



El Camino Real Charter High School

Finance and Investment Board meeting

December 12, 2024 Finance and Investment Board meeting

Date and Time

Thursday December 12, 2024 at 5:30 PM PST

Location

El Camino Real Charter High School - (Principal's Conference Room)

5440 Valley Circle Woodland Hills CA 91367

Meeting can also be seen and heard at:

North Campus - 7401 Shoup Ave. West Hills CA 91307

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:

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“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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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:

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

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

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

Agenda

| | Purpose | Presenter | Time |
|--|---------|-------------------|---------|
| I. Opening Items | | | 5:30 PM |
| Opening Items | | | |
| A. Call the Meeting to Order | | Alexandra Ramirez | 1 m |
| B. Record Attendance and Guests | | Ryan Guinto | 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 | Alexandra Ramirez | 30 m |
| E. CBO Report | Discuss | Gregory Wood | 10 m |
| Mr. Wood, ECRCHS CBO, will provide his CBO Report to the Committee. | | | |

| | Purpose | Presenter | Time |
|---|-----------------|---------------------------------|----------------|
| II. Consent | | | 6:13 PM |
| A. Approve Minutes of November 13, 2024, Finance and Investment Committee Meeting | Approve Minutes | Alexandra Ramirez | 1 m |
| III. Investment | | | 6:14 PM |
| A. Investment Update Mr. Wood, CBO will present the November, 2024, ECRCHS Investment Update. | Discuss | Gregory Wood | 10 m |
| IV. Finance | | | 6:24 PM |
| A. Associated Student Body (ASB) Updates Angelina Cruz and Nathan Braca will provide ASB updates and answer any questions. | Discuss | Angelina Cruz / Nathan Braca | 15 m |
| B. Discussion and Vote to Recommend to the Full Board Approval of the November, 2024, Check Registers Prior to the Vote to Recommend Approval, Mr. Wood, CBO, will review the November 2024, check registers from ECRA's City National Bank Accounts. | Vote | Gregory Wood | 10 m |
| C. Discussion and Vote to Recommend to the Full Board Approval of the November, 2024, Credit Card Charges. Prior to the Vote to recommend Approval, Mr. Wood, CBO, will review the November 2024, credit card charges. | Vote | Gregory Wood | 10 m |
| D. Discussion and vote to recommend the First Interim 2024-2025 Report Prior to the vote, Mr. Wood will present the First Interim 2024-2025 report and answer any questions. | Vote | Gregory Wood | 15 m |
| E. Discuss and Vote on the 2023-2024 Audit Report Prior to the vote, Mr. Wood will present the 2023-2024 Audit Report and answer any questions. | Vote | Gregory Wood | 15 m |

| | Purpose | Presenter | Time |
|--|---------|-------------------|----------------|
| F. Discussion and Vote on ECRCHS's Fiscal Policies and Procedures | Vote | Gregory Wood | 20 m |
| Prior to the vote, Mr. Wood, CBO, will present ECRCHS's Fiscal Policies and Procedures and answer any questions. | | | |
| V. Closing Items | | | 7:49 PM |
| A. Adjourn Meeting | Vote | Alexandra Ramirez | 1 m |

Coversheet

CBO Report

| | |
|--------------------------|--------------------------------------|
| Section: | I. Opening Items |
| Item: | E. CBO Report |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | Item I.E. CBO Report ADA Month 4.pdf |

Enrollment

2024-2025
2023-2024

| # of Days | | | | |
|-----------|---------|---------|---------|----|
| 18 | 19 | 20 | 14 | 71 |
| 17 | 19 | 20 | 14 | |
| Month 1 | Month 2 | Month 3 | Month 4 | |

| | | | | | |
|--------------|-------|-------|-------|-------|--------|
| Current Year | 2,945 | 2,950 | 2,937 | 2,928 | 11,760 |
| Prior Year | 3,166 | 3,167 | 3,159 | 3,157 | |
| Difference | (221) | (217) | (222) | (229) | |
| | -7.0% | -6.9% | -7.0% | -7.3% | 0 |

| |
|-------------------|
| Current Year |
| Independent Study |

| | | | | | |
|--------|--------|--------|--------|---------|-----------|
| 50,996 | 53,257 | 55,199 | 38,650 | 198,102 | |
| 1,708 | 2,097 | 2,499 | 1,813 | | YTD ADA % |
| | | 57,132 | 47,156 | | 94.9% |

| | | | | | | |
|------------------------|----------|----------|----------|----------|----------|----------------|
| ADA (per month) | 2,833.11 | 2,803.00 | 2,759.95 | 2,760.71 | 2,790.17 | |
| ADA (per month-P/Year) | | | | | 2,985.14 | |
| ADA % | 96.2% | 95.0% | 94.0% | 94.3% | 2,731.00 | 2024-25 Budget |

| | | | | | | 2023-2024 | Difference |
|----------------|------|-------|-------|-------|-------|-----------|------------|
| By Grade Level | 9th | 656 | 660 | 654 | 651 | 684 | (33) |
| 2024-2025 | 10th | 693 | 695 | 695 | 692 | 793 | (101) |
| | 11th | 776 | 776 | 773 | 774 | 804 | (30) |
| | 12th | 820 | 819 | 815 | 811 | 876 | (65) |
| Enrollment | | 2,945 | 2,950 | 2,937 | 2,928 | 3,157 | (229) |

| | | |
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| Rocha.Ollie'ella | 48 | 0.68 |
|-------------------------|-----------|-------------|

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|--------|-------------|
| School | 1.01 |
| NPS | 0.33 |

Coversheet

Approve Minutes of November 13, 2024, Finance and Investment Committee Meeting

Section: II. Consent
Item: A. Approve Minutes of November 13, 2024, Finance and Investment
Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Finance and Investment Board meeting on November 13, 2024



El Camino Real Charter High School

Minutes

Finance and Investment Board meeting

November 13, 2024 Finance and Investment Board meeting

Date and Time

Wednesday November 13, 2024 at 5:30 PM

Location

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Committee Members Present

Alexandra Ramirez, Gregg Solkovits, Steven Kofahl

Committee Members Absent

None

Guests Present

Ryan Guinto

I. Opening Items

A. Call the Meeting to Order

Alexandra Ramirez called a meeting of the Finance and Investment Committee of El Camino Real Charter High School to order on Wednesday Nov 13, 2024 at 5:31 PM.

B. Record Attendance and Guests

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

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

D. Public Comments

1. Nathan provided the student council treasurer's report.

Robotics Competition Team: Last Friday, the robotics competition team attended an event, possibly a state championship. The student council purchased items for a send-off celebration, costing \$50.05.

Poster Supplies: A recurring purchase for markers, tape, and other materials used for hallway posters was made this month.

Color Wars: Supplies and prizes for the upcoming class-specific Color Wars event were purchased for a total of \$635.34. This included several hundred items prepared as prizes for individual students.

Mr. ECR Event: For the annual mock beauty pageant event featuring senior boys, happening on December 6, \$94.95 was spent on decorations

E. CBO Report

Mr. Wood, ECRCHS CBO, provided his CBO Report to the Committee

Enrollment and ADA: As of Month 3, enrollment stands at 2,937 students, a decrease of 13 from last month and 222 compared to last year's Month 3. The average daily attendance (ADA) percentage is 93.3%, slightly down from last year's 94%. This decline is attributed to fewer incoming ninth graders than graduating twelfth graders.

A recent webinar on declining enrollment in California highlighted strategies such as analyzing trends, multi-year planning, and staffing adjustments. With an annual loss of 222 students, staffing levels may need reevaluation to align with reduced class and support requirements.

Cafeteria: Despite the decline in enrollment, meal participation has increased by 2.65% compared to the previous year. Currently, 37% of students qualify for free and reduced meals, the highest percentage recorded.

Through October, total cafeteria revenue was \$572,471, with \$469,941 in expenses (including food, labor, salary support, repairs, and other costs). The cafeteria is operating

with a surplus of \$102,530; the cafeteria fund balance has grown. Given this balance, \$20,564 has been allocated to capital improvements. Funds in this category must be reinvested into the cafeteria only, but can support student events like picnics, provided meal compliance guidelines are met.

Audits: The Charter School Division will conduct an instructional and operations audit on November 21, with related documents already submitted.

The **CPA external audit** firm is collecting information for the annual audited financial report due to the state by December 15.

The **first interim** financial report, capturing actuals through October and projections for the rest of the year, is being prepared for submission.

II. Consent

A. Approve Minutes of October 16, 2024, Finance and Investment Committee Meeting

Gregg Solkovits made a motion to approve the minutes from Finance and Investment Board Meeting on 10-16-24.

Steven Kofahl seconded the motion.

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

III. Investment

A. Investment Update

Mr. Wood, CBO, and Mike Breller (Beacon Pointe) presented the October, 2024, ECRCHS Investment Update.

Investment Review by Mr. Mike Breller

Economic Overview: The U.S. economy and consumer have demonstrated resilience, maintaining consistent GDP growth over the past two years despite earlier concerns about a recession. While inflation remains a focus, significant progress has been made, with rates approaching the Federal Reserve's 2% target. Aggressive interest rate hikes in 2022-2023 have not led to major economic disruptions, with unemployment near record lows. Current indicators suggest a "soft landing," achieving inflation control without significant economic fallout-an uncommon outcome.

Potential risks include the possibility of elevated inflation triggering secondary waves, delaying interest rate reductions. Fiscal challenges, such as a 7% GDP deficit amid low unemployment, raise concerns about continued deficit spending and pressure on interest rates. Despite these risks, the overall economic scenario remains positive.

Market Performance: The S&P 500 gained 6% in Q3, with large-cap equities outperforming small caps and U.S. equities outperforming international ones. Fixed income showed double-digit returns over the trailing year, recovering from prior losses in the aggregate bond index. October saw minor declines, but markets responded positively post-election.

Portfolio Allocation and Performance:

Asset allocation remains well-aligned with policy targets

Equities:

- **U.S. equities** are slightly overweight and have driven strong returns, outperforming international equities. Passive investments dominate domestic allocations, with two active managers: Fiduciary Management and Virtus (Mid Cap). A recent change replaced the Schwab US Large Cap Growth Index fund with a new active manager.
- **International equity** are within range, with a 25.6% trailing one-year return which is just ahead of the index. Active managers include Artisan International Value (value-oriented) and American Europacific (growth-oriented), providing balanced exposure.
- **Emerging market** manager Lazard closely aligns with the index and has performed well.

Fixed Income:

- Managers Dodge & Cox and Metropolitan West offer diversification. Dodge & Cox focuses on investment-grade bonds, while MetWest provides a broader mix. While returns have been strong recently, long-term performance is flat due to market timing.

Alternatives:

- The allocation includes stability-oriented strategies (Swan Hedged Equity and Cliffwater Bank Lending) and growth-focused real estate strategies (PGIM and Apollo). Alternatives have contributed 22% trailing one-year returns, providing diversification and mitigating portfolio volatility.

Summary:

The portfolio has delivered strong absolute and relative returns across asset classes. While macroeconomic uncertainty persists, staying close to policy targets is advised until clearer investment opportunities arise.

Mr. Wood

OPEB: The portfolio experienced a slight decline, ending the month of Oct at \$31.7 million, reflecting the flat market performance reported earlier.

Post-election market gains have driven the portfolio value up to \$32.2 million, recovering most of October's losses.

Year-to-Date Performance: Through October, the portfolio had achieved a **3.3% return**, although recent OPEB payments reduced the total return to **2.8%** by the end of October. The outlook remains positive, with expectations for continued recovery, provided market conditions remain stable.

Steven Kofahl seconded the motion.

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

C. Discussion of ECRCHS's Fiscal Policies and Procedures

Mr. Wood and Ms. Ilyas discussed ECRCHS's Fiscal Policies and Procedures

An overview of updates to the fiscal policies and procedures draft, highlighting proposed changes for review was provided:

Travel policy updates: Removed references to specific airlines to prioritise flexibility and cost-efficiency. The revised policy focuses on "economy or promotional discounted airfare."

There is also emphasis securing reasonable fares and prioritising nonstop flights especially when travelling with students for safety and logistical simplicity.

Meal reimbursements: Reimbursement rates should align with GSA-published rates for the destination travelled.

There are plans to collaborate with HR for employee acknowledgment of updated per diem policies.

Credit card policy: Outdated vendor-specific cards addressed and phased out.

Title updates: Updated references to reflect the current title "Director of Human Resources" (formerly "Director of HR and Compliance") on page 23.

Annual bid limit: Revised to reflect the new limit of **\$114,500** on page 29.

Blank check policy: Adjustments planned on page 33 for clarity and compliance.

Mr. Wood clarified that no vote was required at this stage. The draft, with proposed edits, will be circulated before the next full board meeting for review and recommendation.

V. School Business

A. RFP Bid Award: Campus Security Services

Prior to the vote, Jason Camp, Administrative Director, will present the RFP Bid award for the Campus Security Services.

The search for campus security services following the departure of St. Moritz, which exited the school security business 2.5 months into their contract continues. The RFP process sought 10 guards and one manager, and bids were evaluated based on cost, experience & qualifications, and proposal accuracy, weighted at 35%, 35%, and 30%, respectively.

Bidders submitted rates for guards, managers, and special events, with costs calculated using an eight-hour shift for 180 days.

DSPI Inc submitted the lowest bid, but Allied demonstrated the most relevant school security experience, unlike competitors who specialised in less interactive settings like nighttime patrols or university campuses.

Allied was the only bidder to offer the required SB1626 certification, a mandatory certification for school security in California. Others did not address this.

Allied is recommended for the contract due to its school security expertise, readiness to begin immediately, and availability of certified guards. This ensures a smooth transition, beginning November 20th, leveraging guards previously employed by St. Moritz.

Mr. Jason concluded by noting that they will be refining the RFP process in future bids to ensure clearer expectations and better alignment.

Gregg Solkovits made a motion to Recommend to the Full Board Approval of the RFP Bid Award: Campus Security Services.

Steven Kofahl seconded the motion.

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

VI. Closing Items

A. Adjourn Meeting

Alexandra Ramirez made a motion to Adjourn the Meeting.

Gregg Solkovits seconded the motion.

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:46 PM.

Respectfully Submitted,
Ryan Guinto

Coversheet

Investment Update

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|--------------------------|--|
| Section: | III. Investment |
| Item: | A. Investment Update |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | Item III.A November 2024 Investment Update.pdf |

EL CAMINO REAL CHS INVESTMENTS REVIEW FISCAL YEAR 2024-2025

| 2024-2025 | | | | | | | | | | | |
|-----------|--|----------|--|---------------|--------|--------|--------|--------|---|--|--|
| | | Year End | | Contributions | | | | | | | |
| | | | | Jul-24 | Aug-24 | Sep-24 | Oct-24 | Nov-24 | | | |
| | | | | | | | | | Executive Summary-OPEB | | |
| | | | | | | | | | \$ 30,844,295 Beginning Balance at 07/01/24 | | |
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Coversheet

Discussion and Vote to Recommend to the Full Board Approval of the November, 2024, Check Registers

Section: IV. Finance
Item: B. Discussion and Vote to Recommend to the Full Board Approval of the
November, 2024, Check Registers
Purpose: Vote
Submitted by:
Related Material: Item IV.B.- Check Registers-November 2024.pdf
Item IV.B.- Check Registers-November 2024 #2.pdf
Item IV.B.- Check Registers-November 2024 #3.pdf

Check Register
Account: 1796 Checking
El Camino Real HS
Nov 2024

Grand Total

\$1,244,068.29

| Date | Check Number | Name | Memo | Amount | Account | Voided |
|------------|--------------|--|---|--------------|------------------------|--------|
| 11/1/2024 | NA | Bargreen Ellingson Inc | 4644 Bargreen Ellingson Inc Cafeteria Equipment | \$ - | 9121-1796 CNB Checking | Voided |
| 11/1/2024 | 20103 | FedEx | 09/13/24 inv 8-619-86084 FedEx Express Services | \$ 99.72 | 9121-1796 CNB Checking | |
| 11/1/2024 | 20105 | Gamez, Nicole | Advanced Culinary Equipment, Amazon | \$ 568.52 | 9121-1796 CNB Checking | |
| 11/1/2024 | 20106 | Phillip, Colson | | \$ 70.00 | 9121-1796 CNB Checking | |
| 11/1/2024 | 20107 | Atkinson, Andelson, Loya, Ruud And Romo | E. Larew - 2024-2025 Leadership Series | \$ 525.00 | 9121-1796 CNB Checking | |
| 11/1/2024 | 20108 | Administrative Services CO-OP DbA Yellow Cab | INV 18452 & 18651 02-03/24 | \$ - | 9121-1796 CNB Checking | Voided |
| 11/1/2024 | 20109 | Administrative Services CO-OP DbA Yellow Cab | INV 19913 09/24 | \$ 7,490.40 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20110 | FedEx | 9/13/24 inv 9-683-48915 FedEx Express Services la | \$ 7.98 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20111 | AT&T 6340 | 24-Oct 818 888-6340 249 Communication Charges | \$ 372.92 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20112 | AT&T | 10/24 818 887-7018 449 | \$ 399.99 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20113 | STS education | inv INV-0017129 Capitalization Project: A/V Solutio | \$ 66,967.49 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20114 | Department of Justice (State of CA) | INV 768933 Fingerprint Apps | \$ 305.00 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20115 | ICON School Management | INV 1820 10/25/24 Charter School Consulting | \$ 3,500.00 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20116 | Contreras, Jesus | Lyft Fee | \$ 32.18 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20117 | Zahur, Ziat | Egg Drop Project | \$ 111.38 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20118 | Epic Sports, Inc. | INV 7849076 | \$ 1,612.65 | 9121-1796 CNB Checking | |
| 11/4/2024 | 20119 | Aeries Software | INV RW-16604 CALPADS EOY 1, 2 & 3 - Reporting | \$ 100.00 | 9121-1796 CNB Checking | |
| 11/5/2024 | 20120 | Dan's Super Subs Inc. | 11/05/24 Retreat 11th Grade ELA | \$ 127.85 | 9121-1796 CNB Checking | |
| 11/5/2024 | 20121 | Sweetwater Sound Inc. | INV 42679202 DRAMA | \$ 11,011.10 | 9121-1796 CNB Checking | |
| 11/5/2024 | 20122 | ULINE, INC. | STUDENT STORE EQUIPMENT | \$ - | 9121-1796 CNB Checking | Voided |
| 11/5/2024 | 20123 | ULINE, INC. | INV 180755693 | \$ 11,211.57 | 9121-1796 CNB Checking | |
| 11/5/2024 | 20124 | BSN Sports LLC | Cart#12422328 Backboard Pads | \$ 1,099.36 | 9121-1796 CNB Checking | |
| 11/5/2024 | 20125 | Contreras, Jesus | Golf Fees | \$ 173.00 | 9121-1796 CNB Checking | |
| 11/5/2024 | 20126 | Goodheart-Willcox Publisher | INV 01991939 Video Game Design and Programmi | \$ 1,066.40 | 9121-1796 CNB Checking | |
| 11/5/2024 | 20127 | M&M Paper Co. | IN19896 | \$ 2,900.11 | 9121-1796 CNB Checking | |
| 11/5/2024 | 20128 | Buddy's All Stars | Practice/Game Footballs | \$ 1,776.07 | 9121-1796 CNB Checking | |
| 11/5/2024 | 20129 | Time Square Stage Lighting Co., Inc. | INVOICE-SI100122 | \$ 11,778.92 | 9121-1796 CNB Checking | |
| 11/7/2024 | 20130 | Safety Speed Cut manufacturing Co. INC | Equipment Replenishment | \$ 11,048.00 | 9121-1796 CNB Checking | |
| 11/7/2024 | 20131 | AT&T 9221 | 24-Oct 818 887-9221 130 | \$ 744.07 | 9121-1796 CNB Checking | |
| 11/7/2024 | 20133 | STS education | inv INV-0017882 Music Production Lab iMacs | \$ 3,961.00 | 9121-1796 CNB Checking | |
| 11/7/2024 | 20134 | AT&T 9132 | 10/24 Inv# 8393644907 Acct# 831-000-9132 154 5G | \$ 1,786.72 | 9121-1796 CNB Checking | |
| 11/7/2024 | 20135 | M & S Technology Group, LLC (The Circle) | inv 195102 Printer Supplies | \$ 219.00 | 9121-1796 CNB Checking | |
| 11/8/2024 | 20137 | Brooks Transportation Inc. | Inv#24351 Buses for Football & Cheer 11/8/2024 | \$ 2,250.00 | 9121-1796 CNB Checking | |
| 11/8/2024 | 20138 | Brooks Transportation Inc. | Inv#24338 Bus For Cross Country 11/6/2024 | \$ 750.00 | 9121-1796 CNB Checking | |
| 11/12/2024 | 20139 | Henry Rosales | 10/24 Gardening Invoice for Shoup | \$ 1,000.00 | 9121-1796 CNB Checking | |
| 11/12/2024 | 20140 | LADWP | 2024 6968788886 Shoup Utilities | \$ 5,424.26 | 9121-1796 CNB Checking | |
| 11/12/2024 | 20141 | St. Moritz Security Services, Inc. | INV 14145710 08/02-08/15/2024 | \$ 11,217.05 | 9121-1796 CNB Checking | |
| 11/12/2024 | 20142 | Mutual of Omaha | INV 001779543948 Voluntary Disability Insurance | \$ 978.00 | 9121-1796 CNB Checking | |
| 11/12/2024 | 20143 | George A Jackson III | 2024 Package and rehearsals | \$ 2,000.00 | 9121-1796 CNB Checking | |

Check Register
Account: 1796 Checking
El Camino Real HS
Nov 2024

Grand Total

\$1,244,068.29

| Date | Check Number | Name | Memo | Amount | Account | Voided |
|------------|--------------|---|---|-------------|------------------------|--------|
| 11/12/2024 | 20144 | Brady Industries of California LLC | INV 9130223 | \$ 3,992.88 | 9121-1796 CNB Checking | |
| 11/12/2024 | 20145 | Karen Queller | 11/08/24 Art Therapy | \$ 750.00 | 9121-1796 CNB Checking | |
| 11/12/2024 | 20146 | 818 Cleaners | Inv 164030 Uniform Cleaning - 10/25/24 - JV & Vars | \$ 848.00 | 9121-1796 CNB Checking | |
| 11/12/2024 | 20147 | Total Education Solutions (TES Therapy) | 08/24 INV 8773157 TES Therapy | \$ 202.50 | 9121-1796 CNB Checking | |
| 11/12/2024 | 20148 | BSN Sports LLC | INV 927569821 Softball Field Eq. | \$ 1,196.62 | 9121-1796 CNB Checking | |
| 11/13/2024 | 20149 | Dan's Super Subs Inc. | 11/13/24 Chem retreat | \$ 112.25 | 9121-1796 CNB Checking | |
| 11/14/2024 | 20150 | Granada Hills Charter High School | Res: 16244 Field Rental 11/8/2024 | \$ 706.50 | 9121-1796 CNB Checking | |
| 11/14/2024 | 20151 | Covarrubias, Ricardo | Marketing Supplies | \$ 89.99 | 9121-1796 CNB Checking | |
| 11/14/2024 | 20152 | Old New York & Deli Bakery Co., Inc | 11/14/24 Retreat Lunch for CCR | \$ 71.54 | 9121-1796 CNB Checking | |
| 11/14/2024 | 20153 | Brooks Transportation Inc. | INV 24400 Volleyball Bus 11/14/2024 | \$ 750.00 | 9121-1796 CNB Checking | |
| 11/14/2024 | 20154 | Maury, Heidi | 11.05.24 ENGLISH DEPT RETREAT | \$ 98.56 | 9121-1796 CNB Checking | |
| 11/14/2024 | 20155 | Coleman, Evan | Expenses for Journalism/Yearbook (NHSJC) Conv | \$ 232.62 | 9121-1796 CNB Checking | |
| 11/14/2024 | 20156 | Russell, Richard | Home Depot (Portable A/C Unit Varsity Softball Sh | \$ 436.91 | 9121-1796 CNB Checking | |
| 11/14/2024 | 20157 | Impact Cheer & Tumbling | 09/24 Coaching hours for cheer. | \$ 1,450.00 | 9121-1796 CNB Checking | |
| 11/14/2024 | 20158 | McCalla Company | inv 141918 Custodial Supplies | \$ 579.74 | 9121-1796 CNB Checking | |
| 11/15/2024 | 20159 | 818 Cleaners | INV 164574 Uniform Cleaning - 11/8/24 | \$ 505.00 | 9121-1796 CNB Checking | |
| 11/15/2024 | 20160 | 818 Cleaners | INV 164302 Uniform Cleaning - 11/1/23 JV & Varsit | \$ 884.00 | 9121-1796 CNB Checking | |
| 11/15/2024 | 20161 | MG Express Inc. | INV 2486 NJROTC Field Trip 10/26/24 | \$ 2,200.00 | 9121-1796 CNB Checking | |
| 11/15/2024 | 20162 | Interquest Detection Canines | 11/2/24 inv 356-1024 Canine Inspection | \$ 1,225.00 | 9121-1796 CNB Checking | |
| 11/15/2024 | 20163 | Mcfarlin, Ian | Novel for classroom | \$ 567.65 | 9121-1796 CNB Checking | |
| 11/15/2024 | 20164 | Robert Guzman | INV 25 Field Show Tees | \$ - | 9121-1796 CNB Checking | Voided |
| 11/15/2024 | 20165 | Bero, Stefanie | PBIS - please switch fund to educator effectiveness | \$ - | 9121-1796 CNB Checking | Voided |
| 11/15/2024 | 20166 | Bero, Stefanie | Sacramento Con. meals | \$ 628.43 | 9121-1796 CNB Checking | |
| 11/15/2024 | 20167 | Child and Family Guidance Center | 10/24 Special Ed Services Northpoint | \$ 3,058.99 | 9121-1796 CNB Checking | |
| 11/15/2024 | 20168 | FedEx | INV 8-661-43532 FedEx Express Services | \$ 41.74 | 9121-1796 CNB Checking | |
| 11/18/2024 | 20169 | Hardwoods Specialty Products US LP | Facility Upgrades | \$ 3,382.30 | 9121-1796 CNB Checking | |
| 11/18/2024 | 20170 | Contreras, Jesus | Range Fees | \$ 112.00 | 9121-1796 CNB Checking | |
| 11/18/2024 | 20171 | Spectrum Enterprise 7801 | 04/24-07/24, 11/24 Inv# 128697801110124 Acct#086 | \$ 5,131.04 | 9121-1796 CNB Checking | |
| 11/18/2024 | 20172 | T-Mobile US, Inc. | 24-Nov 969604280 - WiFi Student Hot Spots | \$ 213.20 | 9121-1796 CNB Checking | |
| 11/18/2024 | 20173 | AT&T 0810 | 24-Nov 818 716-0810 246 | \$ 382.87 | 9121-1796 CNB Checking | |
| 11/18/2024 | 20174 | AT&T 8815 | 24-Nov 818 884-8815 516 | \$ 422.99 | 9121-1796 CNB Checking | |
| 11/18/2024 | 20175 | Franklin, Stephanie | Food Reimbursement | \$ 1,535.23 | 9121-1796 CNB Checking | |
| 11/18/2024 | 20176 | Total Education Solutions (TES Therapy) | 09/24 INV 8992523 TES Therapy | \$ 1,012.50 | 9121-1796 CNB Checking | |
| 11/18/2024 | 20177 | LACOE, Los Angeles County Office of Education | INV 25*0594 - PBIS TRAINING | \$ 5,000.00 | 9121-1796 CNB Checking | |
| 11/19/2024 | 20178 | L.A. City Dept. of Recreation And Parks | INV 4940 - POOL USAGE 11/19/24 - 12/13/24 | \$ 649.00 | 9121-1796 CNB Checking | |
| 11/19/2024 | 20179 | Best Cafe Enterprises, LLC | INV 2944046 PAC/Royal families Meeting 11/19/24 | \$ 701.85 | 9121-1796 CNB Checking | |
| 11/19/2024 | 20180 | Clark, Minita | PBIS Meeting Meals | \$ 100.00 | 9121-1796 CNB Checking | |
| 11/19/2024 | 20181 | STS education | INV-0018360 Music Production Lab iMacs | \$ 827.00 | 9121-1796 CNB Checking | |
| 11/19/2024 | 20182 | American AED, INC. | invoice-126326 | \$ 378.00 | 9121-1796 CNB Checking | |

Check Register
Account: 1796 Checking
El Camino Real HS
Nov 2024

Grand Total

\$1,244,068.29

| Date | Check Number | Name | Memo | Amount | Account | Voided |
|------------|--------------|---|---|--------------|------------------------|--------|
| 11/19/2024 | 20183 | Pro-Ed, Inc. | Renewal of the CAS2: Online Scoring and Report | \$ 261.00 | 9121-1796 CNB Checking | |
| 11/20/2024 | 20184 | ALICE LEE | Golf Reimbursement | \$ 170.15 | 9121-1796 CNB Checking | |
| 11/20/2024 | 20185 | CCIDM Inc. | 10/24 Trailer Rental | \$ 650.00 | 9121-1796 CNB Checking | |
| 11/20/2024 | 20186 | Carter, Amy | Journalism Reimbursement | \$ 326.55 | 9121-1796 CNB Checking | |
| 11/20/2024 | 20187 | Pearison Incorporated (Band Shoppe) | INV SI144452 Performance Shoes | \$ 523.40 | 9121-1796 CNB Checking | |
| 11/20/2024 | 20188 | Winter Guard Association of Southern California | INV 10903-13071-41006 Membership Fees | \$ 945.00 | 9121-1796 CNB Checking | |
| 11/20/2024 | 20189 | UTLA | 10/24 UTLA Union Dues | \$ 17,835.80 | 9121-1796 CNB Checking | |
| 11/21/2024 | 20190 | Brooks Transportation Inc. | INV 24459 Buses week of 11/21/2024 | \$ 1,500.00 | 9121-1796 CNB Checking | |
| 11/21/2024 | 20191 | Dan's Super Subs Inc. | 11/21/24 Math/Geometry Retreat | \$ 73.30 | 9121-1796 CNB Checking | |
| 11/21/2024 | 20192 | Real Volleyball | INV 1485 Girls Volleyball: Equipment | \$ 2,106.61 | 9121-1796 CNB Checking | |
| 11/21/2024 | 20193 | Extra Mile Timing / Corr-Robinett, Scott | INV 821 Cross Country Meet Time Trial 11/21/24 | \$ 200.00 | 9121-1796 CNB Checking | |
| 11/21/2024 | 20194 | Wes Charek (Wespower Electrical, Inc.) | INV 2657 Deferred Maintenance: Electrical upgrad | \$ 3,927.51 | 9121-1796 CNB Checking | |
| 11/21/2024 | 20195 | Ventura County Office of Education Business | INV AR25-00421 Ventura County Induction Progra | \$ 25,500.00 | 9121-1796 CNB Checking | |
| 11/21/2024 | 20196 | Countdown Printables | INV 32474-1 | \$ 3,803.80 | 9121-1796 CNB Checking | |
| 11/21/2024 | 20197 | Countdown Printables | INV 32512-1Marketing | \$ 1,068.07 | 9121-1796 CNB Checking | |
| 11/22/2024 | 20198 | Bruce Cleal | 11/23/2024 Girls Soccer Official | \$ 88.00 | 9121-1796 CNB Checking | |
| 11/22/2024 | 20199 | Jeff Blumkin | 11/23/2024 Girls Soccer Official | \$ 88.00 | 9121-1796 CNB Checking | |
| 11/22/2024 | 20200 | Michael Jeff | 2024 Fall Percussion Writing Fee | \$ 1,200.00 | 9121-1796 CNB Checking | |
| 11/22/2024 | 20201 | Phillip, Colson | Lunch Retreat Reimbursement | \$ 82.78 | 9121-1796 CNB Checking | |
| 11/22/2024 | 20202 | Franklin, Stephanie | Acadeca Trip Transportation | \$ 900.00 | 9121-1796 CNB Checking | |
| 11/22/2024 | 20203 | Picture Perfect Graphics | INV 4406 Shirts | \$ 1,043.93 | 9121-1796 CNB Checking | |
| 11/25/2024 | 20204 | SOS Survival Products, Inc. | INV 876818 Classroom first aid kits | \$ 289.52 | 9121-1796 CNB Checking | |
| 11/25/2024 | 20205 | STS education | INV-0017282 Capitalization Project: A/V Solution f | \$ - | 9121-1796 CNB Checking | Voided |
| 11/25/2024 | 20206 | STS education | inv INV-0016796 Capitalization Project: A/V Solutio | \$ 28,494.75 | 9121-1796 CNB Checking | |
| 11/25/2024 | 20207 | STS education | inv INV-0017884 Capitalization Project: A/V Solutio | \$ 1,650.00 | 9121-1796 CNB Checking | |
| 11/25/2024 | 20208 | STS education | INV-0017282 Capitalization Project: A/V Solution f | \$ 2,071.53 | 9121-1796 CNB Checking | |
| 11/25/2024 | 20209 | Effectual Educational Consulting Services | INV 12676 Consulting Services 09/24 | \$ 55.00 | 9121-1796 CNB Checking | |
| 11/26/2024 | 20211 | Flinn Scientific Inc. | inv 3074825 For Jake Lin/AP Chem | \$ 47.27 | 9121-1796 CNB Checking | |
| 11/26/2024 | 20213 | The Home Depot Commercial Account | inv 7511653 Woodshop Supplies | \$ 170.67 | 9121-1796 CNB Checking | |
| 11/1/2024 | SPACH2777 | Jules Seltzer Associates | INV 236157 | \$ 4,258.47 | 9121-1796 CNB Checking | |
| 11/1/2024 | SPACH2778 | The Print Spot | INV 8146 Laptop Stickers | \$ 2,326.88 | 9121-1796 CNB Checking | |
| 11/1/2024 | SPACH2779 | Jules Seltzer Associates | INV 236156 - Remaining Balance- Classroom Mod | \$ 14,432.11 | 9121-1796 CNB Checking | |
| 11/1/2024 | SPACH2780 | Bargreen Ellingson Inc | Other half of payment | \$ 8,025.22 | 9121-1796 CNB Checking | |
| 11/1/2024 | SPACH2781 | Impact Philanthropy Group (Sage SoCal) | REISSUE-September 1, 2024 Mental Health Servic | \$ 28,500.00 | 9121-1796 CNB Checking | |
| 11/4/2024 | SPACH2782 | Aloft | %Journalism Competition | \$ 5,585.76 | 9121-1796 CNB Checking | |
| 11/4/2024 | SPACH2783 | Scoot Education Inc | inv 92951 Interest charge for overdue invoices | \$ 440.36 | 9121-1796 CNB Checking | |
| 11/5/2024 | SPACH2784 | Amazon | | \$ 8,382.62 | 9121-1796 CNB Checking | |
| 11/5/2024 | SPACH2785 | Amazon | | \$ 908.91 | 9121-1796 CNB Checking | |
| 11/6/2024 | SPACH2786 | Charter Up LLC | | \$ 2,826.60 | 9121-1796 CNB Checking | |

Check Register
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|------------|--------------|--|---|---------------|------------------------|--------|
| 11/7/2024 | SPACH2787 | Amazon | Amy Carter - T35 | \$ 75.62 | 9121-1796 CNB Checking | |
| 11/7/2024 | SPACH2788 | Amazon | INVOICE-14FW-JHGN-NVC3 | \$ 191.37 | 9121-1796 CNB Checking | |
| 11/7/2024 | SPACH2789 | Amazon | Equipment Replenishment | \$ 13.13 | 9121-1796 CNB Checking | |
| 11/7/2024 | SPACH2790 | Amazon | Scantrons for Jason Sabolic and Department | \$ 530.00 | 9121-1796 CNB Checking | |
| 11/7/2024 | SPACH2791 | Amazon | C-20 | \$ 32.59 | 9121-1796 CNB Checking | |
| 11/7/2024 | SPACH2792 | Amazon | Instructional Materials for Department | \$ 910.17 | 9121-1796 CNB Checking | |
| 11/12/2024 | SPACH2793 | Piece of Mind Care Services | INV 00312 ELD Dept. Students Support Services 1 | \$ 977.50 | 9121-1796 CNB Checking | |
| 11/12/2024 | SPACH2794 | Mary M Bush | 10/2024 Counseling | \$ 7,200.00 | 9121-1796 CNB Checking | |
| 11/12/2024 | SPACH2795 | Self Insured Schools of California | 11/31 SISC Flex FSA Fees | \$ 4,549.11 | 9121-1796 CNB Checking | |
| 11/12/2024 | SPACH2796 | Amazon | Instructional Materials-Mark Sakaguchi | \$ 143.01 | 9121-1796 CNB Checking | |
| 11/12/2024 | SPACH2797 | Amazon | Kathleen O'Connell - CO2 | \$ 89.36 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2798 | Amazon | invoice-1nkd-977w-dgkg | \$ 1,040.24 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2799 | Amazon | | \$ 47.11 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2800 | Jules Seltzer Associates | INV 236196 - 50% DEPOSIT CLASSROOM FURNIT | \$ 240,046.00 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2801 | Amazon | INVOIXE-1K4P-L39X-QMFJ | \$ 543.59 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2802 | Amazon | Drama supplies | \$ 2,928.79 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2803 | Amazon | | \$ 1,050.03 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2804 | Lindsey C. Surendranath Granted, Inc | INV 325 11/2024 CTE Services | \$ 2,400.00 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2805 | Amazon | invoice-1GCFY-P4HJ-LC3X | \$ 366.33 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2806 | Amazon | INVOICE-17JK-C7N6-L7FG | \$ 312.00 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2807 | College Board | INV A251015791D AP EXAMS SPRING 2024 | \$ 153,895.00 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2808 | Amazon | INVOICE-1F9P-GT7M-KRPY | \$ 1,697.26 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2809 | Amazon | | \$ 324.39 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2810 | Amazon | | \$ 1,291.96 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2811 | Amazon | Tutoring equipment for teachers. | \$ 1,589.28 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2812 | Camino Real Charter HS Charles Schwab & Co, Inc. 2 | 10/24 403(B) Plan 2563-4428 Charles Schwab | \$ 4,925.00 | 9121-1796 CNB Checking | |
| 11/13/2024 | SPACH2813 | Amazon | INVOICE-1WYC-Y9JG-939M | \$ 1,045.02 | 9121-1796 CNB Checking | |
| 11/14/2024 | SPACH2814 | Aloft | hotel balance | \$ 1,861.76 | 9121-1796 CNB Checking | |
| 11/14/2024 | SPACH2815 | Amazon | | \$ 214.55 | 9121-1796 CNB Checking | |
| 11/14/2024 | SPACH2816 | Amazon | INVOICE-1RFJ-YK71-P1NP | \$ 261.02 | 9121-1796 CNB Checking | |
| 11/14/2024 | SPACH2817 | Judy McLean | 10/24 Payroll Services INV 3228 | \$ 1,948.25 | 9121-1796 CNB Checking | |
| 11/14/2024 | SPACH2818 | Scoot Education Inc | 10/16/24 inv 92009 Substitutes | \$ 29,941.00 | 9121-1796 CNB Checking | |
| 11/14/2024 | SPACH2819 | Chartwells Division Services | INV K40349092 - OCT 2024 | \$ 168,521.02 | 9121-1796 CNB Checking | |
| 11/14/2024 | SPACH2820 | Amazon | | \$ 99.52 | 9121-1796 CNB Checking | |
| 11/14/2024 | SPACH2821 | Amazon | invoice-1mf1-9mt9-ghml | \$ 262.76 | 9121-1796 CNB Checking | |
| 11/15/2024 | SPACH2822 | Scoot Education Inc | 10/30/24 inv 94259 Substitutes | \$ 32,794.00 | 9121-1796 CNB Checking | |
| 11/15/2024 | SPACH2823 | Amazon | hEALTH OFFICE SUPPLIES | \$ 391.65 | 9121-1796 CNB Checking | |
| 11/15/2024 | SPACH2824 | Scoot Education Inc | 11/6/24 inv 95073 Substitutes | \$ 904.00 | 9121-1796 CNB Checking | |
| 11/15/2024 | SPACH2825 | Scoot Education Inc | 10/30/24 inv 94258 Substitutes | \$ 904.00 | 9121-1796 CNB Checking | |

Check Register
Account: 1796 Checking
El Camino Real HS
Nov 2024

Grand Total

\$1,244,068.29

| Date | Check Number | Name | Memo | Amount | Account | Voided |
|------------|--------------|--|--|---------------|------------------------|--------|
| 11/15/2024 | SPACH2826 | Amazon | invoice11NL-P17M-9Y94 | \$ 194.14 | 9121-1796 CNB Checking | |
| 11/15/2024 | SPACH2827 | Amazon | INVOICE-1D9V-NYCJ-J7CP | \$ 7.65 | 9121-1796 CNB Checking | |
| 11/18/2024 | SPACH2828 | Amazon | Drama supplies | \$ 5,553.04 | 9121-1796 CNB Checking | |
| 11/18/2024 | SPACH2829 | Amazon | invoice19cf-cwlv-dtcr | \$ 259.45 | 9121-1796 CNB Checking | |
| 11/18/2024 | SPACH2830 | Scoot Education Inc | 10/16/24 inv 92055 Substitutes | \$ 781.00 | 9121-1796 CNB Checking | |
| 11/18/2024 | SPACH2831 | Scoot Education Inc | 10/23/14 inv 92965 Substitutes | \$ 904.00 | 9121-1796 CNB Checking | |
| 11/18/2024 | SPACH2832 | AWS | INV 1904621393 Administrative Subscription Rene | \$ 1,981.43 | 9121-1796 CNB Checking | |
| 11/18/2024 | SPACH2833 | Amazon | supplies | \$ 1,164.26 | 9121-1796 CNB Checking | |
| 11/18/2024 | SPACH2834 | Scoot Education Inc | 11/6/24 inv 95075 Substitutes | \$ 27,422.00 | 9121-1796 CNB Checking | |
| 11/18/2024 | SPACH2835 | Amazon | | \$ 930.25 | 9121-1796 CNB Checking | |
| 11/19/2024 | SPACH2836 | MG Express Inc. | INV 2477 September Field Trips | \$ 3,300.00 | 9121-1796 CNB Checking | |
| 11/19/2024 | SPACH2837 | The Print Spot | INV 8131 Self Ink "Graduate" | \$ 118.55 | 9121-1796 CNB Checking | |
| 11/19/2024 | SPACH2838 | SCHEIB Pest Solutions inc | INV 11316 Pest Solution inspections 08/05/24-08/2 | \$ 1,265.00 | 9121-1796 CNB Checking | |
| 11/19/2024 | SPACH2839 | Law Offices of Young, Minney & Corr, LLP | INV 13028 Legal Services 11/24 | \$ 19,179.53 | 9121-1796 CNB Checking | |
| 11/20/2024 | SPACH2840 | Inspire Communication, Inc | INV EC20241031 Speech-Language Services | \$ 19,040.00 | 9121-1796 CNB Checking | |
| 11/20/2024 | SPACH2841 | Piece of Mind Care Services | INV 00000174 Students Support Services | \$ 100,279.55 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2842 | Amazon | INVOICE-1H9P-6D6C-P6LV | \$ 54.74 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2843 | Amazon | For Science Department | \$ 38.42 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2844 | Self Insured Schools of California | 11/15 SISC Flex FSA Fees | \$ 572.23 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2845 | Amazon | | \$ 390.92 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2846 | Amazon | | \$ 175.10 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2847 | Amazon | Owl Pellet Lab/Biology Common Lab | \$ 355.16 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2848 | ArbiterSports LLC | Sport Fees 11/1/2024 - 12/31/2024 To be transferre | \$ 5,152.00 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2849 | SCHEIB Pest Solutions inc | INV 11490 Pest Solution inspections 10/07/24-10/2 | \$ 1,000.00 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2850 | Guardian International Solutions Inc | INV 20 On campus Officer 4/1/24-4/30/24 | \$ 2,001.00 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2851 | MG Express Inc. | INV 2491 VAPA Field Trip | \$ 3,200.00 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2852 | Piece of Mind Care Services | INV 00000184 Students Support Services 08/21 | \$ 1,000.00 | 9121-1796 CNB Checking | |
| 11/22/2024 | SPACH2853 | Amazon | INVOICE-1DQQ-CHM9-LQ66 | \$ 497.22 | 9121-1796 CNB Checking | |
| 11/23/2024 | SPACH2854 | Amazon | invoice-1p3y-94gf-nvlj | \$ 117.77 | 9121-1796 CNB Checking | |
| 11/25/2024 | SPACH2855 | Amazon | | \$ 126.89 | 9121-1796 CNB Checking | |
| 11/25/2024 | SPACH2856 | Mary M Bush | 11/24 Counseling | \$ 4,635.00 | 9121-1796 CNB Checking | |
| 11/25/2024 | SPACH2857 | Amazon | | \$ 132.42 | 9121-1796 CNB Checking | |

Check Register
Account: 1761 General
El Camino Real HS
Nov 2024

\$ 445,406.93

| Date | Check Number | Name | Memo | Amount | Period | Account |
|------------|--------------|------------------------------------|--|---------------|----------|--|
| 11/4/2024 | ACH241104-01 | Employment Development Department | Q4 SUI 2024 | \$ 2,773.00 | Nov 2024 | 9121-1761 CNB Checking - General Account #1761 |
| 11/5/2024 | ACH241105-01 | Self Insured Schools of California | SISC HEALTH - NOV 2024 | \$ 351,578.96 | Nov 2024 | 9121-1761 CNB Checking - General Account #1761 |
| 11/7/2024 | ACH241107-01 | PenServ Plan Services | 403(B) Funding 10/16/24 - 10/31/24 | \$ 31,382.10 | Nov 2024 | 9121-1761 CNB Checking - General Account #1761 |
| 11/14/2024 | ACH241114-01 | CharterSafe | CHARTERSAFE - NOV 2024 INV#47346 | \$ 58,100.00 | Nov 2024 | 9121-1761 CNB Checking - General Account #1761 |
| 11/20/2024 | ACH241120-01 | PenServ Plan Services | 403(B) Funding 11/01/24 - 11/15/24 | \$ 773.81 | Nov 2024 | 9121-1761 CNB Checking - General Account #1761 |
| 11/21/2024 | ACH241121-01 | Texas Life Insurance Company | Z20220714001 Supplemental Life insurance 1 | \$ 658.41 | Nov 2024 | 9121-1761 CNB Checking - General Account #1761 |
| 11/27/2024 | ACH241126-01 | PPLSI | LEGALSHIELD - NOV 2024 | \$ 140.65 | Nov 2024 | 9121-1761 CNB Checking - General Account #1761 |

Check Register
Account: 1826 ASB Trust
El Camino Real HS
Nov 2024

Grand Total \$ 71,227.68

| Date | Check Number | Name | Memo | Amount | Period | Account | Voided |
|------------|--------------|---|--|-------------|----------|--|--------|
| 11/1/2024 | 3109 | Grand G&G Inc. | inv 97162 Student Store Inventory | \$ 2,096.51 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/1/2024 | 3111 | GoDog Sports, Inc. | 2024 inv 315 Security Camera system annual charge | \$ - | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | Voided |
| 11/1/2024 | 3112 | Harrow Sports, Inc. (Next Level Resource Partners, LLC) | inv 630682 Bags for Baseball | \$ 1,627.34 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/1/2024 | 3113 | Marucci Sports, LLC | inv SIP2707990 Maple Custom Fungo | \$ 759.13 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/1/2024 | 3114 | Ilyas, Arleta | ASB Expenses | \$ 112.60 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/1/2024 | 3115 | Varsity Spirit Fashions | Cheer Uniforms 8/15/24 | \$ 5,957.51 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/4/2024 | 3116 | Grand G&G Inc. | inv 97304 Student Store Inventory | \$ 1,810.76 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/5/2024 | 3117 | Contreras, Jesus | Golf Fees | \$ 127.58 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/7/2024 | 3120 | Hye J Kim | dry cleaners | \$ - | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | Voided |
| 11/7/2024 | 20131 | Hye J Kim | dry cleaners | \$ 924.00 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/7/2024 | 20132 | Verizon Wireless | '24-07/24, 10/24 INV# 9975754453 Communication Servi | \$ 1,254.33 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/8/2024 | 3121 | Dan's Super Subs Inc. | Student Achievement Robotics Late Lunch 11/08/24 | \$ 150.05 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/13/2024 | 3118 | Robert Guzman | INV 20 Colorguard Equipment | \$ 720.00 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/13/2024 | 3119 | Robert Guzman | INV 24 | \$ 2,029.70 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/13/2024 | 3122 | Lee, Alyssa | Girls Volleyball: Seniors Night/Grad 2024 | \$ 1,735.35 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/13/2024 | 3123 | Manhattan Stitching | INV 104427 Band Jackets | \$ 2,075.79 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/14/2024 | 3124 | Mario Rodriguez Mata | FOREIGN EXCHANGE CLUB - REIMBURSEMENT | \$ 68.76 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/14/2024 | 3125 | Bero, Stefanie | Unity Day | \$ 456.86 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/14/2024 | 3126 | Bero, Stefanie | World Stress Day | \$ - | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | Voided |
| 11/14/2024 | 3127 | Bero, Stefanie | World Stress Day | \$ 206.87 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/14/2024 | 3128 | Manhattan Stitching | INV 104428 Jackets | \$ 713.83 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/14/2024 | 3129 | Los Angeles School Police Department | INV 1078 Overtime Football Games 2024 | \$ 4,042.44 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/14/2024 | 3130 | Ewing Irrigation Products, Inc. | INVOICE-18658155 | \$ 770.40 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/14/2024 | 3131 | Barry Kay Enterprises | INV 270128 Boys Basketball | \$ 1,911.87 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/14/2024 | 3132 | The Print Spot | INV 8572 Posters | \$ 517.75 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/14/2024 | 3134 | ULINE, INC. | STUDENT STORE EQUIPMENT | \$ 2,823.55 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/15/2024 | 3135 | Robert Guzman | INV 25 Field Show Tees | \$ 2,144.15 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/15/2024 | 3133 | Grand G&G Inc. | inv 97756 Student Store Inventory | \$ 1,723.80 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/18/2024 | 3139 | Contreras, Jesus | Golf Reimbursement | \$ 113.22 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/18/2024 | 3136 | Clark, Minita | Cheer Snack Shack | \$ 130.31 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/20/2024 | 3137 | BSN Sports LLC | INV 927493448 Goalie uniforms | \$ 260.86 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/20/2024 | 3138 | BSN Sports LLC | INV 927493443 Black Uniforms | \$ 2,260.71 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/20/2024 | 3140 | Woodland Hills Country Club | 11/22 Girls Volleyball: Banquet Venue | \$ 6,298.33 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/20/2024 | 3141 | Sideline Power, LLC | INV 19960 Portable battery pack for camera system | \$ 310.00 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/20/2024 | 3142 | Courtney Coffey | 10/24 Coaching | \$ 600.00 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/21/2024 | 3143 | Los Angeles School Police Department | INV 1089 - OT FOR SCHOOL POLICE | \$ 8,498.07 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/21/2024 | 3144 | Raising Cane's Restaurant, LLC | 11/22 Color Wars School Event | \$ 3,398.93 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/21/2024 | 3145 | MG Express Inc. | NV 2491 Trust Field Trips Transportation 11/1/24-11/2/2 | \$ 4,400.00 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/22/2024 | 3146 | GoDog Sports, Inc. | 2024 inv 315 Security Camera system annual charge | \$ 1,560.00 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/22/2024 | 3147 | Phillip, Colson | Food Reimbursement | \$ 158.17 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/25/2024 | 3148 | Hudl | INV H00112076 Hudl yearly subscription 2024 | \$ 3,599.00 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/25/2024 | 3149 | Impact Cheer & Tumbling | 10/24 Cheer October Coaching Hours | \$ 650.00 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |
| 11/26/2024 | 3150 | Veronica Ocana | ' Shirts and 25 reversible practice jerseys for girls bask | \$ 2,229.15 | Nov 2024 | 9122-1826 CNB Checking - ASB Trust #1826 | |

Coversheet

Discussion and Vote to Recommend to the Full Board Approval of the November, 2024, Credit Card Charges.

Section: IV. Finance
Item: C. Discussion and Vote to Recommend to the Full Board Approval of the
November, 2024, Credit Card Charges.
Purpose: Vote
Submitted by:
Related Material: Item IV.C. Credit Card - 2024-2025 November..pdf
Item IV.C. Credit Card - 2024-2025 November Statement.pdf

**ECRA
CREDIT CARD STATEMENT
NOVEMBER 2024**

| Date | PO# | Vendor | Description of Expense | Cardholder | Requested By | Amount | Resource | Budget Category |
|------------|---------|---------------------------|-------------------------|--------------|--------------|-------------|--------------------|--------------------------------|
| 2024/10/26 | PO12207 | GITHUB, INC. | Technology | DAVID HUSSEY | R.Guinto | \$ 48.00 | General Technology | Non Instructional Consulting |
| 2024/10/25 | PO11990 | TST*CALIFORNIA CHICKEN C | PD Meeting /PBIS | DAVID HUSSEY | C.Phillip | \$ 244.91 | General Operations | PD/MEALS |
| 2024/10/28 | PO11946 | AGUAVIDA PREMIUM WATER | Staff Water | DAVID HUSSEY | G.Paez | \$ 292.88 | General Operations | Operations Supplies |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187210 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187211 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187212 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187213 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187214 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187215 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187216 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187217 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187218 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187229 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187230 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187231 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187232 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187233 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187234 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187235 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187236 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187237 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187241 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187242 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187243 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187244 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187245 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO11960 | AMERICAN AI 0014446187246 | Yearbook/Jounalism Trip | DAVID HUSSEY | A.Carter | \$ 598.88 | General Operations | Yearbook /JOA |
| 2024/10/25 | PO12127 | DOUBLETREE HOTELS | ACADECA | DAVID HUSSEY | S.Franklin | \$ 247.46 | General Operations | Academic |
| 2024/10/25 | PO12127 | DOUBLETREE HOTELS | ACADECA | DAVID HUSSEY | S.Franklin | \$ 247.46 | General Operations | Academic |
| 2024/10/25 | PO12127 | DOUBLETREE HOTELS | ACADECA | DAVID HUSSEY | S.Franklin | \$ 247.46 | General Operations | Academic |
| 2024/10/25 | PO12127 | DOUBLETREE HOTELS | ACADECA | DAVID HUSSEY | S.Franklin | \$ 247.46 | General Operations | Academic |
| 2024/10/25 | PO12127 | DOUBLETREE HOTELS | ACADECA | DAVID HUSSEY | S.Franklin | \$ 247.46 | General Operations | Academic |
| 2024/10/25 | PO12127 | DOUBLETREE HOTELS | ACADECA | DAVID HUSSEY | S.Franklin | \$ 247.46 | General Operations | Academic |
| 2024/10/25 | PO12127 | DOUBLETREE HOTELS | ACADECA | DAVID HUSSEY | S.Franklin | \$ 247.46 | General Operations | Academic |
| 2024/10/28 | PO11638 | YOUCANBOOK.ME | Admissions Office | DAVID HUSSEY | A.RIOS | \$ 134.40 | General Operations | Academic |
| 2024/10/29 | PO12013 | SP INSECT LORE | SPED | DAVID HUSSEY | M.Harr | \$ 95.46 | SPED | Academic |
| 2024/10/30 | PO11443 | SMARTANDFINAL 324 | CTE-Cooking Class | DAVID HUSSEY | N.Gamez | \$ 575.22 | CTE | Instructional Student Supplies |
| 2024/10/31 | PO00180 | FIVERR * | Technology | DAVID HUSSEY | R.Guinto | \$ 71.58 | General Technology | Technology Subscription |
| 2024/11/04 | | FACEBK *UQDUJE8SQ2 | Technology | DAVID HUSSEY | R.Guinto | \$ 576.00 | General Technology | Marketng |
| 2024/11/01 | PO11443 | SMARTANDFINAL 324 | CTE-Cooking Class | DAVID HUSSEY | N.Gamez | \$ 418.93 | CTE | Instructional Student Supplies |
| 2024/11/01 | PO11801 | SAWSTOP LLC | CTE-Woodshop | DAVID HUSSEY | J.Friedberg | \$ 2,690.45 | CTE | Instructional Student Supplies |
| 2024/11/01 | | GOOGLE *CLOUD V5RXZX | Technology | DAVID HUSSEY | R.Guinto | \$ 19.80 | General Technology | Technology Subscription |
| 2024/11/05 | PO11443 | SMARTANDFINAL 324 | CTE-Cooking Class | DAVID HUSSEY | N.Gamez | \$ 449.57 | CTE | Instructional Student Supplies |
| 2024/11/07 | | FACEBK *46R4PECSQ2 | Marketing | DAVID HUSSEY | R.Guinto | \$ 576.00 | General Technology | Technology Subscription |
| 2024/11/07 | PO11443 | SMARTANDFINAL 324 | CTE-Cooking Class | DAVID HUSSEY | N.Gamez | \$ 239.94 | CTE | Instructional Student Supplies |
| 2024/11/10 | | FACEBK *TNBLCEURQ2 | Marketing -Technology | DAVID HUSSEY | R.Guinto | \$ 634.00 | General Technology | Technology Subscription |
| 2024/11/09 | PO11443 | SMARTANDFINAL 324 | CTE-Cooking Class | DAVID HUSSEY | N.Gamez | \$ 360.12 | CTE | Instructional Student Supplies |
| 2024/11/08 | PO12074 | CHICK-FIL-A #03811 | Drama- DTASC | DAVID HUSSEY | H.Hudson | \$ 1,558.77 | 9150 Trust | Instructional Student Supplies |
| 2024/11/11 | PO11946 | AGUAVIDA PREMIUM WATER | Staff Water | DAVID HUSSEY | G.Paez | \$ 292.88 | General Operations | Operations Supplies |

**ECRA
CREDIT CARD STATEMENT**

NOVEMBER 2024

| | | | | | | | | |
|------------|---------|---------------------------|---------------------------|--------------|----------------------|---------------------|--------------------|--------------------------------|
| 2024/11/08 | PO11847 | AVIS RENT-A-CAR | Human Resource -Confrence | DAVID HUSSEY | M.Dominguez | \$ 215.97 | General Operations | Confrence |
| 2024/11/13 | | FACEBK *TE3UAFLSQ2 | Marketing -Technology | DAVID HUSSEY | R.Covarubias | \$ 698.00 | General Technology | Marketing |
| 2024/11/13 | PO11443 | SMARTANDFINAL 324 | CTE-Cooking Class | DAVID HUSSEY | N.Gamez | \$ 451.74 | CTE | Instructional Student Supplies |
| 2024/11/17 | | FACEBK *3SR99F8SQ2 | Marketing -Technology | DAVID HUSSEY | R.Guinto | \$ 698.00 | General Technology | Marketing |
| 2024/11/15 | PO11443 | SMARTANDFINAL 324 | CTE-Cooking Class | DAVID HUSSEY | N.Gamez | \$ 278.45 | CTE | Instructional Student Supplies |
| 2024/11/16 | PO11443 | SMARTANDFINAL 324 | CTE-Cooking Class | DAVID HUSSEY | N.Gamez | \$ 93.99 | CTE | Instructional Student Supplies |
| 2024/11/20 | | GOOGLE *CLOUD HWQRZ8 | Technology | DAVID HUSSEY | R.Covarubias | \$ 100.00 | General Technology | Marketing |
| 2024/11/15 | | FACEBK *3SR99F8SQ2 | Technology | DAVID HUSSEY | R.Covarubias | \$ 900.00 | General Technology | Marketing |
| 2024/11/25 | | Staff Water | DAVID HUSSEY | DAVID HUSSEY | G.Paez | \$ 292.88 | General Operations | Operations Supplies |
| | | | | | HUSSEY TOTAL | \$ 29,360.74 | | |
| | | | | | | | | |
| | | | | | | | | |
| 2024/10/26 | PO11682 | QUIZLET.COM | SPED | GREGORY WOOD | M.Harr | \$ 35.99 | Special Ed | Instructional Student Supplies |
| 2024/10/30 | PO11995 | FCCLA | CTE-Cooking Class | GREGORY WOOD | N.Gamez | \$ 790.00 | CTE | Instructional Student Supplies |
| 2024/11/05 | PO12044 | CHARTER UP, LLC | Yearbook/Journalism Trip | GREGORY WOOD | A.Carter | \$ 1,279.95 | General Academic | Fieldtrip |
| 2024/11/05 | PO12044 | CHARTER UP, LLC | Yearbook/Journalism Trip | GREGORY WOOD | A.Carter | \$ 423.99 | General Academic | Fieldtrip |
| 2024/11/05 | PO12203 | CUSTOMINK LLC | Drama | GREGORY WOOD | A.Carter | \$ 660.96 | 9150-Trust | Non Instructional suoolies |
| 2024/11/05 | PO11446 | NYLAS | Technology | GREGORY WOOD | R.Guinto | \$ 495.78 | General Technology | Subscription |
| 2024/11/06 | PO12044 | CHARTER UP, LLC | Yearbook/Journalism Trip | GREGORY WOOD | R.Guinto | \$ 3,815.91 | Block Art Grant | Fieldtrip |
| 2024/11/06 | po12104 | PANTAGES THEATRE | Drama | GREGORY WOOD | H.Hudson | \$ 2,880.00 | General Operations | Fieldtrip |
| 2024/11/06 | PO11985 | HERSHEY OL ADMISN TKT | Yearbook/Journalism Trip | GREGORY WOOD | A.Carter | \$ 2,741.04 | General Operations | Fieldtrip |
| 2024/11/07 | PO12044 | CHARTER UP, LLC | Yearbook/Journalism Trip | GREGORY WOOD | A.Carter | \$ (141.33) | General Operations | Fieldtrip |
| 2024/11/07 | PO12044 | CHARTER UP, LLC | Yearbook/Journalism Trip | GREGORY WOOD | A.Carter | \$ (141.33) | General Operations | Fieldtrip |
| 2024/11/07 | PO12044 | CHARTER UP, LLC | Yearbook/Journalism Trip | GREGORY WOOD | A.Carter | \$ (1,271.97) | General Operations | Fieldtrip |
| 2024/11/07 | PO12044 | CHARTER UP, LLC | Yearbook/Journalism Trip | GREGORY WOOD | A.Carter | \$ (1,271.97) | General Operations | Fieldtrip |
| 2024/11/08 | PO11487 | HILTONSAC ARDEN W-ROOM | Human Resource -Confrence | GREGORY WOOD | M.Dominguez | \$ 764.79 | General Operations | Confrence |
| 2024/11/08 | PO11777 | EMBASSY SUITES | ACADECA | GREGORY WOOD | S.Franklin | \$ 2,266.75 | General Academic | Fieldtrip |
| 2024/11/12 | PO11447 | MAILCHIMP | Admissions Office | GREGORY WOOD | A.RIOS | \$ 410.00 | General Operations | Operations Supplies |
| 2024/11/15 | PO11058 | THE HOME DEPOT #6632 | Drama-Refund | GREGORY WOOD | h.Hutson | \$ (23.08) | Prop28 | Instructional Student Supplies |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534340 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534339 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534342 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534338 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534337 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534341 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534334 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534336 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534335 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534352 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534353 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534351 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/15 | PO12103 | AMERICAN AI 0014447534354 | ACADECA | GREGORY WOOD | S.Franklin | \$ 264.55 | General Academic | Fieldtrip |
| 2024/11/16 | po12206 | CAFRNCHISTXBRD BUS TAXFE | Compliance Office | GREGORY WOOD | V.Rodriguez | \$ 1.24 | General Operations | Compliance Office |
| 2024/11/16 | po12206 | CAFRNCHISTXBRDBUSENTYTAX | Compliance Office | GREGORY WOOD | V.Rodriguez | \$ 54.00 | General Operations | Compliance Office |
| 2024/11/15 | PO12201 | THE HOME DEPOT #6632 | Operations | GREGORY WOOD | R.Covarubias | \$ 69.25 | General Operations | Operations Supplies |
| 2024/11/16 | PO12201 | HOMEDEPOT.COM | Operations | GREGORY WOOD | R.Covarubias | \$ 308.77 | General Operations | Operations Supplies |
| 2024/11/18 | PO12201 | HOMEDEPOT.COM | Operations | GREGORY WOOD | R.Covarubias | \$ 562.83 | General Operations | Operations Supplies |
| 2024/11/20 | PO12198 | SCHOOL SERVICES OF CALIFO | Administrative | GREGORY WOOD | G.Paez | \$ 275.00 | General Operations | Confrence |
| | | | | | | | | |
| | | | | | WOOD TOTAL | \$ 18,425.72 | | |
| | | | | | | | | |
| | | | | | Monthly Total | \$ 47,786.46 | | |



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4866 9145 5552 6539
STATEMENT DATE 11-25-2024
AMOUNT DUE \$70,902.57
NEW BALANCE \$70,902.57
PAYMENT DUE ON RECEIPT



000002612 01 SP 106481186446002 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 007090257 007090257

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

| EL CAMINO REAL CHS 4866 9145 5552 6539 | Previous Balance | Purchases And Other + Charges | Cash + Advances | Cash Advance + Fees | Late Payment + Charges | - Credits | - Payments | New = Balance |
|---|---------------------|-------------------------------------|--------------------|---------------------------|------------------------------|------------|------------|------------------|
| Company Total | \$23,116.11 | \$50,636.14 | \$0.00 | \$0.00 | \$0.00 | \$2,849.68 | \$0.00 | \$70,902.57 |

NEW ACTIVITY

DAVID HUSSEY
4866-9110-0013-3507

CREDITS
\$0.00

PURCHASES
\$29,360.74

CASH ADV
\$0.00

TOTAL ACTIVITY
\$29,360.74

| Post Date | Tran Date | Reference Number | Transaction Description | Amount |
|--------------|--------------|-------------------------|---|--------|
| 10-28 | 10-26 | 24000774300000018423001 | GITHUB, INC. HTTPSGITHUB.C CA | 48.00 |
| 10-28 | 10-25 | 24692164299104649570790 | TST*CALIFORNIA CHICKEN C 818-716-6170 CA | 244.91 |
| 10-28 | 10-28 | 24692164302106948370561 | AGUAVIDA PREMIUM WATER 747-444-9637 CA | 292.88 |
| 10-28 | 10-25 | 24717054300873001973823 | AMERICAN AI 0014446187210 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973831 | AMERICAN AI 0014446187211 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973849 | AMERICAN AI 0014446187212 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973856 | AMERICAN AI 0014446187213 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973864 | AMERICAN AI 0014446187214 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4866-9145-5552-6539

STATEMENT DATE

11/25/24

DISPUTED AMOUNT

.00

ACCOUNT SUMMARY

PREVIOUS BALANCE 23,116.11

PURCHASES &
OTHER CHARGES 50,636.14

CASH ADVANCES .00

CASH ADVANCE FEES .00

LATE PAYMENT
CHARGES .00

CREDITS 2,849.68

PAYMENTS .00

ACCOUNT BALANCE 70,902.57**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**70,902.57**



| |
|---|
| Company Name: EL CAMINO REAL CHS |
| Corporate Account Number: 4866 9145 5552 6539 |
| Statement Date: 11-25-2024 |

NEW ACTIVITY

| Post Date | Tran Date | Reference Number | Transaction Description | Amount |
|-----------|-----------|-------------------------|---|--------|
| 10-28 | 10-25 | 24717054300873001973872 | AMERICAN AI 0014446187215 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973880 | AMERICAN AI 0014446187216 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973898 | AMERICAN AI 0014446187217 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973906 | AMERICAN AI 0014446187218 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973914 | AMERICAN AI 0014446187229 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973922 | AMERICAN AI 0014446187230 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973930 | AMERICAN AI 0014446187231 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973948 | AMERICAN AI 0014446187232 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973955 | AMERICAN AI 0014446187233 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973963 | AMERICAN AI 0014446187234 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973971 | AMERICAN AI 0014446187235 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973989 | AMERICAN AI 0014446187236 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001973997 | AMERICAN AI 0014446187237 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001974003 | AMERICAN AI 0014446187241 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001974011 | AMERICAN AI 0014446187242 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001974029 | AMERICAN AI 0014446187243 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001974037 | AMERICAN AI 0014446187244 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001974045 | AMERICAN AI 0014446187245 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24717054300873001974052 | AMERICAN AI 0014446187246 PHOENIX AZ EMDDEP/YEARBOOK 0-0-0 | 598.88 |
| 10-28 | 10-25 | 24755424299282990409115 | DOUBLETREE HOTELS 714-7503000 CA | 247.46 |
| 10-28 | 10-25 | 24755424299282990409149 | DOUBLETREE HOTELS 714-7503000 CA | 247.46 |
| 10-28 | 10-25 | 24755424299282990409156 | DOUBLETREE HOTELS 714-7503000 CA | 247.46 |
| 10-28 | 10-25 | 24755424299282990409198 | DOUBLETREE HOTELS 714-7503000 CA | 247.46 |
| 10-28 | 10-25 | 24755424299282990409214 | DOUBLETREE HOTELS 714-7503000 CA | 247.46 |
| 10-28 | 10-25 | 24755424299282990409222 | DOUBLETREE HOTELS 714-7503000 CA | 247.46 |
| 10-28 | 10-25 | 24755424299282990409297 | DOUBLETREE HOTELS 714-7503000 CA | 247.46 |



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|---|
| Company Name: EL CAMINO REAL CHS |
| Corporate Account Number: 4866 9145 5552 6539 |
| Statement Date: 11-25-2024 |

NEW ACTIVITY

| Post Date | Tran Date | Reference Number | Transaction Description | Amount |
|-----------|-----------|-------------------------|--|----------|
| 10-28 | 10-25 | 24755424299282990409305 | DOUBLETREE HOTELS 714-7503000 CA | 247.46 |
| 10-29 | 10-28 | 74208474303000003671902 | YOU CAN BOOK.ME BEDFORD | 134.40 |
| 10-30 | 10-29 | 24064664304500000114643 | SP INSECT LORE INSECTLORE.CO CA | 95.46 |
| 10-31 | 10-30 | 24231684304135276027173 | SMARTANDFINAL 324 510-851-8548 CA | 575.22 |
| 11-01 | 10-31 | 24036294305742677558070 | FIVERR * 954-368-2267 NY | 71.58 |
| 11-04 | 11-04 | 24204294309001104550057 | FACEBK *UQDUJE8SQ2 650-5434800 CA | 576.00 |
| 11-04 | 11-01 | 24231684306137390024902 | SMARTANDFINAL 324 510-851-8548 CA | 418.93 |
| 11-04 | 11-01 | 24240524306137531489185 | SAWSTOP LLC 503-570-3200 OR | 2,690.45 |
| 11-04 | 11-01 | 24692164306100870407265 | GOOGLE *CLOUD V5RXZX G.CO/HELPPAY# CA | 19.80 |
| 11-06 | 11-05 | 24231684310141438031402 | SMARTANDFINAL 324 510-851-8548 CA | 449.57 |
| 11-07 | 11-07 | 24204294312000303993089 | FACEBK *46R4PECSQ2 650-5434800 CA | 576.00 |
| 11-08 | 11-07 | 24231684312143486022109 | SMARTANDFINAL 324 510-851-8548 CA | 239.94 |
| 11-11 | 11-10 | 24204294315000405410062 | FACEBK *TNBLCEURQ2 650-5434800 CA | 634.00 |
| 11-11 | 11-09 | 24231684314145654030101 | SMARTANDFINAL 324 510-851-8548 CA | 360.12 |
| 11-11 | 11-08 | 24427334314710027843831 | CHICK-FIL-A #03811 WOODLAND HILL CA | 1,558.77 |
| 11-11 | 11-11 | 24692164316109154531847 | AGUAVIDA PREMIUM WATER 747-444-9637 CA | 292.88 |
| 11-11 | 11-08 | 24941354314825289337705 | AVIS RENT-A-CAR SACRAMENTO CA | 215.97 |
| 11-14 | 11-13 | 24204294318001213169087 | FACEBK *TE3UAFSLQ2 650-5434800 CA | 698.00 |
| 11-14 | 11-13 | 24231684318149621025646 | SMARTANDFINAL 324 510-851-8548 CA | 451.74 |
| 11-18 | 11-17 | 24204294322000905468058 | FACEBK *3SR99F8SQ2 650-5434800 CA | 698.00 |
| 11-18 | 11-15 | 24231684320151742025550 | SMARTANDFINAL 324 510-851-8548 CA | 278.45 |
| 11-18 | 11-16 | 24231684321152860031486 | SMARTANDFINAL 324 510-851-8548 CA | 93.99 |
| 11-21 | 11-20 | 24692164325107231072925 | GOOGLE *CLOUD HWQRZ8 G.CO/HELPPAY# CA | 100.00 |
| 11-25 | 11-22 | 24204294327000613452027 | FACEBK *QZS7ZEURQ2 650-5434800 CA | 900.00 |
| 11-25 | 11-25 | 24692164330101529530226 | AGUAVIDA PREMIUM WATER 747-444-9637 CA | 292.88 |

| | | | | |
|---------------------|----------------|------------------|-----------------|-----------------------|
| GREGORY WOOD | CREDITS | PURCHASES | CASH ADV | TOTAL ACTIVITY |
| 4866-9133-3444-7280 | \$2,849.68 | \$21,275.40 | \$0.00 | \$18,425.72 |

| Post Date | Tran Date | Reference Number | Transaction Description | Amount |
|-----------|-----------|-------------------------|--|-------------|
| 10-28 | 10-26 | 24692164301106010030045 | QUIZLET.COM 510-495-6550 CA | 35.99 |
| 10-31 | 10-30 | 24435654305033725058046 | FCCLA 703-476-4900 VA | 790.00 |
| 11-05 | 11-05 | 24008474310000019997117 | CHARTER UP, LLC 8559202287 GA | 1,279.95 |
| 11-06 | 11-05 | 24008474310000020118208 | CHARTER UP, LLC 8559202287 GA | 423.99 |
| 11-06 | 11-05 | 24036294310712490557206 | CUSTOMINK LLC 800-293-4232 VA | 660.96 |
| 11-06 | 11-05 | 24064664311000000132332 | NYLAS NYLAS.COM CA | 495.78 |
| 11-07 | 11-06 | 24008474311000020303684 | CHARTER UP, LLC 8559202287 GA | 3,815.91 |
| 11-07 | 11-06 | 24692164311105098991688 | PANTAGES THEATRE 323-468-1700 CA | 2,880.00 |
| 11-07 | 11-06 | 24692164311105229015670 | HERSHEY OL ADMISN TKT 717-534-8913 PA | 2,741.04 |
| 11-08 | 11-07 | 74008474312000020506173 | CHARTER UP, LLC 8559202287 GA | 141.33 CR |
| 11-08 | 11-07 | 74008474312000020506207 | CHARTER UP, LLC 8559202287 GA | 141.33 CR |
| 11-08 | 11-07 | 74008474312000020506298 | CHARTER UP, LLC 8559202287 GA | 1,271.97 CR |
| 11-08 | 11-07 | 74008474312000020506348 | CHARTER UP, LLC 8559202287 GA | 1,271.97 CR |
| 11-11 | 11-08 | 24692164315108341775375 | HILTONSAC ARDEN W-ROOM SACRAMENTO CA | 764.79 |
| 11-11 | 11-08 | 24755424314173148230639 | 136630 ARRIVAL: 11-05-24 EMBASSY SUITES 214-6305332 TX 1096155 ARRIVAL: 11-08-24 | 2,266.75 |
| 11-12 | 11-12 | 24793384317001201935074 | MAILCHIMP 678-9990141 GA | 410.00 |
| 11-18 | 11-15 | 74943014321010187396814 | THE HOME DEPOT #6632 WOODLAND HLS CA | 23.08 CR |
| 11-18 | 11-15 | 24717054321873211875433 | AMERICAN AI 0014447534340 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875441 | AMERICAN AI 0014447534339 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875458 | AMERICAN AI 0014447534342 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |



| |
|---|
| Company Name: EL CAMINO REAL CHS |
| Corporate Account Number: 4866 9145 5552 6539 |
| Statement Date: 11-25-2024 |

NEW ACTIVITY

| Post Date | Tran Date | Reference Number | Transaction Description | Amount |
|-----------|-----------|-------------------------|--|--------|
| 11-18 | 11-15 | 24717054321873211875466 | AMERICAN AI 0014447534338 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875474 | AMERICAN AI 0014447534337 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875482 | AMERICAN AI 0014447534341 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875490 | AMERICAN AI 0014447534334 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875508 | AMERICAN AI 0014447534336 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875516 | AMERICAN AI 0014447534335 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875524 | AMERICAN AI 0014447534352 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875532 | AMERICAN AI 0014447534353 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875540 | AMERICAN AI 0014447534351 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-15 | 24717054321873211875557 | AMERICAN AI 0014447534354 PHOENIX AZ EL CAMINO EMDDE 10-01-25 PHX AA X DFW | 264.55 |
| 11-18 | 11-16 | 24755424321643215140128 | CAFRNCHISTXBRD BUS TAXFE 916-5454445 AL | 1.24 |
| 11-18 | 11-16 | 24755424321643215143163 | CAFRNCHISTXBRDBUSENTYTAX 916-5454445 CA | 54.00 |
| 11-18 | 11-15 | 24943014321010187396728 | THE HOME DEPOT #6632 WOODLAND HLS CA | 69.25 |
| 11-18 | 11-16 | 24943014322010203532800 | HOMEDEPOT.COM 800-430-3376 GA | 308.77 |
| 11-20 | 11-18 | 24943014324010191274140 | HOMEDEPOT.COM 800-430-3376 GA | 562.83 |
| 11-21 | 11-20 | 24717054325273251383180 | SCHOOL SERVICES OF CALIFO 916-4467517 CA | 275.00 |

Department: 00000 Total:
Division: 00000 Total:

\$47,786.46
\$47,786.46

Coversheet

Discussion and vote to recommend the First Interim 2024-2025 Report

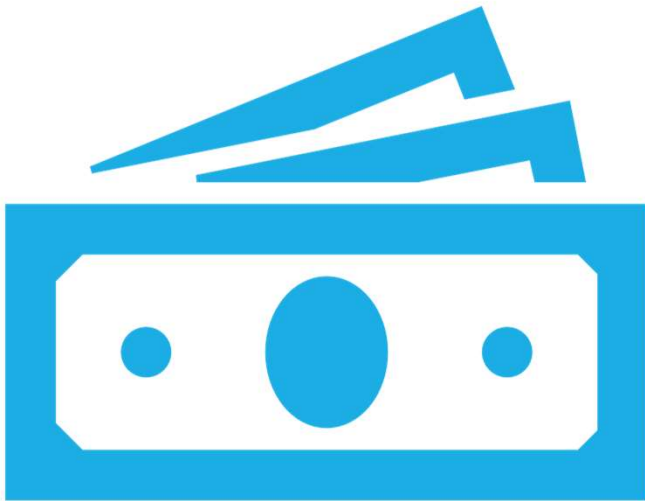
| | |
|--------------------------|--|
| Section: | IV. Finance |
| Item: | D. Discussion and vote to recommend the First Interim 2024-2025 Report |
| Purpose: | Vote |
| Submitted by: | |
| Related Material: | Item IV. D. First Interim Report-2024-2025.pdf Item IV. D. First Interim Report-2024-2025 Balance Sheet.pdf Item IV. D. First Interim Report-2024-2025 Form 62.pdf |



2024-2025 First Interim Projections

BY: GREG WOOD, CBO

DECEMBER 2024



Presentation

- Adopted Budget vs. First Interim Projections
 - Purpose & Assumptions
 - Revenue & Expenditure Summary
 - Revenue & Expenditure Variances Explained
 - Components of Ending Fund Balance
 - CARES act/COVID funding summary



First Interim Purpose & Assumptions

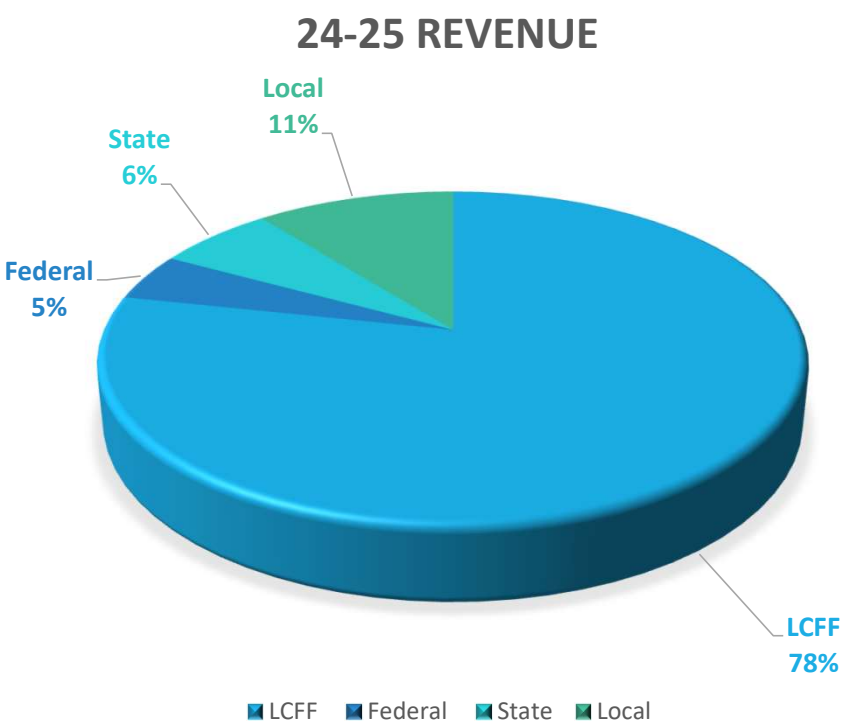
- The purpose of the first interim report is to provide all stakeholders, along with the State of CA with a snapshot of ECRCHS' financial condition at a point in time.
- Projections are made based on state funding, which is dependent on the current health of the state economy.
- ECRCHS is assuming enrollment of 2,870 and 2,712 ADA as of P1
- CARES act funding has ended as of 9/30/24

First Interim – Revenue/Expenditure Summary

| | Adopted Budget (6/27/24) | Projection Revisions (9/15/24) | Actuals to Date (10/31/24) | First Interim Projections |
|----------------------|--------------------------|--------------------------------|----------------------------|---------------------------|
| LCFF Sources | \$36,389,803 | \$36,230,754 | \$11,430,356 | \$36,176,756 |
| Federal Revenues | \$2,091,417 | \$1,719,066 | \$846,897 | \$2,112,921 |
| Other State Revenues | \$2,324,661 | \$2,858,215 | \$1,016,949 | \$2,933,619 |
| Other Local Revenues | \$4,766,881 | \$4,943,154 | \$2,886,010 | \$4,948,792 |
| Total | \$45,572,762 | \$45,751,188 | \$16,180,212 | \$46,172,089 |

| | Adopted Budget (6/27/24) | Revised Projections (9/15/24) | Actuals to Date (10/31/24) | First Interim Projections |
|--|--------------------------|-------------------------------|----------------------------|---------------------------|
| Certificated Salaries | \$17,156,731 | \$17,156,131 | \$5,480,163 | \$17,156,731 |
| Classified Salaries | \$4,597,799 | \$4,869,317 | \$1,546,055 | \$5,108,546 |
| Benefits | \$9,342,981 | \$9,346,920 | \$2,820,572 | \$9,417,757 |
| Supplies | \$2,232,926 | \$2,232,926 | \$1,295,659 | \$2,816,428 |
| Services | \$9,657,341 | \$9,745,341 | \$2,630,445 | \$9,903,143 |
| Depreciation | \$650,000 | \$650,000 | \$650,000 | \$650,000 |
| Other Outgo | \$363,898 | \$362,308 | \$113,833 | \$361,768 |
| Total Expenditures | \$44,001,677 | \$44,363,543 | \$14,018,318 | \$45,414,372 |
| Net Balance (financial statement) | \$1,571,085 | \$1,387,646 | \$2,161,895 | \$757,717 |
| Net Balance (Cash Statement) | \$2,221,085 | (\$462,354) | \$1,649,245 | (\$1,092,283) |

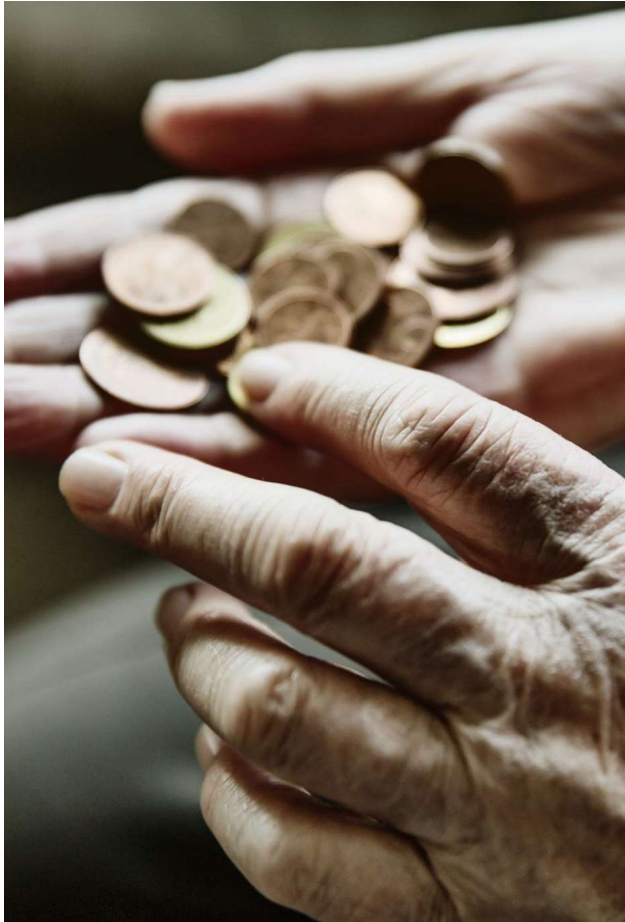
2024-2025 First Interim Revenue Summary



| Revenue Type | Amount |
|--------------------------|--------------|
| LCFF Sources (State Aid) | \$36,176,756 |
| Federal Revenues | \$2,112,921 |
| State Revenues | \$2,933,619 |
| Local Revenues | \$4,948,792 |
| Total Revenues | \$46,172,089 |

Revenue

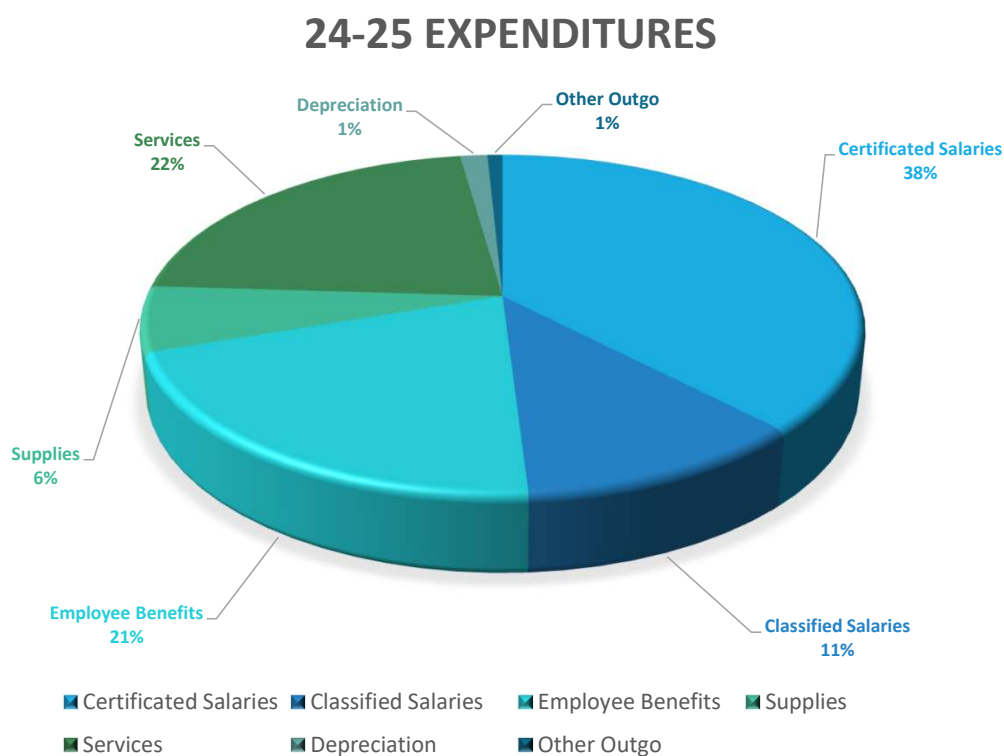
| | Adopted Budget (6/27/24) | Projection Revisions (9/15/24) | Actuals to Date (10/31/24) | First Interim Projections | Revised Projections vs. First Interim |
|----------------------|-----------------------------|-----------------------------------|-------------------------------|---------------------------|---------------------------------------|
| LCFF Sources | \$36,389,803 | \$36,230,754 | \$11,430,356 | \$36,176,756 | (\$53,998) |
| Federal Revenues | \$2,091,417 | \$1,719,066 | \$846,897 | \$2,112,921 | \$393,855 |
| Other State Revenues | \$2,324,661 | \$2,858,215 | \$1,016,949 | \$2,933,619 | \$75,404 |
| Other Local Revenues | \$4,766,881 | \$4,943,154 | \$2,886,010 | \$4,948,792 | \$5,638 |
| Total | \$45,572,762 | \$45,751,188 | \$16,180,212 | \$46,172,089 | \$420,901 |



Revenue: Revised vs. First Interim

- Federal:
 - Decreased IDEA funding: **(\$1,237)**
 - Increased ESSER III funding for summer school expenses: **(\$40,438)**
- State:
 - Increased Mandated Cost Reimbursement: \$1,703
 - Increase State Lottery: \$60,026
 - Increased revenue for Prop 28 Arts/Music Funding: \$424,623
 - Increased CTE Revenue to recognize carryover from prior years: \$76,999
 - Increase in State Mental Health Related Services: \$48,743
- Other Local:
 - Decrease in AB602 Revenue: **(\$4,362)**
 - Decreased Rentals Revenue: **(\$10,000)**
 - Increase in ASB Revenue: \$60,000

2024-2025 First Interim Expenditure Summary



| Expenditures | Amount |
|---------------------------|---------------------|
| Certificated Salaries | \$17,156,731 |
| Classified Salaries | \$5,108,546 |
| Employee Benefits | \$9,417,757 |
| Supplies | \$2,816,428 |
| Services | \$9,903,143 |
| Depreciation | \$650,000 |
| Other Outgo | \$361,768 |
| Total Expenditures | \$45,414,372 |

Expenditures

| | Adopted Budget (6/23/24) | Revised Projections (9/15/24) | Actuals to Date (10/31/24) | First Interim | Revised vs. First Interim |
|---------------------------|-----------------------------|-------------------------------------|-------------------------------|---------------------|------------------------------|
| Certificated Salaries | \$17,156,731 | \$17,156,131 | \$5,480,163 | \$17,156,731 | \$ - |
| Classified Salaries | \$4,597,799 | \$4,869,317 | \$1,546,055 | \$5,108,546 | \$239,229 |
| Benefits | \$9,342,981 | \$9,346,920 | \$2,820,572 | \$9,417,757 | \$70,837 |
| Supplies | \$2,232,926 | \$2,232,926 | \$1,295,659 | \$2,816,428 | \$583,502 |
| Services | \$9,657,341 | \$9,745,341 | \$2,630,445 | \$9,903,143 | \$157,802 |
| Depreciation | \$650,000 | \$650,000 | \$650,000 | \$650,000 | \$ - |
| Other Outgo | \$363,898 | \$362,308 | \$113,833 | \$361,768 | (\$540) |
| Total Expenditures | \$44,001,677 | \$44,363,543 | \$14,018,318 | \$45,414,372 | \$1,050,829 |



Expenditures: Revised vs. First Interim

Classified Salaries:

- Increased Classified Admin to 23-24 Levels: \$185,310
- Increased Classified Other Salaries to account for Prop 28 funded Arts Assistants: \$53,919

Employee Benefits:

- Increased benefits as a result of increased classified salaries: \$70,837

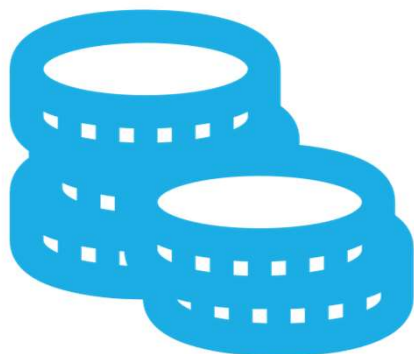
Supplies:

- Increased Non-Instructional Student Materials for student devices funded by LRBG (learning recovery block grant): \$403,501
- Increased food expenses to account for increased participation in food service program: \$150,000

Services:

- Increased transportation expenses: \$25,000
- Increased cafeteria management expenses to account for increased participation: \$130,000
- Increased legal expenses to account for new settlements: \$49,000

Components of Ending Fund Balance



Projected Ending Net Position, 6/30/25 - \$48,199,010

- Less, net investment in capital assets - \$10,625,567
- Board approved Designated Reserve for Deferred Maintenance - \$15,000,000
- Excess OPEB/Investments - \$1,512,840

Restricted Balances:

| | |
|---|--------------------|
| 5310 -Cafeteria | \$747,645 |
| 5330 -Summer School Cafeteria | \$217,717 |
| 5446 - Supply Chain Assistance | \$86,278 |
| 6266 - Educator Effectiveness | \$77,374 |
| 6762 - Art/Music Block Grant | \$1,686,054 |
| 6770 – Prop 28 | \$184,700 |
| 7032 - Kitchen Infrastructure & Training | \$191,912 |
| 7033 - Best Foods Practices | \$88,516 |
| 7412- A-G Completion Grant: A-G Access/Success Grants | \$266,691 |
| 7435 -Learning Recovery Emergency Block Grant | \$1,417,302 |
| 7810 - Ethnic Studies Block Grant | \$92,653 |
| Total Restricted Fund Balance | \$5,056,500 |

Total Unrestricted Net Position - \$16,004,102 *

***Note: \$7,123,317 of Fund Balance was Invested in Stock Market, T-Bills and L-T Annuity**

COVID/CARES Act Summary



| Name of Grant | Resource Code | Allocation | YTD Spent | Amount Left | Spending Deadline |
|--|---------------|-------------------------|------------------------|------------------------|-------------------|
| ESSER I | 3210 | \$ 308,063.00 | \$ 308,063.00 | \$ - | 9/30/2022 |
| GEER I | 3215 | \$ 151,344.00 | \$ 151,344.00 | \$ - | 9/30/2022 |
| ESSER II | 3212 | \$ 1,219,961.00 | \$ 1,219,961.00 | \$ - | 9/30/2023 |
| ESSER II - State Reserve | 3216 | \$ 353,713.00 | \$ 353,713.00 | \$ - | 9/30/2023 |
| GEER II | 3217 | \$ 81,180.00 | \$ 81,180.00 | \$ - | 9/30/2023 |
| ESSER III | 3213 | \$ 2,193,920.00 | \$ 2,193,920.00 | \$ - | 9/30/2024 |
| ESSER III - 20% reserve for learning loss | 3214 | \$ 548,480.00 | \$ 548,480.00 | \$ - | 9/30/2024 |
| ESSER III - State Reserve | 3218 | \$ 230,580.00 | \$ 230,580.00 | \$ - | 9/30/2024 |
| ESSER III - State reserve for Learning Loss | 3219 | \$ 397,480.00 | \$ 397,480.00 | \$ - | 9/30/2024 |
| In- Person Instruction Grant | 7422 | \$ 1,047,801.00 | \$ 1,047,801.00 | \$ - | 9/30/2024 |
| ELO Grant | 7425 | \$ 1,099,410.00 | \$ 1,099,410.00 | \$ - | 9/30/2024 |
| ELO Grant (10% for Paraprofessionals) | 7426 | \$ 239,929.00 | \$ 239,929.00 | \$ - | 9/30/2024 |
| Educator Effectiveness Block Grant | 6266 | \$ 591,871.00 | \$ 388,059.92 | \$ 203,811.08 | 6/30/2026 |
| Arts, Music, & Instructional Materials Discretionary Block Grant | 6762 | \$ 2,176,757.00 | \$ 209,709.14 | \$ 1,967,047.86 | 6/30/2026 |
| A-G Completion Grant: Access/Success | 7412 | \$ 345,050.00 | \$ 95,473.14 | \$ 249,576.86 | 6/30/2026 |
| A-G Completion Grant: Learning Loss Mitigation | 7413 | \$ 129,358.00 | \$ - | \$ 129,358.00 | 6/30/2026 |
| Learning Recovery Emergency Block Grant | 7435 | \$ 2,702,302.00 | \$ 192,170.96 | \$ 2,510,131.04 | 6/30/2028 |
| Totals | | \$ 13,817,199.00 | \$ 8,757,274.16 | \$ 5,059,924.84 | |

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|--|--|--|--|--|--|--|
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El Camino Real Charter High
Los Angeles Unified
Los Angeles County

2024-25 First Interim
Charter Schools Enterprise Fund
Expenditures by Object

19647331932623
Form 621
F81A22YAWS(2024-25)

| Description | Resource Codes | Object Codes | Original Budget (A) | Board Approved Operating Budget (B) | Actuals To Date (C) | Projected Year Totals (D) | Difference (Col B & D) (E) | % Diff Column B & D (F) |
|---|----------------|---------------------|---------------------|-------------------------------------|---------------------|---------------------------|----------------------------|-------------------------|
| A. REVENUES | | | | | | | | |
| 1) LCFF Sources | | 8010-8099 | 36,389,803.00 | 36,389,803.00 | 11,430,356.00 | 36,176,756.00 | (213,047.00) | -0.6% |
| 2) Federal Revenue | | 8100-8299 | 2,091,417.00 | 2,091,417.00 | 846,897.28 | 2,112,922.00 | 21,505.00 | 1.0% |
| 3) Other State Revenue | | 8300-8599 | 2,324,662.00 | 2,324,662.00 | 1,016,948.98 | 2,933,619.00 | 608,957.00 | 26.2% |
| 4) Other Local Revenue | | 8600-8799 | 4,766,881.00 | 4,766,881.00 | 2,886,009.89 | 4,948,792.00 | 181,911.00 | 3.8% |
| 5) TOTAL, REVENUES | | | 45,572,763.00 | 45,572,763.00 | 16,180,212.15 | 46,172,089.00 | | |
| B. EXPENSES | | | | | | | | |
| 1) Certificated Salaries | | 1000-1999 | 17,156,731.73 | 17,156,731.73 | 5,480,163.29 | 17,156,731.00 | .73 | 0.0% |
| 2) Classified Salaries | | 2000-2999 | 4,597,799.20 | 4,597,799.20 | 1,546,054.88 | 5,108,546.00 | (510,746.80) | -11.1% |
| 3) Employee Benefits | | 3000-3999 | 9,342,983.66 | 9,342,983.66 | 2,820,573.53 | 9,417,756.00 | (74,772.34) | -0.8% |
| 4) Books and Supplies | | 4000-4999 | 2,232,926.47 | 2,232,926.47 | 1,295,659.01 | 2,816,428.00 | (583,501.53) | -26.1% |
| 5) Services and Other Operating Expenses | | 5000-5999 | 9,657,340.99 | 9,657,340.99 | 2,630,445.38 | 9,903,503.00 | (246,162.01) | -2.5% |
| 6) Depreciation and Amortization | | 6000-6999 | 650,000.00 | 650,000.00 | 113,832.76 | 650,000.00 | 0.00 | 0.0% |
| 7) Other Outgo (excluding Transfers of Indirect Costs) | | 7100-7299,7400-7499 | 363,898.00 | 363,898.00 | 131,590.00 | 361,768.00 | 2,130.00 | 0.6% |
| 8) Other Outgo - Transfers of Indirect Costs | | 7300-7399 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 9) TOTAL, EXPENSES | | | 44,001,680.05 | 44,001,680.05 | 14,018,318.85 | 45,414,732.00 | | |
| C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9) | | | 1,571,082.95 | 1,571,082.95 | 2,161,893.30 | 757,357.00 | | |
| D. OTHER FINANCING SOURCES/USES | | | | | | | | |
| 1) Interfund Transfers | | | | | | | | |
| a) Transfers In | | 8900-8929 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Transfers Out | | 7600-7629 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 2) Other Sources/Uses | | | | | | | | |
| a) Sources | | 8930-8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| b) Uses | | 7630-7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 3) Contributions | | 8980-8999 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| 4) TOTAL, OTHER FINANCING SOURCES/USES | | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| E. NET INCREASE (DECREASE) IN NET POSITION (C + D4) | | | 1,571,082.95 | 1,571,082.95 | 2,161,893.30 | 757,357.00 | | |
| F. NET POSITION | | | | | | | | |
| 1) Beginning Net Position | | | | | | | | |
| a) As of July 1 - Unaudited | | 9791 | 47,441,652.74 | 47,441,652.74 | | 47,441,652.74 | 0.00 | 0.0% |
| b) Audit Adjustments | | 9793 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| c) As of July 1 - Audited (F1a + F1b) | | | 47,441,652.74 | 47,441,652.74 | | 47,441,652.74 | | |
| d) Other Restatements | | 9795 | 0.00 | 0.00 | | 0.00 | 0.00 | 0.0% |
| e) Adjusted Beginning Net Position (F1c + F1d) | | | 47,441,652.74 | 47,441,652.74 | | 47,441,652.74 | | |
| 2) Ending Net Position, June 30 (E + F1e) | | | 49,012,735.69 | 49,012,735.69 | | 48,199,009.74 | | |
| Components of Ending Net Position | | | | | | | | |
| a) Net Investment in Capital Assets | | 9796 | 8,125,566.96 | 8,125,566.96 | | 10,625,566.96 | | |
| b) Restricted Net Position | | 9797 | 6,983,190.20 | 6,983,190.20 | | 5,056,500.44 | | |
| c) Unrestricted Net Position | | 9790 | 33,903,978.53 | 33,903,978.53 | | 32,516,942.34 | | |
| LCFF SOURCES | | | | | | | | |
| Principal Apportionment | | | | | | | | |
| State Aid - Current Year | | 8011 | 25,548,003.00 | 25,548,003.00 | 5,966,816.00 | 19,244,185.00 | (6,303,818.00) | -24.7% |
| Education Protection Account State Aid - Current Year | | 8012 | 545,859.00 | 545,859.00 | 1,641,175.00 | 6,564,700.00 | 6,018,841.00 | 1,102.6% |
| State Aid - Prior Years | | 8019 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| LCFF Transfers | | | | | | | | |

El Camino Real Charter High
Los Angeles Unified
Los Angeles County

2024-25 First Interim
Charter Schools Enterprise Fund
Expenditures by Object

19647331932623
Form 621
F81A22YAWS(2024-25)

| Description | Resource Codes | Object Codes | Original Budget (A) | Board Approved Operating Budget (B) | Actuals To Date (C) | Projected Year Totals (D) | Difference (Col B & D) (E) | % Diff Column B & D (F) |
|--|---|--------------|---------------------|-------------------------------------|---------------------|---------------------------|----------------------------|-------------------------|
| Unrestricted LCFF Transfers - Current Year | 0000 | 8091 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other LCFF Transfers - Current Year | All Other | 8091 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers to Charter Schools in Lieu of Property Taxes | | 8096 | 10,295,941.00 | 10,295,941.00 | 3,822,365.00 | 10,367,871.00 | 71,930.00 | 0.7% |
| Property Taxes Transfers | | 8097 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| LCFF/Revenue Limit Transfers - Prior Years | | 8099 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, LCFF SOURCES | | | 36,389,803.00 | 36,389,803.00 | 11,430,356.00 | 36,176,756.00 | (213,047.00) | -0.6% |
| FEDERAL REVENUE | | | | | | | | |
| Maintenance and Operations | | 8110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Special Education Entitlement | | 8181 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Special Education Discretionary Grants | | 8182 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Child Nutrition Programs | | 8220 | 380,346.00 | 380,346.00 | 198,992.89 | 400,000.00 | 19,654.00 | 5.2% |
| Donated Food Commodities | | 8221 | 0.00 | 0.00 | 8,453.40 | 0.00 | 0.00 | 0.0% |
| Interagency Contracts Between LEAs | | 8285 | 725,408.00 | 725,408.00 | 255,094.00 | 691,924.00 | (33,484.00) | -4.6% |
| Title I, Part A, Basic | 3010 | 8290 | 361,207.00 | 361,207.00 | 0.00 | 359,001.00 | (2,206.00) | -0.6% |
| Title I, Part D, Local Delinquent Programs | 3025 | 8290 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Title II, Part A, Supporting Effective Instruction | 4035 | 8290 | 67,068.00 | 67,068.00 | 0.00 | 67,040.00 | (28.00) | 0.0% |
| Title III, Immigrant Student Program | 4201 | 8290 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Title III, English Learner Program | 4203 | 8290 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Public Charter Schools Grant Program (PCSGP) | 4610 | 8290 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Every Student Succeeds Act | 3040, 3060, 3061, 3150, 3155, 3182, 4037, 4124, 4126, 4127, 4128, 5630 | 8290 | 29,665.00 | 29,665.00 | 0.00 | 26,525.00 | (3,140.00) | -10.6% |
| Career and Technical Education | 3500-3599 | 8290 | 56,000.00 | 56,000.00 | 0.00 | 56,270.00 | 270.00 | 0.5% |
| All Other Federal Revenue | All Other | 8290 | 471,723.00 | 471,723.00 | 384,356.99 | 512,162.00 | 40,439.00 | 8.6% |
| TOTAL, FEDERAL REVENUE | | | 2,091,417.00 | 2,091,417.00 | 846,897.28 | 2,112,922.00 | 21,505.00 | 1.0% |
| OTHER STATE REVENUE | | | | | | | | |
| Other State Apportionments | | | | | | | | |
| Special Education Master Plan | | | | | | | | |
| Current Year | 6500 | 8311 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Prior Years | 6500 | 8319 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other State Apportionments - Current Year | All Other | 8311 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other State Apportionments - Prior Years | All Other | 8319 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Child Nutrition Programs | | 8520 | 1,121,795.00 | 1,121,795.00 | 362,902.55 | 1,121,795.00 | 0.00 | 0.0% |
| Mandated Costs Reimbursements | | 8550 | 152,932.00 | 152,932.00 | 0.00 | 151,229.00 | (1,703.00) | -1.1% |
| Lottery - Unrestricted and Instructional Materials | | 8560 | 680,122.00 | 680,122.00 | 40,844.77 | 740,417.00 | 60,295.00 | 8.9% |
| After School Education and Safety (ASES) | 6010 | 8590 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Charter School Facility Grant | 6030 | 8590 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Drug/Alcohol/Tobacco Funds | 6690, 6695 | 8590 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| California Clean Energy Jobs Act | 6230 | 8590 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Career Technical Education Incentive Grant Program | 6387 | 8590 | 174,299.00 | 174,299.00 | 425,915.66 | 251,298.00 | 76,999.00 | 44.2% |
| Specialized Secondary | 7370 | 8590 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other State Revenue | All Other | 8590 | 195,514.00 | 195,514.00 | 187,286.00 | 668,880.00 | 473,366.00 | 242.1% |
| TOTAL, OTHER STATE REVENUE | | | 2,324,662.00 | 2,324,662.00 | 1,016,948.98 | 2,933,619.00 | 608,957.00 | 26.2% |

El Camino Real Charter High
Los Angeles Unified
Los Angeles County

2024-25 First Interim
Charter Schools Enterprise Fund
Expenditures by Object

19647331932623
Form 621
F81A22YAWS(2024-25)

| Description | Resource Codes | Object Codes | Original Budget (A) | Board Approved Operating Budget (B) | Actuals To Date (C) | Projected Year Totals (D) | Difference (Col B & D) (E) | % Diff Column B & D (F) |
|--|----------------|--------------|---------------------|-------------------------------------|---------------------|---------------------------|----------------------------|-------------------------|
| OTHER LOCAL REVENUE | | | | | | | | |
| Sales | | | | | | | | |
| Sale of Equipment/Supplies | | 8631 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Sale of Publications | | 8632 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Food Service Sales | | 8634 | 58,081.00 | 58,081.00 | 8,021.25 | 50,000.00 | (8,081.00) | -13.9% |
| All Other Sales | | 8639 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Leases and Rentals | | 8650 | 55,000.00 | 55,000.00 | 8,155.00 | 45,000.00 | (10,000.00) | -18.2% |
| Interest | | 8660 | 600,000.00 | 600,000.00 | 16,471.35 | 800,000.00 | 200,000.00 | 33.3% |
| Net Increase (Decrease) in the Fair Value of Investments | | 8662 | 0.00 | 0.00 | 1,352,566.18 | 0.00 | 0.00 | 0.0% |
| Fees and Contracts | | | | | | | | |
| Child Development Parent Fees | | 8673 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transportation Fees From Individuals | | 8675 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Interagency Services | | 8677 | 2,683,800.00 | 2,683,800.00 | 900,671.00 | 2,613,792.00 | (70,008.00) | -2.6% |
| All Other Fees and Contracts | | 8689 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Local Revenue | | | | | | | | |
| All Other Local Revenue | | 8699 | 370,000.00 | 370,000.00 | 263,184.71 | 440,000.00 | 70,000.00 | 18.9% |
| Tuition | | 8710 | 1,000,000.00 | 1,000,000.00 | 336,940.40 | 1,000,000.00 | 0.00 | 0.0% |
| All Other Transfers In | | 8781-8783 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers of Apportionments | | | | | | | | |
| Special Education SELPA Transfers | | | | | | | | |
| From Districts or Charter Schools | 6500 | 8791 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From County Offices | 6500 | 8792 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From JPAs | 6500 | 8793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Transfers of Apportionments | | | | | | | | |
| From Districts or Charter Schools | All Other | 8791 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From County Offices | All Other | 8792 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| From JPAs | All Other | 8793 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Transfers In from All Others | | 8799 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER LOCAL REVENUE | | | 4,766,881.00 | 4,766,881.00 | 2,886,009.89 | 4,948,792.00 | 181,911.00 | 3.8% |
| TOTAL, REVENUES | | | 45,572,763.00 | 45,572,763.00 | 16,180,212.15 | 46,172,089.00 | | |
| CERTIFICATED SALARIES | | | | | | | | |
| Certificated Teachers' Salaries | | 1100 | 14,645,688.73 | 14,645,688.73 | 4,402,847.00 | 13,981,418.00 | 664,270.73 | 4.5% |
| Certificated Pupil Support Salaries | | 1200 | 1,451,471.00 | 1,451,471.00 | 726,990.41 | 2,115,741.00 | (664,270.00) | -45.8% |
| Certificated Supervisors' and Administrators' Salaries | | 1300 | 1,059,572.00 | 1,059,572.00 | 350,325.88 | 1,059,572.00 | 0.00 | 0.0% |
| Other Certificated Salaries | | 1900 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, CERTIFICATED SALARIES | | | 17,156,731.73 | 17,156,731.73 | 5,480,163.29 | 17,156,731.00 | .73 | 0.0% |
| CLASSIFIED SALARIES | | | | | | | | |
| Classified Instructional Salaries | | 2100 | 937,824.00 | 937,824.00 | 272,259.05 | 937,824.00 | 0.00 | 0.0% |
| Classified Support Salaries | | 2200 | 1,667,627.00 | 1,667,627.00 | 632,992.11 | 1,667,627.00 | 0.00 | 0.0% |
| Classified Supervisors' and Administrators' Salaries | | 2300 | 591,078.00 | 591,078.00 | 297,100.94 | 776,388.00 | (185,310.00) | -31.4% |
| Clerical, Technical and Office Salaries | | 2400 | 1,144,124.20 | 1,144,124.20 | 312,646.85 | 1,144,124.00 | .20 | 0.0% |
| Other Classified Salaries | | 2900 | 257,146.00 | 257,146.00 | 31,055.93 | 582,583.00 | (325,437.00) | -126.6% |
| TOTAL, CLASSIFIED SALARIES | | | 4,597,799.20 | 4,597,799.20 | 1,546,054.88 | 5,108,546.00 | (510,746.80) | -11.1% |
| EMPLOYEE BENEFITS | | | | | | | | |
| STRS | | 3101-3102 | 3,176,936.39 | 3,176,936.39 | 862,401.00 | 3,176,936.00 | .39 | 0.0% |
| PERS | | 3201-3202 | 1,007,400.91 | 1,007,400.91 | 383,528.49 | 1,119,308.00 | (111,907.09) | -11.1% |
| OASDI/Medicare/Alternative | | 3301-3302 | 600,505.36 | 600,505.36 | 191,989.00 | 639,576.00 | (39,070.64) | -6.5% |
| Health and Welfare Benefits | | 3401-3402 | 4,225,061.00 | 4,225,061.00 | 1,290,219.53 | 4,263,497.00 | (38,436.00) | -0.9% |
| Unemployment Insurance | | 3501-3502 | 108,773.00 | 108,773.00 | 2,632.96 | 11,132.00 | 97,641.00 | 89.8% |

El Camino Real Charter High
Los Angeles Unified
Los Angeles County

2024-25 First Interim
Charter Schools Enterprise Fund
Expenditures by Object

19647331932623
Form 621
F81A22YAWS(2024-25)

| Description | Resource Codes | Object Codes | Original Budget (A) | Board Approved Operating Budget (B) | Actuals To Date (C) | Projected Year Totals (D) | Difference (Col B & D) (E) | % Diff Column B & D (F) |
|---|----------------|--------------|---------------------|-------------------------------------|---------------------|---------------------------|----------------------------|-------------------------|
| Workers' Compensation | | 3601-3602 | 215,307.00 | 215,307.00 | 88,432.90 | 198,307.00 | 17,000.00 | 7.9% |
| OPEB, Allocated | | 3701-3702 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| OPEB, Active Employees | | 3751-3752 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Employee Benefits | | 3901-3902 | 9,000.00 | 9,000.00 | 1,369.65 | 9,000.00 | 0.00 | 0.0% |
| TOTAL, EMPLOYEE BENEFITS | | | 9,342,983.66 | 9,342,983.66 | 2,820,573.53 | 9,417,756.00 | (74,772.34) | -0.8% |
| BOOKS AND SUPPLIES | | | | | | | | |
| Approved Textbooks and Core Curricula Materials | | 4100 | 328,774.00 | 328,774.00 | 90,295.01 | 328,774.00 | 0.00 | 0.0% |
| Books and Other Reference Materials | | 4200 | 15,000.00 | 15,000.00 | 0.00 | 15,000.00 | 0.00 | 0.0% |
| Materials and Supplies | | 4300 | 874,264.47 | 874,264.47 | 926,956.00 | 1,307,766.00 | (433,501.53) | -49.6% |
| Noncapitalized Equipment | | 4400 | 497,000.00 | 497,000.00 | 122,412.00 | 497,000.00 | 0.00 | 0.0% |
| Food | | 4700 | 517,888.00 | 517,888.00 | 155,996.00 | 667,888.00 | (150,000.00) | -29.0% |
| TOTAL, BOOKS AND SUPPLIES | | | 2,232,926.47 | 2,232,926.47 | 1,295,659.01 | 2,816,428.00 | (583,501.53) | -26.1% |
| SERVICES AND OTHER OPERATING EXPENSES | | | | | | | | |
| Subagreements for Services | | 5100 | 10,000.00 | 10,000.00 | 2,821.46 | 10,000.00 | 0.00 | 0.0% |
| Travel and Conferences | | 5200 | 90,000.00 | 90,000.00 | 22,592.00 | 105,000.00 | (15,000.00) | -16.7% |
| Dues and Memberships | | 5300 | 600,000.00 | 600,000.00 | 398,284.00 | 603,000.00 | (3,000.00) | -0.5% |
| Insurance | | 5400-5450 | 517,554.00 | 517,554.00 | 251,573.00 | 517,554.00 | 0.00 | 0.0% |
| Operations and Housekeeping Services | | 5500 | 899,976.00 | 899,976.00 | 172,546.56 | 939,976.00 | (40,000.00) | -4.4% |
| Rentals, Leases, Repairs, and Noncapitalized Improvements | | 5600 | 1,697,857.43 | 1,697,857.43 | 225,259.00 | 1,698,717.00 | (859.57) | -0.1% |
| Transfers of Direct Costs | | 5710 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers of Direct Costs - Interfund | | 5750 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Professional/Consulting Services and | | | | | | | | |
| Operating Expenditures | | 5800 | 5,724,953.56 | 5,724,953.56 | 1,536,216.00 | 5,912,256.00 | (187,302.44) | -3.3% |
| Communications | | 5900 | 117,000.00 | 117,000.00 | 21,153.36 | 117,000.00 | 0.00 | 0.0% |
| TOTAL, SERVICES AND OTHER OPERATING EXPENSES | | | 9,657,340.99 | 9,657,340.99 | 2,630,445.38 | 9,903,503.00 | (246,162.01) | -2.5% |
| DEPRECIATION AND AMORTIZATION | | | | | | | | |
| Depreciation Expense | | 6900 | 650,000.00 | 650,000.00 | 113,832.76 | 650,000.00 | 0.00 | 0.0% |
| Amortization Expense—Lease Assets | | 6910 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Amortization Expense—Subscription Assets | | 6920 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, DEPRECIATION AND AMORTIZATION | | | 650,000.00 | 650,000.00 | 113,832.76 | 650,000.00 | 0.00 | 0.0% |
| OTHER OUTGO (excluding Transfers of Indirect Costs) | | | | | | | | |
| Tuition | | | | | | | | |
| Tuition for Instruction Under Interdistrict Attendance Agreements | | 7110 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Tuition, Excess Costs, and/or Deficit Payments | | | | | | | | |
| Payments to Districts or Charter Schools | | 7141 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Payments to County Offices | | 7142 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Payments to JPAs | | 7143 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Other Transfers Out | | | | | | | | |
| All Other Transfers | | 7281-7283 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Transfers Out to All Others | | 7299 | 363,898.00 | 363,898.00 | 131,590.00 | 361,768.00 | 2,130.00 | 0.6% |
| Debt Service | | | | | | | | |
| Debt Service - Interest | | 7438 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs) | | | 363,898.00 | 363,898.00 | 131,590.00 | 361,768.00 | 2,130.00 | 0.6% |
| OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | | | | | | |
| Transfers of Indirect Costs | | 7310 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers of Indirect Costs - Interfund | | 7350 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |

El Camino Real Charter High
Los Angeles Unified
Los Angeles County

2024-25 First Interim
Charter Schools Enterprise Fund
Expenditures by Object

19647331932623
Form 62I
F81A22YAWS(2024-25)

| Description | Resource Codes | Object Codes | Original Budget (A) | Board Approved Operating Budget (B) | Actuals To Date (C) | Projected Year Totals (D) | Difference (Col B & D) (E) | % Diff Column B & D (F) |
|--|----------------|--------------|---------------------|-------------------------------------|---------------------|---------------------------|----------------------------|-------------------------|
| TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, EXPENSES | | | 44,001,680.05 | 44,001,680.05 | 14,018,318.85 | 45,414,732.00 | | |
| INTERFUND TRANSFERS | | | | | | | | |
| INTERFUND TRANSFERS IN | | | | | | | | |
| Other Authorized Interfund Transfers In | | 8919 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (a) TOTAL, INTERFUND TRANSFERS IN | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| INTERFUND TRANSFERS OUT | | | | | | | | |
| Other Authorized Interfund Transfers Out | | 7619 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (b) TOTAL, INTERFUND TRANSFERS OUT | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| OTHER SOURCES/USES | | | | | | | | |
| SOURCES | | | | | | | | |
| Other Sources | | | | | | | | |
| Transfers from Funds of Lapsed/Reorganized LEAs | | 8965 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Financing Sources | | 8979 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (c) TOTAL, SOURCES | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| USES | | | | | | | | |
| Transfers of Funds from Lapsed/Reorganized LEAs | | 7651 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| All Other Financing Uses | | 7699 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (d) TOTAL, USES | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| CONTRIBUTIONS | | | | | | | | |
| Contributions from Unrestricted Revenues | | 8980 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| Contributions from Restricted Revenues | | 8990 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| (e) TOTAL, CONTRIBUTIONS | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% |
| TOTAL, OTHER FINANCING SOURCES/USES | | | | | | | | |
| (a - b + c - d + e) | | | 0.00 | 0.00 | 0.00 | 0.00 | | |

El Camino Real Charter High
Los Angeles Unified
Los Angeles County

2024-25 First Interim
Charter Schools Enterprise Fund
Restricted Detail

19647331932623
Form 621
F81A22YAWS(2024-25)

| Resource | Description | 2024-25 Projected Totals |
|--------------------------------|--|-----------------------------|
| 5310 | Child Nutrition: School Programs (e.g., School Lunch, School Breakfast, Milk, Pregnant & Lactating Students) | 747,645.16 |
| 5330 | Child Nutrition: Summer Food Service Program Operations | 217,171.10 |
| 5466 | Child Nutrition: Supply Chain Assistance (SCA) Funds | 86,278.27 |
| 6266 | Educator Effectiveness, FY 2021-22 | 77,374.00 |
| 6762 | Arts, Music, and Instructional Materials Discretionary Block Grant | 1,686,053.91 |
| 6770 | Arts and Music in Schools (AMS)-Funding Guarantee and Accountability Act (Prop 28) | 184,700.00 |
| 7032 | Child Nutrition: Kitchen Infrastructure and Training Funds - 2022 KIT Funds | 192,116.00 |
| 7033 | Child Nutrition: School Food Best Practices Apportionment | 88,516.00 |
| 7412 | A-G Access/Success Grant | 266,691.00 |
| 7435 | Learning Recovery Emergency Block Grant | 1,417,302.00 |
| 7810 | Other Restricted State | 92,653.00 |
| Total, Restricted Net Position | | 5,056,500.44 |

Coversheet

Discuss and Vote on the 2023-2024 Audit Report

| | |
|--------------------------|---|
| Section: | IV. Finance |
| Item: | E. Discuss and Vote on the 2023-2024 Audit Report |
| Purpose: | Vote |
| Submitted by: | |
| Related Material: | Item IV. E. 2023-2024 ECRA Audit Report - DRAFT.pdf |

EL CAMINO REAL ALLIANCE

AUDIT REPORT

**FOR THE YEAR ENDED
JUNE 30, 2024**

**A NONPROFIT PUBLIC BENEFIT CORPORATION
OPERATING THE FOLLOWING CALIFORNIA CHARTER SCHOOL**

El Camino Real Charter High School (Charter No. 1314)

EL CAMINO REAL ALLIANCE
TABLE OF CONTENTS
JUNE 30, 2024

FINANCIAL SECTION

| | |
|--|---|
| Independent Auditors' Report..... | 1 |
| Financial Statements | |
| Statement of Financial Position..... | 4 |
| Statement of Activities..... | 5 |
| Statement of Functional Expenses | 6 |
| Statement of Cash Flows | 7 |
| Notes to Financial Statements | 8 |

SUPPLEMENTARY INFORMATION

| | |
|--|----|
| Schedule of Expenditures of Federal Awards | 21 |
| Schedule of Average Daily Attendance | 22 |
| Schedule of Instructional Time | 23 |
| Reconciliation of Annual Financial and Budget Report (Unaudited Actuals) with Audited Financial Statements | 24 |

OTHER INFORMATION

| | |
|---|----|
| Local Education Agency Organization Structure | 25 |
|---|----|

OTHER INDEPENDENT AUDITORS' REPORTS

| | |
|--|----|
| Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> | 26 |
| Report on Compliance for Each Major Federal Program; and Report on Internal Control over Compliance Required by the Uniform Guidance..... | 28 |
| Report on State Compliance and on Internal Control over Compliance for State Programs | 30 |

FINDINGS AND QUESTIONED COSTS SECTION

| | |
|--|----|
| Schedule of Findings and Questioned Costs..... | 33 |
|--|----|

FINANCIAL SECTION

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
El Camino Real Alliance
Woodland Hills, California

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of El Camino Real Alliance which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of El Camino Real Alliance as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of El Camino Real Alliance and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about El Camino Real Alliance's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of El Camino Real Alliance's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about El Camino Real Alliance's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplementary information listed in the table of contents, including the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Local Education Agency Organization Structure but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Report on Summarized Comparative Information

We have previously audited El Camino Real Alliance's 2022-23 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated December 12, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023, is consistent, in all material respects, with the audited financial statements from which it was been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated **DATE**, on our consideration of El Camino Real Alliance's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of El Camino Real Alliance's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering El Camino Real Alliance's internal control over financial reporting and compliance.

San Diego, California

DATE

DRAFT

EL CAMINO REAL ALLIANCE
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2024
(WITH COMPARATIVE TOTALS AS OF JUNE 30, 2023)

| | 2024 | 2023 |
|---|-----------------------------|-----------------------------|
| ASSETS | | |
| Current assets | | |
| Cash and cash equivalents | \$ 35,084,033 | \$ 31,155,388 |
| Investments | 7,571,471 | 6,997,015 |
| Accounts receivable | 1,880,748 | 1,847,701 |
| Prepaid expenses | 363,645 | 224,838 |
| Inventory | 83,077 | 37,751 |
| Total current assets | <u>44,982,974</u> | <u>40,262,693</u> |
| Noncurrent assets | | |
| Postemployment benefits asset, net | 1,512,840 | - |
| Capital assets, net | <u>7,684,832</u> | <u>6,740,587</u> |
| Total noncurrent assets | <u>9,197,672</u> | <u>6,740,587</u> |
| Total Assets | <u>\$ 54,180,646</u> | <u>\$ 47,003,280</u> |
| LIABILITIES AND NET ASSETS | | |
| Liabilities | | |
| Accounts payable | \$ 5,693,562 | \$ 5,187,068 |
| Deferred revenue | 1,207,780 | 727,610 |
| Postemployment benefits liability, net | - | 1,881,947 |
| Total liabilities | <u>6,901,342</u> | <u>7,796,625</u> |
| Net assets | | |
| Without donor restrictions | 47,279,304 | 39,206,655 |
| Total net assets | <u>47,279,304</u> | <u>39,206,655</u> |
| Total Liabilities and Net Assets | <u>\$ 54,180,646</u> | <u>\$ 47,003,280</u> |

The notes to the financial statements are an integral part of this statement.

**EL CAMINO REAL ALLIANCE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2023)**

| | 2024 | 2023 |
|--|----------------------|----------------------|
| SUPPORT AND REVENUES | | |
| Federal and state support and revenues | | |
| Local control funding formula, state aid | \$ 27,091,534 | \$ 28,841,788 |
| Federal revenues | 3,911,353 | 4,597,846 |
| Other state revenues | 7,751,892 | 8,860,637 |
| Total federal and state support and revenues | 38,754,779 | 42,300,271 |
| Local support and revenues | | |
| Payments in lieu of property taxes | 11,615,237 | 11,664,307 |
| Student body activities | 784,711 | 412,741 |
| Food service sales | 47,693 | 99,222 |
| Investment income, net | 5,088,386 | 2,475,315 |
| Other local revenues | 1,104,603 | 5,131,289 |
| Total local support and revenues | 18,640,630 | 19,782,874 |
| Total Support and Revenues | 57,395,409 | 62,083,145 |
| EXPENSES | | |
| Program services | 42,367,240 | 44,497,998 |
| Management and general | 6,955,520 | 4,803,807 |
| Total Expenses | 49,322,760 | 49,301,805 |
| CHANGE IN NET ASSETS | 8,072,649 | 12,781,340 |
| Net Assets - Beginning | 39,206,655 | 26,425,315 |
| Net Assets - Ending | \$ 47,279,304 | \$ 39,206,655 |

The notes to the financial statements are an integral part of this statement.

EL CAMINO REAL ALLIANCE
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2024
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2023)

| | 2024 | | | 2023 |
|------------------------------|----------------------|------------------------|----------------------|----------------------|
| | Program Services | Management and General | Total | Total |
| EXPENSES | | | | |
| Personnel expenses | | | | |
| Certificated salaries | \$ 16,703,207 | \$ 78,901 | \$ 16,782,108 | \$ 17,728,649 |
| Non-certificated salaries | 3,163,406 | 1,740,130 | 4,903,536 | 5,028,550 |
| Pension contributions | 3,892,802 | 243,017 | 4,135,819 | 5,728,496 |
| Postretirement benefits | 2,527,704 | 128,916 | 2,656,620 | 1,138,515 |
| Payroll taxes | 683,914 | 121,323 | 805,237 | 980,658 |
| Other employee benefits | 2,716,253 | 1,318,189 | 4,034,442 | 4,000,757 |
| Total personnel expenses | 29,687,286 | 3,630,476 | 33,317,762 | 34,605,625 |
| Non-personnel expenses | | | | |
| Books and supplies | 2,770,424 | 889,983 | 3,660,407 | 4,067,191 |
| Insurance | - | 497,630 | 497,630 | 557,301 |
| Facilities | 2,511,906 | 350,072 | 2,861,978 | 2,538,590 |
| Professional services | 5,220,891 | 1,184,172 | 6,405,063 | 5,233,761 |
| Depreciation | 509,994 | 145,426 | 655,420 | 295,026 |
| Fees to authorizing agency | 1,012,354 | 80,496 | 1,092,850 | 778,006 |
| Other operating expenses | 654,385 | 177,265 | 831,650 | 1,226,305 |
| Total non-personnel expenses | 12,679,954 | 3,325,044 | 16,004,998 | 14,696,180 |
| Total Expenses - 2024 | \$ 42,367,240 | \$ 6,955,520 | \$ 49,322,760 | |
| Total Expenses - 2023 | \$ 44,497,998 | \$ 4,803,807 | | \$ 49,301,805 |

The notes to the financial statements are an integral part of this statement.

EL CAMINO REAL ALLIANCE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2024
(WITH COMPARATIVE TOTALS FOR THE YEAR ENDED JUNE 30, 2023)

| | 2024 | 2023 |
|--|----------------------|----------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Change in net assets | \$ 8,072,649 | \$ 12,781,340 |
| Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities | | |
| Noncash items | | |
| Depreciation | 655,420 | 295,026 |
| Postretirement actuarial (gain)/loss | (811) | 1,295,390 |
| Unrealized (gain)/loss on investments | (3,087,851) | (257,092) |
| (Increase) decrease in operating assets | | |
| Accounts receivable | (33,047) | (297,478) |
| Prepaid expenses | (138,807) | (157,781) |
| Inventory | (45,326) | 29,318 |
| Increase (decrease) in operating liabilities | | |
| Accounts payable | 506,494 | 2,363,753 |
| Deferred revenue | 480,170 | (2,309,462) |
| Postemployment benefits liability | (1,881,136) | (5,157,643) |
| Net cash provided by (used in) operating activities | 4,527,755 | 8,585,371 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Reinvestment of interest earned on investments | 1,000,555 | - |
| Purchase of capital assets | (1,599,665) | (803,126) |
| Net cash provided by (used in) investing activities | (599,110) | (803,126) |
| NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS | 3,928,645 | 7,782,245 |
| Cash and cash equivalents - Beginning | 31,155,388 | 23,373,143 |
| Cash and cash equivalents - Ending | \$ 35,084,033 | \$ 31,155,388 |
| SUPPLEMENTAL DISCLOSURE | | |
| Cash paid for interest | \$ - | \$ - |

The notes to the financial statements are an integral part of this statement.

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

El Camino Real Alliance (the “Charter”) was formed as a nonprofit public benefit corporation on November 2, 2010 for the purpose of operating as El Camino Real Charter High School, a California public school, located in Los Angeles County. El Camino Real Charter High School was numbered by the State Board of Education in May 2011 as California Charter No. 1314. The Charter’s mission is to prepare its diverse student body for the next phase of their educational, professional, and personal journey through a rigorous, customized academic program that inspires the development of students’ unique talents and skills, builds character, and provides opportunities for civic engagement and real-world experiences. El Camino Real Charter High School first began school operations in July 2011 and currently serves grades 9 to 12.

El Camino Real Charter High School is authorized to operate as a charter school through the Los Angeles Unified School District (“LAUSD” or the “authorizing agency”). On December 8, 2020, the Board of Directors of LAUSD approved the charter petition renewal for a five-year term beginning July 1, 2021 and expiring on June 30, 2026. As a result of SB 114, the charter petition end date is extended to June 30, 2027. Funding sources primarily consist of state apportionments, in lieu of property tax revenues, and grants and donations from the public.

B. Basis of Accounting

The Charter’s policy is to prepare its financial statements on the accrual basis of accounting; consequently, revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed.

C. Financial Statement Presentation

The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) “Audit and Accounting Guide for Not-for-Profit Organizations” (the “Guide”). ASC 958-205 was effective July 1, 2018. Under the Guide, El Camino Real Alliance is required to report information regarding its financial position and activities according to two classes of net assets:

Net assets without donor restrictions – These net assets generally result from revenues generated by receiving contributions that have no donor restrictions, providing services, and receiving interest from operating investments, less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

Net assets with donor restrictions – These assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires (that is until the stipulated time restriction ends or the purpose of the restriction is accomplished) the net assets are restricted. When a restriction expires, restricted net assets are reclassified to net assets without donor restrictions.

As a public charter school, El Camino Real Alliance also accounts for its financial transactions in accordance with the policies and procedures of the Department of Education’s *California School Accounting Manual* presented in Procedure 810 Charter Schools. Fund accounting is not used in the Charter’s financial statement presentation.

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Comparative Totals

The financial statements include certain prior year summarized comparative information in total, but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Charter's audited financial statements for the year ended June 30, 2023, from which the information was derived.

E. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures, such as depreciation expense and the net book value of capital assets. Accordingly, actual results could differ from those estimates.

F. Functional Expenses

The costs of providing services have been summarized on a functional basis in the statement of activities and detailed in the statement of functional expenses. Certain costs and expenses have been allocated between program and supporting services based on management's estimates.

G. Contributions

Unconditional contributions are recognized when pledged and recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Gifts of cash and other assets are reported with donor restricted support if they are received with donor stipulations that limit the use of the donated assets.

When a restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported on the statement of activities as "net assets released from restrictions." Donor-restricted contributions whose restrictions are met in the same reporting period are reported as net assets without donor restriction support. Contributions restricted for the acquisition of land, buildings, and equipment are reported as net assets without restriction upon acquisition of the assets and the assets are placed in service.

Non-cash contributions of goods, materials, and facilities are recorded at fair value at the date of contribution. Contributed services are recorded at fair value at the date of contribution if they are used to create or enhance a non-financial asset or require specialized skills, are provided by someone possessing those skills, and would have to be purchased by the organization if not donated.

H. In Lieu of Property Taxes Revenue

Secured property taxes attach as an enforceable lien on property as of March 1. Taxes are payable in two installments on December 10 and April 10. Unsecured property taxes are payable in one installment on or before August 31. The County bills and collects the taxes for the authorizing agency. In lieu of distributing funds out of property tax proceeds, the authorizing agency makes monthly payments to El Camino Real Alliance. Revenues are recognized by the Charter when earned.

I. Cash and Cash Equivalents

El Camino Real Alliance considers all highly liquid deposits and investments with an original maturity of less than ninety days to be cash equivalents.

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

J. Investments

The Charter's method of accounting for most investments is the fair value method. Fair value is determined by published quotes when they are readily available. Gains and losses resulting from adjustments to fair values are included in the accompanying statement of activities. Investment return is presented net of any investment fees.

K. Receivables and Allowances

Accounts receivable are stated at the amount management expects to collect from outstanding balances. An allowance for doubtful accounts is established, as necessary, based on past experience and other factors which, in management's judgment, deserve current recognition in estimating bad debts. Such factors include the relationship of the allowance for doubtful accounts to accounts receivable and current economic conditions. Based on review of these factors, the Charter establishes or adjusts the allowance for specific revenue sources as a whole. At June 30, 2024, an allowance for doubtful accounts was not considered necessary as all accounts receivable were deemed collectible.

L. Capital Assets

El Camino Real Alliance has adopted a policy to capitalize asset purchases over \$5,000. Lesser amounts are expensed. Donations of capital assets are recorded as contributions at their estimated fair value. Such donations are reported as net assets without donor restrictions. Capital assets are depreciated using the straight-line method over the estimated useful lives of the property and equipment or the related lease terms.

M. Deferred Revenue

Deferred revenue arises when potential revenue does not meet the criteria for recognition in the current period and when resources are received by the organization prior to the incurrence of expenses. In subsequent periods, when both revenue recognition criteria are met, the liability for deferred revenue is removed from the statement of financial position and revenue is recognized.

N. Fair Value Measurements

The Fair Value Measurements Topic of the FASB *Accounting Standards Codification* establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. The three levels of the fair value hierarchy are described below:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.
- Level 2 Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.
- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

O. Income Taxes

The Charter's management believes all of its significant tax positions would be upheld under examination; therefore, no provision for income tax has been recorded. The Charter's information and/or tax returns are subject to examination by the regulatory authorities for up to four years from the date of filing.

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

O. Income Taxes (continued)

El Camino Real Alliance is a 509(a)(1) publicly supported nonprofit organization that is exempt from income taxes under Section 501(a) and 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. The Charter is exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code. As a school, the Charter is not required to register with the California Attorney General as a charity.

NOTE 2 – CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30, 2024, consists of the following:

| | |
|--|----------------------|
| Cash in county treasury | \$ 29,346,223 |
| County treasury fair value adjustment | (1,316,796) |
| Cash in banks, non-interest bearing | 7,054,568 |
| Cash on hand or awaiting deposit | 38 |
| Total Cash and Cash Equivalents | \$ 35,084,033 |

Cash in Banks

Custodial Credit Risk

As of June 30, 2024, \$7,180,765 of the El Camino Real Alliance's bank balance was exposed to custodial credit risk as there were deposits over \$250,000 in accounts held at one or more banks. Custodial credit risk is the risk that in the event of a bank failure, an organization's deposits may not be returned to it. El Camino Real Alliance does not have a policy for custodial credit risk for deposits. The FDIC insures up to \$250,000 per depositor per insured bank.

Cash in County Treasury

Policies and Practices

El Camino Real Alliance is a voluntary participant in an external investment pool. The fair value of the Charter's investment in the pool is reported in the financial statements at amounts based upon the Charter's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio in relation to the amortized cost of that portfolio. The balance available for withdrawal is recorded on the amortized cost basis and is based on the accounting records maintained by the County Treasurer.

General Authorizations

Except for investments by trustees of debt proceeds, the authority to invest Charter funds deposited with the county treasury is delegated to the County Treasurer and Tax Collector. Additional information about the investment policy of the County Treasurer and Tax Collector may be obtained from its website. The table on the next page identifies examples of the investment types permitted in the California Government Code.

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 2 – CASH AND CASH EQUIVALENTS (continued)

Cash in County Treasury (continued)

General Authorizations (continued)

| Authorized Investment Type | Maximum Remaining Maturity | Maximum Percentage of Portfolio | Maximum Investment in One Issuer |
|---|----------------------------|---------------------------------|----------------------------------|
| Local Agency Bonds, Notes, Warrants | 5 years | None | None |
| Registered State Bonds, Notes, Warrants | 5 years | None | None |
| U.S. Treasury Obligations | 5 years | None | None |
| U.S. Agency Securities | 5 years | None | None |
| Banker's Acceptance | 180 days | 40% | 30% |
| Commercial Paper | 270 days | 25% | 10% |
| Negotiable Certificates of Deposit | 5 years | 30% | None |
| Repurchase Agreements | 1 year | None | None |
| Reverse Repurchase Agreements | 92 days | 20% of base | None |
| Medium-Term Corporate Notes | 5 years | 30% | None |
| Mutual Funds | N/A | 20% | 10% |
| Money Market Mutual Funds | N/A | 20% | 10% |
| Mortgage Pass-Through Securities | 5 years | 20% | None |
| County Pooled Investment Funds | N/A | None | None |
| Local Agency Investment Fund (LAIF) | N/A | None | None |
| Joint Powers Authority Pools | N/A | None | None |

Interest Rate Risk

Interest rate risk is the risk that changes in the market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of the investment, the greater the sensitivity of its fair value to changes in the market interest rates. The Charter has managed its exposure to interest rate risk by investing in the county treasury. The Charter's investments in the Los Angeles County Treasury Investment Pool, which combines the Charter's share of the portfolio, has a combined fair value of \$28,029,427 and an unadjusted amortized book value of \$29,346,223 as of June 30, 2024. The average weighted maturity for this pool is 668 days.

Fair Value Measurement

Cash in county treasury is measured at Level 1 using the fair value input levels noted in Note 1N. The Charter has classified these funds as Level 1 because the amounts invested in the county treasury pooled investment fund primarily consist of investments types having observable inputs that reflect quoted prices. The investment types include those noted under the general authorizations section. As such, the carrying value consists of the amortized book value presented as "cash in county treasury" offset by the "county treasury fair value adjustment" to arrive at the combined fair value amount noted under the interest rate risk section.

NOTE 3 – INVESTMENTS

Investments as of June 30, 2024 consist of \$7,174,261. The table on the following page provides a description and sets forth, by level within the fair value hierarchy explained in Note 1N, the Charter's investments as of June 30, 2024.

| | Fair Value Hierarchy | | | | At Cost |
|--------------------------|----------------------|---------------------|-------------|-------------|---------------------|
| | Market Value | Level 1 | Level 2 | Level 3 | |
| Cash and equivalents | \$ 105,961 | \$ - | \$ - | \$ - | \$ 136,533 |
| Annuities | 780,049 | 780,049 | - | - | 775,874 |
| Taxable bonds | 4,699,891 | 4,699,891 | - | - | 4,729,331 |
| Equity fund stocks | 1,977,321 | 1,977,321 | - | - | 1,532,523 |
| Accrued income | 8,249 | - | - | - | - |
| Total Investments | \$ 7,571,471 | \$ 7,457,261 | \$ - | \$ - | \$ 7,174,261 |

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 3 – INVESTMENTS (continued)

The Charter also holds \$30,844,295 in investment accounts that are considered trust or plan assets associated with the Charter's postemployment benefit plan. Refer to Note 10 for additional information.

NOTE 4 – ACCOUNTS RECEIVABLE

Accounts receivable as of June 30, 2024, consists of the following:

| | |
|----------------------------------|---------------------|
| Federal sources | \$ 924,903 |
| State sources (non-LCFF) | 394,292 |
| Other local sources | 561,553 |
| Total Accounts Receivable | \$ 1,880,748 |

NOTE 5 – CAPITAL ASSETS

A summary of activity related to capital assets during the year ended June 30, 2024 consists of the following:

| | Balance July 1, 2023 | Additions | Reclassification | Balance June 30, 2024 |
|-------------------------------|-------------------------|---------------------|-------------------|--------------------------|
| Property and equipment | | | | |
| Land | \$ 2,019,964 | \$ - | \$ - | \$ 2,019,964 |
| Buildings | 4,158,389 | 1,702,076 | - | 5,860,465 |
| Leasehold improvements | 1,930,619 | - | 48,334 | 1,882,285 |
| Furniture and equipment | 1,884,491 | 50,283 | - | 1,934,774 |
| Construction in progress | 104,360 | - | 104,360 | - |
| Total property and equipment | 10,097,823 | 1,752,359 | 152,694 | 11,697,488 |
| Less accumulated depreciation | (3,357,236) | (655,420) | - | (4,012,656) |
| Capital Assets, net | \$ 6,740,587 | \$ 1,096,939 | \$ 152,694 | \$ 7,684,832 |

There were purchases of capital assets for \$1,647,999 during the fiscal year ended June 30, 2024. Depreciation expense for the year was \$655,420.

NOTE 6 – LIABILITIES

Accounts Payable

Accounts payable as of June 30, 2024, consists of the following:

| | |
|-------------------------------|---------------------|
| Vendor payables | \$ 2,862,455 |
| Accrued salaries and benefits | 1,499,082 |
| Due to grantor government | 895,651 |
| Compensated absences | 224,300 |
| Due to student groups | 144,446 |
| Due to authorizing agency | 61,943 |
| Credit card liability | 5,685 |
| Total Accounts Payable | \$ 5,693,562 |

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 6 – LIABILITIES (continued)

Deferred Revenue

Deferred revenues as of June 30, 2024, consists of the following:

| | |
|-------------------------------|---------------------|
| Federal sources | \$ 327,144 |
| State sources | 43,520 |
| Local sources | 837,116 |
| Total Deferred Revenue | \$ 1,207,780 |

Postemployment Benefits Liability/(Asset), Net

Refer to Note 10 for additional information regarding the Charter's postemployment benefits plan. A summary of the net change and components related to the net postemployment benefit liability during the year ended June 30, 2024 consists of the following:

| | Balance July 1, 2023 | Net Change | Balance June 30, 2024 |
|---|-------------------------|-----------------------|--------------------------|
| Postemployment benefit obligation | \$ 27,220,264 | \$ 2,111,191 | \$ 29,331,455 |
| Fair value of plan assets | (25,338,317) | (5,505,978) | (30,844,295) |
| Net Postemployment Benefits Liability/ (Asset) | \$ 1,881,947 | \$ (3,394,787) | \$ (1,512,840) |

NOTE 7 – NET ASSETS

At June 30, 2024, the Charter did not hold any net assets with donor restrictions. Certain designations or reserves have been made for the use of net assets without donor restrictions either by the board, management or by nature of the financial assets held by the Charter. At June 30, 2024, the Charter's net assets without donor restrictions consist of the following:

| | |
|--|----------------------|
| Net investment in capital assets | \$ 7,684,832 |
| Board designations | |
| Reserve for deferred maintenance | 15,000,000 |
| Undesignated | 24,594,472 |
| Total Net Assets without Donor Restrictions | \$ 47,279,304 |

NOTE 8 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following table on the following page reflects the Charter's financial assets as of June 30, 2024, reduced by amounts not available for general expenditure within one year. Financial assets are considered not available for general use when illiquid or not convertible to cash within one year, consist of assets held for others or are held aside by the governing board for specific contingency reserves.

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 8 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS (continued)

| | |
|--|-----------------------------|
| Financial assets | |
| Cash and cash equivalents | \$ 35,084,033 |
| Investments, at cost | 7,174,261 |
| Accounts receivable | 1,880,748 |
| Prepaid expenses | 363,645 |
| Inventory | 83,077 |
| Total Financial Assets, excluding noncurrent | <u>46,098,604</u> |
| Contractual or donor-imposed restrictions | |
| Cash restricted by others for specific uses | <u>(1,207,780)</u> |
| Board designations | |
| Reserve for deferred maintenance | <u>(15,000,000)</u> |
| Financial Assets available to meet cash needs | |
| for expenditures within one year | <u>\$ 29,890,824</u> |

NOTE 9 – EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiemployer defined benefit pension plans maintained by agencies of the State of California. In accordance with *California Education Code* 47605, charter schools have the option of participating in such plans if an election to participate is specified within the charter petition. The Charter has made such election. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS), and non-certificated employees are members of the California Public Employees' Retirement System (CalPERS).

California State Teachers' Retirement System (CalSTRS)

Plan Description

El Camino Real Charter High School contributes to the California State Teachers' Retirement System (CalSTRS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement, disability and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7667 Folsom Boulevard; Sacramento, California 95826.

Funding Policy

Active plan members are required to contribute 10.25% or 10.205% of their 2023-24 salary depending on the employee's membership date in the plan. The required employer contribution rate for fiscal year 2023-24 was 19.10% of annual payroll. The contribution requirements of the plan members are established by state statute. The Charter's contributions to CalSTRS for the last three fiscal years were as follows:

| | Contribution | Percent of Required Contribution |
|---------|--------------|-------------------------------------|
| 2023-24 | \$ 3,038,742 | 100% |
| 2022-23 | \$ 3,165,538 | 100% |
| 2021-22 | \$ 3,090,744 | 100% |

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 9 – EMPLOYEE RETIREMENT PLANS (continued)

California State Teachers' Retirement System (CalSTRS) (continued)

On-Behalf Payments

The State of California makes direct on-behalf payments for retirement benefits to CalSTRS on behalf of all school agencies in California. The amount of on-behalf payments made for El Camino Real Charter High School is estimated at \$1,568,136. The on-behalf payment amount is computed as the proportionate share of total 2022-23 State on-behalf contributions.

California Public Employees' Retirement System (CalPERS)

Plan Description

El Camino Real Alliance contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street; Sacramento, California 95814.

Funding Policy

Active plan members, who entered into the plan prior to January 1, 2013, are required to contribute 7.0% of their salary. The California Public Employees' Pension Reform Act (PEPRA), specifies that new members entering into the plan on or after January 1, 2013, shall pay the higher of fifty percent of normal costs or 8.0% of their salary. Additionally, for new members entering the plan on or after January 1, 2013, the employer is prohibited from paying any of the employee contribution to CalPERS unless the employer payment of the member's contribution is specified in an employment agreement or collective bargaining agreement that expires after January 1, 2013.

El Camino Real Alliance is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. The required employer contribution for fiscal year 2023-24 was 26.68% of annual payroll. The contribution requirements of the plan members are established by state statute. The Charter's contributions to CalPERS for the last three fiscal years were as follows:

| | Contribution | Percent of Required Contribution |
|---------|--------------|-------------------------------------|
| 2023-24 | \$ 1,097,077 | 100% |
| 2022-23 | \$ 996,210 | 100% |
| 2021-22 | \$ 899,851 | 100% |

NOTE 10 – POSTEMPLOYMENT BENEFIT PLAN

As previously mentioned in Note 6, El Camino Real Alliance holds a liability associated with a postretirement benefit plan amounting to a net balance of (\$1,512,840) as of June 30, 2024. At June 30, 2024, the trust assets exceeded the total obligation resulting in a net noncurrent plan asset. There was a net decrease in the liability of \$3,394,787 from the beginning balance of \$1,881,947. The total liability or obligation is offset by investments maintained by the Charter and specifically held to fund the postretirement benefit plan.

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 10 – POSTEMPLOYMENT BENEFIT PLAN (continued)

Plan Description

El Camino Real Alliance sponsors a postemployment benefit plan to provide postemployment healthcare benefits (medical, dental, and vision) to eligible retirees and eligible covered spouses and pays a portion of the cost. All active employees that retire directly from El Camino Real Alliance and meet eligibility criteria may participate. The Charter accrues actuarially determined costs ratably to the date an employee becomes eligible for such benefits.

Eligibility Criteria

Benefits provided depend on the specific eligibility criteria in two categories: pre-charter and post-charter employees. Dependent coverage for spouses is also provided for those eligible employees. Eligibility criteria is as follows:

Pre-Charter Employee

- Hired prior to April 1, 2009
Rule of 80: Sum of age plus service equal to or greater than 80, with minimum 15 years of service
- Hired after April 1, 2009
Rule of 85: Sum of age plus service equal to or greater than 85, with minimum 25 years of service
- Exception for those not retiring under CalSTRS/CalPERS
Age 63 and minimum of 10 years of service

Post-Charter Employee

- Hired after July 1, 2011 but prior to July 1, 2018
Rule of 85: Sum of age plus service equal to or greater than 85, with minimum 25 years of service
- Exception for those not retiring under CalSTRS/CalPERS
Age 63 and minimum of 10 consecutive years of service if hired before July 1, 2016, and 15 consecutive years otherwise
- Hired on or after July 1, 2018
Age 62 and 25 years of service

Actuarial Methods and Assumptions

The total defined benefit plan obligation in the June 30, 2024 actuarial valuation was determined using the following actuarial methods and assumptions, applied to all periods included in the measurement, unless otherwise specified:

| | |
|------------------------------|-----------------------|
| Measurement Date | June 30, 2024 |
| Accounting Standard | FASB ASC 715 |
| Discount Rate | 5.00% |
| Actuarial Cost Method | Projected Unit Credit |
| Medical Cost Trend | 5.20% |
| Dental and Vision Cost Trend | 5.00% |
| Expected Rate of Return | 5.00% |

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 10 – POSTEMPLOYMENT BENEFIT PLAN (continued)

Postemployment Benefit Plan

The following information related to El Camino Real Alliance's postretirement benefit plan is contained in the actuarial valuation as of June 30, 2024. The Charter will obtain a new valuation every year.

| | <u>June 30, 2024</u> |
|--|---------------------------|
| Total Postemployment Benefit Plan Liability | |
| Service cost | \$ 1,389,559 |
| Interest cost | 1,308,103 |
| Actuarial loss/(gain) | 811 |
| Benefits payments | <u>(587,282)</u> |
| Net change | 2,111,191 |
| Total liability - beginning | <u>27,220,264</u> |
| Total liability - ending (a) | <u>\$ 29,331,455</u> |
| Trust Assets | |
| Contributions - employer | \$ 2,640,000 |
| Actual return on assets | 3,307,712 |
| Benefit payments | <u>(441,734)</u> |
| Net change | 5,505,978 |
| Trust assets - beginning | <u>25,338,317</u> |
| Trust assets - ending (b) | <u>\$ 30,844,295</u> |
| Net defined benefit plan liability/asset - ending (a) - (b) | <u>\$ (1,512,840)</u> |
| Balance of trust assets as a percentage of the total defined benefit plan liability | 105% |

El Camino Real Alliance is expected to contribute \$2,640,000 to the trust for the fiscal year ending June 30, 2024. Estimated future benefit payments for the next ten fiscal years are as follows:

| <u>Year Ended June 30,</u> | <u>Benefit Payments</u> |
|----------------------------|-------------------------|
| 2025 | \$ 608,768 |
| 2026 | 684,553 |
| 2027 | 709,813 |
| 2028 | 750,028 |
| 2029 | 718,894 |
| 2030 - 2034 | <u>4,385,127</u> |
| Total | <u>\$ 7,857,183</u> |

Fair Value of Plan Assets

In accordance with FASB ASC No. 715-60, *Defined Benefit Plans – Other Postretirement*, the Charter has recognized the funded status of its postemployment retirement plan and measured the plan as the difference between fair value of plan assets and the accumulated postretirement benefit obligation. As mentioned in Note 3 covering investments, the Charter holds \$30,844,295 in investment accounts that are specifically earmarked as trust or plan assets for the postemployment benefit plan.

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 10 – POSTEMPLOYMENT BENEFIT PLAN (continued)

Fair Value of Plan Assets

The following table provides a description and sets forth, by level within the fair value hierarchy explained in Note 1N, the Charter's trust assets as of June 30, 2024.

| | Market Value | Fair Value Hierarchy | | |
|--------------------------------------|----------------------|----------------------|---------------------|-------------|
| | | Level 1 | Level 2 | Level 3 |
| Cash, money funds, and bank deposits | \$ 108,492 | \$ - | \$ - | \$ - |
| Equity securities | 12,293,400 | 12,293,400 | - | - |
| Fixed income | 13,677,356 | 13,677,356 | - | - |
| Alternatives | 4,765,047 | - | 4,765,047 | - |
| Total Trust Assets | \$ 30,844,295 | \$ 25,970,756 | \$ 4,765,047 | \$ - |

NOTE 11 – COMMITMENTS AND CONTINGENCIES

Charter School Authorization

As mentioned in Note 1A, El Camino Real Charter High School is approved to operate as a public charter school through authorization by the Los Angeles Unified School District. As such, the Charter is subject to the risk of possible non-renewal or revocation at the discretion of its authorizing agency if certain criteria for student outcomes, management, and/or fiscal solvency are not met.

On July 10, 2023, the Governor of California approved Senate Bill 114 (SB 114), which amended California Education Code (EC) 47607.4. The EC was amended to add "all charter schools whose term expires on or between January 1, 2024, and June 30, 2027, inclusive, shall have their term extended by one additional year." As a result, the charter petition end date is extended to June 30, 2027.

The Charter makes payments to the authorizing agency, to provide required services for special education and other purchased services in addition to fees for oversight. Fees associated with oversight consisted of 1% of revenue from local control funding formula sources. Total fees for oversight amounted to \$387,029 and total fees for special education and other services amounted to \$705,821 for the fiscal year ending June 30, 2024.

Governmental Funds

El Camino Real Alliance has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements would not be material.

Multiemployer Defined Benefit Plan Participation

Under current law on multiemployer defined benefit plans, the Charter's voluntary withdrawal from any underfunded multiemployer defined benefit plan would require the Charter to make payments to the plan, which would approximate the Charter's proportionate share of the multiemployer plan's unfunded vested liabilities. CalSTRS has estimated that the Charter's share of withdrawal liability is approximately \$20,461,767 as of June 30, 2023, the date of the most recent actuarial study. Also, as of June 30, 2023, CalPERS has estimated the Charter's share of withdrawal liability to be \$8,165,748. The Charter does not currently intend to withdraw from CalSTRS or CalPERS. Refer to Note 9 for additional information on employee retirement plans.

EL CAMINO REAL ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2024

NOTE 11 – COMMITMENTS AND CONTINGENCIES (continued)

Pending or Threatened Litigation

The Charter is involved in various litigation arising from the normal course of business. The Charter is currently disputing three invoices for COVID-19 testing, the total amount in dispute is \$1,271,853.

NOTE 12 – DONATED GOODS AND SERVICES

During the year, many parents, administrators and other individuals donated significant amounts of time and services to El Camino Real Alliance in an effort to advance the Charter's programs and objectives. These services have not been recorded in the Charter's financial statements because they do not meet the criteria required by generally accepted accounting principles. The Charter did not receive any donated items during the fiscal year ended June 30, 2024.

NOTE 13 – SUBSEQUENT EVENTS

El Camino Real Alliance has evaluated subsequent events for the period from June 30, 2024 through **DATE**, the date the financial statements were available to be issued. Management did not identify any transactions or events that require disclosure or that would have an impact on the financial statements.

SUPPLEMENTARY INFORMATION

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EL CAMINO REAL ALLIANCE **SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS** **FOR THE YEAR ENDED JUNE 30, 2024**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Charter and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements. The Charter has not elected to use the 10 percent de minimis indirect cost rate.

| Federal Grantor/Pass-Through Grantor/Program or Cluster | AL Number | Pass-Through Entity Identifying Number | Federal Expenditures |
|--|--------------|--|-------------------------|
| U. S. DEPARTMENT OF EDUCATION: | | | |
| <i>Passed through California Department of Education:</i> | | | |
| Title I, Part A, Basic Grants Low-Income and Neglected | 84.010 | 14329 | \$ 361,751 |
| Title II, Part A, Supporting Effective Instruction Local Grants | 84.367 | 14341 | 68,062 |
| Title IV, Part A, Student Support and Academic Enrichment Grants | 84.424 | 15396 | 30,298 |
| Vocational Programs: Voc & Appl Tech Secondary II C, Sec 131 (Carl Perkins Act) | 84.048 | 14894 | 59,215 |
| COVID-19 Emergency Acts Funding/Education Stabilization Fund Discretionary Grants [1]: | | | |
| Elementary and Secondary School Emergency Relief III (ESSER III) Fund | 84.425 | 15559 | 803,802 |
| Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Learning Loss | 84.425U | 10155 | 540,170 |
| Expanded Learning Opportunities (ELO) Grant: ESSER III State Reserve, Emergency Needs | 84.425 | 15620 | 164,665 |
| Expanded Learning Opportunities (ELO) Grant: ESSER III State Reserve, Learning Loss | 84.425 | 15621 | 353,034 |
| Subtotal Education Stabilization Fund Discretionary Grants | | | <u>1,861,671</u> |
| <i>Passed through Los Angeles Unified School District:</i> | | | |
| IDEA Basic Local Assistance Entitlement, Part B, Sec 611 | 84.027 | 13379 | <u>751,485</u> |
| Total U. S. Department of Education | | | <u>3,132,482</u> |
| U. S. DEPARTMENT OF AGRICULTURE: | | | |
| <i>Passed through California Department of Education:</i> | | | |
| Child Nutrition Cluster | | | |
| National School Lunch Program | 10.555 | 13391 | <u>645,480</u> |
| Subtotal Child Nutrition Cluster | | | <u>645,480</u> |
| Total U. S. Department of Agriculture | | | <u>645,480</u> |
| U. S. DEPARTMENT OF DEFENSE: | | | |
| <i>Passed through California Department of Education:</i> | | | |
| ROTC Language and Culture Training Grants | 12.357 | * | <u>133,391</u> |
| Total U. S. Department of Defense | | | <u>133,391</u> |
| Total Federal Expenditures | | | <u>\$ 3,911,353</u> |

[1] - Major Program

* - Pass-Through Entity Identifying Number not available or not applicable

**EL CAMINO REAL ALLIANCE
SCHEDULE OF AVERAGE DAILY ATTENDANCE
FOR THE YEAR ENDED JUNE 30, 2024**

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the charter school. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

| | Second Period | |
|---|-----------------|---------------|
| | Report | Annual Report |
| | Classroom-Based | |
| Grade Span | | |
| Regular | | |
| Ninth through twelfth | 2,937.37 | 2,904.98 |
| Special education | | |
| Ninth through twelfth | 3.39 | 3.82 |
| Total Average Daily Attendance - Classroom-Based | 2,940.76 | 2,908.80 |
| Total Average Daily Attendance | 2,940.76 | 2,908.80 |

The Charter had no Nonclassroom-Based ADA in 2023-24.

**EL CAMINO REAL ALLIANCE
SCHEDULE OF INSTRUCTIONAL TIME
FOR THE YEAR ENDED JUNE 30, 2024**

This schedule presents information on the amount of instructional time offered per grade level by the charter school and whether the charter school complied with the provisions of *Education Code Section 47612.5*.

| Grade Span | Minutes Requirement | 2023-24 Instructional Minutes | 2023-24 Number of Days | Status |
|------------|------------------------|-------------------------------------|------------------------------|----------|
| Grade 9 | 64,800 | 64,993 | 179 | Complied |
| Grade 10 | 64,800 | 64,993 | 179 | Complied |
| Grade 11 | 64,800 | 64,993 | 179 | Complied |
| Grade 12 | 64,800 | 64,993 | 179 | Complied |

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EL CAMINO REAL ALLIANCE
RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT (UNAUDITED ACTUALS) WITH
AUDITED FINANCIAL STATEMENTS
JUNE 30, 2024

This schedule provides the information necessary to reconcile net position reported for the Charter Schools Enterprise Fund on the Annual Financial and Budget Report (Unaudited Actuals) to net assets on the audited financial statements.

| | |
|--|----------------------|
| June 30, 2024, net position reported for the Charter Schools Enterprise Fund on the Annual Financial and Budget Report (Unaudited Actuals) | <u>\$ 47,441,653</u> |
| Adjustments: | |
| Increase (decrease) in total net assets: | |
| Client closing adjustments | (550) |
| Adjustments to capital assets | <u>(161,799)</u> |
| Net adjustments | <u>(162,349)</u> |
| June 30, 2024, net assets per audited financial statements | <u>\$ 47,279,304</u> |

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OTHER INFORMATION

DRAFT

EL CAMINO REAL ALLIANCE
LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE
JUNE 30, 2024

This schedule provides information about the local education agency (LEA or charter school), including the Charter's authorizing agency, grades served, members of the governing body, and members of the administration.

El Camino Real Alliance, located in Los Angeles County, was formed as a nonprofit public benefit corporation on November 2, 2010, to operate as a public charter school, El Camino Real Charter High School. El Camino Real Charter High School was numbered by the State Board of Education in May 2011 as Charter No. 1314. The Charter is authorized to operate with a petition approved by the Los Angeles Unified School District. During 2023-24, the Charter served approximately 3,261 students in grades 9 to 12.

BOARD OF DIRECTORS

| <u>Name</u> | <u>Office / Representation</u> | <u>Term Expiration</u> |
|-------------------|--------------------------------|------------------------|
| Brad Wright | Chair / Community Rep. | June 30, 2025 |
| Alexandra Ramirez | Vice Chair / Community Rep. | June 30, 2024 |
| Danielle Centman | Secretary / Parent Rep. | June 30, 2025 |
| Ronald Laws | Member / Certificated Rep. | June 30, 2026 |
| Steve Kofahl | Member / LAUSD Rep. | June 30, 2025 |
| Daniela Vargas | Member / Classified Rep. | June 30, 2024 |
| Gregg Solkovits | Member / Certificated Rep. | June 30, 2026 |

ADMINISTRATION

David Hussey
Executive Director

Gregory Wood
Chief Business Officer

OTHER INDEPENDENT AUDITORS' REPORTS

DRAFT

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Independent Auditors' Report

To the Board of Directors of
El Camino Real Alliance
Woodland Hills, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of El Camino Real Alliance (the "Charter") as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the Charter's financial statements and have issued our report thereon dated **DATE..**

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Charter's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter's internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Charter's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Charter's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Charter's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

San Diego, California

DATE.

DRAFT

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Independent Auditors' Report

To the Board of Directors of
El Camino Real Alliance
Woodland Hills, California

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited El Camino Real Alliance's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of El Camino Real Alliance's major federal programs for the year ended June 30, 2024. El Camino Real Alliance's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, El Camino Real Alliance complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of El Camino Real Alliance and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion on compliance for each major federal program. Our audit does not provide a legal determination of El Camino Real Alliance's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to El Camino Real Alliance's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on El Camino Real Alliance's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect a material noncompliance when it exists.

Auditor's Responsibilities for the Audit of Compliance (continued)

Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user of the report on compliance about El Camino Real Alliance's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding El Camino Real Alliance's compliance with the compliance requirements referred to above and performing such procedures as we consider necessary in the circumstances.
- Obtain an understanding of El Camino Real Alliance's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances, and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of El Camino Real Alliance's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

San Diego, California

DATE

REPORT ON STATE COMPLIANCE AND ON INTERNAL CONTROL OVER COMPLIANCE FOR STATE PROGRAMS

Independent Auditors' Report

To the Board of Directors of
El Camino Real Alliance
Woodland Hills, California

Report on State Compliance

Opinion on State Compliance

We have audited El Camino Real Alliance's compliance with the requirements specified in the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, applicable to El Camino Real Alliance's state program requirements for the fiscal year ended June 30, 2024. Reference to El Camino Real Alliance within this letter is inclusive of El Camino Real Charter High School (Charter No. 1314).

In our opinion, El Camino Real Alliance complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on the applicable state programs for the year ended June 30, 2024.

Basis for Opinion on State Compliance

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2023-24 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed by Title 5, *California Code of Regulations*, section 19810 as regulations (the K-12 Audit Guide). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of State Compliance section of our report.

We are required to be independent of El Camino Real Alliance and to meet certain ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on state compliance. Our audit does not provide a legal determination of El Camino Real Alliance's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of internal control over compliance with the requirements of the laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to El Camino Real Alliance's state programs.

Auditor's Responsibilities for the Audit for State Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the state compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on El Camino Real Alliance's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the K-12 Audit Guide will always detect a material noncompliance when it exists. The risk of not detecting a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user of the report on compliance about El Camino Real Alliance's compliance with the requirements of the applicable state programs as a whole.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, and the K-12 Audit Guide, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding El Camino Real Alliance's compliance with compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of El Camino Real Alliance's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the K-12 Audit Guide, but not for the purpose of expressing an opinion on the effectiveness of El Camino Real Alliance's internal control over compliance. Accordingly, no such opinion is expressed; and
- Select and test transactions and records to determine El Camino Real Alliance's compliance with the state laws and regulations to the following items:

| Description | Procedures Performed |
|--|----------------------|
| School Districts, County Offices of Education and Charter Schools | |
| Proposition 28 Arts and Music in Schools | Yes |
| After/Before School Education and Safety Program | Not applicable |
| Proper Expenditure of Education Protection Account Funds | Yes |
| Unduplicated Local Control Funding Formula Pupil Counts | Yes |
| Local Control and Accountability Plan | Yes |
| Independent Study-Course Based | Not applicable |
| Immunizations | Yes |
| Educator Effectiveness | Yes |
| Expanded Learning Opportunities Grant (ELO-G) | Yes |
| Career Technical Education Incentive Grant | Not applicable |
| Expanded Learning Opportunities Program | Not applicable |
| Transitional Kindergarten | Not applicable |
| Charter Schools | |
| Attendance | Yes |
| Mode of Instruction | Yes |
| Nonclassroom-Based Instruction/Independent Study | Not applicable |
| Determination of Funding for Nonclassroom-Based Instruction | Not applicable |
| Annual Instructional Minutes – Classroom Based | Yes |
| Charter School Facility Grant Program | Not applicable |

“Not applicable” is used in the table above to indicate that the Charter either did not receive program funding or did not otherwise operate the program during the fiscal year.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies or material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of State Compliance section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the K-12 Audit Guide. Accordingly, this report is not suitable for any other purpose.

San Diego, California

DATE.

FINDINGS AND QUESTIONED COSTS SECTION

DRAFT

EL CAMINO REAL ALLIANCE **SCHEDULE OF FINDINGS AND QUESTIONED COSTS** **FOR THE YEAR ENDED JUNE 30, 2024**

PART I – SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

| | |
|--|---------------|
| Type of auditors' report issued: | Unmodified |
| Internal control over financial reporting: | |
| Material weakness(es) identified? | No |
| Significant deficiency(ies) identified not considered to be material weaknesses? | None Reported |
| Non-compliance material to financial statements noted? | No |

FEDERAL AWARDS

| | |
|---|---------------|
| Internal control over major program: | |
| Material weakness(es) identified? | No |
| Significant deficiency(ies) identified? | None Reported |
| Type of auditors' report issued: | Unmodified |
| Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance 2 CFR 200.516(a)? | No |
| Identification of major programs: | |

| AL Number(s) | Name of Federal Program or Cluster |
|-----------------|---|
| 84.425, 84.425U | Education Stabilization Fund Discretionary Grants |

| | |
|--|------------|
| Dollar threshold used to distinguish between Type A and Type B programs: | \$ 750,000 |
| Auditee qualified as low-risk auditee? | Yes |

STATE AWARDS

| | |
|---|---------------|
| Internal control over state programs: | |
| Material weaknesses identified? | No |
| Significant deficiency(ies) identified not considered to be material weaknesses? | None Reported |
| Any audit findings disclosed that are required to be reported in accordance with 2023-24 Guide for Annual Audits of California K-12 Local Education Agencies? | No |
| Type of auditors' report issued on compliance for state programs: | Unmodified |

All audit year findings, if any, are assigned an appropriate finding code as follows:

| FIVE DIGIT CODE | AB 3627 FINDING TYPE |
|-----------------|--|
| 10000 | Attendance |
| 20000 | Inventory of Equipment |
| 30000 | Internal Control |
| 40000 | State Compliance |
| 42000 | Charter School Facilities Programs |
| 43000 | Apprenticeship: Related and Supplemental Instruction |
| 50000 | Federal Compliance |
| 60000 | Miscellaneous |
| 61000 | Classroom Teacher Salaries |
| 62000 | Local Control Accountability Plan |
| 70000 | Instructional Materials |
| 71000 | Teacher Misassignments |
| 72000 | School Accountability Report Card |

**EL CAMINO REAL ALLIANCE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS, continued
FOR THE YEAR ENDED JUNE 30, 2024**

PART II – FINANCIAL STATEMENT FINDINGS

There were no audit findings related to the financial statements for the year ended June 30, 2024.

PART III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

There were no audit findings and questioned costs related to federal awards for the year ended June 30, 2024.

PART IV – STATE AWARD FINDINGS AND QUESTIONED COSTS

There were no audit findings and questioned costs related to state awards for the year ended June 30, 2024.

PART V – SUMMARY OF PRIOR AUDIT FINDINGS

This section presents the status of actions taken by the Charter on each of the findings and recommendations reported in the prior year audit; however, there were no audit findings reported in the year ended June 30, 2023.

DRAFT

Coversheet

Discussion and Vote on ECRCHS's Fiscal Policies and Procedures

| | |
|--------------------------|---|
| Section: | IV. Finance |
| Item: | F. Discussion and Vote on ECRCHS's Fiscal Policies and Procedures |
| Purpose: | Vote |
| Submitted by: | |
| Related Material: | Item IV. F. Fiscal Policies & Procedures Approval.pdf |

EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

DRAFT

Revision for Board Approved & Effective: December 19, 2024
Latest revisions are on page 17,19,22-23,29,33

TABLE OF CONTENTS

| | |
|--|----|
| 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 | 10 |
| Purchasing Flow Charts | 11 |
| Employee Receipts/Substantiation | 13 |
| Employee Lost Receipts | 13 |
| Gratuity..... | 13 |
| Employee Reimbursements and Expense Reports | 13 |
| Personal Use of School Items..... | 16 |
| Supplies | 16 |
| Meals | 16 |
| Mileage | 16 |
| Travel..... | 17 |
| Governing Board Expenses | 20 |
| Tuition Costs for Non-Teaching Staff..... | 20 |
| Classes/Conferences/Workshops/Seminars (“Course”) for All Staff..... | 20 |
| Tuition Costs for BTSA..... | 21 |
| Accounting..... | 25 |
| Key Accounting Thresholds | 25 |
| Purchasing in the Enterprise Resource Planning System (ERP) | 25 |
| Petty Cash..... | 26 |
| Contracts..... | 29 |
| Accounts Payable..... | 33 |
| Bank Check Authorization | 33 |
| Bank Checks | 33 |
| Bank Reconciliation | 34 |
| Accounts Receivable..... | 36 |
| Cash Receipts (Cash and Checks) | 36 |
| Returned Checks and Improper Checks | 37 |
| Payroll..... | 38 |
| Personnel Information | 38 |
| Stipend Volunteers | 38 |
| Electronic Timesheets..... | 38 |
| Overtime | 39 |
| Payroll Processing | 39 |
| Payroll Taxes and Filings | 40 |
| Record Keeping | 40 |
| Finance/Reserves /Insurance/Liabilities/Assets..... | 41 |

TABLE OF CONTENTS

| | |
|--|-------|
| Financial Reporting | 41 |
| Financial Institutions | 41 |
| Loans | 41 |
| Retention of Records | 41 |
| Cash Balance Reserve | 42-44 |
| Insurance..... | 42 |
| Asset Inventory..... | 42 |
| Parking Lot Liability | 43 |
| Appendix I – Student Gift Acknowledgment | 44 |
| Appendix II – Credit Card Responsible Use Form | 48-49 |
| Appendix III – Expense Request Form | 50 |
| Appendix IV – Purchase Request Form | 51 |

ECRA/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 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 (“DHR”) will work with the Executive Director and the CBO and Business Office staff to enforce the FPP.
6. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
7. All documentation related to financial matters must be completed by computer, word processor, typewriter, or ink.
8. The Board will commission an annual financial audit by an independent third-party auditor who will report directly to the Board. The Board will approve the final audit report, and a copy will be provided to the charter-authorizing entity. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Board and be in compliance with GAAP and/or related laws and regulations.
9. The Board may appoint someone else to perform the CBO's responsibilities in the case of absence.

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

ECRA/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** and Annual Audit; and
5. Has written policies identifying its investment policies and strategies. The written policies, titled Investment Policy Statement ("IPS"), applies to both the retirement healthcare benefits trust and the general account, and are reviewed and adopted by the Board (including any revisions or amendments thereto). The IPS identifies that all investments with ECRA assets should be reasonably and prudently invested, and also notes the scope and types of permitted investments in which the School may engage as well as guidelines for the composition of the investment portfolio. The IPS for both the lifetime healthcare benefits trust and the School's general account shall be posted on the School's website.

Annual Financial Audit

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

ECRA/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 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)

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 (DHR)
- Back-office Services Provider - Recording, Reconciling and Reporting
- Administrative Director – Purchase Approver, Reviewing Budgets

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

- Director of Finance & Accounting - Authorizing and Reconciling (of cash receipts, bank accounts)
- Program Managers – Purchase Approver, Reviewing
- Accountants - Recording, Purchasing, and Custody

ECRA/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)
- “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: \$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 Administrative Directors.
- 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 Director of Accounting and Finance or designee will ensure that the Charter School’s bank is notified whenever authorized signatories are changed.
- Approved check signors should never sign a check made out to themselves (e.g., check for reimbursement).

Check Stock

- Held in student store.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

Prohibition on Purchase of Alcohol and Marijuana

- Use of Charter School, state, and federal funds 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.
- .

ECRA/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 Financial Accounting System (e.g.) 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 vetted by the IT Department. Some devices or equipment considered may not fit the existing Charter School's platform of Technology.
- Staff should look at total services provided, not just the product price. For example, some vendors will also assist with design and planning. This can save the Charter School additional time and money spent doing such work itself, or from making costly mistakes.
- 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 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts

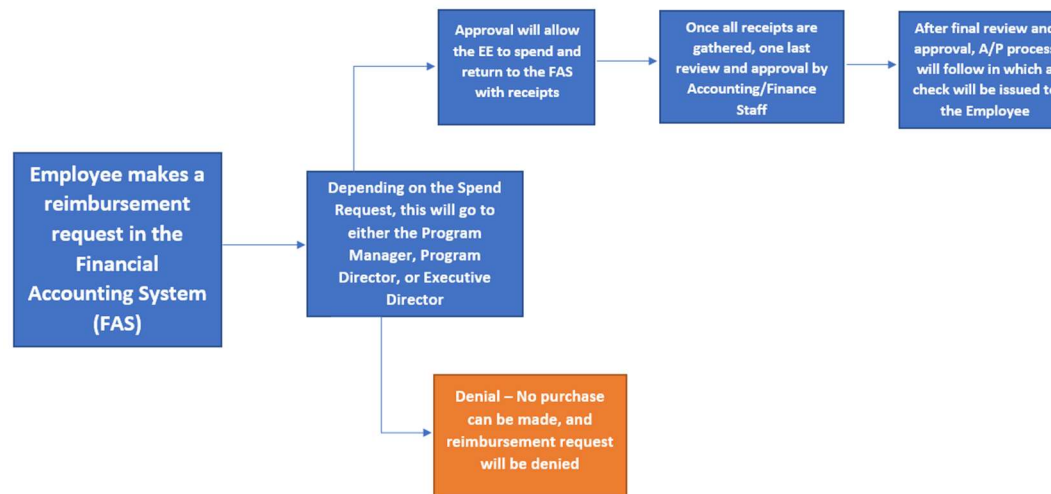
Regular Purchases

- Purchases done through 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 ED for approval.
 - Requests (Unbudgeted) over \$50,000 will be brought before the Board for approval.

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 involve different approvers depending on the spend amount requested.
 - Requests under \$1,000 & \$5,000 will go to Program Directors/Administrative Directors (“AD”).
 - Requests over \$5,000 will go to the ED for final approval.
 - After approval, employee may make the purchase.

ECRA/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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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. 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 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.

If a receipt is lost and an acceptable replacement is not provided, the employee has to complete a lost receipt affidavit and have their administrator sign off on the form. 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.

3. For all meals, detailed receipts are a requirement (see "Meals" on the following page for more details).
4. The Director of Finance & Accounting /CBO or designee shall be responsible for enforcing this policy.

Gratuity

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

Employee Reimbursements and Expense Reports

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

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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.

Meals

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.
 - e. Meal order 48 hours in advance for payment to be processed by ECRA directly to the vendor
2. On professional development, non-school days, ECRA may purchase meals for staff for meetings lasting three or more hours.
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 Administrative Director through the 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

- 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 (**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 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 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, 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

- 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 the hotel room selected must be the least expensive available room offered within the hotel.
 - ii. Hotels should be chosen for the following reasons:
 - 1) Total cost relative to the other nearby hotels near the venue. Total cost includes parking fees, wireless fees, free breakfast, and other relevant fees. These costs need to be considered because the total cost of a hotel stay with a less expensive room rate may end up being higher than the total cost of a hotel stay with a more expensive room rate.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

- 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 \$250/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 \$250/night plus applicable taxes and fees.
 - 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 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 for each meal type 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. 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.
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

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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. \$700/class all 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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 (e.g. trophies, rings, etc.), ceremonies w/up to two guests per student, etc.
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 form in the appendix.

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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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 **November 7, 2022**:
 - a. Home Depot for Woodshop and Building and Grounds
 - b. Smart and Final for Culinary Arts
 - c. CalCard (VISA)
7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.
8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.
9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.
10. Board-approved spending limits are currently, \$250,000 within a monthly statement period, \$1,000 for Home Depot, and \$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 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.
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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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.

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

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

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

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

17. Employee shall submit, prior to the purchase being charged on the credit card, for each credit card transaction, a signed copy of the "Credit Card Expenditure Form" substantiating:
- a. Who the expenditure was for;
 - b. What the expenditure was for;
 - c. Where the expenditure was made;

ECRA/ECRCHS
FISCAL POLICIES AND PROCEDURES

- d. Why the expenditure was made; and
- e. When the expenditure was made.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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.

Purchasing in the Financial Accounting System (FAS)

1. School will use an FAS system to store all financial transactional data.
2. Employees will make purchase requisitions in the FAS. 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 FAS system.
3. The Business Office will review the purchase requisition to determine 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

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

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

goods or services. If the purchase does not represent the lowest cost option, a business purpose must be provided.

5. When the supplier/vendor submits 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.

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 FAS software.

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.

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.

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).

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:

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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. 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 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 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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):
 - Must obtain at minimum 3 quotes/bids from vendors
 - Annual Bid limit under Public Contract Code § 20111(a) for 2024 is **\$114,500** or more for equipment, materials, supplies, services and repairs.
 - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.

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

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

3. The Business Office will keep and maintain a contract file evidencing the competitive bids obtained (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, **DHR**, 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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, DHR , 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

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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 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 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. 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 they will be kept 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 items.
 - b. All checks less than \$10,000 require the signature of only one authorized check signer.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

- 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 FAS software () 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/back-office Services Provider performing the bank reconciliation
 - d. Voided checks will have VOID 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. 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 will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
4. The Personnel Assigned 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,

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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.”

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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)

Accounts receivable will be recorded by the the Personnel assigned 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.
 - b. The Business Office will record the transaction in the approved FASsoftwareat the time the transaction is made, with a copy of the receipt provided to the donor.
 - 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.
 - 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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
 - 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.
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."
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.
6. The deposit receipt will be attached to the deposit documentation.

Returned Checks and Improper Checks

ECRCHS will notify its /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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

PAYROLL

Personnel Information

1. The Human Resources & Payroll Department personnel will maintain all employee information in ECRA's 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 DHR of any variances to the position control throughout the year.

Stipends

1. These individuals are ECRA volunteers who earn a small stipend for assisting with school programs (e.g. Athletics).
2. These individuals 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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. Business Office will prepare the payroll worksheet for review and approval by the 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 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 and review the payroll checks prior to distribution.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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. The Payroll Department will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

FINANCE/RESERVES /INSURANCE/LIABILITIES/ASSETS

Financial Reporting

1. In consultation with the CBO and Finance Committee, Director of Finance & Accounting & Back office provider (as applicable) will prepare the annual financial budget for approval by the Board.
2. Director of Finance & Accounting & Back office provider (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. Director of Finance & Back office provider (as applicable) 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

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. Director of Finance & 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. The CBO and DHR to ensure that appropriate insurance is maintained at all times with high quality insurance providers.
2. The Business Staff and the DHR will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
3. The DHR and CBO 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.

ECRA/ECRCHS FISCAL POLICIES AND PROCEDURES

5. The Administrative Directors(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.
6. The Administrative Directors 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.

**ECRA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

APPENDIX I – STUDENT SCHOLARSHIP PAYMENT REQUEST

**ECRA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

**ECRA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

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

**ECRA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

APPENDIX III – EXPENSE REIMBURSEMENT FORM

**ECRA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

APPENDIX IV – PURCHASE REQUEST FORM