



El Camino Charter High School

Finance and Investment Committee

Date and Time

Thursday September 15, 2022 at 5:30 PM PDT

Location

Main Campus in Grieb Theater

The Finance Committee is a standing committee of the Board of Directors of El Camino Real Alliance.

For committee meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<https://ecrchs.net> - click the ECR Board tab).

ATTENTION:

WE HAVE RETURNED TO "IN-PERSON" FINANCE AND INVESTMENT COMMITTEE MEETINGS.

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND OTHER MEETING ATTENDEES:

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public.

Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments."

"Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda.

However, due to public meeting laws, the Board can only listen to your issue, not respond or take action.

These presentations are limited to **two (2) minutes** and total time allotted to non-agenda items will not exceed thirty (30) minutes. A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak.

The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify the item(s) on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item is addressed, and total time allocated to agenda items will not exceed six (6) minutes for a Discussion item and nine (9) minutes per Vote item.

A member of the public who requires the use of a translator, in order to receive the same opportunity as others to directly address the Board, shall be permitted twice the allotted time to speak, and the total allocated time shall be appropriately increased as well.

4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth. In order to maintain allotted time limits, the Board Chair may modify speaker time allocations or the total amount of allotted time for an item.

5. Any public records relating to an agenda item for an Open Session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

IMPORTANT NOTE REGARDING PUBLIC COMMENTS:

Effective September 2022, public comments presentations at all ECRA Regular and Special Board Meetings and Committee Meetings must be made in person.

There is no obligation on the part of the school to have a school official read public comments during in-person Board Meetings.

A member of the public is welcome to appear at the Board meeting to make a public comment or make arrangements with another person in attendance to speak on the person's behalf.

Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion or more motions in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board vote(s) on the Consent Agenda item(s). The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to David Hussey, in person, by email at comment@ecrchs.net, or by calling (818) 595-7500.

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A.	Call the Meeting to Order	Danielle Malconian	1 m
B.	Record Attendance and Guests	Kurt Lowry	1 m
C.	Pledge of Allegiance to the United States of America (USA)	David Hussey	1 m
D.	Public Comments	Public	30 m
<p>NOTE: These presentations, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes.</p> <p>PLEASE SEE ADDITIONAL IMPORTANT INFORMATION ABOVE IN AGENDA NOTICE REGARDING PUBLIC COMMENTS.</p> <p>THANK YOU.</p>			
E.	Chief Business Officer (CBO) Updates	Discuss Gregory Wood	10 m
Mr. Wood, CBO, will provide CBO Updates.			
II. Consent			6:13 PM
A.	Approve Minutes of August 18th, 2022, Finance and Investment Committee Meeting	Approve Minutes Danielle Malconian	1 m
III. Investment			6:14 PM
A.	Investment Update	Discuss Gregory Wood	10 m
Gregory Wood, ECRCHS CBO, will provide the August, 2022, Investment Update.			
IV. Finance			6:24 PM
A.	Financial Update	Discuss Gregory Wood	5 m
Mr. Wood, CBO, will provide the August, 2022, Financial Update.			
B.	Review and Vote to Recommend to the Full Board the Approval of the July and August 2022 Check Registers	Vote G. Wood/A. Ilyas	10 m
Prior to the Vote to recommend approval, Mr. Wood, CBO, and Ms. Arleta Ilyas, Director, Accounting and Finance, will review the July and August, 2022, check registers from ECRA's City National Bank accounts.			

	Purpose	Presenter	Time
<p>C. Review and Vote to Recommend to the Full Board the Approval of the June, July, and August 2022 Credit Card Statements</p> <p>Prior to the Vote to Recommend approval, Mr. Wood, CBO, and Ms. Arleta Ilyas, Director, Accounting and Finance, will review the June, July, and August, 2022, Credit Card Statements.</p>	Vote	G. Wood/A. Ilyas	15 m
<p>D. Review and Vote to Recommend to the Full Board the Approval of the 2021-2022 Unaudited Actuals Budget(s).</p> <p>Prior to the Vote to recommend approval, Mr. Wood, CBO, and Ms. Arleta Ilyas, Director, Accounting and Finance, will lead a review of the 2021-2022 Unaudited Actuals Budget(s)</p>	Vote	G. Wood/A. Ilyas	10 m
<p>E. Review and Vote to Recommend to the Full Board the Approval of the 2022-2023 ECRCHS Consolidated Application for Federal Funding</p> <p>Prior to the Vote to Recommend, Mr. Wood, CBO, will review the 2022-2023 ECRCHS Consolidated Application for Federal Funding.</p>	Vote	Gregory Wood	10 m
<p>F. Discussion on ECRCHS Current Fiscal Policies and Procedures</p> <p>Mr. Wood, CBO, and Ms. Ilyas, Director, Accounting and Finance, will discuss ECRCHS's Current Fiscal Policies and Procedures.</p>	Discuss	G. Wood/A. Ilyas	20 m
V. Closing Items			7:34 PM
<p>A. Adjourn Meeting</p>	Vote	Danielle Malconian	1 m

Coversheet

Approve Minutes of August 18th, 2022, Finance and Investment Committee Meeting

Section: II. Consent
Item: A. Approve Minutes of August 18th, 2022, Finance and Investment
Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Finance and Investment Committee Meeting on August 18, 2022

APPROVED



El Camino Real Charter High School

Minutes

Finance and Investment Committee Meeting

Date and Time

Thursday August 18, 2022 at 5:00 PM

Location

Virtual

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ATTENTION:

WE HAVE RETURNED TO "VIRTUAL" FINANCE AND INVESTMENT COMMITTEE MEETINGS

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VIRTUAL BOARD MEETING

The meeting of the Board of Directors will take place via a virtual/teleconferencing environment based on the following:

1. California Assembly Bill 361, signed into law on September 16, 2021;
2. Governor Newsom's State of Emergency Declaration issued on March 4, 2020; and
3. County of Los Angeles Department of Public Health's recommendation that social distancing be maintained in schools.

To join this virtual Board meeting, please register through GoToWebinar at:

Registration URL: <https://attendee.gotowebinar.com/register/6634799933233570317>

Webinar ID: 803-840-523

You must register for the event (note you do not need to enter your legal name to participate). Once registered, you can attend the meeting through the online link, or by telephone (a call-in number and audio PIN will be provided after you register and prior to the meeting).

PUBLIC COMMENTS

If you would like to make a public comment during the Public Comment section, you may do so by clicking the "Raise Hand" icon on the control panel while in virtual attendance.

In order to conduct an orderly meeting, all members of the public will be placed on mute during the virtual Board meeting, except when making a public comment. Please note that those who elect to participate in the meeting through the call-in phone number will not have the option of being unmuted to speak during the public comments portion of the meeting.

Due to public meeting laws, the Board can only listen to your issue, not respond or take action during the Public Comments periods. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.

NOTE: Public Comments, effective with the March 24th, 2022, Regular Board Meeting, are limited to two (2) minutes and total time allotted to non-agenda items will not exceed thirty (30) minutes.

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Committee Members Present

Alexandra Ramirez (remote), Daniela Lopez-Vargas (remote), Danielle Malconian (remote)

Committee Members Absent

None

Guests Present

David Hussey (remote), Gregory Wood (remote), Kurt Lowry (remote)

I. Opening Items

A. Call the Meeting to Order

Danielle Malconian called a meeting of the Finance and Investment Committee of El Camino Real Charter High School to order on Thursday Aug 18, 2022 at 5:08 PM.

B. Record Attendance and Guests

Quorum established.

C. Pledge of Allegiance to the United States of America (USA)

Ms. Malconian led the meeting members and guests in the Pledge of Allegiance to the USA.

D. Public Comments

There were no requests for public comment(s).

II. Consent

A. Approve Minutes of June 16, 2022, Finance and Investment Committee Meeting

Alexandra Ramirez made a motion to approve the minutes from Finance and Investment Committee on 06-16-22.

Danielle Malconian seconded the motion.

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

Roll Call

Daniela Lopez-Vargas Aye

Danielle Malconian Aye

Alexandra Ramirez Aye

III. Investment

A. Investment Update 2nd Quarter 2022

Mr. Wood, CBO, and Mr. Breller, Financial Advisor from Beacon Pointe, provide the Investment Summary, and Q2 investment update, respectively. Highlights include:

Mr. Wood - FY Investment Summary - OPEB Account:

- * \$21.250 Million beginning balance as of 7/1/21
- * YTD Contributions \$2,420,000
- * Market losses of 15.1% for net investment loss of \$3,210,917
- * Ending Balance of \$20,459,440 or total account FY loss of 3.7%

July 2022 (YTD): OPEB Account:

- * YTD contributions of \$220,000
- * 5.0% Investment Gain of \$1,032,170
- * Ending Balance of \$21,711,610 or 6.1% Total Change/Gain

July 2022 (YTD): General Account:

- * \$6,740,909 Balance on 7/1/22
- * Ending \$6,957,973 Balance 3.2% Change/Gain

June 2022 Month End Combined Balance (OPEB and General): \$27,200,349

July 2022 Month End Combined Balance (OPEB and General): \$28,669,583

Mr. Breller - Investment Update as of June 30th, 2022:

- * Market Conditions and Report highlights include:

Slides 3 & 4 - Economic Environment: Mr. Breller noted that there were questions about where we expected inflation and what we expected the Fed to do and then what actually happened in response to Fed's effort to achieve a "soft landing." Recession, deep recession, and volatility characterized concerns about market conditions. 5% to 7% to 9% inflation at end of year and 8.5% in most recent months. The markets got "spooked." Fed. acted swiftly with a couple of .75 basis points rate hikes.

Charts of U.S. Economic Review Overview from Slide 4:

- * GDP in negative territory now for two consecutive quarters which is a technical recession.
- * In most countries they would consider that a recession.
- * GDP shrunk, production was less in real dollar terms, adjusted for inflation.
- * This recession is not led by joblessness, but by inflation. Noted 2008 highlights. Current 3.6% unemployment is below the NAIRU. There are more jobs than people out there looking, which cause employers to bid up to fill jobs and compensate employees, etc. This, coupled with commodities increase, has produced our current inflation.

Slide 5 - Mr. Breller reviewed the Pointe of View of "Financial Repression" (Secular Theme) and "Late Cycle Dynamics"

Slide 13 - Mr. Breller then reviewed the Market Performance Summary regarding Equity, Fixed Income, and Alternatives

- * Growth value-oriented equities are holding up best in current market conditions.

Slide 14 - Mr. Breller then reviewed U.S. Equity Sector Review

- * Reviewed One Year "Value," "Core," and "Growth" equities returns for Large, Mid, and Small Capitalization equities (All down, respectively).

Mr. Breller noted that Energy/Oil equities are at 39.2 growth, while utilities, consumer staples, and Healthcare also posted positive returns, while all sectors of the economy posted negative returns for the 2nd Quarter.

Slide 26 - OPEB Total Composite:

- * Market Value of \$20,49,132
- * down 11.5% for the quarter, down 17.5% YTD
- * All managers/funds within Investment Policy Range
- * Bonds down 10.6%; worst bond market.

Slide 27 - Polen and FM, Invesco down; possible replacement in fund in near future

- * Discussed relative and deep value managers

Ms. Malconian asked Mr. Breller what Beacon Pointe has in mind to try to ensure that the investment accounts do not lose another 10-15% next year, to which Mr. Breller noted that he believes that the worst is over as he believes most interest rate movement is "behind us," although he anticipates some ahead and rates are higher with more yield support.

He noted that equities will bounce around and that the numbers are June 30th numbers.

He noted that the S&P was up 9% in the month of July. Mr. Breller predicts a possible 5-6% bounce-back during the month of July numbers. He noted that he's not going to add more risk to the portfolio and the stocks/bonds mix is there. He noted that they may look at fund managers and do some reallocation, if/as needed. He expects things to moderate from this point.

Mr. Wood noted the following:

* While the investment lost 15% in the full year, we brought back 5% in the OPEB account just in the month of July.

* At the bottom of slide 24, all investments are within the policy range that we established and Beacon Pointe is managing our funds within what we as a Board has asked them to do.

Mr. Breller provided an overview of the General Account, noting that the asset mix is flipped and therefore the risk is lower. He noted bond yields are demonstrating income, the general account is also within the policy range and everything is invested as it should be.

Mr. Wood noted that the fund has also bounced back 3.2% just in the month of July, after YTD overall losses, trending in a direction that we would like to see.

Ms. Malconian thanked Mr. Breller and Mr. Wood, noting that moving forward she would like for the committee to be provided a brief overview of the background and conditions and then hear where we're headed and what is the focus of the next quarter.

Mr. Breller noted that he will be attending the Regular August Board Meeting virtually.

B. Discussion and Vote on OPEB Account Actuary Review as of 6/30/22

Danielle Malconian made a motion to recommend to the full board the acceptance of the OPEB Actuary Review Report as of June 30th, 2022.

Alexandra Ramirez seconded the motion.

Prior to the vote, Mr. Wood, CBO, introduced Mr. Brett Schwab, the Actuary to present the executive summary. Mr. Schwab noted the following regarding the 6/20/22 valuation of the retiree benefits, known as the OPEB:

Summary of Key Results (p. 1 of report)

* Notable Funded Percentage increase from 65% as of 6/30/21 to 78.1% as of 6/30/22.

* The 65% from last year was also a notable increase from the 46% from two years ago.

* There are a lot of factors that contribute to the increases, and the main driver this year is interest rate hikes. Two years ago, asset returns were high.

- * High healthcare premium increases, coupled with unknown interest rate and asset returns could adversely impact a third consecutive year of growth.
- * Unfunded APBO decreased from \$11,447,081 to \$5,744,200, which was a result of a high discount rate.

Mr. Schwab then reviewed the Accumulated Post-Employment Benefit Obligation (APBO) review from p. 6,

- * Beginning of Year APBO ending June 30, 2022 - \$32,697,438
- * Service Cost \$2,211,965
- * Interest Cost \$959,098
- * Actuarial Gains - costs of premiums increased more than expected for pre-aged 65 and less than expected for post-age 65.

Mr. Wood noted that on p. 3 we have a gain of nearly \$9.3 Million and on p. 5 he noted that our current liability for FY ending June 30, 2022, at \$432,783, and Non-current liability for the same period of \$25,770,857.

Mr. Wood also reviewed from page 5 the expected benefit payment amounts for the next ten fiscal periods, the expected contribution of \$2,640,000 to the trust for the fiscal year ending June 30th, 2023, and amounts expected to be amortized out of AOCI through the Net Periodic Post-Employment Benefit Cost during fiscal year 2023.

Finally, Mr. Wood, noted that we are on a fast-track toward fully funding our post-retiree benefits account, barring anything that would derail progress.
The committee **VOTED** unanimously to approve the motion.

Roll Call

Danielle Malconian Aye
Daniela Lopez-Vargas Aye
Alexandra Ramirez Aye

C. Discussion and Vote on Addition of Certificated Trustee to OPEB Investment Account

Daniela Lopez-Vargas made a motion to recommend to the full board the addition of Mr. Brian Wilson as the new certificated co-trustee to the OPEB Investment Account.
Alexandra Ramirez seconded the motion.

Prior to the vote, Mr. Hussey informed the board that Mr. Webster, co-trustee during the past year, had left El Camino employment at the end of this past school year.

The co-trustee position vacancy had been announced to staff and Mr. Wilson had announced his interest in the position.

In response to Ms. Malconian's question regarding Mr. Wilson's tenure at the school, Mr. Hussey noted that Mr. Wilson has been a teacher at ECRCHS for over 20+ years, and perhaps was in the 25-year range.

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

Roll Call

Daniela Lopez-Vargas Aye

Danielle Malconian Aye

Alexandra Ramirez Aye

IV. Finance

A. Discussion and Vote on 2022-2023 On Schedule 3% Salary Increase Due to Increase in LCFF Funding

Danielle Malconian made a motion to recommend to the full board the proposed 22-23 on-schedule 3% salary increase due to an increase in LCFF Funding.

Alexandra Ramirez seconded the motion.

Prior to the vote, Mr. Hussey, Executive Director, noted that he was happy to report that the adopted 2022-2023 budget of \$38,575,151.00 has been increased due to an increase in LCFF funding of approximately \$700K.

Mr. Wood, CBO, reviewed proposed budgets and expenditures based on 3% on schedule increases for certificated and non-certificated employees.

Mr. Wood then reviewed proposed employee benefits increases based on 3% on-schedule salary increases, noting that all other adopted budget expenditures (books and supplies, services and other operating expenditures) would remain the same.

Mr. Wood noted that even with the added proposed 3% on-schedule increase for certificated and non-certificated salaries, ECRCHS is still showing a net increase (surplus) in the 2022-2023 budget in the amount of \$275,056.95.

Mr. Wood noted that he and Mr. Hussey agreed that the 3% ongoing increase for all certificated and non-certificated employees is affordable, reasonable, and sustainable (LCFF-based - not one-time).

In response to Ms. Malconian's question, Mr. Wood noted that the proposed increase in revenue from LCFF minus the expense of the ongoing salaries and benefits increase is \$275,056.95. Without the 3% salary increase the net increase would be approximately \$1.1 million.

Mr. Hussey noted that this increase will help ECRCHS attract and retain teachers and staff in a competitive environment wherein ECRCHS also offers a healthy lifetime benefits package.

Ms. Malconian agreed, noting that it's a great way to start the year and to show that ECRCHS is willing to spread some of the State funds to our teachers and staff. The committee **VOTED** unanimously to approve the motion.

Roll Call

Daniela Lopez-Vargas Aye
Danielle Malconian Aye
Alexandra Ramirez Aye

B. Review and Approval of June 2022 and July 2022 Check Registers

Alexandra Ramirez made a motion to recommend to the full board the approval of the June 2022 check registers.

Daniela Lopez-Vargas seconded the motion.

Prior to the vote, Mr. Wood, CBO, noted that this review and vote will include only the June 2022 check registers as July's check registers will be reviewed next month.

Mr. Wood proceeded to review all June 2022 check registers.

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

Roll Call

Danielle Malconian Aye
Daniela Lopez-Vargas Aye
Alexandra Ramirez Aye

C. Discussion and Vote on 2022-2023 Proposition 30 Budget

Danielle Malconian made a motion to recommend to the full Board the approval of the 2022-2023 Proposition 30 Budget.

Alexandra Ramirez seconded the motion.

Prior to the vote, Mr. Wood, CBO, and Ms. Ilyas, ECRCHS Financial Manager, reviewed the LCFF Ed. Protection Account (EPA) current Year, with highlights as follows:

- *Total Revenues LCFF Sources = \$9,938,853
- * Expenditures: Certificated Salaries, total = \$8,601,146
- * Employee Benefits, total = \$9,938,853
- * Total Expenditures = \$9,938,853

Net Fund Change: \$0

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

Roll Call

Daniela Lopez-Vargas Aye
Danielle Malconian Aye
Alexandra Ramirez Aye

V. Closing Items

A. Adjourn Meeting

Ms. Ramirez made a motion to adjourn.

Ms. Malconian seconded the motion to adjourn.

Voice vote unanimous in favor of adjourning the meeting.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:10 PM.

Respectfully Submitted,
Kurt Lowry

Coversheet

Investment Update

Section: III. Investment
Item: A. Investment Update
Purpose: Discuss
Submitted by:
Related Material: III.A - 2022-2023 Investment Summary August 2022.pdf

Coversheet

Financial Update

Section: IV. Finance
Item: A. Financial Update
Purpose: Discuss
Submitted by:
Related Material: IV.A_-_FINANCIAL_UPDATE[1].pdf

**EL CAMINO REAL CHARTER HIGH
2022-2023 BUDGET COMPARISONS**

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**
- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)**

Description	Object Code	2021-22 EAs	2021-22 UNAUDITED ACTUALS	2022-23 ADOPTED BUDGET	2022-23 Budget Updates with New Funding/ Salary Increase
REVENUES					
	Enrollment ADA			3,532.00	3,469.00
	Per Student	10,751.00		3,267.50	3,209.22
1. LCFF Sources				11,806.00	11,806.00
State Aid - Current Year	8011	14,993,119.70	11,693,777.00	18,613,303.00	15,503,780.29
Education Protection Account (EPA) - Current Year	8012	10,736,470.30	13,088,623.00	9,938,853.00	10,062,680.86
State Aid - Prior Years	8019	(67.00)	305,993.00	-	-
Transfers to Charter Schools in Lieu of Property Taxes	8096	9,520,518.00	10,352,629.00	10,022,995.00	12,317,397.29
Total, LCFF Sources		35,250,041.00	35,441,022.00	38,575,151.00	37,883,858.43
					37,888,026.12
2. Federal Revenues					
Child Nutrition - Federal	8220	834,877.00	1,107,314.66	1,021,375.13	1,021,375.13
Donated Food Commodities	8221		34,482.19		
Other Federal Revenues		-	-	-	-
Title I		384,238.00	315,828.00	384,238.00	375,081.00
Title II		78,930.00	79,469.00	78,930.00	75,984.00
Title III - EL		7,839.00		7,839.00	7,839.00
Title III - Immigrant		-	-	-	-
Title IV		26,948.00	27,503.00	26,948.00	29,537.00
ESSER (CARES)		134,279.00	43,744.86	-	-
ESSER II		-	64,132.83	-	-
ESSER III		274,161.00	758,897.28	-	-
ESSER III Learning Loss	8110, 8260-8299	-	-	-	-
GEER (CARES)		75,672.00	75,672.00	-	-
ELO ESSER II State Reserve		-	-	353,713.00	353,713.00
ELO GEER II		-	-	81,180.00	81,180.00
ELO ESSER III State Reserve Emergency Needs		-	-	230,580.00	230,580.00
ELO ESSER III State Reserve Learning Loss		-	15,283.57	397,480.00	397,480.00
CR (CARES)		65.00		-	-
Interagency Contracts Between LEAs		908,764.00	922,255.00	975,839.00	785,038.87
COVID Testing Grant			354,385.37		
Other Federal Revenues		342,783.00	36,327.31	51,138.00	51,138.00
Total, Federal Revenues		3,068,556.00	3,835,295.07	3,609,260.13	3,408,946.01
3. Other State Revenues					
Child Nutrition - State	8520	56,442.00	97,259.65	71,119.37	71,119.37
State School Facilities Apportionments	8545	-	-	-	-
Mandated Cost Reimbursement	8550	161,596.00	161,596.00	169,447.00	169,447.00
State Lottery Revenue- Updated 8/22	8560	746,741.00	727,029.32	744,991.00	822,153.00
ASES	8590	-	-	-	-
Charter School Facility Grant	8590	-	-	-	-
GF (CARES)	8590	-	-	-	-
In-Person Instruction	8590	568,936.00	227,030.88	-	-
ELO General	8590	1,199,859.00		-	-
ELO Paraprofessionals	8590	-	-	-	-
Expanded Learning Opportunities Program	8590	-	139,480.00	-	-
Educator Effectiveness	8590	591,871.00	473,497.00	-	-
SB 117 COVID-19 LEA Reponse Funds	8590	-	-	-	-
A-G Completion Grant - Access/Success	8590	-	258,788.00	-	-
A-G Completion Grant - Learning Loss/Mitigation	8590	-	97,019.00		
Kitchen Infrastructure and Equipment	8590	-	25,000.00	-	-

**EL CAMINO REAL CHARTER HIGH
2022-2023 BUDGET COMPARISONS**

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**
- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)**

Description	Object Code	2021-22 EAs	2021-22 UNAUDITED ACTUALS	2022-23 ADOPTED BUDGET	2022-23 Budget Updates with New Funding/ Salary Increase
MAA Billing	8590	-	57,816.47	-	-
All Other State Revenues	8590	454,948.00	616,199.75	453,973.00	453,973.00
Total, Other State Revenues		3,780,393.00	2,880,716.07	1,439,530.37	1,516,692.37
4. Other Local Revenues					
Food Service Sales	8634	59,641.00	72,983.50	68,779.45	68,779.45
Leases and Rentals	8650	37,500.00	39,052.50	37,500.00	37,500.00
Interest	8660	340,000.00	138,490.92	340,000.00	340,000.00
Dividends	8661	400,000.00	386,815.07	400,000.00	400,000.00
Net Increase (Decrease) in FMV of Investments	8662	-	(4,812,004.90)	-	-
Gain (Loss) on Sale of Investments	8664		371,452.45		
Interagency Services between LEAs	8677	2,572,949.00	2,861,642.37	2,778,617.00	3,197,967.60
Tuition	8664	-	1,409,619.25	-	1,107,430.00
Other Local Revenues	8690	605,000.00	15,375.60	605,000.00	605,000.00
All Other Local Revenues	8699	(67,141.00)	336,368.61	317,789.00	317,789.00
ASB Revenue	8804	150,000.00	106,281.45	150,000.00	150,000.00
Total, Local Revenues		4,097,949.00	926,076.82	4,697,685.45	6,224,466.05
5. TOTAL REVENUES		46,196,939.00	43,083,109.96	48,321,626.95	49,033,962.86

Salary Scenarios

On Schedule	3.0%
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EXPENDITURES

1. Certificated Salaries

Certificated Teachers' Salaries	1100	14,659,088.00	13,953,249.68	16,780,251.00	17,283,659.00
Certificated Pupil Support Salaries	1200	1,839,386.00	2,186,952.75	1,017,301.00	1,047,820.00
Certificated Supervisors' and Administrators' Salaries	1300	1,240,731.00	1,160,358.49	1,314,260.00	1,353,688.00
Other Certificated Salaries	1900	51,393.00	-	-	-
Total, Certificated Salaries		17,790,598.00	17,300,560.92	19,111,812.00	19,685,167.00

2. Non-certificated Salaries

Non-certificated Instructional Aides' Salaries	2100	943,691.00	1,261,846.97	1,024,695.00	1,055,436.00
Non-certificated Support Salaries	2200	1,591,848.00	1,637,537.19	1,720,802.00	1,772,426.00
Non-certificated Supervisors' and Administrators' Sal.	2300	708,921.00	683,528.12	767,118.00	790,132.00
Clerical and Office Salaries	2400	970,521.00	961,961.51	1,049,373.00	1,080,854.00
Other Non-certificated Salaries	2900	236,013.00	67,001.48	254,975.00	262,624.00
Total, Non-certificated Salaries		4,450,994.00	4,611,875.27	4,816,963.00	4,961,472.00

3. Employee Benefits

State Teachers' Retirement System, certificated	3101	2,870,657.00	2,988,884.53	3,752,071.00	3,864,633.00
State Teachers' Retirement System, classified	3102	57,330.00	101,858.61	24,685.00	25,426.00
Public Employees' Retirement System, certificated	3201	27,740.00	46,105.78	13,550.00	13,957.00
Public Employees' Retirement System, classified	3202	797,506.00	853,744.80	1,014,255.00	1,044,683.00
OASDI/Medicare/Alternative, certificated	3301	271,781.00	265,055.70	279,876.00	288,272.00
OASDI/Medicare/Alternative, classified	3302	337,908.00	291,260.67	403,336.00	415,436.00
Health & Welfare Benefits, certificated	3401	2,888,308.00	2,625,571.63	2,977,948.00	2,977,948.00
Health & Welfare Benefits, classified	3402	857,677.00	1,052,781.64	1,195,895.00	1,195,895.00
State Unemployment Insurance, certificated	3501	88,722.00	68,098.92	97,190.00	100,106.00
State Unemployment Insurance, classified	3502	22,414.00	15,764.36	24,399.00	25,131.00

**EL CAMINO REAL CHARTER HIGH
2022-2023 BUDGET COMPARISONS**

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**
- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)**

Description	Object Code	2021-22 EAs	2021-22 UNAUDITED ACTUALS	2022-23 ADOPTED BUDGET	2022-23 Budget Updates with New Funding/ Salary Increase
Workers' Compensation Insurance, certificated	3601	224,262.00	131,782.12	156,994.00	156,994.00
Workers' Compensation Insurance, classified	3602	55,374.00	38,451.58	71,279.00	71,279.00
OPEB, Allocated, certificated	3701	2,365,654.00	(4,840,919.87)	2,113,622.00	2,113,622.00
OPEB, Allocated, classified	3702	635,546.00	(1,282,745.27)	527,578.00	527,578.00
Other Benefits, classified	3902	8,100.00	9,517.28	8,000.00	8,000.00
Total, Employee Benefits		11,508,979.00	2,365,212.48	12,660,678.00	12,828,960.00
4. Books and Supplies					
Approved Textbooks & Core Curricula Materials	4100	269,080.00	257,844.47	718,482.00	718,482.00
Books & Other Reference Materials	4200	10,565.00	7,651.67	10,882.00	10,882.00
Materials & Supplies	4300	31,509.00	59,604.40	32,454.00	32,454.00
Instructional Materials & Supplies	4325	330,343.00	420,572.34	397,950.00	397,950.00
Office Supplies	4330	90,593.00	95,742.74	93,311.00	93,311.00
Non Instructional Student Materials & Supplies	4345	493,110.00	586,828.55	506,915.00	506,915.00
ASB Supplies	4350		74,177.27		
Noncapitalized Equipment	4400	1,150,000.00	1,421,115.77	592,250.00	592,250.00
Student Food Services	4710	349,687.00	454,460.95	460,178.00	460,178.00
Other Food	4720	-		-	-
Total, Books and Supplies		2,724,887.00	3,377,998.16	2,812,422.00	2,812,422.00
5. Services and Other Operating Expenditures					
Services & Other Operating Expenses	5000	33,295.00		34,294.00	34,294.00
Subagreements for Services	5100	60,000.00		61,800.00	61,800.00
Travel & Conferences	5200	30,046.00	47,043.52	30,947.00	30,947.00
Conferences and Professional Development	5210	75,000.00	28,277.15	77,250.00	77,250.00
Dues & Memberships	5300	288,597.00	319,294.41	297,255.00	297,255.00
Insurance	5400	413,948.00	348,671.26	513,296.00	513,296.00
Operations & Housekeeping	5500	416,358.00	601,965.23	428,849.00	428,849.00
Security	5520	600,000.00	488,954.71	518,000.00	518,000.00
Rentals, Leases, & Repairs	5600		19,735.87		
Equipment Leases	5605	100,014.00	51,060.96	103,014.00	103,014.00
Rent	5610	5,665.00	1,400.00	5,835.00	5,835.00
Repairs and Maintenance - Computers	5616	14,110.00	30,003.92	14,533.00	14,533.00
Utilities	5620	671,377.00	709,279.13	691,518.00	691,518.00
Other Rentals, Leases and Repairs 1	5631	4,120.00	9,250.52	4,244.00	4,244.00
Other Services & Operating Expenses	5800	42,925.00	34,892.13	44,213.00	44,213.00
Investment Taxes	5807	25,000.00	15,220.80	25,750.00	25,750.00
Investment Fees	5808	269,600.00	212,542.26	277,688.00	277,688.00
Banking Fees	5809	35,000.00	24,159.10	36,050.00	36,050.00
Business Services	5812	96,000.00	48,000.00	98,880.00	98,880.00
Consultants - Instructional	5815	1,451,092.00	1,760,551.40	1,494,625.00	1,494,625.00
Consultants - Non Instructional - Custom 1	5820	647,038.00	1,313,630.07	1,066,449.00	1,066,449.00
District Oversight Fees	5824	358,715.00	357,346.00	391,966.00	391,966.00
ASB Consultants	5825		4,930.00		
Field Trips Expenses	5830	298,864.00	233,586.52	207,830.00	207,830.00
Fines and Penalties	5833	515.00		530.00	530.00
ASB Events or Field Trip	5835		1,615.00		
Professional Development	5840	5,000.00	2,251.48	5,150.00	5,150.00
Legal Fees	5845	239,476.00	336,651.20	246,660.00	246,660.00

**EL CAMINO REAL CHARTER HIGH
2022-2023 BUDGET COMPARISONS**

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Description	Object Code	2021-22 EAs	2021-22 UNAUDITED ACTUALS	2022-23 ADOPTED BUDGET	2022-23 Budget Updates with New Funding/ Salary Increase
Licenses and Other Fees	5848	15,450.00	24,691.31	15,914.00	15,914.00
Marketing and Student Recruiting	5851	90,000.00	50,469.43	92,700.00	92,700.00
Payroll Fees	5857	76,440.00	102,625.76	78,733.00	78,733.00
Special Education Encroachment	5872	682,788.00	706,679.80	703,272.00	703,272.00
Substitutes	5884	398,730.00	641,450.96	410,692.00	410,692.00
Bad Debt Expense	5898	500.00	1,175.00	515.00	515.00
Communications	5900	126,643.00	136,686.60	130,442.00	130,442.00
Total, Services and Other Operating Expenditures		7,572,306.00	8,664,091.50	8,108,894.00	8,108,894.00
6. Capital Outlay <i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i> <i>Depreciation Expense (for full accrual only)</i>					
Total, Capital Outlay	6900	309,748.00	293,021.43	359,748.00	359,748.00
		309,748.00	293,021.43	359,748.00	359,748.00
8. TOTAL EXPENDITURES		44,357,512.00	36,612,759.76	47,870,517.00	48,756,663.00
EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		1,839,427.00	6,470,350.20	451,109.95	277,299.86
OTHER FINANCING SOURCES / USES					
1. Other Sources	8930-8979	-		-	-
2. Less: Other Uses	7630-7699	-		-	-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-		-	-
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-
NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)					

Coversheet

Review and Vote to Recommend to the Full Board the Approval of the July and August 2022 Check Registers

Section: IV. Finance
Item: B. Review and Vote to Recommend to the Full Board the Approval of the
July and August 2022 Check Registers
Purpose: Vote
Submitted by:
Related Material: IV.B_-_Checking_Account_Register_-_July_2022[1].pdf
IV.B_-_Vendor_Spending_-_July_2022[1].pdf
IV.B_-_General_Account_Register_-_July_2022[1].pdf
IV.B_-_ASB_Register_-_July_2022[1].pdf
IV.B_-_Checking_Account_Register_-_Aug_2022[1].pdf
IV.B_-_Vendor_Spending_-_Aug_2022[1].pdf
IV.B_-_General_Account_Register_-_Aug_2022[1].pdf
IV.B_-_ASB_Register_-_Aug_2022[2].pdf
IV.B_-_ASB_Trust_Balance_-9-9-22[1].pdf

Check Register

Account: 1796 AP

**El Camino Real HS
July 2022**

Grand Total: \$ 1,141,466.09

Name	Check Number	VOID	Date	Memo	Amount	Period
School Services of California, Inc.	16655		7/6/2022	W123715-IN Admin May Revision Conference	\$ 500.00	Jul 2022
Phillip, Colson	16656		7/12/2022	Track and Field State Meet	\$ 305.00	Jul 2022
Michael Robinson	16657		7/13/2022	INV 1011 Repair for music equipment - reissue ck#33020	\$ 339.86	Jul 2022
818 Cleaners	16658		7/14/2022	128245 Graduation 2022 - Admin Gowns and Hoods cleaning services	\$ 107.00	Jul 2022
Richard A Lozano	16659		7/14/2022	06/03/22 Police Office for Graduation	\$ 222.00	Jul 2022
UTLA	16660		7/19/2022	05/22 Union Dues Certificated - reissue 16634	\$ 15,509.87	Jul 2022
TNG, LLC	16661		7/20/2022	INV 21802 & INV Legal Services 6/6/22	\$ 18,944.34	Jul 2022
Cimarron Sign Services, Inc.	16662		7/20/2022	Inv 114840 Signs for Wellness Center and Resource Office	\$ 157.35	Jul 2022
Self Insured Schools of California - Flex Plan	16663		7/20/2022	CBR 2022-06-30 El Camino FSA	\$ 4,426.47	Jul 2022
Law Offices of Young, Minney & Corr, LLP	16664		7/22/2022	INV 77571 Legal Services 06/30	\$ 11,145.86	Jul 2022
JW Pepper & Son, Inc	16665		7/22/2022	INV 364137054 Band Student Equipment	\$ 43.86	Jul 2022
UTLA	16666		7/25/2022	06/22 Union Dues Certificated	\$ 15,603.05	Jul 2022
Wayside Publishing	16667		7/25/2022	inv Q-100281 Spanish Literature Textbooks inv INV381608 Canvas Annual Renewal for 2022-2023. 2nd year of the 3-year	\$ 12,188.23	Jul 2022
Instructure, Inc	16668		7/26/2022	contract with Instructure	\$ 27,840.00	Jul 2022
AV Masters, Inc	16669		7/26/2022	2203744 Audio visual equipment for New Student Orientation nights 7/26-7/28	\$ 2,632.45	Jul 2022
PBWS Architects, LLP	16670		7/27/2022	05/22 Master plan project for capitalization	\$ 10,301.30	Jul 2022
Front Porch. Inc dba Get More Math	16671		7/27/2022	inv 2022-101212 Learning Loss: Get More Math 2022-2023 Annual license renewal	\$ 21,000.00	Jul 2022
Jules Seltzer Associates	16672		7/27/2022	INV 234147 classroom furniture for rooms B214, B223, C20, T47	\$ 41,225.00	Jul 2022
Brooks Transportation Inc.	16673		7/27/2022	INV 17224 CCR trip to JA Finance Park on 5/10/22	\$ 950.00	Jul 2022
Lindsey C. Surendranath Granted, Inc	16674		7/28/2022	Inv 303 CTE Program Development Phase 2	\$ 3,750.00	Jul 2022
Enome, Inc. (Goalbook)	16675		7/28/2022	inv 1001-3977 Goalbook Purchase for IEP Goals for 2022-2023 School Year	\$ 11,685.00	Jul 2022
Phase II Systems (Public Agency Retirement Services - PARS)	16676		7/29/2022	04/22 INV# 50760 PARS ARS Fees Plan A5 - ARS11A	\$ 350.54	Jul 2022
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	16677		7/29/2022	06/22 403(B) Plan 2563-4428 Charles Schwab	\$ 7,375.00	Jul 2022
The Print Spot	33045		7/1/2022	INV 5410 Printed 2022 Graduation Tickets	\$ 733.65	Jul 2022
AT&T (CALNET)	33046		7/2/2022	06/22 INV#000018376174 BAN#9391080026 Phone Line	\$ 28.22	Jul 2022
AT&T (CALNET)	33047		7/2/2022	06/22 INV# 000018376175 BAN#9391080027 Phone Line	\$ 25.04	Jul 2022
AT&T 6340	33048		7/2/2022	22-June 818 888-6340 249	\$ 219.05	Jul 2022
AT&T 9132	33049		7/2/2022	06/22 Inv# 2581430706 Acct# 831-000-9132 154 5G Line	\$ 3,563.00	Jul 2022
AT&T (CALNET)	33050		7/2/2022	06/22 INV#000018376173 BAN#9391080024 Phone Line	\$ 25.04	Jul 2022
Brooks Transportation Inc.	33051		7/2/2022	INV 17643 Athletic buses for the week of 5/16/22	\$ 1,050.00	Jul 2022
Brooks Transportation Inc.	33052		7/2/2022	INV 17659 Charter bus for baseball semifinal game at USC on 5/25/22	\$ 1,200.00	Jul 2022
Spectrum Enterprise 7801	33053		7/2/2022	03/22 Inv# 128697801030222 Acct#086084201 Enterprise Fiber line	\$ 1,738.00	Jul 2022
Aeries Software	33054		7/2/2022	06/21& 06/28 CALPADS EOY 1, 2 & 3 Webinars	\$ 200.00	Jul 2022
AT&T 0810	33055		7/2/2022	22-June 818 716-0810 246	\$ 219.05	Jul 2022
AT&T (CALNET)	33056		7/2/2022	06/22 INV# 000018376177 BAN#9391080076 Phone Line	\$ 25.04	Jul 2022
AT&T 8815	33057		7/2/2022	22-June 818 884-8815 516	\$ 32.89	Jul 2022
AT&T (CALNET)	33058		7/9/2022	05/22 INV# 000018231313 BAN#9391080027 Phone Line	\$ 25.04	Jul 2022
Michael Fishman	33059		7/9/2022	5/17/22 Umpire for softball playoff game	\$ 81.00	Jul 2022
Interquest Detection Canines	33060		7/9/2022	INV ECRCHS-0622 Canine Inspection	\$ 175.00	Jul 2022
AP fbo EdLogical Group Corp	33061		7/9/2022	05/22 INV 91361297 Non-Special Edlogical Services	\$ 15,967.51	Jul 2022
Spectrum Enterprise 7801	33062		7/8/2022	06/22 Inv# 128697801 Acct#086084201 Enterprise Fiber line	\$ 1,185.00	Jul 2022
AP fbo EdLogical Group Corp	33063		7/12/2022	06/22 INV 91361379 Special Ed Services	\$ 1,759.23	Jul 2022
AP fbo EdLogical Group Corp	33064		7/12/2022	05/22 INV 91361298 Special Ed Services	\$ 9,138.24	Jul 2022
The Cruz Center	33065		7/12/2022	05/22 Special Ed Services INV 3042	\$ 250.00	Jul 2022

Check Register

Account: 1796 AP

**El Camino Real HS
July 2022**

Grand Total: \$ 1,141,466.09

Name	Check Number	VOID	Date	Memo	Amount	Period
The Cruz Center	33066		7/12/2022	06/22 Special Ed Services INV 3057	\$ 125.00	Jul 2022
Yantzer brothers heating and air inc	33067		7/14/2022	I-1879-1 B&G	\$ 550.50	Jul 2022
Spectrum Enterprise 7801	33068		7/14/2022	07/22 Inv# 128697801070122 Acct#086084201 Enterprise Fiber line	\$ 1,185.00	Jul 2022
Judy McLean	33069		7/20/2022	06/22 Payroll Services	\$ 2,562.50	Jul 2022
MRC Smart Technology Solutions(SoCal Office)	33070		7/20/2022	06/22 inv IN2776373 Copies for Print Service (Contract CN22642-01)	\$ 376.13	Jul 2022
Box Six	33071		7/20/2022	INV-3243 Fall 2022 Marching band show music	\$ 1,850.00	Jul 2022
Mutual of Omaha	33072		7/20/2022	INV 001377243660 Voluntary Disability Insurance 06/22	\$ 13.21	Jul 2022
AT&T 6340	33073		7/22/2022	22-July 818 888-6340 249	\$ 220.72	Jul 2022
The CLM Group Inc.	33074		7/22/2022	INV 8947 Mealtime Online app subscription	\$ 960.86	Jul 2022
Child and Family Guidance Center	33075		7/22/2022	05/22 Special Ed Services Northpoint	\$ 5,868.98	Jul 2022
ICON School Management	33076		7/22/2022	07/22 inv 1057 Charter School Consulting	\$ 8,000.00	Jul 2022
AT&T 0810	33077		7/22/2022	22-July 818 716-0810 246	\$ 220.44	Jul 2022
M&M Paper Co.	33078		7/23/2022	IN16646 Copy Paper Order	\$ 2,579.82	Jul 2022
LADWP	33079		7/22/2022	22-June 6968788886 Shoup Utilities	\$ 4,958.62	Jul 2022
Splashtop Inc.	33080		7/22/2022	INV stb220609-1 Remote connection to troubleshoot teacher and student devices	\$ 1,596.00	Jul 2022
AT&T 9221	33081		7/22/2022	22-July 818 887-9221 130	\$ 439.52	Jul 2022
Nasco Education LLC	33082		7/23/2022	INV 288198 Needed for HBS	\$ 73.20	Jul 2022
AT&T 8815	33083		7/22/2022	22-July 818 884-8815 516	\$ 252.59	Jul 2022
AT&T 4152	33084		7/22/2022	22-July 818 348-4152 036	\$ 220.72	Jul 2022
SoCalGas	33085		7/23/2022	06/22 Gas Charges for Shoup Acct 163 513 3769 2	\$ 22.77	Jul 2022
AT&T 3635	33086		7/22/2022	22-July 818 347-3635 849	\$ 220.72	Jul 2022
Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.	33088		7/26/2022	2022-2023 INV4355564 Student Accident Insurance Policy#SB21CCCA-P-052819	\$ 10,516.42	Jul 2022
The Print Spot	33089		7/26/2022	inv 5302 Business Cards for Shawn Kolani for Brad Wright	\$ 157.35	Jul 2022
Nasco Education LLC	33090		7/26/2022	inv 280472 Nasco Kitchen Equipment Order	\$ 99.81	Jul 2022
Realityworks, Inc.	33091		7/26/2022	Additional RealCare Baby Supplies/Acessories	\$ 3,590.59	Jul 2022
MRC Smart Technology Solutions(SoCal Office)	33092		7/27/2022	inv IN2785138 Toner	\$ 56.41	Jul 2022
The Print Spot	33093		7/27/2022	inv 5361 Name Plates for Mr. Brad Wright	\$ 463.91	Jul 2022
The Print Spot	33094		7/27/2022	INV 5109 Senior Awards	\$ 1,146.60	Jul 2022
AFSCME District Council 36	33095		7/29/2022	06/22 Union Dues	\$ 2,243.06	Jul 2022
Law Offices of Young, Minney & Corr, LLP	33096		7/29/2022	INV 77812 Legal Services 07/22	\$ 564.00	Jul 2022
AT&T 9132	33097		7/29/2022	07/22 Inv# 7267051701 Acct# 831-000-9132 154 5G Line	\$ 3,563.00	Jul 2022
Jostens, Inc	33098		7/28/2022	inv 1625 championship rings for girls basketball 2022	\$ 3,599.97	Jul 2022
WM Corporate services, INC	33099		7/28/2022	07/22 Waste Management Services on Shoup	\$ 399.78	Jul 2022
NASSP	33100		7/29/2022	2022-2023 Affiliation Honor Society	\$ 385.00	Jul 2022
The Shredders	33101		7/29/2022	05/22 Shredding	\$ 396.00	Jul 2022
Child and Family Guidance Center	33102		7/29/2022	06/22 Ed Services Northpoint	\$ 3,451.81	Jul 2022
AVID Center	33103		7/29/2022	INV 00080335 AVID 2022-2023 membership fees Springboard Ela Grade 10 Language Workshop Booklet-2-21 For Ms. Harris English	\$ 4,809.00	Jul 2022
College Board	33104		7/29/2022	Departent	\$ 291.50	Jul 2022
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	33105		7/29/2022	7/15/22 403(B) Plan 2563-4428 Charles Schwab	\$ 150.00	Jul 2022
OnSolve Intermediate Holding Company	33106		7/29/2022	INV 15236774 Emergency Notification System annual renewal 2022-2023	\$ 5,747.33	Jul 2022
AP fbo EdLogical Group Corp	33107		7/29/2022	06/22 INV 91361378 Non-Special Edlogical Services	\$ 2,471.48	Jul 2022
PBWS Architects, LLP	33108		7/29/2022	04/22 Master plan project for capitalization	\$ 3,323.00	Jul 2022
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	33109		7/29/2022	Inv 21145722 Legal Services	\$ 3,966.40	Jul 2022
GOODSUITE (Copier Headquarters, Inc)	33110		7/28/2022	06/22 INV154536 IT Services	\$ 210.24	Jul 2022
Canon Solutions America, Inc	33111		7/29/2022	06/22 Copier Maintenance Contract 2425852	\$ 2,215.46	Jul 2022

Check Register

Account: 1796 AP

**El Camino Real HS
July 2022**

Grand Total: \$ 1,141,466.09

Name	Check Number	VOID	Date	Memo	Amount	Period
U.S Bank PARS Account #6746022400	33112		7/29/2022	06/22 #6746022400 PARS Contributions	\$ 4,486.68	Jul 2022
The Home Depot	ACH220705-01		7/5/2022	9670 Instructional Supplies 2621639	\$ 434.69	Jul 2022
The Home Depot	ACH220712-01		7/12/2022	9670 Instructional Supplies 2630880	\$ 452.10	Jul 2022
Scoot Education Inc	SPACH819		7/1/2022	16602 3/28-3/31/22	\$ 12,053.00	Jul 2022
Project Lead The Way, Inc.	SPACH820		7/1/2022	INV 336562 PLTW participation fee 2022-2023	\$ 5,400.00	Jul 2022
Spectrum Enterprise 4201	SPACH821		7/2/2022	06/22 Inv# 086084201040121 Acct#086084201 Enterprise Fiber line	\$ 899.00	Jul 2022
Scoot Education Inc	SPACH822		7/7/2022	16954 Substitute Services 4/4-4/8	\$ 15,792.00	Jul 2022
Smart & Final	SPACH823		7/7/2022	5120050008202 Foods Class Acct# 512005	\$ 258.44	Jul 2022
Scoot Education Inc	SPACH824		7/7/2022	17522 4/18-4/22 Subs	\$ 13,289.00	Jul 2022
Fulgent Genetics	SPACH825		7/9/2022	INV 358204 Covid Test	\$ 55.00	Jul 2022
Staples Business Advantage	SPACH826		7/9/2022	INV 3509601180 Items for Graduation	\$ 65.86	Jul 2022
Softchoice Corporation	SPACH827		7/9/2022	INV 90666616 Microsoft Annual license renewal	\$ 18,124.00	Jul 2022
Kelly Services, Inc.	SPACH828		7/9/2022	INV 598920 Substitute Teachers Through 04/10/22	\$ 10,951.65	Jul 2022
Amazon Web Services	SPACH829		7/9/2022	INV 1047712009 Recurring monthly payments of AWS	\$ 2,405.74	Jul 2022
Allied Private Investigations & Security Services, LLC	SPACH830		7/9/2022	INV ELC 2046 Covid Security Services 05/02-05/31/22	\$ 6,518.55	Jul 2022
Kelly Services, Inc.	SPACH831		7/19/2022	617772 Substitutes through 5/16-5/20/22	\$ 11,051.81	Jul 2022
Piece of Mind Care Services	SPACH832		7/20/2022	INV 00000120 Students Support Services 06/22	\$ 19,686.50	Jul 2022
Smart & Final	SPACH833		7/20/2022	Acct# 512005 PO7447 Foods Class Charges 7/6-7/12/22	\$ 383.92	Jul 2022
Allied Private Investigations & Security Services, LLC	SPACH834		7/20/2022	INV ELC 2040 Covid Security Services 03/01-03/31/22	\$ 8,882.91	Jul 2022
Allied Private Investigations & Security Services, LLC	SPACH835		7/21/2022	INV ELC 2047 ELC Security Services 05/02-05/31/22	\$ 45,737.61	Jul 2022
Allied Private Investigations & Security Services, LLC	SPACH836		7/22/2022	INV ELC 2051 ELC Security Services 05/31/22 Prom Event	\$ 279.48	Jul 2022
Inspire Communication, Inc	SPACH837		7/22/2022	INV EC2022630 Speech-Language Services	\$ 4,462.50	Jul 2022
Spectrum Enterprise 4201	SPACH838		7/22/2022	07/22 Inv# 086084201070122 Acct#086084201 Enterprise Fiber line	\$ 899.00	Jul 2022
Allied Private Investigations & Security Services, LLC	SPACH839		7/22/2022	INV ELC 2049 ELC Security Services 05/26/22 Event	\$ 274.26	Jul 2022
Piece of Mind Care Services	SPACH840		7/22/2022	INV 00000121 Continuation School Services 06/22	\$ 5,468.05	Jul 2022
Amazon	SPACH841		7/22/2022	inv 1PML-VPHD-CGQR Safety Supplies Library Outlet and Media Center	\$ 20.77	Jul 2022
Allied Private Investigations & Security Services, LLC	SPACH842		7/22/2022	INV ELC 2048 ELC Security Services 05/21/22 Competition	\$ 439.34	Jul 2022
Amazon	SPACH843		7/22/2022	inv 1QLX-LNMK-HRWH Classroom Supplies	\$ 160.55	Jul 2022
Amazon	SPACH844		7/22/2022	inv 1KD7-K17R-RPN6 Office Supplies	\$ 420.98	Jul 2022
Eric A Johnson-Greer	SPACH845		7/22/2022	00017 Tutorial Services 5/26-5/29	\$ 960.00	Jul 2022
Piece of Mind Care Services	SPACH846		7/22/2022	INV 00000119 Continuation School Services 05/22	\$ 3,706.50	Jul 2022
Allied Private Investigations & Security Services, LLC	SPACH847		7/22/2022	INV ELC 2050 ELC Security Services 05/28/22 Prom Event	\$ 1,307.61	Jul 2022
Spectrum Enterprise 7801	SPACH848		7/22/2022	03/22-06/22 Inv# 128697801060122 Acct#086084201 Enterprise Fiber line	\$ 5,293.00	Jul 2022
Amazon	SPACH849		7/22/2022	inv 1G4J-3RXD-G1XG OSHA Notice Sign	\$ 23.86	Jul 2022
Amazon	SPACH850		7/22/2022	INV 1NTY-NV44-WNDH Covid -Materials	\$ 1,389.63	Jul 2022
Respondus, Inc.	SPACH851		7/22/2022	INV SO-32355 Learning loss: Respondus School site license 2022-2023 renewal	\$ 4,045.00	Jul 2022
Nettime Solutions LLC	SPACH852		7/23/2022	06/22 stratustime Monthly Subscription	\$ 50.00	Jul 2022
Mixtus Inc dba Mustang Marketing	SPACH853		7/23/2022	10076-0 Daily News Focus	\$ 2,457.84	Jul 2022
Golden Star Technology, Inc	SPACH854		7/23/2022	INV77331 Lenovo 300w Student Laptops for Incoming Freshmen 2022-2023	\$ 545,247.55	Jul 2022
Nearpod Inc.	SPACH855		7/26/2022	INV 52566 Nearpod 25 teacher 2022-2023 renewal	\$ 4,000.00	Jul 2022
Jive Communications, Inc. (LogMeIn Communications)	SPACH856		7/27/2022	06/22 IN7101173712 VOIP Phone system	\$ 2,673.96	Jul 2022
Amazon Web Services	SPACH857		7/27/2022	06/22 INV 1062101257 AWS monthly subscription	\$ 2,322.52	Jul 2022
Learn by Doing, Inc.	SPACH858		7/27/2022	INV 38754 Learning Loss: Albert.io 2022-2023 school site license renewal	\$ 14,062.00	Jul 2022
Franklin, Stephanie	SPACH859		7/27/2022	ER1333 - Student Supplies	\$ 79.79	Jul 2022
Gamez, Nicole	SPACH860		7/27/2022	Smart & Final Credit card was limited and had to pay out the rest	\$ 31.31	Jul 2022
Kelly Services, Inc.	SPACH861		7/28/2022	605049 Substitutes through 4/18-4/22/22	\$ 9,764.48	Jul 2022

Check Register

Account: 1796 AP

**El Camino Real HS
July 2022**

Grand Total: \$ 1,141,466.09

Name	Check Number	VOID	Date	Memo	Amount	Period
Kelly Services, Inc.	SPACH862		7/28/2022	602018 Substitutes through 4/06-4/08/22	\$ 571.04	Jul 2022
Kelly Services, Inc.	SPACH863		7/28/2022	623949 Subs from 5/31-6/03 INV 30528P RealCare Baby 3 Baby with 5 yr warranty & Accessories. SEE NOTE very	\$ 4,426.93	Jul 2022
Realityworks, Inc.	SPACH864		7/29/2022	important	\$ 18,916.05	Jul 2022
Amazon	SPACH865		7/29/2022	inv 1LN6-JCPL-Y74P Covid-19 testing Labels	\$ 155.47	Jul 2022
Self Insured Schools of California - Flex Plan	SPACH866		7/29/2022	7/15/22 CBR El Camino FSA	\$ 263.33	Jul 2022
City National Bank			7/19/2022	FUNDS ADVANCED OVE RDRAFTS FOR 06/22	7.23	Jul 2022

El Camino Real Charter High School
AP Vendor Month/YTD
July 2022

Vendor	Amount	YTD Total
818 Cleaners	\$ 107.00	\$ 107.00
Aeries Software	\$ 200.00	\$ 200.00
AFSCME District Council 36	\$ 2,243.06	\$ 2,243.06
Allied Private Investigations & Security Services, LLC	\$ 63,439.76	\$ 63,439.76
Amazon	\$ 2,171.26	\$ 2,171.26
Amazon Web Services	\$ 4,728.26	\$ 4,728.26
AP fbo EdLogical Group Corp	\$ 29,336.46	\$ 29,336.46
Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.	\$ 10,516.42	\$ 10,516.42
AT&T (CALNET)	\$ 128.38	\$ 128.38
AT&T 0810	\$ 439.49	\$ 439.49
AT&T 3635	\$ 220.72	\$ 220.72
AT&T 4152	\$ 220.72	\$ 220.72
AT&T 6340	\$ 439.77	\$ 439.77
AT&T 8815	\$ 285.48	\$ 285.48
AT&T 9132	\$ 7,126.00	\$ 7,126.00
AT&T 9221	\$ 439.52	\$ 439.52
AV Masters, Inc	\$ 2,632.45	\$ 2,632.45
AVID Center	\$ 4,809.00	\$ 4,809.00
Box Six	\$ 1,850.00	\$ 1,850.00
Brooks Transportation Inc.	\$ 3,200.00	\$ 3,200.00
Canon Solutions America, Inc	\$ 2,215.46	\$ 2,215.46
Child and Family Guidance Center	\$ 9,320.79	\$ 9,320.79
Cimarron Sign Services, Inc.	\$ 157.35	\$ 157.35
City National Bank	\$ 7.23	\$ 7.23
College Board	\$ 291.50	\$ 291.50
Enome, Inc. (Goalbook)	\$ 11,685.00	\$ 11,685.00
Eric A Johnson-Greer	\$ 960.00	\$ 960.00
Franklin, Stephanie	\$ 79.79	\$ 79.79
Front Porch. Inc dba Get More Math	\$ 21,000.00	\$ 21,000.00
Fulgent Genetics	\$ 55.00	\$ 55.00
Gamez, Nicole	\$ 31.31	\$ 31.31
Golden Star Technology, Inc	\$ 545,247.55	\$ 545,247.55
GOODSUITE (Copier Headquarters, Inc)	\$ 210.24	\$ 210.24
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	\$ 3,966.40	\$ 3,966.40
ICON School Management	\$ 8,000.00	\$ 8,000.00
Inspire Communication, Inc	\$ 4,462.50	\$ 4,462.50
Instructure, Inc	\$ 27,840.00	\$ 27,840.00
Interquest Detection Canines	\$ 175.00	\$ 175.00
Jive Communications, Inc. (LogMeIn Communications)	\$ 2,673.96	\$ 2,673.96
Jostens, Inc	\$ 3,599.97	\$ 3,599.97
Judy McLean	\$ 2,562.50	\$ 2,562.50
Jules Seltzer Associates	\$ 41,225.00	\$ 41,225.00
JW Pepper & Son, Inc	\$ 43.86	\$ 43.86
Kelly Services, Inc.	\$ 36,765.91	\$ 36,765.91
LADWP	\$ 4,958.62	\$ 4,958.62

El Camino Real Charter High School
AP Vendor Month/YTD
July 2022

Vendor	Amount	YTD Total
Law Offices of Young, Minney & Corr, LLP	\$ 11,709.86	\$ 11,709.86
Learn by Doing, Inc.	\$ 14,062.00	\$ 14,062.00
Lindsey C. Surendranath Granted, Inc	\$ 3,750.00	\$ 3,750.00
M&M Paper Co.	\$ 2,579.82	\$ 2,579.82
Michael Fishman	\$ 81.00	\$ 81.00
Michael Robinson	\$ 339.86	\$ 339.86
Mixtus Inc dba Mustang Marketing	\$ 2,457.84	\$ 2,457.84
MRC Smart Technology Solutions(SoCal Office)	\$ 432.54	\$ 432.54
Mutual of Omaha	\$ 13.21	\$ 13.21
Nasco Education LLC	\$ 173.01	\$ 173.01
NASSP	\$ 385.00	\$ 385.00
Nearpod Inc.	\$ 4,000.00	\$ 4,000.00
Nettime Solutions LLC	\$ 50.00	\$ 50.00
OnSolve Intermediate Holding Company	\$ 5,747.33	\$ 5,747.33
PBWS Architects, LLP	\$ 13,624.30	\$ 13,624.30
Phase II Systems (Public Agency Retirement Services - PARS)	\$ 350.54	\$ 350.54
Phillip, Colson	\$ 305.00	\$ 305.00
Piece of Mind Care Services	\$ 28,861.05	\$ 28,861.05
Project Lead The Way, Inc.	\$ 5,400.00	\$ 5,400.00
Realityworks, Inc.	\$ 22,506.64	\$ 22,506.64
Respondus, Inc.	\$ 4,045.00	\$ 4,045.00
Richard A Lozano	\$ 222.00	\$ 222.00
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 7,525.00	\$ 7,525.00
School Services of California, Inc.	\$ 500.00	\$ 500.00
Scoot Education Inc	\$ 41,134.00	\$ 41,134.00
Self Insured Schools of California - Flex Plan	\$ 4,689.80	\$ 4,689.80
Smart & Final	\$ 642.36	\$ 642.36
SoCalGas	\$ 22.77	\$ 22.77
Softchoice Corporation	\$ 18,124.00	\$ 18,124.00
Spectrum Enterprise 4201	\$ 1,798.00	\$ 1,798.00
Spectrum Enterprise 7801	\$ 9,401.00	\$ 9,401.00
Splashtop Inc.	\$ 1,596.00	\$ 1,596.00
Staples Business Advantage	\$ 65.86	\$ 65.86
The CLM Group Inc.	\$ 960.86	\$ 960.86
The Cruz Center	\$ 375.00	\$ 375.00
The Home Depot	\$ 886.79	\$ 886.79
The Print Spot	\$ 2,501.51	\$ 2,501.51
The Shredders	\$ 396.00	\$ 396.00
TNG, LLC	\$ 18,944.34	\$ 18,944.34
U.S Bank PARS Account #6746022400	\$ 4,486.68	\$ 4,486.68
UTLA	\$ 31,112.92	\$ 31,112.92
Wayside Publishing	\$ 12,188.23	\$ 12,188.23
WM Corporate services, INC	\$ 399.78	\$ 399.78
Yantzer brothers heating and air inc	\$ 550.50	\$ 550.50

Check Register

Account: 1761 General

El Camino Real HS
July 2022

Grand Total: \$ 614,517.80

Name	Check Number	Date	Memo	Amount	Period	
Solupay Merchant	ACH220705-01	7/5/2022	xx1886 Merchant PCI Fees	4.25	Jul 2022	
Solupay Merchant	ACH220705-02	7/5/2022	xx1886 Merchant Processing Fees	328.06	Jul 2022	
PenServ Plan Services	ACH220706-01	7/6/2022	403(B) Funding 06/16-06/30/22	35,950.00	Jul 2022	
City National Bank	ACH220712-01	7/12/2022	Dep Adj \$5 OR Less	1.00	Jul 2022	
Purchase Power (Pitney Bowes)	ACH220713-01	7/13/2022	220713 Postage Meter and Supplies for 2022-2023	388.31	Jul 2022	
U.S. Bank National Association (OPEB)	ACH220714-01	7/14/2022	7/22 OPEB Funding	220,000.00	Jul 2022	
Self Insured Schools of California	ACH220714-02	7/14/2022	22-JUNE Employee Benefits INV# 99118	335,064.81	Jun 2022	**
Solupay Merchant	ACH220715-01	7/15/2022	xx0888 Merchant Processing Fees	124.35	Jul 2022	
Solupay Merchant	ACH220715-02	7/15/2022	xx0888 Merchant Processing Fees	200.00	Jul 2022	
PenServ Plan Services	ACH220719-01	7/19/2022	403(B) Funding 07/01-07/15/2022	280.00	Jul 2022	
City National Bank	ACH220719-02	7/19/2022	ANALYSIS ACTIVITY FOR 06/22	780.45	Jul 2022	
U.S. Bank National Association	ACH220719-03	7/19/2022	22-June 6539 Credit Card Charges	21,138.82	Jul 2022	
Texas Life Insurance Company	ACH220721-01	7/21/2022	SM0F6Z20220714001 Supplemental Life insurance 7/21/22	257.75	Jul 2022	

****Classified Retiree: \$6,219.94**

****Certificated Retiree: \$24,518.58**

Check Register

Account: 1826 ASB

El Camino Real HS
July 2022

Grand Total: \$ 18,522.92

Name	Check Number	Date	Memo	Trust Account	Amount	Period
Duran, Noe	2001	7/6/2022	AFCA Football	TRUST - Football	\$ 80.85	Jul 2022
Elyana Nadres	2002	7/7/2022	Wrestling Banquet Meal	TRUST - Wrestling	\$ 372.37	Jul 2022
Phillip, Colson	2003	7/12/2022	5/27/2022 CA State Meet Meals	TRUST - Track & Field	\$ 231.10	Jul 2022
Jostens, Inc	2004	7/12/2022	inv 1626 championship rings for girls basketball coaches 2022	TRUST - Girls Basketball	\$ 1,199.99	Jul 2022
California Institute of Emergency Medical Training	2005	7/12/2022	2022 Counselors and Dean Awards Scholarship - Leta Squier	TRUST - Milt Goffman Scholarship	\$ 3,000.00	Jul 2022
EWC California, Inc. (AAA Label Factory)	2006	7/13/2022	00200875 Graduation 2022 ticket stickers	TRUST - Grad Class 2022	\$ 1,121.99	Jul 2022
Amazon	2007	7/20/2022	inv 1VY6-MDT3-WCTC Mountain Bike Radios	TRUST - Mountain Bike Club	\$ 522.87	Jul 2022
KTG Printing LLC	2008	7/21/2022	INV 10633 Trust JROTC Uniforms	TRUST - NJROTC	\$ 7,093.96	Jul 2022
Edward Hwang	2009	7/21/2022	umpire for baseball tournament game on 3/5/22 and 4/2/22	TRUST - Baseball	\$ 171.00	Jul 2022
Robosource, LLC	2010	7/25/2022	inv IN009526 Screws	TRUST - Robotics	\$ 324.07	Jul 2022
Hype Socks, LLC	2011	7/25/2022	inv 8900203 Spirit Pack - Game Socks	TRUST - Football	\$ 3,792.81	Jul 2022
Deny Sportswear	2012	7/27/2022	1680 Soccer Uniforms	TRUST - Girls Soccer	\$ 501.93	Jul 2022
3477 Solupay		7/6/2022	xx4210 Merchant Fees	ASB General	\$ 54.99	Jul 2022
3477 Solupay		7/6/2022	xx4194 Merchant Fees	ASB General	\$ 54.99	Jul 2022

Check Register

Account: 1796 AP

El Camino Real HS
Aug 2022

Grand Total: 1,348,596.05

Name	Check Number	VOID	Date	Memo	Amount	Period
Golden West Sash Door, LLC	16678		8/2/2022	129935 Alt ed remodel/ Wellness Center 129936	825.63	Aug 2022
Alison Tran	16679		8/3/2022	inv 100 Question music focus tests and indexed answer keys	250.00	Aug 2022
Rachel M Markenson	16680		8/3/2022	inv 400 Question Music comprehension tests and indexed answer keys	500.00	Aug 2022
Bryan Vadhin	16681		8/3/2022	inv 310 50 Question Tests	500.00	Aug 2022
Calabasas Custom Catering	16682		8/3/2022	08/03/22 Lunch for Professional Development Day	3,227.00	Aug 2022
Aeries Software	16683		8/3/2022	RN-8561 Aeries Annual Renewal	24,149.05	Aug 2022
V.V. Concrete	16684		8/4/2022	July 16 2022 Demolish Classroom Renovation	1,300.00	Aug 2022
In-N-Out Burger	16685		8/4/2022	In-N-Out Burger Event ID#E57188 8/4/2022	2,634.44	Aug 2022
Lee, David	16686		8/4/2022	Office Supplies	49.24	Aug 2022
McCalla Company	16687		8/4/2022	037505 Custodial Supplies	596.00	Aug 2022
Abdon Rosales	16688		8/4/2022	Gardening Service for Shoup 06-22	1,350.00	Aug 2022
Consoletti, Michael	16689		8/4/2022	NJROTC supplies	178.57	Aug 2022
Endres, Zasha	16690		8/4/2022	PD refreshers 8/3/22	210.09	Aug 2022
Corner Bakery	16691		8/5/2022	INV 2121659 Food For Friday's PD Meeting	2,482.75	Aug 2022
LAUSD - Maintenance & Operations	16692		8/5/2022	8617-2022-4P Q4 Facilities M & O Services performed at ECRCHS	55,617.02	Aug 2022
VOID	16693	VOID	8/8/2022	VOID	0.00	Aug 2022
VOID	16694	VOID	8/9/2022	VOID	0.00	Aug 2022
The Home Depot	16695		8/9/2022	H1070-326617 Ovens	8,994.12	Aug 2022
Bryan Vadhin	16696		8/9/2022	INV 315 Test 50 Questions	500.00	Aug 2022
Esha E Mathew	16697		8/9/2022	INV100 Answer Keys & 25 Question Test	250.00	Aug 2022
Bargreen Ellingson Inc	16698		8/10/2022	INV 010480975 Cafeteria Equipment	10,932.14	Aug 2022
LAUSD - Maintenance & Operations	16699		8/10/2022	8617-2022-3 Q3 Facilities M & O Services performed at ECRCHS	119,502.69	Aug 2022
Amanda N Sanchez	16700		8/10/2022	2-15-22 Payroll reissue	438.50	Aug 2022
Kena Worthen	16701		8/10/2022	2-15-22 Payroll Reissue	270.35	Aug 2022
CONFIDENTIAL	16702		8/11/2022	OAH # 2022050456 for Settlement Agreement	1,295.00	Aug 2022
Moon Grad Services	16703		8/11/2022	INV 1261598 Decathlon Rings	2,413.95	Aug 2022
Golden Star Technology, Inc	16704		8/12/2022	INV78028 Firewall License Renewal	47,711.70	Aug 2022
LightSpeed Solutions, LLC (Lightspeed Systems)	16705		8/12/2022	inv LS025822 Content Filter 5-year term	81,812.50	Aug 2022
DS Honda Construction Management, Inc	16706		8/12/2022	043, 042, 041 Classroom Repair/Cafeteria	8,590.28	Aug 2022
Adrian Medellin Salcedo	16707		8/12/2022	Alt Ed Wall install	975.00	Aug 2022
Jose Maldonado	16708		8/12/2022	Invoice #1 Cafeteria repair	1,040.00	Aug 2022
Shaw Contract Flooring Services Inc (Spectra Contracting Flooring)	16709		8/12/2022	22946150 B&G Classroom repair	11,277.00	Aug 2022
Scott A Sterling (Sterling Construction)	16710		8/12/2022	ELCAMINO.01 B&G repairs	1,968.00	Aug 2022
Schuster, Suzanne Lee	16711		8/12/2022	Student Supplies	133.16	Aug 2022
Telemedia Trainco Holdings LLC (eFoodHandlers)	16712		8/12/2022	INV T-25121 Food Handlers Cards	2,720.00	Aug 2022
Fence Factory	16713		8/16/2022	INV 132891 Replacement fence behind home side bleachers in stadium	11,861.50	Aug 2022
UTLA	16714		8/16/2022	07/22 Union Dues Certificated	14,581.29	Aug 2022
Northwest Evaluation Association	16715		8/17/2022	inv 75714 Testing Materials For Ms. Cark	46,000.00	Aug 2022

Check Register

Account: 1796 AP

El Camino Real HS
Aug 2022

Grand Total: 1,348,596.05

Name	Check Number	VOID	Date	Memo	Amount	Period
360 Custom Commercial Kitchen	16716		8/18/2022	1314 Work tables for B110	11,550.00	Aug 2022
Steven C Kalan	16717		8/18/2022	Adult First Aid, CPR, AED Course	550.00	Aug 2022
Lenovo (United States) Inc.	16718		8/18/2022	inv 6460640424 Lenovo Parts	256.92	Aug 2022
Lenovo (United States) Inc.	16719		8/18/2022	inv 6460558310 Lenovo Parts	217.17	Aug 2022
Lenovo (United States) Inc.	16720		8/18/2022	inv 6460493437 Lenovo Parts	256.92	Aug 2022
Lenovo (United States) Inc.	16721		8/18/2022	inv 6460223443 Lenovo Parts	217.17	Aug 2022
Goodheart-Willcox Publisher	16722		8/18/2022	inv 01874088 Health Textbooks	54,833.14	Aug 2022
TGP Enterprises, Inc. (Trans Gas Propane)	16723		8/19/2022	inv 294115 Propane	154.40	Aug 2022
Chartwells Division Services	16724		8/19/2022	07/22 inv K40349066 Cafeteria Services	11,118.18	Aug 2022
Special Ed	16725		8/19/2022	Parent Settlement	9,788.00	Aug 2022
Guinto, Ryan	16726		8/19/2022	Direct Deposit cost reversal	50.00	Aug 2022
San Joaquin County Office of Education	16727		8/19/2022	Invoice #212718 Edjoin Account fees	1,200.00	Aug 2022
Daniel Chang	16728		8/19/2022	02/22-06/22 INV ECR-202202 Consulting Charges	980.00	Aug 2022
LAUSD - Maintenance & Operations	16729		8/22/2022	INV 8617-2121-4F Q4 2021 Facilities M & O Services performed at ECRCHS	48,237.93	Aug 2022
Law Offices of Young, Minney & Corr, LLP	16730		8/23/2022	78041 Legal Services	21,178.78	Aug 2022
U.S. Bank National Association	16731		8/24/2022	25-July 6539-7280 Credit Card Charges	7,183.86	Aug 2022
Jack Balock	16732		8/25/2022	07272022 Cafeteria Stanchion covers	337.22	Aug 2022
Jose Chavez	16733		8/25/2022	08/25/22 Officials for volleyball games	136.00	Aug 2022
818 Cleaners	16734		8/25/2022	INV 130406 Football uniform cleaners	864.00	Aug 2022
Samuel Crutcher	16735		8/25/2022	8/25/22 SC Officials JV and Varsity Volleyball Game	138.00	Aug 2022
VOID	16736	VOID	8/26/2022	VOID	0.00	Aug 2022
Bennett, Donna	16737		8/26/2022	The Dollar Tree	41.16	Aug 2022
Camp, Jason	16738		8/26/2022	Fans for campus	240.81	Aug 2022
CIF LA City Section	16739		8/29/2022	INV 1472 Wrestling Enrollment Fees	11,667.00	Aug 2022
Delgado, Fernando	16740		8/30/2022	Covid test pick up	340.46	Aug 2022
William Sollima	16741		8/30/2022	8/30/22 Officials for Volleyball game	143.00	Aug 2022
Karl Weingartner	16742		8/30/2022	8/30/22 Officials for Volleyball game	150.00	Aug 2022
Sara Gutierrez	16743		8/31/2022	123755 Stylus Refund	50.00	Aug 2022
Lauri Spero	16744		8/31/2022	121388 Stylus Refund	45.00	Aug 2022
818 Cleaners	16745		8/31/2022	INV 130755 Uniform Cleaning - 8/25-8/26	748.00	Aug 2022
Douglas Fabrick	16746		8/31/2022	UCSC class refund	399.00	Aug 2022
Bennett, Dean	16747		8/31/2022	Office Supplies	75.06	Aug 2022
Thomas W. O'Mara Plumbing Inc	16748		8/31/2022	INV 12421 Deposit for plumbing	10,130.00	Aug 2022
AT&T (CALNET)	33113		8/4/2022	07/22 INV# 000018520985 BAN#9391080076 Phone Line	26.71	Aug 2022
818 Cleaners	33114		8/4/2022	INV 129205 Gowns and Hoods Admin and counselors cleaning services	114.00	Aug 2022
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	33115		8/5/2022	07/22 403(B) Plan 2563-4428 Charles Schwab	7,375.00	Aug 2022
LACOE, Los Angeles County Office of Education	33116		8/5/2022	2021-2022 AVID Monitoring/Support Services	4,000.00	Aug 2022
OnTrack and Field, Inc	33117		8/5/2022	INV 2021634 Track & Field Items	614.81	Aug 2022

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El Camino Real HS
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Name	Check Number	VOID	Date	Memo	Amount	Period
Department of Justice (State of CA)	33118		8/5/2022	06/22 Fingerprint Apps	256.00	Aug 2022
Infinity Communications & Consulting, Inc	33119		8/5/2022	E-Rate Consulting Services Fee for FY2023 Category One	3,400.00	Aug 2022
Jones School Supply Co Inc	33120		8/10/2022	INV 1891630 End Year Awards	165.88	Aug 2022
MRC Smart Technology Solutions(SoCal Office)	33121		8/10/2022	02/22 inv# IN2469960 BW and Color Copies for Managed Print Service for Dr	409.53	Aug 2022
Administrative Services CO-OP Db a Yellow Cab	33122		8/10/2022	INV 14301 06/22	529.20	Aug 2022
The Print Spot	33123		8/11/2022	inv 5378 Graduation Programs 2022	5,998.00	Aug 2022
The Print Spot	33124		8/11/2022	Reprinted Program for awards ceremony 2022-2023	71.06	Aug 2022
MRC Smart Technology Solutions(SoCal Office)	33125		8/12/2022	02/22 360 App Fee (Contract CN15953-01)	94.14	Aug 2022
Mutual of Omaha	33126		8/12/2022	INV 001389676819 Voluntary Disability Insurance through 08/31/22	1,145.91	Aug 2022
Lenovo (United States) Inc.	33127		8/12/2022	inv 6460086801 Description: Device out of warranty	110.35	Aug 2022
MRC Smart Technology Solutions(SoCal Office)	33128		8/12/2022	02/22 inv# IN2458979 Copies for Print Service for Desktop Printers (Contract	2,091.45	Aug 2022
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	33129		8/18/2022	06/22 Inv #21161801 Legal Services	3,478.00	Aug 2022
The Shredders	33130		8/18/2022	07/22 inv CINV-023289 Shredding	425.00	Aug 2022
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	33131		8/18/2022	8/15/22 403(B) Plan 2563-4428 Charles Schwab	150.00	Aug 2022
Carolina Biological Supply Co.	33132		8/18/2022	inv 51826801 RI Physiology order #2	3,976.24	Aug 2022
U.S Bank PARS Account #6746022400	33133		8/18/2022	07/22 PARS Contributions	243.88	Aug 2022
Coutin School LLC	33134		8/18/2022	Apr, May & June 2022 Special Ed Services Coutin	9,105.54	Aug 2022
Abdon Rosales	33135		8/18/2022	Gardening Service for Shoup 07-22	1,000.00	Aug 2022
AT&T 0810	33136		8/22/2022	22-Aug 818 716-0810 246	222.54	Aug 2022
The Print Spot	33137		8/22/2022	inv 5428 Business Card Mr. Camp wanted ordered	47.85	Aug 2022
AFSCME District Council 36	33138		8/22/2022	07/22 Union Dues	1,730.24	Aug 2022
AT&T (CALNET)	33139		8/22/2022	07/22 INV# 000018520983 BAN#9391080076 Phone Line	26.73	Aug 2022
AT&T 8815	33140		8/22/2022	22-Aug 818 884-8815 516	254.97	Aug 2022
AT&T (CALNET)	33141		8/22/2022	07/22 INV#000018520982 BAN#9391080026 Phone Line	30.05	Aug 2022
Cimarron Sign Services, Inc.	33142		8/22/2022	INV 115385 for 4x4 Sign	360.00	Aug 2022
AT&T (CALNET)	33143		8/22/2022	07/22 INV#000016787619 BAN#9391080024 Phone Line	26.71	Aug 2022
Phase II Systems (Public Agency Retirement Services - PARS)	33144		8/22/2022	05/22 INV# 50917 PARS ARS Fees	350.54	Aug 2022
BSN Sports LLC	33145		8/22/2022	INV 916050144 Girls Lacrosse	14.09	Aug 2022
Kuta Software LLC	33146		8/23/2022	INV 26911 Infinite Math annual license 2022-2023	1,022.00	Aug 2022
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	33147		8/23/2022	07/22 Inv# 21166806 Legal Services	1,200.80	Aug 2022
Healy Awards	33148		8/23/2022	inv INV059961 Helmet decals for varsity and jv	1,895.94	Aug 2022
JW Pepper & Son, Inc	33149		8/23/2022	INV 363951413 Band Student Equipment	606.67	Aug 2022
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	33150		8/23/2022	07/22 Inv# 21166814 Legal Services	603.60	Aug 2022
JW Pepper & Son, Inc	33151		8/23/2022	Band Student Equipment	49.22	Aug 2022
National Speech & Debate Association	33152		8/23/2022	inv 85821 2022 NSDA Prepaid Annual Membership Dues	149.00	Aug 2022
Flinn Scientific Inc.	33153		8/23/2022	INV 2721303 Honors Physiology Supplies	3,488.69	Aug 2022
Law Offices of Young, Minney & Corr, LLP	33154		8/25/2022	07/22 inv 78040 Legal Services Claim No. CJP A-3481A1	3,337.00	Aug 2022
GOODSUITE (Copier Headquarters, Inc)	33155		8/25/2022	08/22 INV158899 IT Services	210.24	Aug 2022

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Name	Check Number	VOID	Date	Memo	Amount	Period
WM Corporate services, INC	33156		8/25/2022	Waste Management Services on Shoup	805.56	Aug 2022
Aviata Sports LLC	33157		8/26/2022	INV328 Girl's Soccer Equipment	212.50	Aug 2022
Los Angeles County Department of Public Health	33158		8/26/2022	03/22 PR0149385 Food Safety Inspection	197.00	Aug 2022
LADWP	33159		8/26/2022	22-July 6968788886 Shoup Utilities	4,884.63	Aug 2022
The Shredders	33160		8/26/2022	06/22 Shredding	228.00	Aug 2022
SoCalGas	33161		8/26/2022	07/22 Gas Charges for Shoup Acct 163 513 3769 2	47.06	Aug 2022
LACOE, Los Angeles County Office of Education	33162		8/26/2022	INV 22*1333	2,695.00	Aug 2022
Fresno County Superintendent of Schools	33163		8/26/2022	inv 230065 Cyber High subscription for 2022-2023	9,500.00	Aug 2022
Wellavita, Inc	33164		8/26/2022	INV 902575 Retractable Barriers	2,580.00	Aug 2022
Judy McLean	33165		8/26/2022	INV 3158 Payroll Services 07/22	2,387.50	Aug 2022
JW Pepper & Son, Inc	33166		8/27/2022	INV 363968449 Band Student Equipment	91.98	Aug 2022
JW Pepper & Son, Inc	33167		8/27/2022	INV 363949975 Band Student Equipment	369.00	Aug 2022
Brooks Transportation Inc.	33168		8/27/2022	inv 17962 Round trip El Camino to Palisades HS	1,500.00	Aug 2022
WM Corporate services, INC	33169		8/27/2022	INV 0491207-4801-4 Waste Management Services	683.27	Aug 2022
BSN Sports LLC	33170		8/27/2022	inv 917243735 Boys Lacrosse Gear	7,105.40	Aug 2022
The Print Spot	33171		8/27/2022	INV 5482 HR Office -Parking Permit /Name Plate	1,231.88	Aug 2022
Verizon Wireless	33172		8/27/2022	07/22 INV# 9910598397 Communication Services	468.85	Aug 2022
Yantzer brothers heating and air inc	33173		8/27/2022	INV 1-1920-1 Maintenance on units	2,244.76	Aug 2022
Chatsworth High School	33174		8/27/2022	2022 Volleyball Tournament Fees	1,100.00	Aug 2022
BSN Sports LLC	33175		8/31/2022	inv 917761355 Boys Lacrosse Gear	1,691.58	Aug 2022
Hal Leonard LLC (Noteflight LLC)	33176		8/31/2022	2022-2023 inv 592351 Noteflight Learn Renewal for 100 students	849.00	Aug 2022
The Print Spot	33177		8/31/2022	inv 5520 Ordered new name plate for Zasha	276.66	Aug 2022
Kelly Services, Inc.	SPACH867		8/2/2022	620808 Subs for5/23-5/27	6,815.77	Aug 2022
ChildCare Careers, LLC (The Education Team)	SPACH868		8/2/2022	532685 Substitutes for 5/24-5/26/22	1,841.47	Aug 2022
Kelly Services, Inc.	SPACH869		8/3/2022	614795 substitute 5/9-5/12	8,399.24	Aug 2022
Kelly Services, Inc.	SPACH870		8/3/2022	608007 substitute 4/22-4/29	10,874.87	Aug 2022
ChildCare Careers, LLC (The Education Team)	SPACH871		8/3/2022	530772 Substitutes for 5/20/22	3,897.22	Aug 2022
Kelly Services, Inc.	SPACH872		8/3/2022	611171 substitute 5/02-5/6	12,704.92	Aug 2022
LogMein USA, Inc.	SPACH873		8/4/2022	07/22 IN7101259408 VOIP Phone system	2,705.41	Aug 2022
Turnitin, LLC	SPACH874		8/4/2022	IN11235227 Turnitin annual renewal 2022-2023	37,573.35	Aug 2022
WGY Solutions LLC	SPACH875		8/4/2022	ECR-2022-07 July 2022 Network Consulting Services	2,400.00	Aug 2022
Smart & Final	SPACH876		8/4/2022	Summer School Food's class supplies 6/14-6/28	1,039.93	Aug 2022
Kami	SPACH877		8/4/2022	INVOICE-218887 Kami 2022-2023 Annual Renewal	7,500.00	Aug 2022
Chartwells Division Services	SPACH878		8/4/2022	06/22 Cafeteria Services INV K40349065	18,920.53	Aug 2022
ChildCare Careers, LLC (The Education Team)	SPACH879		8/4/2022	533819 Substitutes 5/27-6/3/22	1,619.31	Aug 2022
Self Insured Schools of California	SPACH880		8/5/2022	07/22 SISC Flex FSA Fees	4,259.80	Aug 2022
Allied Private Investigations & Security Services, LLC	SPACH881		8/5/2022	INV ELC 2053 Security Services 06/01-06/30/22	11,375.85	Aug 2022
Allied Private Investigations & Security Services, LLC	SPACH882		8/5/2022	INV ELC 2054 Covid Security Services 06/01-06/30/22	3,304.71	Aug 2022

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Grand Total: 1,348,596.05

Name	Check Number	VOID	Date	Memo	Amount	Period
Golden Star Technology, Inc	SPACH883		8/5/2022	INV77488 CTEIG - Video Game Design Equipment	12,045.39	Aug 2022
ChildCare Careers, LLC (The Education Team)	SPACH884		8/5/2022	532685 Substitutes for 5/24-5/26/22	125.00	Aug 2022
Scoot Education Inc	SPACH885		8/10/2022	17923 Substitutes for 4/24-4/29/2022	12,115.00	Aug 2022
J Thayer Company	SPACH886		8/10/2022	inv 1596598-0 covid supplies	1,230.45	Aug 2022
Project Lead The Way, Inc.	SPACH887		8/10/2022	inv 353856 Supplies for engineering class 2022-2023	2,673.44	Aug 2022
TNG, LLC	SPACH888		8/10/2022	INV #22003 & INV #22004 Legal Services 07/07/2022	1,228.83	Aug 2022
Nettime Solutions LLC	SPACH889		8/11/2022	07/22 stratustime Monthly Subscription	50.00	Aug 2022
Self Insured Schools of California	SPACH890		8/18/2022	8/15/22 CBR El Camino FSA	278.33	Aug 2022
Scoot Education Inc	SPACH891		8/19/2022	18344 Subs for may	17,461.87	Aug 2022
Amazon	SPACH892		8/22/2022	inv 1CY4-9GYC-196C Facemasks, Per Security request	1,137.85	Aug 2022
Amazon	SPACH893		8/22/2022	inv 1KKM-9X1V-VNQX Office Supplies	493.18	Aug 2022
Amazon	SPACH894		8/22/2022	inv 1N36-JMDC-M7LF SSS General Order	533.20	Aug 2022
Piece of Mind Care Services	SPACH895		8/23/2022	INV 00000122 Students Support Services 07/22	2,057.70	Aug 2022
Inspire Communication, Inc	SPACH896		8/23/2022	INV EC2022731 Speech-Language Services	425.00	Aug 2022
Garbanzo	SPACH897		8/23/2022	inv 53E0F624-0002 2022 Garbanzo subscription for WL Dept	1,490.00	Aug 2022
Amazon	SPACH898		8/25/2022	inv 1WCF-4FNR-FGYR Lab supplies	15.48	Aug 2022
Piece of Mind Care Services	SPACH899		8/25/2022	INV 00000123 Continuation School Services	7,541.35	Aug 2022
Amazon	SPACH900		8/25/2022	inv 1LYY-F3GQ-RYKV Instructional Supplies for Karen Evens.	510.64	Aug 2022
Spectrum Enterprise 7801	SPACH901		8/25/2022	08/22 Inv# Acct#128697801Enterprise Fiber line	1,958.75	Aug 2022
Goodheart-Willcox Publisher	SPACH902		8/26/2022	INV 018740 Health books	12,484.77	Aug 2022
Scoot Education Inc	SPACH903		8/26/2022	18789 Subs for may	16,035.93	Aug 2022
Spectrum Enterprise 4201	SPACH904		8/26/2022	08/22 Inv# 086084201080122 Acct#086084201 Enterprise Fiber line	2,024.00	Aug 2022
Amazon	SPACH905		8/26/2022	INV 1KD4-Q1K9-VG13 Supplies for Ms. Clark A/P Office	45.40	Aug 2022
Imagists Inc	SPACH906		8/26/2022	INV EC080222 Marketing and Branding for new school mascot/identity	10,250.00	Aug 2022
Amazon	SPACH908		8/27/2022	inv 1GTC-3XPJ-WFD9 Office Supplies	64.16	Aug 2022
Human Rights Campaign Foundation	SPACH909		8/27/2022	1265 Gender Inclusive Schools	7,100.00	Aug 2022
Amazon	SPACH910		8/27/2022	inv 16K9-1NJ1-MMHJ COVID Supplies	1,963.20	Aug 2022
Self Insured Schools of California	SPACH911		8/27/2022	Aug-2022 21-Employee Benefits INV# 99118	331,247.91	Aug 2022
LogMein USA, Inc.	SPACH912		8/31/2022	IN7101316762 VOIP Phone system	2,704.87	Aug 2022
Amazon	SPACH913		8/31/2022	inv 1TTK-J4JY-1CKX Admissions Office Supplies	101.81	Aug 2022
Amazon	SPACH914		8/31/2022	inv 1JDR-L7JM-1FK3 Textbooks for Summer School	2,015.13	Aug 2022
Kelly Services, Inc.	SPACH915		8/31/2022	585784 Retro Charges for Jan, Nov, and Dec	802.87	Aug 2022
Kelly Services, Inc.	SPACH916		8/31/2022	565932 Retro Charges for Jan, Nov, and Dec	1,180.80	Aug 2022

El Camino Real Charter High School
AP Vendor Month/YTD
August 2022

Vendor	Aug-22	YTD
360 Custom Commercial Kitchen	\$ 11,550.00	\$ 11,550.00
818 Cleaners	\$ 1,726.00	\$ 1,833.00
Abdon Rosales	\$ 2,350.00	\$ 2,350.00
Administrative Services CO-OP DbA Yellow Cab	\$ 529.20	\$ 529.20
Adrian Medellin Salcedo	\$ 975.00	\$ 975.00
Aeries Software	\$ 24,149.05	\$ 24,349.05
AFSCME District Council 36	\$ 1,730.24	\$ 3,973.30
Alison Tran	\$ 250.00	\$ 250.00
Allied Private Investigations & Security Services, LLC	\$ 14,680.56	\$ 78,120.32
Amanda N Sanchez	\$ 438.50	\$ 438.50
Amazon	\$ 6,880.05	\$ 9,051.31
AT&T (CALNET)	\$ 110.20	\$ 238.58
AT&T 0810	\$ 222.54	\$ 662.03
AT&T 8815	\$ 254.97	\$ 540.45
Aviata Sports LLC	\$ 212.50	\$ 212.50
Bargreen Ellingson Inc	\$ 10,932.14	\$ 10,932.14
Bennett, Dean	\$ 75.06	\$ 75.06
Bennett, Donna	\$ 41.16	\$ 41.16
Brooks Transportation Inc.	\$ 1,500.00	\$ 4,700.00
Bryan Vadhin	\$ 1,000.00	\$ 1,000.00
BSN Sports LLC	\$ 8,811.07	\$ 8,811.07
Calabasas Custom Catering	\$ 3,227.00	\$ 3,227.00
Camp, Jason	\$ 240.81	\$ 240.81
Carolina Biological Supply Co.	\$ 3,976.24	\$ 3,976.24
Chartwells Division Services	\$ 30,038.71	\$ 30,038.71
Chatsworth High School	\$ 1,100.00	\$ 1,100.00
ChildCare Careers, LLC (The Education Team)	\$ 7,483.00	\$ 7,483.00
CIF LA City Section	\$ 11,667.00	\$ 11,667.00
Cimarron Sign Services, Inc.	\$ 360.00	\$ 517.35
Consoletti, Michael	\$ 178.57	\$ 178.57
Corner Bakery	\$ 2,482.75	\$ 2,482.75
Coutin School LLC	\$ 9,105.54	\$ 9,105.54
Daniel Chang	\$ 980.00	\$ 980.00
Delgado, Fernando	\$ 340.46	\$ 340.46
CONFIDENTIAL	\$ 1,295.00	\$ 1,295.00
Department of Justice (State of CA)	\$ 256.00	\$ 256.00
Douglas Fabrick	\$ 399.00	\$ 399.00
DS Honda Construction Management, Inc	\$ 8,590.28	\$ 8,590.28
Endres, Zasha	\$ 210.09	\$ 210.09
Esha E Mathew	\$ 250.00	\$ 250.00
Fence Factory	\$ 11,861.50	\$ 11,861.50
Flinn Scientific Inc.	\$ 3,488.69	\$ 3,488.69
Fresno County Superintendent of Schools	\$ 9,500.00	\$ 9,500.00
Garbanzo	\$ 1,490.00	\$ 1,490.00
Golden Star Technology, Inc	\$ 59,757.09	\$ 605,004.64

El Camino Real Charter High School
AP Vendor Month/YTD
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Vendor	Aug-22	YTD
Golden West Sash Door, LLC	\$ 825.63	\$ 825.63
Goodheart-Willcox Publisher	\$ 67,317.91	\$ 67,317.91
GOODSUITE (Copier Headquarters, Inc)	\$ 210.24	\$ 420.48
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	\$ 5,282.40	\$ 9,248.80
Guinto, Ryan	\$ 50.00	\$ 50.00
Hal Leonard LLC (Noteflight LLC)	\$ 849.00	\$ 849.00
Healy Awards	\$ 1,895.94	\$ 1,895.94
Human Rights Campaign Foundation	\$ 7,100.00	\$ 7,100.00
Imagists Inc	\$ 10,250.00	\$ 10,250.00
Infinity Communications & Consulting, Inc	\$ 3,400.00	\$ 3,400.00
In-N-Out Burger	\$ 2,634.44	\$ 2,634.44
Inspire Communication, Inc	\$ 425.00	\$ 4,887.50
J Thayer Company	\$ 1,230.45	\$ 1,230.45
Jack Balock	\$ 337.22	\$ 337.22
Jones School Supply Co Inc	\$ 165.88	\$ 165.88
Jose Chavez	\$ 136.00	\$ 136.00
Jose Maldonado	\$ 1,040.00	\$ 1,040.00
Judy McLean	\$ 2,387.50	\$ 4,950.00
JW Pepper & Son, Inc	\$ 1,116.87	\$ 1,160.73
Kami	\$ 7,500.00	\$ 7,500.00
Karl Weingartner	\$ 150.00	\$ 150.00
Kelly Services, Inc.	\$ 40,778.47	\$ 77,544.38
Kena Worthen	\$ 270.35	\$ 270.35
Kuta Software LLC	\$ 1,022.00	\$ 1,022.00
LACOE, Los Angeles County Office of Education	\$ 6,695.00	\$ 6,695.00
LADWP	\$ 4,884.63	\$ 9,843.25
Lauri Spero	\$ 45.00	\$ 45.00
LAUSD - Maintenance & Operations	\$ 223,357.64	\$ 223,357.64
Law Offices of Young, Minney & Corr, LLP	\$ 24,515.78	\$ 36,225.64
Lee, David	\$ 49.24	\$ 49.24
Lenovo (United States) Inc.	\$ 1,058.53	\$ 1,058.53
LightSpeed Solutions, LLC (Lightspeed Systems)	\$ 81,812.50	\$ 81,812.50
LogMein USA, Inc.	\$ 5,410.28	\$ 5,410.28
Los Angeles County Department of Public Health	\$ 197.00	\$ 197.00
McCalla Company	\$ 596.00	\$ 596.00
Moon Grad Services	\$ 2,413.95	\$ 2,413.95
MRC Smart Technology Solutions(SoCal Office)	\$ 2,595.12	\$ 3,027.66
Mutual of Omaha	\$ 1,145.91	\$ 1,159.12
National Speech & Debate Association	\$ 149.00	\$ 149.00
Parent Settlement	\$ 9,788.00	\$ 9,788.00
Nettime Solutions LLC	\$ 50.00	\$ 100.00
Northwest Evaluation Association	\$ 46,000.00	\$ 46,000.00
OnTrack and Field, Inc	\$ 614.81	\$ 614.81
Phase II Systems (Public Agency Retirement Services - PARS)	\$ 350.54	\$ 701.08
Piece of Mind Care Services	\$ 9,599.05	\$ 38,460.10

El Camino Real Charter High School
AP Vendor Month/YTD
August 2022

Vendor	Aug-22	YTD
Project Lead The Way, Inc.	\$ 2,673.44	\$ 8,073.44
Rachel M Markenson	\$ 500.00	\$ 500.00
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 7,525.00	\$ 15,050.00
Samuel Crutcher	\$ 138.00	\$ 138.00
San Joaquin County Office of Education	\$ 1,200.00	\$ 1,200.00
Sara Gutierrez	\$ 50.00	\$ 50.00
Schuster, Suzanne Lee	\$ 133.16	\$ 133.16
Scoot Education Inc	\$ 45,612.80	\$ 86,746.80
Scott A Sterling (Sterling Construction)	\$ 1,968.00	\$ 1,968.00
Self Insured Schools of California	\$ 335,786.04	\$ 335,786.04
Shaw Contract Flooring Services Inc (Spectra Contracting Flooring)	\$ 11,277.00	\$ 11,277.00
Smart & Final	\$ 1,039.93	\$ 1,682.29
SoCalGas	\$ 47.06	\$ 69.83
Spectrum Enterprise 4201	\$ 2,024.00	\$ 3,822.00
Spectrum Enterprise 7801	\$ 1,958.75	\$ 11,359.75
Steven C Kalan	\$ 550.00	\$ 550.00
Telemedia Trainco Holdings LLC (eFoodHandlers)	\$ 2,720.00	\$ 2,720.00
TGP Enterprises, Inc. (Trans Gas Propane)	\$ 154.40	\$ 154.40
The Home Depot	\$ 8,994.12	\$ 9,880.91
The Print Spot	\$ 7,625.45	\$ 10,126.96
The Shredders	\$ 653.00	\$ 1,049.00
Thomas W. O'Mara Plumbing Inc	\$ 10,130.00	\$ 10,130.00
TNG, LLC	\$ 1,228.83	\$ 20,173.17
Turnitin, LLC	\$ 37,573.35	\$ 37,573.35
U.S Bank PARS Account #6746022400	\$ 243.88	\$ 4,730.56
U.S. Bank National Association	\$ 7,183.86	\$ 7,183.86
UTLA	\$ 14,581.29	\$ 45,694.21
V.V. Concrete	\$ 1,300.00	\$ 1,300.00
Verizon Wireless	\$ 468.85	\$ 468.85
Wellavita, Inc	\$ 2,580.00	\$ 2,580.00
WGY Solutions LLC	\$ 2,400.00	\$ 2,400.00
William Sollima	\$ 143.00	\$ 143.00
WM Corporate services, INC	\$ 1,488.83	\$ 1,888.61
Yantzer brothers heating and air inc	\$ 2,244.76	\$ 2,795.26

Check Register

Account: 1761 General

El Camino Real HS
Aug 2022

Grand Total: 506,042.09

Name	Check Number	VOID	Date	Memo	Amount	Period
CA Dept of Tax & Fees	ACH220801-01		8/1/2022	Sales & Use Tax	\$ 64.16	Aug-22
Employment Development Department	ACH220802-01		8/2/2022	SUI	\$ 28,743.99	Aug-22
PenServ Plan Services	ACH220802-02		8/2/2022	403B	\$ 32,000.00	Aug-22
Soulupay Merchant	ACH220803-01		8/3/2022	Merchant Processing Fees	\$ 331.27	Aug-22
Chartersafe	ACH220811-01		8/11/2022	Insurance Premium	\$ 63,459.00	Aug-22
U.S. Bank National Association (OPEB)	ACH220815-01		8/15/2022	8/22 OPEB Funding	\$ 220,000.00	Aug-22
PenServ Plan Services	ACH220816-01		8/16/2022	403B	\$ 230.00	Aug-22
Texas Life Insurance Company	ACH220818-01		8/18/2022	Supplemental Life Insurance	\$ 257.75	Aug-22
CA Dept of Tax & Fees	ACH220823-01		8/23/2022	Sales & Use Tax	\$ 1,040.92	Aug-22
Chartersafe	ACH220829-01		8/29/2022	Insurance Premium Deposit	\$ 159,915.00	Aug-22

Check Register

Account: 1826 ASB

El Camino Real HS

Aug 2022

Grand Total: 35,312.82

Name	Check Number	VOID	Date	Memo	Trust Account	Amount	Period
David L Spencer	2013		8/4/2022	3/12/22 & 4/16/22 baseball tournament umpire	TRUST - Baseball	170.00	Aug 2022
Countdown Printables	2014		8/4/2022	30811 Wrestling Goods	TRUST - Wrestling	808.53	Aug 2022
Consoletti, Michael	2015		8/4/2022	NJROTC Trust Account	TRUST - NJROTC	1,945.77	Aug 2022
Laurie Finnegan	2016		8/4/2022	June 18 2022 Dance Guard	TRUST - Dance	139.09	Aug 2022
Yi, Richard	2017		8/4/2022	SoCal CIF Regionals - Boys Basketball	TRUST - Boys Basketball	147.18	Aug 2022
Marty Gilman Inc. (Gilman Gear)	2018		8/9/2022	INV SO85118 Equipment Tackle Dummies	TRUST - Football	569.00	Aug 2022
Sara Warford	2019		8/10/2022	05/2022 Graduation Class Sign supplies reimbursement	TRUST - Grad Class 2022	545.91	Aug 2022
Marshall, Shelly	2020		8/19/2022	Dance Gear	TRUST - Dance	559.72	Aug 2022
BSN Sports, LLC	2021		8/12/2022	inv 917521412 Practice Pants	TRUST - Football	1,003.38	Aug 2022
Deny Sportswear	2022		8/16/2022	inv 1698 Softball Banquet	TRUST - Softball	1,742.91	Aug 2022
BSN Sports, LLC	2023		8/17/2022	INV 917644632 Spirit Pack gear	TRUST - Football	1,164.56	Aug 2022
George A Jackson III	2024		8/22/2022	Band camp instruction July 25-Aug 5th	TRUST - Band	1,000.00	Aug 2022
Michael Jeff	2025		8/22/2022	Band camp instruction July 25-Aug 5th	TRUST - Band	1,000.00	Aug 2022
William Wong	2026		8/22/2022	Band camp instruction July 25-Aug 5th	TRUST - Band	1,000.00	Aug 2022
Grant A. Horn	2027		8/22/2022	Band camp instruction July 25-Aug 5th	TRUST - Band	1,000.00	Aug 2022
Concourse Team Express	2028		8/22/2022	INV454346 Baseball Equipment	TRUST - Baseball	60.00	Aug 2022
Elizabeth Barton	2029		8/22/2022	Trust - Fall 2021 & Spring 2022	TRUST - Drill Team	2,200.00	Aug 2022
Deny Sportswear	2030		8/22/2022	INV 1696 JV Banquet Award Plaque	TRUST - Softball	69.86	Aug 2022
California Institute of Emergency Medical Training	2031		8/24/2022	2022 Milt Goffman Scholarship - Leta Squier	TRUST - Milt Goffman	1,195.00	Aug 2022
BSN Sports LLC	2032		8/24/2022	inv 917648011 shirts	TRUST - Football	2,694.44	Aug 2022
Team Play Events	2033		8/24/2022	09/13/22 Senior Picnic	ASB General	500.00	Aug 2022
Love to Snack, LLC	2034		8/25/2022	Student Store Snack Inventory	ASB General	1,200.00	Aug 2022
First Class Events	2035		8/25/2022	INV 005321 Homecoming Dance Fall 2022	ASB General	5,000.00	Aug 2022
Honors Graduation	2036		8/26/2022	inv 347127 Graduation Honor Cords	TRUST - Medical Club	531.74	Aug 2022
HD Print Design	2037		8/26/2022	INV 17182 Trust Girls Volleyball: Spirit Pack Gear	TRUST - Girls Volleyball	1,744.83	Aug 2022
Clark, Minita	2038		8/26/2022	Yearbook Class pd food	Yearbook	204.50	Aug 2022
BSN Sports, LLC	2039		8/29/2022	inv 917790495 Spirit Pack Gear - Girdles	TRUST - Football	3,753.10	Aug 2022
Amazon	2040		8/29/2022	inv 1KKM-9X1V-YN9Q Student Council Order Clementine Li	TRUST - Student Council	19.38	Aug 2022
BSN Sports, LLC	2041		8/29/2022	inv 917769570 Spirit Pack - Practice Jerseys	TRUST - Football	3,343.92	Aug 2022

ECRCHS
ASB Trust Balances
August 2022

Trust Account	Balance
TRUST - A Capella	\$ 123.88
TRUST - ASB Stucco (Inactive)	\$ -
TRUST - AVID	\$ (517.50)
TRUST - AcaDeca	\$ (599.97)
TRUST - Active Minds	\$ 34.88
TRUST - American Cancer	\$ 50.00
TRUST - Asian Appreciation Club	\$ 72.00
TRUST - Athletic Director	\$ 31.84
TRUST - Band	\$ 12,899.78
TRUST - Baseball	\$ 47,374.70
TRUST - Beyond the Books	\$ 164.00
TRUST - Black Student U	\$ 1,044.98
TRUST - Boys Basketball	\$ 7,245.01
TRUST - Boys Golf	\$ 2,917.57
TRUST - Boys Lacrosse	\$ 7,613.24
TRUST - Boys Soccer	\$ 5,739.57
TRUST - Boys Tennis	\$ -
TRUST - Boys Volleyball	\$ 2,440.65
TRUST - C2BK Cool 2 B Kind	\$ 397.75
TRUST - CEA	\$ 1,427.61
TRUST - CHIRLA	\$ 65.75
TRUST - CSF	\$ 34,332.33
TRUST - California Schship	\$ -
TRUST - Cheerleaders	\$ 3,740.69
TRUST - Choir	\$ 3,851.98
TRUST - Claws for a Cause	\$ 17.88
TRUST - Club Girl Up	\$ (35.58)
TRUST - College Counseling	\$ 758.44
TRUST - Creative Writing	\$ 2,117.38
TRUST - Cross Country	\$ 8,011.12
TRUST - Cultural Club	\$ (6.69)
TRUST - DECA	\$ 978.40
TRUST - Dance	\$ 3,128.83
TRUST - Dance Guard	\$ -
TRUST - Drama	\$ 38,911.16
TRUST - Drill Team	\$ 10,861.39
TRUST - E-Sports	\$ -
TRUST - ECR Community Leaders	\$ 256.95
TRUST - Environmental	\$ 71.16
TRUST - Falling Whistles	\$ 376.00
TRUST - Fashion Club	\$ 252.36
TRUST - Football	\$ 13,229.63
TRUST - French Club	\$ 93.80
TRUST - Friendship Circle	\$ 430.78
TRUST - Future Homemakers	\$ 1,001.88
TRUST - GSA Club	\$ 2,465.26
TRUST - Ganssle Memorial Schol	\$ 1,500.00

ECRCHS

ASB Trust Balances

Trust Account	Balance	August 2022
TRUST - Girls Basketball	\$	15,653.99
TRUST - Girls Golf	\$	1,579.58
TRUST - Girls Lacrosse	\$	2,193.81
TRUST - Girls Soccer	\$	6,156.60
TRUST - Girls Volleyball	\$	8,971.54
TRUST - Girls Water Polo	\$	651.89
TRUST - Grad Class 2018	\$	-
TRUST - Grad Class 2019	\$	-
TRUST - Grad Class 2020	\$	-
TRUST - Grad Class 2021	\$	23.51
TRUST - Grad Class 2022	\$	27,267.33
TRUST - Grad Class 2023	\$	5,243.99
TRUST - Grad Class 2024	\$	3,173.09
TRUST - Grad Class 2025	\$	1,790.38
TRUST - Graphic Arts	\$	3,130.52
TRUST - Great Films Club	\$	20.00
TRUST - Helping Hands	\$	632.00
TRUST - Humanitas	\$	1.73
TRUST - Jewish Club	\$	65.50
TRUST - Junior Steering	\$	-
TRUST - KPOP Club	\$	305.00
TRUST - Key Club	\$	270.32
TRUST - Knitting for a Cause	\$	44.05
TRUST - La Familia	\$	143.81
TRUST - Local Charity Outreach	\$	92.00
TRUST - Local Vocals	\$	679.00
TRUST - MACS Club	\$	40.00
TRUST - Marching Band	\$	-
TRUST - Medical Club	\$	10,249.01
TRUST - Milton Goffman Scholarship	\$	(1,195.00)
TRUST - Mock Trial	\$	385.00
TRUST - Model United Natn	\$	836.00
TRUST - Mountain Bike Club	\$	1,200.68
TRUST - NJROTC	\$	40,137.11
TRUST - National Honors Soc	\$	4,565.20
TRUST - Newspaper Interns Club	\$	396.16
TRUST - Operation Smile	\$	49.00
TRUST - Persian Club	\$	128.00
TRUST - Philosophy Club	\$	41.00
TRUST - Physics Club	\$	590.04
TRUST - Ping Pong Club	\$	28.60
TRUST - Recycle for Research	\$	148.24
TRUST - Robotics	\$	16,068.27
TRUST - Rotary Interact Club	\$	323.24
TRUST - Sand Volleyball	\$	1,314.36
TRUST - Save Promise	\$	79.00
TRUST - Save the Waves	\$	126.00
TRUST - Schship JHarrison	\$	9,253.61
TRUST - Science Bowl	\$	1,990.23

ECRCHS**ASB Trust Balances**

Trust Account	Balance	August 2022
TRUST - Science National Honors Society	\$	119.90
TRUST - She's The First	\$	1,595.57
TRUST - Softball	\$	3,054.71
TRUST - Sophomore Steering	\$	-
TRUST - Spanish Honor Soc	\$	701.00
TRUST - Speech & Debate	\$	167.68
TRUST - Step	\$	5,076.27
TRUST - Student Council	\$	66,286.13
TRUST - Students Demand Action	\$	149.00
TRUST - Swimming & Diving	\$	4,741.07
TRUST - The MESS	\$	109.19
TRUST - Thespians Club	\$	1,395.84
TRUST - Track & Field	\$	3,306.05
TRUST - True Crime Club	\$	11.81
TRUST - UNICEF	\$	302.01
TRUST - Vegan Peace Club	\$	94.18
TRUST - WE Club	\$	161.27
TRUST - Wrestling	\$	3,881.30
TRUST - You Can Do This SCHLR	\$	500.00
Total Trust Accounts	\$	471,367.26
ASB Revenue thru 8/31/22	\$	30,915.00
ASB Expense thru 8/31/22	\$	108.98
Net Unrestricted ASB	\$	30,806.02
Total as of 8/31/22	\$	34,687.32

Coversheet

Review and Vote to Recommend to the Full Board the Approval of the June, July, and August 2022 Credit Card Statements

Section: IV. Finance
Item: C. Review and Vote to Recommend to the Full Board the Approval of the June, July, and August 2022 Credit Card Statements
Purpose: Vote
Submitted by:
Related Material: IV.C_-_CalCard_Statement_06.27.22[1].pdf
IV.C_-_CREDIT_CARD_REPORT_-_JUNE_2022[2].pdf
IV.C_-_CalCard_Statement_07.25.22[1].pdf
IV.C_-_CREDIT_CARD_REPORT_-_JULY_2022[1].pdf
IV.C_-_CalCard_Statement_08.25.22[1].pdf
IV.C_-_CREDIT_CARD_REPORT_-_AUG_2022[2].pdf



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4866 9145 5552 6539
STATEMENT DATE 06-27-2022
AMOUNT DUE \$21,138.82
NEW BALANCE \$21,138.82

PAYMENT DUE ON RECEIPT



000001446 01 SP 106481520093021 S
EL CAMINO REAL CHS
ATTN DAVID HUSSEY
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4866914555526539 002113882 002113882

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

EL CAMINO REAL CHS 4866 9145 5552 6539	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$42,054.03	\$63,192.85	\$0.00	\$0.00	\$0.00	\$64.71	\$84,043.35	\$21,138.82

CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS
4866-9145-5552-6539

TOTAL CORPORATE ACTIVITY
\$42,039.03CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-07	06-07	74798262158215800006273	PAYMENT-THANK YOU Q	41,989.32 PY
06-10	06-10	7479826216100000000101	NSF PROCESSING FEE	15.00
06-10	06-08	7479826216100000000101	PAYMENT REVERSAL	41,989.32
06-23	06-23	74798262174217400006778	PAYMENT-THANK YOU Q	42,054.03 PY

NEW ACTIVITY

GREGORY WOOD
4866-9133-3444-7280

CREDITS
\$0.00

PURCHASES
\$5,690.40

CASH ADV
\$0.00

TOTAL ACTIVITY
\$5,690.40

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-26	05-24	24941682145091142000860	PORTOS BAKERY GLENDALE CA	579.70
05-30	05-27	24492152148852395135495	PRSA 212-460-1400 NY	1,225.00

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4866-9145-5552-6539

ACCOUNT SUMMARY

PREVIOUS BALANCE 42,054.03
PURCHASES &
OTHER CHARGES 63,192.85

STATEMENT DATE 06/27/22
DISPUTED AMOUNT .00

CASH ADVANCES .00
CASH ADVANCE FEES .00
LATE PAYMENT
CHARGES .00

AMOUNT DUE

21,138.82

CREDITS 64.71
PAYMENTS 84,043.35

ACCOUNT BALANCE 21,138.82

SEND BILLING INQUIRIES TO:

U.S. Bank National Association
C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335



Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 06-27-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-30	05-27	24692162147100904461319	AMZN MKTP US*Z81RG1NI3 AMZN.COM/BILL WA	316.74
06-03	06-03	24692162154100277280973	WWW.COSTCO.COM 800-955-2292 WA	535.99
06-08	06-07	24436542159013308962742	SOCIETYFORHUMANRESOURCE 800-2837476 VA	1,295.00
06-20	06-18	24204292168000461817624	MAILCHIMP ATLANTA GA	205.00
06-20	06-17	24492152169852451736867	AJN ONLINE CLASSES 949-715-2694 CA	665.00
06-23	06-22	24692162173100262206071	COSTCO DELIVERY 653 800-788-9968 CA	867.97

DAVID HUSSEY 4866-9137-0062-2540	CREDITS \$64.71	PURCHASES \$15,498.13	CASH ADV \$0.00	TOTAL ACTIVITY \$15,433.42
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
05-27	05-26	24755422147731475875917	RAECO RENTS LLC GURNEE IL	107.74
05-30	05-27	24431062148083041556844	TARGET.COM * 800-591-3869 MN	64.71
05-30	05-28	74208472148000013077234	YOUCANBOOK.ME BEDFORD	98.00
05-31	05-31	24692162151100562979654	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
06-01	05-31	74431062151083004763725	TARGET.COM * 800-591-3869 MN	64.71 CR
06-09	06-08	24692162159100059805562	AMZN MKTP US*CJ8DS6W23 AMZN.COM/BILL WA	131.39
06-09	06-08	24692162159100126558517	AMZN MKTP US*PV2510PD3 AMZN.COM/BILL WA	153.23
06-10	06-09	24692162160100395152197	AMZN MKTP US*G866U8UJ3 AMZN.COM/BILL WA	27.36
06-10	06-09	24692162160100512857827	AMZN MKTP US*X17U07PF3 AMZN.COM/BILL WA	757.78
06-10	06-09	24692162160100541037839	AMZN MKTP US*1O5X77A13 AMZN.COM/BILL WA	300.04
06-10	06-09	24692162160100607410300	AMZN MKTP US*TS3E76SE3 AMZN.COM/BILL WA	197.00
06-10	06-09	24692162160100689815475	AMZN MKTP US*340AE8IF3 AMZN.COM/BILL WA	37.12
06-10	06-09	24692162160100825405033	AMZN MKTP US*OY7M163W3 AMZN.COM/BILL WA	144.55
06-13	06-10	24692162161100360507184	AMZN MKTP US*157H57DK3 AMZN.COM/BILL WA	184.37
06-13	06-10	24692162161100361412350	AMZN MKTP US*IV6283WX3 AMZN.COM/BILL WA	4,767.73
06-16	06-15	24431062166083717718832	AMAZON.COM*RS99J5993 AMZN.COM/BILL WA	4,378.00
06-20	06-19	24011342170000017384642	KNACK.COM KNACK.COM NJ	590.00
06-21	06-20	24692162171100739430231	AMZN MKTP US*QY3PO5MC3 AMZN.COM/BILL WA	98.56
06-21	06-21	24692162172100030269642	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
06-22	06-21	24692162172100324781559	AMZN MKTP US*J22Z218B3 AMZN.COM/BILL WA	446.76
06-23	06-22	24431062173083352315556	AMZN MKTP US*SN96J4DQ3 AMZN.COM/BILL WA	188.99
06-23	06-22	24431062173083739504567	AMZN MKTP US*YA3CN1YM3 AMZN.COM/BILL WA	72.26
06-23	06-22	24431062174091496000264	IN-N-OUT BURGERS-COOKOUT 949-509-6200 CA	500.00
06-23	06-23	24692162174100913710462	AMAZON.COM*LL02S0JK3 AMZN.COM/BILL WA	568.80
06-27	06-25	24692162176100438718063	AMAZON.COM*M58KW4NN3 AMZN.COM/BILL WA	325.48
06-27	06-26	24692162177100803483029	AMZN MKTP US*8J4CV06I3 AMZN.COM/BILL WA	978.56

Department: 00000 Total:	\$21,123.82
Division: 00000 Total:	\$21,123.82

**El Camino Real Charter High School
Credit Card Reconciliation Form
For the Period of: 6/1/2022 - 6/30/2022**

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2022/05/26	RAECO RENTS LLC	AudioMetrics-health office	DAVID HUSSEY	P Valentine	\$ 107.74	General	4325- Non Instructional Supplies
2022/05/27	TARGET.COM *	Pd Drinks	DAVID HUSSEY	D Bennett	\$ 64.71	Title II	5210 Confrence and PD
2022/05/28	YOUCANBOOK.ME	Admissions tech program	DAVID HUSSEY	Z Endres	\$ 98.00	General	5300 Dues Membership
2022/05/31	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J Camp	\$ 189.85	General	5500 House Keeping
2022/05/31	TARGET.COM *	Pd Drinks Credit	DAVID HUSSEY	D Bennett	\$ (64.71)	Title II	5210 Confrence and PD
2022/06/08	AMZN MKTP US*CJ8DS6W23	Covid Supplies	DAVID HUSSEY	E Larew	\$ 131.39	ESSER	4300 Covid Supplies
2022/06/08	AMZN MKTP US*PV2510PD3	Office Supplies	DAVID HUSSEY	G Paez	\$ 153.23	General	4330 Office Supplies
2022/06/09	AMZN MKTP US*G866U8UJ3	Office Supplies-admin	DAVID HUSSEY	G Paez	\$ 27.36	General	4330 Office Supplies
2022/06/09	AMZN MKTP US*XI7U07PF3	Admin Office Supplies	DAVID HUSSEY	G Paez	\$ 757.78	General	4330 Office Supplies
2022/06/09	AMZN MKTP US*1O5X77A13	Admin Office Supplies	DAVID HUSSEY	G Paez	\$ 300.04	General	4330 Office Supplies
2022/06/09	AMZN MKTP US*TS3E76SE3	Office Supplies	DAVID HUSSEY	G Paez	\$ 197.00	General	4330 Office Supplies
2022/06/09	AMZN MKTP US*340AE8IF3	Office Supplies	DAVID HUSSEY	G Paez	\$ 37.12	General	4330 Office Supplies
2022/06/09	AMZN MKTP US*OY7M163W3	Office Supplies-admin	DAVID HUSSEY	G Paez	\$ 144.55	General	4330 Office Supplies
2022/06/10	AMZN MKTP US*157H57DK3	Covid Supplies Mask	DAVID HUSSEY	E Larew	\$ 184.37	ESSER	4300 Covid Supplies
2022/06/10	AMZN MKTP US*IV6283WX3	Books/History	DAVID HUSSEY	Z Endres	\$ 4,767.73	Lottery Rest	4000 Books Supplies
2022/06/15	AMAZON.COM*RS99J5993 AMZN	World History Books	DAVID HUSSEY	Z Endres	\$ 4,378.00	Lottery Rest	4000 Books Supplies
2022/06/19	KNACK.COM	Technology subscription	DAVID HUSSEY	R Guinto	\$ 590.00	Lottery	5300 Dues Membership
2022/06/20	AMZN MKTP US*QY3PO5MC3	GaMez Cooking-cte	DAVID HUSSEY	N Gamez	\$ 98.56	CTE	CTE
2022/06/21	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J Camp	\$ 189.85	General	5500 House Keeping
2022/06/21	AMZN MKTP US*J22218B3	Gamez Cooking CTE	DAVID HUSSEY	N Gamez	\$ 446.76	CTE	CTE
2022/06/22	AMZN MKTP US*SN96J4DQ3 AM	Office Supplies	DAVID HUSSEY	G Paez	\$ 188.99	General	4330 Office Supplies
2022/06/22	AMZN MKTP US*YA3CN1YM3 AM	Office Suppies Name Tags	DAVID HUSSEY	Z Endres	\$ 72.26	General	4330 Office Supplies Name Tags
2022/06/22	IN-N-OUT BURGERS-COOKOUT	PD DAY	DAVID HUSSEY	M Clark	\$ 500.00	Title II	5210 Confrence and PD
2022/06/23	AMAZON.COM*LL02S0JK3	Books History	DAVID HUSSEY	Z Endres	\$ 568.80	General	4000 Books Supplies
2022/06/25	AMAZON.COM*M58KW4NN3	Wellness Center	DAVID HUSSEY	G Paez	\$ 325.48	ELO	7425 Extended Learning
2022/06/26	AMZN MKTP US*8J4CV06I3	Office Supplies Tech	DAVID HUSSEY	R Guinto	\$ 978.56	General	4330 Office Supplies
				HUSSEY TOTAL	\$ 15,433.42		
2022/05/26	PORTOS BAKERY	PD DAY STAFF	GREGORY WOOD	M Clark	\$ 579.70	Title II	5210 Confrence and PD
2022/05/30	PRSA	PD DAY SCHOOL SUPPORT	GREGORY WOOD	M Clark	\$ 1,225.00	Title II	5210 Confrence and PD
2022/05/30	AMZN MKTP US*Z81RG1NI3	Graduation Stoles	GREGORY WOOD	D Bennett	\$ 316.74	General	4345 Graduation
2022/06/03	WWW COSTCO COM	Graduation Water	GREGORY WOOD	K Lee	\$ 535.99	ASB	9621 Trust ASB
2022/06/08	SOCIETYFORHUMANRESOURCE	HR Confrence	GREGORY WOOD	K Lowry	\$ 1,295.00	Title II	5210 Confrence and PD
2022/06/20	AJN ONLINE CLASSES	Parenting Facilitator-Minita Clark	GREGORY WOOD	M Clark	\$ 665.00	General	4000 Books Supplies
2022/06/20	MAILCHIMP	Technology Subcription	GREGORY WOOD	F Delgado	\$ 205.00	General	5300 Dues Membership
2022/06/23	COSTCO DELIVERY 653	Cooking Class suplies	GREGORY WOOD	N Gamez	\$ 867.97	CTE	CTE

**El Camino Real Charter High School
Credit Card Reconciliation Form
For the Period of: 6/1/2022 - 6/30/2022**

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
				WOOD TOTAL	\$5,690.40		

Monthly Total	\$ 21,123.82
Statement Total	\$ 21,138.82



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4866 9145 5552 6539
STATEMENT DATE 07-25-2022
AMOUNT DUE \$7,183.86
NEW BALANCE \$7,183.86
PAYMENT DUE ON RECEIPT

000001272 01 SP 106481531441635 S
EL CAMINO REAL CHS
ATTN DAVID HUSSEY
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

486691455526539 000718386 000718386

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

EL CAMINO REAL CHS 4866 9145 5552 6539	Previous Balance	Purchases And Other + Charges	Cash + Advances	Cash Advance Fees	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$21,138.82	\$28,307.68	\$0.00	\$0.00	\$0.00	\$0.00	\$42,262.64	\$7,183.86

CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS
4866-9145-5552-6539

TOTAL CORPORATE ACTIVITY
\$42,262.64CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-18	07-18	74798262199219900013370	PAYMENT-THANK YOU Q	21,138.82 PY
07-25	07-22	74798262206000000000017	PAYMENT - THANK YOU 00000 C	21,123.82 PY

NEW ACTIVITY

GREGORY WOOD
4866-9133-3444-7280

CREDITS
\$0.00

PURCHASES
\$5,808.59

CASH ADV
\$0.00

TOTAL ACTIVITY
\$5,808.59

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-11	07-08	24492162189000020540353	WF* WAYFAIR3756644897 HTTPSWWW.WAYF MA	256.22
07-12	07-12	24692162193100392172660	CALIFORNIA CONSORTIUM 916-521-1136 CA	398.00
07-13	07-12	24204292193000126603723	MAILCHIMP 000-0000000 GA	205.00
07-13	07-12	24492162193000028961183	STICKER MULE STICKERMULE.C NY	2,481.27

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4866-9145-5552-6539

ACCOUNT SUMMARY

PREVIOUS BALANCE 21,138.82
PURCHASES &
OTHER CHARGES 28,307.68

STATEMENT DATE 07/25/22
DISPUTED AMOUNT .00

CASH ADVANCES .00
CASH ADVANCE FEES .00
LATE PAYMENT
CHARGES .00

SEND BILLING INQUIRIES TO:

U.S. Bank National Association
C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

7,183.86

CREDITS .00
PAYMENTS 42,262.64

ACCOUNT BALANCE 7,183.86



Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 07-25-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-22	07-21	24436542203013352509353	SOCIETYFORHUMANRESOURCE 800-2837476 VA	1,395.00
07-25	07-23	24164072205105332145847	STAPLES DIRECT 800-3333330 MA	1,073.10

DAVID HUSSEY 4866-9137-0062-2540	CREDITS \$0.00	PURCHASES \$22,499.09	CASH ADV \$0.00	TOTAL ACTIVITY \$22,499.09
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
06-28	06-27	24692162178100313448693	AMAZON.COM*AW5HL7NI3 AMZN.COM/BILL WA	29.55
06-29	06-28	74208472179000014524269	YOUCANBOOK.ME BEDFORD	98.00
07-01	07-01	74208472182000005512005	POWTOON.COM STANMORE	377.00
07-04	07-04	24692162185100983602166	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
07-05	07-04	24692162185100335765521	AMZN MKTP US*8F7QP6443 AMZN.COM/BILL WA	916.13
07-06	07-06	24692162187100648901068	AMZN MKTP US*9R7UG8VN3 AMZN.COM/BILL WA	141.98
07-08	07-07	24692162188100637109177	AMZN MKTP US*H76SD2323 AMZN.COM/BILL WA	279.15
07-08	07-07	24692162188100641413011	AMZN MKTP US*VM0FD8IF3 AMZN.COM/BILL WA	83.21
07-11	07-09	24692162190100150872702	AMZN MKTP US*DE9LA1QM3 AMZN.COM/BILL WA	128.09
07-11	07-10	24692162191100467771273	AMZN MKTP US*CS86O8Y43 AMZN.COM/BILL WA	75.82
07-11	07-08	74987502189000460683634	PRUSA RESEARCH PRAGUE	806.66
07-12	07-11	24692162192100133068137	AMZN MKTP US*PG0RK3EU3 AMZN.COM/BILL WA	28.46
07-12	07-11	24692162192100931373531	AMZN MKTP US*DF6T841K3 AMZN.COM/BILL WA	408.52
07-12	07-12	24692162193100563588694	AMZN MKTP US*DO7F23JQ3 AMZN.COM/BILL WA	43.11
07-14	07-13	24113432195600192006451	THE WEBSTAUANT STORE INC 717-392-7472 PA	3,524.64
07-14	07-13	24692162194100050975890	SQ *ARRAY EPROMO GOSQ.COM CA	5,886.00
07-14	07-13	24692162194100884009627	AMZN MKTP US*EN2E20GY3 AMZN.COM/BILL WA	875.30
07-14	07-13	24692162194100928697320	AMZN MKTP US*KZ0KC0YU3 AMZN.COM/BILL WA	109.49
07-14	07-13	24692162194100949334622	AMZN MKTP US*P26GT9XL3 AMZN.COM/BILL WA	110.53
07-15	07-14	24692162195100385740000	AMZN MKTP US*ML4PS5RY3 AMZN.COM/BILL WA	1,105.24
07-18	07-17	24692162198100027869313	AMZN MKTP US*YL85N1S33 AMZN.COM/BILL WA	294.56
07-18	07-18	24692162199100612067355	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
07-19	07-18	24692162199100871097739	AMAZON.COM*QS9V17753 AMZN.COM/BILL WA	120.42
07-20	07-20	24692162201100498391677	AMZN MKTP US*BD24G0HJ3 AMZN.COM/BILL WA	25.17
07-21	07-20	24692162201100830159915	AMZN MKTP US*AB4GF6SB3 AMZN.COM/BILL WA	53.51
07-21	07-20	24692162201100856096280	AMZN MKTP US*VI0SI3N23 AMZN.COM/BILL WA	57.22
07-21	07-21	24692162202100122937522	AMZN MKTP US*5W3JL6GQ3 AMZN.COM/BILL WA	474.58
07-21	07-21	24692162202100141825229	AMAZON.COM*FW29D3RZ3 AMZN.COM/BILL WA	317.56
07-21	07-21	24692162202100295545110	AMZN MKTP US*8I9CT5Q63 AMZN.COM/BILL WA	45.76
07-22	07-21	24492152202852040868071	PAYPAL *APSEMINARS 402-935-7733 CA	645.00
07-22	07-21	24692162202100392935362	AMZN MKTP US*MY5A84ZP3 AMZN.COM/BILL WA	48.75
07-22	07-21	24692162202100483122623	AMZN MKTP US*WP6AM9HK3 AMZN.COM/BILL WA	85.38
07-22	07-21	24692162202100484774521	AMZN MKTP US*086722IR3 AMZN.COM/BILL WA	72.24
07-22	07-21	24692162202100494380087	AMZN MKTP US*D179J2CS3 AMZN.COM/BILL WA	1,243.84
07-22	07-21	24692162202100497983556	AMZN MKTP US*AE6WE73O3 AMZN.COM/BILL WA	264.94
07-22	07-21	24755422203642030133240	COMPLIANCE SIGNS.COM 800-5781245 FL	1,039.04
07-25	07-22	24692162203100569684883	AMZN MKTP US*PM2IY8AR3 AMZN.COM/BILL WA	605.47
07-25	07-23	24692162204100246818085	AMZN MKTP US*D52F100B3 AMZN.COM/BILL WA	42.68
07-25	07-24	24692162205100327424711	AMZN MKTP US*FN5L574H3 AMZN.COM/BILL WA	1,656.39

Department: 00000 Total: \$28,307.68
 Division: 00000 Total: \$28,307.68

El Camino Real Charter High School
Credit Card Reconciliation Form
For the Period of: 7/1/2022 - 7/31/2022

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2022/06/28	AMAZON.COM*AW5HL7NI3	Wellness Center	DAVID HUSSEY	G Paez	\$ 29.55	ELO	7425 Extended Learning
2022/06/29	YOUCANBOOK.ME	admissions tech Program	DAVID HUSSEY	Z Endres	\$ 98.00	General	5330 Dues Membership
2022/07/01	POWTOON.COM	Technology	DAVID HUSSEY	R Guinto	\$ 377.00	General	4330 Office Supplies
2022/07/04	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J Camp	\$ 189.85	General	5500 Office Supplies
2022/07/05	AMZN MKTP US*8F7QP6443	Office Supplies-SPED	DAVID HUSSEY	E Larew	\$ 916.13	Special Ed	4330 Office Supplies
2022/07/06	AMZN MKTP US*9R7UG8VN3	Office Supplies-Tech	DAVID HUSSEY	R Guinto	\$ 141.98	General	4330 OfficeSupplies
2022/07/08	AMZN MKTP US*H76SD2323	Office Supplies-Clerical	DAVID HUSSEY	G Paez	\$ 279.15	General	4330 Office Supllies
2022/07/08	AMZN MKTP US*VM0FD8IF3	Office Supplies Clerical	DAVID HUSSEY	G Paez	\$ 83.21	General	4330 Office Supplies
2022/07/11	PRUSA RESEARCH	Engeenier Class Sue Schuster	DAVID HUSSEY	S Schuster	\$ 806.66	General	4325 Instructional Student Supplies
2022/07/11	AMZN MKTP US*DE9LA1QM3	Office supplies	DAVID HUSSEY	G Paez	\$ 128.09	General	4330 Office Supplies
2022/07/11	AMZN MKTP US*CS86O8Y43	Office Supplies-SPED	DAVID HUSSEY	E Larew	\$ 75.82	Special Ed	4330Office Supplies
2022/07/12	AMZN MKTP US*PGORK3EU3	Office supplies-media	DAVID HUSSEY	G Paez	\$ 28.46	General	4330 Office Supplies
2022/07/12	AMZN MKTP US*DF6T841K3	Office supplies -Student Store	DAVID HUSSEY	K Lee	\$ 408.52	General	4330 Office Supplies
2022/07/12	AMZN MKTP US*DO7F23JQ3	Offfice Supplied Sped	DAVID HUSSEY	E Larew	\$ 43.11	Special Ed	4330 Office Supplies
2022/07/14	THE WEBSTAIRANT STORE INC	Nicole Gamez Cooking	DAVID HUSSEY	N Gamez	\$ 3,524.64	CTE	CTE
2022/07/14	SQ *ARRAY EPROMO	All Students head phones	DAVID HUSSEY	M Clark	\$ 5,886.00	ELO	4325 Instructional Student Supplies
2022/07/14	AMZN MKTP US*EN2E20GY3	Basketball -boys	DAVID HUSSEY	S Kolani	\$ 875.30	ASB	9621 Trust
2022/07/14	AMZN MKTP US*KZ0KCOYU3	Basketball -boys	DAVID HUSSEY	S Kolani	\$ 109.49	ASB	9621 Trust
2022/07/14	AMZN MKTP US*P26GT9XL3	Basketball -boys	DAVID HUSSEY	S Kolani	\$ 110.53	ASB	9621 Trust
2022/07/15	AMZN MKTP US*ML4PS5RY3	Basketball -boys	DAVID HUSSEY	S Kolani	\$ 1,105.24	ASB	9621 Trust
2022/07/18	AMZN MKTP US*YL85N1S33	Basketball -boys	DAVID HUSSEY	S Kolani	\$ 294.56	ASB	9621 Trust
2022/07/18	AGUAVIDA PREMIUM WATER	All staff water	DAVID HUSSEY	J Camp	\$ 189.85	General	5000 Housekeeping
2022/07/19	AMAZON.COM*QS9V17753	Basketball-Boys	DAVID HUSSEY	S Kolani	\$ 120.42	ASB	9621 Trust
2022/07/20	AMZN MKTP US*BD24G0HJ3	Cafeteria	DAVID HUSSEY	K Lee	\$ 25.17	Cafeteria	4330 Office Supplies
2022/07/21	AMZN MKTP US*AB4GF6SB3	Cafeteria	DAVID HUSSEY	K Lee	\$ 53.51	Cafeteria	4330 Office Supplies
2022/07/21	AMZN MKTP US*VI0SI3N23	Student Council	DAVID HUSSEY	H Kiamanish	\$ 57.22	ASB	4345 Non Instructional
2022/07/21	AMZN MKTP US*5W3JL6GQ3	Security	DAVID HUSSEY	J Camp	\$ 474.58	General	5500 House Keeping
2022/07/21	AMAZON.COM*FW29D3RZ3	Foreign Languages Office Supplies	DAVID HUSSEY	Z Endres	\$ 317.56	General	4325 Instructional Student Supplies
2022/07/21	AMZN MKTP US*8I9CT5Q63	ACADECA	DAVID HUSSEY	S Franklin	\$ 45.76	General	4330 Office Supplies
2022/07/22	PAYPAL *APSEMINARS	Confrence CTE	DAVID HUSSEY	N Gamez	\$ 645.00	CTE	CTE
2022/07/22	AMZN MKTP US*MY5A84ZP3	Student Council	DAVID HUSSEY	H Kiamanish	\$ 48.75	ASB	4345 Non Instructional

**El Camino Real Charter High School
Credit Card Reconciliation Form**

For the Period of: 7/1/2022 - 7/31/2022

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2022/07/22	AMZN MKTP US*WP6AM9HK3	Allison Yedor -Foreign languages	DAVID HUSSEY	A Yedor	\$ 85.38	General	4325 Instructional Student Supplies
2022/07/22	AMZN MKTP US*086722IR3	allison Yedor -Foreign languages	DAVID HUSSEY	A Yedor	\$ 72.24	General	4325 Instructional Student Supplies
2022/07/22	AMZN MKTP US*DI79J2CS3	Allison Yedor -Foreign languages	DAVID HUSSEY	A Yedor	\$ 1,243.84	General	4325 Instructional Student Supplies
2022/07/22	AMZN MKTP US*AE6WE73O3	Allison Yedor -Foreign languages	DAVID HUSSEY	A Yedor	\$ 264.94	General	4325 Instructional Student Supplies
2022/07/22	COMPLIANCE SIGNS.COM	Restroom Signs	DAVID HUSSEY	J Camp	\$ 1,039.04	General	5500 House Keeping
2022/07/25	AMZN MKTP US*PM2IY8AR3	Allison Yedor -Foreign languages	DAVID HUSSEY	A Yedor	\$ 605.47	General	4325 instructional Student Supplies
2022/07/25	AMZN MKTP US*D52FI00B3	Allison Yedor -Foreign languages	DAVID HUSSEY	A Yedor	\$ 42.68	General	4325 Instructional Student Supplies
2022/07/25	AMZN MKTP US*FN5L574H3	Tehnology	DAVID HUSSEY	R Guinto	\$ 1,656.39	General	4330 Office Supplies
				HUSSEY TOTAL	\$ 22,499.09		
2022/07/11	WF* WAYFAIR3756644897	Wellness Center	GREGORY WOOD	G Paez	\$ 256.22	General	7425 Extended Learning
2022/07/12	CALIFORNIA CONSORTIUM	Alt Ed Confrence	GREGORY WOOD	D Bennett	\$ 398.00	General	5210 Confrence PD
2022/07/13	MAILCHIMP	Technology	GREGORY WOOD	F Delgado	\$ 205.00	General	5330 Dues Membership
2022/07/13	MULESTICKER	Technology/Stickers	GREGORY WOOD	R Guinto	\$ 2,481.27	General	4345 Non Instructional
2022/07/21	SOCIETYFORHUMANRESOURCE	HR CONFRENCE	GREGORY WOOD	K Lowry	\$ 1,395.00	General	5210 Confrence PD
2022/07/25	STAPLES DIRECT	NJROTC-Welcome Week	GREGORY WOOD	M Consoletti	\$ 1,073.10	NJROTC	9621 Trust
				WOOD TOTAL	\$5,808.59		

Monthly Total	\$ 28,307.68
Statement Total	\$7,183.86



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4866 9145 5552 6539
STATEMENT DATE 08-25-2022
AMOUNT DUE \$41,981.35
NEW BALANCE \$41,981.35
PAYMENT DUE ON RECEIPT

000001219 01 SP 106481544451311 S
EL CAMINO REAL CHS
ATTN DAVID HUSSEY
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

AMOUNT ENCLOSED
\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4866914555526539 004198135 004198135

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

EL CAMINO REAL CHS 4866 9145 5552 6539	Previous Balance	Purchases And Other + Charges	Cash + Advances	Cash Advance Fees	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$7,183.86	\$34,813.75	\$0.00	\$0.00	\$0.00	\$16.26	\$0.00	\$41,981.35

NEW ACTIVITY

DAVID HUSSEY 4866-9110-0013-3507	CREDITS \$0.00	PURCHASES \$109.44	CASH ADV \$0.00	TOTAL ACTIVITY \$109.44
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-19	08-18	24692162230100042333725	AMZN MKTP US*GS1ZI2V53 AMZN.COM/BILL WA	109.44

GREGORY WOOD 4866-9133-3444-7280	CREDITS \$0.00	PURCHASES \$24,937.06	CASH ADV \$0.00	TOTAL ACTIVITY \$24,937.06
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-27	07-26	24269792207500615751920	ST RENT-IT - CHATSWORTH CHATSWORTH CA 00262801	5,059.19
07-29	07-28	24492162210000001562098	SP VERTIMAX LLC HTTPSVERTIMAX FL	5,861.14
08-01	07-30	24692162211100436607927	AMZN MKTP US*WH41C6HL3 AMZN.COM/BILL WA	453.50
08-03	08-02	24246662214900012335059	WESHIELD 800-4207029 NY	6,605.88
08-04	08-03	24692162215100700524085	AMZN MKTP US*CV9RH1R73 AMZN.COM/BILL WA	85.40
08-04	08-03	24692162215100826037608	IN *EDPUZZLE 650-3364934 CA	2,600.00
08-04	08-03	24692162215100920160538	AMZN MKTP US*SA7Y86MF3 AMZN.COM/BILL WA	42.97

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4866-9145-5552-6539

ACCOUNT SUMMARY

PREVIOUS BALANCE	7,183.86
PURCHASES & OTHER CHARGES	34,813.75

STATEMENT DATE	DISPUTED AMOUNT
08/25/22	.00

CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00

SEND BILLING INQUIRIES TO:

U.S. Bank National Association
C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

41,981.35

CREDITS	16.26
PAYMENTS	.00
ACCOUNT BALANCE	41,981.35



Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 08-25-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-05	08-04	24692162216100409333019	AMZN MKTP US*WW5EM88W3 AMZN.COM/BILL WA	20.74
08-05	08-04	24692162216100565584587	AMZN MKTP US*LL3UK2153 AMZN.COM/BILL WA	929.00
08-08	08-05	24011342217000050330622	NYLAS NYLAS.COM CA	495.78
08-08	08-07	24692162219100772816829	AMZN MKTP US*NK6UQ6ND3 AMZN.COM/BILL WA	273.60
08-09	08-08	24399002220295400043639	BEST BUY 00004457 ASHEVILLE NC	388.65
08-09	08-08	24431062220083064068355	TARGET.COM * 800-591-3869 MN	35.95
08-09	08-08	24692162220100685535513	AMZN MKTP US*SR48D3WQ3 AMZN.COM/BILL WA	846.01
08-10	08-10	2469216222100190149030	AMZN MKTP US*KL71F43W3 AMZN.COM/BILL WA	72.24
08-11	08-10	24431062222083714409114	AMAZON.COM*VY2P82AN3 AMZN AMZN.COM/BILL WA	61.26
08-11	08-10	24692162222100231377566	AMZN MKTP US*6Q7QW5IK3 AMZN.COM/BILL WA	35.02
08-11	08-10	24692162222100331329731	AMZN MKTP US*5F5TK3UT3 AMZN.COM/BILL WA	708.75
08-11	08-10	24692162222100509987351	AMZN MKTP US*RA99X7LD3 AMZN.COM/BILL WA	14.04
08-12	08-11	24431062224083729257068	AMAZON.COM*CR4X955C3 AMZN AMZN.COM/BILL WA	88.76
08-15	08-12	24204292224000114533729	MAILCHIMP 000-0000000 GA	205.00
08-15	08-14	24692162226100795749065	AMZN MKTP US*ZS2ZF5X3 AMZN.COM/BILL WA	54.18

DAVID HUSSEY 4866-9137-0062-2540	CREDITS \$16.26	PURCHASES \$9,767.25	CASH ADV \$0.00	TOTAL ACTIVITY \$9,750.99
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-27	07-26	24269792207500615752183	ST RENT-IT - CHATSWORTH CHATSWORTH CA 00262856	570.73
07-27	07-26	24269792207500615752266	ST RENT-IT - CHATSWORTH CHATSWORTH CA 00262857	532.81
07-28	07-27	24692162208100523293180	AMZN MKTP US*HO4B87O23 AMZN.COM/BILL WA	159.30
07-28	07-27	24692162208100858311755	AMZN MKTP US*F469Y6Y33 AMZN.COM/BILL WA	16.26
07-29	07-28	24692162209100355610245	AMZN MKTP US*US67C5EL3 AMZN.COM/BILL WA	852.19
07-29	07-28	74208472209000014849330	YOU CAN BOOK.ME BEDFORD	98.00
08-01	07-31	74692162212100932929282	AMZN MKTP US AMZN.COM/BILL WA	16.26 CR
08-01	07-31	24492152212743720819005	WF WAYFAIR3787044727 866-263-8325 MA	1,054.59
08-01	08-01	24692162213100337183406	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
08-02	08-01	24692162213100848101194	AMZN MKTP US*1Y29G64Q3 AMZN.COM/BILL WA	107.84
08-02	08-02	24692162214100233391219	AMZN MKTP US*RN1I92GD3 AMZN.COM/BILL WA	2,638.43
08-03	08-02	24275392214900012602878	DECKER EQUIPMENT 800-7624899 MI	1,378.17
08-04	08-03	24692162215100346493000	AMZN MKTP US*0L8FO7GK3 AMZN.COM/BILL WA	273.74
08-05	08-04	24492152216715315520541	WF WAYFAIR3787009197 866-263-8325 MA	425.30
08-12	08-12	24692162224100700694648	AMZN MKTP US*EO32L6VT3 AMZN.COM/BILL WA	32.36
08-15	08-12	24692162224100065051897	AMZN MKTP US*LX6MN17M3 AMZN.COM/BILL WA	271.00
08-15	08-12	24692162224100152252267	AMZN MKTP US*N01PL1ED3 AMZN.COM/BILL WA	28.97
08-15	08-12	24692162224100402225204	AMZN MKTP US*3E9CS8KP3 AMZN.COM/BILL WA	36.12
08-15	08-14	24692162226100422274057	WWW.MAKERBOT.COM 347-457-5757 NY	52.01
08-15	08-14	24692162226100959180677	AMZN MKTP US*JB28N1ZI3 AMZN.COM/BILL WA	17.28
08-15	08-15	24692162227100233701305	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
08-17	08-16	24431062228083739983006	AMAZON.COM*DU71C3913 AMZN AMZN.COM/BILL WA	312.00
08-17	08-16	24492162228000031395055	SP VOCES DIGITAL VOCESDIGITALC MI	200.00
08-17	08-16	24692162228100341383367	AMZN MKTP US*7N4QX6JG3 AMZN.COM/BILL WA	191.64
08-18	08-18	24692162230100938855419	AMZN MKTP US*088J667J3 AMZN.COM/BILL WA	8.71
08-18	08-18	24692162230100946621936	AMZN MKTP US*4R2VWX98E3 AMZN.COM/BILL WA	130.10

Department: 00000 Total:	\$34,797.49
Division: 00000 Total:	\$34,797.49

**El Camino Real Charter High School
Credit Card Reconciliation Form
For the Period of: 8/1/2022 - 8/31/2022**

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2022/07/26	ST RENT-IT - CHATSWORTH	Marching Band	DAVID HUSSEY	K . Thurow	\$570.73	General	VAPA
2022/07/26	ST RENT-IT - CHATSWORTH	Marching Band	DAVID HUSSEY	K.Thurow	\$532.81	General	VAPA
2022/07/27	AMZN MKTP US*HO4B87O23	PPE - masks	DAVID HUSSEY	E LAREW	\$159.30	ESSER	COVID Supplies
2022/07/27	AMZN MKTP US*F469Y6Y33	Office supplies -SPANISH	DAVID HUSSEY	A.YEDOR	\$16.26	General	Foreign Language
2022/07/28	AMZN MKTP US*US67C5EL3	OFFICE SUPPLIES-SPANISH	DAVID HUSSEY	A.YEDOR	\$852.19	General	Foreign Language
2022/07/28	YOUCANBOOK.ME	Attendnace office calendar system	DAVID HUSSEY	Z ENDRES	\$98.00	General	Subscriptions
2022/07/31	AMZN MKTP US	Office Supplies-spanish	DAVID HUSSEY	A.YEDOR	(\$16.26)	General	Foreign Language
2022/07/31	WF WAYFAIR3787044727	Furniture-wellness center	DAVID HUSSEY	S.BERO	\$1,054.59	General	Supplies
2022/08/01	AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$189.85	General	Operations
2022/08/01	AMZN MKTP US*1Y29G64Q3	Technology	DAVID HUSSEY	R GUIINTO	\$107.84	General	Tech
2022/08/02	AMZN MKTP US*RN1I92GD3	Tech Equipment	DAVID HUSSEY	R GUIINTO	\$2,638.43	General	Tech
2022/08/02	DECKER EQUIPMENT	Operations supplies	DAVID HUSSEY	D BENNETT	\$1,378.17	General	Supplies - Operations
2022/08/03	AMZN MKTP US*0L8FO7GK3	TECHNOLOGY	DAVID HUSSEY	R.GUIINTO	\$273.74	General	Tech
2022/08/04	WF WAYFAIR3787009197	Furniture	DAVID HUSSEY	S.BERO	\$425.30	General	Supplies - Counseling
2022/08/12	AMZN MKTP US*EO32L6VT3	Office supplies - Counseling	DAVID HUSSEY	R REYES	\$32.36	General	Supplies - Counseling
2022/08/12	AMZN MKTP US*LX6MN17M3	OFFICE SUPPLIES COUNSELING	DAVID HUSSEY	R.REYES	\$271.00	General	Supplies - Counseling
2022/08/12	AMZN MKTP US*N01PL1ED3	Office supplies - Counseling	DAVID HUSSEY	R REYES	\$28.97	General	Supplies - Counseling
2022/08/12	AMZN MKTP US*3E9CS8KP3	Office supplies - Counseling	DAVID HUSSEY	R REYES	\$36.12	General	Supplies - Counseling
2022/08/14	WWW.MAKERBOT.COM	Grip surface - makerbot replicator	DAVID HUSSEY	Z ZAHUR	\$52.01	General	Supplies
2022/08/14	AMZN MKTP US*JB28N1ZI3	Office supplies - Counseling	DAVID HUSSEY	R.REYES	\$17.28	General	Supplies - Counseling
2022/08/15	AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$189.85	General	Supplies - Operations
2022/08/16	AMAZON.COM*DU71C3913 AMZN	Health office supplies	DAVID HUSSEY	P VALENTINE	\$312.00	General	Supplies - Health Office
2022/08/16	SP VOCES DIGITAL	Spanish curriculum	DAVID HUSSEY	I.LUNA	\$200.00	General	Subscriptions
2022/08/16	AMZN MKTP US*7N4QX6JG3	Office Supplies - HR	DAVID HUSSEY	R CASTANEDA	\$191.64	General	Supplies - HR
2022/08/18	AMZN MKTP US*088J667J3	Tech supplies	DAVID HUSSEY	LIN	\$8.71	General	Tech
2022/08/18	AMZN MKTP US*4R2WX98E3	Tech supplies	DAVID HUSSEY	R GUIINTO	\$130.10	General	Tech
2022/08/18	AMZN MKTP US*GS1ZI2V53	SCIENCE	DAVID HUSSEY	J LIN	\$109.44	General	Supplies - Science
2022/08/24	THE HOME DEPOT #6632	ATHLETIC FANS	DAVID HUSSEY	J CAMP	\$240.81	General	Supplies - Athletics
				HUSSEY TOTAL	\$10,101.24		
2022/07/26	ST RENT-IT - CHATSWORTH	Marching Band	GREGORY WOOD	K.Thurow	\$5,059.19	General	Supplies - VAPA
2022/07/28	SP VERTIMAX LLC	Athletic Training Equipment	GREGORY WOOD	J CAMP	\$5,861.14	General	Supplies - Athletics
2022/07/30	AMZN MKTP US*WH41C6HL3	Planners	GREGORY WOOD	D BENNETT	\$453.50	General	Supplies
2022/08/02	WESHIELD	COVID-19 Rapid Testing Kits	GREGORY WOOD	E LAREW	\$6,605.88	ESSER	COVID Supplies
2022/08/03	AMZN MKTP US*CV9RH1R73	Pepto-Bismol	GREGORY WOOD	P VALENTINE	\$85.40	General	Supplies - Health Office
2022/08/03	IN *EDPUZZLE	Student Lessons/Video Contact	GREGORY WOOD	R GUIINTO	\$2,600.00	General	Subscriptions
2022/08/03	AMZN MKTP US*SA7Y86MF3	Cough Drops	GREGORY WOOD	P VALENTINE	\$42.97	General	Supplies - Health Office
2022/08/04	AMZN MKTP US*WW5EM88W3	Lotions	GREGORY WOOD	P VALENTINE	\$20.74	General	Supplies - Health Office
2022/08/04	AMZN MKTP US*LL3UK2153	ALT ED STUDENT PLANNERS	GREGORY WOOD	D.BENNETT	\$929.00	General	Supplies - Alt Ed
2022/08/05	NYLAS	Communications data	GREGORY WOOD	F DELGADO	\$495.78	General	Subscriptions

**El Camino Real Charter High School
Credit Card Reconciliation Form
For the Period of: 8/1/2022 - 8/31/2022**

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2022/08/07	AMZN MKTP US*NK6UQ6ND3	Pencil box cases	GREGORY WOOD	J LIN	\$273.60	General	Supplies
2022/08/08	BEST BUY 00004457	Operations - Tech Equipment	GREGORY WOOD	J CAMP	\$388.65	General	Tech
2022/08/08	TARGET.COM *	Water	GREGORY WOOD	K LEE	\$35.95	General	ASB
2022/08/08	AMZN MKTP US*SR48D3WQ3	Health office supplies	GREGORY WOOD	P VALENTINE	\$846.01	General	Health
2022/08/10	AMZN MKTP US*KL7IF43W3	Privacy Screen Filter	GREGORY WOOD	K LEE	\$72.24	General	Supplies
2022/08/10	AMAZON.COM*VY2P82AN3 AMZN	OFFICE SUPPLIES	GREGORY WOOD	M.CLARK	\$61.26	General	Supplies
2022/08/10	AMZN MKTP US*6Q7QW5IK3	ATHLETICS OFFICE SUPPLIES	GREGORY WOOD	R RUSSELL	\$35.02	General	Supplies - Athletics
2022/08/10	AMZN MKTP US*5F5TK3UT3	ATHLETICS OFFICE SUPPLIES	GREGORY WOOD	R.RUSSEL	\$708.75	General	Supplies - Athletics
2022/08/10	AMZN MKTP US*RA99X7LD3	Desk name plates	GREGORY WOOD	R RUSSELL	\$14.04	General	Supplies - Athletics
2022/08/11	AMAZON.COM*CR4X955C3 AMZN	OFFICE SUPPLIES	GREGORY WOOD	M.CLARK	\$88.76	General	Supplies
2022/08/12	MAILCHIMP	E-mail communications blast	GREGORY WOOD	F DELGADO	\$205.00	General	Subscriptions
2022/08/14	AMZN MKTP US*ZS2ZF5ZX3	Office supplies - Athletics	GREGORY WOOD	R RUSSELL	\$54.18	General	Supplies - Athletics
				WOOD TOTAL	\$24,937.06		

Monthly Total	\$ 35,038.30
Statement Total	\$ 41,981.35

Coversheet

Review and Vote to Recommend to the Full Board the Approval of
the 2021-2022 Unaudited Actuals Budget(s).

Section: IV. Finance
Item: D. Review and Vote to Recommend to the Full Board the Approval of the
2021-2022 Unaudited Actuals Budget(s).
Purpose: Vote
Submitted by:
Related Material: IV.D_-_UNAUDITED_ACTUALS_(21-22)[1].pdf
IV.D_-_Form_62_(21-22)[1].pdf

EL CAMINO REAL CHARTER HIGH 2021-2022 Unaudited Actuals

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 690)**
- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and)**

Description	Object Code	2021-22 Estimated Actuals	2021-22 UNAUDITED ACTUALS
REVENUES			
	Enrollment ADA Per Student	10,751.00	
1. LCFF Sources			
State Aid - Current Year	8011	14,993,119.70	11,693,777.00
Education Protection Account (EPA) - Current Year	8012	10,736,470.30	13,088,623.00
State Aid - Prior Years	8019	(67.00)	305,993.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	9,520,518.00	10,352,629.00
Total, LCFF Sources		35,250,041.00	35,441,022.00
2. Federal Revenues			
Child Nutrition - Federal	8220	834,877.00	1,107,314.66
Donated Food Commodities	8221		34,482.19
Other Federal Revenues		-	
Title I		384,238.00	315,828.00
Title II		78,930.00	79,469.00
Title III - EL		7,839.00	
Title III - Immigrant		-	
Title IV		26,948.00	27,503.00
ESSER (CARES)		134,279.00	43,744.86
ESSER II		-	64,132.83
ESSER III		274,161.00	758,897.28
ESSER III Learning Loss	8110, 8260-8299	-	
GEER (CARES)		75,672.00	75,672.00
ELO ESSER II State Reserve		-	
ELO GEER II		-	
ELO ESSER III State Reserve Emergency Needs		-	
ELO ESSER III State Reserve Learning Loss		-	15,283.57
CR (CARES)		65.00	
Interagency Contracts Between LEAs		908,764.00	922,255.00
COVID Testing Grant			354,385.37
Other Federal Revenues		342,783.00	36,327.31
Total, Federal Revenues		3,068,556.00	3,835,295.07
3. Other State Revenues			
Child Nutrition - State	8520	56,442.00	97,259.65
State School Facilities Appotioments	8545	-	
Mandated Cost Reimbursement	8550	161,596.00	161,596.00
State Lottery Revenue- Updated 8/22	8560	746,741.00	727,029.32
ASES	8590	-	
Charter School Facility Grant	8590	-	
GF (CARES)	8590	-	
In-Person Instruction	8590	568,936.00	227,030.88
ELO General	8590	1,199,859.00	
ELO Paraprofessionals	8590	-	
Expanded Learning Opportunities Program	8590	-	139,480.00

EL CAMINO REAL CHARTER HIGH 2021-2022 Unaudited Actuals

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 690)**
- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and)**

Description	Object Code	2021-22 Estimated Actuals	2021-22 UNAUDITED ACTUALS
Educator Effectiveness	8590	591,871.00	473,497.00
SB 117 COVID-19 LEA Reponse Funds	8590	-	
A-G Completion Grant - Access/Success	8590	-	258,788.00
A-G Completion Grant - Learning Loss/Mitigation	8590		97,019.00
Kitchen Infrastructure and Equipment	8590	-	25,000.00
MAA Billing	8590	-	57,816.47
All Other State Revenues	8590	454,948.00	616,199.75
Total, Other State Revenues		3,780,393.00	2,880,716.07
4. Other Local Revenues			
Food Service Sales	8634	59,641.00	72,983.50
Leases and Rentals	8650	37,500.00	39,052.50
Interest	8660	340,000.00	138,490.92
Dividends	8661	400,000.00	386,815.07
Net Increase (Decrease) in FMV of Investments	8662	-	(4,812,004.90)
Gain (Loss) on Sale of Investments	8664		371,452.45
Interagency Services between LEAs	8677	2,572,949.00	2,861,642.37
Tuition	8664	-	1,409,619.25
Other Local Revenues	8690	605,000.00	15,375.60
All Other Local Revenues	8699	(67,141.00)	336,368.61
ASB Revenue	8804	150,000.00	106,281.45
Total, Local Revenues		4,097,949.00	926,076.82
5. TOTAL REVENUES		46,196,939.00	43,083,109.96
Salary Scenarios			
EXPENDITURES			
1. Certificated Salaries			
Certificated Teachers' Salaries	1100	14,659,088.00	13,953,249.68
Certificated Pupil Support Salaries	1200	1,839,386.00	2,186,952.75
Certificated Supervisors' and Administrators' Salaries	1300	1,240,731.00	1,160,358.49
Other Certificated Salaries	1900	51,393.00	-
Total, Certificated Salaries		17,790,598.00	17,300,560.92
2. Non-certificated Salaries			
Non-certificated Instructional Aides' Salaries	2100	943,691.00	1,261,846.97
Non-certificated Support Salaries	2200	1,591,848.00	1,637,537.19
Non-certificated Supervisors' and Administrators' Sal.	2300	708,921.00	683,528.12
Clerical and Office Salaries	2400	970,521.00	961,961.51
Other Non-certificated Salaries	2900	236,013.00	67,001.48
Total, Non-certificated Salaries		4,450,994.00	4,611,875.27
	22,241,592.00		
3. Employee Benefits			

EL CAMINO REAL CHARTER HIGH
2021-2022 Unaudited Actuals

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 690)**
- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and**

Description	Object Code	2021-22 Estimated Actuals	2021-22 UNAUDITED ACTUALS
State Teachers' Retirement System, certificated	3101	2,870,657.00	2,988,884.53
State Teachers' Retirement System, classified	3102	57,330.00	101,858.61
Public Employees' Retirement System, certificated	3201	27,740.00	46,105.78
Public Employees' Retirement System, classified	3202	797,506.00	853,744.80
OASDI/Medicare/Alternative, certificated	3301	271,781.00	265,055.70
OASDI/Medicare/Alternative, classified	3302	337,908.00	291,260.67
Health & Welfare Benefits, certificated	3401	2,888,308.00	2,625,571.63
Health & Welfare Benefits, classified	3402	857,677.00	1,052,781.64
State Unemployment Insurance, certificated	3501	88,722.00	68,098.92
State Unemployment Insurance, classified	3502	22,414.00	15,764.36
Workers' Compensation Insurance, certificated	3601	224,262.00	131,782.12
Workers' Compensation Insurance, classified	3602	55,374.00	38,451.58
OPEB, Allocated, certificated	3701	2,365,654.00	(4,840,919.87)
OPEB, Allocated, classified	3702	635,546.00	(1,282,745.27)
Other Benefits, classified	3902	8,100.00	9,517.28
Total, Employee Benefits		11,508,979.00	2,365,212.48
4. Books and Supplies			
Approved Textbooks & Core Curricula Materials	4100	269,080.00	257,844.47
Books & Other Reference Materials	4200	10,565.00	7,651.67
Materials & Supplies	4300	31,509.00	59,604.40
Instructional Materials & Supplies	4325	330,343.00	420,572.34
Office Supplies	4330	90,593.00	95,742.74
Non Instructional Student Materials & Supplies	4345	493,110.00	586,828.55
ASB Supplies	4350		74,177.27
Noncapitalized Equipment	4400	1,150,000.00	1,421,115.77
Student Food Services	4710	349,687.00	454,460.95
Other Food	4720	-	
Total, Books and Supplies		2,724,887.00	3,377,998.16
5. Services and Other Operating Expenditures			
Services & Other Operating Expenses	5000	33,295.00	
Subagreements for Services	5100	60,000.00	
Travel & Conferences	5200	30,046.00	47,043.52
Conferences and Professional Development	5210	75,000.00	28,277.15
Dues & Memberships	5300	288,597.00	319,294.41
Insurance	5400	413,948.00	348,671.26
Operations & Housekeeping	5500	416,358.00	601,965.23
Security	5520	600,000.00	488,954.71
Rentals, Leases, & Repairs	5600		19,735.87
Equipment Leases	5605	100,014.00	51,060.96
Rent	5610	5,665.00	1,400.00
Repairs and Maintenance - Computers	5616	14,110.00	30,003.92
Utilities	5620	671,377.00	709,279.13

EL CAMINO REAL CHARTER HIGH
2021-2022 Unaudited Actuals

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 690)**
- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and**

Description	Object Code	2021-22 Estimated Actuals	2021-22 UNAUDITED ACTUALS
Other Rentals, Leases and Repairs 1	5631	4,120.00	9,250.52
Other Services & Operating Expenses	5800	42,925.00	34,892.13
Investment Taxes	5807	25,000.00	15,220.80
Investment Fees	5808	269,600.00	212,542.26
Banking Fees	5809	35,000.00	24,159.10
Business Services	5812	96,000.00	48,000.00
Consultants - Instructional	5815	1,451,092.00	1,760,551.40
Consultants - Non Instructional - Custom 1	5820	647,038.00	1,313,630.07
District Oversight Fees	5824	358,715.00	357,346.00
ASB Consultants	5825		4,930.00
Field Trips Expenses	5830	298,864.00	233,586.52
Fines and Penalties	5833	515.00	
ASB Events or Field Trip	5835		1,615.00
Professional Development	5840	5,000.00	2,251.48
Legal Fees	5845	239,476.00	336,651.20
Licenses and Other Fees	5848	15,450.00	24,691.31
Marketing and Student Recruiting	5851	90,000.00	50,469.43
Payroll Fees	5857	76,440.00	102,625.76
Special Education Encroachment	5872	682,788.00	706,679.80
Substitutes	5884	398,730.00	641,450.96
Bad Debt Expense	5898	500.00	1,175.00
Communications	5900	126,643.00	136,686.60
Total, Services and Other Operating Expenditures		7,572,306.00	8,664,091.50
6. Capital Outlay <i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>			
<i>Depreciation Expense (for full accrual only)</i>	6900	309,748.00	293,021.43
Total, Capital Outlay		309,748.00	293,021.43
8. TOTAL EXPENDITURES		44,357,512.00	36,612,759.76
EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		1,839,427.00	6,470,350.20
OTHER FINANCING SOURCES / USES			
1. Other Sources	8930-8979	-	
2. Less: Other Uses	7630-7699	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-
NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			

El Camino Real Charter High
 Los Angeles Unified
 Los Angeles County

Unaudited Actuals
 Charter Schools Enterprise Fund
 Expenses by Object

19 64733 1932623
 Form 62

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	35,441,022.00	38,575,151.00	8.8%
2) Federal Revenue		8100-8299	3,835,295.07	3,609,260.13	-5.9%
3) Other State Revenue		8300-8599	2,880,716.07	1,439,530.37	-50.0%
4) Other Local Revenue		8600-8799	926,076.82	4,697,685.45	407.3%
5) TOTAL, REVENUES			43,083,109.96	48,321,626.95	12.2%
B. EXPENSES					
1) Certificated Salaries		1000-1999	17,300,560.92	19,111,812.00	10.5%
2) Classified Salaries		2000-2999	4,611,875.27	4,816,963.00	4.4%
3) Employee Benefits		3000-3999	2,365,212.48	12,660,678.00	435.3%
4) Books and Supplies		4000-4999	3,377,998.16	2,812,422.00	-16.7%
5) Services and Other Operating Expenses		5000-5999	8,664,091.50	8,108,894.00	-6.4%
6) Depreciation and Amortization		6000-6999	293,021.43	359,748.00	22.8%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENSES			36,612,759.76	47,870,517.00	30.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			6,470,350.20	451,109.95	-93.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

El Camino Real Charter High
 Los Angeles Unified
 Los Angeles County

Unaudited Actuals
 Charter Schools Enterprise Fund
 Expenses by Object

19 64733 1932623
 Form 62

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			6,470,350.20	451,109.95	-93.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	16,072,704.54	26,352,170.74	64.0%
b) Audit Adjustments		9793	3,809,116.00	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			19,881,820.54	26,352,170.74	32.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			19,881,820.54	26,352,170.74	32.5%
2) Ending Net Position, June 30 (E + F1e) Components of Ending Net Position			26,352,170.74	26,803,280.69	1.7%
a) Net Investment in Capital Assets		9796	6,232,486.68	0.00	-100.0%
b) Restricted Net Position		9797	738,915.88	882,443.41	19.4%
c) Unrestricted Net Position		9790	19,380,768.18	25,920,837.28	33.7%

El Camino Real Charter High
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 Charter Schools Enterprise Fund
 Expenses by Object

19 64733 1932623
 Form 62

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
G. ASSETS					
1) Cash					
a) in County Treasury		9110	18,677,591.14		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	5,460,358.73		
c) in Revolving Cash Account		9130	0.00		
d) with Fiscal Agent/Trustee		9135	508,104.68		
e) Collections Awaiting Deposit		9140	8,584.54		
2) Investments		9150	26,691,257.86		
3) Accounts Receivable		9200	79,075.16		
4) Due from Grantor Government		9290	1,126,761.58		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	67,069.40		
7) Prepaid Expenditures		9330	67,056.56		
8) Other Current Assets		9340	0.00		
9) Lease Receivable		9380	0.00		
10) Fixed Assets					
a) Land		9410	2,019,963.89		
b) Land Improvements		9420	265,038.59		
c) Accumulated Depreciation - Land Improvements		9425	(184,019.31)		
d) Buildings		9430	5,285,253.18		
e) Accumulated Depreciation - Buildings		9435	(1,287,251.61)		
f) Equipment		9440	1,724,441.03		
g) Accumulated Depreciation - Equipment		9445	(1,590,939.09)		
h) Work in Progress		9450	0.00		
i) Lease Assets		9460	0.00		
j) Accumulated Amortization-Lease Assets		9465	0.00		
10) TOTAL, ASSETS			58,918,346.33		
H. DEFERRED OUTFLOWS OF RESOURCES					
1) Deferred Outflows of Resources		9490	0.00		
2) TOTAL, DEFERRED OUTFLOWS			0.00		

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Unaudited Actuals
 Charter Schools Enterprise Fund
 Expenses by Object

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Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
I. LIABILITIES					
1) Accounts Payable		9500	2,382,456.35		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Unearned Revenue		9650	3,736,189.13		
6) Long-Term Liabilities					
a) Net Pension Liability		9663	0.00		
b) Total/Net OPEB Liability		9664	26,203,640.00		
c) Compensated Absences		9665	243,890.11		
d) COPs Payable		9666	0.00		
e) Leases Payable		9667	0.00		
f) Lease Revenue Bonds Payable		9668	0.00		
g) Other General Long-Term Liabilities		9669	0.00		
7) TOTAL, LIABILITIES			32,566,175.59		
J. DEFERRED INFLOWS OF RESOURCES					
1) Deferred Inflows of Resources		9690	0.00		
2) TOTAL, DEFERRED INFLOWS			0.00		
K. NET POSITION					
Net Position, June 30 (must agree with line F2) (G10 + H2) - (I7 + J2)			26,352,170.74		

El Camino Real Charter High
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Charter Schools Enterprise Fund
Expenses by Object

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Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
LCFF SOURCES					
Principal Apportionment					
State Aid - Current Year		8011	11,693,777.00	18,613,303.00	59.2%
Education Protection Account State Aid - Current Year		8012	13,088,623.00	9,938,853.00	-24.1%
State Aid - Prior Years		8019	305,993.00	0.00	-100.0%
LCFF Transfers					
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	10,352,629.00	10,022,995.00	-3.2%
Property Taxes Transfers		8097	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			35,441,022.00	38,575,151.00	8.8%
FEDERAL REVENUE					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	1,141,796.85	1,021,375.13	-10.5%
Donated Food Commodities		8221	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	922,255.00	975,839.00	5.8%
Title I, Part A, Basic	3010	8290	315,828.00	384,238.00	21.7%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	79,469.00	78,930.00	-0.7%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	7,839.00	New
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3040, 3045, 3060, 3061, 3150, 3155, 3180, 3182, 4037, 4124, 4126, 4127, 4128, 5630	8290	27,503.00	26,948.00	-2.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	1,348,443.22	1,114,091.00	-17.4%
TOTAL, FEDERAL REVENUE			3,835,295.07	3,609,260.13	-5.9%

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 Charter Schools Enterprise Fund
 Expenses by Object

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Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER STATE REVENUE					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Child Nutrition Programs		8520	97,259.65	71,119.37	-26.9%
Mandated Costs Reimbursements		8550	161,596.00	169,447.00	4.9%
Lottery - Unrestricted and Instructional Materials		8560	727,029.32	744,991.00	2.5%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	1,894,831.10	453,973.00	-76.0%
TOTAL, OTHER STATE REVENUE			2,880,716.07	1,439,530.37	-50.0%

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Unaudited Actuals
 Charter Schools Enterprise Fund
 Expenses by Object

19 64733 1932623
 Form 62

Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER LOCAL REVENUE					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	72,983.50	68,779.45	-5.8%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	39,052.50	37,500.00	-4.0%
Interest		8660	138,490.92	740,000.00	434.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	(4,812,004.90)	0.00	-100.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Interagency Services		8677	2,861,642.37	2,778,617.00	-2.9%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	2,625,912.43	1,072,789.00	-59.1%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			926,076.82	4,697,685.45	407.3%
TOTAL, REVENUES			43,083,109.96	48,321,626.95	12.2%

El Camino Real Charter High
Los Angeles Unified
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Unaudited Actuals
Charter Schools Enterprise Fund
Expenses by Object

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Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
CERTIFICATED SALARIES					
Certificated Teachers' Salaries		1100	13,953,249.68	16,780,251.00	20.3%
Certificated Pupil Support Salaries		1200	2,186,952.75	1,017,301.00	-53.5%
Certificated Supervisors' and Administrators' Salaries		1300	1,160,358.49	1,314,260.00	13.3%
Other Certificated Salaries		1900	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			17,300,560.92	19,111,812.00	10.5%
CLASSIFIED SALARIES					
Classified Instructional Salaries		2100	1,261,846.97	1,024,695.00	-18.8%
Classified Support Salaries		2200	1,637,537.19	1,720,802.00	5.1%
Classified Supervisors' and Administrators' Salaries		2300	683,528.12	767,118.00	12.2%
Clerical, Technical and Office Salaries		2400	961,961.51	1,049,373.00	9.1%
Other Classified Salaries		2900	67,001.48	254,975.00	280.6%
TOTAL, CLASSIFIED SALARIES			4,611,875.27	4,816,963.00	4.4%
EMPLOYEE BENEFITS					
STRS		3101-3102	3,090,743.14	3,776,756.00	22.2%
PERS		3201-3202	899,850.58	1,027,805.00	14.2%
OASDI/Medicare/Alternative		3301-3302	556,316.37	683,212.00	22.8%
Health and Welfare Benefits		3401-3402	3,678,353.27	4,173,843.00	13.5%
Unemployment Insurance		3501-3502	83,863.28	121,589.00	45.0%
Workers' Compensation		3601-3602	170,233.70	228,273.00	34.1%
OPEB, Allocated		3701-3702	(6,123,665.14)	2,641,200.00	-143.1%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	9,517.28	8,000.00	-15.9%
TOTAL, EMPLOYEE BENEFITS			2,365,212.48	12,660,678.00	435.3%
BOOKS AND SUPPLIES					
Approved Textbooks and Core Curricula Materials		4100	257,844.47	718,482.00	178.6%
Books and Other Reference Materials		4200	7,651.67	10,882.00	42.2%
Materials and Supplies		4300	1,236,925.30	1,030,630.00	-16.7%
Noncapitalized Equipment		4400	1,421,115.77	592,250.00	-58.3%
Food		4700	454,460.95	460,178.00	1.3%
TOTAL, BOOKS AND SUPPLIES			3,377,998.16	2,812,422.00	-16.7%

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 Charter Schools Enterprise Fund
 Expenses by Object

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Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
SERVICES AND OTHER OPERATING EXPENSES					
Subagreements for Services		5100	0.00	96,094.00	New
Travel and Conferences		5200	75,320.67	108,197.00	43.6%
Dues and Memberships		5300	319,294.41	297,255.00	-6.9%
Insurance		5400-5450	348,671.26	513,296.00	47.2%
Operations and Housekeeping Services		5500	1,090,919.94	946,849.00	-13.2%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	820,730.40	819,144.00	-0.2%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	5,872,468.22	5,197,617.00	-11.5%
Communications		5900	136,686.60	130,442.00	-4.6%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			8,664,091.50	8,108,894.00	-6.4%
DEPRECIATION AND AMORTIZATION					
Depreciation Expense		6900	293,021.43	359,748.00	22.8%
Amortization Expense-Lease Assets		6910	0.00	0.00	0.0%
TOTAL, DEPRECIATION AND AMORTIZATION			293,021.43	359,748.00	22.8%
OTHER OUTGO (excluding Transfers of Indirect Costs)					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.0%

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Unaudited Actuals
 Charter Schools Enterprise Fund
 Expenses by Object

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Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.0%
TOTAL, EXPENSES			36,612,759.76	47,870,517.00	30.7%

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 Expenses by Object

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Description	Resource Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
INTERFUND TRANSFERS					
INTERFUND TRANSFERS IN					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
OTHER SOURCES/USES					
SOURCES					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
USES					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
CONTRIBUTIONS					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%

El Camino Real Charter High
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Unaudited Actuals
 Charter Schools Enterprise Fund
 Expenses by Function

19 64733 1932623
 Form 62

Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
A. REVENUES					
1) LCFF Sources		8010-8099	35,441,022.00	38,575,151.00	8.8%
2) Federal Revenue		8100-8299	3,835,295.07	3,609,260.13	-5.9%
3) Other State Revenue		8300-8599	2,880,716.07	1,439,530.37	-50.0%
4) Other Local Revenue		8600-8799	926,076.82	4,697,685.45	407.3%
5) TOTAL, REVENUES			43,083,109.96	48,321,626.95	12.2%
B. EXPENSES (Objects 1000-7999)					
1) Instruction	1000-1999		23,108,590.84	35,686,948.00	54.4%
2) Instruction - Related Services	2000-2999		9,061,567.61	8,770,854.00	-3.2%
3) Pupil Services	3000-3999		1,130,516.88	1,289,178.00	14.0%
4) Ancillary Services	4000-4999		0.00	0.00	0.0%
5) Community Services	5000-5999		0.00	0.00	0.0%
6) Enterprise	6000-6999		0.00	0.00	0.0%
7) General Administration	7000-7999		1,151,863.35	0.00	-100.0%
8) Plant Services	8000-8999		2,160,221.08	2,123,537.00	-1.7%
9) Other Outgo	9000-9999	Except 7600-7699	0.00	0.00	0.0%
10) TOTAL, EXPENSES			36,612,759.76	47,870,517.00	30.7%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B10)			6,470,350.20	451,109.95	-93.0%
D. OTHER FINANCING SOURCES/USES					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

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 Expenses by Function

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Description	Function Codes	Object Codes	2021-22 Unaudited Actuals	2022-23 Budget	Percent Difference
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			6,470,350.20	451,109.95	-93.0%
F. NET POSITION					
1) Beginning Net Position					
a) As of July 1 - Unaudited		9791	16,072,704.54	26,352,170.74	64.0%
b) Audit Adjustments		9793	3,809,116.00	0.00	-100.0%
c) As of July 1 - Audited (F1a + F1b)			19,881,820.54	26,352,170.74	32.5%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			19,881,820.54	26,352,170.74	32.5%
2) Ending Net Position, June 30 (E + F1e)			26,352,170.74	26,803,280.69	1.7%
Components of Ending Net Position					
a) Net Investment in Capital Assets		9796	6,232,486.68	0.00	-100.0%
b) Restricted Net Position		9797	738,915.88	882,443.41	19.4%
c) Unrestricted Net Position		9790	19,380,768.18	25,920,837.28	33.7%

El Camino Real Charter High
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Unaudited Actuals
 Charter Schools Enterprise Fund
 Exhibit: Restricted Net Position Detail

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Resource	Description	2021-22 Unaudited Actuals	2022-23 Budget
5330		217,171.10	360,698.63
6266		140,937.78	140,937.78
7028		25,000.00	25,000.00
7412		258,788.00	258,788.00
7413		97,019.00	97,019.00
Total, Restricted Net Position		738,915.88	882,443.41

Coversheet

Review and Vote to Recommend to the Full Board the Approval of the 2022-2023 ECRCHS Consolidated Application for Federal Funding

Section: IV. Finance
Item: E. Review and Vote to Recommend to the Full Board the Approval of the
2022-2023 ECRCHS Consolidated Application for Federal Funding
Purpose: Vote
Submitted by:
Related Material: IV.E_-_22-23_CONAPP[1].pdf

California Department of Education

Consolidated Application

El Camino Real Charter High (19 64733 1932623)

Status: Certified
 Saved by: Roy Kim
 Date: 8/19/2022 11:24 AM

2022–23 Certification of Assurances


Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	David Hussey
Authorized Representative's Signature	
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	08/25/2022

*****Warning*****

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2022–23 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	Yes
---	-----

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

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El Camino Real Charter High (19 64733 1932623)

Status: Certified
 Saved by: Fernando Delgado
 Date: 9/9/2022 2:14 PM

2022–23 Title III English Learner Student Program Subgrant Budget

The purpose of this data collection form is to provide a proposed budget for English learner (EL) Student Program Subgrant funds only per the Title III English Learner Students Program requirements (ESSA, Sections 3114, 3115, & 3116).

CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

Estimated Allocation Calculation

Estimated English learner per student allocation	\$125.10
Estimated English learner student count	64
Estimated English learner student program allocation	\$8,006

Note: \$10,000 minimum program eligibility criteria

If the local educational agency's estimated English learner student program allocation is less than \$10,000, then it does not meet the minimum program eligibility criteria for direct funding status and requires further action. To receive instructions regarding the consortium application process, please go to the California Department of Education Title III EL Consortium Details web page at <https://www.cde.ca.gov/sp/el/t3/elconsortium.asp>.

Budget

Professional development activities	\$0
Program and other authorized activities	\$0
English Proficiency and Academic Achievement	\$7,846
Parent, family, and community engagement	\$0
Direct administrative costs (Amount cannot exceed 2% of the estimated English learner student program allocation)	\$160
Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$8,006

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2022–23 LCAP Federal Addendum Certification

CDE Program Contact:

Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233

Initial Application

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/23/2022
Authorized Representative's Full Name	David Hussey
Authorized Representative's Title	Executive Director

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El Camino Real Charter High (19 64733 1932623)

Status: Certified
 Saved by: Fernando Delgado
 Date: 9/9/2022 2:06 PM

2022–23 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	David Hussey
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	08/25/2022
Comment	
If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

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El Camino Real Charter High (19 64733 1932623)

Status: Certified
 Saved by: Roy Kim
 Date: 8/19/2022 11:24 AM

2022–23 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca21assurancetoc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	David Hussey
Authorized Representative's Signature	
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	08/25/2022

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The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	David Hussey
Authorized Representative's Title	Executive Director
Authorized Representative's Signature Date	08/25/2022
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Authorized Representative's Title	Executive Director

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2022–23 Application for Funding

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

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By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	Yes
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Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	Yes
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

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CDE Program Contact:

Geoffrey Ndirangu, Language Policy and Leadership Office, GNdirang@cde.ca.gov, 916-323-5831

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Estimated English learner student program allocation	\$8,006

Note: \$10,000 minimum program eligibility criteria

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Indirect costs (LEA can apply its approved indirect rate to the portion of the subgrant that is not reserved for direct administrative costs)	\$0
Total budget	\$8,006

*****Warning*****

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2022–23 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the web at <https://www.cde.ca.gov/fg/ac/sa/>.

2022–23 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

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Coversheet

Discussion on ECRCHS Current Fiscal Policies and Procedures

Section: IV. Finance
Item: F. Discussion on ECRCHS Current Fiscal Policies and Procedures
Purpose: Discuss
Submitted by:
Related Material:
IV.F_-_ECRCHS_Updated_Fiscal_Policies_and_Procedures_v08.25.21[2].pdf



EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

Revision Board Approved: August 26, 2021
Effective: August 26, 2021

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ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

OVERVIEW

The Governing Board (“Board”) of El Camino Real Alliance (“ECRA”), a California nonprofit public benefit corporation, has reviewed and adopted the following Fiscal Policies and Procedures (“FPP”) to ensure the funds of ECRA are appropriately budgeted, accounted for, expended, and maintained.

1. The Board holds ultimate authority over all fiscal matters. The Executive Director and/or Chief Business Officer (“CBO”) of El Camino Real Charter High School (“ECRCHS” or the “Charter School”) shall report to the Board and, in particular, the Board Chair regarding all fiscal matters.
2. The Board oversees the administration of the fiscal policies and procedures and delegates administration of the policies and procedures to the CBO.
3. ECRA may commission a Back-office Services Provider (e.g., ICON School Management). If ECRA does so elect to utilize a Back-office Services Provider, the Back-office Services provider will report to both the administration and the Board. The financial compilations presented to the Board will be compiled by the Back-office Services Provider, and may also include input from ECRA staff.
4. The CBO has responsibility for all business operations.
5. The Chief Compliance Officer (“CCO”) will work with the Executive Director and the CBO and Business Office staff to enforce the FPP.
6. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
7. All documentation related to financial matters must be completed by computer, word processor, typewriter, or ink.
8. The Board will commission an annual financial audit by an independent third party auditor who will report directly to the Board. The Board will approve the final audit report, and a copy will be provided to the charter-authorizing entity. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Board and be in compliance with GAAP and/or related laws and regulations.
9. The Board may appoint someone else to perform the CBO's responsibilities in the case of absence.

As used in the FPP, the term “Authorizing Personnel” includes: Executive Director, CBO, Assistant Principals, and Board Chair or Vice Chair.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Safeguarding of Financial Assets

ECRA is committed to safeguarding public funds. ECRA's financials are overseen by the following entities:

1. Charter School Authorizer (i.e. LAUSD's Charter Schools Division) reviews financials annually;
2. Independent Certified Public Accountant conducts annual financial audit;
3. Back-office Services Provider (e.g., ICON School Management) ensures segregation of duties and fiscal compliance; and
4. Board of Directors.

In addition, ECRA/ECRCHS does the following:

1. Presents monthly financial updates at regular Board meetings;
2. Seeks Board approval of check registers and all major financial documents (e.g. interim financials, budget, Local Control and Accountability Plan ("LCAP"), etc.);
3. Provides financial information to the staff through presentations;
4. Posts major Board approved financial documents on ECRA's website, including Approved Budget, Interim Reports, Tax Returns, and Annual Audit; and
5. Has written policies identifying its investment policies and strategies. The written policies, titled Investment Policy Statement ("IPS"), applies to both the retirement healthcare benefits trust and the general account, and are reviewed and adopted by the Board (including any revisions or amendments thereto). The IPS identifies that all investments with ECRA assets should be reasonably and prudently invested, and also notes the scope and types of permitted investments in which the School may engage as well as guidelines for the composition of the investment portfolio. The IPS for both the lifetime healthcare benefits trust and the School's general account shall be posted on the School's website.

Annual Financial Audit

1. ECRA will select an independent auditor to conduct an independent audit of ECRA's finances. The independent auditor will be selected by the Board on or before the March Board meeting in those years when a new auditor is to be selected. The Board will appoint an Audit Committee no later than the January board meeting for those years when an auditor is to be selected.
2. Audit Committee members, like all ECRA Directors, must be fiscally independent of ECRA.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

3. The CBO and other necessary staff will assist Audit Committee members.
4. ECRA will select a new auditor at least every three (3) years; however, the same auditing firm may be retained as long as a different auditor within that firm is retained.
5. The audit shall include, but will not be limited to:
 - a. An audit of the accuracy of the financial statements;
 - b. An audit of the attendance accounting and revenue accuracy practices; and
 - c. An audit of the internal control practices.

Key Personnel Financial Responsibilities

Approve Contracts

- Executive Director
- CBO
- Board

Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- CBO
- Program Director
- Program Manager

Check Signers

- Executive Director
- CBO
- Two Designated Assistant Principals

Record Transactions

- Accounting staff (non-senior)
- Analysts

Reconcile Transactions

- Back-office Services Provider

Role of Key Financial Staff (Segregation of Duties)

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance
- Chief Compliance Officer – Compliance
- Back-office Services Provider - Recording, Reconciling and Reporting
- Program Director – Purchase Approver, Reviewing Budgets

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

- Accounting Manager/Controller - Authorizing and Reconciling (of cash receipts, bank accounts)
- Program Managers – Purchase Approver, Reviewing
- Analysts - Recording and Analysis
- Accountants - Recording, Purchasing and Custody

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Financial Instruments

Debit Cards

- Use is not permitted.

Credit and Charge Cards

- Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the CBO and the Executive Director. The cards are kept in the possession of the Executive Director and the CBO.
- Must have established Board-approved spending limits of \$250,000.
- “Platinum” or similar luxury status credit cards cannot be taken out under ECRA’s account.
- Vendor-specific credit cards for teachers (limited to Home Depot and Smart and Final) have the following limits within a monthly statement period: \$500 per month for Home Depot, and two (2) separate credits cards with a limit of \$1,000 per month each for Smart and Final.
- Any additional, vendor-specific credit or charge cards must be approved by the ECRA Board with the same limits as above.

Bank Check Signing Authority

- Board-approved personnel, as noted above under Key Personnel Financial Responsibilities; specifically, the Executive Director, CBO, and two designated Assistant Principals.
- Check signing authority will be given to the Executive Director and the CBO and two designated Assistant Principals.
- Checks may not be written to cash, bearer, or petty cash.
- Under no circumstance will any individual sign a blank check.
- Individual staff members who process vendor payments and/or payroll, write checks, or perform any other tasks associated with cash transactions cannot be a check signer.
- A formal list of those authorized as check signers should be prepared, and the Board will approve all check signers.
- The CBO or Director or Manager of Accounting and Finance or designee will ensure that the Charter School’s bank is notified whenever authorized signatories are changed.
- Approved check signors should never sign a check made out to themselves (e.g., check for reimbursement).

Check Stock

- Held in student store.

Prohibition on Purchase of Alcohol and Cannabis

- Charter School, state, and federal funds may never be used for the purchase of alcohol, or any items related to the consumption of alcohol.
- Charter School, state, and federal funds may never be used for the purchase of cannabis, or cannabis-related products or paraphernalia.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

PAYMENT / REIMBURSEMENT POLICIES

ECRA employees must receive pre-approval for all purchases for goods and/or services. Pre-approvals can be received through the Charter School's Approved ERP system (e.g. NetSuite) to which employees have access.

Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

All staff members making financial choices on behalf of ECRA must factor in time and quantitative/qualitative factors before each purchase. Below are a few examples:

- Staff members should not spend significant time to save the Charter School a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the Charter School a few dollars on school supplies.
- Staff should look beyond quantitative factors, such as cost, and evaluate the qualitative factors such as reliability, warranty, reputation, durability, environmental impact, maintenance costs, etc. For example, LED products may be more expensive initially, but they require less maintenance, use less energy and have a lower environmental impact.
- Staff should look at total services provided, not just the product price. For example, some vendors will also assist with design and planning. This can save the Charter School additional time and money spent doing such work itself, or from making costly mistakes.
- Technology equipment being considered for purchase should be reviewed by, or consulted with, the Technology Department, as some devices or equipment being considered may not fit the Charter School's platform or technology plan.
- All purchases must have a legitimate business purpose and must be for the benefit of and use by the Charter School. Purchases for personal use are strictly prohibited.
- Staff must avoid conflicts of interests at all times. A conflict of interest arises when an employee, officer, agent, or any relative, a partner, or an organization that employs or is about to employ a relative, has a financial or other interest in, or would gain a tangible personal benefit from, a firm considered for a contract. Should a potential conflict of interest arise or exist, staff must disclose the conflict, in writing, to the Executive Director and the CBO. As used herein, "relative" means spouses/domestic partners, children (including adopted children), parents, siblings, grandparents, uncles, aunts, cousins, nieces, nephews, step relatives, brother- and sister-in-law, mother- and father-in-law, and relatives of domestic partners. This provision shall not include interest in a publicly-traded company in which the employee or relative does not have a controlling interest.

**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

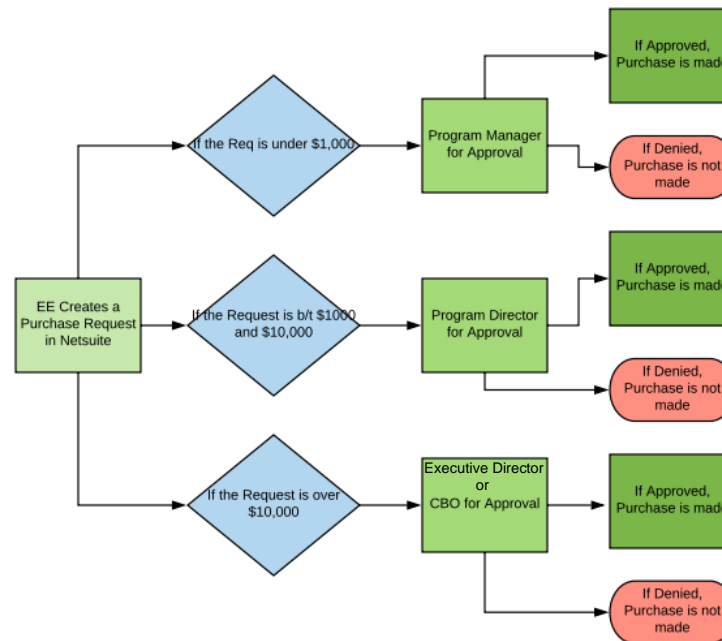
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee or, in some instances, a denial of a reimbursement request in whole or in part.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts

Regular Purchases

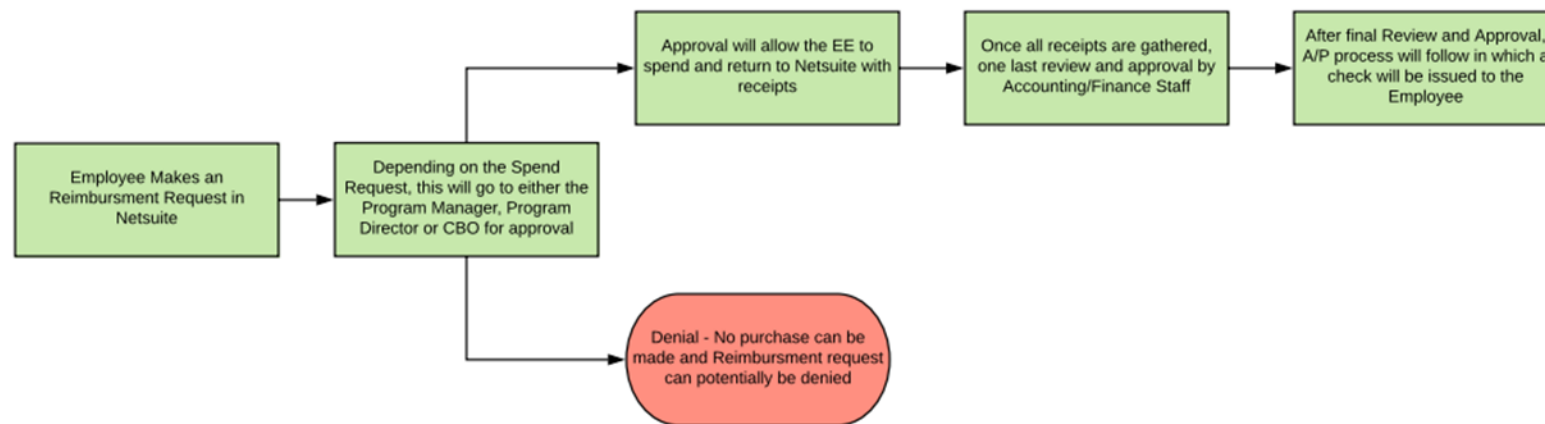
- Purchases done through NetSuite involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
 - Anything over \$10,000 will go directly to the CBO or Executive Director for approval.
 - Requests over \$50,000 will be brought before the Board for approval.



ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Reimbursement Requests or Expense Requests are subject to approval. All Reimbursement requests must have pre-approval.

- These requests submitted in NetSuite involve different approvers depending on the spend amount requested.
 - Under \$1,000, these will go to a Program Manager for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors.
 - Requests over \$10,000 will go directly to the CBO or Executive Director for approval.
 - After approval, employee may make the purchase.
 - Employee will go back into the system to request final approval of their expenditures.
 - Final approval is given by CBO or Executive Director after review by accounting staff.



Purchases w/o Approved Purchase Orders, Reimbursement Requests or Travel Reimbursement Requests.

- Items are subject to review by an administrator. If purchase(s) are rejected, they are the responsibility of the employee.

Employee Receipts/Substantiation

1. All purchases made by an employee must be accompanied by an original, itemized receipt. The individual making the charge or requesting reimbursement shall be held responsible for the amount if a receipt is not provided within 30 days. The only exceptions are for parking meters and gratuities given to taxi drivers (within the limit set herein).
2. Reimbursements to employees for items charged on personal credit cards should be supported by a copy of the employee's credit card or credit card statement. A copy of the credit card can be kept on file by the Business Office (redacted copy showing name and last four digits of credit card number used).
3. When receipts are lost, employees must retrieve a copy of the receipt or provide a document with comparable detail. There is no recourse for lost receipts. There are a few exceptions for which credit card receipts or cancelled checks may be considered sufficient. Below are a few examples:
 - a. Taxi fares incurred while traveling for ECRCHS;
 - b. Parking fees incurred the day employee attended workshops or other work events.
4. If a receipt is lost and an acceptable replacement is not provided, the employee will not be reimbursed.
5. For all meals, detailed receipts are a requirement (see "Meals" on the following page for more details).
6. The Accounting Director/Manager/CBO or designee shall be responsible for enforcing this policy.

Employee Lost Receipts

When receipts are lost or not provided, ECRA will not reimburse employee costs and will require employee payment of credit card or vendor-specific card charges.

Gratuity

Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

Employee Reimbursements and Expense Reports

This policy is to ensure that individuals who incur valid business expenses are reimbursed in a fair and equitable manner, that business expenses are properly recorded, reconciled, and reimbursed in a consistent manner, and that ECRA complies with all applicable federal, state and local rules and regulations.

Reimbursement expenses should be dedicated for those occasions when other procurement methods (e.g. Purchase Order, Purchase Request) are not a viable option.

Employees may be reimbursed for purchases made with personal funds for goods and/or services in special circumstances where items are needed immediately and/or with short notice and the purchase of such items by staff may be unavoidable.

Every effort should be made to purchase goods and/or services through established ECR purchasing vendors.

An individual employee can be reimbursed for expenses up to a maximum of \$5,000 per school (fiscal) year. If an employee should need to exceed the \$5,000 per school (fiscal) year maximum, prior approval from the Executive Director and CBO is required.

1. Employees will be reimbursed for expenditures within fifteen (15) days after the submission of all required documentation.
 - a. Whenever possible, original, itemized receipts must be provided. (See “Employee Receipts/Substantiation” above.)
 - b. Electronic receipts are considered original, itemized receipts.
 - c. In certain cases, supporting documentation such as email confirmations may be accepted as a receipt.
 - d. To be reimbursable, purchases of tangible products (as opposed to items such as subscriptions) must be delivered to the Charter School’s address, not a personal address.
2. Employees must submit all expense reports before June 30th of the school (fiscal) year in which the expenditure was made to the Business Office.
3. Receipts or other appropriate documentation will be required for the reimbursement of all expenses (see “Employee Receipts/Substantiation” above).
4. Employees shall submit, for each reimbursement request, a signed copy of an Expense Report substantiating:
 - a. Who the expenditure was for;
 - b. What the expenditure was for;
 - c. Where the expenditure was made;
 - d. Why the expenditure was made; and
 - e. When the expenditure was made.

A copy of the Expense Request Form is attached as Appendix III. A copy of the Purchase Request Form is attached as Appendix IV.

5. The employee must sign expense report to certify the expenditures.
6. Authorizing personnel must sign expense report for reimbursement.

7. The Business Office will email a copy of the Executive Director's expense report to the Board Chair when processed for payment. For expense reports greater than \$300 in single month, the Board Chair and one other Board member, or Board Vice Chair and one other Board member, must approve.

8. Non-reimbursable Expenses

Some expenses are not considered valid business expenses, yet may be incurred for the convenience of the traveling individual. Because these are not expenses for the Charter School, they are not reimbursable. Examples of non-reimbursable expenses include, but are not limited to, the following:

- a. Alcohol
- b. Tobacco and all nicotine-related products
- c. Cannabis
- d. Theft or loss of personal property
- e. Parking or traffic tickets or car towing if illegally parked
- f. Airline travel insurance
- g. Airport lounge clubs
- h. Dry cleaning
- i. Movies or personal entertainment
- j. Books, magazines or newspapers (unless specific to education or the employee's job)
- k. Doctor bills, prescriptions, or other medical services
- l. Health club membership, even if for one day or short-term use
- m. Babysitter or pet care fees

Reimbursements – Digital Payments

The use of digital payments, such as 'Apple Pay' or Venmo (or similar) are not a preferred method of payment and should be used only when other forms of payment such as check, ACH transfer, or ECRCHS credit card are unavailable.

When an employee seeks reimbursement for an allowable reimbursement expense paid with their personal 'Apple Pay' or Venmo (or similar), the requestor must include a copy of their bank/card statement showing the amount paid. The proof of payment must be attached to the reimbursement request.

Purchases made via digital payment are subject to the same criteria and requirements as all other purchases.

- 1. Employee shall submit, prior to the purchase being made, for each digital payment transaction, a signed copy of the appropriate purchasing form substantiating:
 - a. Who the expenditure is for;

- b. What the expenditure is for;
- c. Where the expenditure is made;
- d. Why the expenditure is made; and
- e. When the expenditure is made.

Personal Use of School Items

Personal use only applies to non-de minimis use consumption. For example, using an ECRA computer for personal use can be considered de minimis unless it creates noticeable wear and tear.

1. Employees will avoid the personal use of ECRA owned items without prior approval from a supervisor.
2. Employees will reimburse the Charter School for all ECRA-owned items that are consumed. For example, if the Charter School incurs additional expense as a result of personal telephone calls, employees must reimburse the Charter School for these calls.

Supplies

All ECRA employees are allowed, upon approval from administration, to spend the following for items deemed essential to carry out assigned duties or related to curriculum, subject to administrative review when reimbursement is approved:

1. \$50/semester limit for non-classroom staff;
2. \$100/semester limit for classroom staff.

Note, for higher thresholds, teachers/staff must submit a purchase requisition in the Approved ERP software system. As outlined in the 2nd paragraph on Page 8: Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

Only the Charter School address may be used on the sales order prior to processing payments. It is the responsibility of the finance office to ensure that this policy is followed. Supplies are defined as items classified in the California School Accounting Manual under the following codes: Object Code 4100, Textbooks, Object Code 4200, Other Books and Reference Materials, Object Code 4300, Materials and Supplies, and Object Code 4400, Non-capitalized Equipment as found in Procedure 770 – Distinguishing between Supplies and Equipment.

Meals

1. Except in connection with out of town travel or Charter School-approved events where students are present, meals chargeable to or reimbursable by ECRA may not occur outside of the ECRCHS campus.
2. School-related meals occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For

meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:

- a. Purpose of the meeting or agenda;
 - b. Itemized and detailed receipt(s);
 - c. Number of individuals in the party; and
 - d. Names of all attendees or a sign-in sheet.
3. On professional development, non-school days, ECRA may purchase meals for staff for meetings lasting three or more hours.
 4. Each department has a budget of \$50/employee/year for meals for team building and morale that is related to Charter School activities.
 5. The Charter School may cater in food and snacks for ECRA Board meetings, community meetings, staff meetings, etc., but they require pre-approval by the Executive Director, CBO or Assistant Principal through the NetSuite system.

Mileage

Employees will be reimbursed for mileage when the event is school-related and requires employees to travel outside of their normal commute. Mileage will be reimbursed at the IRS-approved rate for the distance traveled.

Reimbursable travel starting from or ending at a residence cannot include the normal commute miles to/from work. Below are some examples:

1. Home to/from school is not reimbursable.
2. Home to/from school event/meeting is partially reimbursable.
 - a. If the mileage to/from home to school-related event/meeting exceeds the regular commute to/from school, then employee can claim the incremental difference.
 - b. School to/from school event/meeting is 100% reimbursable.
 - c. Home to/from non-school event/meeting is not reimbursable. For example, driving around to purchase non-essential supplies, driving around to purchase essential supplies on a non-school day, or commuting to a non-school sponsored staff meeting.

Travel

The following travel policy is designed to provide guidelines and best practices when making travel arrangements, advances, and reimbursements.

1. Travel must receive the following approvals:
 - a. Employees requesting in-state travel must receive approval from the designated authorizing personnel (i.e., an administrator, CBO and/or Executive

Director) with a summary of the purpose of travel, educational or professional benefit, number of employees attending and estimated cost.

b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of three (3) ECRA Board members, with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.

2. All expenses must be pre-approved prior to travel for an event or meeting through the Approved ERP software system or an approved travel form. The approver cannot be the traveler. All supported documentation follows the specific rules in the Fiscal Policies and Procedures.

3. Unless charter school administrators consider something an emergency, it is encouraged that travel arrangements should be made at least 15 days in advance to obtain better pricing.

4. ECRA does not allow daily per diem rates.

5. Chargeable and Reimbursable Expenditures:

a. Only pre-approved coach class, economy, “Wanna Get Away,” or promotional discounted airfare ticketing will be paid by ECRA for documented school-related travel. It is incumbent on all ECRA employees, when arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.

b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.

c. Upgrade or non-emergency changes in flights are the exclusive responsibility of the ECRA employee. For non-medical/emergency changes or cancellations of a flight, the out-of-pocket cost is the responsibility of the employee.

d. All employee-initiated changes to airfare ticketing that are made on an ECRA credit or charge card must be reimbursed by the employee within five (5) business days of the conclusion of travel. Personal charges are not permitted on ECRA credit or charge cards.

e. Air travel requiring special accommodations due to a personal medical issue will require a signed note from the employee's treating physician attesting to the medical necessity of an upgraded airfare accommodation, which must be submitted prior to travel. ECRA strongly respects the medical privacy of its employees. Therefore, the note from the treating physician does not need to disclose the specific medical ailment or injury of the employee. The medical note from the treating

physician only needs to state the medical necessity for an accommodation and if the travel accommodation will need to be temporary or permanent.

f. ECRA's policy is a reflection of the FCMAT Best Practices Manual as it applies to ECRA.

g. The Board shall annually review this policy to ensure consistency with state and federal reimbursement standards.

h. Hotels/motels are allowable when the event is more than 50 miles from either the employee's residence or the school site and the requesting employee has received approval from ECRA administration prior to booking the hotel. Specific rules include:

i. The hotel room selected must be the least expensive available room offered within the hotel.

ii. Hotels should be chosen for the following reasons:

1) Total cost relative to the other nearby hotels near the venue. Total cost includes parking fees, wireless fees, free breakfast, and other relevant fees. These costs need to be considered because the total cost of a hotel stay with a less expensive room rate may end up being higher than the total cost of a hotel stay with a more expensive room rate.

2) Qualitative costs should be considered, as these may impact the total travel costs and employee wellbeing. For example, access to public transportation, safety, and walkability to event location. However, these considerations should be balanced with prudence and reason.

iii. Hotel rates exceeding an average of \$200/night, not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the authorizing personnel, and the employee still chooses the room rate, then employee will be responsible for the incremental cost over \$200/night plus applicable taxes and fees. Pre-approval is required of all ECRCHS employees for hotels over \$200/night.

iv. Employees must provide an itemized receipt from the hotel that details all charges and dates, and clearly indicates for whom the lodging was provided.

v. The ECRA Board of Directors shall review this policy annually to ensure consistency.

- vi. Meals are reimbursed up to the published General Services Administration (“GSA”) rate for the event location, based on the receipt documentation provided. Employees must seek the applicable GSA rate from the CBO or designee. The applicable GSA rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - i. Other customary and reasonable travel-related expenses, such as Internet, cab fares, rental car (with prior approval from Authorizing Personnel), and mileage for using an employee’s own car, gasoline are reimbursable.
 - j. The Board shall review and update these rates annually in accordance with the IRS and GSA schedules for Los Angeles County.
6. Below are approved travel days:
 - a. The day before the event if it starts before 11am.
 - b. The day after the event if it ends after 12pm.
 - c. An additional non-event travel day may be permitted due to flight scheduling.
 7. Travel advances, before the actual travel, may be permissible, but employee must show proof that travel actually occurred after the event.
 - a. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
 - b. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.
 8. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.
 9. Documents should include any itemized receipts for parking, tolls, car rentals, taxis, food and other expenditures related to the travel for which the employee obtained prior approval
 10. Excessive and unreasonable costs, such as valet parking, in-room telephone, and food from the honor bar in hotel rooms, shall not be reimbursed. Payment for internet service will only be reimbursed if preapproved by an administrator, and then only if deemed necessary for work.

Governing Board Expenses

1. The individual incurring authorized expenses while carrying out the duties of the Charter School will complete and sign an expense report.
2. The completed expense report will be submitted to the Business Office for review and initial approval. Once approved by the Business Office, the completed expense report

will follow the same workflow as other Purchase Orders. The approved expense report will then be submitted to the Business Office for payment.

Tuition Costs for Non-Teaching Staff

The tuition reimbursement program aims to encourage staff to gain new workplace skills.

1. Classes must be pre-approved.
2. Tuition will be subsidized for staff who do not receive additional compensation tied to units when s/he takes approved courses in education, business, or technology.
 - a. 100% for up to one class per quarter (for a total of four courses per year) at UCLA Extension. Employee may request reimbursement for up to two classes in any one quarter during a calendar year. As ECRA has a special agreement with UCLA Extension, ECRA pays for these classes directly and there is no employee reimbursement required.
 - b. \$700/class for non-UCLA Extension courses with a \$1,400 cap for any one academic period and a \$2,800 cap per calendar year. Employees must submit an expense report with supporting documentation (e.g. tuition bill).
3. All classes must be taken for a grade or pass/fail. A grade must be provided at the end of the course.
 - a. A failing grade, or the failure to report a grade, will prevent the employee from taking another subsidized class for 12 months.

Classes/Conferences/Workshops/Seminars (“Course”) for All Staff

All staff are encouraged to take advantage of opportunities to improve their craft. If the Charter School is subsidizing any of the cost, the employee cannot use the attained credit for salary advancement other than for a degree differential (e.g. master's degree).

1. Course must be pre-approved by an administrator.
2. Employee must complete an Expense Report and provide all receipts.
3. Employee will not be compensated for his/her time if employee made the request to attend the class/conference/workshop/seminar.

Tuition Costs for Teacher Induction

ECRA provides Teacher Induction through Ventura County Department of Education. For those employees who would like to complete their Teacher Induction elsewhere, ECRA will reimburse up to \$4,000 upon submission of evidence of completion of the Teacher Induction coursework. Employee will be required to do the following:

1. Employee must notify an administrator that Teacher Induction courses are being completed elsewhere.
2. Upon completion of Teacher Induction coursework, employee must go through the reimbursement process (i.e. expense report).
 - a. Substantiation must include the copy of tuition paid since ECRA will only reimburse up to \$4,000/employee.
 - b. If the Teacher Induction coursework is not completed, ECRA will not provide reimbursement.

Professional Dues and Costs

ECRA encourages all employees to maintain membership in professional organizations. If the dues and costs are associated with the employee's job responsibilities, the employee may seek reimbursement from an administrator through the Expense Report process. This reimbursement is limited to the membership dues or costs only.

Student Awards

For ECRA school sponsored activities, the Charter School is authorized to spend up to \$300/student/activity/year for individuals and teams that win city, state and/or national athletic or academic competition(s).

1. A school sponsored activity is any activity that a school employee receives compensation to oversee.
2. The recommendation process will be based on input from the relevant staff and Assistant Principal(s). The Executive Director will make the final decision.
3. For teams, the \$300/student/activity/year limit can be used for flowers, candy, awards (e.g. trophies, rings, etc.), ceremonies w/up to two guests per student, etc.
4. For individuals, the \$300/student/activity/year limit can also be used for a cash equivalent award that can be used on educational related expenses.
 - a. Financial need will be strong consideration for cash equivalent awards.
 - b. A signed release form stating the cash equivalent will go towards education related expenses must be signed by the student and parent/guardian (see Appendix I – Student Gift Acknowledgement).

Policy for Use of Credit Cards

1. Credit cards are held by Board-approved personnel only. Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the CBO and the Executive Director. These credit cards will be kept in the custody of the CBO and Executive Director.
2. The Executive Director's and CBO's credit or card privileges may be revoked by the Board.

3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.
4. Prior to issuance of a credit card to an employee, the employee shall review and sign the “Credit Card Responsible Use Form.” (Appendix II.)
5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.
6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of August 1, 2021:
 - a. Home Depot for Woodshop and Drama
 - b. Smart and Final for Family and Consumer Studies
 - c. US Bank Visa
7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.
8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.
9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.
10. Board-approved spending limits are currently \$250,000 within a monthly statement period for US Bank Visa, \$500 for Home Depot per card, and \$1,000 for Smart and Final per card). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.
11. ECRA uses US Bank as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.
12. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.
13. Credit card points accrued by ECRA employees using ECRA’s credit cards are the property of ECRA.

- a. Records of how the rebates were applied to specific school-related items must be maintained.

14. Personal use of the school's credit card is prohibited. Credit cards shall not be used for personal expenses, gift cards, equipment, communication devices, institutional memberships, or computer software or hardware. Cardholders shall not make personal use of a credit or debit card, assign to someone else the use of a credit or debit card, or pay for another employee's or person's expenses with the credit card.

State laws prevent the unauthorized loaning and/or misappropriation of public funds. Accidental personal use of ECRA's credit card must be brought to the immediate attention of the employee's direct administrative supervisor and will be dealt with on a case-by-case basis. In all cases, reimbursement for accidental charges shall be paid in full within 30 days of the purchase. Reimbursement of the personal expense in this manner is required, but shall not prevent ECRA from taking further action against the employee. Interest charges will accrue at the then-applicable IRS-established rate when reimbursement is not made in 30 days from the personal charge.

15. Employee is responsible for maintaining all receipts. If a receipt is missing, then the employee must request copies of the receipt from the credit card company at his/her expense. See "Employee Receipts/Substantiation" for exceptions to the receipts requirement.

16. If the Business Office identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the Executive Director, CBO, and/or CCO for review. The Executive Director, CBO, and/or CCO will discuss with the cardholder any charges of concern, and the cardholder will be required to reimburse the school immediately for any inadvertent personal charges or unauthorized charges. The Executive Director, CBO, and/or CCO will determine whether to revoke the cardholder's credit privileges and whether any disciplinary actions will be taken.

17. Employee shall submit, prior to the purchase being charged on the credit card, for each credit card transaction, a signed copy of the "Credit Card Expenditure Form" substantiating:

- a. Who the expenditure was for;
- b. What the expenditure was for;
- c. Where the expenditure was made;
- d. Why the expenditure was made; and
- e. When the expenditure was made.

ACCOUNTING

Key Accounting Thresholds

1. Checks over \$10,000 require two approvers/signatures.
 - a. Note, credit card transactions over \$10,000 do not require two signers since paying the monthly statement will require two check approvers/signatures.
2. Non-budgeted contracts that exceed (or are likely to exceed) \$50,000 during a calendar year or which last beyond an academic year require Board approval.
3. Request for Proposals are required for projects that will be financed with bond funds that are subject to Public Contract Code § 20111(a) and (b).

Purchasing in the Enterprise Resource Planning System (ERP)

1. School will use an ERP system to store all financial transactional data.
2. Employees will make purchase requisitions in the ERP. Purchase Requisitions can be created using the following information provided by the vendor:
 - An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
 - Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the ERP system.
3. The Business Office will review the purchase requisition to check whether the Charter School has adequate resources (i.e. cash).
4. If the expenditure is in the approved budget, or the Charter School has adequate resources to make the purchase, the Business Office will forward the purchase requisition to the authorized supervisors (e.g. department head and authorizing administrator). The authorized supervisors must:
 - Determine if the expenditure is allowable under the appropriate revenue source.
 - Determine if the expenditure is appropriate and consistent with the Charter School's mission, approved charter petition, school policies and procedures, and any related laws or applicable regulations.
 - Determine if the price is competitive and prudent. All purchases over \$100,000 must be Board approved and must include documentation of a good faith

effort to secure the lowest possible expected cost¹ for comparable goods or services. If the purchase does not represent the lowest cost option, a business purpose must be provided.

5. If the purchase order is approved, the purchase can be made by the employee through the reimbursement process or by the Charter School on behalf of the employee.
6. When the supplier/vendor submits to ECRA the final invoice, or when an employee submits an expense report, the Charter School will make the payment by requesting a check or by paying by credit card.
7. Since goods and services are sometimes received after payment, the employee making the purchase or shipping and receiving staff must certify that the product has been received, or that service has been provided, before closing the purchase in the Approved ERP software (NetSuite).

If a vendor is a sole proprietor or a partnership, a valid W-9 form (or foreign equivalent) must be submitted prior to payment. Employee requesting a vendor or vendors, must submit a vendor information form.

8. The name of the vendor/business must reflect the same name and address as will appear on invoices submitted. Please include DBA ('doing business as'), if applicable.

All vendors must submit their Taxpayer Identification Number (TIN), commonly known as Employer Identification Number (EIN) / Federal Tax ID, Social Security Number (SSN), or foreign equivalent for those vendors who are conducting business as individuals.

9. The Board approved credit card holders may authorize an individual to use the school credit card to make an authorized purchase on behalf of the Charter School, consistent with guidance provided by the FPP.
 - a. The Charter School Credit Cards are in the custody of the CBO and Executive Director. Any authorized person who uses this card must return it within three (3) hours of use, unless authorized otherwise by the card holder.
 - b. The other school vendor-specific charge cards will be kept under supervision of the board approved card holders
 - c. If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.
 - d. Credit and vendor-specific charge cards will bear the names of both El Camino Real Alliance and the board approved card holder(s).

¹ Expected cost considers the product's price, quality, life, future maintenance costs, salvage value, environmental impact, school's mission, source and materials.

Petty Cash

ECRCHS will maintain a petty cash account for small and emergency purchases, generally costing \$100 or less. When presented with a request for petty cash, the petty cash custodian should verify whether the item to be purchased is available in the organization's stock of supplies. If it is, the petty cash reimbursement is unnecessary; if it is not, the custodian can initiate a petty cash disbursement by doing the following:

1. The Business Office will manage the petty cash fund from the student store.
2. The petty cash fund will be capped at \$1,000 at the school site, but it will typically hold \$500. This does not include cash held for school events.
3. All petty cash will be kept in the Charter School's safe. Only select Business Office personnel will have access to the petty cash box.
4. All disbursements will require a completed and signed petty cash request form, as well as a register receipt for all purchases.
5. The Business Office will ensure that the petty cash slip is properly completed and that a proper receipt is attached.
6. At all times the petty cash box will contain receipts and cash totaling \$500. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Business Office within 48 hours of withdrawing the petty cash.
7. When expenditures total \$300 (when cash balance is reduced to \$200), the Business Office will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the Assistant Principal. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the Business Office.
8. Petty cash fund reimbursement checks will be made payable to ECRA.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the CBO.
10. Loans will not be made from the petty cash fund.
11. The CBO or designee may conduct surprise counts of the petty cash fund.

Cash Boxes

Currently the school has five (5) portable cash boxes which are controlled by the Business Office and used to collect money at fundraising activities, ticket sales and other events or activities.

Individuals who collect cash for fundraisers and activities for which a cash box is issued collect the cash and recorded the total on a cash count form. Two individuals will count the cash together, and both will sign and date the cash count form and remit the funds to the Business Office.

Every effort is made to turn in the cash the same day as fundraiser or activity. Any funds collected but not turned in to the Business Office for the final counting and deposit to the bank should never be taken home or left in any unprotected environment. When the Executive Director or the Business Office receives the cash box funds, the funds will be counted again by a Business Office staff member and another witness. Each will sign the cash count form as verification of their confirmation. The cash and the verified cash count form will be placed in and secured in a locked, fireproof safe until the cash is deposited.

No funds will be left in the cash box.

Alternative Payment Methods – Third-Party Processors

Third-Party Processor – A third-party processor is a company that can accept payments over the internet on behalf of an individual or another merchant (i.e., PayPal).

The use of third-party processors such as PayPal (or similar) is not a preferred method of payment and should be used only when a merchant will not accept a check, ACH transfer, or ECRA credit card. Purchases made via a third-party processor are subject to the same criteria and requirements as all other purchases. Employee shall submit, prior to the purchase being made, for each third-party purchase made, a signed copy of the appropriate purchasing form substantiating:

- a. Who the expenditure is for;
- b. What the expenditure is for;
- c. Where the expenditure is made;
- d. Why the expenditure is made; and
- e. When the expenditure is made.

The use of third-party processors is not intended to avoid or bypass appropriate purchasing or payment procedures.

Payments made to service providers via a third-party processor are subject to the same criteria and requirements as all other contracts. A third-party processor may not be used for payments to an individual for services.

Personal third-party processor accounts should not be used to transact ECRA business.

When using a third-party processor, employees will make purchase requisitions in ERP. Purchase Requisitions can be created using the following information provided by the vendor:

- a. An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
- b. Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the ERP system.

Third-party processors often do not include detailed information about the item(s) purchased. In the event this occurs, a copy of the web page that identifies the item(s) purchased and the web receipt from the third-party processor must be included in the ERP record.

Third-party processor payments will be made by the Business Office after all required documents are submitted and approvals obtained. The Business Office will use a dedicated ECRA account, such as PayPal, to make purchases.

Any email address linked to a third-party processing account must be a valid ECRA email address.

Contracts

1. The following may sign school-related contracts within the approved budget:

- Authorizing Personnel

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
- Public Contracts (i.e. public bonds):
 - Bid limit under Public Contract Code § 20111(a) of \$95,200 or more for equipment, materials, supplies, services and repairs.
 - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.

2. Consideration will be made of in-house capabilities before contracting for outside services. Below are considerations:

- a. Whether the services needed is for a limited time period.
- b. Whether the contract service provider has expertise not otherwise available to the Charter School.
- c. Whether the current staff has capacity to do the work.
- d. Whether the contract service provider's core competency would lead to long-term savings.
- e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.

3. The Business Office will keep and maintain a contract file evidencing the competitive bids obtained and the justification of need for any contracts over \$50,000.

ECR will maintain a copy of all signed contracts, regardless of the amount or duration.

Written contracts clearly defining the 'Scope of Work' (SOW) to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).

A SOW must be submitted by the consultant, independent contractor, or subcontractor and reviewed by the Executive Director, the CBO and the CCO prior to the commencement of services.

The elements of a SOW can vary with the objective, complexity, size, and nature of the work to be performed. A SOW should be drafted in clear, simple, and concise statements. There should never be a question as to what work is to be completed, or what the contractor is obligated to do.

To the fullest extent possible, a SOW should include the following:

- (a) A general statement of the scope or extent of the work to be performed.
- (b) The period of performance of the work.
- (c) The site location of the work to be performed.
- (d) Reference documents, procedures, or specifications governing the work to be performed.
- (e) The specific work requirements:
 - (i) A detailed statement of the purpose, objective or goals to be undertaken by the vendor.
 - (ii) The job classification or approximate skill level of the personnel to be made available by the vendor.
 - (iii) An identification of all significant data deliverables and material to be developed by the vendor and delivered to the school.
 - (iv) An identification of all significant data or materials to be delivered by the to the school to the contractor.
 - (v) An estimated time schedule for the provisioning of these services by the vendor.
 - (vi) Completion and Acceptance criteria for the work to be performed.
 - (vii) Management or administrative requirements of the work.
 - (viii) Compliance or Progress Reporting requirements.
 - (ix) Completion or Close-out requirements.

Requirements should be clearly stated to easily determine compliance to the contract. All requirements should be described in sufficient detail to assure clarity.

Deliverables / Data / Proprietary Rights

It is important to include where applicable data or proprietary rights will be stored. For example: “Contractor in performance of its duties described within the scope of services agreed upon between the school or office and the contractor, acknowledges that the school holds all exclusive and proprietary rights to the deliverables produced under the referenced agreement (contract or purchase order). i.e., photographs taken as part of the scope of work; programs, software, lines of code written for a specific development project; intellectual properties developed as a part of a school paid/funded contract or project; documents written as a deliverable under an agreed upon project; etc.” “Contractor acknowledges that the school has exclusive and unlimited rights to such deliverables, which the contractor shall not have any rights to use, reuse, sell, resell, re-engineer, reverse engineer, provide to

others, or maintains copies for work or archival purposes. Upon completion of the contract and within thirty (30) days from acceptance of final deliverables by the school, contractor shall provide written certification that it has purged and destroyed all copies of the deliverables (hard and electronic copies) from their possession, including subcontractors and those affiliated with the performance of duties under the agreement.”

Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker’s compensation insurance currently in effect. The CBO or designee may also require that contract service providers list ECRA as an additional insured.

4. If the contract service provider is a sole proprietor or a partnership (including limited partnerships or limited liability partnerships), the Business Office must obtain or receive a W-9 (or foreign equivalent) from the contract service provider prior to submitting any requests for payment.

5. The Executive Director or CBO will approve proposed contracts and modifications in writing.

6. Contract service providers will be paid in accordance with approved contracts as work is performed.

7. The CBO and Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.

8. Potential conflicts of interest will be disclosed upfront, and the Executive Director, CBO, CCO, Assistant Principal(s), and/or Member(s) of the Board with the conflict will not participate in any manner in the preliminary discussions, negotiations, compromises, reasoning, planning and solicitation for applications for the contracts. If an ECRA Board member is financially interested in a contract, the entire Board is prohibited from voting on the contract. Financially interested employees shall disclose the conflict in writing and are prohibited from participating in, influencing, or attempting to influence the making of the contract.

9. ECRA may not recognize “After the Fact” contracts which occur when a contractor is authorized to commence services or ship products prior to a valid, fully executed contract or Purchase Order having been submitted and approved prior to commencement of the work or products being purchased.

10. Contractors who provide services or goods without a fully executed contract or Purchase Order may not be paid. In the event an invoice is submitted for payment without a pre-approved Purchase Order, such an invoice will only be paid upon confirmation of the work done and prior authorization by the Executive Director or CBO.

11. For recurring payments or recurring services, an initial Purchase Order confirming the recurring monthly amounts for the school year shall be created and approved.

12. Splitting contracts to avoid a stated accounting threshold is strictly prohibited. According to the California Public Contract Code, “It shall be unlawful to split or separate into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding.”

13. An employee cannot issue multiple contract requests (or low-dollar Purchase Orders) for smaller sections of the total requirement to avoid going thru the competitive process, or to avoid obtaining the required approvals.

Donations and Fundraising

ECRCHS may receive donations of cash, supplies or equipment. Donations will be deposited into a separate Charter School bank account. Donations of \$1,000 or more will be reported to the Board. Donations are for the exclusive use of the Charter School, and may not be used to influence any person or decision made at the school.

A donor can choose to state a specific purpose for which the funds (or other) are being donated. If a donation is given for a specifically stated purpose, the donated funds may be used only for that purpose. When supplies or equipment are purchased using donated funds, the supplies or equipment become the property of the charter school. All equipment and supplies purchased by a donor for the school must be shipped to the charter school’s address. The donor’s address may not be used for purchases made for the charter school using donated funds.

Supplies

All supplies purchased by the school should be tracked sufficiently to help prevent theft, spoilage, over- or under-stocking, and obsolescence. For example, obsolescence can occur when an organization purchases toner cartridges but replaces the laser printers before the cartridges are used and cannot use the cartridges in the new laser printers.

Supplies include educational and office supplies and cleaning and maintenance supplies. Educational supplies may include textbooks and laptops checked out to students. Supplies should be safeguarded in a secure area and inventoried. The cost value of the supplies should be adjusted in the accounting records at the end of each fiscal year.

Professional Development

Professional development can improve employees’ performance in their present positions and help them obtain skills, knowledge, and abilities that may improve their opportunities for advancement within the organization. Professional development should be preapproved by the administration and by the Executive Director and the Business Office to ensure adequate funding exists.

Professional development opportunities include seminars, educational courses and degree programs that will help an employee perform their essential job functions and increase the employee’s contribution to the charter school. Other professional development expenses that can

be reimbursed under this policy are membership fees to professional organizations; registration fees for meetings, conferences, workshops and seminars; and fees and subscriptions for scholarly journals, books, and computer-based resources.

Employees must submit documentation of the completion of any professional development within 10 days after receiving the documentation. Failure to do so may result in the employee being required to reimburse the school for the costs of the training or coursework.

ACCOUNTS PAYABLE

Bank Check Authorization

1. All original, itemized invoices will immediately be forwarded to the Business Office for scanning and then sent to the Authorizing Personnel for approval.
2. The authorizing personnel will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not included in the shipment. The packing list should be submitted with the invoice. The Business Office will adjust the invoice for any missing items noted on the packing list before processing for payment. In the case goods are received after payment, or documentation showing receipt is missing, the Business Office will verify with the employee that goods have been received.
3. Once approved by the Authorizing Personnel, the Business Office will trace by use of the ERP in most cases, all documentation from the invoice to either the original purchase requisition or budget item. Then s/he will prepare the Supplier Invoice for approval/validation by the Authorizing Personnel for payment.
4. The student store personnel will prepare the checks from the approved Supplier Invoice and send a report to the Back-office Services Provider for the bank reconciliation.
5. Payment of all invoices should, whenever possible, be made in a timely manner to avoid the imposition of late fees or other penalties by the vendor.

Bank Checks

1. The Board will approve, in advance, the list of authorized signers on the Charter School's account. The Executive Director, and any other employee/board member authorized by the Board, may sign bank checks within established limitations.
2. The Board will be authorized to open and close bank accounts.
3. The student store personnel will be responsible for all blank checks and will keep them under lock and key.
4. When there is a need to generate a bank check, the Authorized Personnel will send appropriate approved documentation to the Business Office.
5. Once approved by the Authorizing Personnel, the Business Office processes the check for signatures.
 - a. Two authorized check signers will co-sign checks in excess of \$10,000 for all non-recurring items.

- b. All checks less than \$10,000 require the signature of only one authorized check signer.
 - c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. The Business Office will record the check transaction(s) into the approved ERP software (NetSuite) system.
7. Business Office personnel will distribute the checks and vouchers as follows:
 - a. Original – mailed or delivered to payee;
 - b. Duplicate or voucher – attached to the invoice and filed by vendor name by the Business Office;
 - c. Cancelled Checks – Report is submitted to the Back-office Services Provider;
 - d. Voided checks will have VOID written in ink.

Bank Reconciliation

1. Bank statements will be received directly or printed directly from online banking by the Back-office Services Provider.
2. Back-office Services Provider will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
3. Back-office Services Provider will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
4. Back-office Services Provider will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Financial Leader at Back-office Services Provider assigned to the Charter School and the CBO.
5. Completed bank reconciliations will be sent to the CBO for approval and follow-up as needed.

Timely Payment of Credit and Store Charge Card Statements

1. Timely payment of statements is required in order to avoid the imposition of late fees or other penalties by the card issuer. The employee responsible for providing any necessary documentation for payment (receipts, etc.) is required to pay any applicable late fees and/or interest.
2. Accounting personnel will access the school's account on the card issuer's website and register for electronic statements using an ECRCHS email address coordinated in the Business Office. If only one email address may be the recipient of the monthly statement,

that employee will set up an email forwarding rule to automatically copy another key employee on the statement.

3. On the day the statement is received, the assigned employee will note the due date and begin matching available documentation for the included charges. All documentation will be generated from the ERP system and employee receipts.
4. Accounting personnel will work diligently to obtain all necessary documentation supporting charges prior to paying each statement by its due date.
5. If unsubstantiated charges remain on the statement when it is paid, accounting personnel will keep and maintain a log of these charges. The CBO and Executive Director will review the list and follow the procedure under “Employee Receipts/Substantiation.”

ACCOUNTS RECEIVABLE

Documentation will be maintained for accounts receivable and forwarded to the Back-office Services Provider.

Accounts receivable will be recorded by the Back-office Services Provider in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
 - a. The Business Office will record the transaction in the approved ERP software (NetSuite) at the time the transaction is made, with a copy of the receipt provided to the donor.
 - b. The cash, checks, receipt book, and deposit summary must be given to the ECRA Business Office, who will immediately put the funds in a secure, locked location.
 - c. The Business Office and either the Event Coordinator, volunteer, or Assistant Principal will count the deposit and verify the amount of the funds in writing.
2. Cash/checks dropped off at the Charter School office will be placed directly into the student store safe by the person dropping off the cash/checks.
 - a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
 - b. Verification of the cash/check amounts collected and held in the safe must always be done under dual custody, one of which will always be a member of the Business Office, and sign off on the amounts received.
 - c. The safe will be emptied at least two times per week when school is in session, corresponding to days when deposits are made. When school is not in session, the safe will be emptied within 48 hours when cash and checks exceed \$5K.
3. Cash/checks dropped off in the classroom will utilize the classroom envelopes. Each morning, the homeroom teacher assigned to the classroom will collect all forms, payments, etc. Before lunchtime, an office staff member and a second staff member (who may be an office staff member or an aide) shall collect all envelopes from each classroom

and bring them to the student store, where they will be processed following the guidelines used for cash receipts, outlined above.

4. Mail (including anything official such as governmental notices, invoices and checks) received at the Charter School must be opened and converted into an electronic document for the Back-office Services Provider.

a. For any cash or checks received in the mail, the funds will be deposited into the Student Store. The personnel there will follow the guidelines used for cash receipts.

5. All checks will be immediately endorsed with the Charter School deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."

6. A deposit slip will be completed by the Business Office for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.

7. The deposit receipt will be attached to the deposit documentation and forwarded to the Back-office Services Provider.

Returned Checks and Improper Checks

The school will attempt to deposit returned checks a second time; if the check does not clear on the second attempt, the payment will be returned to the vendor. ECRCHS will notify its Back-office Services Provider so that the general ledger account to which it was applied adjusted.

The school will not cash personal checks.

1. A returned-check processing fee will be charged for checks returned due to non-sufficient funds (NSF). Unless otherwise pre-approved by Authorizing Personnel, payment of the NSF check and processing fee must be made by money order or certified check.

2. In the event that a second NSF check is received by any individual, the Charter School will no longer accept checks from that individual. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.

3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or the Board.

4. If unsuccessful in collecting funds owed, the Charter School may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or Board.

PAYROLL

Personnel Information

1. The business personnel will maintain all employee information in ECRA's approved ERP software (NetSuite) system.
2. An employee's hiring is not effective until the candidate has:
 - a. Completed the employment application
 - b. Passed a TB Test
 - c. Passed the LIVESCAN background check
 - d. Submitted a form W-4
 - e. Completed an I-9.
3. An employee's hiring date is the first day the employee works, not when s/he has been offered the position.
4. The Human Resource Staff will maintain a position control list and notify the Executive Director, CBO, and CCO of any variances to the position control throughout the year.

Stipend Volunteers

1. These individuals are ECRA volunteers who earn a small stipend for assisting with school programs (e.g. Athletics).
2. These volunteers receive stipends through the Charter School's payroll system. The stipends are either paid out in a lump sum or in even amounts by pay periods for the scheduled period of service.

Electronic Timesheets

1. All employees will be responsible for clocking in and out, including (as appropriate) clocking in and out for meal breaks, using the School-provided electronic timekeeping system. All employees will also complete all forms (such as the Absence Form) identifying all missed work periods, including for vacation or sick leave; such forms must be signed by the employee and the appropriate supervisor.
2. All forms will be submitted to the Payroll Staff by the payroll period deadline designated by the Back-office Services Provider.
3. Incomplete forms will be returned to the signatory supervisor and late forms may delay payroll into the next period. No employee will be paid until a correctly completed timesheet is submitted.

4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in any absence forms (such as when an employee misses work due to illness), the employee is responsible for notifying the signatory supervisor or for making other arrangements for any forms to be submitted. However, the employee must still complete and submit all necessary forms upon return.

Overtime

1. All employees must seek pre-approval of unscheduled time (e.g., overtime) from their authorized supervisor in the Charter School's payroll system (i.e., Paycom).

2. Overtime only applies to non-exempt employees and is defined as hours worked in excess of eight hours a day and/or forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Executive Director or CBO for further guidance.

Payroll Processing

1. Hourly employees must electronically approve their time records to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. No overtime hours should be listed without proper authorization or explanations as to why they occurred. The signatory supervisor will submit a summary report of time and attendance records. The Business Office and Payroll Service provider will verify all records for accuracy.

2. Salaried employees must sign in and out using the time clock system to verify working days for accuracy. A person from the Business Office will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

3. The Business Office and Payroll Service provider will process all authorizations for approved stipends and the hourly or daily rate.

4. Back-office Services Provider will prepare the payroll worksheet for review and approval by the Accounting Manager/Accounting Director/Controller before final submission into the payroll system. These payroll hours are exported by designated payroll staff, in the form of a report out of the Time and Attendance Software used to track hours.

5. The payroll checks (if applicable) will be printed by the Charter School. The Business Office will document each printed check and review the payroll checks prior to distribution.

6. The Payroll Staff and the Business Office will ensure that payroll is made in a timely manner, in accordance with appropriate Labor Code provisions.

Payroll Taxes and Filings

1. Back-office Services Provider will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. Back-office Services Provider will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the CBO or Executive Director, and submit the forms to the respective agencies.

Record Keeping

Designated Payroll Staff will maintain records in the Time and Attendance Software of all employees' use of sick leave, vacation pay, and any other unpaid time and collect signed and approved paperwork for back-up documentation.

- a. Payroll Staff will immediately notify the authorized supervisor if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
- b. Records will be reconciled when requested by the employee. Every employee must maintain personal contemporaneous records.

FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS

Financial Reporting

1. In consultation with the CBO and Finance Committee, Back-office Services Provider will prepare the annual financial budget for approval by the Board.
2. Back-office Services Provider will submit a monthly balance sheet and monthly revenue and expense summaries to the CBO, including a review of the discretionary accounts and any line items that are substantially over or under budget. The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.
3. Back-office Services Provider will provide the CBO and/or the Board with additional financial reports, as needed.

Financial Institutions

1. All funds will be maintained at high quality financial institution(s).
2. Physical evidence will be maintained on-site for all financial institution transactions.

Loans

1. Any and all loans from third parties must be approved by the Executive Director, CBO, and the Board prior to execution of any loan documents or any other documentation which bind or obligate ECRA. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the Executive Director before funds are borrowed.
3. Employee loans, including salary advances, are not allowed.

Retention of Records

1. Financial records will be maintained indefinitely in original or electronic format.
2. Financial records will be shredded once they are converted into electronic format.
3. Appropriate back-up copies of electronic and paper financial and attendance accounting data will be regularly prepared and stored in a secure on-site location.

Cash Balance Reserve

1. The following minimum cash balance reserve must be maintained:

- a. Economic Uncertainties - At least 5% of the total unrestricted General Funds.
 - b. LAUSD Insurance Deductible - \$1,000,000.
 - c. Retiree Benefits: ECRA is setting aside funds to meet its projected unfunded liability.
2. Back-office Services Provider will provide the CBO with balance sheets on a monthly basis. It is the responsibility of the CBO and the Board to understand the Charter School's cash situation. It is the responsibility of the Authorizing Personnel to prioritize payments as needed. The CBO will have responsibility for all operations and activities related to financial management.

Insurance

1. The Business Staff and the CCO will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
2. The CCO, CBO, and Executive Director will carefully review insurance policies on an annual basis, prior to renewal. A request for proposal must be done at least every five years.
3. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the Charter School's approved charter petition. Insurance will be through an insurer that is rated "A" or better and a financial rating of "10" or better by AM Best Company.

Asset Inventory

1. An asset is defined as all items, purchased or donated, with a value of \$5,000 or more and with a useful life of more than one year.
2. The Business Office will file all receipts for purchased asset.
3. Reconciling Personnel will maintain an inventory or log of all assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.
4. The Charter School will take a physical inventory of all District and ECRA assets, separately, within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
5. The Assistant Principal(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.

6. The Assistant Principal(s) will submit to Reconciling Personnel written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

Parking Lot Liability

1. Parking lot related incidences are not covered under any insurance policy unless there is a witness. The Charter School assumes no liability for damage to cars:
 - a. Parked in the parking lot during school hours;
 - b. Parked in the parking lot before and after school hours.

2. Otherwise, liability is as follows:
 - a. If a student willfully causes damage (i.e., not in an accidental manner), the student's parent or guardian is responsible.
 - b. If a parent or other visitor causes damage, that individual is responsible for the damage.
 - c. If an employee causes damage, the employee is responsible for the damage.
 - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

APPENDIX I – STUDENT GIFT ACKNOWLEDGMENT

Student Gift Acknowledgement and Release of Liability

El Camino Real Charter High School (“ECRCHS” or the “Charter School”) supports and encourages student participation in extracurricular activities and believes in recognizing exemplary individual achievement when appropriate. Therefore, on occasion, ECRCHS rewards individual students for accomplishments in extracurricular activities by presenting the student with a monetary reward (e.g., a gift card) intended to be used for educational purposes.

Student Agreement

As a condition of receiving of a monetary equivalent reward, I acknowledge that (please initial):

_____ I am receiving a monetary equivalent reward for an individual accomplishment.

_____ I intend to use the reward for educational purposes.

_____ I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

Parent/Legal Guardian Agreement

As a condition my student receiving of a monetary equivalent reward, I acknowledge that (please initial):

_____ My student is receiving a monetary equivalent reward for an individual accomplishment.

_____ I understand that my student shall use the reward only for educational purposes and I will help ensure this occurs.

_____ I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

Reward Recipient Name: _____

Purpose of Reward: _____

Reward Description and Amount: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

ECRCHS Representative Signature: _____ Date: _____

APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

ECRA SCHOOL'S CREDIT CARD RESPONSIBLE USE FORM

Usage Term _____ (academic year)
For Credit Card _____ (last four numbers only)
Employee Information: Name _____
Position _____

By signing below, you agree that you have read, reviewed and will abide by the terms of the Credit Card Responsibility Use Form. User agrees to the following:

- Employee must receive pre-approval before using the card for a specific purpose.
- Employee may not make any personal charges.
- Employee is responsible for maintaining all receipts. Along with the receipts, an appropriate description of each purchase must be provided.
- Employee is responsible for any late fees and/or interest the credit card company charges for failing to provide document within 10 days of the credit card statement's closing date.
- Employee must report any fraudulent, lost or stolen card immediately to the credit card company and ECRA

Employee Signature

Employee Name

Executive Director's Signature

Executive Director's Name

APPENDIX III – EXPENSE REQUEST FORM

EL CAMINO REAL CHARTER HIGH SCHOOL *Expense Request Form*

Expense Request Information

ER# (From Netsuite): _____

Your Name: _____

Vendor(s) Name: _____

Department: _____

Program: _____

Conference Name: _____

(If applicable) _____

Date(s) of Conference: _____

(If applicable) _____

Reason/Description for request:

What is the Purpose of your attendance of the Conference?

What is the benefit to the school?

Please attach any relevant documentation to assist with initial approval (i.e maps, conference flyers etc.). You will be expected to provide follow-up information after your attendance, whether as a certificate of attendance, leading professional development, reporting to staff or developing related lesson plans. After initial approval, this form will be returned to you so that all relevant documents can be attached (receipts, maps, certificates of attendance, conf flyers etc.). Please check Netsuite for approval/rejection of your request.

Employee Signature Date

Manager/Director - Initial Approval

Approved Comments:

Rejected

Manager Signature Date

Business Office - Final Approval (after all expense are incurred/attached)

Approved Comments:

Rejected

CBO Signature Date

APPENDIX IV – PURCHASE REQUEST FORM

**EL CAMINO REAL CHARTER
HIGH SCHOOL**
Purchase Request Form
(To be used if ECRCHS is to issue payment to directly to the vendor)

Purchase Request Information

PO# (from Netsuite): _____
Your Name: _____
Vendor Name: _____
Department: _____
Program: _____

Reason/Description for the Purchase:

Please attach a quote, or print out of your cart, flyer, etc to this document as back up to your request.

Signature Date

Please check in Netsuite for approval/rejection of your request

Program Manager/Director Approval

- Approved
- Rejected

Comments:

Manager Signature Date

PRINT MANAGER NAME: _____ TITLE: _____