



# El Camino Charter High School

## Board Meeting

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### **Date and Time**

Wednesday September 21, 2016 at 5:00 PM PDT

### **Location**

El Camino Real Charter High School, Anderson Hall, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

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### **REGULAR MEETING**

For board meeting materials, please see Donna Bennett in the school's main office, or contact her at (818) 595-7500 or [do.bennett@ecrchs.net](mailto:do.bennett@ecrchs.net). Some board meeting materials are also posted in the school's website ([www.ecrchs.net](http://www.ecrchs.net)).

### **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS**

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public. Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
  2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed twenty-five (25) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
  3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to three (3) minutes before the item, and total time allocated to agenda items will not exceed six (6) minutes for a discussion item and nine (9) minutes per vote item. For this meeting, V. LAUSD's Notice of Violations to ECR section will not exceed twenty-four (24) minutes.
  4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
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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

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 Donna Bennett, office assistant, in person or by calling (818) 595-7500.

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:00 PM</b>
<b>A.</b> Record Attendance and Guests		Melanie Horton	2 m
<b>B.</b> Call the Meeting to Order		Jonathan Wasser	2 m
<b>C.</b> Pledge of Allegiance		Odus Caldwell	2 m
<b>D.</b> Public Comment on Non-Agenda Items		Public	25 m
<b>II. Consent</b>			<b>5:31 PM</b>
<b>A.</b> Review and Vote August 10th Regular Board Minutes	Approve Minutes	Jonathan Wasser	2 m
Staff recommends approval. Approve minutes for Board Meeting on August 10, 2016			
<b>III. Governance</b>			<b>5:33 PM</b>
<b>A.</b> Committee Updates	FYI	Jackie Keene	5 m
<b>B.</b> Ratification of Previous Board Action	Vote	Legal Counsel	2 m
October 25, 2015 creation of ad hoc committee to nominate community Board representative.			
<b>C.</b> Ratification of Previous Board Action	Vote	Legal Counsel	2 m
November 18, 2015 action to create committee to receive stakeholder input on Oversight Committee			
<b>D.</b> Ratification of Previous Board Action	Vote	Legal Counsel	2 m
December 9, 2015 action to approve revised Fiscal Policies and Procedures			
<b>E.</b> Ratification of Previous Board Action	Vote	Legal Counsel	2 m
March 16, 2016 action to approve agreement with UTLA			
<b>IV. Financials</b>			<b>5:46 PM</b>
<b>A.</b> Review and Vote Unaudited Actuals	Vote	Chang Patel	5 m
Staff recommends approval. These financials were prepared by EdTec and have been submitted to LAUSD.			
<b>B.</b> Review and Vote July Check Register	Vote	Marshall Mayotte	5 m

Staff recommends approval.

<b>C. Update: CFO</b>	FYI	Marshall Mayotte	5 m
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Presented by the Chief Business Officer.

**V. LAUSD's Notice of Violations to ECR 6:01 PM**

<b>A. Review and Vote on revisions to Fiscal Policies and Procedures</b>	Vote	Legal Counsel	45 m
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Vote required.

<b>B. Delegation of Authority to Approve Response to Notice of Viloations</b>	Vote	Jonathan Wasser	10 m
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The Board will take action to delegate authority to 1 to 3 board members to approve the final response to the NOV.

**VI. School and Policies 6:56 PM**

<b>A. Update: President's Report</b>	FYI	David Hussey	5 m
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Presented by the Lead Assistant Principal. Topics include:

- WASC and Program Improvement update
- LCAP update

**VII. Other Business 7:01 PM**

<b>A. Closed Session</b>	Vote	Jonathan Wasser	120 m
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- Public Employee Discipline/Dismissal/Release

<b>B. Reconvene to Open Session</b>	Vote	Jonathan Wasser	3 m
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The Board will report out any action taken in Closed Session

<b>C. Future Agenda Items</b>	Discuss	Jonathan Wasser	5 m
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**VIII. Informational Items for Board - No Actions Required 9:09 PM**

<b>A. Employee Handbook</b>	FYI		1 m
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Employee handbook had minor modifications. For example, the language for accrued sick time was made clearer regarding carrying hours over. No material changes were made. Handbook will be uploaded onto the website.

<b>B. Other Vendor Sales Form</b>	FYI		1 m
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At the August 10th board meeting, a request was made to create a form for outside vendors to make a request to sell products in the student store. This form was created by ECR staff, reviewed by both our insurance company and attorney. Form will be uploaded on the website.

<b>C. The Setup HR</b>	FYI		1 m
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Terri Keas was not replaced by a replacement HR manager. The estimated cost to employ a \$100K specialist is about \$140 to 150K/year with full benefits. Instead, we are working with Melissa Valenzuela of The Setup HR. She will oversee HR issues and will use our current staff for assistance. The estimated cost for their services should not exceed \$50K/year. At this time, the time cost on the staff who will pick up extra duties has not been determined.

<b>D. Autopay Setups</b>	FYI		1 m
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Autopay will be set-up for certain vendors that are recurring.

- Time Warner Cable - Broadband service for office staff

- Nettime Solutions - Payroll timeclocks
- Ready Refresh - Water for conference room
- Miscellaneous subscription-based vendors of less than \$100/month (e.g. Survey Monkey, Mail Chimp, Hootsuite, WebEx, etc.)

**E. The Print Spot** FYI 1 m

During 2015-16, ECR outsourced printing to The Print Spot. We recently extended their hours on campus during regular and summer school days to 8 hours a day to handle copies, special orders (e.g. posters, color copies, etc.), textbook management and deliveries. We are also looking into revenue sharing for personal copies done by staff and students.

**F. Department Copiers** FYI 1 m

Eric Wilson and the business and technology staff started meeting with vendors and the copier committee. The goal is to change the department copiers by January, 2017.

**G. Naerok Security** FYI 1 m

Naerok is now being used to fill vacancies for youth services and evening school events, because ECR can draw from a pool of candidates on short notice. ECR will still employ people for these positions.

**H. College Readiness Grant** FYI 1 m

ECR is receiving an allocation of over \$125K for college readiness. The counselors will be paid hourly, up to \$2K/each, during the month of October and November to come up and draft a three year plan to address the college going rate for FRPM and all students. The plan should be ready for approval by the December or January Board Meetings.

**I. Parent-Student Handbook** FYI 1 m

Minor changes are being made to the Senior Attendance Policy section since it was approved by the Board. For example:

- The issuance date of the memo from July to September
- The beginning date of the policy from August 12 to October 3
- The ending date of the policy from April 15 to April 21
- In general reminders, "Truancies are not appealable under any circumstances."

**J. Proposition 39 - Energy Efficiency Projects** FYI 1 m

The voting staff voted overwhelming (39-2) in favor of energy efficiency projects around the school, including solar panels for the parking lot. The plans were discussed in earlier board meetings. The funds to pay for the projects will be a combination of Proposition 39, rebates, incentives and school reserves. The return on investment from the school's reserves is significantly greater than the school's current returns from certificate of deposits. The ECR staff believes it would take 3 to 12 months (9 months expected) before any construction begins. The first few months will be spent planning and getting DSA approval.

**IX. Closing Items**

**9:19 PM**

**A. Adjourn Meeting** Vote Jonathan Wasser 1 m

# Cover Sheet

## Review and Vote August 10th Regular Board Minutes

**Section:** II. Consent  
**Item:** A. Review and Vote August 10th Regular Board Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on August 10, 2016

APPROVED



# El Camino Charter High School

## Minutes

### Board Meeting

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#### **Date and Time**

Wednesday August 10, 2016 at 5:00 PM

#### **Location**

El Camino Real Charter High School's Anderson Hall, 5440 Valley Circle Blvd, Woodland Hills, CA 91367

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#### **REGULAR AND ANNUAL BOARD MEETING**

#### **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS**

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### **Directors Present**

Dennis Thompson, Jackie Keene, Jonathan Wasser, Larry Rubin, Scott Silverstein

### **Directors Absent**

Alex Placencio, Odus Caldwell

### **Guests Present**

Barbara Stanoff, Brad Golstein, Chang Patel, EdTec, David Fehete, David Hussey, Dayna Leo, Dean Sodek, Diana Raheb, Fernando Delgado, Karina Park, Lisa DeRubertis, Lisa Ring, Marlene Widawer, Marshall Mayotte, Melanie Horton, Richard Sheinberg, Shelley Mark, Sue Freitag, Veronica Zelitchenko, Zachary Leo

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## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

Jonathan Wasser called a meeting of the board of directors of El Camino Charter High School to order on Wednesday Aug 10, 2016 @ 5:09 PM at El Camino Real Charter High School's Anderson Hall, 5440 Valley Circle Blvd, Woodland Hills, CA 91367.

### **C. Pledge of Allegiance**

### **D. Public Comment on Non-Agenda Items and Agenda Items**

There was one speaker, Marlene Widawer.

### **E. Board Member Introduction - Scott Silverstein**

## **II. Consent**

### **A. Review and Vote April 29th Special Board Meeting**

Larry Rubin made a motion to approve the minutes from the Special Board Meeting on 04-29-16.

Dennis Thompson seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

Jonathan Wasser Aye  
Dennis Thompson Aye  
Scott Silverstein Abstain  
Alex Placencio Absent  
Jackie Keene Aye  
Larry Rubin Aye  
Odus Caldwell Absent

**B. Review and Vote June 22nd Regular Board Minutes**

Dennis Thompson made a motion to approve the minutes from the Board Meeting on 06-22-16.

Jackie Keene seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

Jonathan Wasser Aye  
Dennis Thompson Aye  
Larry Rubin Aye  
Alex Placencio Absent  
Jackie Keene Aye  
Odus Caldwell Absent  
Scott Silverstein Abstain

**C. Review and Vote July 19th Special Board Meeting**

Larry Rubin made a motion to approve the minutes from the Special Board Meeting on 07-19-16.

Dennis Thompson seconded the motion.

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

**Roll Call**

Dennis Thompson Aye  
Odus Caldwell Absent  
Jackie Keene Aye  
Alex Placencio Absent  
Larry Rubin Aye  
Scott Silverstein Aye  
Jonathan Wasser Aye

**D. Review and Vote May Check Register**

Scott Silverstein requested that going forward, we move the check register items to the "financial update" section of the agenda.

Jackie Keene made a motion to approve the May and June check registers.

Dennis Thompson seconded the motion.

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

**Roll Call**

Alex Placencio Absent  
Jonathan Wasser Aye  
Larry Rubin Aye  
Odus Caldwell Absent  
Dennis Thompson Aye  
Scott Silverstein Aye  
Jackie Keene Aye

**E. Review and Vote June Check Register**

This item was combined with Item D above.

**III. Governance**



**A. Discuss and Vote Amendment to Previously Filed Minutes**

Larry Rubin made a motion to approve amendment to previously filed minutes.  
Dennis Thompson seconded the motion.  
The board **VOTED** to approve the motion.

**Roll Call**

Jackie Keene Aye  
Larry Rubin Aye  
Jonathan Wasser Aye  
Dennis Thompson Aye  
Odus Caldwell Absent  
Scott Silverstein Abstain  
Alex Placencio Absent

**B. Committee Updates**

There were no committee updates.

**C. Discuss and Elect 2016/17 Board Secretary**

Larry Rubin made a motion to elect Scott Silverstein as Board Secretary for 2016-2017.  
Dennis Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

Scott Silverstein Aye  
Alex Placencio Absent  
Odus Caldwell Absent  
Dennis Thompson Aye  
Jackie Keene Aye  
Larry Rubin Aye  
Jonathan Wasser Aye

**IV. School and Policies**

**A. Review and Vote 2016-17 Food Service Vendor Selection - Chartwells**

Larry Rubin made a motion to approve Chartwells as the new food service management company.  
Jackie Keene seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

Jonathan Wasser Aye  
Scott Silverstein Aye  
Alex Placencio Absent  
Jackie Keene Aye  
Larry Rubin Aye  
Odus Caldwell Absent  
Dennis Thompson Aye

**B. Review and Vote Employee Handbook**

Jackie Keene made a motion to approve the Employee Handbook for classified staff.  
Dennis Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

Jonathan Wasser Aye  
Odus Caldwell Absent

Dennis Thompson Aye  
Larry Rubin Aye  
Jackie Keene Aye  
Alex Placencio Absent  
Scott Silverstein Aye

**C. Discuss and Vote Other Vendor Sales**

Larry Rubin made a motion to approve other vendor sales in the student store.  
Jackie Keene seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

Jackie Keene Aye  
Alex Placencio Absent  
Scott Silverstein Aye  
Larry Rubin Aye  
Jonathan Wasser Aye  
Dennis Thompson Aye  
Odus Caldwell Absent

The staff will create a form for outside vendor sales and present it at the next Board meeting.

**D. Discuss and Approve Walsworth as the New Yearbook Vendor**

Jackie Keene made a motion to approve Walsworth as the new yearbook vendor.  
Dennis Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

Alex Placencio Absent  
Scott Silverstein Aye  
Odus Caldwell Absent  
Dennis Thompson Aye  
Jonathan Wasser Aye  
Larry Rubin Aye  
Jackie Keene Aye

**E. Review and Vote Film Stipend**

Jackie Keene made a motion to approve the film stipend for 2015-16 and all future years.  
Larry Rubin seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

Jackie Keene Aye  
Larry Rubin Aye  
Scott Silverstein Aye  
Odus Caldwell Absent  
Dennis Thompson Aye  
Jonathan Wasser Aye  
Alex Placencio Absent

**F. Review and Vote Parent-Student Handbook**

Larry Rubin made a motion to approve the Parent-Student handbook.  
Dennis Thompson seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**Roll Call**

Jonathan Wasser Aye  
Scott Silverstein Aye

Alex Placencio Absent  
Dennis Thompson Aye  
Jackie Keene Aye  
Larry Rubin Aye  
Odus Caldwell Absent

**G. Review and Vote International Student Agreement and Forms**

Larry Rubin made a motion to approve the agreement and forms for the international student program.

Jackie Keene seconded the motion.

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

**Roll Call**

Odus Caldwell Absent  
Larry Rubin Aye  
Alex Placencio Absent  
Dennis Thompson Aye  
Jackie Keene Aye  
Jonathan Wasser Aye  
Scott Silverstein Aye

**H. Discuss and Vote Keeping the Pacific Western Bank Account for ESCRIP transfers**

Larry Rubin made a motion to approve keeping the Pacific Western Bank Account for ESCRIP transfers.

Jackie Keene seconded the motion.

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

**Roll Call**

Dennis Thompson Aye  
Scott Silverstein Aye  
Jackie Keene Aye  
Larry Rubin Aye  
Alex Placencio Absent  
Odus Caldwell Absent  
Jonathan Wasser Aye

**I. Discuss and Vote Purchase of Technology Upgrades by CTO**

Jackie Keene made a motion to approve the purchase of technology upgrades.

Dennis Thompson seconded the motion.

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

**Roll Call**

Jonathan Wasser Aye  
Jackie Keene Aye  
Scott Silverstein Aye  
Dennis Thompson Aye  
Larry Rubin Aye  
Alex Placencio Absent  
Odus Caldwell Absent

**J. Update: Technology**

**K. Update: President's Report**

**V. Other Business**

**A. Future Agenda Items**

The Board requested that the following items be included in future meeting agendas:

- Review trust account policies and balances
- Discuss whether "everyday operations" items should require Board approval
- Discuss what information should be included in the check registers that are sent to the Board
- Discuss the current and potential revenue of the international student program
- Explore the possibility of sub-contracting facilities staff hired in the future

**B. Other Business**

Jonathan Wasser requested that the staff coordinate sexual harassment training for all Board Members.

**VI. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,  
Melanie Horton

Dennis Thompson made a motion to adjourn the meeting.  
Jackie Keene seconded the motion.

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

**Roll Call**

Alex Placencio	Absent
Larry Rubin	Aye
Jackie Keene	Aye
Jonathan Wasser	Aye
Dennis Thompson	Aye
Odus Caldwell	Absent
Scott Silverstein	Aye

# Cover Sheet

## Review and Vote Unaudited Actuals

**Section:** IV. Financials  
**Item:** A. Review and Vote Unaudited Actuals  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2015-16 Unaudited Actuals - ECR.pdf



**ENDING NET POSITION CARRY FORWARD NEXT FY  
THIS LINE SHOULD EQUAL TO ZERO (GREEN SHADED C**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

					UNAUDITED ACTUALS
					AS OF 6/30/16
					Object Codes
					Function Codes
<b>A. REVENUES (Summary- -See details below)</b>					
1)	LCFF Sources		8010-8099		30,100,850.00
2)	Federal Revenue		8100-8299		970,967.07
3)	Other State Revenue		8300-8599		5,907,746.24
4)	Other Local Revenue		8600-8799		2,100,154.07
5)	<b>TOTAL REVENUES</b>				<b>39,079,717.38</b>
<b>B. EXPENSES</b>					
1)	Certificated Salaries		1000-1999		15,817,024.55
2)	Classified Salaries		2000-2999		3,628,651.75
3)	Employee Benefits		3000-3999		7,866,586.88
4)	Books & Supplies		4000-4999		2,653,765.98
5)	Services and Other Operating Expenses		5000-5999		5,442,799.30
6)	Depreciation		6000-6999		532,569.77
7)	Other Outgo (excluding Transfers of indirect Costs)		7100-7299, 7400-7499		-
8)	Other Outgo - Transfers of Indirect Costs		7300-7399		301,008.50
9)	<b>TOTAL EXPENSES</b>				<b>36,242,406.73</b>
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES/USES</b>					<b>2,837,310.65</b>
<b>D. OTHER FINANCING SOURCES/USES</b>					
1)	Interfund Transfers				
	a) Transfers In		8900-8929		
	b) Transfers Out		7600-7629		
2)	Other Sources/Uses				
	a) Sources		8930-8979		-
	b) Uses		7630-7699		-
3)	Contributions		8980-8999		-
4)	<b>TOTAL OTHER FINANCING SOURCES/USES</b>				<b>-</b>
<b>E. NET INCREASE (DECREASE) IN NET POSITION</b>					<b>2,837,310.65</b>

<b>F. NET POSITION</b>						
1)	Beginning Net Position					
	a) As of June 30,2015 - Unaudited	9791			13,768,487.52	
	b) Audit Adjustments	9793			589,188.48	
	d) Other Restatements	9795			-	
	e) Adjusted Beginning Net Position				<b>14,357,676.00</b>	
<b>2)</b>	<b>Ending Net Position, June 30</b>				<b>17,194,986.65</b>	
	Components of Ending Net Position					
	a) Net Investment in Capital Assets	9796			-	
	b) Restricted Net Position	9797			-	
	c) Unrestricted Net Position	9790			<b>17,194,986.65</b>	
					<b>UNAUDITED ACTUALS</b>	
<b>Revenues (DETAILS)</b>				<b>SACS Object</b>	<b>Resource Codes</b>	<b>AS OF 6/30/16</b>
1)	LCFF Sources					
	Principal Apportionment					
	State Aid	8011	0000		17,536,951.00	
	State Aid - Prior Years	8019	0000		(125,883.31)	
	Education Protection Account State Aid (EPA) - CY	8012	1400		5,673,824.00	
	LCFF Transfers					
	Unrestricted LCFF Transfers - Current Year	8091	0000			
	All Other LCFF Transfer- Current Year	8091	0000			
	Transfers to Charter Schools in lieu of Property Taxes	8096	0000		6,890,075.00	
	In Lieu of PropTax - Prior Year	8096	0000		125,883.31	
	Property Taxes Transfers	8097	0000		-	
	LCFF/Revenue Limit Transfers - Prior Years	8099	0000		-	
	<b>TOTAL LCFF SOURCES</b>				<b>30,100,850.00</b>	
2)	<b>Federal Revenue</b>					
	Special Ed: IDEA Basic Local Assistance - CY	8181	3310		677,593.02	
	Special Ed: IDEA Basic Local Assistance - Prior Years	8181	3310		(143.05)	
	Special Education Discretionary Grants	8182	3310			
	Child Nutrition Programs	8220	5310		41,476.10	
	NCLB: T1,Part A Basic Grts Low-Inc & Neglected	8290	3010		224,767.00	
	NCLB: T1,Part A Basic School Support	8290	3020			
	NCLB: Title I, Part D, Local Delinquent Programs	8290	3025			
	Carl D. Perkins Career & Technical Education :Secondary	8290	3550			
	NCLB:TII, Part A, Teacher Quality	8290	4035		6,432.00	
	NCLB:TII, Part A, Administrator Training	8290	4036			
	NCLB:TII, Part D, Enhancing Education Through Technol	8290	4045			
	NCLB:TII, Part D, Enhancing Education Through Technol	8290	4046			
	NCLB:TIII,Immigrant Education Program	8290	4201			
	NCLB:TIII, Limited English Proficient (LEP) Student Prog	8290	4203			
	NCLB:TitleV, Part B, Public Charter Schools Grant Progr	8290	4610			
	<b>Med-Cal Billing Option (Medical Assistance Program)</b>	<b>8290</b>	<b>5640</b>			
	Other Federal Revenues:	8290	5810		20,842.00	
	Others (please insert description below)					
	PY Federal not accrued				3,253.00	
	All Other Federal				17,589.00	





	Tuition	8710	0000		
	All Other Transfers In	8781-8783	0000		
	Transfers of Apportionments				
	Special Education SELPA Transfers				
	From Districts or Charter Schools	8791	6500		85,067.05
	From County Offices	8792	6500		-
	From JPAs	8793	6500		
	Other Transfers of Apportionments				
	From Districts or Charter Schools	8791	0000		
	From County Offices	8792	0000		
	From JPAs	8793	0000		
	All Other Transfers in from All Others	8799	0000		
	<b>TOTAL OTHER LOCAL REVENUE</b>				<b>2,100,154.07</b>
	<b>TOTAL REVENUES</b>				<b>39,079,717.38</b>
<b>Expeses by Sub-object</b>					
					<b>UNAUDITED ACTUALS</b>
					<b>AS OF 6/30/16</b>
1)	<b>Certificated Salaries</b>				
	Teachers' Salaries	1100	1000		12,957,773.68
	Librarians	1200	2420		-
	Guidance, Welfare, & Counseling Services	1200	3110		-
	Pupil Support Salaries	1200	3140		1,532,292.96
	Supervisors' and Administrators' Salaries	1300	2700		1,038,059.14
	Other Certificated Salaries	1900	2100		288,898.77
	<b>TOTAL CERTIFICATED SALARIES</b>				<b>15,817,024.55</b>
2)	<b>Classified Salaries</b>				
	Classified Instructional Salaries	2100	1000		922,853.96
	Classified Supervisors' and Administrators' Salaries	2300	2100		645,707.92
	Clerical, Technical and Office Salaries	2400	2700		846,558.43
	Classified Transportation Salaries	2200	3600		-
	Classified Food Services Salaries	2200	3700		-
	Classified Maintenance & Operations	2200	8100		810,539.09
	Other Classified	2900	2100		402,992.35
	<b>TOTAL CLASSIFIED SALARIES</b>				<b>3,628,651.75</b>
3)	<b>Employee Benefits</b>				
	EE Ben - STRS - Certificated				1,598,786.22
	EE Ben - STRS - Certificated - Instruction	3101	1000		1,309,772.89
	EE Ben - STRS - Certificated - Instructional Library, Medi	3101	2420		-
	EE Ben - STRS - Certificated - School Administration	3101	2700		104,927.11
	EE Ben - STRS - Certificated - Guidance & Counseling S	3101	3110		-
	EE Ben - STRS - Certificated - Health Services	3101	3140		154,884.31
	EE Ben - STRS - Certificated - Other General Admin	3101	2100		29,201.91
	EE Ben - STRS - Classified				-
	EE Ben - STRS - Classified - Instruction	3102	1000		-
	EE Ben - STRS - Classified - Instructional Supv and Adm	3102	2100		-
	EE Ben - STRS - Classified - School Administration	3102	2700		-
	EE Ben - STRS - Classified - Pupil Transportation	3102	3600		-
	EE Ben - STRS - Classified - Food Services	3102	3700		-
	EE Ben - STRS - Classified - Plant Maintenance & Opera	3102	8100		-
	EE Ben - STRS - Classified - Other General Admin	3102	2100		-
	EE Ben - PERS - Certificated				-
	EE Ben - PERS - Certificated - Instruction	3201	1000		-

	EE Ben - PERS - Certificated - Instructional Library, Med	3201	2420	-
	EE Ben - PERS - Certificated - School Administration	3201	2700	-
	EE Ben - PERS - Certificated - Guidance & Counseling S	3201	3110	-
	EE Ben - PERS - Certificated - Health Services	3201	3140	-
	EE Ben - PERS - Certificated - Other General Admin	3201	2100	-
	EE Ben - PERS - Classified			368,170.55
	EE Ben - PERS - Classified - Instruction	3202	1000	93,634.68
	EE Ben - PERS - Classified - Instructional Supv and Adm	3202	2100	65,514.87
	EE Ben - PERS - Classified - School Administration	3202	2700	85,893.58
	EE Ben - PERS - Classified - Pupil Transportation	3202	3600	-
	EE Ben - PERS - Classified - Food Services	3202	3700	-
	EE Ben - PERS - Classified - Plant Maintenance & Opera	3202	8100	82,238.98
	EE Ben - PERS - Classified - Other General Administratic	3202	2100	40,888.44
	EE Ben - OASDI Reg - Certificated			-
	EE Ben - OASDI Reg - Certificated - Instruction	3301	1000	-
	EE Ben - OASDI Reg - Certificated - Instructional Library,	3301	2420	-
	EE Ben - OASDI Reg - Certificated - School Administratic	3301	2700	-
	EE Ben - OASDI Reg - Certificated - Guidance & Counse	3301	3110	-
	EE Ben - OASDI Reg - Certificated - Health Services	3301	3140	-
	EE Ben - OASDI Reg - Certificated - Other General Admi	3301	2100	-
	EE Ben - OASDI Reg - Classified			-
	EE Ben - OASDI Reg - Classified - Instruction	3302	1000	-
	EE Ben - OASDI Reg - Classified - Instructional Supervis	3302	2100	-
	EE Ben - OASDI Reg - Classified - School Administration	3302	2700	-
	EE Ben - OASDI Reg - Classified - Pupil Transportation	3302	3600	-
	EE Ben - OASDI Reg - Classified - Food Services	3302	3700	-
	EE Ben - OASDI Reg - Classified - Plant Maintenance & C	3302	8100	-
	EE Ben - OASDI Reg - Classified - Other General Admini	3302	2100	-
	EE Ben - OASDI Medicare - Certificated			229,346.86
	EE Ben - OASDI Medicare - Certificated - Instruction	3301	1000	187,887.72
	EE Ben - OASDI Medicare - Certificated - Instructional Lit	3301	2420	-
	EE Ben - OASDI Medicare - Certificated - School Adminis	3301	2700	15,051.86
	EE Ben - OASDI Medicare - Certificated - Guidance & Co	3301	3110	-
	EE Ben - OASDI Medicare - Certificated - Health Services	3301	3140	22,218.25
	EE Ben - OASDI Medicare - Certificated - Other General	3301	2100	4,189.03
	EE Ben - OASDI Medicare - Classified			263,062.77
	EE Ben - OASDI Medicare - Classified - Instruction	3302	1000	66,903.23
	EE Ben - OASDI Medicare - Classified - Instructional Sup	3302	2100	46,811.25
	EE Ben - OASDI Medicare - Classified - School Administr	3302	2700	61,372.11
	EE Ben - OASDI Medicare - Classified - Pupil Transporta	3302	3600	-
	EE Ben - OASDI Medicare - Classified - Food Services	3302	3700	-
	EE Ben - OASDI Medicare - Classified - Plant Maintenanc	3302	8100	58,760.85
	EE Ben - OASDI Medicare - Classified - Other General A	3302	2100	29,215.34
	EE Ben - Retirement in Lieu of OASDI - Cert			-
	EE Ben - Retirement in Lieu of OASDI - Cert - Instruction	3301	1000	-
	EE Ben - Retirement in Lieu of OASDI - Cert - Instruction	3301	2420	-
	EE Ben - Retirement in Lieu of OASDI - Cert - School Ad	3301	2700	-
	EE Ben - Retirement in Lieu of OASDI - Cert - Guidance &	3301	3110	-
	EE Ben - Retirement in Lieu of OASDI - Cert - Health Ser	3301	3140	-
	EE Ben - Retirement in Lieu of OASDI - Cert - Other Gen	3301	2100	-
	EE Ben - Retirement in Lieu of OASDI - Classified			-
	EE Ben - Retirement in Lieu of OASDI - Class - Instructio	3302	1000	-
	EE Ben - Retirement in Lieu of OASDI - Class - Instructio	3302	2100	-
	EE Ben - Retirement in Lieu of OASDI - Class - School A	3302	2700	-
	EE Ben - Retirement in Lieu of OASDI - Class - Pupil Tra	3302	3600	-

	EE Ben - Retirement in Lieu of OASDI - Class - Food Ser	3302	3700		-
	EE Ben - Retirement in Lieu of OASDI - Class - Plant Mai	3302	8100		-
	EE Ben - Retirement in Lieu of OASDI - Class - Other Ge	3302	2100		-
	EE Ben - Health & Welfare Benefits - Certificated				2,671,737.08
	EE Ben - Health & Welfare Benefits - Cert - Instruction	3401	1000		2,188,765.92
	EE Ben - Health & Welfare Benefits - Cert - Instructional I	3401	2420		-
	EE Ben - Health & Welfare Benefits - Cert - School Adm	3401	2700		175,344.05
	EE Ben - Health & Welfare Benefits - Cert - Guidance & C	3401	3110		-
	EE Ben - Health & Welfare Benefits - Cert - Health Servic	3401	3140		258,827.69
	EE Ben - Health & Welfare Benefits - Cert - Other Genera	3401	2100		48,799.42
	EE Ben - Health & Welfare Benefits - Classified				612,934.71
	EE Ben - Health & Welfare Benefits - Class - Instruction	3402	1000		155,884.13
	EE Ben - Health & Welfare Benefits - Class - Instructiona	3402	2100		109,069.93
	EE Ben - Health & Welfare Benefits - Class - School Adm	3402	2700		142,996.65
	EE Ben - Health & Welfare Benefits - Class - Pupil Transp	3402	3600		-
	EE Ben - Health & Welfare Benefits - Class - Food Servic	3402	3700		-
	EE Ben - Health & Welfare Benefits - Class - Plant Mainte	3402	8100		136,912.43
	EE Ben - Health & Welfare Benefits - Class - Other Gene	3402	2100		68,071.56
	EE Ben - Unemployment Insurance - Certificated				8,065.60
	EE Ben - Unemployment Insurance - Cert - Instruction	3501	1000		6,607.58
	EE Ben - Unemployment Insurance - Cert - Instructional I	3501	2420		-
	EE Ben - Unemployment Insurance - Cert - School Adm	3501	2700		529.34
	EE Ben - Unemployment Insurance - Cert - Guidance & C	3501	3110		-
	EE Ben - Unemployment Insurance - Cert - Health Servic	3501	3140		781.36
	EE Ben - Unemployment Insurance - Cert - Other Genera	3501	2100		147.32
	EE Ben - Unemployment Insurance - Classified				1,850.36
	EE Ben - Unemployment Insurance - Class - Instruction	3502	1000		470.59
	EE Ben - Unemployment Insurance - Class - Instructional	3502	2100		329.27
	EE Ben - Unemployment Insurance - Class - School Adm	3502	2700		431.69
	EE Ben - Unemployment Insurance - Class - Pupil Transp	3502	3600		-
	EE Ben - Unemployment Insurance - Class - Food Servic	3502	3700		-
	EE Ben - Unemployment Insurance - Class - Plant Mainte	3502	8100		413.32
	EE Ben - Unemployment Insurance - Class - Other Gene	3502	2100		205.50
	EE Ben - Workers' Compensation - Certificated				301,415.13
	EE Ben - Workers' Compensation - Cert - Instruction	3601	1000		246,928.17
	EE Ben - Workers' Compensation - Cert - Instructional Lit	3601	2420		-
	EE Ben - Workers' Compensation - Cert - School Adminis	3601	2700		19,781.64
	EE Ben - Workers' Compensation - Cert - Guidance & Co	3601	3110		-
	EE Ben - Workers' Compensation - Cert - Health Services	3601	3140		29,199.95
	EE Ben - Workers' Compensation - Cert - Other General	3601	2100		5,505.36
	EE Ben - Workers' Compensation - Classified				69,148.94
	EE Ben - Workers' Compensation - Class - Instruction	3602	1000		17,586.25
	EE Ben - Workers' Compensation - Class - Instructional S	3602	2100		12,304.85
	EE Ben - Workers' Compensation - Class - School Adm	3602	2700		16,132.33
	EE Ben - Workers' Compensation - Class - Pupil Transpc	3602	3600		-
	EE Ben - Workers' Compensation - Class - Food Service	3602	3700		-
	EE Ben - Workers' Compensation - Class - Plant Mainten	3602	8100		15,445.94
	EE Ben - Workers' Compensation - Class - Other Genera	3602	2100		7,679.57
	EE Ben - OPEB, Allocated				1,393,460.96
	EE Ben - OPEB, Allocated - Instruction	3701	1000		1,141,564.37
	EE Ben - OPEB, Allocated - School Administration	3701	2700		-
	EE Ben - OPEB, Allocated - Pupil Transportation	3701	3600		91,451.77
	EE Ben - OPEB, Allocated - Food Services	3701	3700		-
	EE Ben - OPEB, Allocated - Plant Maintenance & Operati	3701	8100		134,993.18
	EE Ben - OPEB, Allocated - Other General Administration	3701	2100		25,451.64

		EE Ben - OPEB, Active Employees			319,679.88
		EE Ben - OPEB, Active Emp - Instruction	3702	1000	81,302.33
		EE Ben - OPEB, Active Emp - Instructional Supervision a	3702	2100	56,886.10
		EE Ben - OPEB, Active Emp - School Administration	3702	2700	74,580.79
		EE Ben - OPEB, Active Emp - Pupil Transportation	3702	3600	-
		EE Ben - OPEB, Active Emp - Food Services	3702	3700	-
		EE Ben - OPEB, Active Emp - Plant Maintenance & Oper	3702	8100	71,407.53
		EE Ben - OPEB, Active Emp - Other General Administrati	3702	2100	35,503.14
		EE Ben - Other Employment Benefits - Certificated			23,529.76
		EE Ben - Other Emp Benefits - Cert - Instruction	3901	1000	19,276.27
		EE Ben - Other Emp Benefits - Cert - Instructional Library	3901	2420	-
		EE Ben - Other Emp Benefits - Cert - School Administrati	3901	2700	1,544.24
		EE Ben - Other Emp Benefits - Cert - Guidance & Counse	3901	3110	-
		EE Ben - Other Emp Benefits - Cert - Health Services	3901	3140	2,279.47
		EE Ben - Other Emp Benefits - Cert - Other General Adm	3901	2100	429.77
		EE Ben - Other Employment Benefits - Classified			5,398.06
		EE Ben - Other Emp Benefits - Class - Instruction	3902	1000	1,372.86
		EE Ben - Other Emp Benefits - Class - Instructional Supe	3902	2100	960.57
		EE Ben - Other Emp Benefits - Class - School Administra	3902	2700	1,259.36
		EE Ben - Other Emp Benefits - Class - Pupil Transportati	3902	3600	-
		EE Ben - Other Emp Benefits - Class - Food Services	3902	3700	-
		EE Ben - Other Emp Benefits - Class - Plant Maintenance	3902	8100	1,205.78
		EE Ben - Other Emp Benefits - Class - Other General Ad	3902	2100	599.50
		<b>TOTAL EMPLOYEE BENEFITS</b>			<b>7,866,586.88</b>
4)		<b>Books &amp; Supplies</b>			
		Approved Textbooks and Core Curricula Materials	4100	1000	573,505.13
		Books and Other Reference Materials	4200	1000	14,439.93
		Materials and Supplies	4300	1000	1,102,190.06
		Noncapitalized Equipment	4400	1000	561,669.87
		Other Supplies	4300	2700	-
		Pupil Transportation	4300	3600	-
		Food Service Supplies	4700	3700	401,960.99
		<b>TOTAL BOOKS AND SUPPLIES</b>			<b>2,653,765.98</b>
<b>NOTE: PLEASE TAKE NOTE OF EXPENSE FUNCTION CODES ADDED TO COMPLY WITH CDE SACS REPORTING REQUIREMENTS REGARDING EXPENSE ALLOCATIONS IN THE APPROPRIATE FUNCTION CODES</b>					
5)		<b>Services and Other Operating Expenses</b>			
		Personal Services- School Administration	5800	2700	-
		Personal Services- Other Gen Administration	5800	7200	-
		Travel and Conference - School Administration	5200	2700	113,079.21
		Travel and Conference - Other Gen Administration	5200	7200	-
		Due and Memberships - School Admininstration	5300	2700	243,671.64
		Due and Memberships - Other Gen Administratin	5300	7200	-
		Insurance-School Administration	5400	2700	-
		Insurance - Other General Administration	5400	7200	369,218.00
		Operation and Housekeeping Services	5500	8100	860,078.67
		Rentals/Leases/Repairs&Noncapitalized Improvements	5600	8700	573,870.12
		Transfers of Direct Cost - School Administration	5800	2700	-
		Transfers of Direct Cost - Other General Admin	5800	7200	-
		Professional Consulting Services& Operating Exp	5800	1000	2,477,915.71
		Professional Consulting Services& Operating Exp	5800	2100	694,553.87
		Communications - School Administration	5900	2700	88,329.66
		Communications - Other General Administration	5900	7200	22,082.42
		<b>TOTAL SERVICES AND OTHER OPERATING EXPENSES</b>			<b>5,442,799.30</b>
6)		<b>Depreciation(please note of new functions due to SACS requirements)</b>			

		Depreciation Expense - Instruction	6900	1000		532,569.77
		Depreciation Expense - Instructional Superv & Admin	6900	2100		-
		<b>TOTAL DEPRECIATION</b>				532,569.77
8)		<b>Direct Support/Indirect Costs/All Other Financing Uses</b> (please note of new functions due to SACS requirements)				
		<i>Indirect Cost ( oversight fees only)</i>	5800	2700		301,008.50
		<i>Indirect Cost ( oversight fees only)</i>	5800	7200		-
		All Other Financing Uses	7699	9100		-
		<b>TOTAL EXPENSES</b>				36,242,406.73

# Cover Sheet

## Review and Vote July Check Register

**Section:** IV. Financials  
**Item:** B. Review and Vote July Check Register  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** July Check Registers.pdf

**Check Register**

**El Camino High School**  
**July 2016**



Grand Total 782,921.23

Vendor	Check Number	Date	Description	Check Amount
Cameron Maury	10159	7/1/2016	,T-Speech & Debate,5/2/16-5/3/16 Clarion Hotel-Fort Mill, SC	4,500.45
Vending Plus	10173	7/1/2016	ECR-S/2016/2559, T-Grad Class 2016, Water for 2016 Graduates	501.60
Sukhbir Dhillon	10859	7/1/2016	Administrative,10/15 Mileage	140.40
Sukhbir Dhillon	10860	7/1/2016		106.43
Cameron Maury	10861	7/1/2016	PRJRN/2016/0478,Speech & Debate,Food	1,131.66
Cameron Maury	10862	7/1/2016	PRJRN/2016/0477,Speech & Debate,Lodging	1,047.76
Cameron Maury	10863	7/1/2016		1,400.87
Cameron Maury	10864	7/1/2016	PRJRN/2016/0475,Speech & Debate,Lodging	1,396.13
Marilyn Brooks	10865	7/1/2016	,Art ,Blick Art Supplies-painting, drawing supplies	3,272.16
Ward's Science	10956	7/1/2016	ECR-S/2016/2553, Science , Friction on an Inclined Plane	1,409.79
			ECR-S/2016/2561, General (Operations), 403b Schwab/Wespac	
Charles Schwab & Co Inc.	10957	7/1/2016	EE Roth 403B Charles Schwab 1000	7,918.61
April Soriano	10958	7/1/2016	ECR-S/2016/2570,General (Operations),Manual check to replace lost Paychex check	303.49
Zinette Ghaemmaghami	10959	7/1/2016	ECR-S/2016/2426, General (Academic) , Refund for Replaced /Paid for Books	228.00
Mobile Mini, Inc.	10960	7/1/2016	ECR-S/2016/2560, General (Operations), 40' Standard SN: W8921419 2003799 Storage	10,640.58
Jules Seltzer Associates	10961	7/1/2016	ECR-S/2016/2568, General (Operations), Lock Plug and Key, Black UM Series	9,007.00
Jules Seltzer Associates	10962	7/1/2016	ECR-S/2016/2567, General (Operations), EVERYWHERE TABLES -18" X 54"	8,426.00
Jules Seltzer Associates	10963	7/1/2016	ECR-S/2016/2566, General (Operations), *Chr, Caper Multipurpose,Molded Seat, Fixed Arms	558.00
Jules Seltzer Associates	10964	7/1/2016	ECR-S/2016/2565, General (Operations), Rectangular T-Leg Everywhere Table, 18"d x 54"w	9,865.00
Jules Seltzer Associates	10965	7/1/2016	ECR-S/2016/2564, General (Operations), Caper Stacking Chair, Molded Seat, No Arms	9,461.00
Jules Seltzer Associates	10966	7/1/2016	ECR-S/2016/2563, General (Operations), Caper Stacking Chair, Molded Seat, No Arms	7,783.00
Jules Seltzer Associates	10967	7/1/2016	ECR-S/2016/2562, General (Operations), Caper Stacking Counter Height Stools	2,470.00
Canon Financial Services, Inc.	10968	7/1/2016	ECR-S/2016/2521, General (Operations), 7/1/16-9/30/16 Equipment Lease	6,523.35
Michele Greene	2174	7/5/2016		627.25
Keon Lee	2175	7/5/2016		4,166.60
Michele Greene	2176	7/5/2016		290.15
Deny Sportswear	10174	7/6/2016	ECR-S/2016/2576, T-Softball (Varsity/ JV), Cool Port Visor	701.09
Buddy's All Stars	10175	7/6/2016	ECR-S/2016/2593, T-JV/Varsity Football, KO Hoody Sweatshirt	1,012.95
Herff Jones Company	10176	7/6/2016	ECR-S/2016/2577, T-Wrestling, Replacement 2015 Championship Ring for Student	249.61
Buddy's All Stars	10177	7/6/2016	ECR-S/2016/2594, T-JV/Varsity Football, Russell Core Performance Tee	285.76
Victory Custom Athletics	10969	7/6/2016	ECR-S/2016/2600, Baseball, Button Front Set-In Sleeve White Jersey - size 44	1,070.00
Naerok Facilities Management	10970	7/6/2016	ECR-S/2016/2587, General (Operations), 5/3/16-5/16/16 Professional Services-Shoup Property	3,990.00
A-1 Lawnmower Inc.	10971	7/6/2016	ECR-S/2016/2589, Softball(Varsity/JV), John Deere Repair/Replacement Parts	181.08
Unum Life Insurance Company of America	10972	7/6/2016	ECR-S/2016/2583, General (Operations), 06/16 Premium Life Insurance	4,270.87
CIF LA City Section	10973	7/6/2016	ECR-S/2016/2592, Athletics, Enrollment Range: 2001+	8,980.00

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Payroll checks are not included on this register.



Vendor	Check Number	Date	Description	Check Amount
Canteen Refreshment Services	10974	7/6/2016	ECR-S/2016/2585, General (Operations), 5/09/16 Food Supplies	92.25
Canteen Refreshment Services	10975	7/6/2016	ECR-S/2016/2581, General (Operations), 5/23/16 Food Services	198.90
Canteen Refreshment Services	10976	7/6/2016	ECR-S/2016/2580, General (Operations), 5/2/16 Food Services	198.10
Herff Jones Company	10977	7/6/2016	ECR-S/2016/2578, General (Academic) , Wrestling 2016 Championship Rings	5,363.89
Mobile Mini, Inc.	10978	7/6/2016	ECR-S/2016/2590, General (Operations), 40S 40' Standard MMI# W892140 2003798 Storage	10,640.58
McGraw-Hill Education, Inc.	10979	7/6/2016	ECR-S/2016/2588, Social Science, Social Studies Textbooks	17,669.04
Staples Business Advantage	10980	7/6/2016	ECR-S/2016/2579, College Office, Ink-AP Office	69.16
School Food and Wellness Group	10981	7/6/2016	ECR-S/2016/2575, General (Operations), 04/16 NSLP Services Monthly School Food Authority Admin Support	850.00
Arbor Scientific	10982	7/6/2016	ECR-S/2016/2595, Science , Science Supplies	2,974.41
NCS Pearson, Inc	10983	7/6/2016	ECR-S/2016/2591, General (Operations), BASC-3 QG STARTER KIT 1 YR	878.94
Nettime Solutions LLC	10984	7/6/2016	ECR-S/2016/2586, Technology, 7/9/16-7/8/17 Annual Hardware Maintenance	672.00
Vernier Software & Technology	10985	7/6/2016	ECR-S/2016/2582, Science , Equipment for Physics	10,299.64
ImPACT Applications Inc	10986	7/6/2016	ECR-S/2016/2596, Athletics, 6/22/16-6/22/17 1 year Subscription-Concussion/Safety Software	600.00
Turf Team, Inc.	10987	7/6/2016	ECR-S/2016/2597, General (Operations), 4/15/16 Replace dead plants Parking Strip Planter due to malfunctioning irrigation controller. Check irrigation and service clogged and adjust heads.	1,718.53
Herff Jones Inc.	10988	7/6/2016	ECR-S/2016/2538, General (Academic) , Transportation and Handling	28.83
The Cruz Center	10989	7/6/2016	ECR-S/2016/2572, Special Ed General, 05/16 Special Ed Services (PT)	1,595.00
The Cruz Center	10990	7/6/2016	ECR-S/2016/2571, Special Ed General, 06/16 Special Ed Services (PT)	165.00
NPO Solutions	10991	7/6/2016	ECR-S/2016/2573, General (Operations), May 2016 Professional Fees(LACP)	2,062.50
Harland Technology	10992	7/6/2016	ECR-S/2016/2599, General (Academic) , Scanner, Scantron Score Maintenance	501.00
Steve Kingery	10178	7/7/2016	PRJRN/2016/0490,T-Track and Field,Reimbursement Payment to Crossfit Training for Off Season Track	2,230.00
MPS	10993	7/7/2016	ECR-S/2016/2574, Advanced Placement , AP Enviro Textbooks (Freight Charge)	145.34
Kelly Services, Inc.	10994	7/7/2016	ECR-S/2016/2584, General (Academic) , Substitute Teachers through 6/6/16	2,659.81
Terri Keas	10995	7/7/2016	PRJRN/2016/0485,Administrative,7/15/16 Manual Vacation PTO Payout	1,278.98
Kathleen Nicholson	10996	7/7/2016	PRJRN/2016/0489,Vocational Arts,36 Page Hardcover Book Design and Layout	44.87
Eastbay Team Sales	10179	7/12/2016	ECR-S/2016/2605, T-Athletic Director, ECR Live Polos 5 Medium, 1 Large	301.74
Saugus High School	10180	7/12/2016	ECR-S/2016/2604, T-Girls Basketball, 6/29/16-6/30/16 10th Annual Saugus Girls Summer Sensation	750.00
Karla Villalobos Roque	10181	7/12/2016	ECR-S/2016/2611, T-Drill Team , 3/4/16 Ice	32.17
Vangelia Hardie	10182	7/12/2016	ECR-S/2016/2613, T-Drill Team , Northpoint Cashmere Blankets	148.20
Smart & Final	10997	7/12/2016	ECR-S/2016/2617, Vocational Arts, 5/06/ - 6/24/16 Supplies for Food Class	1,225.97
CCSA Employee Welfare Benefit Trust	10998	7/12/2016	ECR-S/2016/2616, General (Operations), 07/16 Employee Benefits (Charter Life)	286,767.89
Benefit and Risk Management Services	10999	7/12/2016	ECR-S/2016/2615, General (Operations), 07/16 Admin Fee	126.00
Eastbay Team Sales	11000	7/12/2016	ECR-S/2016/2598, Athletics, Men's Short Sleeve - M, L, XL	909.19
Canon Solutions America, Inc	11001	7/12/2016	ECR-S/2016/2603, General (Operations), Maintenance-Copier	2,160.00

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Vendor	Check Number	Date	Description	Check Amount
Canon Solutions America, Inc	11002	7/12/2016	ECR-S/2016/2602, General (Operations), 6/1/16-8/31/16 VP 4120 Maintenance	736.98
Naerok Facilities Management	11003	7/12/2016	ECR-S/2016/2601, General (Operations), 5/7/16 Landscape-Shoup Property	1,000.00
Quill and Scroll	11004	7/12/2016	ECR-S/2016/2606, Journalism, Editor-In-Chief	7.00
Advanced Office Automation, Inc.	11005	7/12/2016	ECR-S/2016/2607, General (Operations), 5/22/16-6/22/16 Repro Line Cost per Copy Program	116.66
Pitney Bowes	11006	7/12/2016	ECR-S/2016/2608, General (Operations), 6/12/16 Late Fee	9.99
Vista Paint Corporation	11007	7/12/2016	ECR-S/2016/2609, General (Operations), 05/16 Paint Supplies	69.72
ReadyRefresh	11008	7/12/2016	ECR-S/2016/2610, General (Operations), 5/17/16-6/16/16 Water Services	372.29
Sports Imports	11009	7/12/2016	ECR-S/2016/2612, Boys Volleyball, Tapered Safety Pad w/Logo, Background	2,312.80
Sign Painter Noe Santiago	10183	7/13/2016	ECR-S/2016/2614, T-Grad Class 2016, 6/17/16 Hand Letter Graphic unto Multi-Purpose Building	7,500.00
Jun Reichl	11011	7/13/2016	PRJRN/2016/0486, Alternative Ed. School, 06/30/16 Manual Paycheck(Direct Deposit returned)	3,571.26
Stephanie Franklin	11012	7/13/2016	PRJRN/2016/0487, Academic Decathlon, Supplies from Office Max	114.34
Marshall Mayotte	11013	7/13/2016	PRJRN/2016/0488, Administrative, 6/12/16-The Setup HR-Summary of Staff Meetings-Marmalade Cafe-The Setup HR-Summary of Staff Meetings	764.75
Matthew Harbourt	2180	7/18/2016		196.00
AT&T	11014	7/18/2016	ECR-S/2016/2624, General (Operations), 6/22/16 Billing Date 818 888-1516	179.09
AT&T	11015	7/18/2016	ECR-S/2016/2618, General (Operations), 6/22/16 Billing Date Alarm 818 888-3532	105.07
The Help Group-Summit View	11016	7/18/2016	ECR-S/2016/2627, Special Ed General, 05/16 Special Ed Services	1,298.64
The Help Group-North Hills Prep School	11017	7/18/2016	ECR-S/2016/2626, Special Ed General, 05/16 Special Ed Services	6,533.88
Mutual of Omaha	11018	7/18/2016	ECR-S/2016/2625, General (Operations), 07/16 Voluntary Disability Insurance	1,952.71
NPO Solutions	11019	7/18/2016	ECR-S/2016/2623, General (Operations), April 2016 Professional Fees(LACP)	10,490.00
NPO Solutions	11020	7/18/2016	ECR-S/2016/2622, General (Operations), June 2016 Professional Fees(LACP)	1,425.00
Kelly Services, Inc.	11021	7/18/2016	ECR-S/2016/2621, General (Academic) , Substitute Teachers through 6/27/16	198.36
Kelly Services, Inc.	11022	7/18/2016	ECR-S/2016/2620, General (Academic) , Substitute Teachers through 6/20/16	176.32
Kelly Services, Inc.	11023	7/18/2016	ECR-S/2016/2619, General (Academic) , Substitute Teachers through 6/13/16	2,343.88
EdTec Inc.	11024	7/18/2016	ECR-S/2016/2662, General (Operations), 07/16 EdTec Monthly Service	16,750.00
Hope's Mobile Notary	11025	7/18/2016	ECR-S/2016/2641, General (Operations), 06/03/16 Mobile Notary Charges Marshall Mayotte	35.00
Law Offices of Young, Minney & Corr, LLP	11026	7/18/2016	ECR-S/2016/2640, General (Operations), 06/16 Legal Fees	13,187.45
Kelly Services, Inc.	11027	7/18/2016	ECR-S/2016/2645, General (Academic) , Substitute Teachers through 7/4/16	680.40
Naerok Facilities Management	11028	7/18/2016	ECR-S/2016/2666, General (Operations), 5/3/16-5/16/16 Professional Services-Shoup Property	1,140.00
Naerok Facilities Management	11029	7/18/2016	ECR-S/2016/2665, General (Operations), 5/3/16-5/16/16 Professional Services	760.00
Nite Owl Alarm & Video, Inc.	11030	7/18/2016	ECR-S/2016/2672, General (Operations), 07/16 Burglar Monitoring for Shoup Property	45.00
Fred J. Miller, Inc.	11031	7/18/2016	ECR-S/2016/2689, Band, Cesario Jacket Band	10,995.00
McLean Accounting Solutions	11032	7/18/2016	ECR-S/2016/2681, General (Operations), 5/3/16-5/31/16 Payroll Services	1,758.75
Michele Greene	2178	7/19/2016		833.32
Sylvia Yi	2181	7/19/2016		833.32

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AT&T	11033	7/19/2016	ECR-S/2016/2691, General (Operations), 3/22/16 Billing Date Alarm 818 888-3532	324.80
AT&T	11034	7/19/2016	ECR-S/2016/2690, General (Operations), 3/22/16 Billing Date 818 888-1516	516.04
Truitt, Christopher	11035	7/19/2016	ECR-S/2016/2674, Band, 5/2/16-6/22/16 Weekly Rehearsals	560.00
Calvada Surveying, Inc	11036	7/19/2016	ECR-S/2016/2655, Administrative, Professional Surveying Services 7401 Shoup Project	950.00
School Food and Wellness Group	11037	7/19/2016	ECR-S/2016/2671, General (Operations), 03/16 NSLP Services Monthly School Food Authority Admin Support	850.00
School Food and Wellness Group	11038	7/19/2016	ECR-S/2016/2653, General (Operations), 06/16 NSLP Services Monthly School Food Authority Admin Support	1,700.00
The Hartford	11039	7/19/2016	ECR-S/2016/2688, General (Operations), 07/16 Supplemental Life Insurance	518.53
Sports Imports	11040	7/19/2016	ECR-S/2016/2696, Boys Volleyball, Revolutionary Carbon Upright - Poles	9,662.45
Herff Jones Inc.	11041	7/19/2016	ECR-S/2016/2628, General (Academic) , 2015-2016 Yearbooks	8,850.00
Canon Financial Services, Inc.	11042	7/19/2016	ECR-S/2016/2695, General (Operations), 60 month FMV lease for 2 Canon VP DP 110 Copiers at the rate of \$1618.50 per month plus tax.	1,764.17
Canon Solutions America, Inc	11043	7/19/2016	ECR-S/2016/2684, General (Operations), 6/1/16-6/9/16 VP 4120 Maintenance	73.70
Canon Solutions America, Inc	11044	7/19/2016	ECR-S/2016/2648, General (Operations), 9/1/15-6/9/16 VP 4120 Usage	6,714.71
Canon Solutions America, Inc	11045	7/19/2016	ECR-S/2016/2660, General (Operations), 4/1/16-6/30/16 VP 4120 Maintenance	55.47
ActPointKPI	11046	7/19/2016	ECR-S/2016/2697, Administrative, 2016-17 ActPoint Services License Fee	4,437.50
Fence Factory Agoura	11047	7/19/2016	ECR-S/2016/2694, General (Operations), Fencing MPP Loading Dock	10,697.00
ETS Educational Testing Service	11048	7/19/2016	ECR-S/2016/2692, General (Academic) , Pre ID Labels 2016 SCT Life Science Testing 10th Grade	790.74
Arthur J. Gallagher & Co.	11049	7/19/2016	ECR-S/2016/2633, General (Operations), 7/1/16-7/1/17 Catastrophic Student Accident	13,756.00
Musick, Peeler & Garrett LLP	11050	7/19/2016	ECR-S/2016/2687, General (Operations), Legal Services through 5/31/16 for Shoup Property	4,002.00
Maxim Staffing Solutions	11051	7/19/2016	ECR-S/2016/2685, Special Ed General, 5/23/16-5/24/16 LVN for One on One SPED	726.25
El Camino Real Charter High School (ASB)	10184	7/20/2016	PRJRN/2016/0496,T-Grad Class 2015, 10/29/14 Julie Martinez HC Dance Decors	43.70
Alyssa Lee	10185	7/20/2016	PRJRN/2016/0495,T-Girls Volleyball,Joann Fabrics-Trophy Case Fabric	691.01
Alyssa Lee	10186	7/20/2016	PRJRN/2016/0494,T-Boys Volleyball,CA Print Co (Championship Apparel)	713.00
Deny Sportswear	10187	7/20/2016	ECR-S/2016/2668, T-Baseball, Black and Royal PA Pique Mesh Cap with 15000 Stitch Embroidery	663.54
Deny Sportswear	10188	7/20/2016	ECR-S/2016/2639, T-Softball (Varsity/ JV), Royal 50/50 Tee with 1 Color Front and 1 Color Back	238.71
Laurie Finnegan	10189	7/20/2016	ECR-S/2016/2701, T-Drill Team , 3/5/16 Travel to Monrovia High School	130.55
Brooks Transportation Inc.	11052	7/20/2016	ECR-S/2016/2693, Track and Field, 5/26/16 Round Trip ECR to Birmingham Charter	495.00
Brooks Transportation Inc.	11053	7/20/2016	ECR-S/2016/2677, Swimming & Diving, 5/10/16 RT to East LA College	1,485.00
Pearson Education	11054	7/20/2016	ECR-S/2016/2683, Science , Student Workbook College Physics	442.40
Pacific Charter School Development	11055	7/20/2016	ECR-S/2016/2679, General (Operations), 05/16 Professional Service Fee for Shoup Ave CUP 3/6	2,000.00
Pacific Charter School Development	11056	7/20/2016	ECR-S/2016/2658, General (Operations), 06/16 Professional Service Fee for Shoup Ave CUP 4/6	2,000.00
Inc. PTM Document Systems	11057	7/20/2016	ECR-S/2016/2646, General (Operations), Z Fold Form with Void Panto-Blue Z0802	1,113.59
AP Exams	11058	7/20/2016	ECR-S/2016/2650, Advanced Placement , 2016 Late AP Exams Surcharge	1,614.00

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AVID Center	11059	7/20/2016	ECR-S/2016/2680, Avid/Humanitas, AVID WEEKLY Weekly Subscription 2016-17	4,214.00
Advanced Office Automation, Inc.	11060	7/20/2016	ECR-S/2016/2669, General (Operations), 5/27/16-6/27/16 FSS Excess Copies	451.58
Aeries SIS	11061	7/20/2016	ECR-S/2016/2675, Technology, 7/1/16-6/30/17 Software License/Support Subscription	15,720.00
A-1 Lawnmower Inc.	11062	7/20/2016	ECR-S/2016/2632, Baseball, John Deere Repair/Replacement Parts	220.79
American Heritage Life Insurance Company	11063	7/20/2016	ECR-S/2016/2667, General (Operations), 07/16-Supplemental Health Insurance Premium	1,160.36
Hi Rise Camera	11064	7/20/2016	ECR-S/2016/2698, General (Operations), Hi Rise Camera Tower Unit	2,269.81
Accrediting Commission For Schools	11065	7/20/2016	ECR-S/2016/2630, General (Academic) , Annual Installment of Accreditation Cost: 2016-2017	920.00
El Camino Real Charter High School (Reimbursement)	11066	7/20/2016	PRJRN/2016/0497,Administrative,Mirbaha, Ali-2-day Priority for USPS to Sacramento Board of Equalization	429.57
El Camino Real Charter High School (Reimbursement)	11067	7/20/2016	PRJRN/2016/0498,General (Operations),Cap and Tassle Refunds for Exchange Students	233.95
School Services of California, Inc.	11068	7/20/2016	ECR-S/2016/2682, General (Academic) , May Revision Workshop-Mayotte	620.00
The Shredders	11069	7/20/2016	ECR-S/2016/2664, General (Operations), 05/16 Shredding	84.00
FedEx	11070	7/20/2016	ECR-S/2016/2649, General (Operations), Transportation Charges	174.18
Tara Kim, MA, OTR/L	11071	7/20/2016	ECR-S/2016/2673, Special Ed General, 05/16-06/16 Occupational Therapy	517.50
Feddersen & Company, LLP	11072	7/20/2016	ECR-S/2016/2634, General (Operations), 06/16 Professional Services	6,857.00
LADWP	11073	7/20/2016	ECR-S/2016/2670, General (Operations), Electric Charges(Shoup Property)	748.87
Department of Justice (State of CA)	11074	7/20/2016	ECR-S/2016/2663, General (Operations), 06/16 Fingerprint Apps	96.00
Webinopoly	11075	7/20/2016	ECR-S/2016/2661, Marketing & Advertising, Transfer of content to new website	760.00
PARS	11076	7/20/2016	ECR-S/2016/2700, General (Operations), 4/30/16 PARS ARS Fees	312.12
Herff Jones LLC	11077	7/20/2016	ECR-S/2016/2656, General (Academic) , Diploma, El Camino Real High School, Woodland Hills CA	2.94
Revolution Foods, Inc.	11078	7/20/2016	ECR-S/2016/2652, General (Operations), 06/16 Food	6,128.48
Nettime Solutions LLC	11079	7/20/2016	ECR-S/2016/2651, Technology, 6/30/16 StratusTime Monthly Subscription	990.50
Naerok Facilities Management	11080	7/20/2016	ECR-S/2016/2638, General (Operations), 5/3/16-5/12/16 Professional Services	950.00
Naerok Facilities Management	11081	7/20/2016	ECR-S/2016/2637, General (Operations), 6/1/16-6/17/16 Professional Services	2,660.00
Naerok Facilities Management	11082	7/20/2016	ECR-S/2016/2636, General (Operations), 6/1/16-6/17/16 Professional Services-Shoup Property	1,995.00
Verdugo Hills Autism Project	11083	7/20/2016	ECR-S/2016/2647, Special Ed General, 05/16 Direct Intervention and Supervision-Conner	7,390.92
Naerok Facilities Management	11084	7/20/2016	ECR-S/2016/2644, General (Operations), 6/13/16 Landscape Work	264.70
Interior Electric, Inc.	11085	7/20/2016	ECR-S/2016/2643, General (Operations), 6/13/16 Sub Contractor for Naerok-Landscape Work	2,647.00
Bexel	11086	7/20/2016	ECR-S/2016/2642, T-Grad Class 2016, 2015 Graduation Audio Package	4,900.00
Unum Life Insurance Company of America	11087	7/20/2016	ECR-S/2016/2635, General (Operations), 07/16 Premium Life Insurance	3,387.27
Dunbar Armored Inc	11088	7/21/2016	ECR-S/2016/2631, General (Operations), 6/2/16-7/31/16 Armored Car Services	298.65
Canon Solutions America, Inc	11089	7/21/2016	ECR-S/2016/2629, General (Operations), 5/1/16-7/31/16 PRISMAaccess Maintenance	514.80
Exchange Service International	11090	7/21/2016	ECR-S/2016/2699, Foreign Exchange Admission Fee, Tuition Refund for Student paid on 5/13/16	6,000.00
American Express	11091	7/21/2016	PRJRN/2016/0501,General (Operations),1. Amazon Web Services Ref# KT60X4LX89C	13,409.78

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Matthew Harbourt	2184	7/25/2016		604.00
Buddy's All Stars	10190	7/25/2016	ECR-S/2016/2716, T-JV/Varsity Football, S/S Nublend Tee	287.08
AmWINS Group Benefits	11092	7/25/2016	ECR-S/2016/2714, General (Operations), 5/16 Accidental/Medical/Critical Illness Coverage	344.12
Total Education Solutions	11093	7/25/2016	ECR-S/2016/2712, Special Ed General, 05/16 RSP Services	7,440.00
Total Education Solutions	11094	7/25/2016	ECR-S/2016/2711, Special Ed General, 06/16 RSP Services	2,160.00
Child and Family Guidance Center/Northpoint School	11095	7/25/2016	ECR-S/2016/2710, Special Ed General, 06/16 Contracted Group Counseling Services	1,218.34
Arthur J. Gallagher & Co.	11096	7/25/2016	ECR-S/2016/2709, General (Operations), 2016-2017 \$25M Excess \$30M Policy	3,737.00
The Help Group-North Hills Prep School	11097	7/25/2016	ECR-S/2016/2705, Special Ed General, 06/16 Special Ed Services	2,610.51
The Help Group-Summit View	11098	7/25/2016	ECR-S/2016/2703, Special Ed General, 06/16 Special Ed Services	185.52
Kelly Services, Inc.	11099	7/25/2016	ECR-S/2016/2704, General (Academic) , Substitute Teacher through 7/11/16	595.08
Real Volleyball	11100	7/25/2016	ECR-S/2016/2715, Girls Volleyball, Molten Soft Touch Volleyball	1,718.12
Phillips & Associates	11101	7/25/2016	ECR-S/2016/2713, General (Operations), 06/16 Professional Fees	5,701.90
Jostens	11102	7/25/2016	ECR-S/2016/2717, Boys Volleyball, 12 Yellow Lustraium Championship Rings	3,520.00
FACT	11103	7/25/2016	ECR-S/2016/2718, Special Ed General, 06/16 Services SpEd by A Benavides	998.55
Blick Art Materials	11104	7/25/2016	ECR-S/2016/2706, Art , Crayola Color Pencils	198.69
Melissa Valenzuela	11105	7/25/2016	ECR-S/2016/2702, General (Operations), 5/23 - 6/23/16 HR Consulting Fee	3,250.00
Crespi Carmelite High School	10191	7/26/2016	ECR-S/2016/2719, T-Boys Basketball, July 2016 Summer Basketball Events Frosh Tournament Fee	250.00
Julianna Murguia	11106	7/26/2016	PRJRN/2016/0499,General (Operations),7/29/16 Manual Paycheck 17.9 Vacation Hours Payout	338.19
American Express	11107	7/27/2016	PRJRN/2016/0500,General (Operations),1. INTUIT *QB ONLINE REF# IGS_1102003	12,102.41
Verizon Wireless	11108	7/27/2016	ECR-S/2016/2721, General (Operations), 06/16 Communication Services	1,131.18
Verizon Wireless	11109	7/27/2016	ECR-S/2016/2720, General (Operations), 05/16 Communication Services	2,197.28
Jostens	11110	7/27/2016	ECR-S/2016/2722, Softball(Varsity/JV), 17 White Lustraium Championship Rings	5,100.00
Harland Technology	11111	7/27/2016	ECR-S/2016/2724, General (Operations), 5/16 - 5/17 Onsite Maintenance Agreement# 00220266	501.00
FACT	11112	7/27/2016	ECR-S/2016/2723, Special Ed General, 06/16 SpED Services by O N. Fontes	998.55
AmWINS Group Benefits	11113	7/27/2016	ECR-S/2016/2726, General (Operations), 6/16 Accidental/Medical/Critical Illness Coverage	344.12
AmWINS Group Benefits	11114	7/27/2016	ECR-S/2016/2725, General (Operations), 8/16 Accidental/Medical/Critical Illness Coverage	298.49
Board of Equalization	11115	7/27/2016	ECR-S/2016/2727, General (Operations), 04/01/16 - 06/30/16 Sales and Use Tax	1,301.00
Eric Choi	10192	7/28/2016	T-Girl's Soccer,Bag(Oversize Ball & Equipment-Royal)	103.60
Eric Choi	10192	7/28/2016	T-Girl's Soccer,Bag(Oversize Ball & Equipment-Royal)	9.32

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# Cover Sheet

## Review and Vote on revisions to Fiscal Policies and Procedures

**Section:** V. LAUSD's Notice of Violations to ECR  
**Item:** A. Review and Vote on revisions to Fiscal Policies and Procedures  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
2016-17 Fiscal Policy Handbook redline v3 redline 092016 (JAR).pdf



# EL CAMINO REAL ALLIANCE

## Fiscal Policies and Procedures Handbook

Revision Board Approved: ~~June~~ September 22, 2016  
Effective: ~~July~~ September 22, 2016

**TABLE OF CONTENTS**

Overview ..... 4

    Safeguarding of Financial Assets ..... 5

    Annual Financial Audit ..... 5

    Key Personnel Financial Responsibilities ..... 6

    Role of Key Financial Staff (Segregation of Duties) ..... 6

    Financial Instruments ..... 6

Payment / Reimbursement Policies ..... 8

    Purchasing Flow Charts ..... 9

    Employee Receipts / Substantiation ..... 10

    Employee Lost Receipts ..... 10

    Gratuity ..... 10

    Employee Expense Reports ..... 10

    Personal Use of School Items ..... 11

    Supplies ..... 11

    Meals ..... 12

    Mileage ..... 12

    Out of Town Travel ..... 13

    Governing Board Expenses ..... 15

    Tuition Costs for Non-Teaching Staff ..... 16

    Classes/Conferences/Workshops/Seminars ("Course") for All Staff ..... 16

    Tuition Costs for BTSA ..... 16

Accounting ..... 20

    Key Accounting Thresholds ..... 20

    Purchasing in the Enterprise Resource Planning System (ERP) ..... 20

    Petty Cash ..... 21

    Contracts ..... 22

Accounts Payable ..... 24

    Bank Check Authorization ..... 24

    Bank Checks ..... 24

    Bank Reconciliation ..... 25

Accounts Receivable ..... 26

    Cash Receipts (Cash and Checks) ..... 26

    Returned Check Policy ..... 27

Payroll ..... 28

    Personnel Information ..... 28

    Stipend Volunteers ..... 28

    Timesheets ..... 28

    Overtime ..... 29

    Payroll Processing ..... 29

    Payroll Taxes and Filings ..... 29

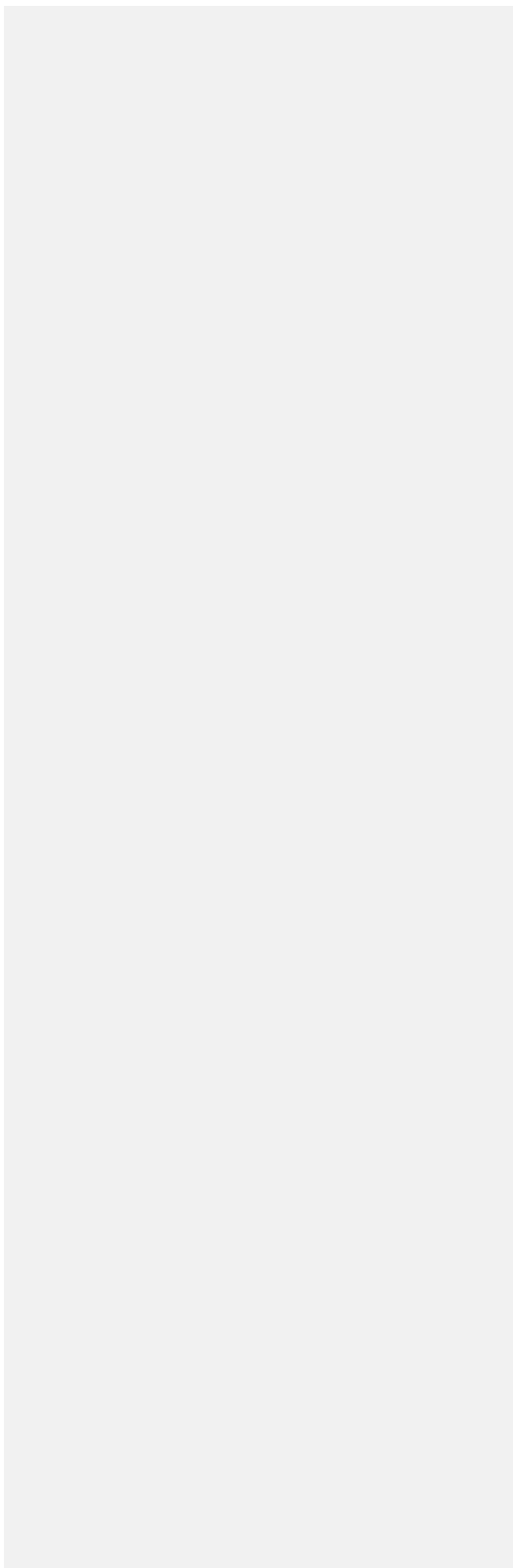
    Record Keeping ..... 30

Finance/Reserves /Insurance/Liabilities/Assets ..... 31



**TABLE OF CONTENTS**

Financial Reporting ..... 31  
Financial Institutions ..... 31  
Loans ..... 31  
Retention of Records ..... 32  
Funds Balance Reserve..... 32  
Insurance..... 32  
Asset Inventory..... 33  
Parking Lot Liability ..... 33  
Appendix I - Lost/Missing Receipt Form ..... 35  
Appendix II – Student Gift Acknowledgement ..... 38



## ECRA FISCAL CONTROL POLICIES AND PROCEDURES

### OVERVIEW

The Governing Board ("Governing Board") of ~~El Camino Real~~ El Camino Real Alliance ("ECRA"), a charter management organization ("CMO"), has reviewed and adopted the following policies and procedures to ensure the funds of the CMO are appropriately budgeted, accounted for, expended, and maintained.

1. The Governing Board holds ultimate authority over all fiscal matters. The Executive Director of El Camino Real Charter High School ("ECRCHS" or the "Charter School") shall report to the ECRA Board of Directors and, in particular, the ECRA Board Chair regarding all fiscal matters.
- ~~2.~~ The Governing Board formulates financial policies and procedures, and delegates administration of the policies and procedures to the Chief Business Officer ("CBO").
- ~~3.~~ The Governing Board will commission a Back Office Services Provider (e.g. EdTec, ExED) who will report to both the administration and the Governing Board. The financial compilations presented to the Board will be compiled by the Back Office Services Provider, and may also include input from the ECRA staff.
- ~~4.~~ The CBO has responsibility for all business operations.
- ~~5.~~ The CBO and Back Office Services Provider (e.g. EdTec, ExED) will work with ~~his/her staff~~ the CBO's staff to enforce the financial policies and procedures.
- ~~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 administrators involved with spending are required to relinquish their purchasing or authorizing role for at least 10 consecutive days during the school year.
- ~~8.~~ All documentation related to financial matters must be completed by computer, word processor, typewriter, or ink.
- ~~9.~~ The Governing Board will commission an annual financial audit by an independent third party auditor who will report directly to the Governing Board. The Governing Board will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Governing Board and the charter-granting agency.
10. The Governing Board may appoint someone else to perform the CBO's responsibilities in the case of absence.
- ~~11.~~ As used in the ECRA Fiscal Policies and Procedures, the term "Authorizing Personnel" includes: Executive Director, CBO, Assistant Principals, and Board Chair or Vice Chair.

## **ECRA FISCAL CONTROL 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. EdTec, ExED) ensures segregation of duties and fiscal compliance

In addition, ECRA 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 newsletters and presentations
4. Posts major board approved financial documents on ECRA's website

### **Annual Financial Audit**

1. The Governing Board will annually appoint an Audit Committee ~~by no later than~~ the January board meeting; this committee is tasked with selecting an auditor ~~by no later than~~ the March board meeting.
2. Audit Committee members, like all ECRA Directors, must be fiscally independent of ECRA.
3. The CBO ~~or a Director of Business~~ will assist Audit Committee members.
4. The Audit Committee will contract annually for the services of an independent certified public accountant to perform an annual fiscal audit.
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
  - c. An audit of the internal control practices

## **ECRA FISCAL CONTROL POLICIES AND PROCEDURES**

### **Key Personnel Financial Responsibilities**

#### Approve Contracts

- Executive Director
- Chief Business Officer
- ~~Business Director~~
- Assistant Principals with check signing authority

#### Approve Purchases for Payment

- Executive Director
- Assistant Principals with check signing authority

#### Approve Purchase Orders

- Executive Director
- Chief Business Officer
- ~~Business Director~~
- Department Heads
- Assistant Principals

#### Record Transactions

- Accounting staff (non-senior)
- Analysts

#### Reconcile Transactions

- Back Office Services Provider

### **Role of Key Financial Staff (Segregation of Duties)**

- Executive Director - Authorizing
- Chief Business Officer - Reporting and Analysis
- ~~Business Director - Reporting and Analysis~~
- Back Office Services Provider - Recording, Reconciling and Reporting
- Assistant Principals - Purchasing, Authorizing and Custody
- Accounting Manager/Controller - Authorizing and Reconciling
- Analysts - Recording and Analysis
- Accountants - Recording, Purchasing and Custody

### **Financial Instruments**

#### Debit Cards

## **ECRA FISCAL CONTROL POLICIES AND PROCEDURES**

- Use is not permitted

### **Credit and Charge Cards**

- Held by board-approved personnel only
- Chief Business Officer's card is stored in the Charter School's safe for staff use
- Must have established, Board-approved spending limits (currently, \$200,000)
- "Platinum" or similar luxury status credit cards cannot be taken out under ECRA's account
- Vendor-specific credit cards for teachers (e.g. Home Depot and Smart and Final) have a limit of \$1,000

### **Bank Check Signers**

- Board-approved personnel

### **Check Stock**

- Held in student store

### **Accounting /Enterprise Resource Planning ("ERP") System(s)**

- Overseen by Chief Information/Technology Officer

### **Prohibition on Purchase of Alcohol**

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

## **ECRA FISCAL CONTROL POLICIES AND PROCEDURES**

### **PAYMENT / REIMBURSEMENT POLICIES**

ECRA employees ~~should~~must receive pre-approval for all purchases. Pre-approvals can be received through the Charter sSchool's ERP system, to which all 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 ~~people~~members making financial choices on behalf of ECRA must factor in time and quantitative/qualitative factors before each purchase. Below are a few examples:

1. Staff members should not spend significant time to save the Charter sSchool a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the Charter sSchool a few dollars on school supplies.
2. 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.
3. 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 sSchool additional time and money spent doing it ourselves, or from making costly mistakes.
4. Staff should consider the value of purchasing from local businesses, products made with union labor and products made in the USA.

## ECRA FISCAL CONTROL POLICIES AND PROCEDURES

### Purchasing Flow Charts

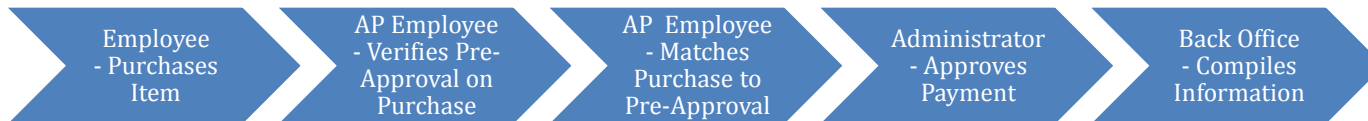
#### Regular Purchases

- Purchases done through the Enterprise Resource Planning (“ERP”) system



#### Open Purchase Order Purchases

- Items/Services are usually either approved by:
  - Signed contract
  - Individually listed vendor in the budget
- Purchases are done through the ERP, the credit card or the reimbursement process



#### Purchases w/o Approved Purchase Orders, Reimbursements and Travel Reimbursement

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



## ECRA FISCAL CONTROL POLICIES AND PROCEDURES

### Employee Receipts-/Substantiation

1. All purchases made by an employee must be accompanied by an original receipt. There ~~are certain reasonable~~only exceptions. ~~Below are a few examples:~~ are for parking meters and gratuities given to taxi drivers (within the limit set herein).
  - a. ~~Certain purchases, like internet purchases, may only provide electronic receipts.~~
  - b. Parking meters and valets may not provide receipts.
2. When receipts are lost, employees must ~~make every effort to 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 will~~may be considered sufficient, ~~as itemized descriptions of these expenses would likely not show details of personal use. Below are a few examples:~~
  - a. Taxi fares incurred while traveling for on conference days ECRCHS
  - b. Parking fees incurred the day employee attended workshops or other work events
3. ~~For non-student related~~all meals, detailed receipts are a requirement (see "Meals" on the following page for more details).

### Employee Lost Receipts

When receipts are lost, and absent the documentation with comparable detail described above, employees must submit a Lost/Missing Receipt Form (see Appendix I - Lost/Missing Receipt Form). This policy shall be reviewed and updated monthly until the governing board determines all ECRA employees are being held adequately accountable for missing receipts.

### 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

1. Employees will be reimbursed for expenditures within fifteen (15) days of presentation of appropriate documentation.
  - a. Whenever possible, original receipts ~~should~~must be provided. (See "Employee Receipts/Substantiation" above)
  - b. Electronic receipts are considered original receipts.
  - c. In certain cases, supporting documentation like email confirmations, ~~packing lists,~~ ~~etc.~~ may be accepted as a receipt



## **ECRA FISCAL CONTROL POLICIES AND PROCEDURES**

2. Employees must submit all expense reports before June 30<sup>th</sup> of the fiscal year in which the expenditure was made to the Accounting Staff.
3. Receipts or other appropriate documentation will be required for the reimbursement of all expenses (see "Employee Receipts-/Substantiation" above).
4. Employees shall submit, for each reimbursement request, a signed copy of the "Reimbursement Request Form" (Appendix V) 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
5. The employee must sign expense report to certify the expenditures.
6. Authorizing personnel must sign expense report for reimbursement.
7. Accounting Staff will email a copy of the ~~School-Executive~~ Director's expense report to the Board ~~Treasurer-Chair~~ when processed for payment.
  - a. For expense reports greater than \$300 in a month, the Board ~~President-Chair and Vice Chair~~ must approve.

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This form needs to be amended/drafted.

### **Personal Use of School Items**

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

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

### **Supplies**

1. All ECRA employees are allowed to spend the following without pre-approval for items deemed essential to carry out assigned duties or related to curriculum:
  - a. \$50/semester limit for non-classroom staff
  - b. \$100/semester limit for classroom staff

## ECRA FISCAL CONTROL POLICIES AND PROCEDURES

Note, for higher thresholds, teachers/staff must submit a purchase requisition in the ERP system. As outlined in the 1<sup>st</sup> paragraph on Page 8: Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

Only the Charter School address may be used on the sales order prior to processing payments. It is the responsibility of the finance office to ensure that this policy is followed.

### Meals

1. Except in connection with out of town travel, meals chargeable to or reimbursable by ECRA may not occur outside of the ECRCHS campus.

2. School-related meals occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For non-student related-meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:

- a. An itemized receipt
- b. The people at the meal
- a. The business purpose (e.g. working meals, meetings with vendors/donors/school officials, etc); Purpose of the meeting or agenda;
- b. Items ordered or a detailed receipt;
- c. Number of individuals in the part; and
- e.d. Names of the attendees or a sign-in sheet.

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2.3. On professional development, non-school days, school-ECRCHS may purchase meals for staff for meetings lasting three or more hours.

3.4. Each department has a budget of \$50/employee/year for meals for team building and morale.

4.5. The Charter School may cater in food and snacks for ECRA Board meetings, community meetings, staff meetings, etc., but they require pre-approval by the administration CBO or Assistant Principal.

5. The purchase of alcohol is not reimbursable.

### Mileage

1. 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:

## ECRA FISCAL CONTROL POLICIES AND PROCEDURES

- a. Home to/from school is not ~~deductible~~ reimbursable.
- b. Home to/from school event/meeting is partially reimbursable ~~deductible~~.
  - i. 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.
- c. School to/from school event/meeting is 100% reimbursable ~~deductible~~.
- d. Home to/from non-school event/meeting is not reimbursable ~~deductible~~. 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.

### Out of Town Travel

1. A threshold determination of the propriety of out of town travel must be made by an ad hoc ECRA Board Travel Committee, which consists of two (2) ECRA Board members. Employees requesting out of town travel must present the Travel Committee with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.
- ~~1.2.~~ Following approval from the Travel Committee, the Authorizing Personnel must pre-approve all expenses associated with out-of-town travel for an event or meeting.
3. ECRA does not allow daily per diem rates.
- ~~2.4.~~ The ECRA Board recommends that the Executive Director and CBO secure a Los Angeles-based travel agency/agent for ECRA. The travel agency/agent will be responsible for meeting all requirements of the ECRA Fiscal Policies and Procedures, and for providing documentation of the same. The Executive Director and CBO shall present 3 bids for travel agencies to the ECRA Board by January 1, 2017.
- ~~3.5.~~ Chargeable and Reimbursable Expenditures:
  - ~~a. The price of each leg of a flight is not to exceed \$150 more than an economy/coach ticket, in either direction.~~
    - ~~i. For amounts exceeding \$150, administrator approval is required. Possible reasons for a higher class seat include health concerns (e.g. spinal injury).~~
  - a. Only pre-approved coach class, economy, "Wanna Get Away," or promotional discounted airfare ticketing will be paid by ECRA/ECRCHS for documented school related travel. It is incumbent on all ECRA/ECRCHS employees, when arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.
  - b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.

## **ECRA FISCAL CONTROL POLICIES AND PROCEDURES**

- 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 necessitated personal change. 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. ECRA/ECRCHS 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. Exceptions to this policy will only be granted on a case-by case basis by approval of ECRCHS administration and prior to booking airfare.
- g. Upon release of the "Fiscal Best Practices Manual" (the "Manual") by the State of California Fiscal Crisis and Management Assistance Team, which is anticipated to occur in early 2017, ECRA will replace this policy with the policy in the Manual or amend this policy pursuant to the Manual.
- h. The ECRA Board of Directors shall annually review this policy to ensure consistency with state and federal reimbursement standards.
- ~~b.i.~~ Hotels/motels are allowable when the event is more than 50 miles from either the employee's residence or the school site. ~~If there are school related networking events in the evening, then that distance is reduced to 10 miles, and the requesting employee has received approval from ECRA/ECRCHS administration prior to booking the hotel.~~ Specific rules include:
  - i. The hotel room selected should ~~not be more than \$30 more than the cheapest~~ least expensive available room offered within the hotel.
  - ii. Hotels should be chosen for the following reasons:
    - 1. Total cost relative to the other nearby hotels near the venue. Total cost includes parking fees, wireless fees, ~~free breakfast,~~ and other relevant fees. These costs need to be considered because the total cost of a hotel stay with a less expensive room rate may end up being higher than the total cost of a hotel stay with a more expensive room rate.
    - 2. Qualitative costs should be considered, as these may impact the total travel costs and employee wellbeing. For example, access to public transportation, safety, and ~~other amenities~~walkability to event location. However, these considerations should be balanced with prudence and reason.
  - iii. Hotel rates exceeding an average of \$200/night, not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the Authorizing Personnel, and the employee still chooses the room rate, then employee will be responsible for

## ECRA FISCAL CONTROL POLICIES AND PROCEDURES

the incremental cost over \$200/night plus the ~~applicable~~ taxes and fees. Pre-approval is ~~encouraged~~ required of all ECRA/ECRCHS employees for hotels over \$200/night.

- iv. Upon release of the Manual, ECRA will replace this policy with the policy in the Manual or amend this policy pursuant to the Manual.
- v. The ECRA Board of Directors shall review this policy annually to ensure consistency.

e. ~~Meals are chargeable or reimbursed at the following rates: published by the General Services Administration (“GSA”) for the event location. Employees must seek the applicable GSA rate from the CBO or designee.~~

- i. ~~\$80/day average during the event if meals are not provided~~
- ii. ~~\$50/day average during the event if meals are provided~~
- iii. ~~\$50/day average on non-event travel days~~
- iv. ~~If average is not maintained, employee will be responsible for the excess cost unless the meal(s) receives administrator approval. Possible reasons for exceeding the average include travel to high cost cities, or the high cost of meals near the venue.~~

~~d.j. Other reasonable expenses, such as Internet, special cell phone service, cab fares, rental car, and mileage for using an employee’s own car, gasoline, etc. are reimbursable.~~

k. The ECRA Board of Directors shall review and update these rates annually in accordance with the IRS and GSA schedules for Los Angeles County.

4.6. Below are approved travel days:

- a. The day before the event if it starts before ~~11~~9am.
- b. The day after the event if it ends after ~~12~~5pm.
- c. An additional non-event travel day may be permitted due to flight scheduling.

5.7. Travel advances, before the actual travel, ~~are~~ may be permissible, but employee must show proof that travel actually occurred after the event.

- a. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
- b. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.

6.8. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.

### Governing Board Expenses

- 1. The individual incurring authorized expenses while carrying out the duties of the Charter ~~S~~ School will complete and sign an expense report.

**ECRA  
FISCAL CONTROL POLICIES AND PROCEDURES**

2. The ~~School Executive~~ Director will review the expense report, and if s/he approves the report, will submit it to the Accounting Staff or Back Office Services Provider for payment.

**Tuition Costs for Non-Teaching Staff**

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

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

**Classes/Conferences/Workshops/Seminars ("Course") for All Staff**

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

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

**Tuition Costs for BTSA**

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

**ECRA  
FISCAL CONTROL POLICIES AND PROCEDURES**

1. Employee must notify an administrator that BTSA is being completed elsewhere.
2. Upon completion of BTSA, 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 \$44,000/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.

**Student Awards**

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

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

**Policy for Use of Credit Cards**

1. Employees may request a school credit card from the administration. Credit cards are held by Board-approved personnel only.

~~1.2.~~ Prior to issuance of a credit card to an employee, the employee shall review and sign the “Credit Card Responsible Use Form.” (Appendix III.)

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~~2.3.~~ A credit card must be board approved before it can be issued to an employee. Below is a list of outstanding credit and charge cards, by departments, as of December 1, 2015:

**ECRA  
FISCAL CONTROL POLICIES AND PROCEDURES**

- a. Home Depot for Woodshop- and Drama
- b. Smart and Final for Home Economics
- b.c. CBO

4. The ECRA Board of Directors shall review a list of all credit card holders and associated expenditures monthly.

5. Board-approved spending limits are currently, \$200,000 for American Express and \$1,000 for vendor-specific credit cards (e.g. Home Depot and Smart and Final)

6. ECRA uses American Express as its credit card vendor because of the company's flexibility with spending limits.

7. Threshold amounts include: \$[fill in].

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8. Credit card charges in excess of \$10,000 require approval of the expense by a board member. Such approval is required as part of the supporting documentation prior to payment processing.

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3-9. The types of transactions to be charged on the credit card include: [fill in]. Expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.

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4-10. Credit card points accrued by ECRA employees using the CMO's credit cards are the property of ECRA.

- 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.
- b.c. Records of how the converted credit card points were used must be recorded.

5. Personal or disallowed uses of the CMO's credit cards are discouraged and should be minimized as it creates the appearance of possible fraud. The employee must reimburse the school for the personal/disallowed use before payment of the credit card is made by the school. Below are some reasons why personal/disallowed uses may occur:

- a. Purchase of alcohol may occur at meals with potential donors. Those charges are the responsibility of the employee.
- b. Employee may bring additional bags on a plane for personal reasons, or may upgrade his/her plane ticket at his/her own expense. The employee must reimburse the school for the difference.

11. Personal use of the CMO's credit card is prohibited. State laws prevent the unauthorized loaning and/or misappropriation of public funds. Accidental personal use of the CMO's credit card must be brought to the immediate attention of the employee's direct



## ECRA FISCAL CONTROL POLICIES AND PROCEDURES

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 IRS-established rate of 3% when reimbursement is not made in 90 days from the personal charge.

12. 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.

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

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

6. Before any credit card is issued, the employee must provide written acknowledgement that s/he has read the "Reimbursement Policies" of ECRA's Fiscal Control Policies and Procedures.

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This form needs to be amended/drafted.

**ECRA  
FISCAL CONTROL POLICIES AND PROCEDURES**

**ACCOUNTING**

**Key Accounting Thresholds**

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

**Purchasing in the Enterprise Resource Planning System (ERP)**

1. School will use an ERP system to store all financial transactional data.
2. Employees will make purchase requisitions in the ERP. Purchase Requisitions can be created using the following information provided by the vendor:
  - a. An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
  - b. Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the ERP system.
3. Accounting Staff will review the purchase requisition to check whether the Charter School has adequate resources (i.e. cash).
4. If the expenditure is in the approved budget, or the Charter School has adequate resources to make the purchase, the Accounting Staff will forward the purchase requisition to the authorized supervisors (e.g. department head and authorizing administrator). The authorized supervisors must:
  - a. Determine if the expenditure is allowable under the appropriate revenue source.
  - b. 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.
  - c. Determine if the price is competitive and prudent. All purchases over \$100,000 must include documentation of a good faith effort to secure the lowest possible expected cost<sup>1</sup> for comparable goods or services. If the purchase does not represent the lowest cost option, a business purpose must be provided.

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

**ECRA  
FISCAL CONTROL POLICIES AND PROCEDURES**

5. If the purchase order is approved, the purchase can be made by the employee through the reimbursement process or by the Charter sSchool on behalf of the employee.
6. When the supplier/vendor submits to ECRA the final invoice, or when an employee submits an expense report, the Charter sSchool will make the payment by requesting a check or by paying by credit card.
7. Since goods and services are sometimes received after payment, the employee making the purchase or shipping and receiving staff must certify that the product has been received, or that service has been provided, before closing the purchase in the ERP.
8. Some payments may be delayed if the vendor is a sole proprietor or a partnership, and it has not provided the Charter sSchool with a valid W-9 form.
9. The board approved credit card holders may authorize an individual to use a school credit card to make an authorized purchase on behalf of the Charter sSchool, consistent with guidelines provided by the School-Executive Director, Chief Business Officer and/or Governing Board.
  - a. The Charter sSchool's business personnel will keep the CBO's credit card in the Charter sSchool's safe. Anyone who uses this credit card must return it to the Charter sSchool's safe within three (3) hours of use, unless authorized otherwise by the School-Executive Director.
  - b. The other school cards will be kept under supervision of the board approved credit card holders
  - c. If receipts are not available or are "missing", the individual making the charge can be held responsible for payment. Please see Appendix I – Lost/Missing Receipt Form.
  - d. Credit cards will bear the names of both EL CAMINO REAL ALLIANCE and the board approved credit card holder(s).

**Petty Cash**

1. The Accounting Staff 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 sSchool's safe. Only the Accounting Staff will have access to the petty cash box.
4. All disbursements will require a completed and signed petty cash slip, as well as a register receipt for all purchases.

**ECRA  
FISCAL CONTROL POLICIES AND PROCEDURES**

5. The Accounting Staff will insure 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 Accounting Staff within 48 hours of withdrawing the petty cash.
7. When expenditures total \$300 (when cash balance is reduced to \$200), the Accounting Staff 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 Accounting Staff.
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 Chief Business Officer.
10. Loans will not be made from the petty cash fund.
11. The ~~Business Director~~ CBO or designee may conduct surprise counts of the petty cash fund.

**Contracts**

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

- Authorizing Personnel

The Governing Board must also approve the following contracts:

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

**ECRA  
FISCAL CONTROL POLICIES AND PROCEDURES**

- 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 Accounting Staff 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.
  4. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
    - a. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The ~~Director of Business~~ CBO or designee may also require that contract service providers list ~~the school~~ ECRA as an additional insured.
  5. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the Accounting Staff will obtain a W-9 from the contract service provider prior to submitting any requests for payment.
  6. The ~~School Executive Director, Director of Business,~~ or Chief Business Officer will approve proposed contracts and modifications in writing.
  7. Contract service providers will be paid in accordance with approved contracts as work is performed.
  8. The Chief Business Officer and/or Assistant Principal will be responsible for ensuring the terms of the contracts are fulfilled.
  9. Potential conflicts of interest will be disclosed upfront, and the ~~School Executive Director,~~ Chief Business Officer, Assistant Principal(s) and/or Member(s) of the Governing Board with the conflict will excuse themselves from related discussions and from voting on the contract.

**CHARTER SCHOOL ECRA**  
**FISCAL CONTROL POLICIES AND PROCEDURES**

**ACCOUNTS PAYABLE**

**Bank Check Authorization**

1. All original invoices will immediately be forwarded to the Accounting Staff for scanning and then sent to the Authorizing Personnel for approval.
2. The Authorizing Personnel will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not included in the shipment. The packing list should be submitted with the invoice. Accounting Staff 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 Accounting Staff will verify with the employee that goods have been received.
3. Once approved by the Authorizing Personnel, Accounting Staff will trace by use of the ERP in most cases, all documentation from the invoice to either the original purchase requisition or budget item. Then s/he will prepare the vendor report for signature by the Authorizing Personnel for payment.
4. The student store personnel will prepare the checks from the approved vendor report and send a copy to the Back Office Services Provider for the bank reconciliation.

**Bank Checks**

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

**CHARTER SCHOOL ECRA**  
**FISCAL CONTROL POLICIES AND PROCEDURES**

- a. Two authorized check signers will co-sign checks in excess of \$10,000 for all non-recurring items. All checks less than \$10,000 require the signature of only one authorized check signer.
  - b. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. Accounting Staff will record the check transaction(s) into the ERP system.
  7. Accounting Staff 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 Accounting Staff
    - c. Cancelled Checks – filed numerically with bank statements by the Back Office Services Provider
    - d. Voided checks will have VOID written in ink.

**Bank Reconciliation**

1. Bank statements will be received directly or printed directly from online banking by the Back Office Personnel.
2. Back Office Personnel will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
3. Back Office Personnel will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
4. Back Office Personnel 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 sSchool and the Chief Business Officer.

~~CHARTER SCHOOL~~ECRA  
**FISCAL CONTROL POLICIES AND PROCEDURES**

**ACCOUNTS RECEIVABLE**

1. Documentation will be maintained for accounts receivable and forwarded to the Back Office Personnel.
2. Accounts receivable will be recorded by the Back Office Personnel 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 Accounting Staff will record each transaction in a receipt book at the time the transaction is made, with a copy of the receipt provided to the donor.
  - b. The cash, checks, receipt book, and deposit summary must be given to the ~~school~~ ECRA Accounting Staff, who will immediately put the funds in a secure, locked location.
  - c. Both the Event Coordinator and either the Accounting Staff(s), 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 s~~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. The Accounting Staff(s) or Assistant Principal and ~~School~~Executive Director will open the safe to verify the cash/check amounts, and sign off on the amounts received.
  - c. The safe will be emptied at least two times per week when school is in session, corresponding to days when deposits are made. When school is not in session, the safe will be emptied within 48 hours when cash and checks exceed \$5K.
3. Cash/checks dropped off in the classroom will utilize the classroom envelopes. Each morning, the homeroom teacher assigned to that classroom will collect all forms, payments, etc. that have been brought in by students that day and place them in a large envelope. Before lunchtime, an office staff member and a second staff member (who may be an office staff member or an aide) shall collect all envelopes from each classroom and bring them to



**CHARTER SCHOOL ECRA**  
**FISCAL CONTROL POLICIES AND PROCEDURES**

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

4. Mail (including anything official such as governmental notices, invoices and checks) received at the Charter sSchool must be opened and converted into an electronic document for the Back Office Personnel.
  - a. For any cash or checks received in the mail, the funds will be deposited into the Student Store. The personnel there will follow the guidelines used for cash receipts.
5. All checks will be immediately endorsed with the Charter sSchool deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."
6. A deposit slip will be completed by the Accounting Staff and initialed by the Assistant Principal for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
7. The deposit receipt will be attached to the deposit documentation and forwarded to the Back Office Personnel.

**Returned Check Policy**

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

**CHARTER SCHOOL ECRA**  
**FISCAL CONTROL POLICIES AND PROCEDURES**

**PAYROLL**

**Personnel Information**

1. The business personnel will maintain all employee information in ~~the school~~ ECRA's ERP system.
2. An employee's hiring is not effective until the employment application, form W-4, and I-9 form have been completed.
3. An employee's hiring date is the first day the employee works, not when s/he has been offered the position.
4. The Accounting Staff will maintain a position control list and notify the Governing Board of any variances to the position control throughout the year.

**Stipend Volunteers**

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

**Timesheets**

1. All employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet.
2. The completed timesheets will be submitted to the Accounting Staff by the payroll period deadline designated by the Back Office Services Provider.
3. Incomplete timesheets will be returned to the signatory supervisor and late timesheets may delay payroll into the next period. No employee will be paid until a correctly completed timesheet is submitted.
4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other

**CHARTER SCHOOL ECRA**  
**FISCAL CONTROL POLICIES AND PROCEDURES**

arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

**Overtime**

1. All employees should seek pre-approval of unscheduled time (e.g. overtime) from their authorized supervisor in the Charter School's payroll system (i.e. Stratus Time).
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 School Executive Director or Chief Business Officer for further guidance.

**Payroll Processing**

1. Hourly employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The authorized supervisor will approve these timesheets. No overtime hours should be listed on timesheets without proper authorization or explanations as to why they occurred. The signatory supervisor will submit a summary report of timesheets to Back Office Services Provider who will verify the calculations for accuracy.
2. Salaried employees must sign into time clock system or use timesheets 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 Accounting Staff will notify Back Office Services Provider of all authorizations for approved stipends and the hourly or daily rate.
4. Back Office Services Provider will prepare the payroll worksheet based on the summary report from the designated school employee.
5. The payroll checks (if applicable) will be delivered to the Charter School. Accounting Staff will document receipt of the paychecks and review the payroll checks prior to distribution.

**Payroll Taxes and Filings**

1. Back Office Services Provider will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.

~~CHARTER SCHOOL~~ ECRA  
**FISCAL CONTROL POLICIES AND PROCEDURES**

2. Back Office Services Provider will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the Chief Business Officer or Executive School Director, and submit the forms to the respective agencies.

**Record Keeping**

1. The designated school employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other unpaid time.
  - a. The designated school employee 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.

~~CHARTER SCHOOL~~ ECRA  
**FISCAL CONTROL POLICIES AND PROCEDURES**

FINANCE/RESERVES /INSURANCE/LIABILITIES/ASSETS

**Financial Reporting**

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

**Financial Institutions**

1. All funds will be maintained at high quality financial institution(s).
2. For CD accounts, at least 80% of funds will be maintained in CDs with a maturity of less than five (5) years. The remaining 20% can be held in high quality CDs with between five (5) years to ten (10) years to maturity.
3. Physical evidence will be maintained on-site for all financial institution transactions.

**Loans**

1. The ~~School~~ Executive Director and the Governing Board will approve all loans from third parties. 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 ~~School~~ Executive Director before funds are borrowed.
3. Employee loans, including salary advances, are not allowed.

~~CHARTER SCHOOL~~ ECRA  
**FISCAL CONTROL POLICIES AND PROCEDURES**

**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.

**Funds Balance Reserve**

1. The following minimum fund balance reserve must be maintained:
  - a. Economic Uncertainties - At least 5% of the total unrestricted General Funds; as of June 2016, this is ~\$1,800,000.
  - b. LAUSD Insurance Deductible - \$1,000,000
2. The CBO may also set aside additional reserves for other reasons, such as:
  - a. Capital Expenditures
    - i. The national average is ~10% of the entire annual budget each year; this money is spent on capital outlay and interest on school debt ([http://www.nea.org/assets/docs/NEA\\_Rankings\\_And\\_Estimates-2015-03-11a.pdf](http://www.nea.org/assets/docs/NEA_Rankings_And_Estimates-2015-03-11a.pdf))
  - b. Retiree Benefits
    - i. ECRA is setting aside funds to meet its ~\$47MM unfunded liability.
  - c. State Revenue Deferrals
    - i. As of June 1, 2016, the state revenue is not significant.
3. Back Office Services Provider will provide the CBO with balance sheets on a monthly basis. It is the responsibility of the CBO and the Governing Board to understand the Charter School's cash situation. It is the responsibility of the Authorizing Personnel to prioritize payments as needed. The ~~School Executive~~ Director and CBO have responsibility for all operations and activities related to financial management.

**Insurance**

1. Back Office Services Provider will work with the Chief Business Officer to ensure that appropriate insurance is maintained at all times with high quality insurance providers.
2. The Accounting Staff will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.

**CHARTER SCHOOL ECRA**  
**FISCAL CONTROL POLICIES AND PROCEDURES**

3. The Chief Business Officer and Back Office Services Provider will carefully review insurance policies on an annual basis, prior to renewal. A request for proposal must be done at least every five years.
4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the Charter sSchool'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. Accounting Staff 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 sSchool will take a physical inventory of all District and School ECRA assets, separately, within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
5. The Assistant Principal(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.
6. The Assistant Principal(s) will submit to Reconciling Personnel written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

**Parking Lot Liability**

1. Parking lot related incidences are not covered under any insurance policy unless there is a witness. The Charter sSchool 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 an accident as described above), the student's parent or guardian is responsible.
  - b. If a parent or other visitor causes damage, that individual is responsible for the damage.

**CHARTER SCHOOL ECRA**  
**FISCAL CONTROL POLICIES AND PROCEDURES**

- c. If an employee causes damage, the employee is responsible for the damage.
- d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.



**APPENDIX I - LOST/MISSING RECEIPT FORM**

**El Camino Real Charter High School  
Lost/Missing Receipt Form**

This form is to be used when an invoice, receipt, or other supporting documentation is misplaced or not received. Standard procedure is to submit the original receipt or invoice as supporting documentation for expenditures. When an invoice or receipt is not available, this form must be submitted to [INSERT NAME, TITLE]. Repeated use of this form as a substitute for a receipt will result in suspension and/or cancellation of the [INSERT ITEM, E.G. CREDIT CARD, REIMBURSEMENT PRIVILEGE].

The purchaser should ~~make every effort~~ to obtain a receipt or other documentation to support Charter School expenses.

This form may not be used for airline, car rental, or lodging receipts. Duplicates for such receipts may be obtained from the vendor; it is the purchaser's responsibility to do so.

I, \_\_\_\_\_, have either not received or misplaced a receipt for:

- A transaction made using a Charter School debit card, credit card, or check.
- A transaction made using a personal payment method for which I am seeking reimbursement.

This form is submitted in lieu of an original receipt and attests:

- I have made efforts to obtain an original receipt, but no original receipt is available.
- I have attached any other supporting documentation in my possession.
- The expense was incurred on behalf of the Charter School for Charter School business.
- The item and amount of expense are the item and amount authorized.

Today's Date: \_\_\_\_\_

Date of Purchase: \_\_\_\_\_

Purchase Amount: \_\_\_\_\_

Description of Expense:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason receipt was not obtained:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor's Address: \_\_\_\_\_

Claimant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approver's Name: \_\_\_\_\_

Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX II – STUDENT GIFT ACKNOWLEDGEMENT**

**El Camino Real Charter High School  
Student Gift Acknowledgement and Release of Liability**

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

Student Agreement

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

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

\_\_\_\_\_ I intend to use the reward for educational purposes.

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

Parent/Legal Guardian Agreement

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

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

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

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

Reward Recipient Name: \_\_\_\_\_

Purpose of Reward: \_\_\_\_\_

Reward Description and Amount: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ECRCHS Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_