



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:

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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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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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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	Alexandra Ramirez	30 m
E.	CBO Report	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 Prior to the vote, Mr. Wood, CBO, will present ECRCHS's Fiscal Policies and Procedures and answer any questions.	Vote	Gregory Wood	20 m
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

ECRCHS 2024-2025 MONTHLY ENROLLMENT AND ADA

Enrollment

2024-2025

		# of Days				
2024-2025		18	19	20	14	71
2023-2024		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

ADA

Current Year		50,996	53,257	55,199	38,650	198,102	
Independent Study		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)
	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)
NPS ADA-School Year							

Rocha.Ollie'ella 48 0.68

ESY

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

DRAFT



El Camino Real Charter High School

Minutes

Finance and Investment Board meeting

November 13, 2024 Finance and Investment Board meeting

Date and Time

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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.

IV. Finance

A. Discussion and Vote to Recommend to the Full Board Approval of the October, 2024, Check Registers

Ms. Ilyas, Director, Accounting and Finance, reviewed the October 2024, check registers from ECRA's City National Bank Accounts

ASB Register: Largest expenditure was the Homecoming event at \$54,500. Additional transactions included seasonal team purchases. A grand total of \$123,044 ASB expenses was incurred in Oct.

ASB Trust Balances: Trust balances are the total balances for sports teams and clubs. There was a Total balance of \$567,951 by end of Oct, while ASB income from merchandise and snack sales has so far totaled \$158,961, with incurred expenses of \$26,957. The Total general Fund balance was \$81,957 and the total ASB Balance came to \$622,386.

General Account: This covers monthly recurring expenses such as health benefits and retiree payments from investment income. The Grand total for October came to \$431,718.

Vendor Payments (YTD): Vendor payments for October totaled \$1,569,505, while Year-to-date (July-October) was \$7,050,942.

Checking Register: This represents daily operational expenses. The Grand total for October was \$1,013,645.

Steven Kofahl made a motion to recommend the approval of October, 2024, Check Registers.

Alexandra Ramirez seconded the motion.

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

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

Prior to the Vote to recommend Approval, Ms. Ilyas, reviewed the October 2024, credit card charges.

Primary expenses included teacher conferences and miscellaneous items.

- **Mr. Hussey's** credit card charges added up to \$19,420.
- **Mr. Wood's** credit card charges totaled \$3,600.

Gregg Solkovits made a motion to recommend the approval of October, 2024, Credit Card Charges.

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

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					Executive Summary-OPEB			
			Jul-24	Aug-24	Sep-24	Oct-24	Nov-24				
									\$ 30,844,295	Beginning Balance at 07/01/24	
		Jun-24							\$ (265,421)	OPEB Payments	
		OPEB Retiree Pmts.	\$ (52,368)	\$ (49,963)	\$ (52,463)	\$ (49,293)	\$ (61,334)		\$ 2,046,488	Gains/Losses	
ECRA	OPEB Trust	\$ 30,844,295	\$ 31,378,239	\$ 31,992,397	\$ 32,460,414	\$ 31,699,985	\$ 32,625,363	Month 2.9%	\$ 32,625,363	Current Ending	6.3% Invest. Change
Investment Managers:								Month	YTD	5.8%	Total Change
Polen Capital Mgt		\$ 263	\$ 332	\$ 333	\$ 335	\$ -			N/A	Xfer to Beacon Pt. 06/12/24	
Fiduciary Mgt		\$ 2,516,457	\$ 2,593,778	\$ 2,638,742	\$ 2,674,664	\$ 2,590,575	\$ 2,903,401	12.1%	15.4%		
Beacon Pointe		\$ 28,327,575	\$ 28,784,129	\$ 29,353,321	\$ 29,785,415	\$ 29,109,410	\$ 29,721,962	2.1%	4.9%		
El Camino Real CHS <u>General</u>											
Investment Managers:								Month	YTD		
Polen Capital Mgt		\$ 62	\$ 78	\$ 79	\$ 79	\$ -	\$ 0	NA	NA	Xfer to Beacon Pt. 06/12/24	
Fiduciary Mgt		\$ 453,636	\$ 467,578	\$ 475,652	\$ 482,087	\$ 466,761	\$ 496,831	6.4%	9.5%		
Beacon Pointe		\$ 6,328,388	\$ 6,448,131	\$ 6,555,104	\$ 6,646,456	\$ 6,498,423	\$ 6,628,045	2.0%	4.7%		
US Bank Holdings		\$ 6,782,086	\$ 6,915,787	\$ 7,030,834	\$ 7,128,621	\$ 6,965,184	\$ 7,124,876	2.3%	5.1%		
Annuity 3 Yr. (8/26)Fixed @ 4.80%	Midland	\$ 418,910	\$ 420,685	\$ 422,306	\$ 423,991	\$ 425,628	\$ 427,271	0.4%	1.6%		
3 Yr. (10/25)@ 4.89%	CNB /T-Bill	\$ 405,898	\$ 407,583	\$ 408,834	\$ 420,030	\$ 420,097	\$ 421,404	0.3%	3.5%		
	Combined	\$ 7,606,893	\$ 7,744,056	\$ 7,861,974	\$ 7,972,642	\$ 7,810,909	\$ 7,973,552	2.1%	4.8%		
Month End -Combined		\$ 38,451,189	\$ 39,122,295	\$ 39,854,371	\$ 40,433,056	\$ 39,510,894	\$ 40,598,914	2.8%	5.6%		

*- Being replaced with 2 Yr 4.89% T-Bill in 10/23

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	

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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	

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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 S1144452 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	

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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	El 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	

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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 Renewal	\$ 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 transferred	\$ 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 11/1/24-11/2/24	\$ 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.Philip	\$ 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/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187211	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187212	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187213	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187214	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187215	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187216	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187217	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187218	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187229	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187230	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187231	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187232	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187233	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187234	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187235	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187236	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187237	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187241	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187242	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187243	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187244	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187245	Yearbook/Journalism Trip	DAVID HUSSEY	A.Carter	\$ 598.88	General Operations	Yearbook /JOA
2024/10/25	PO11960	AMERICAN AI 0014446187246	Yearbook/Journalism 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 *TE3UAF8SQ2	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	CAFRNCHISTXBRDBUSENTYTTAX	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
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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

ACCOUNT SUMMARY

PREVIOUS BALANCE	23,116.11
PURCHASES & OTHER CHARGES	50,636.14
CASH ADVANCES	.00
CASH ADVANCE FEES	.00
LATE PAYMENT CHARGES	.00

STATEMENT DATE	DISPUTED AMOUNT
11/25/24	.00

SEND BILLING INQUIRIES TO:

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

AMOUNT DUE

70,902.57

CREDITS	2,849.68
PAYMENTS	.00
ACCOUNT BALANCE	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



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 CANBOOK.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 *UQDUJJE8SQ2 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 U289337705	215.97
11-14	11-13	24204294318001213169087	FACEBK *TE3UAFLSQ2 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 4866-9133-3444-7280	CREDITS \$2,849.68	PURCHASES \$21,275.40	CASH ADV \$0.00	TOTAL ACTIVITY \$18,425.72
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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 136630 ARRIVAL: 11-05-24	764.79
11-11	11-08	24755424314173148230639	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	CAFRNCHISTXBRDBUSENTY TAX 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: \$47,786.46
 Division: 00000 Total: \$47,786.46

Coversheet

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

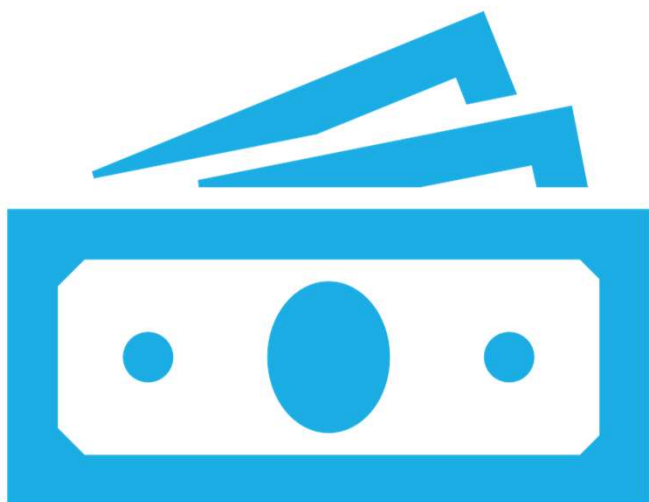
Section: IV. Finance
Item: D. Discussion and vote to recommend the First Interim 2024-2025 Report
Purpose: Vote
Submitted by:
Related Material: Item IV. D. First Interim Report-2024-2025.pdf
Item IV. D. First Interim Report-2024-2025 Balance Sheet.pdf
Item IV. D. First Interim Report-2024-2025 Form 62.pdf



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

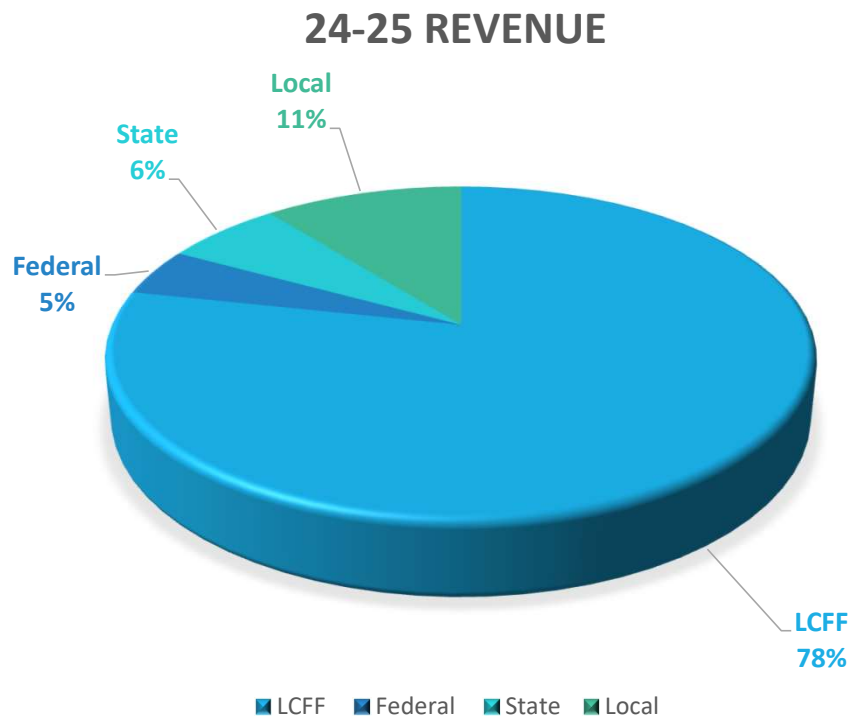
- The purpose of the first interim report is to provide all stakeholders, along with the State of CA with a snapshot of ECRCHS' financial condition at a point in time.
- Projections are made based on state funding, which is dependent on the current health of the state economy.
- ECRCHS is assuming enrollment 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)

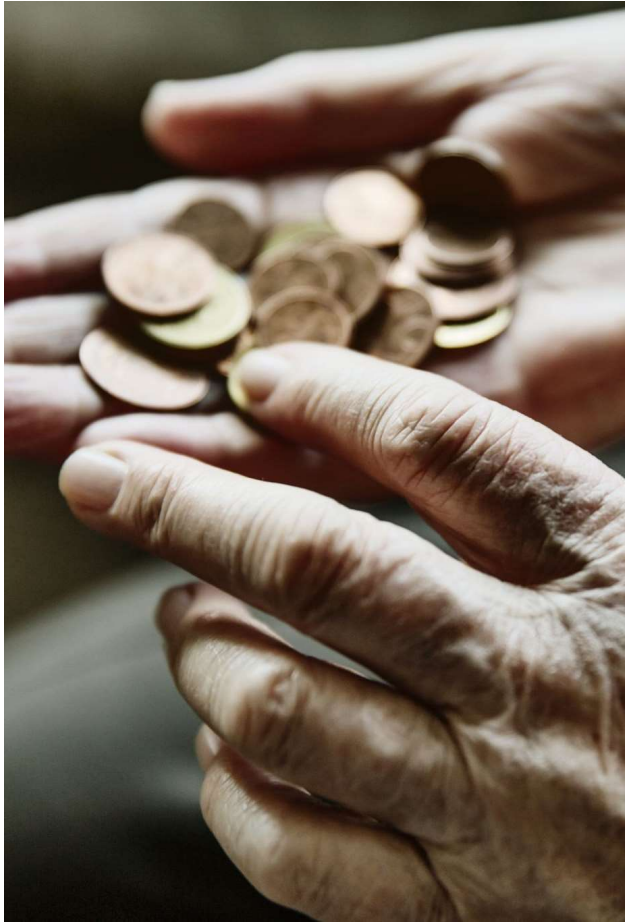
2024-2025 First Interim Revenue Summary



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

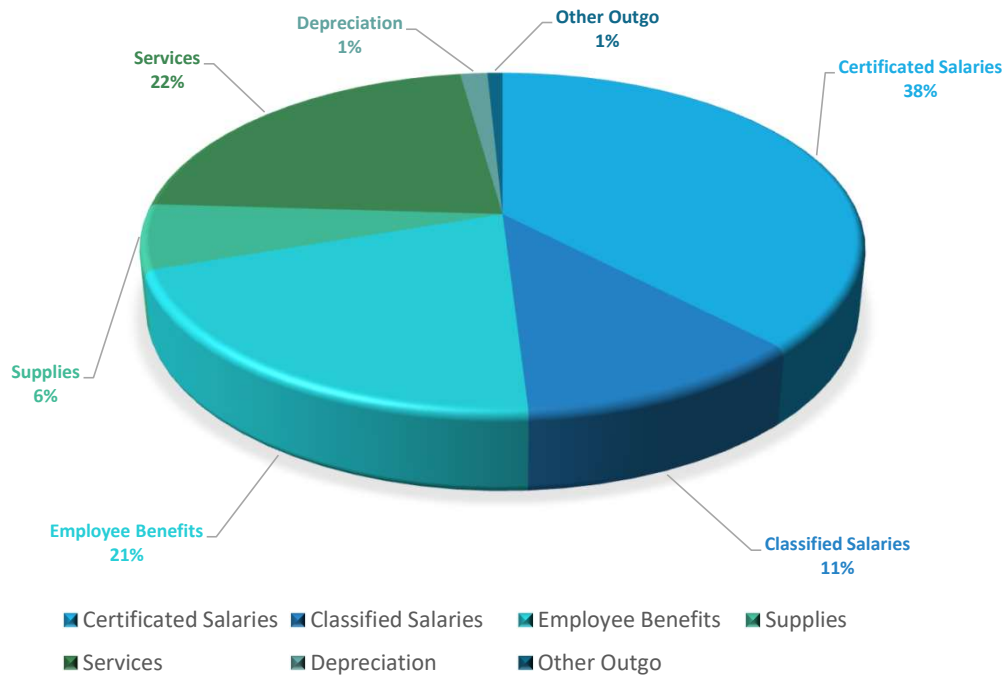


Revenue: Revised vs. First Interim

- 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

24-25 EXPENDITURES



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

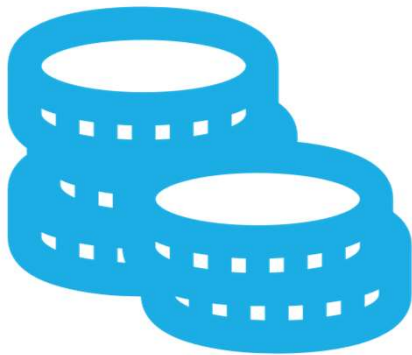
Supplies:

- 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 Effectivness 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	

COST CTR	EI Camino Real Charter High School		Ending Balance should match Form 62
	FY25 FIRST INTERIM - BALANCE SHEET		
	FI CHARTER SCHOOL - FUND 62		
	DUE DATE - December 15, 2024		
BALANCE SHEET - FULL ACCRUAL			Projected FY25 First Interim Balance Sheet
A)	ASSETS	Object Codes	
1)	Cash		
	a) In County Treasury (don't put your \$ here if they are not in LACOE)	9110	28,028,372.88
	1) Fair Value Adjustment to Cash in County Treasury	9111	
	b) In Banks	9120	7,000,000.00
	c) In Revolving Fund	9130	
	d) with Fiscal Agent	9135	325,000.00
	e) collection awaiting deposit	9140	
2)	Investments	9150	38,000,000.00
3)	Accounts Receivable	9200	300,000.00
4)	Due from Grantor Government	9290	500,000.00
5)	Due from Other Funds	9310	
6)	Stores	9320	80,000.00
7)	Prepaid Expenditures	9330	250,000.00
8)	Other Current Assets	9340	
9)	Lease Receivable	9380	
10)	Fixed Assets:		
	a) Land	9410	2,100,000.00
	b) Land Improvements	9420	300,000.00
	c) Less - Accumulated Depreciation-Land Improvements	9425	(212,000.00)
	d) Buildings	9430	6,200,000.00
	e) Less - Accumulated Depreciation-Buildings	9435	(1,150,000.00)
	f) Equipment	9440	2,100,000.00
	g) Less - Accumulated Depreciation-Equipment	9445	(1,850,000.00)
	h) Work in Progress	9450	
	i) Lease Assets	9460	1,478,554.00
	j) Less - Accumulated Amortization-Lease Assets	9465	(908,230.14)
	k) Subscription Assets	9470	
	l) Less - Accumulated Amortization-Subscription Assets	9475	
11)	TOTAL ASSETS		82,541,696.74
B.	DEFERRED OUTFLOWS OF RESOURCES		
1)	Deferred Outflows Of Resources	9490	
2)	TOTAL DEFERRED OUTFLOWS		-
C.	LIABILITIES		
1)	Accounts Payable	9500	4,600,000.00
2)	Due to Grantor Governments	9590	1,000,000.00
3)	Due to Other Funds	9610	
4)	Current Loans	9640	
5)	Unearned Revenue	9650	1,800,000.00
6)	Long-Term Liabilities:		
	a) Subscription Liability	9660	
	b) Net Pension Liability	9663	
	c) NET OPEB Obligation	9664	26,722,687.00
	d) Compensated Absences	9665	220,000.00
	e) COPs Payable	9666	
	f) Capital Leases Payable	9667	
	g) Lease Revenue Bonds Payable	9668	
	h) Other General Long-Term Liabilities	9669	
7)	TOTAL LIABILITIES		34,342,687.00
D.	DEFERRED INFLOWS OF RESOURCES		
1)	Deferred Inflows of Resources	9690	
2)	TOTAL DEFERRED INFLOWS		-
E. NET POSITION, June 30 (should match Form 62 First Interim Ending Net Position (F2))			48,199,009.74

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								

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%

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%

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%

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		

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
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JUNE 30, 2024**

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FINANCIAL SECTION

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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)

	<u>2024</u>	<u>2023</u>
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	7,684,832	6,740,587
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)**

	<u>2024</u>	<u>2023</u>
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	<u>7,751,892</u>	<u>8,860,637</u>
Total federal and state support and revenues	<u>38,754,779</u>	<u>42,300,271</u>
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	<u>1,104,603</u>	<u>5,131,289</u>
Total local support and revenues	<u>18,640,630</u>	<u>19,782,874</u>
Total Support and Revenues	<u>57,395,409</u>	<u>62,083,145</u>
EXPENSES		
Program services	42,367,240	44,497,998
Management and general	<u>6,955,520</u>	<u>4,803,807</u>
Total Expenses	<u>49,322,760</u>	<u>49,301,805</u>
CHANGE IN NET ASSETS	8,072,649	12,781,340
Net Assets - Beginning	<u>39,206,655</u>	<u>26,425,315</u>
Net Assets - Ending	<u>\$ 47,279,304</u>	<u>\$ 39,206,655</u>

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	<u>29,687,286</u>	<u>3,630,476</u>	<u>33,317,762</u>	<u>34,605,625</u>
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	<u>12,679,954</u>	<u>3,325,044</u>	<u>16,004,998</u>	<u>14,696,180</u>
Total Expenses - 2024	<u>\$ 42,367,240</u>	<u>\$ 6,955,520</u>	<u>\$ 49,322,760</u>	
Total Expenses - 2023		<u>\$ 4,803,807</u>		<u>\$ 49,301,805</u>

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	<u>4,527,755</u>	<u>8,585,371</u>
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	<u>(599,110)</u>	<u>(803,126)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	3,928,645	7,782,245
Cash and cash equivalents - Beginning	<u>31,155,388</u>	<u>23,373,143</u>
Cash and cash equivalents - Ending	<u>\$ 35,084,033</u>	<u>\$ 31,155,388</u>
SUPPLEMENTAL DISCLOSURE		
Cash paid for interest	<u>\$ -</u>	<u>\$ -</u>

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	<u>\$ 35,084,033</u>

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.

	Market Value	Fair Value Hierarchy			At Cost
		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	<u>\$ 1,207,780</u>

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)	<u>\$ 1,881,947</u>	<u>\$ (3,394,787)</u>	<u>\$ (1,512,840)</u>

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	<u>\$ 47,279,304</u>

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:

	<u>Contribution</u>	<u>Percent of Required Contribution</u>
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.

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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	751,485
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	645,480
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	*	133,391
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.

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**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

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**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.

DRAFT

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:	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified not considered to be material weaknesses?	<u>None Reported</u>
Non-compliance material to financial statements noted?	<u>No</u>

FEDERAL AWARDS

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

<u>AL Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.425, 84.425U	Education Stabilization Fund Discretionary Grants

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

STATE AWARDS

Internal control over state programs:	
Material weaknesses identified?	<u>No</u>
Significant deficiency(ies) identified not considered to be material weaknesses?	<u>None Reported</u>
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 ?	<u>No</u>
Type of auditors' report issued on compliance for state programs:	<u>Unmodified</u>

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

<u>FIVE DIGIT CODE</u>	<u>AB 3627 FINDING TYPE</u>
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**

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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

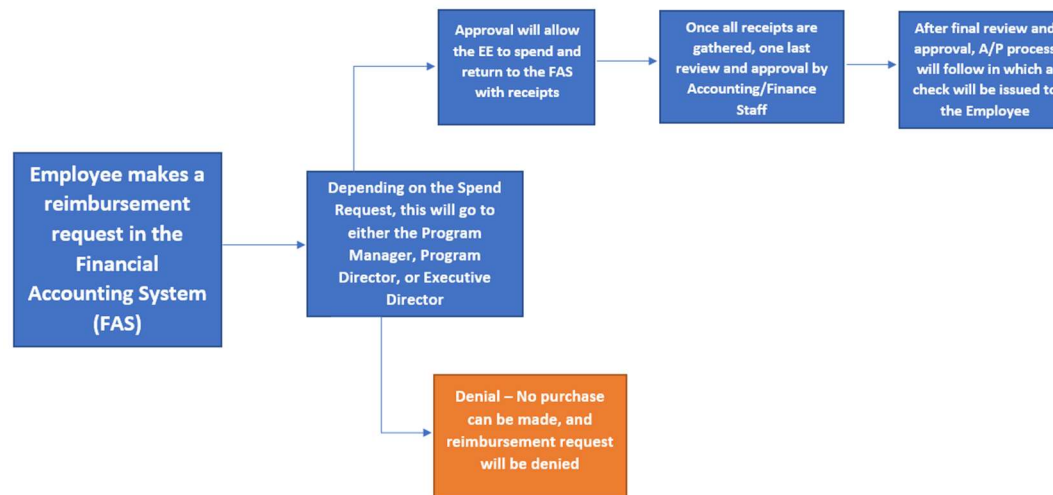
Regular Purchases

- 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;

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- 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.

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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.

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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

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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

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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.

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- 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,

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

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

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ACCOUNTS RECEIVABLE

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

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.

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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.

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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.

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FISCAL POLICIES AND PROCEDURES**

APPENDIX I – STUDENT SCHOLARSHIP PAYMENT REQUEST

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APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

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ECRA SCHOOL's CREDIT CARD RESPONSIBLE USE FORM

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

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

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

Employee Signature

Employee Name

Executive Director's Signature

Executive Director's Name

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APPENDIX III – EXPENSE REIMBURSEMENT FORM

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APPENDIX IV – PURCHASE REQUEST FORM