



El Camino Real Charter High School

Finance and Investment Committee Meeting

Date and Time

Thursday November 10, 2022 at 5:00 PM PST

Location

Main Campus - Grieb Theater

The Finance and Investment 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.

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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.

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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			5:00 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
Mr. Hussey will lead meeting participants in the Pledge of Allegiance to the United States of America (USA).			
D. Public Comments	Discuss	Danielle Malconian	30 m
E. CBO Report	Discuss	Gregory Wood	10 m
Mr. Wood, ECRCHS CBO, will provide his CBO Report to the Committee.			
II. Consent			5:43 PM
A. Approve Minutes of September 15, 2022, Finance and Investment Committee Meeting	Approve Minutes	Danielle Malconian	1 m
III. Investment			5:44 PM
A. Investment Update	Discuss	Mike Breller	10 m
Mr. Mike Breller, Investment Advisor, Beacon Pointe, will present the October, 2022, ECRCHS Investment Update.			
IV. Finance			5:54 PM
A. Financial Update	Discuss	G. Wood/A. Ilyas	10 m
Mr. Gregory Wood, CBO, and Ms. Arleta Ilyas, Director, Accounting and Finance, will present the October, 2022, Financial Update.			
B. Discussion and Vote to Recommend to the Full Board Approval of the October, 2022, Check Registers	Vote	Gregory Wood	10 m
Prior to the Vote to Recommend Approval, Mr. Wood, CBO, will review the October, 2022, check registers from ECRA's City National Bank Accounts.			
C. Discussion and Vote to Recommend to the Full Board Approval of the October, 2022, Credit Card Charges.	Vote	Gregory Wood	10 m
Prior to the Vote to recommend Approval, Mr. Wood, CBO, will review the October, 2022, credit card charges.			

	Purpose	Presenter	Time
D. Discussion and Vote to Recommend to the Full Board Approval of ECRCHS's Fiscal Policies and Procedures	Vote	G. Wood/D. Malconian	15 m

Prior to the Vote to Recommend Approval, Mr. Wood, CBO, and Ms. Malconian, ECRA Boardmember and F & I Committee Chair, will discuss ECRCHS's Fiscal Policies and Procedures.

V. Closing Items

6:39 PM

A. Adjourn Meeting	Vote	Danielle Malconian	1 m
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Coversheet

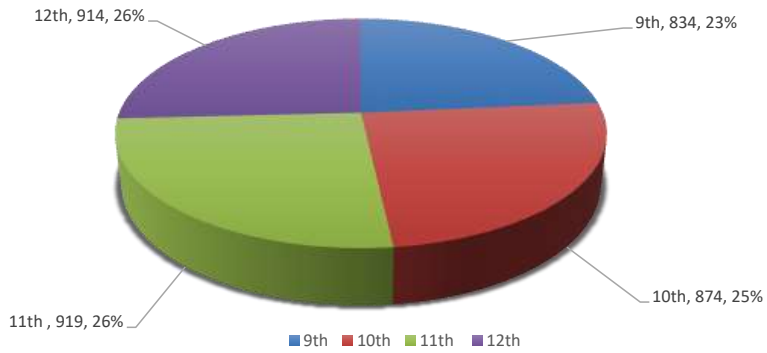
CBO Report

Section: I. Opening Items
Item: E. CBO Report
Purpose: Discuss
Submitted by:
Related Material: I. E - Cafeteria Update - Oct 2022.pdf
I. E - 22-23 Monthly Att Summary Breakdown to Month 3.pdf

**ECRCHS Cafeteria
Financial Summary
SY 2023**

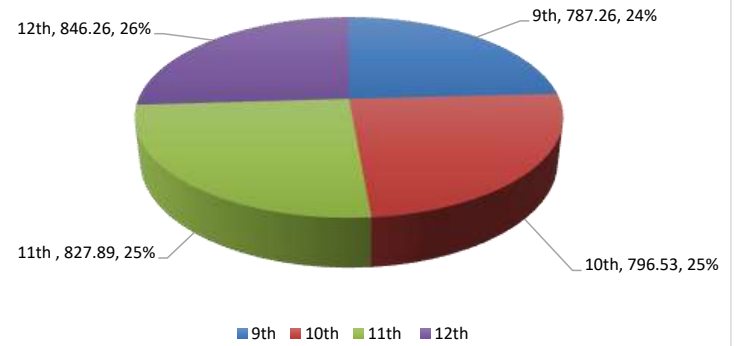
Beginning Balance							
# of Serving Days	21	18	19	20	180		180
# of Instructional Days	21	18	19	20	180	Projected	BUDGET
Month	July-22	August-22	September-22	October-22	FY 2023	FY23	FY 2023
Students Approved for FRPM	1,120	1,200	1,131	1,131	1,200		
Breakfast Count	257	13,287	17,765	20,718	52,027	52,027	
Lunch Count	2,465	20,447	24,538	27,130	74,580	72,923	
Total Meals Served	2,722	33,734	42,303	47,848	126,607	124,950	-
Avg. Meals/Day 22-23	130	1,874	2,226	2,392	2,050	694	#DIV/0!
Avg Meals/Day 21-22	223	913	1,234	1,495	1,073		
REVENUE:							
Federal Reimbursement	\$ 11,606	\$ 59,654	\$ 76,627	\$ 78,653	\$ 226,540	226,540	\$ 1,021,375
State Reimbursement	\$ 2,436	\$ 96,186	\$ 116,742	\$ 139,674	\$ 355,037	355,037	\$ 71,119
Kitchen Infrastructure					\$ -		
CNIPS Claim	\$ 14,042	\$ 155,840	\$ 193,368	\$ 218,327	\$ 581,577	\$ 581,577	
CNIPS (COVID rate increase)							
Snacks/Seconds	\$ 505	\$ 9,438	\$ 7,903	\$ 9,219	\$ 27,064	26,463	
Adult Meals	\$ 2	\$ 1,681	\$ 2,589	\$ 1,874	\$ 6,145	6,009	
Student A La Carte	\$ 506	\$ 11,119	\$ 10,492	\$ 11,092	\$ 33,210	32,472	\$ 68,779
Total Revenue	\$ 14,549	\$ 166,958	\$ 203,861	\$ 229,419	\$ 614,787	\$ 614,049	\$ 1,161,273
EXPENSES:							
Chartwells - Food Cost	\$ 4,737	\$ 53,554	\$ 65,863	\$ 74,231	\$ 198,385	198,385	\$ 443,206
Chartwells - Labor Cost	\$ 6,279	\$ 70,990	\$ 87,308	\$ 98,399	\$ 262,976	262,976	\$ 577,798
Chartwells Invoice-Gross	\$ 11,016	\$ 124,543	\$ 153,171	\$ 172,631	\$ 461,361	461,361	\$ 1,021,004
Commodities Credit	\$ -	\$ (7,915)	\$ (3,685)	\$ (7,658)	\$ (19,259)	\$ (19,259)	\$ (34,357)
Chartwells Invoice-NET	\$ 11,016	\$ 116,628	\$ 149,486	\$ 164,972	\$ 442,102	\$ 442,102	\$ 986,647
FDP/USDA - Food Shipping Invoice					\$ -	\$ -	
Salary Expense	\$ 1,939	\$ 1,939	\$ 1,939	\$ 1,939	\$ 7,756	\$ 93,086	\$ 93,086
Other Expense							
Total Expense	\$ 12,955	\$ 118,567	\$ 151,425	\$ 166,911	\$ 449,858	\$ 535,188	\$ 1,079,733
Net Gain/Loss - (Learning Loss)	\$ 1,594	\$ 48,391	\$ 52,436	\$ 62,508	\$ 164,928	\$ 78,861	\$ 81,540
Net Per Meal	0.59	\$ 1.43	\$ 1.24	\$ 1.31	\$ 1.30	\$ 0.63	

ECRCHS - Oct 2021 Enrollment



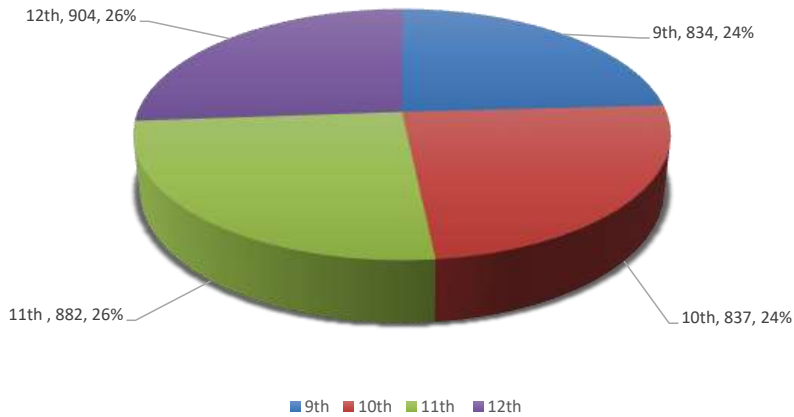
Grade	9th	10th	11th	12th	Total
October 2021 Enrollment	834	874	919	914	3541

ECRCHS - Oct 2022 ADA



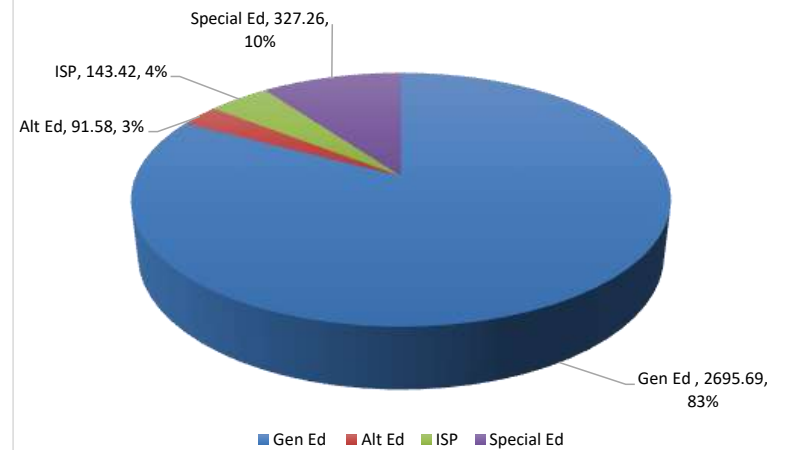
Grade	9th	10th	11th	12th	Total
Oct ADA	787.26	796.53	827.89	846.26	3257.94

ECRCHS - Oct 2022 Enrollment



Grade	9th	10th	11th	12th	Total
Oct 2022 Enrollment	834	837	882	904	3457

ECRCHS - Oct 2022 ADA by Type



Type	Gen Ed	Alt Ed	ISP	Special Ed	Total
Oct ADA	2695.69	91.58	143.42	327.26	3257.95

Coversheet

Approve Minutes of September 15, 2022, Finance and Investment Committee Meeting

Section: II. Consent
Item: A. Approve Minutes of September 15, 2022, Finance and Investment Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Finance and Investment Committee Meeting on October 20, 2022

APPROVED



El Camino Real Charter High School

Minutes

Finance and Investment Committee Meeting

Date and Time

Thursday October 20, 2022 at 5:30 PM

Location

ECRCHS Main Campus - Grieb Theater

5440 Valley Circle Boulevard
Woodland Hills, CA 91367

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Committee Members Present

Alexandra Ramirez, Daniela Lopez-Vargas, Danielle Malconian

Committee Members Absent

None

Guests Present

David Hussey, Gregory Wood, Kurt Lowry

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 Oct 20, 2022 at 5:30 PM.

B. Record Attendance and Guests

Quorum established.

Boardmember Lopez-Vargas arrived at 5:38 p.m.

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

Mr. Hussey led Committee members and guests in the Pledge of Allegiance to the United States of America (USA).

D. Public Comments

Community Member Daniel Osztreicher commented on the Fiscal Policies and Procedures FPPs agenda item and accompanying attachment with comments as follows:

1.) Regarding p. 103 of FPPs, Mr. Osztreicher encouraged the Committee to eliminate the term "UCLA Extension" courses and broaden the scope of reimbursement-eligible courses to include "all higher education courses."

2.) Noted that he saw very little (in the FPPs) on procurement and/or minimum bids; recommended that such language and practice be added/implemented to align with public procurement practices (e.g., a minimum of 3 bids to be solicited and received prior to the purchase/procurement/contracting for goods/services at highest quality and lowest cost, or justification for procurement of goods or services of high quality and at a higher cost than other bids.

E. CBO Report

Mr. Wood provided his CBO report, with highlights as follows:

ADA will be presented in a slightly different manner this month via a pie chart/graph that reflects the following:

* Enrollment down from 3550 during Sept. 2021 to 3459 as of September 2022; 91 fewer students.

September 2021 enrollment by grade levels:

9th Gr. = down 1 student
10th Gr. = down 42 students
11th Gr. = down 36 students
12th Gr. = down 12 students

ADA By Grade Level:

9th-12th Aggregate ADA = 3267
9th ADA = 794
10th ADA = 795
11th ADA = 827
12th ADA = 851

ADA by Categorical Program Type:

Overall Student Enrollment = 3267

Gen. Ed. = 2716

Alt. Ed. = 128

ISP = 93

Sp. Ed. = 330

Mr. Wood noted that enrollment and ADA are two factors that inform our school funding.

Ms. Malconian noted that she'd like to see specific attrition rates from each grade level compared with incoming students to get an overall picture of the school's enrollment.

Mr. Wood noted that the School's ADA rate is about 94%.

Regarding Cafeteria Funding:

*ECRCHS is serving through September, 2022, an average of 2,226 meals per day, approximately 1,000 more meals per day than were served at this time last year.

* We're funded for all students; not students required to pay for meals

* We still want to ensure that parents return their meal applications as it will support supplemental funding; tap cards, reduced AP fees are incentives to encourage parents/guardians to complete and return their meal applications.

* Net revenue is over \$52K for the month and Cafeteria is already over \$100K for the year thus far

Chartwells had a Design Company Analysis Performed and will produce a proposed cafeteria design plan which will be presented to the Capitalization Projects Committee for consideration. Mr. Wood also noted that LAUSD may also have a say in a design project approval.

Ms. Malconian asked whether there is any way to improve the food quality and wondered what is driving the increased revenue in the cafeteria, to which Mr. Wood replied that student participation is driving the increases and any changes to enhance the menu that result in cost increases would require a new contract.

Mrs. Ilyas noted, too, that the school has to comply with required nutrition standards.

Ms. Ramirez noted that during the bidding and taste-testing processes would have been an appropriate time to consider menu enhancements.

Ms. Malconian noted that the Committee and administration should continue to look into it given the revenue that has been generated by the cafeteria.

Educator Effectiveness Block Grant (EEBG) Report:

Mr. Wood noted that the EEBG report was filed after the last board meeting; minor changes made to the report are included here in the materials.

Mr. Wood noted that he recently hosted a meeting with the CBOs of Palisades CHS and Birmingham CHS for networking and to discuss best practices, vendors processing, etc. Mr. Wood noted that the BCHS CBO is brand new and had a lot of questions regarding Charter Schools, as the CBO had been with a larger, non-charter district.

Special Education:

ECRCHS is part of the COP Option 3 SELPA for LAUSD of which I am the fiscal liaison/director of that SELPA; we just had a meeting last Friday. LAUSD deducts 20% of our special ed. revenue and half of that does into the SELPA and one of the things we get out of that is they look at the needs of our students with special needs (SWDs) and provide an amount of funds based on the census of our students with special needs.

We will be receiving about \$185,000 as a result.

Audit Report:

Lastly, we are still working on the audit report. Mrs. Ilyas has been heavily involved in the process which we need to finalize by Mid-December and submit.

GoFan Application:

Mr. Wood and Mrs. Ilyas discussed the successful rollout of this online sporting and performing arts events ticketing platform to transition away from paper-based tickets to online/electronic ticketing. Mrs. Ilyas noted its convenience and that the CIF approves of it.

The last football game brought in \$10K in electronic ticket sales (hosted on Cleveland CHS Campus).

Prop. 28:

Mr. Wood noted, without taking a position on the proposition, that if it passes would provide a funding source for arts and music education and that it will not affect ECRCHS's LCFF; partly based on enrollment and student demographics; Mrs. Ilyas and

Mr. Wood noted that any amount to come to our school would be specified after passage, if the proposition passes.

II. Consent

A. Approve Minutes of September 15, 2022, Finance and Investment Committee Meeting

Alexandra Ramirez made a motion to approve the minutes from Finance and Investment Committee on 09-15-22.

Danielle Malconian seconded the motion.

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

Roll Call

Danielle Malconian Aye

Daniela Lopez-Vargas Aye

Alexandra Ramirez Aye

III. Investment

A. Investment Update

Mr. Wood, CBO, provided the September 2022 Investment Update, with highlights as follow:

Mr. Wood noted that Mr. Mike Breller, Investment Advisor from Beacon Pointe, will present a comprehensive Investment update at the next Board Meeting.

* OPEB Trust:

1. End of September, 2022, OPEB Balance of \$19,713,821; Noted that market conditions are reflected in this balance decrease;
2. Gains/Losses reflect Losses of \$1,185,619 (-5.8% Investment Change)
3. Noted a slight gain as of 10/17/2022 to reflect a balance of \$20,013,200
4. September 2022 ending balance of \$19,713,821 = -3.6% Total Change

General Account - U.S. Bank Holdings + Annuities:

1. US bank holds three different advisors = \$6,489,607 overall balance

Mr. Wood noted that the Polen Capital Mgmt. Advisor is "under review" by Beacon Pointe due to underperformance as compared with our other two investment managers, Fiduciary, and Beacon Pointe. Advisors may be part of a rebalancing, if so advised.

Month End Combined balances = \$26,203,429 (approx. decrease of \$232K from August 2022.

NOTE:

The audio recorder batteries failed at 23:29 minutes into the meeting, after which point Dr. Lowry recorded the balance of the F & I Investment Committee meeting via handwritten notes and his personal cell phone via a series of videos (with audio) of various lengths.

Accordingly, there are a few gaps reflected between initial and subsequent recording(s) of the Finance & Investment Committee meeting.

IV. Finance

A. Financial Update

Mr. Wood, CBO, and Mrs. Ilyas, Director, Accounting and Finance, provided the Financial Update, with highlights as follows:

- * Reviewed the Financial Report format that includes Revenue and Expenses by Itemized by Name and Object Code and within column headings as follows:
- * 21-22 Unaudited Actuals
- * 21-22 Post-Unaudited Actuals Adjustments
- * 22-23 Adopted Budget
- * 22-23 Actuals to Date
- * 22-23 Projection Updates, 9/30/22
- * Comments

Enrollment and ADA down slightly from last year, while per-student funding projected higher than that included in 22-23 adopted budget (based on rev. LCFF Rate from FCMAT - 10/22)

Revenues Reviewed, with highlights as follows:

Total, LCFF/Revenue Limit Resources 2022-2023 Projected Update \$38,745,916 with 2021-2022 Hold Harmless ADA Adjustment TBD

Federal Revenues:

* Sp. Ed. - IDEA reflects a SpEd Revenue Adjustment of \$980,246 Post Unaudited Actuals Report

Total Federal Revenues 2022-2023 Projected Update \$3,660,280

Other State Revenues:

State Lottery (Non-Prop. 20) reflects a 2021-2022 4th Quarter Lottery Adjustment of \$635,756

State Lottery (Prop. 20) reflects a 2021-2022 4th Quarter Lottery Adjustment of \$303,073

Other Local Revenues - Sp. Ed. AB602 reflects a SpEd Revenue Adj. Post Unaudited Actuals Report amount of \$3,032,539

Total, State Revenues projected at \$1,518,209

Other Local Revenues - Total Tuition, based on 22-23 Projection Updates, 9/30/22, \$1,107,430, which reflects a Foreign Exchange (Refunds)/1st Interim Adjustment.

Expenditures:

Teachers' Salaries - Full-Time and Cert. Pupil Supplemental Sal-Counselors, respectively, \$16,108,659, and \$2,217,820, and reflect Reclassification to Counselors 12000 Budget, and Reclassification Counselors from 1100 Budget, respectively.

Total Certificated Salaries:

22-23 Projected = \$19,680,166

Total Classified Salaries:

22-23 Projected = \$4,961,472

Total Employee Benefits 22-23 Projected = \$13,260,690

OPEB, Allocated Certificated 22-23 Projected = \$2,438,209 (Accrue Sept. 2022/Add SISC Payments)

OPEB, Allocated Classified 22-23 Projected = \$635,774 (Accrue Sept. 2022/Add SISC Payments)

Lifetime Retiree Benefits, Class = \$8K (PARS)

Non-Instructional Student Materials & Supplies 22-23 Projected Total \$506,915 (Reclass Current. Expense to other Objects (1st Interim Updates).

Services:

Dues & Memberships \$447,255 (New Expenses due to CARES needs)

Utilities 22-23 Projected Expense \$691,518 reflects a Post UAR LAUSD Utility Adjustment.

Consultants - Non-Instructional - Custom 1 - Reflects receipt of sizeable Fulgent Bill as reflected in COVID expense of \$338,408.

District Oversight Fees - 21-22 Post Unaudited Actuals \$351,350 (22-23 Budgeted/Recorded in Acct. 7229)

Total Services 22-23 Projected \$7,864,928.

Total Capital Outlay = N/A

Depreciation Expense (Financial Reporting Basis) (\$359,748)

Other Outgoing (Indirect Cost - LAUSD) - \$387,459 (21-22 Posted to 5824)

Total Expenditures (Financial Reporting Basis) 22-23 Projected = \$49,326,886

Total Expenditures (Cash Reporting Basis) 22-23 Projected = \$48,967,138

Net Increase (Decrease) 22-23 Projected = \$755,507

Mr. Wood noted that the comments column reflect changes between actuals and post-audited actuals, and projections, and other adjustments.

Ms. Lopez-Vargas requested a summary of each category followed by details, in advance of the regular board meetings moving forward.

B. Discussion and Vote to Recommend to the Full Board Approval of the September, 2022, Check Registers

Danielle Malconian made a motion to Recommend to the Full Board the Approval of the September, 2022, Check Register.

Alexandra Ramirez seconded the motion.

Prior to the Vote to Recommend, Mr. Wood, CBO, and Mrs. Ilyas, Director, Accounting and Finance, presented and discussed all September, 2022, Check Registers.

Ms. Malconian asked about the Class of 2022 balance and what will happen with that money, to which Mr. Hussey replied that the student council will discuss the matter and vote on what to do with the excess Class of 2022 balance.

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

Roll Call

Daniela Lopez-Vargas Aye

Alexandra Ramirez Aye

Roll Call

Danielle Malconian Aye

C. Discussion and Vote to Recommend to the Full Board Approval of the September, 2022, Credit Card Charges.

Alexandra Ramirez made a motion to Recommend to the Full Board the Approval of the September, 2022, Credit Card Charges.

Daniela Lopez-Vargas seconded the motion.

Prior to the Vote to Recommend, Mr. Wood, CBO, and Mrs. Ilyas, Director, Accounting and Finance, presented and discussed the September, 2022, Credit Card Charges.

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

Roll Call

Alexandra Ramirez Aye

Daniela Lopez-Vargas Aye

Danielle Malconian Aye

D. Discussion and Vote to Recommend to the Full Board Approval of the ECRCHS CARES and ESSER Funds

Danielle Malconian made a motion to Vote to Recommend to the Full Board the Approval of the Submitted Reporting of the CARES and ESSER Funds.

Alexandra Ramirez seconded the motion.

Prior to the Vote to Recommend to the Full Board the Approval of the Submitted Reporting of the CARES and ESSER Funds, Mr. Wood, CBO, discussed requirements, restrictions, and amounts.

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

Roll Call

Danielle Malconian Aye

Alexandra Ramirez Aye

Daniela Lopez-Vargas Aye

E. Discussion and Vote to Recommend to the Full Board Approval of ECRCHS's Fiscal Policies and Procedures

Ms. Malconian prefaced this presentation by stating that she would like for the Committee to discuss this item tonight, and not vote on this item until after another review and discussion of this item at the October, 2022, Regular Board Meeting, followed by a comment period ahead of the November 2022, Finance and Investment Committee Meeting.

While this item was not a voting item at this meeting, Mr. Wood presented, reviewed, and discussed proposed changes in language to various FPP pages throughout the document.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:13 PM.

Respectfully Submitted,

Kurt Lowry

Daniela Lopez-Vargas made a motion to adjourn the Finance & Investment Committee Meeting.

Alexandra Ramirez seconded the motion.

Voice vote unanimous in favor of adjourning meeting.

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

Coversheet

Investment Update

Section: III. Investment
Item: A. Investment Update
Purpose: Discuss
Submitted by:
Related Material: III.A - Monthly Investment Update - Oct 2022.pdf
III.A - 3Q22 Investment Update El Camino Real Revised 11.07.22.pdf

EL CAMINO REAL CHS INVESTMENTS REVIEW FISCAL YEAR 2022-2023

2022-2023		Year End						Contributions				
			Jul-22	Aug-22	Sep-22	Oct-22		Executive Summary-OPEB				
		Jun-22						\$				
Contributions		\$ 220,000	\$ 220,000	\$ -	\$ 440,000	11/7/2022	\$	20,459,440	Beginning Balance at 07/01/22			
OPEB Trust		\$ 20,459,440	\$ 21,711,610	\$ 21,145,076	\$ 19,713,821	\$ 20,842,831	\$	20,684,772	\$	880,000	YTD Contributions	
Investment Managers:		6%					Month	\$	(496,609)	Gains/Losses	-2.4%	Invest. Change
Polen Capital Mgt		\$ 1,788,785	\$ 1,964,839	\$ 1,857,591	\$ 1,665,581	\$ 1,018,342	7.6%	Note: \$725K in Assets Xferred to Beacon Pt. Acct 10/25				
Fiduciary Mgt		\$ 2,039,390	\$ 2,294,276	\$ 2,178,340	\$ 2,034,321	\$ 2,297,054	11.4%					
Beacon Pointe		\$ 16,631,265	\$ 17,452,495	\$ 17,109,145	\$ 16,013,919	\$ 17,527,436	4.5%	Note: \$725K in Assets Xferred from Polen. Acct 10/25				
El Camino Real CHS							Month	YTD				
Investment Managers:							Month	YTD				
Polen Capital Mgt		\$ 336,879	\$ 369,908	\$ 349,737	\$ 313,506	\$ 202,920	7.1%	Note: \$125K in Assets Xferred to Beacon Pt. Acct 10/25				
Fiduciary Mgt		\$ 419,037	\$ 443,824	\$ 421,636	\$ 393,889	\$ 423,743	7.0%					
Beacon Pointe		\$ 5,221,631	\$ 5,362,882	\$ 5,234,732	\$ 4,997,945	\$ 5,143,237	0.39%	Note: \$125K in Assets Xferred from Polen. Acct 10/25				
US Bank Holdings		\$ 5,977,546	\$ 6,176,614	\$ 6,006,105	\$ 5,705,341	\$ 5,790,935	1.5%	-3.1%				
Annuity 3 Yr. (8/23)Fixed @ 2.40%		\$ 382,505	\$ 392,374	\$ 393,267	\$ 393,983	\$ 394,880	0.2%	3.2%				
3 Yr. (9/23)Fixed @ 1.95%		\$ 380,858	\$ 388,985	\$ 389,644	\$ 390,284	\$ 390,924	0.2%	2.6%				
Combined		\$ 6,740,909	\$ 6,957,973	\$ 6,789,016	\$ 6,489,607	\$ 6,576,739	1.3%	-2.4%				
Month End -Combined		\$ 27,200,349	\$ 28,669,583	\$ 27,934,092	\$ 26,203,429	\$ 27,419,570						



El Camino Real Charter High School

AS OF SEPTEMBER 30, 2022

Beacon Pointe Advisors
24 Corporate Plaza Drive, Suite 150
Newport Beach, CA 92660
Phone: (949) 718-1600

El Camino Real OPEB


Total Composite
As of September 30, 2022

Name	Q3-22	YTD	1 Yr	3 Yrs	5 Yrs	10 Yrs
US Equity						
Russell 3000	-4.5	-24.6	-17.6	7.7	8.6	11.4
S&P 500	-4.9	-23.9	-15.5	8.2	9.2	11.7
Russell 1000	-4.6	-24.6	-17.2	7.9	9.0	11.6
Russell 1000 Growth	-3.6	-30.7	-22.6	10.7	12.2	13.7
Russell 1000 Value	-5.6	-17.8	-11.4	4.4	5.3	9.2
Russell MidCap	-3.4	-24.3	-19.4	5.2	6.5	10.3
Russell 2000	-2.2	-25.1	-23.5	4.3	3.6	8.6
Russell 2000 Growth	0.2	-29.3	-29.3	2.9	3.6	8.8
Russell 2000 Value	-4.6	-21.1	-17.7	4.7	2.9	7.9
International Equity						
MSCI ACWI	-6.8	-25.6	-20.7	3.7	4.4	7.3
MSCI World ex USA	-9.2	-26.2	-23.9	-1.2	-0.4	3.6
MSCI EAFE	-9.4	-27.1	-25.1	-1.8	-0.8	3.7
MSCI Emerging Markets	-11.6	-27.2	-28.1	-2.1	-1.8	1.0
Fixed Income						
91 Day T-Bills	0.5	0.6	0.6	0.5	1.1	0.6
Bloomberg US Aggregate TR	-4.8	-14.6	-14.6	-3.3	-0.3	0.9
Bloomberg US Govt/Credit TR	-4.6	-15.1	-14.9	-3.1	-0.1	1.0
Bloomberg US Municipal TR	-3.5	-12.1	-11.5	-1.9	0.6	1.8
Bloomberg US High Yield TR	-0.6	-14.7	-14.1	-0.5	1.6	3.9
FTSE WGBI TR	-7.6	-21.3	-22.1	-7.0	-3.1	-1.8
FTSE WGBI ex US TR	-10.0	-26.8	-28.3	-9.9	-5.1	-3.1
Real Estate						
FTSE NAREIT All REIT	-11.2	-28.3	-17.4	-1.7	3.5	6.6
NCREIF Property Index	--	--	--	--	--	--
Alternatives						
HFRI Fund of Funds Composite Index	-0.7	-7.2	-6.8	4.0	3.0	3.4
Inflation						
Consumer Price Index	0.2	6.5	8.2	5.0	3.8	2.5

POINTE OF VIEW

Secular Theme: ***“Financial Repression”***

Cyclical Theme: ***“Late Cycle Dynamics”***



“Financial Repression”¹ remains our primary secular thesis BUT over our cyclical horizon, repression policies are on PAUSE in order to fight inflation with higher interest rates.

With fiscal and monetary policy in reverse, the economy is slowing, and the chance of recession is increasing. Risk assets will remain challenged accordingly.

Inflation is uncomfortably high, but inflation expectations remain relatively well anchored. The Fed will be forced to continue to aggressively tighten financial conditions until inflation is subdued.

Higher interest rates and the economic slowdown continue to support a rotation out of U.S. Large Cap Growth stocks and into U.S. Large Cap Value. Fed policy has produced attractive Core Bonds yields. Alternative investments can help reduce volatility, diversify portfolios, and add uncorrelated returns.

El Camino Real OPEB

Total Composite As of September 30, 2022

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	19,700,480	100.0	-5.5	-22.0	-19.0	--	--	--	--	--	-20.0	Sep-21
<i>Policy Index</i>			-5.9	-21.3	-18.1	--	--	--	--	--	-19.0	Sep-21
Total Equity	10,126,185	51.4	-7.0	-27.9	-24.1	--	--	--	--	--	-25.5	Sep-21
<i>MSCI ACWI</i>			-6.8	-25.6	-20.7	3.7	4.4	7.4	7.3	6.3	-22.3	Sep-21
Total Domestic Equity	6,692,107	34.0	-5.5	-27.7	-21.5	--	--	--	--	--	-23.5	Sep-21
<i>Russell 3000</i>			-4.5	-24.6	-17.6	7.7	8.6	10.9	11.4	10.8	-19.9	Sep-21
Total International Equity	3,434,078	17.4	-9.8	-28.3	-28.2	--	--	--	--	--	-28.7	Sep-21
<i>MSCI ACWI ex USA</i>			-9.9	-26.5	-25.2	-1.5	-0.8	3.3	3.0	1.9	-25.7	Sep-21
Total Fixed	6,716,495	34.1	-3.8	-13.3	-13.5	--	--	--	--	--	-13.0	Sep-21
<i>Bloomberg US Aggregate TR</i>			-4.8	-14.6	-14.6	-3.3	-0.3	0.5	0.9	1.7	-14.2	Sep-21
Total Alternatives	2,801,470	14.2	-4.2	-18.8	-12.2	--	--	--	--	--	-14.4	Sep-21
<i>Custom Alts Index</i>			-7.4	-22.1	-16.2	--	--	--	--	--	-18.0	Sep-21
Total Cash	56,329	0.3	0.4	0.5	0.5	--	--	--	--	--	0.5	Sep-21
<i>ICE BofA 91 Days T-Bills TR</i>			0.5	0.6	0.6	0.6	1.1	1.0	0.7	0.6	0.6	Sep-21

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	\$6,692,107	34.0%	35.0%	20.0% - 50.0%	-1.0%	Yes
International Equity	\$3,434,078	17.4%	20.0%	10.0% - 30.0%	-2.6%	Yes
Fixed Income	\$6,716,495	34.1%	30.0%	20.0% - 50.0%	4.1%	Yes
Alternatives	\$2,801,470	14.2%	15.0%	0.0% - 25.0%	-0.8%	Yes
Cash	\$56,329	0.3%	0.0%	0.0% - 10.0%	0.3%	Yes
Total	\$19,700,480	100.0%	100.0%			

El Camino Real OPEB

Total Composite
As of September 30, 2022

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	19,700,480	100.0	-5.5	-22.0	-19.0	--	--	--	--	--	-20.0	Sep-21
<i>Policy Index</i>			-5.9	-21.3	-18.1	--	--	--	--	--	-19.0	Sep-21
Total Equity	10,126,185	51.4	-7.0	-27.9	-24.1	--	--	--	--	--	-25.5	Sep-21
<i>MSCI ACWI</i>			-6.8	-25.6	-20.7	3.7	4.4	7.4	7.3	6.3	-22.3	Sep-21
Total Domestic Equity	6,692,107	34.0	-5.5	-27.7	-21.5	--	--	--	--	--	-23.5	Sep-21
<i>Russell 3000</i>			-4.5	-24.6	-17.6	7.7	8.6	10.9	11.4	10.8	-19.9	Sep-21
Fiduciary Management: Large Cap Instl	2,034,321	10.3	-6.0	-22.6	-14.5	--	--	--	--	--	-16.9	Sep-21
<i>Russell 1000 Value</i>			-5.6	-17.8	-11.4	4.4	5.3	8.2	9.2	8.8	-13.4	Sep-21
Polen Capital Focus Growth	1,665,581	8.5	-6.9	-37.3	-33.7	--	--	--	--	--	-35.2	Sep-21
<i>Russell 1000 Growth</i>			-3.6	-30.7	-22.6	10.7	12.2	13.7	13.7	13.0	-25.1	Sep-21
Vanguard S&P 500 ETF	1,921,212	9.8	-4.9	-23.9	-15.5	8.1	9.2	11.4	11.7	11.2	-18.1	Sep-21
<i>S&P 500</i>			-4.9	-23.9	-15.5	8.2	9.2	11.4	11.7	11.2	-18.1	Sep-21
Vanguard Mid-Cap ETF	774,290	3.9	-4.2	-25.4	-19.5	5.5	6.6	8.7	10.5	9.2	-21.3	Sep-21
<i>CRSP US Mid Cap TR USD</i>			-4.1	-25.4	-19.5	5.5	6.7	8.7	10.5	9.4	-21.3	Sep-21
Vanguard Russell 2000 ETF	296,703	1.5	-2.1	-25.2	-23.5	4.3	3.6	7.5	8.6	7.5	-24.0	Sep-21
<i>CRSP US Small Cap TR USD</i>			-2.6	-23.7	-20.8	5.0	5.4	8.3	9.7	8.6	-21.6	Sep-21
Total International Equity	3,434,078	17.4	-9.8	-28.3	-28.2	--	--	--	--	--	-28.7	Sep-21
<i>MSCI ACWI ex USA</i>			-9.9	-26.5	-25.2	-1.5	-0.8	3.3	3.0	1.9	-25.7	Sep-21
Artisan International Value Instl	1,509,834	7.7	-9.9	-21.7	-18.2	2.9	1.5	5.1	6.6	6.1	-19.4	Sep-21
<i>MSCI EAFE</i>			-9.4	-27.1	-25.1	-1.8	-0.8	2.8	3.7	2.6	-25.5	Sep-21
American Europacific F3	1,439,239	7.3	-9.3	-32.1	-32.9	-1.2	-0.2	3.7	4.4	3.3	-33.4	Sep-21
<i>MSCI ACWI ex USA</i>			-9.9	-26.5	-25.2	-1.5	-0.8	3.3	3.0	1.9	-25.7	Sep-21
Lazard Emerging Markets Eq Advantage	485,005	2.5	-12.5	-27.8	-27.3	-1.6	-1.7	4.4	--	--	--	Oct-22
<i>MSCI Emerging Markets</i>			-11.6	-27.2	-28.1	-2.1	-1.8	3.9	1.0	-0.1	--	Oct-22

El Camino Real OPEB

Total Composite
As of September 30, 2022

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Fixed	6,716,495	34.1	-3.8	-13.3	-13.5	--	--	--	--	--	-13.0	Sep-21
<i>Bloomberg US Aggregate TR</i>			-4.8	-14.6	-14.6	-3.3	-0.3	0.5	0.9	1.7	-14.2	Sep-21
Metropolitan West Total Return	2,811,532	14.3	-5.2	-16.2	-16.3	-3.3	-0.2	0.6	1.3	2.3	-15.8	Sep-21
<i>Bloomberg US Aggregate TR</i>			-4.8	-14.6	-14.6	-3.3	-0.3	0.5	0.9	1.7	-14.2	Sep-21
Dodge & Cox Income	2,857,734	14.5	-4.0	-13.2	-13.6	-1.7	0.7	1.8	1.9	2.5	-13.1	Sep-21
<i>Bloomberg US Aggregate TR</i>			-4.8	-14.6	-14.6	-3.3	-0.3	0.5	0.9	1.7	-14.2	Sep-21
PIMCO Short Asset Investment	1,047,229	5.3	0.7	-0.4	-0.6	0.4	1.1	1.3	1.1	--	0.2	Apr-22
Total Alternatives	2,801,470	14.2	-4.2	-18.8	-12.2	--	--	--	--	--	-14.4	Sep-21
<i>Custom Alts Index</i>			-7.4	-22.1	-16.2	--	--	--	--	--	-18.0	Sep-21
Swan Hedged Equity US ETF	2,074,301	10.5	-1.4	-13.7	-7.5	--	--	--	--	--	-9.6	Sep-21
<i>60% S&P 500 / 40% Bloomberg US Aggregate</i>			-4.8	-20.1	-14.8	3.9	5.7	7.2	7.5	7.6	-16.3	Sep-21
PGIM Global Real Estate Fund	727,170	3.7	-11.5	-31.6	-24.2	-5.2	0.7	2.1	3.5	4.0	-26.6	Sep-21
<i>FTSE EPRA/NAREIT Developed TR USD</i>			-11.4	-29.4	-22.1	-5.6	0.1	2.4	3.8	4.2	-24.8	Sep-21
Total Cash	56,329	0.3	0.4	0.5	0.5	--	--	--	--	--	0.5	Sep-21
<i>ICE BofA 91 Days T-Bills TR</i>			0.5	0.6	0.6	0.6	1.1	1.0	0.7	0.6	0.6	Sep-21
FIRST AM US TREAS MM CL Z	56,329	0.3	0.4	0.5	0.5	--	--	--	--	--	0.5	Sep-21
<i>ICE BofA 91 Days T-Bills TR</i>			0.5	0.6	0.6	0.6	1.1	1.0	0.7	0.6	0.6	Sep-21

El Camino Real OPEB

Total Composite
As of September 30, 2022

Policy Benchmark History As of September 30, 2022

Total Composite		
9/1/2021	Present	60% MSCI ACWI / 40% Bloomberg US Aggregate TR
Total Equity		

Allocation Benchmark History As of September 30, 2022

Total Equity		
9/1/2021	Present	MSCI ACWI
Total Domestic Equity		
9/1/2021	Present	Russell 3000
Total International Equity		
9/1/2021	Present	MSCI ACWI ex USA

Custom Alts Benchmark History As of September 30, 2022

Total Alternatives		
9/1/2021	Present	32% FTSE EPRA/NAREIT Developed TR USD / 57% 60% S&P 500 / 40% Bloomberg US Aggregate / 11% S&P Global Infrastructure

El Camino Real GA

Total Composite As of September 30, 2022

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	5,699,336	100.0	-4.4	-16.7	-14.9	--	--	--	--	--	-13.7	Aug-21
<i>Policy Index</i>			-5.3	-17.9	-16.3	--	--	--	--	--	-15.0	Aug-21
Total Equity	1,448,826	25.4	-6.8	-27.7	-22.5	--	--	--	--	--	-20.9	Aug-21
<i>MSCI ACWI</i>			-6.8	-25.6	-20.7	3.7	4.4	7.4	7.3	6.3	-19.2	Aug-21
Total Domestic Equity	1,097,416	19.3	-5.9	-28.0	-21.4	--	--	--	--	--	-20.2	Aug-21
<i>Russell 3000</i>			-4.5	-24.6	-17.6	7.7	8.6	10.9	11.4	10.8	-16.6	Aug-21
Total International Equity	351,410	6.2	-9.6	-26.7	-25.5	--	--	--	--	--	-23.1	Aug-21
<i>MSCI ACWI ex USA</i>			-9.9	-26.5	-25.2	-1.5	-0.8	3.3	3.0	1.9	-22.9	Aug-21
Total Fixed	3,851,571	67.6	-3.5	-11.8	-12.2	--	--	--	--	--	-10.9	Aug-21
<i>Bloomberg US Aggregate TR</i>			-4.8	-14.6	-14.6	-3.3	-0.3	0.5	0.9	1.7	-13.4	Aug-21
Total Alternatives	282,442	5.0	-5.1	-21.0	-14.2	--	--	--	--	--	-13.9	Aug-21
Total Cash	116,497	2.0	0.3	0.4	0.4	--	--	--	--	--	0.3	Aug-21
<i>ICE BofA 91 Days T-Bills TR</i>			0.5	0.6	0.6	0.6	1.1	1.0	0.7	0.6	0.5	Aug-21

	Current Balance	Current Allocation	Policy	Policy Range	Difference	Within IPS Range?
US Equity	\$1,097,416	19.3%	20.0%	10.0% - 30.0%	-0.7%	Yes
International Equity	\$351,410	6.2%	5.0%	0.0% - 15.0%	1.2%	Yes
Fixed Income	\$3,851,571	67.6%	70.0%	50.0% - 90.0%	-2.4%	Yes
Alternatives	\$282,442	5.0%	5.0%	0.0% - 15.0%	0.0%	Yes
Cash	\$116,497	2.0%	0.0%	0.0% - 20.0%	2.0%	Yes
Total	\$5,699,336	100.0%	100.0%			

El Camino Real GA

Total Composite As of September 30, 2022

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
Total Composite	5,699,336	100.0	-4.4	-16.7	-14.9	--	--	--	--	--	-13.7	Aug-21
<i>Policy Index</i>			-5.3	-17.9	-16.3	--	--	--	--	--	-15.0	Aug-21
Total Equity	1,448,826	25.4	-6.8	-27.7	-22.5	--	--	--	--	--	-20.9	Aug-21
<i>MSCI ACWI</i>			-6.8	-25.6	-20.7	3.7	4.4	7.4	7.3	6.3	-19.2	Aug-21
Total Domestic Equity	1,097,416	19.3	-5.9	-28.0	-21.4	--	--	--	--	--	-20.2	Aug-21
<i>Russell 3000</i>			-4.5	-24.6	-17.6	7.7	8.6	10.9	11.4	10.8	-16.6	Aug-21
Fiduciary Management: Large Cap	393,889	6.9	-6.0	-22.7	-14.6	--	--	--	--	--	-14.6	Aug-21
<i>Russell 1000 Value</i>			-5.6	-17.8	-11.4	4.4	5.3	8.2	9.2	8.8	-11.0	Aug-21
Polen Capital Focus Growth	313,506	5.5	-6.9	-37.5	-34.0	--	--	--	--	--	-31.2	Aug-21
<i>Russell 1000 Growth</i>			-3.6	-30.7	-22.6	10.7	12.2	13.7	13.7	13.0	-21.1	Aug-21
Vanguard S&P 500 ETF	390,020	6.8	-4.9	-23.9	-15.5	8.1	9.2	11.4	11.7	11.2	-14.8	Aug-21
<i>S&P 500</i>			-4.9	-23.9	-15.5	8.2	9.2	11.4	11.7	11.2	-14.7	Aug-21
Total International Equity	351,410	6.2	-9.6	-26.7	-25.5	--	--	--	--	--	-23.1	Aug-21
<i>MSCI ACWI ex USA</i>			-9.9	-26.5	-25.2	-1.5	-0.8	3.3	3.0	1.9	-22.9	Aug-21
Artisan International Value Instl	193,520	3.4	-9.9	-21.7	-18.2	2.9	1.5	5.1	6.6	6.1	-17.9	Aug-21
<i>MSCI EAFE</i>			-9.4	-27.1	-25.1	-1.8	-0.8	2.8	3.7	2.6	-22.8	Aug-21
American Funds Europacific Growth	157,890	2.8	-9.3	-32.1	-32.9	-1.2	-0.2	3.7	4.4	3.3	-29.5	Aug-21
<i>MSCI ACWI ex USA</i>			-9.9	-26.5	-25.2	-1.5	-0.8	3.3	3.0	1.9	-22.9	Aug-21
Total Fixed	3,851,571	67.6	-3.5	-11.8	-12.2	--	--	--	--	--	-10.9	Aug-21
<i>Bloomberg US Aggregate TR</i>			-4.8	-14.6	-14.6	-3.3	-0.3	0.5	0.9	1.7	-13.4	Aug-21
Dodge & Cox Income	992,811	17.4	-4.0	-13.2	-13.6	-1.7	0.7	1.8	1.9	2.5	-12.3	Aug-21
<i>Bloomberg US Aggregate TR</i>			-4.8	-14.6	-14.6	-3.3	-0.3	0.5	0.9	1.7	-13.4	Aug-21
Metropolitan West Total Return Bond	1,419,924	24.9	-5.2	-16.2	-16.3	-3.3	-0.2	0.6	1.3	2.3	-14.9	Aug-21
<i>Bloomberg US Aggregate TR</i>			-4.8	-14.6	-14.6	-3.3	-0.3	0.5	0.9	1.7	-13.4	Aug-21
PIMCO Low Duration	1,438,836	25.2	-1.6	-5.8	-6.5	-1.0	0.3	0.8	0.7	1.2	-5.7	Aug-21
<i>Bloomberg US Govt 1-3 Yr TR</i>			-1.5	-4.5	-5.1	-0.5	0.5	0.6	0.6	0.7	-4.4	Aug-21
Total Alternatives	282,442	5.0	-5.1	-21.0	-14.2	--	--	--	--	--	-13.9	Aug-21
Swan Hedged Equity US ETF	183,356	3.2	-1.3	-13.8	-7.5	--	--	--	--	--	-7.3	Aug-21
<i>60% S&P 500 / 40% Bloomberg US Aggregate</i>			-4.8	-20.1	-14.8	3.9	5.7	7.2	7.5	7.6	-13.9	Aug-21

El Camino Real GA

Total Composite As of September 30, 2022

	Market Value (\$)	% of Portfolio	3 Mo (%)	YTD (%)	1 Yr (%)	3 Yrs (%)	5 Yrs (%)	7 Yrs (%)	10 Yrs (%)	Since 3/31/11 (%)	Inception (%)	Inception Date
PGIM Global Real Estate Fund	99,086	1.7	-11.5	-31.6	-24.2	-5.2	0.7	2.1	3.5	4.0	-23.8	Aug-21
<i>FTSE EPRA/NAREIT Developed TR USD</i>			-11.4	-29.4	-22.1	-5.6	0.1	2.4	3.8	4.2	-22.3	Aug-21
Total Cash	116,497	2.0	0.3	0.4	0.4	--	--	--	--	--	0.3	Aug-21
<i>ICE BofA 91 Days T-Bills TR</i>			0.5	0.6	0.6	0.6	1.1	1.0	0.7	0.6	0.5	Aug-21
FIRST AM US TREAS MM CL Z	116,497	2.0	0.3	0.4	0.4	--	--	--	--	--	0.3	Aug-21
<i>ICE BofA 91 Days T-Bills TR</i>			0.5	0.6	0.6	0.6	1.1	1.0	0.7	0.6	0.5	Aug-21

El Camino Real GA

Total Composite
As of September 30, 2022

Policy Benchmark History As of September 30, 2022

Total Composite		
8/1/2021	Present	30% MSCI ACWI / 70% Bloomberg US Aggregate TR
Total Equity		
8/1/2021	Present	MSCI ACWI

Allocation Benchmark History As of September 30, 2022

Total International Equity		
8/1/2021	Present	MSCI ACWI ex USA

Custom Alts Benchmark History As of September 30, 2022

Total Alternatives		
8/1/2021	Present	Custom Alts Index

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Definitions: **Up/down Capture:** The up and down capture is a measure of how well a manager was able to replicate or improve on phases of positive benchmark returns and how badly the manager was affected by phases of negative benchmark returns. **Standard Deviation:** Shows how much variation or dispersion exists from the average (mean), or expected value. The more spread apart the data, the higher the deviation. In Finance, standard deviation is applied to the annual rate of return of an investment to measure the investment's volatility. **Annualized Returns:** The average amount of money earned by an investment each year over a given time period. An annualized total return provides only a snapshot of an investment's performance and does not give investors any indication of its volatility. Annualized total return merely provides a geometric average, rather than an arithmetic average. **Excess Return:** Excess return represents the difference between the returns of two portfolios. In a typical application, excess return provides a measure of the difference between a manager's return and the return of a benchmark for that manager. In the context of a beta benchmark, excess return refers to the difference between a manager or market benchmark and T-bills. A positive excess return implies that the manager outperformed the benchmark. **Information Ratio:** A ratio of portfolio returns above the returns of a benchmark (usually an index) to the volatility of those returns. The information ratio (IR) measures a portfolio manager's ability to generate excess returns relative to a benchmark, but also attempts to identify the consistency of the investor. This ratio will identify if a manager has beaten the benchmark by a lot in a few months or a little every month. The higher the IR the more consistent a manager is and consistency is an ideal trait. **Significance Level:** The significance level of a manager series vs. a benchmark series indicates the level of confidence with which the statement "the manager's annualized excess return over the benchmark is positive" or "the manager's annualized excess return over the benchmark is negative," as the case may be, holds true. This measurement ranges from 50% (chance) to 100%. A manager with consistent under- or over-performance compared to its benchmark over a long period of time would have a high significance level. **Explained Variance:** The variance explained is also referred to as Standard R² in StyleADVISOR. This is usually very close to the correlation squared. To understand what variance explained means, think of a manager and a style benchmark. Any variance in the difference between manager and style benchmark (i.e. any variance in the excess return of manager over benchmark) represents a failure of the style benchmark variance to explain the manager variance. Hence, the quotient of variance of excess return over variance of manager represents the unexplained variance. The variance explained is 1 minus the unexplained variance: Variance Explained = 1 - Var(e) / Var(M), Where: var(M) = variance of manager returns var(e) = variance of excess return of manager over benchmark. **Tracking Error:** A divergence between the price behavior of a position or a portfolio and the price behavior of a benchmark. Tracking errors are reported as a "standard deviation percentage" difference. This measure reports the difference between the return an investor receives and that of the benchmark he or she was attempting to imitate. **Alpha:** Alpha is a measure of risk (beta)-adjusted return. Alpha measures the difference between a portfolio's actual returns and what it might be expected to deliver based on its level of risk. Theoretically, higher risk should equate to higher return. A positive alpha means the fund has beaten expectations. A negative alpha means that the fund has failed to match performance given its level of risk. If two managers have the same return, but one has a lower beta, that manager would have a higher alpha. **Beta:** Beta represents the systematic risk of a portfolio and measures its sensitivity to a benchmark. A portfolio with a beta of one is considered to be as risky as the benchmark and would therefore provide expected returns equal to those of the market benchmark during both up and down periods. A portfolio with a beta of two would move approximately twice as much as the benchmark. **Cumulative Return:** The aggregate amount that an investment has gained or lost over time, independent of the period of time involved. Presented as a percentage, the cumulative return is the raw mathematical return of the following calculation: (Current Price of Security) - (Original Price of Security) / (Original Price of Security). **Sharpe Ratio:** The Sharpe ratio is calculated as the portfolio's excess return over the risk-free rate divided by the portfolio's standard deviation. **The Barclays 1-10 Year Managed Money (MM) Index:** A subset of the Barclays Municipal Managed Money Index, representing bonds with one to ten years to maturity. The Barclays Municipal Managed Money Index is an unmanaged index that is rules-based, market-value weighted engineered for the tax exempt bond market. All bonds in the National Municipal Bond Index must be rated Aa3/AA- or higher by at least two of the following statistical ratings agencies: Moody's, S&P and Fitch.

PERFORMANCE DISCLOSURES & GLOSSARY TERMS

Indices: Indices are not available for direct investment and do not reflect the deduction of any fees. Performance for blended benchmarks is calculated based on allocations that are rebalanced back to the stated targets on a quarterly basis and are not adjusted for transaction costs or management fees. Indices are not available for direct investment and do not reflect the deduction of any fees. Performance for blended benchmarks is calculated based on allocations that are rebalanced back to the stated targets on a quarterly basis and are not adjusted for transaction costs or management fees.

Barclays US Aggregate: The index measures the performance of the U.S. investment grade bond market. The index invests in a wide spectrum of public, investment-grade, taxable, fixed income securities in the United States – including government, corporate, and international dollar-denominated bonds, as well as mortgage-backed and asset-backed securities, all with maturities of more than 1 year. **Barclays US Municipal Bond Index:** a broad-based benchmark that measures the investment grade, US dollar-denominated, fixed tax exempt bond market. The index includes state and local general obligation, revenue, insured, and pre-refunded bonds. The US Municipal Index was inceptioned in January 1980. **Citigroup - The World Government Bond Index (WGBI):** Measures the performance of fixed-rate, local currency, investment grade sovereign bonds. The WGBI is a widely used benchmark that currently comprises sovereign debt from over 20 countries, denominated in a variety of currencies, and has more than 25 years of history available. The WGBI provides a broad benchmark for the global sovereign fixed income market. Sub-indices are available in any combination of currency, maturity, or rating. **MSCI ACWI:** Captures large and mid cap representation across 23 Developed Markets (DM) and 23 Emerging Markets (EM) countries*. With 2,476 constituents, the index covers approximately 85% of the global investable equity opportunity set. **The MSCI ACWI ex USA Index:** Captures large and mid cap representation across 22 of 23 Developed Markets (DM) countries (excluding the US) and 23 Emerging Markets (EM) countries*. With 1,839 constituents, the index covers approximately 85% of the global equity opportunity set outside the US. **The MSCI EAFE Index:** A broadly recognized as the pre-eminent benchmark for U.S. investors to measure international equity performance. It comprises the MSCI country indexes capturing large and mid-cap equities across developed markets in Europe, Australasia and the Far East, excluding the U.S. and Canada. Numerous exchange-traded funds are based on the MSCI EAFE Index, and the Chicago Mercantile Exchange, NYSE Liffe US and the Bclear platform of Liffe are licensed to list futures contracts on this index as well. **The MSCI Emerging Markets Index:** A free float-adjusted market capitalization index that is designed to measure equity market performance of emerging markets. The index consists of the following 21 emerging market country indices: Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Russia, South Africa, Taiwan, Thailand, and Turkey. **The Russell 1000 Index:** Measures the performance of the large-cap segment of the U.S. equity universe. It is a subset of the Russell 3000® Index and includes approximately 1000 of the largest securities based on a combination of their market cap and current index membership. The Russell 1000 represents approximately 92% of the U.S. market. The Russell 1000 Index is constructed to provide a comprehensive and unbiased barometer for the large-cap segment and is completely reconstituted annually to ensure new and growing equities are reflected. **The Russell 1000 Growth Index:** Measures the performance of the large-cap growth segment of the U.S. equity universe. It includes those Russell 1000 companies with higher price-to-book ratios and higher forecasted growth values. The Russell 1000 Growth Index is constructed to provide a comprehensive and unbiased barometer for the large-cap growth segment. The Index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect growth characteristics. **The Russell 1000 Value Index:** Measures the performance of the large-cap value segment of the U.S. equity universe. It includes those Russell 1000 companies with lower price-to-book ratios and lower expected growth values. The Russell 1000 Value Index is constructed to provide a comprehensive and unbiased barometer for the large-cap value segment. The Index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect value characteristics. **The Russell 2000 Value Index:** Measures the performance of small-cap value segment of the U.S. equity universe. It includes those Russell 2000 companies with lower price-to-book ratios and lower forecasted growth values. The Russell 2000 Value Index is constructed to provide a comprehensive and unbiased barometer for the small-cap value segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small-cap opportunity set and that the represented companies continue to reflect value characteristics. **The Russell 2500™ Index:** Measures the performance of the small to mid-cap segment of the U.S. equity universe, commonly referred to as "smid" cap. The Russell 2500 Index is a subset of the Russell 3000® Index. It includes approximately 2500 of the smallest securities based on a combination of their market cap and current index membership. The Russell 2500 Index is constructed to provide a comprehensive and unbiased barometer for the small to mid-cap segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small to mid-cap opportunity set. **The Russell 2500™ Value Index:** Measures the performance of the small to mid-cap value segment of the U.S. equity universe. It includes those Russell 2500 companies that are considered more value oriented relative to the overall market as defined by Russell's leading style methodology. The Russell 2500 Value Index is constructed to provide a comprehensive and unbiased barometer of the small to mid-cap growth market. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true small to mid-cap opportunity set and that the represented companies continue to reflect value characteristics. **The Russell 3000 Growth Index:** Includes companies that display signs of above average growth. The index is used to provide a gauge of the performance of growth stocks in the U.S. **The Russell 3000 Index:** Measures the performance of the largest 3,000 U.S. companies representing approximately 98% of the investable U.S. equity market. The Russell 3000 Index is constructed to provide a comprehensive, unbiased and stable barometer of the broad market and is completely reconstituted annually to ensure new and growing equities are reflected. **The Russell 3000 Value Index:** Measures the performance of the broad value segment of U.S. equity value universe. It includes those Russell 3000 companies with lower price-to-book ratios and lower forecasted growth values. The Russell 3000 Value Index is constructed to provide a comprehensive, unbiased, and stable barometer of the broad value market. The Index is completely reconstituted annually to ensure new and growing equities are included and that the represented companies continue to reflect value characteristics. **The Russell Midcap Index:** Measures the performance of the mid-cap segment of the U.S. equity universe. The Russell Midcap Index is a subset of the Russell 1000® Index. It includes approximately 800 of the smallest securities based on a combination of their market cap and current index membership. The Russell Midcap Index represents approximately 31% of the total market capitalization of the Russell 1000 companies. The Russell Midcap Index is constructed to provide a comprehensive and unbiased barometer for the mid-cap segment. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap opportunity set. **The Russell Midcap Value Index;** Measures the performance of the mid-cap value segment of the U.S. equity universe. It includes those Russell Midcap Index companies with lower price-to-book ratios and lower forecasted growth values. The Russell Midcap Value Index is constructed to provide a comprehensive and unbiased barometer of the mid-cap value market. The Index is completely reconstituted annually to ensure larger stocks do not distort the performance and characteristics of the true mid-cap value market. **The S&P 500:** A free-float market capitalization weighted index of 500 of the largest U.S. companies. The index is calculated on a total return basis with dividends reinvested and is not available for direct investment. The composition of the subadvisor's strategy shown may differ significantly from the securities that comprise the index due to the subadvisor's active investment process and smaller number of holdings. The subadvisor's investment program does not, and the subadvisor makes no attempt to, mirror performance of the index in the aggregate, and the volatility of the subadvisor's investment program may be materially different from that of the referenced indices.

Thank you for your continued confidence in Beacon Pointe. We appreciate your business.

Coversheet

Financial Update

Section: IV. Finance
Item: A. Financial Update
Purpose: Discuss
Submitted by:
Related Material: IV.A - Financial Updates - Sept_Oct 2022.pdf



FINANCIAL REPORT AS OF: SEPTEMBER 30, 2022

PROVIDED BY: ICON School Management



BALANCE SHEET

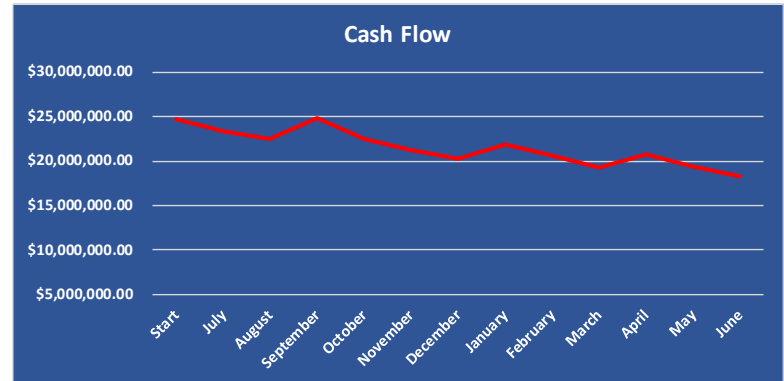
Description	Actual Sep 2022	Prior Sep 2021	\$ Change to Prior	% Change
ASSETS				
Current Assets				
Cash	\$ 24,618,503	\$ 21,614,977	3,003,526	13.90%
Investments	6,335,106	7,329,391	(994,285)	-13.57%
Accounts Receivable	624,204	749,775	(125,571)	-16.75%
Store Inventory	69,397	87,739	(18,342)	-20.91%
Prepaid Expenditures (Expenses)	195,150	46,958	148,192	315.58%
Total Current Assets	31,842,360	29,828,840	2,013,520	6.75%
Fixed Assets, Net of Depreciation	6,229,899	6,296,544	(66,645)	-1.06%
Total Assets	\$ 38,072,259	\$ 36,125,384	1,946,875	5.39%
LIABILITIES & NET ASSETS				
Current Liabilities				
Accounts Payables	\$ 452,021	\$ 42,149	409,872	972.44%
Accrued Liabilities	2,656,790	1,768,102	888,688	50.26%
Deferred Revenue	2,083,725	2,955,347	(871,622)	-29.49%
Total Current Liabilities	5,192,536	4,765,598	426,938	8.96%
Long-Term Debt	7,433,463	11,384,872	(3,951,409)	-34.71%
Total Liabilities	12,625,999	16,150,470	(3,524,471)	-21.82%
Net Assets				
Economic Uncertainty (3%)	1,302,280	1,142,320	159,960	14.00%
Restricted Net Position	738,916	-	738,916	N/A
Net Investment in Capital Assets	6,229,899	6,296,544		
Unrestricted	17,175,165	12,536,050	4,639,115	37.01%
Total Net Assets	25,446,260	19,974,914	5,471,346	27.39%
Total Liabilities & Net Assets	\$ 38,072,259	\$ 36,125,384	1,946,875	5.39%

- LT-Debt decreased due to FMV adjustment to OPEB Accounts
- Restricted Net Position:
 - Cafeteria - \$217,171
 - Ed. Effectiveness - \$140,938
 - Kitchen Infrastructure - \$25,000
 - A-G Success Grant - \$258,788
 - A-G Learning Loss - \$97,019

CASH ANALYSIS

- Days of Cash on Hand: 210 (Recommended: 90)

	Sep 2022	Aug 2022	Jun 2022	Sep 2021
Cash in County Treasury	\$ 19,861,183.09	\$ 17,110,025.60	\$ 18,677,591.14	\$ 11,065,950.07
Fundraising #1287	4,510.29	2,888.86	\$ 1,042.65	\$ 604.98
LAUSD Account #1295*	-	-	-	13,686.70
PPP Account #1309	-	-	-	3,816,190.75
General Account #1761	3,969,175.51	4,120,026.34	4,665,981.24	5,957,026.95
A/P Account #1796	159,053.42	142,390.98	314,231.45	246,184.55
ASB Trust #1826	515,843.68	514,083.12	501,680.92	344,631.45
CNB ZBA Account	(45,464.87)	(59,385.47)	(22,941.93)	(41,924.69)
US Bank MMA #0851	143,841.49	151,953.49	136,532.83	183,132.94
Petty Cash	80.72	80.72	80.72	500.00
Undeposited Funds	10,280.02	4,356.52	8,584.54	42,680.04
Total Checking/Savings/CDs	<u>24,618,503.35</u>	<u>\$ 21,316,190.37</u>	<u>\$ 24,282,783.56</u>	<u>\$ 21,628,663.74</u>
US Bank OPEB MMA #0852	182,541.01	1,155,518.43	371,571.85	436,560.69
Total Checking/Savings/CDs	<u>\$ 24,801,044.36</u>	<u>\$ 22,471,708.80</u>	<u>\$ 24,654,355.41</u>	<u>\$ 22,065,224.43</u>



PROFIT & LOSS (SUMMARY)

	Adopted Budget 22-23	YTD 2022-23	PYTD 2021-22
REVENUES			
LCFF	\$ 38,575,151	\$ 8,889,084	\$ 8,140,169
Federal	3,609,260	1,070,118	779,063
State	1,439,530	950,729	145,683
Local	4,697,685	547,711	876,280
FMV Adjustment	-	(1,330,799)	(29,318)
	48,321,626	10,126,843	9,911,877
EXPENSES			
Salaries and benefits	36,589,453	8,675,857	7,294,715
Student supplies	2,812,422	974,699	1,368,072
Operating Exp	8,108,894	2,050,995	1,089,343
Capital Outlay	359,748	177,610	73,236
Other Outgo	-	-	-
	47,870,517	11,879,161	9,825,366
NET INCOME (LOSS)	\$ 451,109	\$ (1,752,318)	\$ 86,511
NET INCOME BEFORE FMV ADJ.	\$ 451,109	\$ (421,519)	\$ 115,829



PROFIT & LOSS (YTD)

Description	Actual YTD Sep 2022	Prior YTD Sep 2021	\$ Change	% Change
REVENUES				
LCFF Revenues	\$ 8,889,084	\$ 8,140,169	\$ 748,915	9.20%
Federal Revenues	1,070,118	779,063	291,055	37.36%
State Revenues	950,729	145,683	805,046	552.60%
Local Revenues	547,711	876,280	(328,569)	-37.50%
FMV Adjustment	(1,330,799)	(29,318)	(1,301,481)	4439.19%
Total Revenues	10,126,843	9,911,877	214,966	2.17%
EXPENDITURES				
Certificated Salaries	4,275,576	3,833,216	442,360	11.54%
Classified Salaries	1,156,832	879,576	277,256	31.52%
Employee Benefits	3,243,449	2,581,923	661,526	25.62%
Books & Supplies	974,699	1,368,072	(393,373)	-28.75%
Services and Operations	2,050,995	1,089,343	961,652	88.28%
Capital Outlay	177,610	73,236	104,374	142.52%
Total Expenditures	11,879,161	9,825,366	2,053,795	20.90%
NET INCOME (LOSS)	\$ (1,752,318)	\$ 86,511	\$ (1,838,829)	-2125.54%
NET INCOME BEFORE FMV ADJ.	\$ (421,519)	\$ 115,829	\$ (537,348)	-463.91%

- Per student funding has increased from last year, with large COLA% increase
- 2% (June 2022) + 3% (Aug 2022) built into salary schedule
- COVID relief funds revenue and expenses reflected in actuals
- FMV adjustment reflects market volatility



BUDGET COMPARISON (YTD)

- Lottery Amounts went from \$150 – Unrestricted / \$49 – Restricted to \$163 – Unrestricted / \$65 – Restricted (more revenue)
- SPED Rates are projected to increase from the \$689 – State/ \$267 – Federal (more revenue)
- Expecting an audit adjustment to revenue due to the state’s hold harmless provision

Description	Actual Sep 2022	Adopted Budget	% Used
REVENUES			
LCFF Revenues	\$ 8,889,084	\$ 38,575,151	23.04%
Federal Revenues	1,070,118	3,609,260	29.65%
State Revenues	950,729	1,439,530	66.04%
Local Revenues	547,711	4,697,685	11.66%
FMV Adjustment	(1,330,799)	-	N/A
Total Revenues	10,126,843	48,321,626	20.96%
EXPENDITURES			
Certificated Salaries	4,275,576	19,111,812	22.37%
Classified Salaries	1,156,832	4,816,963	24.02%
Employee Benefits	3,243,449	12,660,678	25.62%
Books & Supplies	974,699	2,812,422	34.66%
Services and Operations	2,050,995	8,108,894	25.29%
Capital Outlay	177,610	359,748	49.37%
Total Expenditures	11,879,161	47,870,517	24.82%
NET INCOME (LOSS)	\$ (1,752,318)	\$ 451,109	-388.45%
NET INCOME BEFORE FMV ADJ.	\$ (421,519)	\$ 451,109	-93.44%



Department Budgets (4000s)

Approved Textbooks & Core Curricula Materials

Department	Actual Sep 2022	Adopted Budget	% Used
EXPENDITURES			
Business Technology	-	21,900	0.00%
Career/Voc Ed/Arts	-	12,740	0.00%
English	2,539	125,190	2.03%
English Language Dev.	-	8,725	0.00%
Foreign Languages	12,188	-	N/A
Health & Life Skills	31,208	37,590	83.02%
Math	-	220,000	0.00%
Schoolwide	20,966	65,317	32.10%
Science	-	191,944	0.00%
Social Studies	13,181	22,776	57.87%
Special Education	-	5,300	0.00%
World Language	-	7,000	0.00%
Total Expenditures	80,082	718,482	11.15%

- Textbooks and Instructional Materials in certain departments will continue to be monitored due to the need of purchasing more materials in order to continue higher educational standards.
- Board has approved 22-23 Budget allocations for Textbooks and IMA in May 2022.



Instructional Materials & Supplies

Department	Actual Sep 2022	Adopted Budget	% Used
EXPENDITURES			
Academic Decathlon	2,073	-	N/A
Academics	125	-	N/A
Alternative Education/ISP	1,244	6,000	20.73%
Athletics	-	11,400	0.00%
Audio, Visual, Performing	4,725	93,500	5.05%
Business Technology	-	1,500	0.00%
Career/Voc Ed/Arts	-	61,200	0.00%
Counseling	-	9,850	0.00%
English	3,269	46,684	7.00%
Foreign Languages	-	590	0.00%
General Academic	153	-	N/A
Health and Life Skills	12,607	1,600	787.94%
Independent Study	200	-	N/A
Math	3,634	5,950	61.08%
Physical Education	-	3,500	0.00%
ROTC	-	1,250	0.00%
Schoolwide	-	51,907	0.00%
Science	11,605	23,135	50.16%
Social Studies	170	4,500	3.78%
Special Education	-	62,285	0.00%
STEAM	2,917	-	N/A
Testing and Assessments	51,000	-	N/A
Vocational Arts	54,804	-	N/A
Woodshop	7	-	N/A
World Language	3,916	13,100	29.89%
Yearbook	160	-	N/A
Total Expenditures	152,609	397,951	38.35%

OTHER MATTERS

- Preparing for 1st interim projection updates

Coversheet

Discussion and Vote to Recommend to the Full Board Approval of the October, 2022, Check Registers

Section: IV. Finance
Item: B. Discussion and Vote to Recommend to the Full Board Approval of the October, 2022, Check Registers
Purpose: Vote
Submitted by:
Related Material: IV.B - Checking Account Register - Oct 2022.pdf
IV.B - Vendor YTD - Oct 2022.pdf
IV.B - General Account Register - Oct 2022.pdf
IV.B - ASB Account Register - Oct 2022.pdf
IV.B - ASB Trust Balances - Oct 2022.pdf

Check Register

Account: 1796 General

El Camino Real HS

Oct 2022

Grand Total \$ 1,117,925.85

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
10/3/2022	16838	Judy McLean	08/22 Payroll Services	\$ 2,350.00	Oct 2022	General Operations	Non Academic Consulting	
10/3/2022	16839	Abdon Rosales	Gardening Service for Shoup 8-22	\$ 1,550.00	Oct 2022	General Operations	Non Academic Consulting	
10/3/2022	16840	JAM Fire Protection, Inc.	168938 B&G	\$ 1,285.08	Oct 2022	General Operations	Repairs	
10/4/2022	16841	Wolcott, Chuck	9/23/2022 ECR vs Cleveland Referee Boys water polo	\$ 73.00	Oct 2022	General Athletics	Non Academic Consulting	
10/4/2022	16842	Hakop Kaplanyan	9/23/2022 ECR vs Cleveland Referee Boys water polo	\$ 73.00	Oct 2022	General Athletics	Non Academic Consulting	
10/6/2022	16843	California Chicken Cafe	000019 For Biology Retreat	\$ 139.75	Oct 2022	General Operations	Supplies	
10/6/2022	16844	818 Cleaners	INV 132614 Uniform Cleaning JV & Var. 9/30/22	\$ 745.00	Oct 2022	General Athletics	Operations	
10/6/2022	16845	Savvas Learning Company LLC	INV 7028058429 AP Human Books	\$ 16,170.32	Oct 2022	General Academic	Textbooks	
10/7/2022	16846	Coutin School LLC	Apr, May & June 2022 Special Ed Services Coutin	\$ 9,105.54	Oct 2022	Special Education	Instructional Consulting	
10/7/2022	16847	Brooks Transportation Inc.	INV 17993 ROTC Long Beach Fieldtrip	\$ 700.00	Oct 2022	General Operations	Field Trips	
10/7/2022	16848	Thomas W. O'Mara Plumbing Inc	12425 Cafeteria Kitchen sink installation	\$ 2,450.00	Oct 2022	General Operations	Repairs	
10/7/2022	16849	Thomas W. O'Mara Plumbing Inc	INV 12427 plumbing classroom	\$ 6,078.00	Oct 2022	General Operations	Repairs	
10/7/2022	16850	360 Custom Commercial Kitchen	1314 Work tables for Classroom	\$ 11,550.00	Oct 2022	CTE	Non-Captial	
10/7/2022	16851	Jose Maldonado	9-18-2022 B10 Electrical Outlets	\$ 200.00	Oct 2022	General Operations	Repairs	
10/7/2022	16852	Lindsey C. Surendranath Granted, Inc	305 CTE Program Development Consulting Services	\$ 2,500.00	Oct 2022	CTE	Non Academic Consulting	
10/7/2022	16853	Canyon HS ASB	El Camino Real 10/8/2022 Cross Country Meet	\$ 400.00	Oct 2022	General Athletics	Fees	
10/7/2022	16854	Herff Jones LLC	INV 2804747 Senior Awards	\$ 7,464.13	Oct 2022	General Athletics	Supplies	
10/7/2022	16855	Trees 'N Things	Inv3446 Tree Trimming	\$ 4,650.00	Oct 2022	General Operations	Non Academic Consulting	
10/10/2022	16856	Jacquelyn Mendoza	9/30/22 Mealtime Refund	\$ 26.50	Oct 2022	Cafeteria	Sales	
10/10/2022	16857	Michael Consoletti	NJROTC Supplies and entry fee	\$ 1,256.43	Oct 2022	NJROTC Trust	Fee	
10/10/2022	16858	James Gillis	10/10/22 Boys WP Ref vs Granada Hills	\$ 73.00	Oct 2022	General Athletics	Fee	
10/10/2022	16859	Efren Avila	10/10/22 Boys WP Ref vs Granada Hills	\$ 73.00	Oct 2022	General Athletics	Fee	
10/10/2022	16860	Abdon Rosales	Gardening Service for Shoup 9-22	\$ 1,250.00	Oct 2022	General Athletics	Non Academic Consulting	
10/11/2022	16861	Roy Vincent	Official Volleyball Referee 10/11/2022	\$ 150.00	Oct 2022	General Athletics	Non Academic Consulting	
10/11/2022	16862	LACOE, Los Angeles County Office of Education	10/27/22 Conference Fee	\$ 40.00	Oct 2022	Title II	Conference	
10/11/2022	16863	Vincent Ramirez	Volleyball Referee 10/11/2022	\$ 143.00	Oct 2022	General Athletics	Non Academic Consulting	
10/12/2022	16864	M & S Technology Group, LLC (The Circle)	AR158231 9/30/2022 Managed Printing Services	\$ 2,725.06	Oct 2022	General Operations	Technology	
10/12/2022	16865	Rockler Companies, Inc.	INV 9990170 Equipment Replacement	\$ 15,870.01	Oct 2022	General Academic	Non Capital Equipment	
10/12/2022	16866	School Outfitters LLC	INV 13839642 Furniture for classroom	\$ 9,345.30	Oct 2022	General Operations	Non Capital Equipment	
10/12/2022	16867	California Department of Education	INV 23 SF-41863 USDA Foods	\$ 347.10	Oct 2022	Cafeteria	foods	
10/12/2022	16868	California Department of Education	INV INV 22 SF-D3566 USDA Foods	\$ 150.78	Oct 2022	Cafeteria	foods	
10/12/2022	16869	Chartwells Division Services	08/22 INVK40349067 Cafeteria Services	\$ 117,318.98	Oct 2022	Cafeteria	foods	
10/13/2022	16870	William Sollima	Volleyball Referee 10/13/2022	\$ 150.00	Oct 2022	General Athletics	Non Academic Consulting	
10/13/2022	16871	Les Anderson	Volleyball Referee 10/13/2022	\$ 143.00	Oct 2022	General Athletics	Non Academic Consulting	
10/14/2022	16872	818 Cleaners	INV 132971 Uniform Cleaning JV & Varsity 10/7	\$ 720.00	Oct 2022	General Athletics	Operations	
10/14/2022	16873	SchoolMart	74260 Digital Calculator for Stats	\$ 55.80	Oct 2022	General Academic	Instructional Supplies	
10/14/2022	16874	Barbara Stanoff	NJROTC Supervision Meal	\$ 11.15	Oct 2022	NJROTC Trust	Supplies	
10/14/2022	16875	Kevin Thurow	Winter percussion ensemble fee	\$ 950.00	Oct 2022	General Operations	Fees	
10/14/2022	16876	Nicole Gamez	CCAP Teacher Kick Off	\$ 56.63	Oct 2022	Title II	Conference	
10/14/2022	16877	David Lee	UC Conference	\$ 45.00	Oct 2022	Title II	Conference	
10/17/2022	16878	Rocio Castaneda	Charter safe summit	\$ 85.38	Oct 2022	General Operations	Conference	
10/17/2022	16879	Jason Sabolic	Football Supplies	\$ 384.54	Oct 2022	General Athletics	Supplies	
10/17/2022	16880	Yantzer brothers heating and air inc	I-2192-1 B&G	\$ 1,100.00	Oct 2022	General Operations	Repairs	
10/14/2022	16881	Anthony Corona	Football Referee 1/14/2022 ECR vs Taft	\$ 188.00	Oct 2022	General Athletics	Non Academic Consulting	
10/14/2022	16882	Joe Aranda	Football Referee ECR vs Taft 10/14/2022	\$ 190.00	Oct 2022	General Athletics	Non Academic Consulting	

Check Register

Account: 1796 General

El Camino Real HS

Oct 2022

Grand Total \$ 1,117,925.85

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
10/14/2022	16883	Enrique Velarde	Football Referee ECR vs Taft 10/13/2022	\$ 188.00	Oct 2022	General Athletics	Non Academic Consulting	
10/14/2022	16884	Oscar Cabrera	Football Referee 1/14/2022 ECR vs Taft	\$ 188.00	Oct 2022	General Athletics	Non Academic Consulting	
10/14/2022	16885	Grover Cleveland High School	Cleveland HS staff reimbursement for football game 10/13/2022	\$ 1,119.73	Oct 2022	General Athletics	Non Academic Consulting	
10/14/2022	16887	American Scholastic Evaluation/ American Scholastic Mathematics Assn	INV 022MA-22 American Scholastic Math Assn	\$ 100.00	Oct 2022	General Academic	Non Instructional Student Mat	
10/17/2022	16888	ICON School Management	INV 1109 09/22 Charter School Consulting	\$ 8,000.00	Oct 2022	General Business	Non Academic Consulting	
10/17/2022	16889	California Teachers Association	INV 22LGBT-082022-12042-7631 LGBTQ Conference	\$ 195.00	Oct 2022	Title II	Conference	
10/18/2022	16890	UTLA	09/22 Union Dues Certificated	\$ 14,945.15	Oct 2022	General Operations	Payroll	
10/18/2022	16891	Corner Bakery	INV 2206829 History Dept. Retreat 10-26-22	\$ 75.94	Oct 2022	General Operations	Supplies	
10/18/2022	16892	Dan's Super Subs Inc.	101922 Retreat for the CTE	\$ 30.90	Oct 2022	CTE	Conference	
10/20/2022	16893	Donna Bennett	Dan's Super Sub - Retreat Pratt 10-13-22	\$ 52.45	Oct 2022	General Operations	Supplies	
10/20/2022	16894	Cyd Zeigler	Football Official 10/21/2022	\$ 190.00	Oct 2022	General Athletics	Non Academic Consulting	
10/20/2022	16895	Tim Pate	Football Official 10/21/2022	\$ 188.00	Oct 2022	General Athletics	Non Academic Consulting	
10/20/2022	16896	Michael Lipton	Football Official 10/21/2022	\$ 188.00	Oct 2022	General Athletics	Non Academic Consulting	
10/20/2022	16897	Telvin Griffin	Football Official 10/21/2022	\$ 105.00	Oct 2022	General Athletics	Non Academic Consulting	
10/20/2022	16898	Keyon Bell	Football Official 10/21/2022	\$ -	Oct 2022	General Athletics	Non Academic Consulting	Voided
10/20/2022	16899	National Sports Apparel LLC	10825 09/22 Basketball Uniforms	\$ 2,805.84	Oct 2022	General Athletics	Supplies	
10/20/2022	16900	818 Cleaners	INV 133284 Uniform Cleaning - 10/14 JV & Varsity	\$ 720.00	Oct 2022	General Athletics	Non Academic Consulting	
10/20/2022	16901	Daniel Chang	INV ECR-202203 Monthly Consulting Charges	\$ 1,280.00	Oct 2022	General Operations	Non Academic Consulting	
10/20/2022	16902	Brooks Transportation Inc.	INV 18113 JROTC Troy Trip	\$ 525.00	Oct 2022	General Operations	Field Trips	
10/20/2022	16903	Brooks Transportation Inc.	INV 18428 Busses 10/10/2022 - 10/14/2022	\$ 4,375.00	Oct 2022	General Operations	Field Trips	
10/21/2022	16904	Keyon Bell	Football Official 10/21/2022	\$ 188.00	Oct 2022	General Athletics	Non Academic Consulting	
10/21/2022	16905	Festivals of Music, Inc.	INV 71848 Choral Magic Festival 2022	\$ 3,068.00	Oct 2022	General Operations	Fees	
10/21/2022	16906	CA Association of Directors of Activities	2022-20223 School Membership	\$ 300.00	Oct 2022	General Operations	Dues/Memberships	
10/24/2022	16907	Educatus International (Attn Paul McLaughlin)	2022-2023 Tuition Refund - Halbauer, Leonie	\$ 13,500.00	Oct 2022	General Operations	Tuition Revenue	
10/24/2022	16908	Dan's Super Subs Inc.	10262022 Shoup Retreat meals	\$ 76.75	Oct 2022	General Operations	Supplies	
10/25/2022	16909	BSN Sports LLC	INV 914068409 Girls Lacrosse -Reissue 10/25/22	\$ 6,647.20	Oct 2022	General Athletics	Supplies	
10/25/2022	16910	Jules Seltzer Associates	INV 234147-Remainign balance for classroom furniture	\$ 41,225.00	Oct 2022	LCAP	Non Capital Equipment	
10/25/2022	16911	The Print Spot	INV 5657 Senior Awards Re-print	\$ 71.06	Oct 2022	General Operations	Supplies	
10/25/2022	16912	Scantron Corporation	INV 6441482 Scantron sheets for the English Dept	\$ 1,442.67	Oct 2022	General Academic	Instructional Supplies	
10/26/2022	16913	Michael Lyman	Officials for Football 10/27/2022	\$ 188.00	Oct 2022	General Athletics	Non Academic Consulting	
10/26/2022	16914	Nelson Bae	Official for Football 10/27/2022	\$ 105.00	Oct 2022	General Athletics	Non Academic Consulting	
10/26/2022	16915	Terrence Littlefield	Official for Football 10/27/2022	\$ 188.00	Oct 2022	General Athletics	Non Academic Consulting	
10/26/2022	16916	Michael Goode, Jr	Official for Football 10/27/2022	\$ 190.00	Oct 2022	General Athletics	Non Academic Consulting	
10/26/2022	16917	Mark Arthur	Volleyball Referee 10/26/2022	\$ 93.00	Oct 2022	General Athletics	Non Academic Consulting	
10/26/2022	16918	Phillip Galindo	Volleyball Referee 10/26/2022	\$ 91.00	Oct 2022	General Athletics	Non Academic Consulting	
10/26/2022	16919	Wooly Learning, Inc. (Senor Wooly)	INV E45926188311S Textbook Annual License	\$ 1,275.00	Oct 2022	General Academic	Subscriptions	
10/26/2022	16920	L.A. City Dept. of Recreation And Parks	2022-2023 Valley Municipal Sports Office (Soccer Field Rental)	\$ 2,775.00	Oct 2022	General Athletics	Rentals	
10/27/2022	16921	Eric Fitzpatrick	Official for Football 10/27/2022	\$ 188.00	Oct 2022	General Athletics	Non Academic Consulting	
10/27/2022	16922	ExploreLearning, LLC	INV 5918981 Science Program	\$ 920.00	Oct 2022	General Academic	Subscriptions	
10/27/2022	16923	BSN Sports LLC	INV 918408743 Laser Shorts	\$ 1,742.76	Oct 2022	General Athletics	Supplies	
10/31/2022	16925	Pixelot US, Inc	INV VS-12773 Basketball Team Equipment	\$ 2,049.50	Oct 2022	General Athletics	Supplies	
10/31/2022	16926	Scenario Learning, LLC (Vector Solutions)	INV 58609 Teacher Evaluation Pilot 2022-2023	\$ 1,365.00	Oct 2022	Title II	Subscriptions	
10/31/2022	16927	Hakop Kaplanyan	Water Polo Official 10/31/2022 CIF -LA Playoffs	\$ 93.00	Oct 2022	General Athletics	Non Academic Consulting	
10/31/2022	16928	Law Offices of Young, Minney & Corr, LLP	INV 1341 Legal Services 10/22	\$ 488.00	Oct 2022	General Operations	Legal	

Check Register

Account: 1796 General

El Camino Real HS

Oct 2022

Grand Total \$ 1,117,925.85

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
10/31/2022	16929	Rent-It	100122 Truck Rentals for Thousand Oaks Camp	\$ 500.08	Oct 2022	General Operations	Rentals	
10/14/2022	18886	College Board	5022 Membership Fee	\$ 400.00	Oct 2022	General Academic	Dues/Memberships	
10/1/2022	33215	Brooks Transportation Inc.	INV 18016 Class of 2023 Senior Picnic	\$ 4,000.00	Oct 2022	General Operations	Field Trips	
10/1/2022	33216	Jostens, Inc	INV 1693 Softball Championship Rings	\$ 6,299.94	Oct 2022	General Athletics	supplies	
10/1/2022	33217	Walsworth Yearbooks	Walsworth 2022 Elite Weekend	\$ 525.00	Oct 2022	General Operations	Conference	
10/1/2022	33218	AT&T 8815	22-Sept 818 884-8815 516	\$ 253.75	Oct 2022	General Operations	communications	
10/4/2022	33219	The Cruz Center	08/22 Special Ed Services INV 3089	\$ 1,562.50	Oct 2022	Special Education	Instructional Consulting	
10/4/2022	33220	Brooks Transportation Inc.	INV 18010 Buses from 8/23-8/26	\$ 4,125.00	Oct 2022	General Operations	Field Trips	
10/4/2022	33221	Brooks Transportation Inc.	Athletic Busses week of 9/12/2022-9/16/2022	\$ 4,900.00	Oct 2022	General Athletics	Field Trips	
10/4/2022	33222	Davis Publications, Inc	INV 697370 Textbooks	\$ 3,128.85	Oct 2022	General Academic	Textbooks	
10/4/2022	33223	Robotics Education and Competition Foundation, Inc	#62053712 Robotics competition fee	\$ 155.00	Oct 2022	General Academic	fees	
10/4/2022	33224	M&M Paper Co.	IN16951 Copy Paper Order	\$ 1,405.43	Oct 2022	General Operations	Supplies	
10/4/2022	33225	White's Studios, Inc.	inv 587741 Evolis Tattoo Ribbon Replenishment for ID cards	\$ 136.59	Oct 2022	General Operations	Supplies	
10/4/2022	33226	Brooks Transportation Inc.	inv 18105 JROTC Troy Trip	\$ 1,100.00	Oct 2022	General Operations	Field Trips	
10/4/2022	33227	Brooks Transportation Inc.	INV 17889 Field Trip 8/2/22 Consolette	\$ 500.00	Oct 2022	General Operations	Field Trips	
10/3/2022	33228	UTLA	08/22 Union Dues Certificated	\$ 14,800.97	Oct 2022	General Operations	Payroll	
10/5/2022	33229	AT&T (CALNET)	08/22 INV#000018666150 BAN#9391080024 Phone Line	\$ 28.74	Oct 2022	General Technology	communications	
10/5/2022	33230	AT&T (CALNET)	08/22 INV# 000018666152 BAN#9391080027 Phone Line	\$ 28.75	Oct 2022	General Technology	communications	
10/5/2022	33231	AT&T (CALNET)	08/22 INV#000018666151 BAN#9391080026 Phone Line	\$ 33.65	Oct 2022	General Technology	communications	
10/5/2022	33232	The Shredders	08/22 Shredding CINV-024417	\$ 248.00	Oct 2022	General Operations	Non Academic Consulting	
10/5/2022	33233	Mutual of Omaha	INV 001417243693 Voluntary Disability Insurance 10/22	\$ 2,509.30	Oct 2022	General Operations	Payroll	
10/5/2022	33234	AT&T (CALNET)	08/22 INV# 000018666154 BAN#9391080076 Phone Line	\$ 28.74	Oct 2022	General Technology	communications	
10/6/2022	33235	Bargreen Ellingson Inc	INV 010552463 Cooking equipment for Staff Lounge	\$ 1,771.44	Oct 2022	Cafeteria	Non Capital Equipment	
10/8/2022	33236	Cascade Athletic Supply Co Inc	INV 270875 Paint for lining practice fields	\$ 1,860.13	Oct 2022	General Athletics	Repairs	
10/8/2022	33237	AT&T (CALNET)	09/22 INV# 000018811254 BAN#9391080076 Phone Line	\$ 27.48	Oct 2022	General Technology	communications	
10/8/2022	33238	Grad Awards LLC	INV 10728 CSF Stole	\$ 251.14	Oct 2022	General Academic	Instructional Supplies	
10/8/2022	33239	Brooks Transportation Inc.	INV 17937 Football transportation	\$ 1,500.00	Oct 2022	General Athletics	Field Trips	
10/8/2022	33240	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	09/22 403(B) Plan 2563-4428 Charles Schwab	\$ 7,975.00	Oct 2022	General Operations	Payroll	
10/13/2022	33241	Startup Guides LLC	INV 1015 Student Licenses	\$ 1,980.00	Oct 2022	General Academic	Subscriptions	
10/13/2022	33242	College Board	INV79056865 Textbooks for B214	\$ 429.10	Oct 2022	General Academic	Textbooks	
10/13/2022	33243	BSN Sports LLC	INV 918253057 Game Basketballs	\$ 2,222.70	Oct 2022	General Athletics	supplies	
10/13/2022	33244	Bargreen Ellingson Inc	INV 010552461 Parts for kitchen oven installation	\$ 800.72	Oct 2022	Cafeteria	Non Capital Equipment	
10/13/2022	33245	AT&T (CALNET)	09/22 INV#000018811251 BAN#9391080026 Phone Line	\$ 30.92	Oct 2022	General Technology	communications	
10/13/2022	33246	ULINE, INC.	INV 153576517 Desk and file cabinets for Alt Ed resource offic	\$ 4,805.68	Oct 2022	General Operations	Non Capital Equipment	
10/13/2022	33247	Infobase Holdings, Inc.	INV431384 Data base for Library	\$ 11,023.36	Oct 2022	General Technology	Subscriptions	
10/13/2022	33248	AT&T (CALNET)	09/22 INV#000018811250 BAN#9391080024 Phone Line	\$ 27.48	Oct 2022	General Technology	communications	
10/13/2022	33249	Phase II Systems (Public Agency Retirement Services - PARS)	INV 51336 PARS ARS Fees Plan A5 - ARS11A 10/22	\$ 357.55	Oct 2022	General Operations	Payroll	
10/13/2022	33250	American Choral Directors Association	010295511 Dues	\$ 125.00	Oct 2022	General Operations	fees	
10/13/2022	33251	AT&T (CALNET)	09/22 INV# 000018811252 BAN#9391080076 Phone Line	\$ 27.48	Oct 2022	General Technology	communications	
10/14/2022	33252	N2Y LLC	INV-1057051 Alt Cur. Students	\$ 8,325.98	Oct 2022	General Academic	Subscriptions	
10/14/2022	33253	AP fbo EdLogical Group Corp	08/22 INV 91361610 Non-Special Edlogical Services	\$ 26,636.61	Oct 2022	ESSER III	Instructional Consulting	
10/14/2022	33254	Child and Family Guidance Center	08/22 Special Ed Services Northpoint	\$ 3,667.74	Oct 2022	Special Education	Instructional Consulting	
10/18/2022	33255	AP fbo EdLogical Group Corp	09/22Special Ed Services	\$ 8,445.25	Oct 2022	Special Education	Instructional Consulting	

Check Register

Account: 1796 General

El Camino Real HS

Oct 2022

Grand Total **\$ 1,117,925.85**

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
10/18/2022	33256	AP fbo EdLogical Group Corp	09/22 INV 91361609 Special Ed Services	\$ 10,579.38	Oct 2022	Special Education	Instructional Consulting	
10/18/2022	33257	AP fbo EdLogical Group Corp	06/22 INV 91361552A Special Ed Services	\$ 4,507.98	Oct 2022	Special Education	Instructional Consulting	
10/18/2022	33258	Brooks Transportation Inc.	INV 18118 Mata Field Trip "Bilingual Foundation of the Arts"	\$ 525.00	Oct 2022	General Operations	Field Trips	
10/18/2022	33259	California Scholarship Federation Inc	2022-2023 CSF Annual Dues	\$ 150.00	Oct 2022	General Academic	fees	
10/20/2022	33260	Picture Perfect Graphics	INV 3793 T-Shirt Logo	\$ 870.53	Oct 2022	General Operations	Non Academic Consulting	
10/19/2022	33261	Flinn Scientific Inc.	INV 2768572 Biology Supplies	\$ 440.70	Oct 2022	General Academic	Instructional Supplies	
10/19/2022	33262	SoCalGas	09/22 Gas Charges for Shoup Acct 163 513 3769 2	\$ 22.58	Oct 2022	General Operations	utilities	
10/19/2022	33263	AT&T 9221	22-Sept 818 887-9221 130	\$ 441.06	Oct 2022	General Technology	communications	
10/19/2022	33264	AT&T 3635	09/22 818 347-3635 849	\$ 221.49	Oct 2022	General Technology	communications	
10/19/2022	33265	AT&T 4152	22-Sept 818 348-4152 036	\$ 221.49	Oct 2022	General Technology	communications	
10/19/2022	33266	The Print Spot	INV 5647 Stamps College Office	\$ 129.21	Oct 2022	General Operations	supplies	
10/20/2022	33267	Canon Solutions America, Inc	02/22 Copier Maintenance Contract 2039753	\$ 226.26	Oct 2022	General Operations	Non Academic Consulting	
10/20/2022	33268	Brooks Transportation Inc.	INV 18280 Athletic Busses week of 9/26/2022-9/30/2022	\$ 4,000.00	Oct 2022	General Athletics	Field Trips	
10/19/2022	33269	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	10/14/22 403(B) Plan 2563-4428 Charles Schwab	\$ 150.00	Oct 2022	General Operations	Payroll	
10/19/2022	33270	AT&T 6340	22-Sept 818 888-6340 249	\$ 221.49	Oct 2022	General Technology	communications	
10/20/2022	33271	Brooks Transportation Inc.	INV 18219 Busses for Week of 9/20-9/23/2022	\$ 2,000.00	Oct 2022	General Athletics	Field Trips	
10/19/2022	33272	AFSCME District Council 36	09/22 Union Dues	\$ 2,282.03	Oct 2022	General Operations	Payroll	
10/19/2022	33273	AT&T 9132	09/22 Inv# 3289892701 Acct# 831-000-9132 154 5G Line	\$ 2,455.30	Oct 2022	General Technology	communications	
10/19/2022	33274	Los Angeles Cable Television Access Corp.	INV 2156 Livestreaming of Football Games 9/16/22 & 9/30/22	\$ 5,000.00	Oct 2022	ESSER III	Subscriptions	
10/20/2022	33275	LADWP	09/22 6968788886 Shoup Utilities	\$ 5,280.16	Oct 2022	General Operations	utilities	
10/19/2022	33276	Los Angeles Cable Television Access Corp.	INV 2157 Live streaming of Football games on 10/7/22 & 10/14	\$ 5,000.00	Oct 2022	ESSER III	Subscriptions	
10/19/2022	33277	U.S Bank PARS Account #6746022400	09/22 #6746022400 PARS Contributions	\$ 932.44	Oct 2022	General Operations	Payroll	
10/21/2022	33278	Law Offices of Young, Minney & Corr, LLP	INV 1023 Legal Services 09/22	\$ 18,314.81	Oct 2022	General Operations	Legal	
10/25/2022	33279	EWC California, Inc. (AAA Label Factory)	INV 00201095 Hall pass stickers	\$ 4,540.78	Oct 2022	General Operations	Supplies	
10/24/2022	33280	JW Pepper & Son, Inc	INV 364605847 Musical For Festival	\$ 50.64	Oct 2022	General Academic	Instructional Supplies	
10/24/2022	33281	The Print Spot	INV 5674 Self Stamp Health Office	\$ 64.61	Oct 2022	General Operations	Supplies	
10/25/2022	33282	Algae Solutions, Inc. (Advantidge)	INV 260884 ID card printers & supplies	\$ 2,455.35	Oct 2022	General Operations	Supplies	
10/24/2022	33283	M&M Paper Co.	IN17055 Copy Paper Order	\$ 3,072.57	Oct 2022	General Operations	Supplies	
10/25/2022	33284	Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	Inv 21191956 Legal Services	\$ 789.20	Oct 2022	General Operations	Legal	
10/25/2022	33285	Plastic Perfection LLC	INV 151-22 Keyboard Trainer	\$ 1,020.00	Oct 2022	General Operations	Supplies	
10/25/2022	33286	Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	INV 21200556 & 21200531 Legal Services	\$ 2,049.70	Oct 2022	General Operations	Legal	
10/26/2022	33287	Pacific Appliance Repair Services Inc.	INV 1811 Cafeteria Oven Repair	\$ 549.00	Oct 2022	Cafeteria	Repairs	
10/26/2022	33288	WM Corporate services, INC	INV 23-53335-63007 Waste management services	\$ 650.58	Oct 2022	General Operations	utilities	
10/26/2022	33289	Brooks Transportation Inc.	INV 18004 CSU Channel Island Trip 10/10/22	\$ 525.00	Oct 2022	General Operations	Field Trips	
10/26/2022	33290	Turf Team, Inc.	INV 4353 Mainteneace on John Deere	\$ 247.50	Oct 2022	General Operations	Repairs	
10/28/2022	33291	AP fbo EdLogical Group Corp	09/22 INV 91361711 Non-Special Edlogical Services	\$ 21,259.71	Oct 2022	ESSER III	Instructional Consulting	
10/28/2022	33292	ICON School Management	INV 1134 10/22 Charter School Consulting	\$ 8,000.00	Oct 2022	General Operations	Non Academic Consulting	
10/28/2022	33294	Department of Justice (State of CA)	09/22 INV 611047 Fingerprint Apps	\$ 416.00	Oct 2022	General Operations	fingerprinting	
10/28/2022	33295	Brooks Transportation Inc.	INV 18273 Field Trip King Drew Magnet Busses	\$ 500.00	Oct 2022	General Operations	Field Trips	
10/3/2022	SPACH1000	Allied Private Investigations & Security Services, LLC	INV ELC 2058 Security Services 08/01-08/31/22	\$ 42,853.77	Oct 2022	General Operations	Non Academic Consulting	
10/3/2022	SPACH1001	Scout Education Inc	Placement Fee for ECR Teacher	\$ 3,080.55	Oct 2022	General Operations	substitutes	

Check Register

Account: 1796 General

El Camino Real HS

Oct 2022

Grand Total \$ 1,117,925.85

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
10/3/2022	SPACH1002	Scoot Education Inc	16119 Substitutes 3/21-3/25	\$ 12,517.00	Oct 2022	General Operations	substitutes	
10/4/2022	SPACH1003	Stephanie Franklin	ACADEC	\$ 650.00	Oct 2022	General Academic	Instructional Supplies	
10/4/2022	SPACH1004	LogMein USA, Inc.	INV7101379634 VOIP Phone system	\$ 2,765.35	Oct 2022	General Technology	communications	
10/4/2022	SPACH1005	Amazon Web Services	INV 11170999197 AWS monthly subscription 08/22	\$ 2,406.60	Oct 2022	General Technology	Subscriptions	
10/4/2022	SPACH1006	Adobe Systems Incorporated	INV 471202506 Adobe Sign 5 user annual license 2022-2023	\$ 1,800.00	Oct 2022	General Technology	Subscriptions	
10/4/2022	SPACH1007	Piece of Mind Care Services	INV 00000125 Continuation School Services	\$ 1,087.50	Oct 2022	Title IV	Instructional Consulting	
10/6/2022	SPACH1008	Scoot Education Inc	21179 Scoot Subs 8/03-8/05/22	\$ 4,914.00	Oct 2022	General Operatians	substitutes	
10/6/2022	SPACH1009	Vista Paint Corporation	2022-735054-00 B&G Supplies	\$ 150.50	Oct 2022	General Operatians	supplies	
10/6/2022	SPACH1010	Scoot Education Inc	21285 Scoot Subs 8/08-8/12/22	\$ 13,254.00	Oct 2022	General Operatians	substitutes	
10/6/2022	SPACH1011	Piece of Mind Care Services	INV 00000124 Students Support Services 08/22	\$ 109,301.65	Oct 2022	Special Education	Instructional Consulting	
10/8/2022	SPACH1012	Amazon Web Services	inv 1145234609 AWS Service Charges	\$ 982.35	Oct 2022	General Technology	Subscriptions	
10/8/2022	SPACH1013	Amazon	inv 1W1X-7R1P-K3KF covid materials	\$ 833.84	Oct 2022	ESSER III	supplies	
10/8/2022	SPACH1014	Amazon	inv 1YLH-C9XV-F77D supplies for copy media center	\$ 204.74	Oct 2022	General Operations	supplies	
10/8/2022	SPACH1015	Project Lead The Way, Inc.	INV Student Supplies for biomedical course	\$ 4,518.79	Oct 2022	General Academic	Instructional Supplies	
10/8/2022	SPACH1016	Smart & Final	Acct# 512005 PO7447 Foods Class Charges 9/21/22-9/30/22	\$ 999.24	Oct 2022	CTE	Instructional Supplies	
10/8/2022	SPACH1017	Self Insured Schools of California	09/22 CBR El Camino FSA	\$ 4,474.80	Oct 2022	General Operations	Payroll	
10/12/2022	SPACH1018	Impact Philanthropy Group (Sage SoCal)	October 1,2022 Mental Health Services	\$ 28,500.00	Oct 2022	ESSER III	Instructional Consulting	
10/12/2022	SPACH1019	Impact Philanthropy Group (Sage SoCal)	September 1, 2022 Mental Health Services	\$ 28,500.00	Oct 2022	ESSER III	Instructional Consulting	
10/13/2022	SPACH1020	Amazon	inv 17QJ-J7D4-LG4K Office Supplies	\$ 56.30	Oct 2022	General Operations	supplies	
10/13/2022	SPACH1021	Amazon	inv 1C4C-GGLG-N447 Visitor Passes	\$ 142.20	Oct 2022	General Operations	supplies	
10/14/2022	SPACH1022	Staples Business Advantage	inv 3506320851 Pens for Nurse Peggy, Ms. Clark and the AP O	\$ 126.52	Oct 2022	General Operations	supplies	
10/14/2022	SPACH1023	Staples Business Advantage	inv 3516126133 Pens	\$ 48.22	Oct 2022	General Operations	supplies	
10/14/2022	SPACH1024	Staples Business Advantage	inv 3517099813 Pens for Mr. Bennett's Office's	\$ 244.66	Oct 2022	General Operations	supplies	
10/14/2022	SPACH1025	Scoot Education Inc	21296 Substitutes for 8/8-8/12/22	\$ 2,195.00	Oct 2022	General Operations	substitutes	
10/14/2022	SPACH1026	Staples Business Advantage	inv 3517099811 Alternative Education Program.	\$ 119.34	Oct 2022	General Academic	supplies	
10/17/2022	SPACH1027	Judy McLean	09/22 Payroll Services INV 3163	\$ 2,362.50	Oct 2022	General Operations	Non Academic Consulting	
10/17/2022	SPACH1028	Staples Business Advantage	inv 3517099807 Admissions Office Supplies	\$ 208.04	Oct 2022	General Operations	supplies	
10/17/2022	SPACH1029	Nicole Gamez	Smart and Final	\$ 432.00	Oct 2022	CTE	Instructional Supplies	
10/17/2022	SPACH1030	Staples Business Advantage	inv 3517099808 Admissions Office Supplies	\$ 76.38	Oct 2022	General Operations	supplies	
10/17/2022	SPACH1031	Staples Business Advantage	inv 3517099810 Staples order: Classroom Supplies for All Engl	\$ 30.68	Oct 2022	General Academic	Instructional Supplies	
10/17/2022	SPACH1032	Staples Business Advantage	inv 3505784243 department office supplies	\$ 208.67	Oct 2022	General Academic	Instructional Supplies	
10/18/2022	SPACH1033	Piece of Mind Care Services	INV 00000126 Students Support Services 09/22	\$ 117,430.60	Oct 2022	Special Education	Instructional Consulting	
10/18/2022	SPACH1034	B&H Foto & Electronics Corp	INV 205988771 Photography Supplies	\$ 19,836.46	Oct 2022	General Academic	Instructional Consulting	
10/18/2022	SPACH1035	CDW LLC	Desktop Computers for Yearbook Program	\$ 342.45	Oct 2022	General Technology	Non Capital Equipment	
10/19/2022	SPACH1036	CE Educational Tours (CE Tours)	INV 22-11ELC CE Tours- HBCU	\$ 39,885.00	Oct 2022	General Operations	Field Trips	
10/19/2022	SPACH1037	Staples Business Advantage	inv 3515585061 toner for printer	\$ 53.01	Oct 2022	General Operations	supplies	
10/19/2022	SPACH1038	Scoot Education Inc	21475 scoot subs 8/15-8/19/22	\$ 14,908.57	Oct 2022	General Operations	substitutes	
10/19/2022	SPACH1039	Staples Business Advantage		\$ 68.97	Oct 2022	General Operations	supplies	
10/19/2022	SPACH1040	Self Insured Schools of California	10/10/22 CBR El Camino FSA	\$ 278.33	Oct 2022	General Operations	benefits	
10/19/2022	SPACH1041	Staples Business Advantage	inv 3517099809 Classroom Supplies for All English Teachers	\$ 2,439.88	Oct 2022	General Academic	Instructional Supplies	
10/19/2022	SPACH1042	Staples Business Advantage	inv 3515585062 Health office supplies	\$ 908.08	Oct 2022	General Operations	supplies	
10/20/2022	SPACH1043	Nicole Gamez	foods class reimbursments	\$ 267.29	Oct 2022	CTE	Instructional Supplies	
10/21/2022	SPACH1044	Piece of Mind Care Services	INV 00000127 Continuation School Services	\$ 5,309.95	Oct 2022	Title IV	Instructional Consulting	
10/24/2022	SPACH1045	U.S. Bank National Association	CC payment 6539 09/26/2022	\$ 18,664.39	Oct 2022	General Operations	supplies	
10/25/2022	SPACH1046	Inspire Communication, Inc	INV EC2022930 Speech-Language Services 09/22	\$ 18,360.00	Oct 2022	Special Education	Instructional Consulting	

Check Register

Account: 1796 General

El Camino Real HS

Oct 2022

Grand Total **\$ 1,117,925.85**

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
10/25/2022	SPACH1047	The Lampo Group, LLC (Ramsey Solutions)	INV1008560 Text books	\$ 881.28	Oct 2022	General Academic	Textbooks	
10/25/2022	SPACH1048	Golden Star Technology, Inc	INV77488 CTEIG - Video Game Design Equipment	\$ 24,144.44	Oct 2022	CTE	Non Capital Equipment	
10/26/2022	SPACH1049	Nicole Gamez	Smart and Final	\$ 545.13	Oct 2022	CTE	Instructional Supplies	
10/27/2022	SPACH1050	Odoo, Inc.	saj/2022/35908 Accounting Services for Tech	\$ 5,760.00	Oct 2022	General Technology	Non Academic Consulting	
10/28/2022	SPACH1051	Smart & Final	10/26 ACC:512005	\$ 690.51	Oct 2022	CTE	Instructional Supplies	
10/28/2022	SPACH1052	LogMein USA, Inc.	IN7101445222 VOIP Phone system	\$ 2,769.13	Oct 2022	General Technology	communications	
10/28/2022	SPACH1053	Nicole Gamez	Smart and Final	\$ 227.48	Oct 2022	CTE	Instructional Supplies	
10/1/2022	SPACH995	Staples Business Advantage	inv 3516126134 Staples order: Classroom Supplies	\$ 173.74	Oct 2022	General Academic	Instructional Supplies	
10/1/2022	SPACH996	Staples Business Advantage	inv 3515126130 Admissions Office Supplies	\$ 209.68	Oct 2022	General Operations	Supplies	
10/1/2022	SPACH997	Staples Business Advantage	inv 3516126129 Instructional materials	\$ 170.47	Oct 2022	General Academic	Instructional Supplies	
10/1/2022	SPACH998	J Thayer Company	INV 1610172-0 Desktop Scanner	\$ 547.41	Oct 2022	General Technology	Supplies	
10/1/2022	SPACH999	Staples Business Advantage	Admissions Office Supplies	\$ 10.38	Oct 2022	General Operations	Supplies	

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

Vendor	Oct 2022	YTD
3477 Solupay		\$ 54.99
360 Custom Commercial Kitchen	\$ 11,550.00	\$ 23,100.00
818 Cleaners	\$ 2,185.00	\$ 6,370.00
Abdon Rosales	\$ 2,800.00	\$ 5,150.00
Accrediting Commission for Schools		\$ 1,610.00
Administrative Services CO-OP Dba Yellow Cab		\$ 529.20
Adobe Systems Incorporated	\$ 1,800.00	\$ 1,800.00
Adrian Medellin Salcedo		\$ 975.00
Aeries Software		\$ 24,648.05
AFSCME District Council 36	\$ 2,282.03	\$ 8,253.20
AKD Ink/AKidzdream Inc		\$ 225.86
Algae Solutions, Inc. (Advantidge)	\$ 2,455.35	\$ 2,455.35
Alison Tran		\$ 250.00
Alison Yedor		\$ 250.02
Allied Private Investigations & Security Services, LLC	\$ 43,485.35	\$ 133,885.12
Amanda N Sanchez		\$ 438.50
Amazon	\$ 1,237.08	\$ 35,437.06
Amazon Web Services	\$ 3,388.95	\$ 10,506.67
American Choral Directors Association	\$ 125.00	\$ 125.00
American Fidelity Assurance Company		\$ 11,032.35
American Scholastic Evaluation/ American Scholastic Mathematics Assn	\$ 100.00	\$ 100.00
Anthony Corona	\$ 188.00	\$ 188.00
AP fbo EdLogical Group Corp	\$ 71,428.93	\$ 100,765.39
Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.		\$ 10,516.42
AT&T (CALNET)	\$ 233.24	\$ 471.82
AT&T 0810		\$ 883.52
AT&T 3635	\$ 221.49	\$ 442.21
AT&T 4152	\$ 221.49	\$ 442.21
AT&T 6340	\$ 221.49	\$ 661.26
AT&T 8815	\$ 253.75	\$ 794.20
AT&T 9132	\$ 2,455.30	\$ 9,581.30
AT&T 9221	\$ 441.06	\$ 880.58
AUDRA HERRERA		\$ 160.00
AV Masters, Inc		\$ 2,632.45
Aviata Sports LLC		\$ 212.50
AVID Center		\$ 4,809.00
B&H Foto & Electronics Corp	\$ 19,836.46	\$ 19,836.46
Barbara Stanoff	\$ 11.15	\$ 210.30
Bargreen Ellingson Inc	\$ 2,572.16	\$ 45,603.80
Benedictine College		\$ 150.00
Bilingual Foundation of the Arts		\$ 1,215.00

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

Vendor	Oct 2022	YTD
Birmingham Community Charter High School		\$ 11,590.00
Box Six		\$ 1,850.00
Brett A Schwab		\$ 4,000.00
Brooks Transportation Inc.	\$ 29,275.00	\$ 34,450.00
Bryan Vadhin		\$ 1,000.00
BSN Sports LLC	\$ 10,612.66	\$ 22,118.17
BSN Sports, LLC		\$ 9,264.96
BYU Continuing Education Independent Study		\$ 289.00
CA Association of Directors of Activities	\$ 300.00	\$ 300.00
Calabasas Custom Catering		\$ 3,227.00
California Chicken Cafe	\$ 139.75	\$ 225.74
California Department of Education	\$ 497.88	\$ 497.88
California Department of Tax & Fee Administration		\$ 3,964.09
California Institute of Emergency Medical Training		\$ 4,195.00
California Scholarship Federation Inc	\$ 150.00	\$ 150.00
California Teachers Association	\$ 195.00	\$ 195.00
Cambrass Corp. DBA Stomvi USA		\$ 3,660.71
Canon Solutions America, Inc	\$ 226.26	\$ 2,441.72
Canyon HS ASB	\$ 400.00	\$ 400.00
Careers through Culinary Arts Program, Inc.		\$ 3,640.00
Carolina Biological Supply Co.		\$ 3,976.24
Cascade Athletic Supply Co Inc	\$ 1,860.13	\$ 7,172.62
CDW LLC	\$ 342.45	\$ 21,663.56
CE Educational Tours (CE Tours)	\$ 39,885.00	\$ 39,885.00
CharterSafe	\$ 63,459.00	\$ 350,295.00
Chartwells Division Services	\$ 117,318.98	\$ 147,697.19
Chatsworth High School		\$ 1,100.00
Child and Family Guidance Center	\$ 3,667.74	\$ 17,479.08
ChildCare Careers, LLC (The Education Team)		\$ 7,483.00
CIF LA City Section		\$ 11,667.00
Cimarron Sign Services, Inc.		\$ 517.35
City National Bank		\$ 8,579.86
City of Los Angeles Fire Dept. - CUPA		\$ 3,592.00
City-Wide Fire Protection, Inc		\$ 100.50
College Board	\$ 829.10	\$ 1,120.60
Colson Phillip		\$ 536.10
Concourse Team Express		\$ 60.00
Conrad Sun LLC (Ren Athletics)		\$ 2,862.25
Corner Bakery	\$ 75.94	\$ 2,558.69
Countdown Printables		\$ 1,269.30
Coutin School LLC	\$ 9,105.54	\$ 18,211.08
Cyd Zeigler	\$ 190.00	\$ 190.00
Daniel Chang	\$ 1,280.00	\$ 2,260.00
Dan's Super Subs Inc.	\$ 107.65	\$ 107.65
Dave & Buster's Entertainment, Inc.	\$ 7,354.91	\$ 12,303.16

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

Vendor	Oct 2022	YTD
David L Spencer		\$ 170.00
David Lee	\$ 45.00	\$ 94.24
Davis Publications, Inc	\$ 3,128.85	\$ 3,128.85
Dean Bennett		\$ 101.94
Deny Sportswear	\$ 1,613.85	\$ 3,928.55
Department of Justice (State of CA)	\$ 416.00	\$ 1,408.00
Donna Bennett	\$ 52.45	\$ 93.61
Douglas Fabrick		\$ 399.00
DS Honda Construction Management, Inc		\$ 8,590.28
DTASC		\$ 766.00
E.G. Brennan & Co Corp		\$ 275.00
ECOBEE LTD		\$ 240.00
EDD (Employment Development Dept.)		\$ 28,743.99
Eddie Miller	\$ 150.00	\$ 150.00
Educatus International (Attn Paul McLaughlin)	\$ 13,500.00	\$ 27,000.00
Edward Hwang		\$ 171.00
Efren Avila	\$ 73.00	\$ 229.00
Elizabeth Barton		\$ 2,200.00
Elyana Nades		\$ 372.37
Employment Development Department	\$ 27,374.73	\$ 31,701.12
Enome, Inc. (Goalbook)		\$ 11,685.00
Enrique Velarde	\$ 188.00	\$ 188.00
Epic Sports, Inc.		\$ 975.66
Eric A Johnson-Greer		\$ 960.00
Eric Fitzpatrick	\$ 188.00	\$ 188.00
Esha E Mathew		\$ 250.00
EWC California, Inc. (AAA Label Factory)	\$ 4,540.78	\$ 5,662.77
ExploreLearning, LLC	\$ 920.00	\$ 920.00
Fence Factory		\$ 11,861.50
Fernando Delgado		\$ 2,099.23
Festivals of Music, Inc.	\$ 3,068.00	\$ 3,068.00
Figdesign Inc		\$ 273.70
First Class Events	\$ 57,200.00	\$ 62,200.00
Flinn Scientific Inc.	\$ 440.70	\$ 6,968.50
Fred J. Miller, Inc	\$ 1,462.27	\$ 1,462.27
Fresno County Superintendent of Schools		\$ 9,500.00
Front Porch. Inc dba Get More Math		\$ 21,000.00
Fulgent Genetics		\$ 55.00
Garbanzo		\$ 1,490.00
George A Jackson III		\$ 1,000.00
Golden Star Technology, Inc	\$ 24,144.44	\$ 630,030.02
Golden West Sash Door, LLC		\$ 825.63
Goodheart-Willcox Publisher		\$ 67,317.91
GOODSUITE (Copier Headquarters, Inc)		\$ 420.48
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)	\$ 2,838.90	\$ 12,087.70

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

Vendor	Oct 2022	YTD
GraceNotes LLC		\$ 513.00
Grad Awards LLC	\$ 251.14	\$ 251.14
Grant A. Horn		\$ 1,000.00
Grover Cleveland High School	\$ 1,119.73	\$ 1,119.73
Guy Z Prihar APC		\$ 3,000.00
Hakop Kaplanyan	\$ 166.00	\$ 166.00
Hal Leonard LLC (Noteflight LLC)		\$ 849.00
Hardwoods Specialty Products US LP		\$ 6,316.60
Harrow Sports, Inc. (Next Level Resource Partners, LLC)		\$ 2,543.83
HD Print Design		\$ 1,744.83
Healy Awards		\$ 1,895.94
Herff Jones LLC	\$ 7,464.13	\$ 7,464.13
Home Depot U.S.A., Inc. (The Home Depot Pro)		\$ 11,088.34
Honors Graduation		\$ 531.74
Human Rights Campaign Foundation		\$ 7,100.00
Hype Socks, LLC		\$ 7,585.62
ICON School Management	\$ 16,000.00	\$ 32,000.00
Imagists Inc		\$ 10,250.00
Iman Khorramian	\$ 80.00	\$ 80.00
Impact Philanthropy Group (Sage SoCal)	\$ 57,000.00	\$ 57,000.00
Infinity Communications & Consulting, Inc		\$ 3,400.00
Infobase Holdings, Inc.	\$ 11,023.36	\$ 11,023.36
In-N-Out Burger		\$ 2,634.44
Inspire Communication, Inc	\$ 18,360.00	\$ 40,502.50
Instructure, Inc		\$ 27,840.00
International Academy of Science(CybrSchool LLC)		\$ 12,500.00
International Cultural Exchange Service (ICES)		\$ 13,500.00
Interquest Detection Canines		\$ 175.00
Itinera Docentia, LLC		\$ 2,150.00
J Schnelldorfer PSAD		\$ 1,025.00
J Thayer Company	\$ 547.41	\$ 1,777.86
Jack Balock		\$ 337.22
Jacquelyn Mendoza	\$ 26.50	\$ 26.50
JAM Fire Protection, Inc.	\$ 1,285.08	\$ 1,285.08
James Gillis	\$ 73.00	\$ 156.00
Jason Camp	\$ 344.00	\$ 584.81
Jason Sabolic	\$ 384.54	\$ 384.54
Jesus Castro	\$ 80.00	\$ 80.00
Jim Russell		\$ 150.00
Jive Communications, Inc. (LogMeIn Communications)		\$ 2,673.96
Joe Aranda	\$ 190.00	\$ 190.00
Jonathan Harveson		\$ 634.02
Jones School Supply Co Inc		\$ 165.88

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

Vendor	Oct 2022	YTD
Jose Chavez		\$ 136.00
Jose Maldonado	\$ 200.00	\$ 1,240.00
Jostens, Inc	\$ 6,299.94	\$ 11,099.90
Judy McLean	\$ 4,712.50	\$ 9,662.50
Jules Seltzer Associates	\$ 41,225.00	\$ 82,450.00
JW Pepper & Son, Inc	\$ 50.64	\$ 1,503.73
Kami		\$ 7,500.00
Karl Weingartner		\$ 150.00
Karmann Hillman		\$ 60.00
Kelly Services, Inc.		\$ 77,544.38
Kena Worthen		\$ 270.35
Kevin Thurow	\$ 950.00	\$ 950.00
Keyon Bell	\$ 376.00	\$ 376.00
Kirk A West		\$ 150.00
KTG Printing LLC		\$ 7,093.96
Kuta Software LLC		\$ 1,022.00
Kyle Lee		\$ 60.44
L.A. City Dept. of Recreation And Parks	\$ 2,775.00	\$ 2,775.00
LACOE, Los Angeles County Office of Education	\$ 40.00	\$ 14,235.00
LADWP	\$ 5,280.16	\$ 20,410.67
Lauri Spero		\$ 45.00
Laurie Finnegan		\$ 139.09
LAUSD - Maintenance & Operations		\$ 223,357.64
Law Offices of Young, Minney & Corr, LLP	\$ 18,802.81	\$ 80,947.70
Learn by Doing, Inc.		\$ 14,062.00
Lee Barnathan		\$ 150.00
Lenovo (United States) Inc.		\$ 1,058.53
Les Anderson	\$ 143.00	\$ 143.00
LightSpeed Solutions, LLC (Lightspeed Systems)		\$ 81,812.50
Lindsey C. Surendranath Granted, Inc	\$ 2,500.00	\$ 8,750.00
LogMein USA, Inc.	\$ 5,534.48	\$ 10,944.76
Long Beach Forensics (California State University, Long Beach)		\$ 220.00
Los Angeles Cable Television Access Corp.	\$ 10,000.00	\$ 10,000.00
Los Angeles County Department of Public Health		\$ 197.00
Love to Snack, LLC	\$ 1,053.60	\$ 3,343.66
M & S Technology Group, LLC (The Circle)	\$ 2,725.06	\$ 2,725.06
M&M Paper Co.	\$ 4,478.00	\$ 7,057.82
Manhattan Stitching	\$ 1,483.94	\$ 1,483.94
Mark Arthur	\$ 93.00	\$ 93.00
Marko Jankovic		\$ 286.00
Marty Gilman Inc. (Gilman Gear)		\$ 569.00
McCalla Company		\$ 596.00
McGraw-Hill Education, Inc.		\$ 20,966.24
Merit Oil Company		\$ 944.49
Michael Consoletti	\$ 1,256.43	\$ 7,090.06

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

Vendor	Oct 2022	YTD
Michael Fishman		\$ 81.00
Michael Goode, Jr	\$ 190.00	\$ 190.00
Michael Jeff		\$ 1,000.00
Michael Lipton	\$ 188.00	\$ 188.00
Michael Lyman	\$ 188.00	\$ 188.00
Michael Robinson		\$ 339.86
Mike Brown Grandstands, Inc.		\$ 37,400.00
Minita Clark	\$ 204.35	\$ 408.85
Mixtus Inc dba Mustang Marketing		\$ 2,457.84
Moon Grad Services		\$ 2,413.95
MRC Smart Technology Solutions(SoCal Office)		\$ 3,027.66
Mutual of Omaha	\$ 2,509.30	\$ 4,923.07
N2Y LLC	\$ 8,325.98	\$ 8,325.98
Nasco Education LLC		\$ 173.01
NASSP		\$ 385.00
National Speech & Debate Association		\$ 149.00
National Sports Apparel LLC	\$ 2,805.84	\$ 2,805.84
Nearpod Inc.		\$ 4,000.00
Nelson Bae	\$ 105.00	\$ 105.00
Nettime Solutions LLC		\$ 150.00
New Tangram, LLC		\$ 107,388.99
Newsela, Inc.		\$ 11,000.00
Nicole Gamez	\$ 1,528.53	\$ 1,559.84
Noe Duran		\$ 80.85
NoRedInk Corp.		\$ 11,000.00
Northwest Evaluation Association		\$ 46,000.00
Odoo, Inc.	\$ 5,760.00	\$ 5,760.00
OnSolve Intermediate Holding Company		\$ 5,747.33
OnTrack and Field, Inc		\$ 614.81
ORACLE Enterprises		\$ 20,298.30
Oscar Cabrera	\$ 188.00	\$ 188.00
Pacific Appliance Repair Services Inc.	\$ 549.00	\$ 549.00
Palmer Hamilton LLC		\$ 3,500.00
PBWS Architects, LLP		\$ 13,624.30
PenServ Plan Services	\$ 29,705.00	\$ 128,790.00
PenServ Plan Services, Inc.		\$ 792.50
Phase II Systems (Public Agency Retirement Services - PARS)	\$ 357.55	\$ 1,409.17
Phillip Galindo	\$ 91.00	\$ 91.00
Picture Perfect Graphics	\$ 870.53	\$ 870.53
Piece of Mind Care Services	\$ 233,129.70	\$ 271,589.80
Pixellot US, Inc	\$ 2,947.50	\$ 2,947.50
Plastic Perfection LLC	\$ 1,020.00	\$ 1,020.00
PowerSchool Holdings LLC (PowerSchool Group LLC)		\$ 30,091.25

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

Vendor	Oct 2022	YTD
Project Lead The Way, Inc.	\$ 4,518.79	\$ 12,592.23
Purchase Power (Pitney Bowes)		\$ 3,469.29
Pyro Spectaculars		\$ 2,654.00
Quick Uniform		\$ 295.60
Rachel M Markenson		\$ 500.00
Rajan Dosaj		\$ 143.00
Realityworks, Incs.		\$ 22,506.64
Rent-It	\$ 500.08	\$ 500.08
Respondus, Inc.		\$ 4,045.00
Richard A Lozano		\$ 222.00
Richard Yi		\$ 338.23
Roberto D Magallon		\$ 300.00
Robosource, LLC		\$ 324.07
Robotics Education and Competition Foundation, Inc	\$ 183.20	\$ 533.20
Rocio Castaneda	\$ 85.38	\$ 85.38
Rockler Companies, Inc.	\$ 15,870.01	\$ 31,740.02
Roy Vincent	\$ 150.00	\$ 150.00
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 8,125.00	\$ 31,300.00
Ryan Guinto		\$ 50.00
Sacred Heart High School (Cross Country)		\$ 400.00
Samuel Crutcher		\$ 193.00
San Joaquin County Office of Education		\$ 1,200.00
Sara Gutierrez		\$ 50.00
Sara Warford		\$ 1,091.82
Savvas Learning Company LLC	\$ 16,170.32	\$ 16,170.32
Scantron Corporation	\$ 1,442.67	\$ 1,442.67
Scenario Learning, LLC (Vector Solutions)	\$ 1,365.00	\$ 1,365.00
School Gate Guardian		\$ 475.00
School Outfitters LLC	\$ 9,345.30	\$ 9,345.30
School Services of California, Inc.		\$ 500.00
SchoolMart	\$ 55.80	\$ 55.80
Scoot Education Inc	\$ 50,869.12	\$ 157,781.92
Scott A Sterling (Sterling Construction)		\$ 1,968.00
SCSBOA		\$ 1,625.00
Sedi Amirkhani		\$ 93.00
Self Insured Schools of California	\$ 378,834.04	\$ 1,732,554.19
Self Insured Schools of California - Flex Plan		\$ 4,689.80
Shaw Contract Flooring Services Inc (Spectra Contracting Flooring)		\$ 11,277.00
Shelly Marshall		\$ 559.72
Smart & Final	\$ 1,689.75	\$ 3,887.46
SoCalGas	\$ 22.58	\$ 114.37
Soccer.com (Sports Endeavors, Inc.)		\$ 1,456.73

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

Vendor	Oct 2022	YTD
Softchoice Corporation		\$ 18,124.00
Solupay Merchant		\$ 1,865.35
Spectrum Enterprise 4201		\$ 3,822.00
Spectrum Enterprise 7801		\$ 11,359.75
Splashtop Inc.		\$ 1,596.00
Staples Business Advantage	\$ 5,096.72	\$ 5,162.58
Startup Guides LLC	\$ 1,980.00	\$ 1,980.00
Stephanie Franklin	\$ 650.00	\$ 729.79
Steven Bash		\$ 20.79
Steven C Kalan		\$ 550.00
Student Exchange		\$ 13,500.00
Sunbelt Controls, Inc		\$ 21,450.00
SUSAN MOCHIRFATEMI		\$ 123.75
Suzanne Lee Schuster		\$ 133.16
Sweetwater Sound Inc.		\$ 2,184.53
Team Play Events		\$ 15,627.24
Telemedia Trainco Holdings LLC (eFoodHandlers)		\$ 2,720.00
Telvin Griffin	\$ 105.00	\$ 105.00
Terrence Littlefield	\$ 188.00	\$ 188.00
Texas Life Insurance Company	\$ 257.75	\$ 1,031.00
TGP Enterprises, Inc. (Trans Gas Propane)		\$ 154.40
The CLM Group Inc.		\$ 960.86
The Cruz Center	\$ 1,562.50	\$ 1,937.50
The Home Depot		\$ 18,875.03
The Lampo Group, LLC (Ramsey Solutions)	\$ 881.28	\$ 881.28
The Print Spot	\$ 264.88	\$ 17,186.41
The Shredders	\$ 248.00	\$ 1,297.00
Thomas W. O'Mara Plumbing Inc	\$ 8,528.00	\$ 18,658.00
Tim Pate	\$ 188.00	\$ 188.00
Tina's Flower & Gifts	\$ 257.33	\$ 257.33
TNG, LLC		\$ 26,610.87
Trees 'N Things	\$ 4,650.00	\$ 4,650.00
Turf Team, Inc.	\$ 247.50	\$ 247.50
Turnitin, LLC		\$ 37,573.35
U.S Bank PARS Account #6746022400	\$ 932.44	\$ 6,374.70
U.S. Bank National Association	\$ 18,664.39	\$ 81,784.56
U.S. Bank National Association (OPEB)	\$ 440,000.00	\$ 880,000.00
ULINE, INC.	\$ 4,805.68	\$ 4,805.68
UTLA	\$ 29,746.12	\$ 75,440.33
V.V. Concrete		\$ 1,300.00
Valley Industry Commerce Association		\$ 1,210.00
Veo Technologies Inc		\$ 6,344.91
Verizon Wireless		\$ 937.70
Vincent Ramirez	\$ 143.00	\$ 143.00
Vista Paint Corporation	\$ 150.50	\$ 1,689.66

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

Vendor	Oct 2022	YTD
Vita Galvan-Roth		\$ 2,302.80
W.W. Norton & Company, Inc.		\$ 3,915.76
Walsworth Yearbooks	\$ 525.00	\$ 525.00
Wayside Publishing		\$ 12,188.23
Weissman's Theatrical Supplies		\$ 1,584.74
Wellavita, Inc		\$ 2,580.00
Wespac Plan Services, LLC		\$ 250.00
WGY Solutions LLC		\$ 6,960.00
White's Studios, Inc.	\$ 136.59	\$ 136.59
William Sollima	\$ 150.00	\$ 293.00
William Wong		\$ 1,000.00
WM Corporate services, INC	\$ 650.58	\$ 3,350.75
Wolcott, Chuck	\$ 73.00	\$ 73.00
Woodbridge High School		\$ 470.00
Wooly Learning, Inc. (Senor Wooly)	\$ 1,275.00	\$ 1,275.00
World's Finest Chocolate, Inc	\$ 8,165.00	\$ 8,165.00
Yantzer brothers heating and air inc	\$ 1,100.00	\$ 4,050.96
Zasha Endres		\$ 210.09
CONFIDENTIAL		\$ 11,083.00
Grand Total	\$ 2,133,998.27	\$ 7,337,285.10

Check Register

Account: 1761 General

El Camino Real HS

Oct 2022

Grand Total: 934,877.39

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account
10/4/2022	ACH221004-01	1074 US Bank	US BANK OPEB P41761EL CAMINO CORP PAY	220,000.00	Oct 2022	General Operations	OPEB Contributions
10/5/2022	ACH221005-01	3480 PenServ Plan Services	PENSERV - OCT 2022	28,912.50	Oct 2022	General Operations	403B
10/12/2022	ACH221012-01	2006 CharterSafe	CHARTERSAFE - OCT 2022 PREMIUM	63,459.00	Oct 2022	General Operations	Workers Comp/Insurance
10/12/2022	ACH221012-02	1074 US Bank	US BANK OPEB P41761EL CAMINO CORP PAY	220,000.00	Oct 2022	General Operations	OPEB Contributions
10/19/2022	ACH221019-01	3480 PenServ Plan Services	PENSERV - OCT 2022 (10/19)	792.50	Oct 2022	General Operations	403B
10/19/2022	ACH221019-02	4001 Texas Life Insurance Company	TEXAS LIFE - OCT 2022	257.75	Oct 2022	General Operations	Supplemental Life Insurance
10/20/2022	ACH221020-01	3922 Self Insured Schools of California	SISC HEALTH - OCT 2022	374,080.91	Oct 2022	General Operations	Benefits
10/21/2022	ACH221021-01	4304 Employment Development Department	UI Employer Contributions - Q3 2022	27,374.73	Oct 2022	General Operations	SUI

Check Register

Account: 1826 ASB

El Camino Real HS

October 2022

Grand Total: \$ 73,938.78

Date	Check Number	Check Name	Memo	Trust Account	Amount	Period	VOID
10/3/2022	2054	Love to Snack, LLC	inv 37219 Student Store Snack Inventory	ASB General	\$ 453.60	Oct 2022	
10/6/2022	2055	World's Finest Chocolate, Inc	672435 Chocolate boxes for fundraising	Drill Team	\$ -	Oct 2022	Voided
10/6/2022	2056	Manhattan Stitching	INV 90871 Embroidered with logo jackets	Band	\$ 1,483.94	Oct 2022	
10/6/2022	2057	Allied Private Investigations & Security Services, LLC	INV ELC 2057 Security for on campus Passing Tournament	Athletics	\$ 631.58	Oct 2022	
10/7/2022	2058	Deny Sportswear	1704 Championship Plaques	Lacrosse	\$ 427.71	Oct 2022	
10/7/2022	2059	Deny Sportswear	1707 Lacrosse	Lacrosse	\$ 437.89	Oct 2022	
10/11/2022	2060	Minita Clark	Jersey Mike's - Step Team Meals	Step Team	\$ 204.35	Oct 2022	
10/12/2022	2061	Fred J. Miller, Inc	INV 9198 Black Shoes	Band	\$ -	Oct 2022	Voided
10/12/2022	2062	Fred J. Miller, Inc	INV 9198 Black Shoes	Band	\$ 689.02	Oct 2022	
10/14/2022	2063	Robotics Education and Competition Foundation, Inc	INV 62062612 Trophies/Awards for Robotics comp.	Robotics	\$ 28.20	Oct 2022	
10/14/2022	2064	Deny Sportswear	1705 Championship tees	Lacrosse	\$ 748.25	Oct 2022	
10/14/2022	2065	Iman Khorramian	Basketball Official 10/15/2022	ASB General	\$ 80.00	Oct 2022	
10/14/2022	2066	Jesus Castro	Trust Basketball Official 10/15/2022	ASB General	\$ 80.00	Oct 2022	
10/14/2022	2067	Eddie Miller	Trust Basketball Official 10/16/2022	ASB General	\$ 150.00	Oct 2022	
10/14/2022	2068	First Class Events	INV 005377 Senior Events Extra Charge	ASB General	\$ 17,200.00	Oct 2022	
10/14/2022	2069	First Class Events	INV 005321 Homecoming Dance Fall 2022	ASB General	\$ 40,000.00	Oct 2022	
10/18/2022	2070	Tina's Flower & Gifts	102122 Trust- Cheer Flower Headpieces for Homecoming	Cheer	\$ 257.33	Oct 2022	
10/19/2022	2071	Love to Snack, LLC	inv 36850 Student Store Snack Inventory	ASB General	\$ 600.00	Oct 2022	
10/21/2022	2072	Jason Camp	Basketball Gear	Basketball	\$ 344.00	Oct 2022	
10/25/2022	2073	Dave & Buster's Entertainment, Inc.	10252022 Event Dave & Buster's Balance	Grad Class of 2023	\$ 7,354.91	Oct 2022	
10/26/2022	2074	World's Finest Chocolate, Inc	INV 672435 Chocolate boxes for fundraising	Drill Team Trust	\$ 1,870.00	Oct 2022	
10/31/2022	2076	Pixellot US, Inc	INV VS-12773 Basketball Team Equipment	Basketball	\$ 898.00	Oct 2022	

ECRCHS - ASB Trust Balances October 2022

Trust account	Account Balance
TRUST - A Capella	\$ 123.88
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	\$ 13,272.28
TRUST - Baseball	\$ 42,062.21
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	\$ 6,863.74
TRUST - Boys Soccer	\$ 4,990.07
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	\$ 35,582.33
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 - Drama	\$ 38,911.16
TRUST - Drill Team	\$ 10,861.39
TRUST - ECR Community Leaders	\$ 256.95
TRUST - Environmental	\$ 71.16
TRUST - Falling Whistles	\$ 376.00
TRUST - Fashion Club	\$ 252.36
TRUST - Football	\$ 36,940.47
TRUST - French Club	\$ 93.80
TRUST - Friendship Circle	\$ 430.78
TRUST - Future Homemakers	\$ 1,001.88
TRUST - Ganssle Memorial Schol	\$ 1,500.00
TRUST - Girls Basketball	\$ 12,791.74
TRUST - Girls Golf	\$ 1,579.58
TRUST - Girls Lacrosse	\$ 1,444.31
TRUST - Girls Soccer	\$ 5,407.10
TRUST - Girls Volleyball	\$ 10,308.54
TRUST - Girls Water Polo	\$ 651.89
TRUST - Grad Class 2020	\$ -
TRUST - Grad Class 2021	\$ 23.51
TRUST - Grad Class 2022	\$ 27,267.33
TRUST - Grad Class 2023	\$ (604.88)
TRUST - Grad Class 2024	\$ 3,249.71
TRUST - Grad Class 2025	\$ 1,867.00
TRUST - Grad Class 2026	\$ 76.61
TRUST - Graphic Arts	\$ 3,130.52
TRUST - Great Films Club	\$ 20.00
TRUST - Helping Hands	\$ 632.00

**ECRCHS - ASB Trust Balances
October 2022**

Trust account	Account Balance
TRUST - Humanitas	\$ 1.73
TRUST - Jewish Club	\$ 65.50
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 - MESA Club	\$ 120.00
TRUST - Marching Band	\$ -
TRUST - Medical Club	\$ 10,249.01
TRUST - Milton Goffman Scholarship	\$ 1,805.00
TRUST - Mock Trial	\$ 385.00
TRUST - Model United Natn	\$ 836.00
TRUST - Mountain Bike Club	\$ 836.99
TRUST - NJROTC	\$ 37,127.82
TRUST - National Honors Soc	\$ 4,810.20
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
TRUST - Science National Honors Society	\$ 119.90
TRUST - She's The First	\$ 1,595.57
TRUST - Softball	\$ 3,054.71
TRUST - Spanish Honor Soc	\$ 701.00
TRUST - Speech & Debate	\$ 167.68
TRUST - Step	\$ 5,076.27
TRUST - Student Council	\$ 104,596.13
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	\$ 517,082.60
ASB Income	\$ 53,305.10
ASB Expense	\$ (1,899.94)
Inventory expense	\$ (2,327.50)
Total	\$ 566,160.26

ECRCHS - ASB Trust Balances
October 2022

Trust account		Account Balance
Pending acc Transfer	\$	34,214.23
Pending Checks	\$	(11,976.40)
Bank balance from statement	\$	543,922.43
End Bank Balance 10/2022	\$	566,160.26

Coversheet

Discussion and Vote to Recommend to the Full Board Approval of the October, 2022, Credit Card Charges.

Section: IV. Finance
Item: C. Discussion and Vote to Recommend to the Full Board Approval of the October, 2022, Credit Card Charges.
Purpose: Vote
Submitted by:
Related Material: IV.C - Credit Card - Oct 2022.pdf

El Camino Real Charter High School
Credit Card Reconciliation Form
For the Period of: 9/27/2022 - 10/24/2022

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2022/09/28	AMERICAN AIR0014403239401	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239402	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239403	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239404	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239405	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239406	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239407	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239408	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239409	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239410	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239420	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239421	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/09/28	AMERICAN AIR0014403239422	ACADEC - Sacramento Competition	DAVID HUSSEY	S FRANKLIN	\$329.65	General Operations	Field Trips
2022/10/03	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J CAMP	\$189.85	General Operations	Operations
2022/10/03	ANAHEIM MARRIOTT SUITE	YEARBOOK CONFRENCE	DAVID HUSSEY	A. Herrera	\$292.56	General Operations	Other Services
2022/10/03	ANAHEIM MARRIOTT SUITE	YEARBOOK CONFRENCE	DAVID HUSSEY	A. Herrera	\$292.56	General Operations	Other Services
2022/10/17	AGUAVIDA PREMIUM WATER	Staff Water	DAVID HUSSEY	J CAMP	\$189.85	General Operations	Operations
2022/10/19	WALMART.COM	Yearbook	DAVID HUSSEY	A. Herrera	\$65.68	General Academic	Instructional Supplies
2022/10/19	PAYPAL *COMPLIANCE	Human Resource Confrence	DAVID HUSSEY	M.Dominguez	\$149.00	General Operations	Conferences
2022/10/19	AMZN MKTP US*HT4N96VQ2	office supplies	DAVID HUSSEY	J. Ponce	\$27.91	General Operations	Supplies
2022/10/19	AMZN MKTP US*HT5BK95G2	office supplies	DAVID HUSSEY	J. Ponce	\$27.78	General Operations	Supplies
2022/10/20	AMZN MKTP US*H89O17NK1	office supplies	DAVID HUSSEY	J. Ponce	\$57.34	General Operations	Supplies
2022/10/21	AMZN MKTP US*H89JH35X0	office supplies	DAVID HUSSEY	J. Ponce	\$33.50	General Operations	Supplies
2022/10/21	AMZN MKTP US*H87GF9HC0	Instructional Student Supplies -science	DAVID HUSSEY	R.Madraswala	\$1,984.95	Lottery - Restricted	Instructional Supplies
2022/10/24	AMZN MKTP US*H05B95FO0	Instructional Student Supplies -science	DAVID HUSSEY	R.Madraswala	\$36.00	Lottery - Restricted	Instructional Supplies
				HUSSEY TOTAL	\$7,632.43		
2022/09/26	AMZN MKTP US*1U4DS6DB1	Instructional Student Supplies -science	GREGORY WOOD	R.MONTAGUE	\$156.51	Lottery - Restricted	Instructional Supplies
2022/09/26	AMZN MKTP US*1U84B12B1	OFFICE SUPPLIES-COUNCELING	GREGORY WOOD	R.REYES	\$15.30	General Operations	Supplies
2022/09/26	AMZN MKTP US*1U2HU5281	OFFICE SUPPLIES-COUNCELING	GREGORY WOOD	R.REYES	\$40.41	General Operations	Supplies
2022/09/26	AMZN MKTP US*1U3T60D30	OFFICE SUPPLIES-COUNCELING	GREGORY WOOD	R.REYES	\$141.17	General Operations	Supplies
2022/09/28	AMZN MKTP US*1U54A6R00	SUPPLIES BIOLOGY	GREGORY WOOD	R.MONTAGUE	\$16.41	Lottery - Restricted	Instructional Supplies
2022/09/29	AMZN MKTP US*1U9F17UV2	books -biology	GREGORY WOOD	R.MONTAGUE	\$40.41	Lottery - Restricted	Textbooks
2022/09/29	AMZN MKTP US*1U6AV3WQ2	SUPPLIES BIOLOGY	GREGORY WOOD	R.MONTAGUE	\$180.73	Lottery - Restricted	Instructional Supplies
2022/09/30	SOUTHWES 5262171016968	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016967	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016966	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016965	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016964	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016963	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016962	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016961	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016960	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016959	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016958	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/09/30	SOUTHWES 5262171016957	NJROTC - Austin Competition	GREGORY WOOD	M CONSOLETTI	\$291.50	General Operations	Field Trips
2022/10/03	HOTELSCOM7240320224965	ACADEC - Sacramento Competition	GREGORY WOOD	S FRANKLIN	\$777.23	General Operations	Field Trips
2022/10/05	NYLAS	Communications Data	GREGORY WOOD	F DELGADO	\$495.78	General	Subscriptions
2022/10/05	AMZN MKTP US*1K08U4LK0	Student Supplies	GREGORY WOOD	H.KIAMANESH	\$167.43	Trust - ASB	Supplies

El Camino Real Charter High School
 Credit Card Reconciliation Form
 For the Period of: 9/27/2022 - 10/24/2022

Date	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2022/10/07	AMAZON.COM*1K86I7PD0 AMZN	Student Supplies	GREGORY WOOD	H.KIAMANESH	\$30.66	Trust - ASB	Supplies
2022/10/09	AMZN MKTP US*1K83N03P2	TECHNOLOGY	GREGORY WOOD	R.GUINTO	\$1,095.00	General Technology	Supplies
2022/10/10	AMZN MKTP US*1K9FO261	Business Tech	GREGORY WOOD	m.webster	\$250.76	Lottery - Restricted	Instructional Supplies
2022/10/11	AMZN MKTP US*1K6FZ9S21	Business Tech	GREGORY WOOD	m.webster	\$1,934.50	Lottery - Restricted	Instructional Supplies
2022/10/11	AMZN MKTP US*1K6CX82F1	Instructional Student Supplies -science	GREGORY WOOD	s.puja	\$110.09	Lottery - Restricted	Instructional Supplies
2022/10/12	MAILCHIMP	E-mail communiations blast	GREGORY WOOD	F DELGADO	\$205.00	General Operations	Subscriptions
2022/10/12	JERSEY MIKES ONLINE ORDE	SPANISH RETREAT	GREGORY WOOD	A.YEDOR	\$148.16	General Operations	Supplies
2022/10/14	THE HOME DEPOT #1070	Supplies	GREGORY WOOD	J CAMP	(\$59.96)	General Operations	Supplies
2022/10/14	AMZN MKTP US*HT9HR2E51	CLASSROOM SUPPLIES	GREGORY WOOD	D.SUKI	\$25.13	Lottery - Restricted	Instructional Supplies
2022/10/14	AMZN MKTP US*HT0S55MV0	COVID SURGIGAL MASK HEALTH OFFICE	GREGORY WOOD	P.VALENTINE	\$345.03	ESSER III	Supplies
2022/10/17	AMZN MKTP US*H89357C90	COVID SUPPLIES	GREGORY WOOD	P.VALENTINE	\$377.89	ESSER III	Supplies
2022/10/20	AMZN MKTP US*HT76B9852	DANCE GUARD	GREGORY WOOD	S.MARSHALL	\$42.69	Trust - Dance Guard	Supplies
2022/10/20	AMZN MKTP US*HT1806B12	DANCE GUARD	GREGORY WOOD	S.MARSHALL	\$683.04	Trust - Dance Guard	Supplies
2022/10/20	AMZN MKTP US*HT0FZ76P2	TECHNOLOGY	GREGORY WOOD	R.GUINTO	\$2,671.78	General Technology	Supplies
2022/10/20	THE HOME DEPOT #1070	Stoves (Return)	GREGORY WOOD	N GAMEZ	(\$1,444.27)	CTE	Stoves
2022/10/24	AMZN MKTP US*H02AK3O40	Supplies	GREGORY WOOD	G PAEZ	\$32.86	General	Supplies
				WOOD TOTAL	\$ 11,977.74		

Previous Balance	\$ 53,461.88
Monthly Total	\$ 21,114.40
Credits	\$ (1,504.23)
Payments	\$ (34,797.49)
Statement Total	\$ 38,274.56



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4866 9145 5552 6539
STATEMENT DATE 10-25-2022
AMOUNT DUE \$38,274.56
NEW BALANCE \$38,274.56
PAYMENT DUE ON RECEIPT



000001519 01 SP 106481581928040 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 003827456 003827456

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 +	Cash Payment Charges	Late Charges	- Credits	- Payments	New = Balance
Company Total	\$53,461.88	\$21,114.40	\$0.00	\$0.00	\$0.00	\$1,504.23	\$34,797.49		\$38,274.56

CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS 4866-9145-5552-6539				TOTAL CORPORATE ACTIVITY \$34,797.49CR	
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-27	09-27	74798262270000000000018	PAYMENT - THANK YOU 00000 L	34,797.49 PY	

NEW ACTIVITY

DAVID HUSSEY 4866-9110-0013-3507		CREDITS \$0.00	PURCHASES \$7,632.43	CASH ADV \$0.00	TOTAL ACTIVITY \$7,632.43
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
09-30	09-28	24943002272978001079734	AMERICAN AIR0014403239401 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22 GDP AA Y FEE	329.65	

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4866-9145-5552-6539

ACCOUNT SUMMARY

PREVIOUS BALANCE 53,461.88
PURCHASES &
OTHER CHARGES 21,114.40

STATEMENT DATE 10/25/22
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

38,274.56

CREDITS 1,504.23
PAYMENTS 34,797.49
ACCOUNT BALANCE 38,274.56



Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 10-25-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-30	09-28	24943002272978001079742	AMERICAN AIR0014403239402 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079759	AMERICAN AIR0014403239403 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079767	AMERICAN AIR0014403239404 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079775	AMERICAN AIR0014403239405 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079783	AMERICAN AIR0014403239406 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079791	AMERICAN AIR0014403239407 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079809	AMERICAN AIR0014403239408 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079817	AMERICAN AIR0014403239409 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079825	AMERICAN AIR0014403239419 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079833	AMERICAN AIR0014403239420 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079841	AMERICAN AIR0014403239421 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
09-30	09-28	24943002272978001079858	AMERICAN AIR0014403239422 FORT WORTH TX EMDDEP/EL CAMINO 09-28-22	329.65
10-03	10-03	24692162276108768967704	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
10-04	10-03	24692162276109191802682	ANAHEIM MARRIOTT SUITE GARDEN GROVE CA 023260 ARRIVAL: 09-30-22	292.56
10-04	10-03	24692162276109191802963	ANAHEIM MARRIOTT SUITE GARDEN GROVE CA 023259 ARRIVAL: 09-30-22	292.56
10-17	10-17	24692162290106382800626	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
10-20	10-19	24055232292083728150554	WALMART.COM 800-966-6546 AR	65.68
10-20	10-19	24492152292852192265135	PAYPAL *COMPLIANCE 402-935-7733 CA	149.00
10-20	10-19	24692162292108149393190	AMZN MKTP US*HT4N96VQ2 AMZN.COM/BILL WA	27.91
10-20	10-19	24692162292108362287574	AMZN MKTP US*HT5BK95G2 AMZN.COM/BILL WA	27.78
10-21	10-20	24692162293108806539126	AMZN MKTP US*H89OI7NK1 AMZN.COM/BILL WA	57.34
10-24	10-21	24692162294109561085700	AMZN MKTP US*H89JH35X0 AMZN.COM/BILL WA	33.50
10-24	10-21	24692162294109651957123	AMZN MKTP US*H87GF9HC0 AMZN.COM/BILL WA	1,984.95
10-25	10-24	24692162297102234382023	AMZN MKTP US*H05B95FO0 AMZN.COM/BILL WA	36.00

GREGORY WOOD 4866-9133-3444-7280	CREDITS \$1,504.23	PURCHASES \$13,481.97	CASH ADV \$0.00	TOTAL ACTIVITY \$11,977.74
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-27	09-26	24692162269103875707274	AMZN MKTP US*1U4DS6DB1 AMZN.COM/BILL WA	156.51
09-27	09-26	24692162269104156601962	AMZN MKTP US*1U84B12B1 AMZN.COM/BILL WA	15.30
09-27	09-26	24692162269104161501223	AMZN MKTP US*1U2HU5281 AMZN.COM/BILL WA	40.41
09-27	09-26	24692162269104163650366	AMZN MKTP US*1U3T60D30 AMZN.COM/BILL WA	141.17



Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 10-25-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-29	09-28	24692162271105233660299	AMZN MKTP US*1U54A6R00 AMZN.COM/BILL WA	16.41
09-29	09-29	24692162272105848288683	AMZN MKTP US*1U9FI7UV2 AMZN.COM/BILL WA	40.41
09-30	09-29	24692162272106217897070	AMZN MKTP US*1U6AV3WQ2 AMZN.COM/BILL WA	180.73
10-03	09-30	24692162274107849257418	SOUTHWES 5262171016968 800-435-9792 TX GUZMAN/NATHEN P 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257426	SOUTHWES 5262171016967 800-435-9792 TX DENNIS/RYAN C 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257434	SOUTHWES 5262171016966 800-435-9792 TX TIHINEN/TYLER J 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257442	SOUTHWES 5262171016965 800-435-9792 TX WESSELS/GUNNAR K 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257459	SOUTHWES 5262171016964 800-435-9792 TX REMEIKA/KAYUS 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257467	SOUTHWES 5262171016963 800-435-9792 TX AILON LOPEZ/ROBERTO 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257475	SOUTHWES 5262171016962 800-435-9792 TX ORELLANA/KAYLA R 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257483	SOUTHWES 5262171016961 800-435-9792 TX CHANTURIYA/TINA V 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257491	SOUTHWES 5262171016960 800-435-9792 TX ESPIRITU/BIANCA 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257509	SOUTHWES 5262171016959 800-435-9792 TX BADAL/KIANET 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257517	SOUTHWES 5262171016958 800-435-9792 TX CONSOLETTI/MICHAEL D 10-07-22 BUR WN V PHX WN V BUR	291.50
10-03	09-30	24692162274107849257525	SOUTHWES 5262171016957 800-435-9792 TX DUPART/TERRY A 10-07-22 BUR WN V PHX WN V BUR	291.50
10-04	10-03	24692162276109361135392	HOTELSCOM7240320224965 HOTELS.COM WA	777.23
10-06	10-05	24011342278000044276630	NYLAS NYLAS.COM CA	495.78
10-06	10-05	24692162278100980914752	AMZN MKTP US*1K08U4LK0 AMZN.COM/BILL WA	167.43
10-10	10-07	24431062280083346984897	AMAZON.COM*1K861P00 AMZN AMZN.COM/BILL WA	30.66
10-10	10-09	24692162282100904598388	AMZN MKTP US*1K83N03P2 AMZN.COM/BILL WA	1,095.00
10-11	10-10	24692162283101442505934	AMZN MKTP US*1K9FO2611 AMZN.COM/BILL WA	250.76
10-11	10-11	24692162284101774363935	AMZN MKTP US*1K6FZ9S21 AMZN.COM/BILL WA	1,934.50
10-11	10-11	24692162284101880959105	AMZN MKTP US*1K6CX82F1 AMZN.COM/BILL WA	110.09
10-13	10-12	24204292285000126933723	MAILCHIMP 000-0000000 GA	205.00
10-13	10-12	24733092285083737955438	JERSEY MIKES ONLINE ORDE 732-223-4044 NJ	148.16
10-17	10-14	74943012288010190234387	THE HOME DEPOT #1070 WEST HILLS CA	59.96 CR
10-17	10-14	246921622871044339817136	AMZN MKTP US*HT9HR2E51 AMZN.COM/BILL WA	25.13
10-17	10-14	24692162287104596972724	AMZN MKTP US*HT0S55MV0 AMZN.COM/BILL WA	345.03
10-18	10-17	24692162290107017142327	AMZN MKTP US*H89357C90 AMZN.COM/BILL WA	377.89
10-20	10-20	24692162293108756380406	AMZN MKTP US*HT76B9852 AMZN.COM/BILL WA	42.69
10-20	10-20	24692162293108773105018	AMZN MKTP US*HT1806B12 AMZN.COM/BILL WA	683.04
10-21	10-20	24692162293109104189895	AMZN MKTP US*HT0FZ76P2 AMZN.COM/BILL WA	2,671.78
10-24	10-20	74943012294010186254227	THE HOME DEPOT #1070 WEST HILLS CA	1,444.27 CR
10-25	10-24	24692162297102190658002	AMZN MKTP US*H02AK3O40 AMZN.COM/BILL WA	32.86



Company Name: EL CAMINO REAL CHS
Corporate Account Number: 4866 9145 5552 6539
Statement Date: 10-25-2022

Department: 00000 Total:	\$19,610.17
Division: 00000 Total:	\$19,610.17

Coversheet

Discussion and Vote to Recommend to the Full Board Approval of ECRCHS's Fiscal Policies and Procedures

Section: IV. Finance
Item: D. Discussion and Vote to Recommend to the Full Board Approval of ECRCHS's Fiscal Policies and Procedures
Purpose: Vote
Submitted by:
Related Material: IV.D - 200908 ECR Fiscal Policies & Procedures - revised 11-7-22.pdf



EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

DRAFT

Style Definition: TOC 1: Tab stops: 6.49", Right, Leader: ...

Revision Board Approved & Effective: ~~May 28, 2020~~
~~October 27, 2022~~ Effective: ~~May 28, 2020~~ November 17, 2022
Latest revisions are on page 19 & 24

TABLE OF CONTENTS

Formatted: Left

Overview 4

 Safeguarding of Financial Assets 5

 Annual Financial Audit 5

 Key Personnel Financial Responsibilities 6

 Role of Key Financial Staff (Segregation of Duties) 6

 Financial Instruments 8

Payment / Reimbursement Policies [101010](#)

 Purchasing Flow Charts [111111](#)

 Employee Receipts/Substantiation [141413](#)

 Employee Lost Receipts [141413](#)

 Gratuity [141413](#)

 Employee Reimbursements and Expense Reports [151413](#)

 Personal Use of School Items [171716](#)

 Supplies [171716](#)

 Meals [171716](#)

 Mileage [181817](#)

 Travel [181817](#)

 Governing Board Expenses [222120](#)

 Tuition Costs for Non-Teaching Staff [222120](#)

 Classes/Conferences/Workshops/Seminars (“Course”) for All Staff [222221](#)

 Tuition Costs for BTSA [232221](#)

Accounting [272625](#)

 Key Accounting Thresholds [272625](#)

 Purchasing in the Enterprise Resource Planning System (ERP) [272625](#)

 Petty Cash [292827](#)

 Contracts [313029](#)

Accounts Payable [363533](#)

 Bank Check Authorization [363533](#)

 Bank Checks [363533](#)

 Bank Reconciliation [373634](#)

Accounts Receivable [393836](#)

 Cash Receipts (Cash and Checks) [393836](#)

 Returned Checks and Improper Checks [403937](#)

Payroll [424139](#)

 Personnel Information [424139](#)

 Stipend Volunteers [424139](#)

 Electronic Timesheets [424139](#)

 Overtime [434240](#)

 Payroll Processing [434240](#)

 Payroll Taxes and Filings [444341](#)

 Record Keeping [444341](#)

Finance/Reserves /Insurance/Liabilities/Assets [454442](#)

TABLE OF CONTENTS

Financial Reporting [454442](#)

Financial Institutions [454442](#)

Loans [454442](#)

Retention of Records [454442](#)

Cash Balance Reserve [464443-44](#)

~~Insurance [464543](#) Insurance~~

~~..... [4645](#)~~

~~Asset Inventory [464543](#) Asset Inventory~~

~~..... [4645](#)~~

~~Parking Lot Liability [474644](#) Parking Lot Liability~~

~~..... [4746](#)~~

~~Appendix I – Student Gift Acknowledgment [484745](#) Appendix I – Student Gift Acknowledgment~~

~~..... [4847](#)~~

Appendix II – Credit Card Responsible Use Form [4248-49](#)

Appendix III – Expense Request Form [4450](#)

Appendix IV – Purchase Request Form [4551](#)

DRAFT

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~~ may 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 ~~Director-Human Resources & Compliance (“DHRC”) 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~~ 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), as applicable, 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~~ 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 ~~at-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~~ from 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~~ audit partner within that firm is retained every 5 years.
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 Administrative Director

Record Transactions

- Accounting staff (non-senior)
- ~~Analysts~~

Reconcile Transactions

- ~~Back-office Services Provider~~
- Director of Finance & Accounting

Role of Key Financial Staff (Segregation of Duties)

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance
- Director-Human Resources & Compliance (DHRC) ~~Chief Compliance Officer – Compliance~~
- Back-office Services Provider - Recording, Reconciling and Reporting

**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

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

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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 (currently, ~~\$100,000~~ within a monthly statement period); ~~textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period).~~
- “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~~ \$2,000 per month for Home Depot, and \$2,000 per month 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~~ Administrative Directors.
- ~~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-Director of Accounting and Finance or designee will ensure that the Charter School’s bank is notified whenever authorized signatories are changed.
- Approved check signers should never sign a check made out to themselves (e.g., check for reimbursement).

Check Stock

- Held in student store.

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**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

Prohibition on Purchase of Alcohol and Marijuana

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

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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—Financial system~~Accounting System (e.g. ~~NetSuite~~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. ~~Also, technology equipment being considered for purchase should be reviewed or consulted vetted with the by the~~ IT Department. Some devices or equipment considered may not fit the existing Charter School's platform of Technology plan.
- Staff should look at total services provided, not just the product price. For example, some vendors will also assist ~~with design~~with design and planning. This can save the Charter School additional time and money spent doing such work itself, or from making costly mistakes.
- 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~~always avoid conflicts of interests. A conflict of interest arises when an employee, officer, agent, or any member of their immediate family, a partner, or an organization that employs or is about to employ any immediate family member, 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.

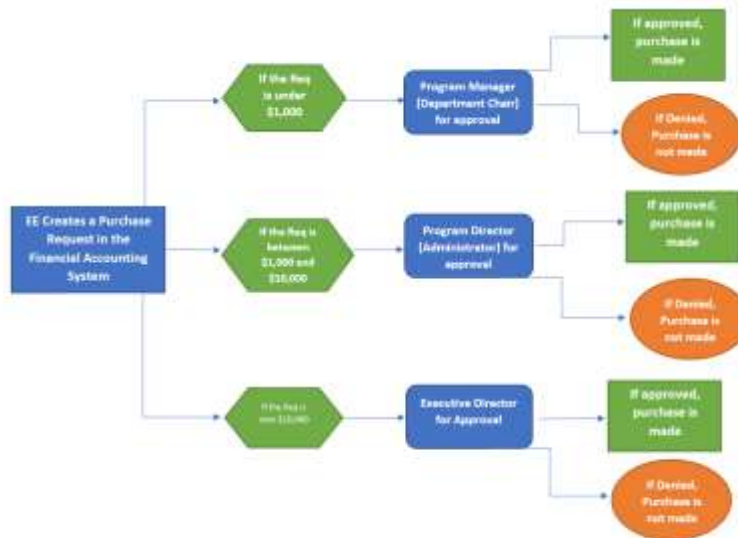
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee or, in some instances, a denial of a reimbursement request in whole or in part.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts [REDO Flow Chart](#)

Regular Purchases

- Purchases done through [NetSuite the Financial Accounting System](#) involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager ([Dept. Chairs](#)) for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors ([Administrators](#)).
 - Anything over \$10,000 will go directly to the [CBO and/or ED](#) for approval.
 - Requests ([Unbudgeted](#)) over \$50,000 will be brought before the Board for approval.

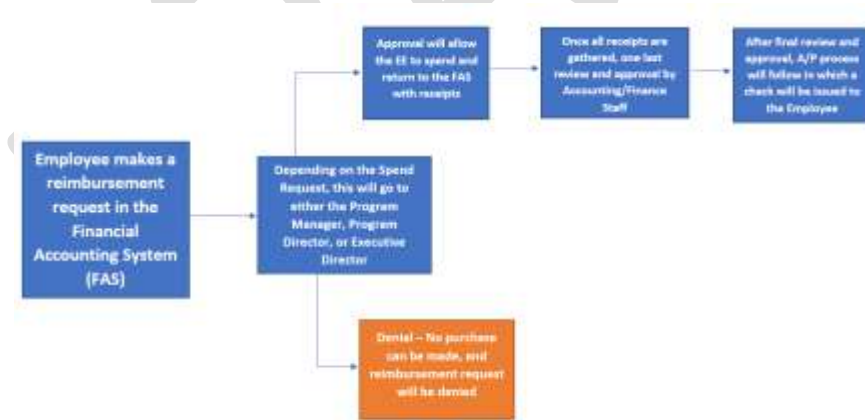


ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Reimbursement Requests or Expense Requests are subject to approval. All Reimbursement requests must have pre-approval. The maximum for cumulative total reimbursements in a fiscal year is \$5,000.00. Any personal amounts in excess of the stated annual limit require the pre-approval of the Executive Director

- These requests submitted in the Financial Accounting System 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 under \$10,000, \$1,000 & \$5,000 will go to Program Directors/Administrative Directors (“AD”).~~
 - Requests over ~~\$5,000 \$10,000~~ will go ~~to the to the AD’s directly and subsequently to the CBO or ED~~ for final 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 after review by accounting staff.~~

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ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

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.
- Only the Charter School address may be used on the sales order prior to processing payments.

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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. ~~Additionally, reimbursements to employees for items charged on personal cards should be supported by a copy of the Employee’s Credit Card or Credit Card Statement. A copy of the credit card must be kept on file by the Accounting Department (redacted copy showing name and last four digits of card number used).~~ The only exceptions are for parking meters and gratuities given to taxi drivers (within the limit set herein).

2. 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.

~~3.~~ If a receipt is lost and an acceptable replacement is not provided, the employee ~~will has to complete a lost receipt affidavit and have their administrator sign off on the form. not be reimbursed. When receipts are lost and a lost receipt affidavit is not provided, ECRA will not reimburse employee costs and will require employee payment of credit card or vendor-specific card charges.~~

~~4.3.~~ For all meals, detailed receipts are a requirement (see “Meals” on the following page for more details).

~~5.4.~~ The ~~Director of Finance & 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.

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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 and approval 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) should be delivered to the Charter School’s address, not a personal address.**
2. 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.

3. The employee must sign expense report to certify the expenditures.
4. Authorizing personnel must sign expense report for reimbursement.

5. 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.

6. **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. Marijuana
- 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
- n. [Gift cards](#)

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 to spend the following without pre-approval? 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

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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 (IMA), and Object Code 4400, Non-capitalized Equipment as found in Procedure 770. The use Distinguishing 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.~~

2.1. School-related meals (ie. for Professional Development) 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.
- ~~d.e.~~ [Meal order 48 hours in advance for payment to be processed by ECRA directly to the vendor](#)

~~3.2.~~ 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.?](#)

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~~5.3.~~ 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~~ [Administrative Director](#) through the [NetSuite system Financial Accounting 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 (specify) next level Administrator 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 Financial accounting system 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~~ uses published GSA (General Services Administration rates as a guideline for per diem rates. Per diem rates do not apply to one day/same day conferences.
 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. Reservations will be made by ECRA business office staff, where tThe 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 \$25000/night (when not ordered by the Business Office), 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 \$25000/night plus applicable taxes and fees. Pre-approval is required of all ECRCHS employees for hotels over \$200250/night.

iii.

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- 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 GSA rate 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.~~

~~8.7.~~ 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.

~~9.8.~~ 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

~~10.9.~~ 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.a. \$700/class for non-UCLA all Extension courses ~~courses must be Pre-approved by the HR Department~~ 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 BTSA

ECRA provides Beginning Teacher Support and Assessment (“BTSA”) through Ventura County Department of Education. For those employees who would like to complete their BTSA elsewhere, ECRA will reimburse up to \$4,000. Employee will be required to do the following:

1. Employee must notify an administrator that Teacher Inductions 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.

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 or dues cost 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.
- 3.4. ~~ECRA issues Scholarships for various types of academic achievement. Scholarship winners will complete a scholarship award form indicating which College/University the scholarship check gets issued and mailed to. See for in the appendix.~~
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. ~~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).~~

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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 ~~September 1, 2020~~ November 7, 2022:

- a. Lowes Home Depot for Woodshop, ~~and~~ Drama, and Building and Grounds
- b. Smart and Final for Family and Consumer Studies
- e. CalCard (VISA) American Express
- d. Visa/Mastercard (pending Board approval)
- c. _____

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, ~~\$100~~250,000 within a monthly statement period ~~(textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period)~~ for American Express, \$500-~~1,000~~ for Home Depot, and ~~\$1~~2,000 for Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.

11. ECRA uses CalCARD American Express~~VISA~~ 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.

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~~12.~~ Threshold amounts include: \$.99 (online subscriptions).

~~13.~~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.

~~14.~~13. Credit card points accrued by ECRA employees using ECRA's credit cards are the property of ECRA. **Cash Rewards program paid Quarterly**

- a. Credit card points can be converted only and exclusively for the benefit of the Charter School and with the permission of the Executive Director and Board of Directors.
- b. Prior to the conversion of any specific school-related use of accrued points, ECRCHS shall provide a memorandum to the ECRA Board of Directors for approval.
- c. Records of how the converted credit card points were used must be maintained.

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~~15.~~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.

~~16.~~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.

~~17.~~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.

~~18.17.~~ 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.
- ~~f.~~

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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~~Financial Accounting System (ERPFAS)

1. School will use an ERP-FAS system to store all financial transactional data.
2. Employees will make purchase requisitions in the ERPFAS. 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 FAS system.
3. The Business Office will review the purchase requisition to determine check whether the Charter School has adequate resources (i.e. cash) and is within budget.
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 unbudgeted 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.~~

~~6.5. When the supplier/vendor submits to ECRA the final invoice to the ECRA Business Office, or when an employee submits an expense report, the Charter School will make the payment by requesting a check or credit card. or by paying by credit card.~~

~~7.6. 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-FAS 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.

~~8.7. 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.

~~9.8. 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 principal 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 [the FAS 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 [FAS-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 [FAS 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):
 - Annual Bid limit under Public Contract Code § 20111(a) for **2020** **2022 is \$95,200** **99,100** 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.
 - [Must obtain at minimum 3 quotes/bids from vendors](#)

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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 (if any) and the justification of need for any contracts over \$100,000.

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, ~~ECO-DHRC~~, ~~and~~ the CBO 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, [DHRC CEO](#), CBO, 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.

11. 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.”

12. 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 in a separate Bank Account** and amounts **> \$1,000** will be reported to the Board. Donations are for the exclusive use of the 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.

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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-FAS 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.~~
- 5.4. 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.

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- 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~~ FAS 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 staff/bBack-office Services Provider performing the bank reconciliation;
 - d. Voided checks will have VOID ~~written in ink~~ Stamped on the Check.

Bank Reconciliation

1. Bank statements will be received directly or printed directly from online banking by the Business Office and forwarded to the Personnel assigned (either the Director of Finance/Accounting or Back-office Services Provider);
2. ~~Back-office Services Provider~~ The Personnel Assigned 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. ~~The Personnel Assigned Back-office Services Provider~~ will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
4. ~~The Personnel Assigned 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 reconciliation will then be sent to CBO for approval and follow up, if 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."

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ACCOUNTS RECEIVABLE

Documentation will be maintained for accounts receivable and forwarded to the Personnel assigned (either the Director of Finance/Accounting or Back-office Services Provider, as applicable) Back-office Services Provider.

Accounts receivable will be recorded by the the Personnel assigned 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 coordinator will complete a cash deposit form to account for the amount of cash and checks turned into the business office and indicate what trust (if applicable) account to deposit the funds to.

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b. The Business Office will record the transaction in the approved FAS-ERP software (~~Netsuite~~) at the time the transaction is made, with a copy of the receipt provided to the donor.

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b-a. 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.

e-b. 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.~~

~~4.3. 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.

~~5.4. 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."~~

~~6.5. 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.~~

~~7.6. 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/assigned personnel 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.

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Personnel Information

1. The ~~business~~ Human Resources & Payroll Department personnel will maintain all employee information in ECRA's ~~approved ERP software (Netsuite)~~ Payroll system (Paycom).
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 ~~ECO-DHRC~~ of any variances to the position control throughout the year.

Stipends Stipend Volunteers

1. These individuals are ECRA volunteers who earn a small stipend for assisting with school programs (e.g. Athletics).
2. These ~~individuals~~ 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~~Business Office will prepare the payroll worksheet for review and approval by the ~~Accounting Manager/Accounting Director/Controller~~CBO/ Director of Finance 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~~Payroll System 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~~ 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~~The Payroll Department will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. ~~Back-office Services Provider~~Business Office 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~~ Director of Finance & Accounting & Back office provder (as applicable) will prepare the annual financial budget for approval by the Board.
2. ~~Back office Services Provider~~ Director of Finance & Accounting & Back office provder (as applicable) 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~~ Director of Finance & Back office provder (as applicable) Accounting/Accountant 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~~ Director of Finance & Accounting/Accountant ~~Back office provider (as applicable)~~ 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. ~~Back office Services Provider will work with~~ The CBO and ~~CCO-DHRC~~ to ensure that appropriate insurance is maintained at all times with high quality insurance providers.
2. The Business Staff and the ~~CCO-DHRC~~ will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
3. The ~~CCO-DHRC and; CBO, and Back office Services Provider~~ will carefully review insurance policies on an annual basis, prior to renewal. A request for proposal must be done at least every five years.
4. 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.

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~~Administrative Director(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.

6. The ~~Administrative Directors~~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~~ SCHOLARSHIP PAYMENT REQUEST

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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: _____

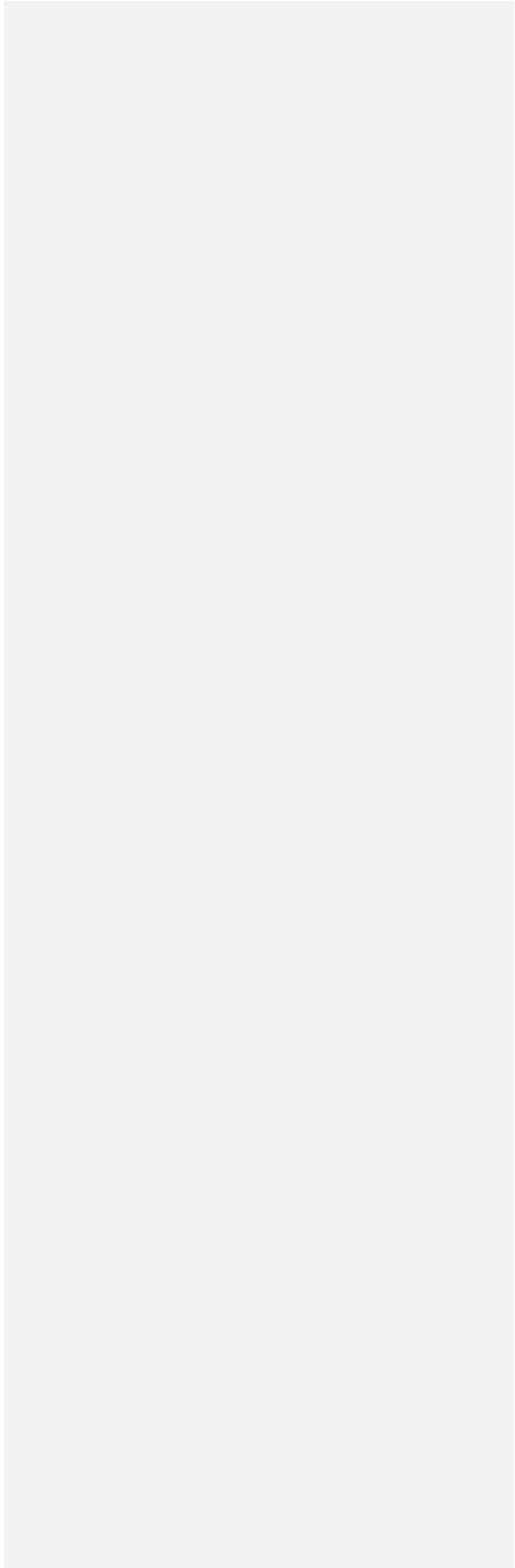
Parent/Guardian Signature: _____ Date: _____

ECRCHS Representative Signature: _____ Date: _____

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APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

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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 REIMBURSEMENT REQUEST FORM

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APPENDIX IV – PURCHASE REQUEST FORM

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