

2023-2024 CNCA Fiscal Policies Edit Summary:

Page 1: Bank Reconciliations:

- Includes ExED edits to Procedures section.
 - The ExED AA/SAA will prepare the bank reconciliation using ExED's bank reconciliation workbook.
 - The Accounting Manager or Vice President, School Finance assigned to the organization will review and approve the bank reconciliation by completing the approval tab of the bank reconciliation workbook.
- Revised Date of Fiscal Policies Noted as December 12th, 2023 in line with meeting date of Board Approval.

Page 2: Governing Board:

- Grammatical Edits
 - Reviews annual and monthly financial statements, including the ExED-prepared financial dashboard and budget-to-actual variance analysis.
 - Commissions the annual financial audit by an independent third-party auditor approved by the State of California

Page 3: Financial Planning & Reporting:

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - **Policy:** In consultation with the Chief Executive Officer, Treasurer, and the Fiscal Designee, ExED will prepare the annual budget for approval by the Governing Board. The budget is to be approved by the Governing Board prior to the start of each fiscal year.
 - **Procedures:** The Chief Executive Officer will work together with the Fiscal Designee, Department of Human Resources, and Site Principals to ensure that the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.

Page 4: Financial Planning & Reporting- Procedures Cont.:

Internal Financial Reports

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - ExED, in consultation with the Chief Executive Officer and Fiscal Designee, will set a target net income goal to meet strategic goals and/or comply with existing loan covenants.
 - ExED or the Fiscal Designee will present a draft budget to the Board prior to the end of the fiscal year.
 - ExED will prepare financial statements displaying budget vs. actual results for presentation by ExED or the Fiscal Designee to the Governing Board at each board meeting.
 - **Procedures:** ExED will distribute check register each month to the Chief Executive Officer, Fiscal Designee, and Site Principals.

- The Chief Executive Officer, **Fiscal Designee**, Site Principals, and Board Treasurer will review financial reports each month.
- The **Fiscal Designee** and/or the Treasurer will present the financial reports to the Governing Board at each meeting.

Page 5: Audit

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - The Audit Committee may include persons who are not members of the board, but may not include any members of the staff of the corporation, including the president or CEO or the treasurer or **Fiscal Designee**. In addition, any person with expenditure authorization or recording responsibilities within the organization may not serve on the committee.

Page 6: Cash Receipts & Bank Deposits

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - For each fundraising or other event in which cash or checks will be collected, the Chief Executive Officer, **Fiscal Designee**, or Site Principals will designate a staff member to be responsible for managing the process to collect and hold all cash and checks related to the event.
- In deposits section additional line outlining schedule for deposit processing to be outlined for office manager(s) by designated management level.
 - The Home Support Office Manager or designee is responsible for making bank deposits. **Deposits will be made per assigned schedule set-up by the Chief Executive Officer, Fiscal Designee, or Site Principals.**

Page 7: Bank Deposits Cont.

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - The Office Manager will prepare a deposit packet itemizing the amount, source, and purpose of each check or cash payment received. The Chief Executive Officer, **Fiscal Designee**, or Site Principals will review and approve the deposit packet.

Page 9: Time Effort Reporting

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - **Submission Requirements** -All forms must be submitted within two weeks of the end of the recording period to the Principal or **Fiscal Designee** who oversees the federal funding source from which the employee is funded.
 - **Personnel Changes** -Any employee whose salary is charged to a federal funding source will be notified by the Principal or **Fiscal Designee** overseeing the federal monies. Notification will be in a timely manner and prior to the completion and collection of the documentation/reports.
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the federal monies. Notification will be in a timely manner and prior to the completion and collection of the documentation/reports.

- **Record Retention**-Time and effort records will be kept on file for a minimum period of three (3) years by the VP of Human Resources or **Fiscal Designee** of those federal funds.
- **Payroll Additions, Deletions, and Changes- Policy:** The Chief Executive Officer, **Fiscal Designee**, VP of Human Resources, and Site Principals are authorized to approve all payroll changes within the scope of his/her budget authority.

Page 10: Payroll Preparation & Approval

- Added (if applicable) as now employees have access to this online if they have direct deposit.
 - The Chief Executive Officer, VP of Human Resources, Site Principals, or designee will distribute pay stubs to employees on the check date (**if applicable**).

Page 11: Purchases & Procurement

- Updated language from VP of Finance and Business Services to Fiscal Designee
- Added Director of Expanded Learning to approve and review purchases to provide support with growth of Expanded Learning Program.
 - **Policy:** All purchases must be authorized by the Chief Executive Officer, **Fiscal Designee, Director of Expanded Learning**, or Site Principals. Any expenditure in excess of \$30,000 for the purchase of a single item should have bids from three (3) suppliers if possible. Any food contract that exceeds \$150,000 (the small purchase threshold set by the US Department of Agriculture) shall follow a competitive bid process.
 - **Procedures:** The Chief Executive Officer, **Fiscal Designee, Director of Expanded Learning**, or Site Principals will approve the purchase requisition after determining:

Page 12: Cont. Title Replacement

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - **Contracts-** The Chief Executive Officer, **Fiscal Designee**, or Site Principals will consider in-house capabilities to accomplish services before contracting for them.
 - The Chief Executive Officer, **Fiscal Designee**, or Site Principals will keep and maintain a contract file evidencing the competitive bids obtained (if any were required) and the justification of need for any contract over \$30,000.
 - The Chief Executive Officer, **Fiscal Designee**, or Site Principals will confirm that the contractor is not listed in the US government's Suspended or Disbarred list via a search of the System for Award Management (www.sam.gov). The Chief Executive Officer, **Fiscal Designee**, or Site Principals will keep a record of all searches.

- The Chief Executive Officer, **Fiscal Designee**, or Site Principals will ensure that a written contract clearly defining work to be performed is on file for all contract service providers (i.e. consultants, independent contractors, subcontractors).

Page 13: Cont. Title Replacement

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - The Chief Executive Officer, **Fiscal Designee**, VP of Human Resources, or Site Principals will be responsible for ensuring the terms of the contracts are fulfilled.

Page 14: Cont. Title Replacement

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - **Gift Cards:** In rare circumstances, Non-Government grant awards may stipulate the use of gift cards to meet grant requirements. Gift cards are treated as cash and should not be purchased without express permission from the Chief Executive Officer or the **Fiscal Designee** and for a specific project (such as to fulfill the requirements of a grant agreement or specific project). For gift card purchased with Non-Government Grant funds, the grant proposal and/or grant agreement must specify a) why gift cards are being purchased; b) how the gift cards will be used; and c) how they will be distributed. Purchases not complying with grant and organization requirements may result in loss of funding.

Page 15: Cont. Title Replacement & Update in Invoice Approval & Processing

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - **Policy:** The Chief Executive Officer, **Fiscal Designee**, or Site Principals must approve all invoices. The following procedures will be performed either manually or electronically.
- Language was added in Invoice Approval & Processing to include process with electronic invoices thru a procurement system. Amazon is a recent vendor added in this type of process. Language on update to manual invoices processes was also included.
 - **Procedures:** When receiving tangible goods from a vendor, the Office Manager will trace the merchandise to the packing list and note any items that were not in the shipment.
 - **For invoices that are received manually (e.g., via email or mail)**
 - The Office Manager will open and review invoices and bills and will notify the Chief Executive Officer, **Fiscal Designee**, or Site Principals of any unexpected or unauthorized expense.
 - **For electronic invoices that are sent directly from the vendor to the procurement system**
 - **The procurement system will automatically receive the electronic invoice against the purchase order.**

- The procurement system will copy the coding from the purchase order to the electronic invoice.
- The procurement system will create an E-Invoice document to reflect the electronic invoice data it received from the vendor.
- Invoices are then routed to the Chief Executive Officer, **Fiscal Designee**, or Site Principals for payment approval.

Page 16: Cont. Title Replacement

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - **Bank Check**-Once an invoice is approved by the Chief Executive Officer, **Fiscal Designee**, or Site Principals for payment, the ExED Accounting Analyst will prepare an in-sequence check and will submit the check to the ExED AM or VP.

Page 17: Cont. Title Replacement-Nvoicepay/Corpays & Petty Cash

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - Once an invoice is approved by the Chief Executive Officer, **Fiscal Designee**, or Site Principals for payment, the ExED Accounting Analyst will submit the invoice to Nvoicepay for payment. The ExED AM or VP will review the payments submitted to Nvoicepay and will approve or reject each vendor payment.
- Petty Cash will be discontinued at all sites. New language indicates we no longer utilize Petty Cash.
 - **No Petty cash will be kept on site.**
 - ~~○ The Office Manager will keep a petty cash box not to exceed \$250. Petty cash will be kept in a lockbox that is stored in a secure location. Access to the cash box should be limited to authorized personnel. Petty cash shall only be used for reasonable and allowable school purposes (not advances, personal uses, reimbursements, etc.). No Petty cash will be kept on site.~~
 - ~~○ Procedures: _____~~
 - ~~○ • The Office Manager will manage the petty cash fund.~~
 - ~~○ • The Office Manager will maintain a log of all disbursements made from the petty cash fund and will use a petty cash slip for all disbursements. The petty cash slip must be signed by the Office Manager and the petty cash recipient.~~
 - ~~○ • Within 48 hours of the petty cash withdrawal, the petty cash recipient will submit an original receipt to the Office Manager who will attach the receipt to the petty cash slip and store in the petty cash box.~~
 - ~~○ • At all times the petty cash box must contain petty cash slips and cash totaling \$250.~~
 - ~~○ • When the petty cash balance is low the Office Manager will prepare a petty cash reimbursement form, totaling all the petty cash disbursements and attaching the original petty cash slips and receipts to the form. The~~

~~Chief Executive Officer, VP of Finance and Business Services, or Site Principals will review and approve the petty cash reimbursement form and supporting documentation.~~

- ~~○ • The Office Manager will forward the petty cash reimbursement form and copies of supporting documentation to ExED.~~
- ~~○ • The ExED Accounting Analyst will record the petty cash disbursements in the general ledger and issue a check made payable to the Chief Executive Officer, VP of Finance and Business Services, or Site Principals in the amount of the total petty cash disbursement.~~
- ~~○ • It is the Chief Executive Officer, VP of Finance and Business Services, or Site Principals responsibility to cash the check and to keep track of funds in the box. Reconciliation must occur when funds are replenished, and/or at a minimum, annually.~~
- ~~○ • ExED or the VP of Finance and Business Services will conduct surprise counts of the petty cash fund.~~
- ~~○ • Loans will not be made from the petty cash fund.~~

Page 18- 20: Cont. Title Replacement

- Updated language from VP of Finance and Business Services to Fiscal Designee
 - **Employee and Volunteer Expense Reimbursements**
 - **Policy:** The organization will reimburse pre-authorized school-related expenses that are accompanied by an original receipt or other appropriate documentation. Only the Chief Executive Officer, **Fiscal Designee**, or Site Principals may incur school-related expenses without pre-approval.
 - **Procedures:** An employee or school volunteer seeking to make a school-related purchase must obtain pre-approval from the Chief Executive Officer, **Fiscal Designee**, or Site Principals.
 - Employees will submit signed expense reports monthly, as necessary, to the Chief Executive Officer, **Fiscal Designee**, or Site Principals for approval.
 - **Travel Expenses**
 - **Policy:** The Chief Executive Officer, **Fiscal Designee**, or Site Principals must pre-approve all school related travel. Mileage will be reimbursed at the organization-approved mileage rate, not to exceed the current IRS reimbursement rate.
 - After the trip, the employee must enter all of the appropriate information on an expense report, attach original receipts, and submit it to the Chief Executive Officer, **Fiscal Designee**, or Site Principals for approval and then on to ExED for processing.
 - Capital Equipment
 - **Procedures:** The Chief Executive Officer or the **Fiscal Designee** will submit to ExED written notification of plans for disposing of assets with a clear and complete description of the asset and the date of the disposal.