, the individual depreciation expenses will have all been recorded on the income statement.

Note: Land is not depreciated because land does not wear out, become obsolete, or get used up. But, the building on the land is depreciated. Land is generally viewed as an appreciating asset while all other capital assets are generally viewed as depreciating over time, with use. But, unlike depreciation, an asset's appreciation is not recorded on the books until the asset is sold, which is when the assets appreciation is realized.

Cost basis – The total amount paid for the asset, in cash or kind, is considered the “cost-basis”. This should include all charges relating to the purchase, such as the purchase price, freight charges and installation, if applicable. The cost basis is not the market value or list price of the

asset. It is the total amount invested in the purchase or the total amount paid.

## **Procedure:**

### **1.1 CAPITALIZATION**

- 1.2** All assets with a useful life of greater than one year and costing more than \$5,000 will be capitalized and (except for land) will be recorded in the depreciation records.

Bulk computer, software, and other technology purchases with an aggregate value of \$5,000 or more are captured as capitalized fixed assets regardless of individual price of item.

In addition, remodeling modifications and replacement costs of integral structural components are only capitalized when such costs incurred exceed \$50,000.

Depreciation or amortization is computed on the straight-line basis over the useful lives of the assets.

Any asset that does not meet the above criteria will be expensed such as small tools and equipment or repairs and maintenance.

- 1.3** The cost basis of furniture and equipment assets will include all charges relating to the purchase of the asset including the purchase price, freight charges and installation if applicable.
- 1.4** Leasehold improvements including painting are to be capitalized if they relate to the occupancy of a new office or a major renovation of an existing office or site. Expenditures incurred in connection with maintaining an existing facility in good working order should be expensed as a repair.
- 1.5** The cost of buildings should include all expenditures related directly to its acquisition or construction. This cost includes materials, labor and overhead incurred during construction, and fees, such as attorney's and architect's and building permits.
- 1.6** Maintain proper files on the details to all acquisitions, expenditures, and

maintenance performed on all assets. These records are vital for proper tax preparation and are used during yearly tax reporting and planning.

## **2.1 DEPRECIATION**

**2.2** The depreciation methods/lives for assets must be selected at the time the asset is first placed into service in order to ensure consistent financial reporting and tax compliance.

The Organization uses the straight-line method of depreciation.

The following represents a sample of the useful lives that the Organization may use for financial reporting purposes:

INV102 Fixed Asset Capitalization & Depreciation  
Accounting Policies, Procedures and Forms

page 2 of 5

## **2.3**

**2.4** The lowest life permitted by tax regulations for asset classes should be selected to optimize depreciation deductions.

**2.5** Regardless of the depreciation rate required an Organization can elect to use a different method for financial statement purposes. Such method should be justified based on the expected useful life of the asset.

**2.6** Depreciation will be recorded in the accounting system at the end of the fiscal year.

INV102 Fixed Asset Capitalization & Depreciation  
Accounting Policies, Procedures and Forms

page 3 of 5

## **Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Revision of capitalization policy relating to technology aggregate purchases	Oswaldo Diaz, CFO
2	9/5/17	Revision to clarify processes and positions	

INV102 Fixed Asset Capitalization & Depreciation  
Accounting Policies, Procedures and  
Forms

page 4 of 5

INV102 Fixed Asset Capitalization  
& Depreciation

page 5 of 5

**SOP # IVT101 Revisions: 0**

**Effective Date: 6/14/17**

**Prepared by: Central  
Office Approved by:  
BOD**

**Title: IVT101 INVESTMENTS**

**Policy:** This policy establishes procedures to govern the investment of funds held by Magnolia Public Schools (“MPS” or the “Charter School”). This policy is based upon federal, state and local laws and regulations, and prudent money practices. To the extent that this policy conflicts with state or federal law, the applicable law shall prevail.

**Purpose:** MPS’ primary investment objective shall be to maintain the safety and liquidity of its funds. Safety of principal is the foremost objective of MPS. The primary objectives of MPS investment activities shall be, in order of priority:

1. **Safety.** The safety of principal is the foremost objective of MPS’s investment program. MPS’s investments shall be undertaken in a manner that shall preserve MPS’s capital.
2. **Liquidity.** MPS’s secondary objective shall be to meet its liquidity needs. The investment portfolio shall maintain sufficient liquidity to enable MPS to meet necessary cash flow and operating requirements which might be reasonably anticipated.
3. **Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return over the course of budgetary and economic cycles, taking into account the investment risk, constraints and the cash flow characteristics of the portfolio.
4. **Maintaining the Public’s Trust.** The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence while conforming to all applicable statutes and regulations governing the investment of public funds.
5. **Mitigating Credit Risk and Market Risk.** Credit risk shall be mitigated by diversifying the fund among issues and issuers so that the failure of any one issue or issuer would not result in a significant loss of income or principal to participants. Because longer-term securities generally have greater market risk than shorter-term securities, market risk will be mitigated by establishing a maximum weighted average maturity or duration for the portfolio. Occasional market losses on individual securities are inevitable with active portfolio management and must be considered within the context of the overall investment return.

**Scope:** It is recommended that MPS mirror the intent of California Education Code Section 41015, and invest all or part of funds deposited in a Special Reserve Fund, or any surplus monies not required for the immediate necessities of MPS in any of the investments specified in California Government Code Sections 16430 or 53601.

Special Reserve Funds are hereby defined as those funds, which the Board has designated for capital outlay, or other purposes, where an accumulation over a period of fiscal years is desired.

MPS shall make investments following the guidelines of the Uniform Prudent Investor Act. (Probate Code Section 16045, *et seq.*)

This Policy covers all funds and investment activities under the direct authority of MPS. The proceeds obtained from the issuance of bonds shall be invested in accordance with the applicable bond documents. If the bond documents are silent as to the investment of the proceeds, the bond proceeds will be invested in the securities permitted by this Policy.

#### COMPLIANCE WITH STATE AND FEDERAL SECURITIES LAWS

MPS will take reasonable steps to ensure that any debt offering issued by MPS complies fully with all applicable state and federal securities laws. In connection with all debt offerings issued by MPS, MPS will retain bond counsel and disclosure counsel to review the offering materials prepared in connection with the debt offering to ensure that disclosures contained in offering materials comply with federal and state securities laws. MPS has implemented procedures to ensure MPS maintains compliance with continuing disclosure requirements. The Chief Executive Officer shall be responsible for reviewing the offering materials regarding the accuracy of information disclosed in such materials.

#### CHANGES TO INVESTMENT POLICY

This Policy will be reviewed, as needed, to ensure its consistency with the objectives of income, growth and safety, and changes in applicable laws and financial trends. Any proposed amendments to the Investment Policy will require approval by the MPS Board of Directors. This Policy and modifications to it must be approved by the Board of Directors at a public meeting.

#### COMPLIANCE WITH INVESTMENT POLICY

All outside investment advisors/managers, attorneys and other financial professionals employed or retained by MPS and/or its representatives, including without limitation financial advisors, underwriters, bond counsel, and disclosure counsel, must review this policy and confirm that they have reviewed this Investment Policy and will fully comply with these policies.

### **Responsibilities:**

#### DELEGATION OF AUTHORITY

Management responsibility for the investment program is hereby delegated by the Board of Directors to the CEO and the Oversight Committee, as deemed appropriate or necessary, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked. The Board of Directors may review and renew the delegation of authority each year. The CEO may delegate the day-to-day operations of investing to his/her designee(s) but not the

responsibility for the overall investment program. The CEO and/or his/her designee(s) shall make all investment decisions and transactions in strict accordance with state law and with this Policy.

If authorized by the Board of Directors, the CEO and Oversight Committee may utilize an external investment advisor to assist with investment decision-making and trade execution authority. The investment advisor shall be under the supervision of the approved Oversight Committee and shall follow this Policy and such other written instructions as are provided.

The CEO, his/her designee(s) and/or Oversight Committee, acting in accordance with written procedures and policies and exercising due diligence, shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The Board of Directors shall ensure that its fiduciary responsibilities concerning the proper management of MPS' funds are fulfilled through appropriate investment structure, internal and external management, consistent with all policies and procedures. Based on the advice and recommendations of the CEO and Oversight Committee.

The CEO and Oversight Committee are not held liable for less than desirable outcomes, rather, they are responsible only for adherence to procedure and processes. The CEO and Oversight Committee is responsible for the development, recommendations, implementation and maintenance of all investment policies.

## **Procedure:**

### INTERNAL CONTROLS

The CEO and Oversight Committee shall establish a system of written internal controls to regulate MPS's investment activities, including the activities of any subordinate officials acting on behalf of MPS. Procedures should include references to individuals authorized to execute transactions or transfers, safeguard agreements, (including repurchase agreements, wire transfer agreements, collateral/depository agreements), and banking services contracts, as appropriate. As part of the annual audit, MPS's external auditor will perform a review of investment transactions to verify compliance with policies and procedures. The Oversight Committee will sign off on internal control procedures as appropriate.

The controls shall be designed to prevent loss of public funds due to fraud, employee error, and misrepresentation by third parties, unanticipated market changes or imprudent actions by employees of the Charter School. The Charter School shall seek to maintain a debt burden factor of 1 - 2% of the Charter School's unrestricted general fund revenues.

### AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

It shall be MPS' policy to purchase securities only from authorized institutions and firms. The CEO and Oversight Committee shall maintain a list of authorized



broker/dealers and financial institutions that are approved for investment purposes. MPS shall use at least one authorized broker/dealer to advise MPS on investments.

No deposit of public funds shall be made except in a qualified public depository as established by state laws. If an external investment advisor is authorized to conduct investment transactions on behalf of MPS, the investment advisor may use its own list of approved broker/dealers and financial institutions for investment purposes consistent with MPS' policies and existing laws.

For broker/dealers of government securities and other investments, MPS shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the Financial Industry Regulatory Authority and/or other applicable self-regulatory organizations. Any permitted investment shall be purchased either from a "primary" or regional broker/dealer qualifying under SEC Rule 15c3-1 (uniform net capital rule) or a "well capitalized" financial institution, as defined in Title 12 of the Code of Federal Regulations ("CFR") Part 6.4.

Before engaging in investment transactions with a broker/dealer, the CEO and Oversight Committee shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for MPS's account has reviewed MPS's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to MPS that are appropriate under the terms and conditions of this Investment Policy. Any broker, brokerage, dealer or securities firm that has made a contribution to the Charter School, any member of the Board of Directors, or any candidate for those offices is ineligible for selection by the Charter School.

#### AUTHORIZED AND SUITABLE INVESTMENTS

In making any decision relative to the investment of funds, each of the following factors must be considered, and properly documented:

1. General economic conditions,
2. Expected tax consequences, if any, of investment decisions or strategies,
3. Expected total return from the income and appreciation of investments,
4. Other resources of the organization,
5. The needs of the organization and the fund to make distributions and preserve capital.

#### INVESTMENT TYPE DESCRIPTIONS

Investments not specifically listed below are prohibited. Consistent with the requirements of law and this Investment Policy, the Charter School may place orders for the execution of transactions with or through such broker/dealers, banks or counterparties as may be selected from time to time. All securities must be U.S. dollar denominated. To the extent consistent with the objectives stated above, the investment restrictions outlined below, and the investment limitations specified herein, the Charter School may invest in the following areas.

**State and Local Agencies.** Registered treasury notes or bonds of this or any of the

other forty- nine United States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, Board of Directors, agency, or authority of this state or any of the other forty-nine United States.

Bonds, notes, warrants, or other evidences of indebtedness of any local agency within this state (including MPS), including bonds payable solely out of the revenues from a revenue- producing property owned, controlled, or operated by the local agency, or by a department, Board of Directors, agency, or authority of the local agency.

**United States Treasury Issues.** United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

**U.S. Agencies (Federal Agency Obligations).** Federal Agency or United States government- sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government- sponsored enterprises.

**Supranationals.** Supranational organizations are international financial institutions that are generally established by agreements among nations, with member nations contributing capital and participating in management. Supranational bonds finance economic and infrastructure development and support environmental protection, poverty reduction, and renewable energy around the globe. MPS may purchase the United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter- American Development Bank.

**Bankers' Acceptances.** Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances may not exceed 180 days maturity. Eligible bankers' acceptances are restricted to issuing financial institutions with short-term debt rating of at least "A-1," or its equivalent, by a nationally recognized statistical rating organization (NRSRO) or a long-term rating of not less than "A" from a NRSRO.

**Commercial Paper.** Commercial paper rated the highest ranking or of the highest letter and number rating as provided for by a NRSRO. Eligible commercial paper shall be of 'prime' quality of the highest ranking. The commercial paper shall not exceed 270 days maturity. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (a) or paragraph (b):

- a) Has total assets in excess of five hundred million dollars (\$500,000,000), is organized and operating within the United States as a general corporation, and has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.
- b) Is organized in the United States as a special purpose corporation, trust, or limited liability company, has program-wide credit enhancements including, but not limited to overcollateralization, letters of credit or a surety bond, has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Split ratings (i.e. A2/P1) are not allowed.

**Placement Service Deposit.** Deposits placed through a deposit placement service shall meet the requirements under Government Code Section 53601.8. The full amount of the principal and the interest that may be accrued during the maximum term of each deposit shall at all times be insured by federal deposit insurance.

**Negotiable Certificates of Deposit.** Negotiable certificates of deposit (NCDs) issued by a nationally or state-chartered bank, a savings association or a federal association, a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases are limited to institutions which have long-term debt rated at least in the “A” category, or its equivalent, by a NRSRO, and/or have short-term debt rated at least “A-1,” or its equivalent, by a NRSRO. NCDs may not exceed 5 years in maturity. In combination with placement service CDs, a maximum of 30 percent of the portfolio may be invested in this category. The amount invested in NCDs with any one financial institution in combination with any other securities from that financial institution shall not exceed ten percent of the portfolio. Quarterly, the Charter School will monitor custodial credit risk and report the outcome to the Board of Directors. All deposits are to be in FDIC insured institutions and will be reviewed as to the nature and extent of its present compliance with regulations, federal regulatory requirements, profitability/loss trend, liquidity and capital ratios.

**Repurchase Agreements.** Investments in repurchase agreements for the purpose of this Investment Policy Statement (as defined by section 53601(j) of the California Government Code) means a purchase of securities by the Charter School pursuant to an agreement by which the seller will repurchase the securities on or before a specified date and for a specified amount and will deliver the underlying securities to the Charter School by book entry, physical delivery, or by third party custodial agreement. Repurchase agreements are to be used as short-term investments not to exceed one year. The following collateral restrictions will be observed: Only United States Treasury securities or Federal Agency securities will be acceptable collateral. All securities underlying repurchase agreements must be delivered to MPS’s custodian bank or be handled under a properly executed tri-party repurchase agreement. The total market value of all collateral for each repurchase agreement must equal or exceed 102% of the total dollar value of the money invested by MPS for the term of the investment.

Repurchase agreements are required to be collateralized by securities or cash authorized under California Government Code Section 53601(j)(2). Collateral will be held by an independent third party with whom the Charter School has a current custodial agreement. A clearly marked evidence of ownership (safekeeping/custody receipt) must be supplied to the Charter School and retained. The Charter School retains the right to substitute or grant substitutions of collateral. Investments in repurchase agreements may be collateralized by any securities authorized within this section. Agreements are subject to California Government Code Section 53601 and must comply with the delivery requirements and the maturity provision from Section 53601.

**Medium-Term Notes.** Medium-term notes defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Purchases are limited to securities rated at least in the “A” category,

or its equivalent, by a NRSRO.

**Money Market Funds.** Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission that invests solely in U.S. Treasuries and Federal Agency obligations and repurchase agreements relating to such obligations

**Mutual Funds.** Shares of beneficial interest issued by diversified management companies that invest solely in securities and obligations authorized by this policy. The company shall have met either of the following criteria: (A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs, (B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than 5 years of experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

**Local Government Investment Pools Joint Powers Authority (LGIP JPA.)** Shares of beneficial interest issued by a joint powers authority organized pursuant to Government Code Section 6509.7. To be eligible for purchase, the pool must meet the requirements of California Government Code Section 53601(p), the pool must seek to maintain a stable Net Asset Value (“NAV”), and the pool must be rated at least “AAA,” or its equivalent, by a NRSRO.

**Mortgage- and Asset-Backed Securities.** Any mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond of a maximum of five years’ maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having at least an “A” rating, or its equivalent, for the issuer’s debt as provided by a NRSRO and rated at least “AA”, or its equivalent, by a NRSRO.

#### SAFEKEEPING AND CUSTODY

All deliverable security transactions entered into by MPS shall be conducted on a delivery- versus-payment (DVP) basis. To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by MPS shall be held in safekeeping by a third party bank trust department, acting as agent for MPS under the terms of a custody agreement executed by the bank and by MPS. The only exception to the foregoing shall be depository accounts and securities purchases made with: (i) LAIF and government investment pools and, (ii) money market funds, since the purchased investments are not deliverable. Evidence of each these investments will be held by MPS.

#### MAXIMUM MATURITIES

The CEO and Oversight Committee shall maintain a system to monitor and forecast revenues and expenditures so that funds can be invested to the fullest extent possible. Maturities of investments will be selected to provide necessary liquidity, manage interest rate risk, and optimize earnings. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the

portfolio should be continuously invested in readily available funds.

The maximum maturity of individual investments shall not exceed the limits set forth in the Authorized and Suitable Investments section. If the section does not specify a maturity limit, no investment shall have a remaining maturity in excess of five years from the date of purchase unless MPS has granted its express authority to make that investment either specifically or as a part of an investment program no less than three months prior to the investment.

## INVESTMENT RESTRICTIONS

### **Credit Ratings**

Credit ratings will be applied at the time of purchase of a security. A subsequent downgrade in a security's credit rating will not constitute a violation of the Investment Policy. Securities which are downgraded below the minimum acceptable rating levels must be reviewed for possible sale within a reasonable amount of time.

U.S. Government obligations are exempt from the credit rating requirements listed below.

The credit ratings referred to below must be assigned by one of the following NRSROs: Standard & Poor's Corporation ("S&P"), Moody's Investors Service, Inc. ("Moody's"), and Fitch Ratings ("Fitch").

- a) Short-term debt ratings – (two of the following and not less than the following) “A-1” or “SP-1” (S&P); “P-1” or “MIG 1/VMIG 1 (Moody's); or “F1” (Fitch) Ratings.

Split ratings are not allowed, i.e. A-1/P-1/F2 or similar. An issuer of short-term debt must have no less than an “A” rating on long-term debt.

- b) Long-term debt ratings – Investments purchased with remaining maturities of 397 days or less- shall be rated by at least two NRSROs and have obtained no less than an “A” rating by any.

Investments purchased with remaining maturities longer than 397 days– shall be rated by at least two NRSROs and have obtained no less than an “AA” rating by any. If an issuer of long-term debt has a short-term rating, then it may not be less than A-1/SP-1 or P-1/MIG1 or F1.

- c) Repurchase Agreement counterparties shall have a minimum short-term rating, or counterparty rating, of no less than A-1 or equivalent by two NRSROs and have capital of not less than \$500 million.
- d) Any issuer that has been placed on “Credit Watch-Negative” by a NRSRO will be removed from our approved list unless the following criteria are met: The issuer has (a) an A-1+ or F1+ short-term rating; or (b) at least an AA or Aa2 long- term rating.

## DIVERSIFICATION AND MATURITY RESTRICTIONS

It is the policy of the Charter School to diversify its funds. Investments are diversified to minimize the risk of loss resulting in over concentration of assets in a specific

maturity, specific issuer, or a specific class of securities. Diversification strategies shall be established by the Charter School and periodically reviewed.

### 1. Authorized Investments

The following diversification limits will be applied at the time of purchase of a security.

Type of Investment	Cal. Gov. Code % of Funds Permitted	Cal Gov. Code Maximum Final Maturity
U.S. Treasury Securities	100%	5 Years
U.S. Government Agency Securities	100%	5 Years
Municipal Debt	100%	5 Years
Medium-Term Notes	30%	5 Years
Bankers Acceptances	40%, 30% of a single issuer	180 Days
Commercial Paper	40%, 10% of a single issuer	270 Days
Negotiable Certificates of Deposits	30%	5 Years
Repurchase Agreements	100%	1 Year
Mutual Funds	20%, 10% in a single fund	N/A
Investment Pools	100%	N/A

### 2. Maturity

The maximum maturity of any investment purchased will be five years with the exception of investments authorized by the Board of Directors to be invested in longer than five year maturities. For purposes of calculating final maturity, the earlier of final maturity date or mandatory put or tender option date will be used.

### PROHIBITED TRANSACTIONS

At the time of purchase, all permitted investments shall conform in all respects with this Investment Policy, as may be amended from time to time. No investment prohibited by California Government Code shall be permitted herein.

Any investment transactions, credit risk criterion, percentage limitations or market valuation that are not in compliance with this Investment Policy and cannot be corrected without penalty at time of purchase must be documented and approved by the Charter School in writing as soon as possible. Thereafter, action shall be taken by the Charter School to correct such matter as soon as practical. If a percentage restriction is

adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction.

The following transactions are prohibited:

- a) Borrowing for investment purposes (“Leverage”).
- b) Reverse Repurchase Agreements, as defined by California Government Code Section 53601(j)(3) and (j)(4) or otherwise.
- c) Structured Notes (e.g. inverse floaters, leveraged floaters, structured certificates of deposit, equity-linked securities, event-linked securities). This includes all floating- rate, adjustable-rate or variable-rate securities in which a change in interest rates or other variables that can reasonably be foreseen to occur during their term would result in their market value not returning to par at the time of each interest rate adjustment.

B

Simple “floating rate notes,” whose periodic coupon adjustment is based on a short- term (one-year or less) rate index (such as Treasury bills, federal funds, prime rate or LIBOR) and which have a reasonable expectation of maintaining a value of par at each interest rate adjustment through final maturity, are exempt from this definition. Additionally, U.S. Treasury and Agency zero coupon bonds, U.S. Treasury and Agency strips, Resolution Funding Corporation (“REFCORP”) strips or other callable securities which otherwise meet the quality, maturity and percent limitations assigned to their respective security category, are exempt from this section.

- d) Structured Investment Vehicles (“SIV”).
- e) Derivatives (e.g. options, futures, swaps, swap options, spreads, straddles, caps, floors, collars) shall be prohibited.

D

#### ETHICS AND CONFLICT OF INTEREST

The Charter School and all persons involved in the investment process shall refrain from personal business activity which could create a conflict with proper execution of the investment program, or which could impair the ability to execute impartial investment decisions. The Charter School and all treasury and investment personnel shall disclose to the Board of Directors any material financial interests in financial institutions, broker dealers and vendors (“outside entities”) and shall disclose any material financial investment positions in such outside entities.

#### PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs, but focusing on preservation of capital and then liquidity as the most important objectives, with yield as the least important objective.

The Charter School’s investment strategy is to actively manage the portfolios to create less risk than a benchmark comparable index and to use economies of scale to invest and administer the program at a reasonable cost. Given this strategy, the

basis used by the Charter School to determine whether market yields are being achieved shall be the indices most comparable to the fund, such as money rate data published in Barron's, The Wall Street Journal, Bloomberg, etc. or other bond fund indices. The standards enumerated herein do not constitute a guarantee of the fund's performance.

### Revision History:

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
	3/09/17	Initial Release	
	6/14/17	Legal review and revision	



Accounting Policies, Procedures and Forms

**SOP # REV101 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: REV101 SALES RECEIPT PROCESSING**

**Policy:** To ensure the most accurate process for billing for services, sales receipts will be properly evaluated and approved prior to entry into the accounting system.

**Purpose:** This procedure outlines the activities and responsibilities involved in verifying the acceptability of all sales receipts.

**Scope:** These procedures are to be followed for all sales receipts.

**Responsibilities:**

Back-office provider approves sales receipt documentation.

**Procedure:**

**1.1 DOCUMENT VERIFICATION**

**1.2** Sales Receipts are often used for Parenting Fees and other similar fees. Verify that all of the correct documents have been used and are present to support the sales receipt transaction. The following documents are required to complete the Sales Receipt transaction:

- Document identifying what the money collected is for
- Approval or authorized signature for the course
- Customer, parent, or other correspondence or support documentation, etc
- Complete the Back-office provider Deposit Log

**1.3** Verify that all required information is available to complete the sales receipt.

**1.4** Review the customer's Accounts Receivable aging and determine that the customer is current with their payments and that the new sales receipt will not affect their balance.

REV101 Sales Receipt Processing  
Accounting Policies, Procedures and Forms

page 1 of 2

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider service provider process	Oswaldo Diaz, CFO
2	9/5/17	Revision to clarify processes and positions	

REV101 Sales Receipt Processing

page 2 of 2

Accounting Policies, Procedures and Forms

**SOP # REV102 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: REV102 INVOICING, ACCOUNTS RECEIVABLE,  
 RECEIVABLE ACCRUALS**

**Policy:** The Finance Department is responsible for the timely preparation and distribution of invoices to optimize cash flow and customer payments. The Finance Department with the support of Back-office provider will also maintain accurate records over Accounts Receivables and Accruals and abide by proper internal controls.

**Purpose:** To explain the methods for the preparation of invoices, accounts receivable, and receivable accruals records processing.

**Scope:** This procedure applies to all revenue earned and services provided by the company.

**Procedure:**

**1.1 SALES RECEIPT REVIEW**

**1.2** A formal invoice is not always applicable such as when service fees are collected for items such as Parenting.

**1.3** The SALES RECEIPT should contain all pertinent billing information as part of the company's sales receipt procedure. However, as part of proper internal control, Billing will verify the information contained on the customer's sales receipt documentation.

As part of this review process, the propriety and accuracy of contact information, prices, description of services, extensions and footings will be determined.

**2.1 INVOICE PREPARATION AND POSTING**

**2.2** The next sequentially numbered Invoice (see example REV102 Ex1 INVOICE) will be prepared from the information from the Federal, State, or Local Grant or Contract Language including all reimbursable costs and will include the invoice date, service item, description of services or billing information, quantity, rate, class or program code, price and extended amounts and the customer's billing addresses.

**2.3** Post the invoice by saving the transaction.

**3.1 DISTRIBUTION**

**3.2** Send one copy of the invoice to the customer and retain a second copy of the invoice in the customer file.

**4.1 ACCOUNTS RECEIVABLE**

**4.2** Accounts Receivable will receive and process payments from customers in accordance with the CASH RECEIPTS procedure.

## Accounting Policies, Procedures and Forms

- 6.1** On a monthly basis, Accounts Receivable will generate an aged trial balance of customers' accounts with individual invoice information and days outstanding and will forward to Finance Manager and Chief Financial Officer for their follow up on any aged invoices.
- 6.2** Accounts Receivable will generate monthly statements of outstanding customers' accounts and issue them to customers no later than 10 days after each month end.
- 6.3** Accounts Receivable will issue Credit Memos to customers upon receipt of approved changes in the terms.
- 5.1 RECEIVABLE ACCRUALS**
- 5.2** Monthly receivable accruals are at the discretion of the Chief Financial Officer and the Finance Manager when those amounts are reasonably known and quantifiable. Fiscal year end receivable accruals are required to be quantified and recorded no later than August 15<sup>th</sup>.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back office service provider	Oswald Diaz, CFO

Accounting Policies, Procedures and Forms

**REV102 Ex1 INVOICE**

**INVOICE NO.** \_\_\_\_\_

CUSTOMER:

<b>Item</b>	<b>Description</b>	<b>Qty</b>	<b>Rate</b>	<b>Class</b>	<b>Amount</b>
-------------	--------------------	------------	-------------	--------------	---------------

**Total**

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

Accounting Policies, Procedures and Forms

**REV102 Ex 2 ACCOUNTS  
RECEIVABLE WRITE-OFF  
AUTHORIZATION**

Customer:

Date:

**Invoice No's:**

**Amount of Write-Off**

TOTAL \$

**JUSTIFICATION**

Summary of Collection Actions To Date:

(Include brief description of collection actions taken by accounting, other Company departments and outside collection agency or legal, if applicable)

Approvals:

Credit Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Controller: \_\_\_\_\_

Date: \_\_\_\_\_



REV102 Invoicing, Accounts Receivable, Receivable Accruals  
Accounting Policies, Procedures and Forms

page 5 of 6

[This page intentionally left blank]

REV102 Invoicing, Accounts Receivable, Receivable Accruals

page 6 of 6

198

## Accounting Policies, Procedures and Forms

**SOP # REV103 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: REV103 PROJECT(Grant/Contract) REVENUE: PROGRESS BILLING**

**Policy:** Progress billings will be made to clients on a timely basis throughout the life of the project. Projects are typically considered Federal, State, and Local Grant contracts. These billings will be accurate and easily understood by both parties involved.

**Purpose:** The purpose for creating progress billings is to obtain payment for the portion of labor and materials, i.e. "reimbursed costs" used up to a certain point in time and before the project is fully completed. This improves the cash flow typical of long-term projects or assignments. This procedure applies to all Federal, State, and Local Grants and Contracts, Service agreements or Projects provided by the Organization.

**Scope:** This procedure applies to all service agreements or projects provided by the Organization.

**Responsibilities:**

The Finance Department is responsible for the confirmation of all final program amounts and is responsible for knowing the correct procedures to be followed for each contract.

**Procedure:**

**1.1 CONTRACT TYPES**

**1.2 Reimbursement for Services.** Progress billing for Reimbursement for Services contracts requires Finance teams to be up to date and monitor the services being provided according to the terms of each contract. The Finance team will enter into the reimbursement request the allowable costs that may be billed according to the contract. From time to time and at the end of the contract, the Chief Financial Officer reviews the billings of the contract and ensures that all available opportunities to recover reimbursable costs have been considered.

**1.3 Set Contracts.** Set contracts such as with the individual charter schools involve reimbursement for costs such as building rental and an allowance for the amount of apportionment attendance earned. Although the contract is set by terms of the contract, since student attendance can vary, the invoicing for these types of contracts is the same amount throughout the fiscal year and reconciled at the end of the year to account for the final attendance counts.

REV103 Project (Grant/Contract)Revenue: Progress Billing  
Accounting Policies, Procedures and Forms

page 1 of 2

## 2.1 BREAKDOWN OF CONTRACT AMOUNT

2.2 The Finance Department with the support of Back-office provider is responsible for the final reconciliation of all grant and other contracts at the end of the year by reviewing final billings prepared by the Finance team and/or the School Principal. Normally, the contractual agreement will specify the procedures for payment and may also specify the form of the breakdown of contract amount that is required. Care should be taken to be sure that all costs, services, and fees are fully billed and accounted for in each contract.

### Revision History:

Revision	Date	Description of changes	Requested By
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider provider and revision of responsibilities.	Oswaldo Diaz, CFO
2	9/5/17	Revision to clarify processes and positions	

Accounting Policies, Procedures and Forms

**SOP # REV104 Revision: 1**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: REV104 ACCOUNT COLLECTIONS**

**Policy:** All open accounts receivable with late or delinquent payment activity will be handled in a timely and effective manner to ensure maximum collections and an optimum accounts receivable turnover ratio.

**Purpose:** To provide the actions and methods for processing late or delinquent payments.

**Scope:** This procedure applies to the Accounts Receivable Department involved with collection of past due accounts receivable. The Finance team and the Chief Financial Officer may be involved in reference special arrangements.

**Responsibilities:**

The Finance team reviews all records for a customer to determine a possible explanation for non-payment prior to commencing the collection process.

**Definition:** Bad Debt consists of unpaid accounts receivable invoices that are considered to be uncollectible.

Debt collector is any person who regularly collects debts owed to others. This includes attorneys who collect debts on a regular basis.

**Procedure:**

**1.1 COLLECTION PROCESS**

**1.2** No matter how careful customers are screened prior to credit approval, slow pay or delinquent accounts will occur from time to time. Once an account becomes past due by even a few days, the collection process should commence immediately. Studies have shown that the sooner the collection process starts then the more likely that the debt will be collected.

**1.3** Prior to commencing the collection process, the following should be reviewed by the assigned Finance team:

- Verify that after the Invoice was immediately sent out for all billings to the customer and sent to the correct billing address.
- Make certain that the Organization has not received the customer's payment or applied it to the wrong account. These seem obvious, but it can avoid an uncomfortable situation in wrongly accusing the customer of delinquent payments.

REV104 Account Collections

page 1 of 8

## Accounting Policies, Procedures and Forms

- Review the customer's past payment activity. Determine if they are chronically late and what their response has been to any other overdue notices to determine payment patterns or trends.

- 1.4 Upon review of the above, the Accounts Receivable Representative should then proceed with the collection process by completing an REV104 Ex1 ACCOUNT COLLECTION CONTROL Form. This form will assist in planning and tracking the collection effort. Depending on the amount and the customer situation, the representative can choose to follow-up with collection letters, telephone calls or both.

Record all actions taken (late payment notice, telephone call, etc.) with a date on an ACCOUNT COLLECTION CONTROL Form filed in the customer folder. All customer agreements and explanations should be noted. If payment has not reached the Organization by the expected date, immediate follow-up action should be taken with another collection call or letter. The longer an overdue account is ignored, the longer the customer will ignore it, too.

- 1.5 Telephone communication will often speed up the collection process. Credit representatives, when speaking with a delinquent account, should observe a few tips or principles.

- Identify yourself and the Organization and state the reason for calling. Be direct and use a controlled, confident voice. Concentrate on listening to the customer and don't rush through the call.
- Get the Facts - The most powerful tool is knowledge. During the phone conversation, try to gain as much insight into the situation as possible. Remember, the goals and objectives are to:

Collect the money!

Identify reasons for non-payment

Settle on an agreement for clearing the debt, including special payment plans and exact dates when a check will be sent.

- Never argue, accuse or be condescending - Verbally fighting or talking down to the customer will only serve to produce negative feelings and may hamper the collection effort. The ultimate purpose is to secure payment, and this is best accomplished without becoming defensive or irritated.
- There are several common objections, complaints and excuses used to elude payment. Study the following examples to learn the most effective responses to the most frequently used ploys.

**"I didn't get the invoice."** - Respond by verifying the debtor's name and address, and then review the account information with them.

**"The check is in the mail."** - Extend your thanks, then ask for a check number, amount, date posted and address to which it was mailed.

## Accounting Policies, Procedures and Forms

**"Your payment is being processed."** - Ask when the payment will be ready for the mail. Determine the process that the payment undergoes after it leaves your contact's desk.

**"I need proof of delivery."** - Give the customer the name of the person who signed the delivery slip.

**"The computer is down."** - When do you expect it to be up? Can we get a manual payment?

**"I'll pay you when we get paid."** - Respond calmly, but make a direct request for payment, such as "When can I expect payment?"

**"I have no money"** - Create a payment plan. Be flexible and consider alternatives offered by the customer. Work toward making the plan acceptable to both of you.

- 1.6 Many people find it difficult to confront customers regarding delinquent payments. Just keep in mind that it is the customer, who should feel uncomfortable in this situation.
- 1.7 If customers stop paying, their phone has been disconnected, and you cannot find them, consider using these resources to locate these debtors and their assets:
- City directories
  - Post office (for a forwarding address)
  - A customer's employer
  - Department of motor vehicle license and registration records
  - "In case of emergency" contact, references or closest relatives listed on a credit application
  - Old files and correspondence
  - The Internet (i.e. <http://www.isleuth.com/peop.html>)
  - Skip-tracing services or private investigator
  - Credit bureau reports
  - Neighbors
  - Directory assistance





## Accounting Policies, Procedures and Forms

**2.1 SERIOUSLY DELINQUENT OR UNRESPONSIVE ACCOUNTS**

- 2.2** When an account becomes more than 60 days past due, the immediate target of securing prompt payment should take on a greater sense of urgency. The Finance Manager should review the account with Accounts Receivable to determine if the customer's business is valued.

If their business is valued, the following strategies may be used to collect payment:

- Restrict any further credit until the past due amount is paid in full.
- Withhold services already entered into. The harsh reality of having a MERF customer have to move from a MERF location or find a new provider often can spur a delinquent account into action.

- 2.3** If all other avenues for collection of the account have been exhausted, the Finance Manager, after consulting with the Chief Financial Officer, may want to consider and authorize the use of an outside collection agency.

- 2.4** All uncollectible accounts will be reviewed by the Finance Manager for disposition.

**3.1 WORKING WITH COLLECTION AGENCIES**

- 3.2** Collect all material records for the debt in question and send them to the collection agency. The agency will require a copy of the invoice, proof of delivery, and/or any other correspondence that may help them collect the debt.

- 3.3** Record the date the debt was sent to collections in the accounts receivable file.

- 3.4** If payments are received after the debt has been sent to collections, then notify the collection agency immediately in order to stop any further collection efforts. The agency will take their fee for any debt that has been collected once it has been registered by the agency.

- 3.5** If all other avenues for collection of the account have been exhausted, the Organization should consider further legal action.

**4.1 WRITING OFF UNCOLLECTED DEBT**

- 4.2** Write-off any debts remaining uncollected or that are returned from the collection agency and record as a bad debt expense and deduct from accounts receivable.

- 4.3** If any payments are received after being written-off from accounts receivable, then receive them in as income in the period received.

- 4.4** If bad debt is a recurring problem then consider setting up a reserve account or allowance for bad debt at the beginning of the year.

REV104 Account Collections

page 4 of 8

## Accounting Policies, Procedures and Forms

**References:****A. FAIR DEBT COLLECTION PRACTICES ACT (FDCP)**

The FDCP requires that debt collectors treat consumers fairly and prohibits certain methods of debt collection. Personal, family, and household debts are covered under the Act. This includes money owed for the purchase of an automobile, for medical care, or for charge accounts. Business debt is not included.

Debt collectors may not 1) harass, oppress, or abuse the debtor or any third parties they contact. 2) Use any false or misleading statements when collecting a debt.

For example, debt collectors may not:

- Use threats of violence or harm;
- Publish a list of consumers who refuse to pay their debts (except to a credit bureau);
- Use obscene or profane language; or
- Repeatedly use the telephone to annoy someone.
- Falsely imply that they are attorneys or government representatives;
- Falsely imply that the debtor may have committed a crime;
- Falsely represent that they operate or work for a credit bureau;
- Misrepresent the amount of the debtor's debt;
- Indicate that papers being sent to the debtor are legal forms when they are not
- Indicate that papers being sent to the debtor are not legal forms when they are.
- Give false credit information about the debtor to anyone, including a credit bureau;
- Send the debtor anything that looks like an official document from a court or government agency when it is not.
- Use a false name.
- Collect any amount greater than the debtor's debt, unless the debtor's state law permits such a charge;
- Deposit a post-dated check prematurely;
- Use deception to make the debtor accept collect calls or pay for telegrams;
- Take or threaten to take the debtor's property unless this can be done legally.
- Contact the debtor by postcard.
- Say the debtor will be arrested if they do not pay the debt;
- Say they will seize, garnish, attach, or sell the debtor's property or wages, unless the collection agency or creditor intends to do so, and it is legal to do so.

Accounting Policies, Procedures and Forms

- Say they will take actions, such as a lawsuit against the debtor, when such action legally may not be taken, or when they do not intend to take such action.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	9/5/17	Revision to clarify processes and positions	

Accounting Policies, Procedures and Forms

## REV104 Ex1 ACCOUNT COLLECTION CONTROL FORM

Account Name: \_\_\_\_\_ Date \_\_\_\_\_ Customer Reply or Action \_\_\_\_\_

Taken \_\_\_\_\_

Address: \_\_\_\_\_

Contact(s): \_\_\_\_\_

Telephone #'s: \_\_\_\_\_

Payment Terms: \_\_\_\_\_

Comments: \_\_\_\_\_

<u>Invoice</u>	<u>Date Due</u>	<u>Amount</u>	<u>Date Paid</u>	<u>Running Total Due</u>

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

## Accounting Policies and Procedures

**SOP # REV105 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: REV105 REVENUE RECOGNITION - GRANTS AND CONTRIBUTIONS**

**Policy:** The Organization receives revenue from several types of transactions. It is the policy of the Organization to separate and recognize revenue from grants and contributions separately in the financial statements of the Organization and to comply with all current Federal and California rules regarding solicitation and collection of charitable contributions.

**Purpose:** To provide a separate accounting of grant and contribution income.

**Scope:** This procedure applies to all grant and contribution income.

**Responsibilities:**

Chief Financial Officer and the Finance Department direct the separate accounting for grant revenue and contributions received.

Back-office provider ensures that grant and contribution revenues are separately tracked within the accounting system.

**Definition:**

**Contribution** - An unconditional transfer of cash or other assets to the Organization, or a settlement or cancellation of the Organization's liabilities, in a voluntary nonreciprocal transfer by another entity acting other than as an owner.

**Condition** - A donor-imposed stipulation that specifies a future and uncertain event whose occurrence or failure to occur gives the promisor a right of return of the assets it has transferred to the Organization or releases the promisor from its obligation to transfer its assets.

**Restriction** - A donor-imposed stipulation that specifies a use for the contributed asset that is more specific than broad limits resulting from the nature of the Organization, the environment in which it operates, and the purposes specified in the Organization's articles of incorporation and bylaws. Restrictions on the Organization's use of an asset may be temporary or permanent.

**Nonreciprocal Transfer** - A transaction in which an entity incurs a liability or transfers assets to the Organization without directly receiving value from the Organization in exchange.

**Promise to Give** - A written or oral agreement to contribute cash or other assets to the Organization.

**Exchange Transaction** - A reciprocal transaction in which the Organization and another entity each receive and sacrifice something of approximately equal value

**Procedure:**

**1.1 GRANT AND CONTRIBUTION REVENUE RECOGNITION**

**1.2 Grant income** – Recognized as income when received, based on incurrence of allowable costs (for cost-reimbursement awards) or based on other terms of the award (for fixed price, unit-of-service, and other types of awards). The types of grant income typically received by the Organization are:

- (a) Education payments for MERF Charter services.
- (b) Various Federal, State, and Local grants and contracts.
- (c) Other types of grant income may be received from time to time.

At year-end, grant income that has been incurred but not yet received are accrued to conform with generally accepted accounting principles.

**1.3 Contributions** - Recognized as income when received, unless accompanied by restrictions or conditions (see the next section on contribution income).

**1.4 CONTRIBUTIONS RECEIVED**

**A. Distinguishing Contributions from Exchange Transactions**

The Organization may receive income in the form of contributions, revenue from exchange transactions, and income from activities with characteristics of both contributions and exchange transactions. The Organization shall consider the following criteria, and any other relevant factors, in determining whether income will be accounted for as contribution income, exchange transaction revenue, or both:

1. The Organization’s intent in soliciting the asset, as stated in the accompanying materials;
2. The expressed intent of the entity providing resources to the Organization (i.e. does the resource provider state its intent is to support the Organization’s programs or that it anticipates specified benefits in exchange?);



## Accounting Policies and Procedures

3. Whether the method of delivery of the asset is specified by the resource provider (exchange transaction) or is at the discretion of the Organization (contribution);
4. Whether payment received by the Organization is determined by the resource provider (contribution) or is equal to the value of the assets/services provided by the Organization, or the cost of those assets plus a markup (exchange transaction);
5. Whether there are provisions for penalties (due to nonperformance) beyond the amount of payment (exchange transaction) or whether penalties are limited to the delivery of assets already produced and return of unspent funds (contribution); and
6. Whether assets are to be delivered by the Organization to individuals or other than the resource provider (contribution) or whether they are delivered directly to the resource provider or to individuals or the Organization is closely connected to the resource provider.

**B. Accounting for Contributions**

The Organization shall recognize contribution income in the period in which the Organization receives restricted or unrestricted assets in nonreciprocal transfers, or unconditional promises of future nonreciprocal asset transfers, from donors. Contribution income shall be classified as increases in unrestricted, temporarily restricted, or permanently restricted net assets based on the existence or absence of such restrictions. See REV107 Restricted Funds for more details.

Unconditional promises to give shall be recorded as assets and increases in temporarily restricted net assets (contribution income) of the Organization in the period that the Organization receives evidence that a promise to support the Organization has been made. Unconditional promises to give that are to be collected within one year shall be recorded at their face value, less any reserve for uncollectible promises, as estimated by management. Unconditional promises to give that are collectible over time periods in excess of one year shall be recorded at their discounted net present value. Accretion of discount on such promises to give shall be recorded as contribution income in each period leading up to the due date of the promise to give. The interest rate that shall be used in calculating net present values of unconditional promises to give is the risk-free rate of return available to the Organization at the time the Organization receives a promise from a donor.

When the final time or use restriction associated with a contributed asset has been met, a reclassification between temporarily restricted and unrestricted net assets shall be recorded.

When it receives support in the form of volunteer labor, the Organization shall record contribution income and assets or expenses if one of the following two criteria is met:

1. The contributed service creates or enhances a nonfinancial asset (such as a building or equipment), or
2. The contributed service possesses all three of the following characteristics:
  - a. It is the type of service that would typically need to be purchased by the Organization if it had not been contributed,
  - b. It requires specialized skills (i.e. formal training in a trade or profession), and
  - c. It is provided by an individual possessing those specialized skills.

Contributed services that meet one of the two preceding criteria shall be recorded at the fair market value of the service rendered.

### **C. Receipts and Disclosures**

The Organization and its donors are subject to certain disclosure and reporting requirements imposed under the Internal Revenue Code and its underlying regulations. To comply with those rules, the Organization shall adhere to the following guidelines with respect to contributions received by the Organization.

For any separate contribution received by the Organization, it shall provide a receipt to the donor. The receipt shall be prepared by the School Principal. All receipts prepared by the Organization shall include the following information:

1. The amount of cash received and/or a description (but not an assessment of the value) of any noncash property received;
2. A statement of whether the Organization provided any goods or services to the donor in consideration, in whole or in part, for any of the cash or property received by the Organization from the donor, and
3. If any goods or services were provided to the donor by the Organization, a description and good faith estimate of the value of those goods or services.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Change in responsibilities	Oswaldo Diaz, CFO
2	9/5/17	Revision to clarify processes and positions	

[This page intentionally left blank]

**SOP # REV106 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title:** REV106 GIFTS-IN-KIND

**Policy:** MERF may accept contributions of goods or services that can be used to advance the mission of MERF and/or any of its schools or may be converted readily into cash. When accepting a gift-in-kind, the receiver must ask the donor to complete as an example REV106 Ex1 GIFT-IN- KIND FORM. Once the donor has completed the form, the receiver must sign the form and send it immediately to the central office for processing.

**Purpose:** To ensure that Gift-In-Kind transactions are handled in accordance with IRS guidelines and are properly recorded.

**Scope:** All Gift-In-Kind transactions.

**Responsibilities:**

Receiver is responsible for assessing the gift for usefulness to the Organization.

School Principal is responsible for handling donor documentation.

The Financial Analysts are responsible for assessing value of gift and informing Back-office provider so that it can be recorded into the accounting system.

**Definition:** **Gifts-In-Kind** - Transactions categorized as a voluntary contribution of goods or services that can be used to advance the mission of MERF or can be readily converted to cash and may qualify as a charitable deduction for the person(s) making the gift.

Contributed services cannot be counted as a gift and do not qualify as a charitable tax deduction to the donor. However, a donor of services may be able to deduct expenses incurred while performing said services. In such cases, the donor should be advised to consult with a tax accountant.

**Background:** The IRS has specific regulations regarding gifts-in-kind. This policy outlines the process an employee of MERF should follow when presented with a gift-in-kind. It limits the liability that may inadvertently be assumed by placing value on gifts or by accepting a gift that does not advance the mission of MERF or cannot be readily converted to cash. It further assures that a donor will receive timely acknowledgement of his/her contribution.

**Procedure:**

**1.1 RECEIPT OF GIFT**

2 When presented with a potential gift-in-kind, an individual must assess if the gift can be used to advance the mission of MERF or could be readily converted to cash. If there is any question as to whether the contribution meets either of these.

criteria, the individual should contact his/her immediate supervisor or the central office.

- 2.1** If the gift is accepted, the individual should offer an immediate and sincere expression of gratitude. At that time, the donor should be given a Gift-In-Kind form and be encouraged to complete the form at that time. If the donor is unable or unwilling to complete the form, the receiver may complete the form, write "N/A" as the estimated fair market value, and enter that the form was completed by him/her in the note section in the lower right hand corner.

The individual accepting the gift cannot offer tax advice or dictate the value of the contribution. It is the responsibility of the donor to determine the fair market value of the contribution. **Note:** the value is for MERF internal gift reporting and accounting only; the donor's receipt and/or acknowledgement will not indicate value in any way that could be construed as an endorsement of its value.

- 2.2** If the item is personal property of the donor and is valued at more than \$5,000, the donor must obtain a certified appraisal. The appraisal cannot be dated more than 60 days from the date of the donation. It must be prepared, signed and dated by a qualified appraiser. Federal law requires that the donor pay for the appraisal. (The cost of the appraisal is also tax deductible). This value will be used for gift reporting purposes only.

**What constitutes a qualified appraisal:**

- I. Appraiser must hold himself or herself out to the public as an appraiser and state credentials showing that he or she is qualified to appraise the type of property being valued.
- II. Appraiser must value the property no more than 60 days before the date of gift; it can be done after the gift has been accepted by the MERF.
- III. Appraiser cannot be (1) the donor, (2) the donee (MERF), (3) any party to the transaction, (4) an appraiser used regularly by (1), (2) or (3), or anyone employed or related to (1),(2), or (3).

The appraisal must contain the following information:

1. A description of the item
  2. Its physical condition
  3. The date (or expected date) of the contribution
  4. Name, address and tax ID number of the appraiser
  5. Qualifications of the appraiser including his/her background, experience and education
  6. A statement that the appraisal was prepared for income tax purposes
  7. Date the item was valued
  8. Appraised fair market value of the item
  9. Method of valuation (income approach; market data approach; replacement cost minus depreciation approach.)
  10. Appraiser must complete Part IV of Section B on form 8283
- 2.3** The individual accepting the gift will sign and date the Gift-In-Kind form only after the donor has irrevocably turned over the gift-in-kind. Once signed, the

form should be turned over to the School Principal immediately for processing and acknowledgement.

- 2.4 The School Principal will notify the Finance team of the contribution. The Finance team will then provide necessary information to Back-office provider so that it can be assigned as an asset or income to the appropriate school or to the central office.

## 2.1 COMPLIANCE

- 2.2 The IRS allows an individual to deduct the full fair market value of a donated item if it is kept by MERF and used for one of its tax-exempt purposes. If the item is to be converted to cash, then the donor may claim a deduction of the cost value or the fair market value, whichever is less. **It is the sole responsibility of the donor to determine the value of a contributed item; the receiver cannot assign a value to the donated item(s).**

- 2.3 Upon receipt of a gift-in-kind, MERF will issue an acknowledgement to the donor along with a copy of the Gift-In-Kind form. The acknowledgement will contain only a description of the contribution and will not include a statement as to the value of the contribution. It will further contain a statement as to what, if any, goods or services were given in exchange for the contribution. MERF cannot issue an acknowledgement for contributions that cannot be used or readily converted to cash.

- 2.4 For gifts with values exceeding \$5,000, the donor must complete all parts of IRS form 8283 and submit the form to MERF for signature. The School Principal, the Chief Financial Officer and the Chief Executive Officer are the only individuals authorized to sign 8283 forms.

If MERF has signed an IRS form 8283 and then sells, exchanges or otherwise transfers the gift within two years from the date of gift, the central office must file a donee information return, IRS form 8282, within 125 days of disposing the property. MERF will advise the donor if such a transaction occurs as it may affect the charitable tax deduction for which they qualify.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Inclusion of back-office provider service provider process	Oswaldo Diaz, CFO



Accounting Policies and Procedures

**REV106 Ex1 GIFT-IN-KIND CONTRIBUTION FORM**

**Date:** \_\_\_\_\_

**Event Name** (if applicable): \_\_\_\_\_

**Donor Information:**

**Donor Name** \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Gift Description:** \_\_\_\_\_

**Estimated fair market value (by donor):** \$ \_\_\_\_\_

**Special instructions (e.g., item delivery or pick up, restrictions, etc.):**

**Please return this form to:**

Finance Department

Ph

one: (714)892-5066 13950

Milton Ave. Fax:

(714)362-9588

Suite 200B

Westminster, CA 92683

Per IRS regulations, any item you value over \$500 requires IRS Form 8283; any item you value over \$5,000 requires Form 8283 and a written appraisal.

*This form does not serve as a receipt for this contribution, but is intended for our internal record keeping purposes only. A receipt describing the items or merchandise donated will be mailed to the address supplied above. Magnolia Educational & Research Foundation is unable to include the estimated value on the donor receipt. It is the responsibility of the donor to substantiate the fair market value for his/her own tax purposes. The donation of services, although very valuable and much appreciated, is generally not considered tax deductible by the IRS. Please consult with your tax advisor to determine the tax implications of your gift.*

[This page intentionally left blank]

Accounting Policies, Procedures and Forms

**SOP # REV107 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: REV107 RESTRICTED FUNDS**

**Policy:** To properly record and track funds with restrictions in order to ensure the donor's intended uses are met, assist with cash flow planning purposes, and to stay within compliance with laws relating to use of restricted funds.

**Purpose:** Generally accepted accounting principles require the Organization to classify funds based on the restrictions provided by the donor. These classifications may be unrestricted, temporarily restricted or permanently restricted. Donor restrictions should be in writing, to ensure proper treatment.

**Scope:** This procedure applies to funds received that are classified as temporarily or permanently restricted.

**Responsibilities:**

Back-office provider is responsible for recording restricted donations and releases from restrictions properly in the accounting system. Back-office provider is also responsible for periodic reconciliation of restricted asset totals and monitoring restrictions to determine whether they have been met.

Chief Financial Officer is responsible for monitoring of restrictions and determining whether fulfilling restrictions can be viable for the Organization.

**Definition:**

**Unrestricted Net Assets** - net assets whose use is not restricted by donors, even though their use may be limited in other respects, such as by board designation.

temporarily restricted because of an inference that uncollected amounts are intended for future periods.

**Temporarily Restricted Net Assets** - net assets whose use are limited by donors to either a specified purpose or a later date.

**Permanently Restricted Net Assets** - net assets whose use are restricted in perpetuity, such as endowments.

Pledges receivable are considered to be

**Procedure:**

**1.1 RESTRICTED FUNDS**

**1.2** At the time revenue is earned by the Organization, the Financial Analysts with the support of Back-office provider will review any related documentation associated with the revenue to determine whether there are any restrictions on the money.  
 Examples

## Accounting Policies, Procedures and Forms

of restrictions are individual donations given with the intent of supporting a particular program or campaign, a grant received to operate a specific program or project, and donations received to hold in perpetuity. This information can be found on the award letter or on the financial instrument itself. If the revenue is determined to contain restrictions, Back-office provider will record in a separate class in the accounting system to keep separate from unrestricted funds.

**1.3 Temporarily Restricted Funds** – These funds will be monitored for satisfaction of donor restrictions on a regular basis. Once stipulations are met, they are reclassified from temporarily restricted funds to unrestricted funds regardless of when the related expenses will occur. This is known as “net assets released from restrictions.”

**1.4 Permanently Restricted Funds** – These funds are restricted by the donor for a designated purpose or time restriction that will never expire. The intent is that the principle balance of the contribution will remain as an investment forever, and the Organization will utilize the interest and investment returns, such as with an endowment.

## **2.1 ACCOUNTING FOR RESTRICTED FUNDS**

**2.2** In addition to the obligation to its donors, the Organization is bound by law to spend contributed dollars as designated. If a condition on restricted funding has not been fulfilled and the money has been spent, the donor can demand that the funds be returned, pursue legal action, or contact the Office of the Attorney General. It is of the utmost importance that donor restricted funds are handled properly.

**2.3** Do not budget to spend money unavailable to Organization. When planning and budgeting, be mindful of any and all of the time and activity restrictions present on restricted funds. Understand how restrictions will impact cash flow and availability of funds.

**2.4** Educate staff and board members who are accountable for the Organization’s financial decisions so that they fully understand funding restrictions. Know when the restrictions are satisfied and how to release the funds from restriction.

**2.5** When analyzing financial reports, pay close attention to unrestricted funds and, unless you are making decisions regarding programming for which the funds have been restricted, avoid basing decisions on restricted funds. Try to focus your attention on the “Unrestricted” amounts. Formatting financial report with columns that delineate unrestricted and restricted funds can be very helpful.

**2.6** Most restrictions on funds directly relate to the grant or fundraising request. When researching and applying for grants, be aware of any challenges that potential restrictions could present to the Organization.

**2.7** Fundraising letters and appeals can inadvertently place restrictions on donations. Be certain that managers and donors understand the purpose of contributed dollars and understand if restrictions are present. Also, be certain that staff charged with fundraising understand that appeals can lead to restricted gifts.

## Accounting Policies, Procedures and Forms

- 2.8** Work with staff to understand the true cost of programming. Allocate all direct costs associated with a program. These allocations help to prepare more accurate budgets for grants and fundraising appeals, and better utilize contributions restricted to specific programs to ease the pressure on limited general operating dollars.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Change in responsibilities	Oswaldo Diaz, CFO

REV107 Restricted Funds  
Accounting Policies, Procedures and Forms

page 3 of 4

[This page intentionally left blank]

**SOP # PUR101 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: PUR101 VENDOR SELECTION**

**Policy:** To ensure the performance capabilities of all vendors and maintain the internal controls of over the purchasing functions, vendor selection , quality control , and certain procedural requirements.

**Purpose:** To provide the methods for determining, documenting and, when applicable, inspecting vendors for compliance with Organization policies and contract purchasing requirements.

Purchased products and services should conform to specified requirements. This starts with selection of appropriate suppliers, consultants, and contractors that have the capability and systems to supply products, materials and services to satisfy Organization requirements. Suppliers and consultants are controlled to the extent necessary based on the effect of the purchased items and services on the quality of the Organization's products and services.

**Scope:** This procedure applies to all vendors of products, materials, and services that directly affect the quality of the Organization's products and services.

**Responsibilities:**

The Board of Directors shall have authority to approve all contracts including budgeted and non-budgeted items over \$50,000. 90,000

Chief Executive Officer shall have authority to approve all contracts up to and including the amount \$50,000 90,000 for all budgeted and non-budgeted amounts.

School Principal is responsible for initial supplier, contractor, and consultant (Collectively the "Supplier") identification and for collection of business information related to the potential supplier. School Principal shall have the ability to approve purchases up to and including the amount of \$10,000.

All MPS Chief Executive Team Members are responsible for approving contracts up to \$10,000 that are within the approved budget.

## Accounting Policies, Procedures and Forms

### Procedure:

#### 1.0 VENDOR SELECTION

##### 1.1 New vendors are to be evaluated using the following criteria:

- Pricing: competitive pricing is one component of the evaluation and may be outweighed by other factors. Pricing alone will not be a deciding factor unless all else is equal.
- Parts availability and shipping time frame.
- Performance capability (i.e., financial status, sufficient facilities, capability of equipment and employees, professional licenses, years of experience).
- Internal Quality Assurance program: Contractors undergo PEER Review, hold additional licenses, are given preference.
- Reference checks.
- Warranty information if applicable.
- Whether the vendor is debarred from receiving State and/or Federal funds

##### 1.2 Ongoing evaluation of suppliers:

- On-Time Delivery, 100% on time expected (0 days early, 0 days late)
- Quality: (Items (or lots) rejected/Total items (or lots) received) X 100. Ratings less than 95% require corrective action. Exceptions to the 95% Corrective Action requirement may be given where the total quantity of items or lots received is small and at the Controller's discretion.

##### 1.3 Qualified vendors will be maintained on an Approved Vendor List for purchasing. The approved list can be as simple as those vendors that are retained as "active" in the accounting system.

#### 2.0 VENDOR INSPECTIONS

- 2.1 For critical components that the Organization desires to rely on the quality assurance of the vendor to reduce receiving inspection or testing requirements such as with high end computer parts, an on-sight vendor inspection may be performed and approved.
- 2.2 The Controller will coordinate with the Purchase Agent to plan, arrange and designate staff for all vendor inspections when considered necessary by the Chief Financial Officer.

#### 3.1 VENDOR FILES

- 3.2 A vendor file will be prepared and maintained for all vendors on the Approved Vendor List, which will be used for significant or on-going purchasing. The vendor files will be kept alphabetically and should include the following:



PUR101 Vendor Selection

page 2 of 4

## Accounting Policies, Procedures and Forms

- IRS W-9 Taxpayer Identification Certificate (a PDF download is available at: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Resale certificates (only required for those that resell their purchases)
- Legal contracts, dealer or marketing agreements, etc.
- Long-term blanket purchase order commitments
- Proof of insurance
- Any other relevant correspondence or documentation

**3.3** Form 1099 must be filed at year-end for the proper reporting of income to certain vendors. To determine whether or not one needs to be filed, all non-merchandise vendors should complete an IRS W-9 Request for Taxpayer Identification Number Certificate. A copy can be obtained via the IRS website ([www.IRS.gov](http://www.IRS.gov)) or by contacting the local IRS office. The vendor indicates on the form the reporting status. Note: Incorporated vendors do not receive 1099s.

This applies to all contractors for service (repair person, accountant, consultant, etc) who are NOT incorporated, and to all lawyers, regardless of incorporation. It is important to make this determination before engaging the contractor so that all payments can be properly tracked for 1099 reporting purposes at the inception.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	2/16/15	Segregation of Duties	Oswaldo Diaz, CFO
2	9/5/2017	Revision to clarify processes and positions	
3	2/11/2021	Revision to increase the approval limits	Serdar Orazov, CFO
4	4/7/2022	Revision to increase the approval limits	Steve Budhraj, CFO

PUR101 Vendor Selection  
Accounting Policies, Procedures and Forms

page 3 of 4

[This page intentionally left blank]

Accounting Policies, Procedures and Forms

**SOP # PUR102 Revision: 3****Prepared by: Central Office****Effective Date: 4/7/2****Approved by: BOD****Title: PUR102 GENERAL PURCHASING**

**Policy:** All purchases of goods and services shall be consistent with the Board-approved budget. The investment in supplies and capital equipment will be facilitated through the Purchasing Department, maintained at the lowest effective level and supervised consistent with a common set of procedures and controls as required by all regulatory and customer contract requirements.

**Purpose:** To outline the actions to be taken for 1) the procurement of supplies and capital equipment, 2) the completion of related documents.

**Scope:** This procedure applies to the purchase of all supplies and capital equipment for all departments within the Organization.

**Responsibilities:**

All personnel that require a product or service must complete a request in Purchasing Software specifying items for purchase and obtain required approvals.

Chief Financial Officer and the Finance Department are responsible for using good purchasing methods, optimizing price savings, quality or value of products, vendor working relationships, placing orders with approved suppliers, negotiating pricing with suppliers, and forwarding all paperwork to Back-office provider accounts payable for payment.

Back-office provider accounts payable is responsible for payment of invoices only after satisfactory completion or delivery of goods or services has been made.

The School Site Personnel and Other Designated Individuals are responsible for receiving, inspecting materials, and forwarding all paperwork to a designated agent at Back-office provider.

**Procedure:****1.1 ORDER DETERMINATION AND REQUISITION**

- 1.2 Purchasing should obtain the optimal price for any purchases. All purchases above **\$10,000** require at least 3 quotes to be obtained. Quotes may be submitted by the requestor, Controller or the Purchase Manager can obtain the 3 quotes. The quotes are entered into Purchasing Software along with evaluation and selection of the best option by the requestor. ~~The Chief Financial Officer reviews the 3 quotes and forwards the recommendations to the Chief Executive Officer for final review and decision.~~

## Accounting Policies, Procedures and Forms

**1.3** For purchases of goods and supplies, a request in the Purchasing Software will be prepared by the originating individual or department. The Purchasing Software request should be completed and approved with the following items and any additional supporting documentation:

- Complete description with part or model numbers and link to website if available
- Engineering drawings and specifications
- Type, Class, Grade required
- Quantity required
- Date required
- Requesting department, account code, and allowance/resource code
- Recommended vendor or source if applicable
- Other requirements
- Special shipping requirements
- Special inspection requirements upon receipt
- Itemized Receipts

For the following purchases, additional information is required:

- Textbooks – Full ISBN
- Airline tickets - passenger(s) legal name(s), date of birth, gender, departure/arrival airport codes and exact dates
- Vehicle rentals - vehicle type, exact dates and exact pick up/drop off locations

**1.4** If the requisition is for subcontracted services:

- A complete description of the service to be performed
- Engineering drawings and specifications if appropriate
- Requirements for qualification of personnel
- Other documents such as insurance forms, etc.
- Quality standards to be applied

**1.5** Purchasing/Accounting will analyze terms, vendor, pricing, quantity breaks, etc., and will order accordingly in the Organization's best interest. Purchasing will notify the requester of any material variances prior to placement of the order.

**1.6** Reimbursements for purchases made by staff will be processed upon proper authorization through the Purchasing Software.

## **2.1 ORDER PLACEMENT**

**2.2** Requestor is responsible for completing a purchase order form for all orders in excess of \$1,000. This can be processed through the Purchasing Software. Purchase orders are exempted for items such as salaries and related costs, utilities, building leases and debt service payments, other leased equipment, utilities, contracted

services, insurance, legal expenses.

**2.3** PUR102 General Purchasing page 2 of 6

Accounting Policies, Procedures and Forms

- 2.4** If there are any requirements for items to be inspected at the supplier's or the Organization's premises by the Organization or our customer, the arrangements and method of product release shall be included in the purchasing information.
- 2.4 Buyers must review their purchase orders for accuracy. The buyer submits their authorization through the Purchasing Software indicating the review was performed.
- 2.5 Orders can be placed with the vendor either by telephone, fax, internet or mail. When placing orders by telephone, the vendor contact and date of order should be noted and a confirming copy of the order sent to the vendor. Pre-approval for any purchase is always required.
- 2.6 Purchasing is responsible for communicating with those receiving the supplies, following-up on shipping, delivery, and expediting and partial shipments of ordered items. Purchasing can either telephone vendors or use a PUR102 Ex1 PURCHASE ORDER FOLLOW-UP form to verify, trace or expedite orders.
- 3.1 RECORDKEEPING AND MATCHING**
- 3.2** When Purchase Orders are issued, the Purchasing and Accounting copies will be placed in an Open File until the items are received. The Open File should be reviewed on a weekly basis to determine whether any orders need follow up.
- 3.3** Items will be received in accordance with procedure PUR103 RECEIVING AND INSPECTION. The completed vendor's packing list is kept at the site where the shipment was received.
- 3.4 For partial shipments, a note will be made in the Purchasing Software to identify the shipment as partially received. The original Purchase Order will be kept in the open file until all items are received.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	2/13/15	Segregation of duties and limits	Oswaldo Diaz, CFO
2	11/12/15	Inclusion of back-office provider service provider processes	Oswaldo Diaz, CFO
3	9/5/17	Revision to clarify processes and positions	
4	5/9/19	Revision to comply with LAUSD Oversight report recommendations	Nanie Montijo, CFO

5	3/29/21	Revision to update the procurement policy	Serdar Orazov, CFO
6	4/7/22	Revision to update the procurement policy	Steve Budhraj, CFO

PUR102 General Purchasing

page 3 of 6

Accounting Policies, Procedures and Forms

[This page intentionally left blank]



PUR102 General Purchasing

page 4 of 6

Accounting Policies, Procedures and Forms

**PUR102 Ex1 PURCHASE ORDER FOLLOW-UP**

To:

Date: \_\_\_\_\_

**Please rush a reply to us by fax or telephone on the information requested below. Thank you.**

Our Purchase Order #: \_\_\_\_\_

From:

Dated: \_\_\_\_\_

**Please Respond To Our Request As Indicated Below**

with our requested date? \_\_\_\_\_

below. invoice.

\_\_\_\_\_  
Please revise

**Comments or Reply:** \_\_\_\_\_

PUR102 General Purchasing

page 5 of 6

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

Accounting Policies, Procedures and Forms

**SOP # PUR103 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**TITLE: PUR103 RECEIVING AND INSPECTION**

**Policy:** All parts, components, goods and materials will be received in an organized manner and inspected for conformance prior to stocking or use in order to provide an initial quality control inspection. Any items or shipments rejected will be properly quarantined from other inventory items until disposition.

**Purpose:** This procedure outlines the steps for the receiving and inspection of materials, components, or parts and the disposition of rejected items.

**Scope:** This procedure applies to the receipt of all purchases.

**Responsibilities:**

Anyone Performing the Receiving Function are responsible for receiving, inspecting materials, filing receiving documents at site, and marking purchase order as received.

Purchasing is responsible for accepting or rejecting damaged goods. Back-office provider is responsible for payment of invoices.

The Finance Department will review and authorize all rejections.

**Procedure:**

**1.1 RECEIVING**

**1.2** A "receiver" is any form used to record the specific types and counts of product or materials received. Usually, the receiver is provided by the vendor and is not part of the Organization's system at all.

An example of this would be a detailed packing slip, furnished by the vendor with the shipment. The packing slip should be kept at the school site.

All incoming product or materials are to be counted and reconciled with what was originally purchased. Discrepancies must be recorded.

**1.3** All incoming shipments must be examined for apparent package damage. If the shipment has apparent damage, notify Purchasing/Accounting immediately. Purchasing will decide to either accept or reject the shipment from the carrier and/or file a freight claim.

**1.4** If the shipment shows no signs of damage or the Purchase Manager or School Site Principal or designee has decided to accept a damaged shipment, count the shipping pieces (i.e., packages, boxes but not the contents; see Inspection below) and confirm with the bill of lading and note any exceptions (i.e., package damage or shortages).

## **2.1 INSPECTION**

- 2.2** At the receiving holding area, each shipment should be unpacked and all items piece counted and matched to the packing list. If a packing list is not available, complete as an example PUR103 Ex1 RECEIVING AND INSPECTION REPORT.
- 2.3** The shipment will then be inspected for conformance according to the inspection level required for each part number (see PUR103 Ex3 INVENTORY INSPECTION LEVELS). If multiple part number classes are included in the shipment, each class will be segregated and inspected accordingly.
- 2.4** Any previously undiscovered damage to individual inventory items should be noted on the inspection report and immediately followed up with the vendor.

## **3.1 REJECTION, DISCREPANCIES AND DISPOSITION**

- 3.2** Any count discrepancies will be noted on the packing list or as an example PUR103 Ex2 RECEIVING AND INSPECTION REPORT, signed and forwarded to Purchasing. Purchasing will then follow-up with the vendor to resolve the shipping discrepancy.
- 3.3** If there is a non-conformance discrepancy, the suspect goods will be red-tagged and separated (quarantined) from other parts and immediately placed in a separate holding area for disposition.
- 3.4** If only partial goods in the shipment are of non-conformance, the accepted goods should be noted on the paperwork and stocked or placed in use per above procedure.
- 3.5** Complete as an example PUR103 Ex2 RECEIVING AND INSPECTION REPORT for any rejected parts. Accounting will review and authorize all rejections and complete Part II of the report.
- 3.6** Goods found to be in conformance or suitable for their intended use and accepted by Accounting will have the red tag removed and be returned to the receiving area or location the product is needed for use. Accounting will note on the report the justification for any accepted parts and forward the report along with the packing list to the Purchase Manager.
- Goods rejected by Accounting will continue to be quarantined and red tagged until disposed. Purchasing will determine and arrange for the appropriate disposition of rejected items (i.e., return to vendor for credit, scrap, etc.).
- 3.7** Unidentified shipments should be resolved by the Purchase Manager. Contact the Chief Financial Officer to resolve any suspicious looking packages.

PUR103 Receiving And Inspection

page 2 of 10

Accounting Policies, Procedures and Forms

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Changes to responsibilities	Oswaldo Diaz, CFO

PUR103 Receiving And Inspection

page 3 of 10

242

Accounting Policies, Procedures and Forms

[This page intentionally left blank]



Accounting Policies, Procedures and Forms

[This page intentionally left blank]



Accounting Policies, Procedures and Forms

## PUR103 Ex2 RECEIVING AND INSPECTION REPORT

**PART I RECEIVING**

Date: \_\_\_\_\_

Vendor/Supplier/Subcontractor: \_\_\_\_\_

P.O. Or Contract No.: \_\_\_\_\_

Item No.	Description	INSPECTION Criteria	QUANTITIES Ordered	Received	Inspected	Accepted	Rejected
----------	-------------	------------------------	-----------------------	----------	-----------	----------	----------

Received By: \_\_\_\_\_

**PART II INSPECTION**

Inspected By: \_\_\_\_\_

Sample Lot	Conformance/Discrepancies to Specifications			
	YES	NO	YES	NO
Lot Size: _____			Shipping Damage	Functional
Sample Qty: _____			Markings/Finish	Dimensions
Accepted: _____			Attributes	Other
Place in Stock			Date: _____	Rejected: _____
Forward to Next Operation				Date: _____
			Cause for Rejection: _____	
			_____	

**PART III REJECTED PARTS DISPOSITION**

Return to Vendor \_\_\_\_\_ Conditional Acceptance Approvals \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Remarks: \_\_\_\_\_

Further comments may be noted on back of report or additional sheets if necessary.

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

## Accounting Policies, Procedures and Forms

**PUR103 Ex3 INVENTORY INSPECTION LEVELS**

The following are generic descriptions of the type of inspections that should be performed for various classes of inventory items. These descriptions are not completely comprehensive for all the possible types of inventory that can be received and therefore, the inspector should use appropriate judgment to determine any special inspection procedures that may be necessary for unique items.

The inspection levels are intended to be cumulative in that higher level inspections will also include all lower level inspection procedures.

The percentage of the total parts inspected will be according to the part number specifications. For example, an inspection level indication of "Level II, 25" would require that 25% of the parts received in the shipment will be examined at a Level II inspection.

If defects or rejected items are discovered within a shipment and less than a 100% inspection has been performed, the receiving inspector will consult with the Quality Control Manager to determine the appropriate action for assurance of the remainder of the shipment.

- Level I: Visual inspection of the shipment or lot. Items appear reasonably to match packing list description(s). Nothing comes to the attention of the inspector as noticeable defects or as unusual and unordinary.
- Level II: Actual hands-on visual inspection of individual parts. Each part inspected will be analyzed for the quality of workmanship and construction and the appearance of any defects.
- Level III: A functional test of the part will be performed as appropriate for the item. For example, pneumatic parts should indicate function when attached to compressed air source; moving parts should rotate, slide etc.; electrical components should operate, light, etc.
- Level IV: The part will be inspected against a set performance or measurement standard as indicated in the part file. For example, structural items will be measured for compliance to drawings within specified tolerances; electrical and mechanical devices will function according to specified performance standards.

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

## Accounting Policies, Procedures and Forms

**SOP # PUR104 Revision: 4**  
**Effective Date: 4/7/22**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: PUR104 ACCOUNTS PAYABLE AND CASH DISBURSEMENTS**

**Policy:** Internal controls are required to ensure that only valid and authorized payables are recorded and paid. Accounting procedures should be implemented to ensure the accuracy of amounts, coding of General Ledger accounts and appropriate timing of payments. All accounts payable and cash disbursements will have documented pre-approval, and the authorization limits are stated in the below Responsibilities section.

**Purpose:** To explain the practices for documenting, recording and issuing payments for accounts payable transactions. (Note: Payments, disbursements, and expenditures result from accounts payable transactions)

**Scope:** This procedure applies to all purchases including, contractors, consultants, and merchandise and non-merchandise purchases.

**Responsibilities:**

The Principal at each school site is responsible for reviewing and approving payments under \$10,000 in the purchase software, in accordance with the approved budget.

The Chief Financial Officer is responsible for reviewing and approving payments ~~above \$10,000~~ **up to 50,000** in accordance with the approved budget.

The Chief Executive Officer may assign the Chief Academic Officer, the Chief Operations Officer, the Chief External Officer or Regional Directors the authority to approve expenditures up to \$10,000.

The Chief Executive Officer is responsible for reviewing and approving payments over ~~\$25,000~~ **\$50,000** in accordance with the board approved budget, as well as up to **\$90,000** for non-budgeted items.

Back-office provider is responsible for payment of invoices in a timely manner.

**Background:** Properly recording liabilities is generally a three-step process, particularly, for merchandise purchases.

The first step is recording the liability upon receipt of merchandise, using the purchase order estimates or other documentation as a guideline. For accuracy and timeliness of data, a liability should be recorded as soon as the Organization receives the purchased items.

Consultant projects are not recognized as a liability until the invoicing from the consultant is received unless and accrual has been recorded to recognize the total estimated cost of the consultant's services.

PUR104 Accounts Payable and Cash Disbursements  
Accounting Policies, Procedures and Forms

page 1 of 6

By necessity, this initial recording is usually an estimate or encumbrance and can be finalized when the actual invoice arrives. This is why a Purchase Order is so important for merchandise purchases. It documents the Organization's understanding of how much each item will cost, per the vendor's terms. This includes estimates for freight and any other charges.

The second step takes place when the vendor's invoice is received. At this point the actual liability is finalized, with any necessary adjustments to the item costs, freight, or other charges.

The third step involves the preparation, issuance of payment for the goods received, and subsequent filing of all paperwork for easy retrieval.

### **Procedure Overview:**

Cash disbursements are generally made for:

1. Payments to vendors for goods and services
2. Taxes/license fees
3. Staff training and development
4. Memberships and subscriptions
5. Meeting expenses
6. Employee reimbursements
7. Marketing/promotional materials Checks

are processed throughout the week.

Requests for cash disbursements are submitted to Accounting through the purchasing software. Documentation for the purchasing software requests can be in three ways:

1. Original invoice
2. Purchase request (submitted on approved form)
3. Employee expense report or reimbursement request

All invoices must be approved by the appropriate staff prior to being submitted to accounts payable. Accounts payable will determine the account code for each invoice.

Approvals for reimbursement requests must be obtained prior to the purchase. The Organization is not obligated to reimburse requests where prior approval was not obtained; however this decision is made at the discretion of the Chief Financial

Officer.

Every employee reimbursement or purchase request must be documented in the purchasing software. Please see PUR106 Reimbursements for more details.

PUR104 Accounts Payable and Cash Disbursements

page 2 of 6

Accounting Policies, Procedures and Forms

Requests for payment are reviewed in the purchasing software by the Principal, Controller, or Chief Financial Officer dependent on purchase amount. The appropriate personnel:

1. Verifies expenditure and amount
2. Approves for payment if in accordance with budget
3. Provides or verifies appropriate allocation information
4. Provides date of payment taking into account cash flow projections
5. Submits to the Finance team for processing

Back-office provider processes all payments and:

1. Immediately enters them into the Accounts Payable module unless it is paid upon receipt on the same day
2. Prints checks according to allocation and payment date provided by the authorizing party
3. Submits checks, with attached backup documentation, to the Chief Financial Officer for approval and signature.
4. Stamps invoice "paid"
5. Mails checks and appropriate backup documentation
6. Files all backup documentation in the appropriate file
7. Monitors accounts payable throughout the month

**Procedure:**

**1.1 DOCUMENTING ACCOUNTS PAYABLE**

**1.2** The following documents will be forwarded to Back-office provider accounts payable as a pdf batch for temporary filing and subsequent matching to form an accounts payable voucher package:

- Purchase Order from the purchasing software
- Vendor invoice
- Vendor/Consultant contract

- 1.3** Once the Back-office provider has received all of the above documents, the following steps will be performed to ensure proper authorization, validity of purchase, receipt of purchased items or services and accuracy of amounts.

The purchase order should be evaluated for proper authorization and the nature of the purchase and pricing as shown on the invoice reviewed for validity.

PUR104 Accounts Payable and Cash Disbursements

page 3 of 6

Accounting Policies, Procedures and Forms

- The quantities shown shipped or delivered on the invoice will be compared to the packing slip and/or receiving reports if items have been received. Any discrepancies must be followed-up and resolved prior to commencing with the disbursement process.
- Calculations on the invoice will be recomputed such as quantities received multiplied by unit price and totals.
- Purchases of items and service contracts shall not be made in small quantities (split bidding) for the purpose of circumventing the authorized approval limits assigned by the Board of Directors, or to avoid public bidding based on the policies and procedures.

## **2.1 RECORDING NON-MERCHANDISE PAYABLES**

- 2.2** Non-merchandise expenditures like utilities, rent, insurance, taxes, repairs, professional fees, etc., are generally not recorded through the purchase order routine. However, there may be other documentation, like contracts, requisitions, and other agreements. These should be filed in the applicable vendor file as documentary support. Upon receipt of the invoice, the charges should be entered into the payable system and coded to the appropriate expense account.
- 2.3** Generally, once invoices (both merchandise and non-merchandise) have been entered, they can be filed in the respective vendor files, ordered by date. To guard against misfiling an un-entered invoice, consider stamping "entered" on each invoice when it's recorded in accounts payable. It is also helpful to note the entered date and initial entry.

## **3.1 PAYMENT OF ACCOUNTS PAYABLE**

- 3.2** Accounts payable systems generally provide an aged accounts payable report and list the open payables within the accounting system. Open payables are reviewed by the Finance team. The Finance team should select the bills to be paid based on the funds available and a projection of cash flow or receipts over the coming week. Once complete, process the disbursements by either printing the check, electronic online bill pay, PayPal merchant, wire transfer, or ACH withdrawal for the selected bills to be paid.

Note: Accounts payable should normally be paid within 15 business days unless otherwise determined by the Chief Financial Officer.

- 3.3** Any vendor credits which are amounts owed to the Organization should be applied to amounts currently owed to the vendor when determining payment. These are



normally received in the form of a credit memo or adjusting invoice. These should be entered into the system like any other invoice and applied to the next payment being made. There is no reason to “age” a credit memo.

- 3.4 Pull all Invoices to be paid from the files and match them with the printed checks, wire transfer, electronic online bill pay, or ACH withdrawal documentation. Present the materials to the Chief Financial Officer for review and signing

PUR104 Accounts Payable and Cash Disbursements

page 4 of 6

Accounting Policies, Procedures and Forms

- 3.5 Immediately ensure that all printed checks, wire transfer, electronic online bill pay, or ACH withdrawal documentation are signed and approved and correctly recorded in the accounting system. Stamp the invoices “paid” to document they've been paid. Use only checks that incorporate a two stub plus check form in order to attach one stub to the paid invoice and the other to the remittance copy of the Invoice.
- 3.6 If one check or electronic online bill pay pays several Invoices then either photocopy the stub or print the electronic online bill pay screen print and attach a copy to each paid Invoice or consider attaching all paid Invoices to the one check stub or the electronic online bill pay document. File all resulting documentation according to check number sequentially in the checks paid binders.
- 3.7 Mail the checks as soon as possible once checks have been posted and "paid" by the system. It is not advisable to "hold" checks for additional days after posting. This practice usually occurs when there are insufficient cash flows. However, holding checks increases the difficulty of projecting cash flow, reduces cash balance accuracy, and causes confusion when trying to reconcile accounts payable vendor balances. None of these balances will be accurate if printed checks are held back from mailing. If cash flow is insufficient to mail the checks, then it is advisable not to post and print checks in the first place.

#### 4.1 MANUAL CHECKS

- 4.2 The Organization does not permit the use of manual checks.

#### Revision History:

Revision	Date	Description of changes	Requested By
0	2/14/13	Initial Release	
1	2/13/15	Revision of Purchase limits	Oswaldo Diaz, CFO
2	11/12/15	Inclusion of back-office provider service provider process	Oswaldo Diaz, CFO
3	6/6/16	Policy revision	Oswaldo Diaz, CFO
4	9/5/17	Revision to clarify processes and positions	

5	2/11/2021	Revision to increase the approval limits	Serdar Orazov, CFO
6	4/7/2022	Revision to increase the approval limits	Steve Budhreja, CFO

PUR104 Accounts Payable and Cash Disbursements  
Accounting Policies, Procedures and Forms

page 5 of 6

[This page intentionally left blank]

PUR104 Accounts Payable and Cash Disbursements  
Accounting Policies, Procedures and Forms

page 6 of 6

**SOP # PUR105 Revision: 2**  
**Effective Date: 9/5/17**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: PUR105 PREPAID EXPENSES**

**Policy:** It is the policy of MERF to treat payments of expenses that have a time-sensitive future benefit as prepaid expenses and to amortize these items over the corresponding time period. For purposes of this policy, prepaids are only accounted for at the end of the fiscal year and the amount that is considered to be prepaid remains at the discretion of the Chief Financial Officer.

**Purpose:** To ensure the proper payment and accounting of expenses that have a future benefit allocated over time.

**Scope:** Any transaction that is currently paid that has a value that can be amortized over a future time period.

**Responsibilities:**

The Chief Financial Officer is responsible for reviewing and authorizing prepaid expenses.

The Finance Department with the support of Back-office provider is responsible for processing prepaid payments and amortizing the prepaid cost of the expected future life of the prepaid asset.

**Background:** Prepaid expenses are very common and allow the Organization to on occasion take advantage of pre-paying for certain expenses and thus recovering discounts or ensuring that a certain expense is fully paid.

**Procedure:**

**1.1 ACCOUNTING TREATMENT**

**1.2** Prepaid expenses with future benefits that expire within one year from the date of the financial statements shall be classified as current assets. Prepaid expenses that benefit future periods beyond one year from the financial statements date shall be classified as non-current assets.

**2.1 PROCEDURES**

**2.2** As part of the account coding process performed during the processing of accounts payable at the end of the fiscal year, all incoming vendor invoices shall be reviewed for

the existence of time-sensitive future benefits. If future benefits are identified, the payment shall be coded to a prepaid expense account code.

- 2.3** The Finance Department shall maintain a schedule of all prepaid expenses. The schedule shall indicate the amount and date paid, the period covered by the prepayment, the purpose of the prepayment, and the monthly amortization. This

PUR105 Prepaid Expenses  
Accounting Policies, Procedures and Forms

page 1 of 2

schedule shall be reconciled to the general ledger balance as part of the monthly closeout process.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	11/12/15	Revision of responsibilities	Oswaldo Diaz, CFO
2	9/5/17	Revision to clarify processes and positions	

PUR105 Prepaid Expenses

page 2 of 2

Accounting Policies, Procedures and Forms

**SOP # PUR106 Revision: 3**  
**Effective Date: 4/7/22**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: PUR106 REIMBURSEMENTS**

**Policy:** Internal controls are required to ensure that only valid and authorized reimbursements are recorded and paid. Accounting procedures should be implemented to ensure the accuracy of amounts, coding of General Ledger accounts and appropriate timing of payments.

**Purpose:** To explain the practices for documenting, recording and issuing payments for reimbursement transactions.

**Scope:** This procedure applies to all reimbursements.

**Responsibilities:**

The Principal at each school site is responsible for reviewing and approving payments under \$10,000 in the purchasing software, in accordance with the approved budget.

The Chief Financial Officer is responsible for reviewing and approving payments ~~above \$10,000~~ **up to 50,000** in accordance with the approved budget.

The Chief Executive Officer may assign the Chief Academic Officer, the Chief of Staff, the Chief External Officer or Regional Directors the authority to approve expenditures up to \$10,000.

The Chief Executive Officer is responsible for reviewing and approving payments over ~~\$25,000~~ **\$50,000** in accordance with the board approved budget, as well as up to ~~\$50,000~~ **\$90,000** for non-budgeted items.

Back-office provider Accounts payable is responsible for payment of reimbursements in a timely manner. A timely manner is defined as within two

weeks of submission.

**Background:** Properly recording reimbursements is generally a three-step process.

The first step is accurately submitting reimbursement receipts along with a proof of pre-approval.

The second step is obtaining the appropriate authorization to process payment.

The step involves the preparation, issuance of reimbursement payment in a timely manner, and subsequent filing of all paperwork for easy retrieval.

**Procedure Overview:**

Reimbursements are generally made for:

1. Travel and conferences
2. Mileage

PUR106 Reimbursements  
Accounting Policies, Procedures and Forms

page 1 of 6

3. Meals
4. School/classroom supplies
5. Allowable academic expenses
6. Student awards
7. Other expenses

Reimbursement checks are processed on cycle or sooner.

All reimbursement requests must be approved by the authorized staff prior to being submitted to accounts payable. Accounts payable will review the account code for each invoice.

Every employee reimbursement or purchase request must be documented in the financial software with evidence of pre-authorization, receipts, nature of business, program allocation, and funding source:

**Travel and Conferences** - an itemized receipt from the hotel detailing all charges, the person(s) for whom the lodging was provided, and the specific business purpose. This includes itemized receipts for parking, tolls and bridges, car rentals, taxis, and conference receipts not to exceed the current Government Services Administration (GSA) per diem rates. Current rates are available at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). (See G&A103, Travel and Entertainment policy for more detailed information.)

**Car Rentals** – Advanced approvals are required. The employee may make their own car rental arrangements. Vehicle selection will be based upon the most cost-effective class that satisfies requirements for the employee(s) and any demonstration equipment. Supplemental auto insurance coverage offered by car rental agencies must be purchased and will be reimbursed.

**Mileage/Personal Vehicles** - An employee required to use their own automobile for business will be reimbursed in accordance with the current IRS mileage reimbursement rate. The employee must provide on the expense report, documentation including dates, miles traveled and purpose of each trip.

PUR106 Reimbursements

page 2 of 6

Accounting Policies, Procedures and Forms

The Organization assumes no responsibility for personal automobiles used for business. Further, any parking or speeding violation is the sole responsibility of the employee.

**Meals and Entertainment** - a receipt must be provided showing the cost of food, beverage, and gratuities, including the names of every person for whom food or beverage was provided, and the specific business purpose. Entertainment expenses are disallowed. Meals are reimbursed based on actual receipt amounts not to exceed the following; Breakfast: \$17.00, Lunch: \$18.00, Dinner: \$34.00 with no reimbursement for incidental expenses.

Meal and Entertainment tips are limited to 15% (unless automatically assessed by the eating establishment) of the pre-tax meal total cost and any tip that is in excess of the pre-tax meal total cost will not be reimbursed. For example, a meal that costs \$10 may have an 8% sales tax bringing the total meal price before tip to \$10.80. Figure the tip on the \$10 amount at 15% or \$1.50 and that amount of tip or less is reimbursable. If you tipped more than \$1.50, that difference is not reimbursable. You are always allowed to tip less than 15% should you choose to do so.

**School/Classroom Supplies, Allowable Academic Expenses, and Student Awards** – these expenditures are subject to the approval of the Principal. Gifts of any kind are never allowed. Student awards may only be paid from non-ADA and unrestricted sources. In other words, student awards may be paid from unrestricted fundraising or from other unrestricted sources of income, subject to approval of the Principal and/or Home Office.

**Other Expenditures** - a receipt from the vendor detailing all goods or services purchased (including the class of service for transportation) and the specific business purpose.

**Non-Reimbursable Expenses** - Some expenses are not considered valid business expenses by the Organization, yet may be incurred for the convenience of the traveling individual. Since these are not expenses for the business then they are not reimbursable. (The following can be used as a guide of expenses, which are not reimbursable)

Examples include:

- Airline or travel trip interruption insurance
- Airline or travel lounge clubs
- Shoe shine or Dry-cleaning (except for extended travel beyond 5 days)
- Movies or personal entertainment
- Books, magazines or newspapers
- Theft or loss of personal property
- Doctor bills, prescriptions, or other medical services

PUR106 Reimbursements  
Accounting Policies, Procedures and Forms

page 3 of 6

- Parking tickets, traffic tickets or Car towing if illegally parked
- Health club memberships
- Baby sitter or Pet care fees
- Barbers and Hairdressers

Requests for reimbursement payments are reviewed in the financial software by the Principal, Account Analysts, Chief Financial Officer, or Chief Executive Officer, dependent on purchase amount. The appropriate personnel:

1. Verifies and matches expenditure and amount
2. Approves for payment if in accordance with budget
3. Provides or verifies appropriate allocation information
4. Provides date of payment taking into account cash flow projections
5. Submits to the Finance team for processing Accounts

Back Office Provider processes all payments and:

1. Immediately enters them into the Accounts Payable module.
2. Prints checks according to allocation and payment date provided by the approving party
3. Submits checks, with attached backup documentation, to Chief Financial Officer for approval and signature
4. Stamps invoice “paid”
5. Mails checks and appropriate backup documentation



6. Files all backup documentation in the appropriate file
7. Monitors accounts payable throughout the month

**Procedure:**

**1.0 DOCUMENTING REIMBURSEMENTS**

All business reimbursement expenditures incurred by employees of the Organization are reimbursed through the Financial system software. All reimbursement receipts must be submitted monthly and any receipt (except tuition reimbursement) that is older than ~~60~~ 90 days will not be reimbursed. Employee may submit written justification for the late submission and will be processed at the discretion of the Chief Financial Officer.

All required original receipts for items charged must accompany all reimbursement documentation as well as uploaded into the financial system for approval and reimbursement payment process.

PUR106 Reimbursements

page 4 of 6

Accounting Policies, Procedures and Forms

In order to expedite reimbursement, the employee should ensure that the report is completed properly, required documentation is attached, proper authorization is obtained, and any unusual items properly explained and documented. Any questions regarding completion of the report should be directed to the employee's supervisor or the Finance Team.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	2/14/13	Initial Release	
1	2/13/15	Amount limit changes. Mileage reimbursement rate.	Oswaldo Diaz, CFO
2	11/12/15	Inclusion of back office service provider and amount limit changes.	Oswaldo Diaz, CFO
3	9/5/17	Revision to clarify processes and positions	
4	9/12/19	Revision	Nanie Montijo, CFO
5	2/11/2021	Revision to increase the approval limits	Serdar Orazov, CFO
6	4/7/22	Revision to update the approval limits	Steve Budhreja, CFO



PUR106 Reimbursements page 5 of 6

Accounting Policies, Procedures and Forms

[This page intentionally left blank]

PUR106 Reimbursements  
Accounting Policies, Procedures and Forms

page 6 of 6

**SOP # PUR107 Revision: 2**  
**Effective Date: 4/7/22**

**Prepared by: Central Office**  
**Approved by: BOD**

**Title: PUR107 BIDDING REQUIREMENTS**

**Policy:** To ensure the establishment of bidding requirements relating to multi-year service contracts, and to maintain the internal controls of the selection process.

**Purpose:** To provide the methods for determining a bidding process, documentation requirements, and award of contracts.

**Scope:** **This procedure applies to all vendors in order to comply with all Federal Uniform Guidance protocols.**

**Responsibilities:**

Purchasing Agent or School Principal is responsible for providing a summary and justification related to the potential proposal.

Selection Committee is responsible for the review and recommendation of all contracts over ~~\$25,000~~ **90,000**

Chief Executive Officer and/or Chief Financial Officer is/are responsible for the examination of the bidding and selection process of all contracts above ~~\$25,000~~ **90,000**

Board of Directors are responsible for the approval of all bidding contracts above ~~\$50,000~~ **90,000**

**Procedure:**

**1.1 BIDDING REQUIREMENTS AND PROCESS**

**1.2** New service contracts in excess of ~~\$50,000~~ **\$90,000 per site** shall be formally bid in

accordance with the following:

- Request for Proposals (RFP): RFP requirements should include contract purpose, background, description of service, general information, time requirements, proposal requirements, and evaluation process.
- Public Notice: RFP will be posted in the Organization's website.
- Prospective Vendors: Selection Committee shall maintain a list of prospective vendors for the various categories of products and services purchased by the organization. All schools or departments should refer prospective vendors to the purchasing department for inclusion in the bidder file.
- Pending Bid File: A file shall be maintained by the selection committee of all invitations to bid currently pending.
- Evaluation: Evaluation of services and vendors will be in accordance with the RFP specifications and policy PUR101 vendor selection.

PUR107 Vendor Selection

page 1 of 5

Accounting Policies, Procedures and Forms

- Bidder Files: Bidder files shall be maintained retaining the bids, bid comparison sheets, other submittals, and rationale in award. These bids shall be made available for the public upon request for a period of ninety (90) days after which time they will be archived for two (2) years.
- Bidding of contracts shall not be made in small quantities (split bidding) for the purpose of circumventing the authorized approval limits assigned by the Board of Directors, or to avoid public bidding based on the policies and procedures.
- The RFP requirement doesn't apply to renewal and/or extension of the existing service contracts.

<b>Vendor Selection Requirements</b>			
	<b>Less than \$5,000</b>	<b>Between \$5,000 and \$50,000</b>	<b>Greater than <del>\$50,000</del> 90,000</b>
Bid process required?	No	Quotes or estimates	RFP
Acceptable forms of price comparison	N/A	Email, published catalogs, written	Written only
Minimum number of bids required	0	3	3

Submit bid documentation to the Procurement Office?	No	Yes	Yes
---	----	-----	-----

## 2.1 NONCOMPETITIVE NEGOTIATIONS

**2.2** Noncompetitive negotiations may be used for procurements in excess of when bidding or competitive negotiations are not feasible. MPS may purchase goods and services through non-competitive negotiations when it is determined in writing by the Chief Executive Officer that competitive negotiation or bidding is not feasible and that:

- An emergency exists which will cause public harm as a result of the delay caused by following competitive purchasing procedures, or
- The product or service can be obtained only from one source, or
- The contract is for the purchase of perishable items purchased on a weekly or more frequent basis, or
- Only one satisfactory proposal is received through RFP, or
- The charter authorizer has authorized the particular type of noncompetitive negotiation.

## 3.0 STANDARDS OF CONDUCT

The following Standards of Conduct shall govern the performance, behavior and actions of MPS including, employees, officers, directors, volunteers and agents, who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.


PUR107 Vendor Selection

page 2 of 5

Accounting Policies, Procedures and Forms

As representatives of MPS, all employees, officers, directors, volunteers and agents are expected to conduct themselves in a professional and ethical manner, maintaining high standards of integrity and the use of good judgment. Employees are expected to be principled in their business interactions and act in good faith with individuals both inside and outside MPS.

### 3.3 Conflict of Interest

- 3.3.1 No employee, officer, director, volunteer or agent of the MPS shall participate in the selection, award or administration of a bid or contract supported by federal funds if a conflict of interest is real or apparent to a reasonable person.
- 3.3.2 Conflicts of interest may arise when any employee, officer,  director, volunteer or agent of the MPS has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
- 3.3.3 No employee, officer, director, volunteer or agent of the MPS shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any

relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.

3.3.4 MPS's employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of fifty dollars (\$50) from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.

#### 4.0 ACCEPTANCE OF GRATUITIES

MPS's employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.

#### 5.0 DISCIPLINARY ACTIONS

Any MPS member, employee or designated agent of MPS who knowingly and deliberately violates the provisions of this code will be open to civil suit without the legal protection of MPS. Furthermore, such a violation of these procurement standards is grounds for dismissal by MPS as an employee, officer, director, volunteer or agent; or other such sanctions as available under the law.

Any contractor or potential contractor who knowingly and deliberately violates the provisions of these procurement standards will be barred from future transactions with MPS.

PUR107 Vendor Selection page 3 of 5

Accounting Policies, Procedures and Forms

#### Revision History:

Revision	Date	Description of changes	Requested By
0	2/16/15	Initial Release	Oswaldo Diaz, CFO
1	3/10/16	Policy Revision	Oswaldo Diaz, CFO
2	6/06/16	Policy Revision	Oswaldo Diaz, CFO
3	2/11/21	Policy Revision to update the limits	Serdar Orazov, CFO
4	4/7/22	Policy Revision to update the limits	Steve Budhreja, CFO

PUR107 Vendor Selection  
Accounting Policies, Procedures and Forms

page 4 of 5

[This page intentionally left blank]

PUR107 Vendor Selection

page 5 of 5