



El Camino Real Charter High School

Board Meeting

Date and Time

Wednesday December 14, 2016 at 5:00 PM PST

Location

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

REGULAR BOARD 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. Some board meeting materials are also posted in the school's website, (<http://ecrchs.net/ecr-board/>).

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:

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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.

4. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.

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.

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

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

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Record Attendance and Guests		Melanie Horton	2 m
B. Call the Meeting to Order		Jonathan Wasser	2 m
C. Pledge of Allegiance		Jonathan Wasser	2 m
D. Public Comment on Non-Agenda Items		Public	10 m
E. Welcome New Board Members	Discuss	Jonathan Wasser	10 m
The Board welcomes four new members:			
<ul style="list-style-type: none"> • Julie Kornack, Community Representative • Robert Weinberg, District Representative • Steve Cohen, Parent Representative • Steven Kofahl, Teacher Representative 			
F. Public Comment from Candidates for New Board Positions		Public	10 m

	Purpose	Presenter	Time	
All applicants for new board positions are invited to speak to the public.				
G.	Executive Director's Report	Discuss	David Hussey	10 m
H.	UTLA Update	Discuss	Jason Kinsella	5 m
II.	Consent			5:51 PM
A.	Review and Vote on the November 30th Special Board Meeting Minutes	Approve Minutes	Jonathan Wasser	5 m
III.	Governance			5:56 PM
A.	Discuss Timeline and Process for Upcoming ECRA Board Election	Discuss	Jonathan Wasser	10 m
The ECRA Board will fill the following vacancy in January:				
<ul style="list-style-type: none"> • 1 Classified Representative 				
B.	Discuss Board Committee's Recommendations for Community Representatives	Discuss	Jonathan Wasser	5 m
The Community Representative Nomination Committee will announce its recommendations for the two Community Representative positions.				
C.	Vote to Install New Community Representative (Term Expires 6/30/18)	Vote	Jonathan Wasser	5 m
D.	Vote to Install New Community Representative (Term Expires 6/30/19)	Vote	Jonathan Wasser	5 m
E.	Discuss Stakeholder Questions Regarding Why Current Parents & Paid Employees Cannot Serve on Board	Discuss	Janelle Ruley	10 m
Discuss why this was included in the charter, what would be required to make changes to the charter, and the pros and cons of attempting such changes at this time.				
IV.	Financial			6:31 PM
Audit Committee				

	Purpose	Presenter	Time
A. Review and Vote on 2015-16 Audited Financial Statements Feddersen & Company performed the 2015-16 financial audit for ECRCHS.	Vote	Joy Buller	15 m
B. Review and Vote on October Check Register	Vote	Dean Bennett	10 m
C. October 2016 Financial Update	Discuss	EdTec	10 m
D. Review and Vote on 2016/17 1st Interim Financials	Vote	EdTec	15 m
E. Review and Vote on the 2016/17 EPA Expenditure Plan & Resolution	Vote	EdTec	10 m
F. Business Updates Status update on bank and credit card accounts.	Discuss	Melanie Horton	5 m
G. Discuss Plan for Use of College Readiness Block Grant Funds The local plan for the use of CRBG funds needs to be heard in a public meeting of the governing board of the charter school, before its adoption in a subsequent public meeting.	Discuss	Eric Wilson	10 m

V. School and Policies 7:46 PM

A. Review and Vote on Copier Agreement The leases on the department copy machines ended last June. The copier committee has met and reviewed several vendors. They have chosen to lease Sharp machines for the next 60 months, beginning January 2017. A total of four vendors were reviewed during the process.	Vote	Eric Wilson	10 m
B. Discuss and Vote to Rescind March 2016 Material Revision In March 2016, ECRCHS submitted to the LAUSD Charter Schools Division a material revision to its charter to correct our enrollment capacity from 3,600 students to 3,800 students. The LAUSD Charter Schools Division did not bring the material revision to the LAUSD Board of Education. ECRCHS would like to submit a revised material revision reflecting our new leadership changes, but before that can be done, the board must vote to rescind the previous material revision.	Vote	Melanie Horton	10 m
C. Vote on New Material Revision	Vote	Melanie Horton	5 m

	Purpose	Presenter	Time	
<p>The purpose of this new material revision is to correct our enrollment capacity from 3,600 students to 3,800 students.</p>				
D.	Review and Vote on Revised Fiscal Policies & Procedures	Vote	David Hussey	20 m
<p>As part of the MOU, ECRCHS has been working with LAUSD to make various change to our fiscal policies and procedures (FPP's). The Board must vote to approve the new FPP's before they are implemented at the school.</p>				
E.	Discuss International Student Program	Discuss	David Hussey	10 m
VI.	Other Business			8:41 PM
<p>CEO Support And Eval</p>				
A.	CBO and CCO Recruitment Update	Discuss	David Hussey	10 m
<p>Discuss the timeline and interview process for the Chief Business Officer (CBO) and Chief Compliance Officer (CCO) positions.</p>				
B.	Discuss Executive Position Titles	Discuss	Jonathan Wasser	10 m
<p>Discuss possibly changing CBO position to CFO position in our charter; discuss the title for new employee who will oversee compliance and the addition of this position to our charter.</p>				
C.	Discuss and Vote on Salary Tables for New Positions	Vote	Jonathan Wasser	10 m
<p>Discuss and vote on salary tables for the CBO and CCO positions.</p>				
VII.	Closing Items			9:11 PM
A.	Recognition of Outgoing Board Member	Discuss	Jonathan Wasser	5 m
B.	Training on New Fiscal Policies and Procedures	Discuss	Walter Wallace	30 m
<p>The Board Members and school leadership team will receive training on the revised Fiscal Policies and Procedures.</p>				
C.	Adjourn Meeting	Vote	Jonathan Wasser	2 m

Coversheet

Review and Vote on the November 30th Special Board Meeting Minutes

Section: II. Consent
Item: A. Review and Vote on the November 30th Special Board Meeting
Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on November 30, 2016

APPROVED



El Camino Real Charter High School

Minutes

Board Meeting

Date and Time

Wednesday November 30, 2016 at 10:00 AM

Location

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

SPECIAL BOARD MEETING

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Directors Present

Dennis Thompson, Jonathan Wasser, Larry Rubin, Odus Caldwell, Scott Silverstein

Directors Absent

Jackie Keene

Guests Present

David Hussey, Erin Sanchez, Melanie Horton, Sheila Williams, Shelly Marshall, Steve Cohen

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 Real Charter High School to order on Wednesday Nov 30, 2016 at 10:07 AM.

C. Pledge of Allegiance

D. Public Comment on Non-Agenda Items

There were two speakers with comments.

II. Consent

A. Review and Vote on the November 16th Regular Board Meeting Minutes

It was noted that the board member attendance at the 11/16/16 meeting was incorrectly recorded in the minutes; this will be fixed.

Larry Rubin made a motion to approve minutes from the Board Meeting on 11-16-16 with corrections to the board member attendance. Board Meeting on 11-16-16.

Dennis Thompson seconded the motion.

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

Roll Call

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

III. Governance

A. Discuss Board Committee's Recommendation for Community Representative

B. Vote to Install New Community Representative

Larry Rubin made a motion to vote to install the new Community Representative.

Dennis Thompson seconded the motion.

The motion did not carry.

Roll Call

Jackie Keene	Absent
Larry Rubin	No
Scott Silverstein	Aye
Dennis Thompson	No
Jonathan Wasser	Aye
Odus Caldwell	No

Larry Rubin made a motion to put forth a substitute motion to install Julie Kornack as the new Community Representative.

Odus Caldwell seconded the motion.

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

Roll Call

Larry Rubin Aye
Jonathan Wasser No
Jackie Keene Absent
Odus Caldwell Aye
Dennis Thompson Aye
Scott Silverstein No

C. Announce Results of ECRA Board Elections

D. Vote to Install New Parent Representative

Odus Caldwell made a motion to vote to install Steve Cohen as the new Parent Representative.

Larry Rubin seconded the motion.

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

Roll Call

Jackie Keene Absent
Scott Silverstein Aye
Dennis Thompson Aye
Jonathan Wasser Aye
Odus Caldwell Aye

E. Vote to Install New Teacher Representative.

Larry Rubin made a motion to vote to install Steven Kofahl as the new Teacher Representative.

Odus Caldwell seconded the motion.

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

Roll Call

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

F. Vote to Install New Community Representative Appointed by LAUSD

Dennis Thompson made a motion to vote to install Robert Weinberg as the new LAUSD Representative.

Odus Caldwell seconded the motion.

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

Roll Call

Jackie Keene Absent

Roll Call

Jonathan Wasser Aye
Scott Silverstein Abstain
Dennis Thompson Aye
Larry Rubin Aye
Odus Caldwell Aye

G. Discuss Timeline and Process for Upcoming ECRA Board Elections and Nominations

IV. Financial

A. Discuss and Vote on the Transfer of Contacts for Pacific Western Bank Accounts

Dennis Thompson made a motion to Remove Yvonne Halski and Dave Fehte as check signers of PWB accounts; add Lisa Ring and David Hussey as authorized check signers of PWB accounts; and designate Melanie Horton as new online administrator of PWB accounts.

Larry Rubin seconded the motion.

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

Roll Call

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

V. School and Policies

A. Review and Vote On Copier Agreement

Dennis Thompson made a motion to table this motion until the next board meeting on December 14, 2016.

Scott Silverstein seconded the motion.

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

Roll Call

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

VI. Closing Items

A.

Adjourn Meeting

Dennis Thompson made a motion to adjourn the meeting.

Scott Silverstein seconded the motion.

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

Roll Call

Odus Caldwell Aye

Dennis Thompson Aye

Scott Silverstein Aye

Jackie Keene Absent

Jonathan Wasser Aye

Larry Rubin Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:03 PM.

Respectfully Submitted,

Melanie Horton

Coversheet

Review and Vote on 2015-16 Audited Financial Statements

Section: IV. Financial
Item: A. Review and Vote on 2015-16 Audited Financial Statements
Purpose: Vote
Submitted by:
Related Material: ECR Final Draft.pdf

PRELIMINARY

EL CAMINO REAL ALLIANCE

**INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED
JUNE 30, 2016**

Operating:
EL CAMINO REAL CHARTER HIGH SCHOOL

EL CAMINO REAL ALLIANCE

**TABLE OF CONTENTS
JUNE 30, 2016**

PRELIMINARY

	<u>PAGE</u>
INTRODUCTORY SECTION	
Table of Contents.....	i – ii
FINANCIAL SECTION	
Independent Auditor’s Report.....	1 – 2
Management’s Discussion and Analysis.....	3 – 7
Statement of Financial Position.....	8
Statement of Activities.....	9
Statement of Cash Flows.....	10
Notes to the Financial Statements.....	11 – 21
SUPPLEMENTARY INFORMATION SECTION	
Local Education Agency Organization Structure.....	23
Schedule of Average Daily Attendance.....	24
Schedule of Instructional Time.....	25
Schedule of Functional Expenses.....	26
Reconciliation of Annual Financial and Budget Report With Audited Financial Statements.....	27
Notes to Supplementary Information.....	28
Schedule of Expenditures of Federal Awards.....	29
Notes to Schedule of Expenditures of Federal Awards.....	30
OTHER INDEPENDENT AUDITOR’S REPORTS	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With <i>Government Auditing Standards</i>	32 – 33
Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.....	34 – 35
Report on State Compliance.....	36 – 38

EL CAMINO REAL ALLIANCE

**TABLE OF CONTENTS
JUNE 30, 2016**

PRELIMINARY

	<u>PAGE</u>
FINDINGS AND RECOMMENDATIONS SECTION	
Schedule of Findings and Questioned Costs.....	40 – 41
Schedule of Prior Audit Findings.....	42

Feddersen & Company, LLP

Certified Public Accountants

PRELIMINARY

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of El Camino Real Alliance (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Independent Auditor's Report
To the Board of Directors of
El Camino Real Alliance
Woodland Hills, California
Page 2

PRELIMINARY

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of El Camino Real Alliance as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Supplementary and Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. The Management's Discussion and Analysis on pages 3 – 7 and the accompanying supplementary information on pages 23 – 30, are presented for purposes of additional analysis and are also not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 28, 2016 on our consideration of El Camino Real Alliance's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering El Camino Real Alliance's internal control over financial reporting and compliance.

Agoura Hills, California
November 28, 2016

EL CAMINO REAL ALLIANCE

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended June 30, 2016

PRELIMINARY

The Management Discussion and Analysis section of El Camino Real Alliance's (the Organization) financial report presents an overall review of the Organization's financial performance during the fiscal year that ended on June 30, 2016. Readers should also review the notes to the financial statements to enhance their understanding of the Organization's financial performance.

FINANCIAL HIGHLIGHTS

- Net assets increased \$3,799,687 or 26.5 percent over the course of the year.
- Total revenues received were \$39,673,203 for the fiscal year ended June 30, 2016.
- The Organization incurred \$35,873,516 in expenses for the fiscal year ended June 30, 2016.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of three parts – Management's Discussion and Analysis (this section), the basic financial statements, and supplementary information. The financial statements also include *notes* that explain some of the statements and provide more detailed data. The statements are followed by a section of *supplementary information* that further explains and supports the financial statements.

FINANCIAL ANALYSIS OF THE SCHOOL

Net assets. The Organization's net assets of \$18,157,363 were greater on June 30, 2016 than they were the prior year, increasing by \$3,799,687 or 26.5 percent (See Table 1.) Table 1 provides a summary of the Organization's net assets for the fiscal years ended 2016 and 2015.

Table 1
El Camino Real Alliance's Net Assets

Summary of Statement of Net Assets	Governmental Activities		Total Change	Total % Change
	2015	2016		
Cash and cash equivalents	\$ 7,499,034	\$ 7,481,424	\$ (17,610)	(0.2 %)
Certificates of deposit	5,243,447	5,195,253	(48,194)	(0.9 %)
Accounts receivable	3,152,569	3,305,922	153,353	4.9 %
Prepaid expenditures and deposits	674,769	371,574	(303,195)	(44.9 %)
Property and equipment, net	999,942	4,061,608	3,061,666	306.2 %
Total Assets	17,569,761	20,415,781	2,846,020	16.2 %
Current liabilities	3,212,085	2,258,418	(953,667)	(29.7 %)
Total Liabilities	3,212,085	2,258,418	(953,667)	(29.7 %)
Net assets – unrestricted operational	9,357,676	12,928,585	3,570,909	38.2 %
Net assets – unrestricted facilities	5,000,000	5,000,000	-	-
Net assets – temporarily restricted	-	228,778	228,778	-
Total Net Assets	\$14,357,676	\$18,157,363	\$ 3,799,687	26.5 %

EL CAMINO REAL ALLIANCE

MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016

PRELIMINARY

Net assets continued. Total assets were \$20,415,781, 36.7 percent in cash in banks, 25.4 percent in certificates of deposit, 16.2 percent in accounts receivable, 19.9 percent in property and equipment, and 1.8 percent in prepaid expenses and deposits. Total liabilities were \$2,258,418. Current liabilities account for 100.0 percent of the total liabilities and consist of 35.9 percent in accounts payable, 16.9 percent in accrued payroll and payroll liabilities, 9.5 percent in due to others, and 37.7 percent in unearned revenue. Of the Organization's \$18,157,363 net assets, 98.7 percent were unrestricted and 1.3 were temporarily restricted. The board of directors has designated an unrestricted amount of \$5,000,000 for facilities.

Table 2
Analysis of El Camino Real Alliance's Net Assets

Summary of Statement of Activities	2015	2016
Program revenues	\$ 34,115,143	\$ 39,613,479
General revenues	37,779	59,724
Total Revenues	34,152,922	39,673,203
Program expenses	24,002,621	31,090,326
Management and general expenses	5,797,618	4,783,190
Total Expenses	29,800,239	35,873,516
Change in Net Assets	4,352,683	3,799,687
Net Assets, Beginning	10,004,993	14,357,676
Net Assets, Ending	\$ 14,357,676	\$ 18,157,363

Statement of Revenues, Expenses and Changes in Net Assets. Changes in total net assets, as presented on the Statement of Net Assets, are based on the activity presented in the Statement of Activities. The purpose of this statement is to present the revenues earned, whether received or not, by the Organization, and the expenses incurred, whether paid or not, by the Organization. Thus, this statement presents the Organization's results of operations.

EL CAMINO REAL ALLIANCE

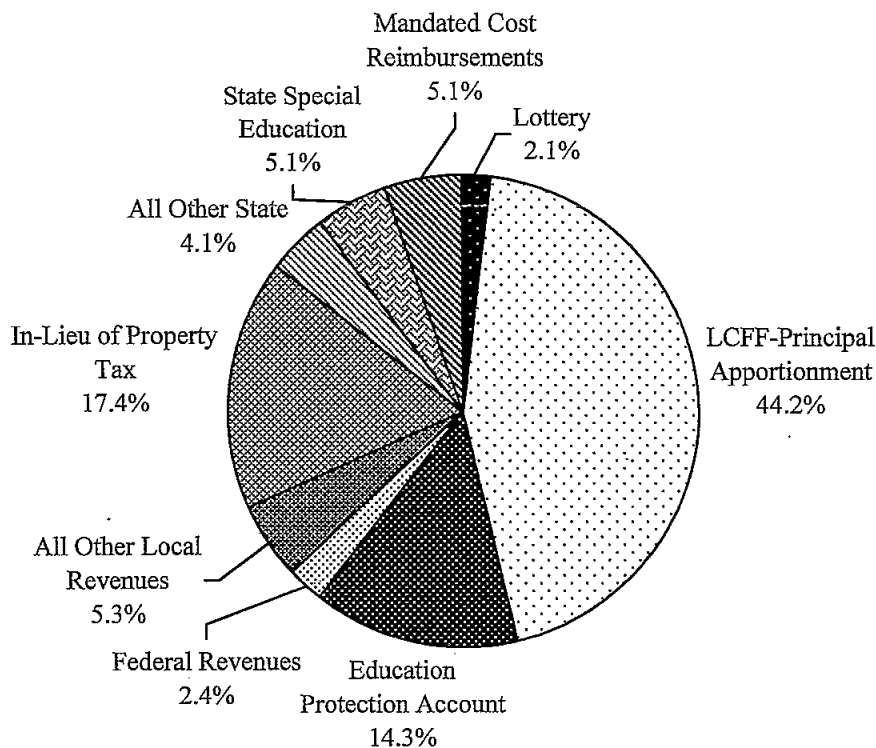
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016

PRELIMINARY

Governmental Activities

By the end of the fiscal year, the revenues for the Organization's activities totaled \$39,673,203. LCFF principal apportionment was 44.2 percent of total funding, 14.3 percent from education protection account and 17.4 percent from in-lieu of property taxes. State special education funding was 5.1 percent, mandated cost reimbursements were 5.1 percent, lottery funds comprised 2.1 percent and all other state funding was 4.1 percent of total funding. Federal funding was 2.4 percent and the remaining 5.3 percent was from all other local revenue sources.

Figure 1
El Camino Real Alliance's Revenues for Fiscal Year 2016
Analysis of Revenue Sources



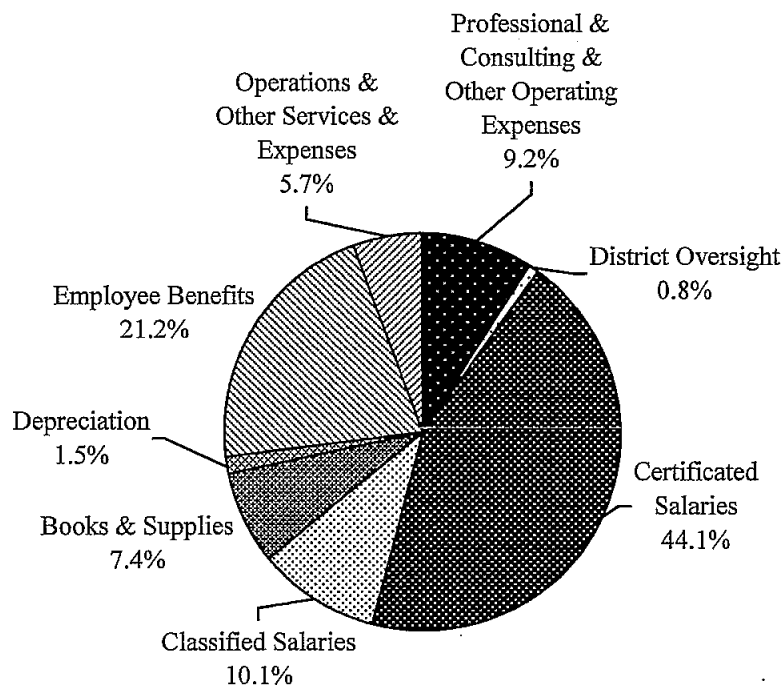
EL CAMINO REAL ALLIANCE

**MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016**

PRELIMINARY

The cost of all the Organization's major activities: instruction, guidance, counseling, evaluation, school leadership, administration, maintenance and operations was \$35,873,516. Program service expenses accounted for \$31,090,326 or 86.7 percent of total expenses, while \$4,783,190 or 13.3 percent were management and general support expenses.

**Figure 2
El Camino Real Alliance's Expenses for Fiscal Year 2016**



General Budgetary Highlights

Per the charter for El Camino Real Charter High School, the Los Angeles Unified School District requires that the school shall prepare and submit to the District a provisional budget, interim biannual financial projections, and final budgets that certify the school is able to meet its financial obligations for the remainder of the fiscal year.

EL CAMINO REAL ALLIANCE

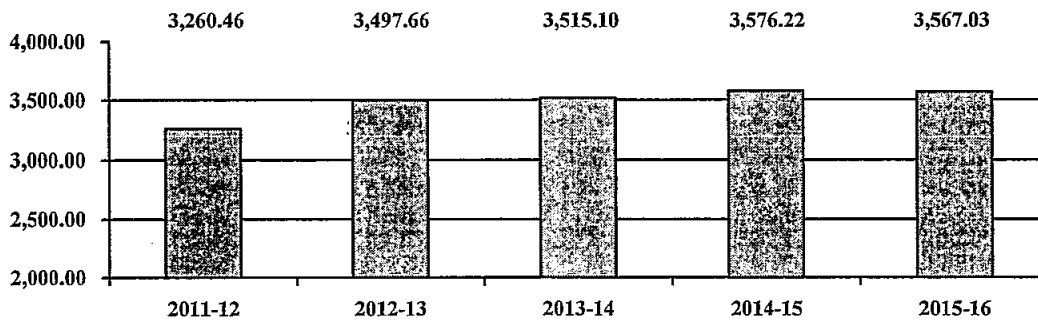
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended June 30, 2016

PRELIMINARY

Average Daily Attendance

Average Daily Attendance at the second period report for El Camino Real Charter High School decreased by 9.19 to 3,567.03 for the fiscal year ended June 30, 2016. El Camino Real Charter High School continues to focus on attendance and student retention in the 2016-17 school year.

Second Period Report Average Daily Attendance



Factors Bearing on the School's Future

- Although the Organization is financially stable, its financial condition is highly dependent upon the economic condition of the State of California.

CONTACTING THE SCHOOL'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, parents, and creditors with a general overview of the School's finances and to demonstrate the School's accountability for the money it receives. If you have questions about this report or need additional information, contact Mr. David Hussey, Executive Director at (818) 595-7500.

EL CAMINO REAL ALLIANCE**STATEMENT OF FINANCIAL POSITION**

JUNE 30, 2016

PRELIMINARY**ASSETS**

	El Camino Real Charter High School
CURRENT ASSETS	
Cash and Cash Equivalents	\$ 7,481,424
Certificates of Deposit	5,195,253
Accounts Receivable	3,305,922
Prepaid Expenditures	371,574
Total Current Assets	<u>16,354,173</u>
 PROPERTY AND EQUIPMENT, NET	 <u>4,061,608</u>
 Total Assets	 <u><u>\$ 20,415,781</u></u>

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES	
Accounts Payable	\$ 809,686
Accrued Payroll and Payroll Liabilities	382,488
Due to Grantor	16,643
Due to Student Groups / Other Agencies	198,613
Unearned Revenue	850,988
Total Current Liabilities	<u>2,258,418</u>
 Total Liabilities	 2,258,418
 NET ASSETS	
Unrestricted	
Available for Operations	12,928,585
Board Designated - Facilities	5,000,000
Temporarily Restricted	228,778
	<u>18,157,363</u>
 Total Net Assets	 <u>18,157,363</u>
 Total Liabilities and Net Assets	 <u><u>\$ 20,415,781</u></u>

The accompanying notes are an integral part of these financial statements

EL CAMINO REAL ALLIANCE**STATEMENT OF ACTIVITIES****FOR THE YEAR ENDED JUNE 30, 2016****PRELIMINARY**

UNRESTRICTED NET ASSETS	El Camino Real
SUPPORT AND REVENUES	<u>Charter High School</u>
LCFF Sources:	
Principal Apportionment State Aid	\$ 17,536,951
Education Protection Account	5,673,824
In-Lieu of Property Taxes	6,890,075
Federal Revenue	970,967
Other State Revenue:	
Special Education	2,043,062
Mandated Cost Reimbursements	2,042,990
Lottery Revenue	824,294
All Other	1,362,107
Local Revenue:	
Food Service Sales	50,797
All Other	1,989,634
Other Revenue:	
Interest Income	2,558
Unrealized Gain on Investments	57,166
Total Unrestricted Revenue	<u>39,444,425</u>
EXPENSES	
PROGRAM EXPENSES	
Educational	31,090,326
SUPPORT SERVICES	
Management and General	4,783,190
Total Unrestricted Expenses	<u>35,873,516</u>
Increase in Unrestricted Net Assets	3,570,909
TEMPORARILY RESTRICTED NET ASSETS	
Other State Revenue	228,778
Increase in Temporarily Restricted Net Assets	<u>228,778</u>
INCREASE IN NET ASSETS	3,799,687
NET ASSETS	
Beginning of Year	14,357,676
End of Year	<u>\$ 18,157,363</u>

The accompanying notes are an integral part of these financial statements

EL CAMINO REAL ALLIANCE**STATEMENT OF CASH FLOWS****FOR THE YEAR ENDED JUNE 30, 2016****PRELIMINARY**

	El Camino Real Charter High School
CASH FLOWS FROM OPERATING ACTIVITIES:	
Increase in Net Assets	\$ 3,799,687
Adjustments to Reconcile Changes in Net Assets to Net Cash Provided by Operating Activities:	
Depreciation	549,364
Unrealized Gain on Investments	(57,166)
(Increase) Decrease in Assets:	
Accounts Receivable	(153,353)
Prepaid Expenditures	303,195
Increase (Decrease) in Liabilities:	
Accounts Payable	(580,616)
Accrued Payroll and Payroll Liabilities	277,465
Due to Grantor	(717,812)
Due to Student Groups / Other Agencies	198,613
Unearned Revenue	(131,317)
Net Cash Provided by Operating Activities	<u>3,488,060</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Purchase of Property and Equipment	(3,765,246)
Construction in Progress	154,217
Investments in Certificates of Deposit	105,359
Net Cash Used for Investing Activities	<u>(3,505,670)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:	
Net Cash Used for Financing Activities	<u>-</u>
Net Decrease in Cash and Cash Equivalents	(17,610)
Cash, Beginning of Year	<u>7,499,034</u>
Cash, End of Year	<u>\$ 7,481,424</u>

The accompanying notes are an integral part of these financial statements

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 1 – NATURE OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization and Nature of Activities – El Camino Real Alliance (the Organization) is a California non-profit public benefit corporation and is organized to manage and operate public charter schools. For the year ended June 30, 2016, the Organization operated one public charter school: El Camino Real Charter High School (the School). The School serves students in grades nine through twelve and is funded principally through State of California public education monies received through the California Department of Education and the Los Angeles Unified School District.

The Los Angeles Unified School District (the District) is the chartering authority for the School. California Education Code section 47604(c) states that the District shall not be liable for the debts or obligations of the charter school. The District granted the School its first charter in May 2011. The charter was renewed by the District for a term of five years for the period from July 1, 2016 to June 30, 2021.

Charters may be revoked by the District for material violations of the charter, failure to meet pupil outcomes identified in the charter, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law.

Basis of Accounting – The financial statements were prepared in accordance with accounting principles generally accepted in the United States of America as applicable to not-for-profit organizations. Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported on the financial statements. The Organization uses the accrual basis of accounting. Revenues are recognized when they are earned and expenditures are recognized in the accounting period in which the liability is incurred.

Basis of Presentation – The accompanying financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America. Net assets of the Organization and changes therein are classified and reported as follows:

- *Unrestricted* – All resources over which the governing board has discretionary control to use in carrying on the general operations of the Organization.
- *Temporarily Restricted* – These net assets are restricted by donors to be used for specific purposes. The Organization currently has \$228,778 of temporarily restricted net assets. For additional information, see Note 6.
- *Permanently Restricted* – These net assets are permanently restricted by donors and cannot be used by the Organization. The Organization does not currently have any permanently restricted net assets.

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 1 – NATURE OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Revenue Recognition – The Organization receives Federal, State and local revenues for their various educational programs. This assistance is generally received based on applications submitted to and approved by various granting agencies. Amounts received from the California Department of Education are recognized as revenue by the Organization based on the average daily attendance of students. Unearned revenue is recorded to the extent cash received on grants exceeds qualified expenses. Some government grants are based on reimbursable costs as defined by the grants. Reimbursements recorded under these grants are subject to audit by the granting agency. Management believes that no material adjustments will result from subsequent audits of costs reflected in the accompanying financial statements. The Organization has elected to present temporarily restricted revenue, the requirements of which are met in the year of receipt, as unrestricted.

All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are restricted to specific use or future periods are reported as temporarily restricted.

Cash and Cash Equivalents – For purposes of the statement of cash flows, cash is defined as cash on hand, amounts held at financial institutions, and short-term highly liquid investments that are readily convertible to known amounts of cash. Investments with an original maturity of three months or less are considered short-term for these purposes.

Unearned Revenue – Unearned revenue results from the School's foreign exchange student program recognizing the revenue in the period in which the related educational instruction is performed. Accordingly, foreign exchange student program revenues received for the next school year are deferred until the instruction.

Accounts Receivable – Accounts receivable primarily represent amounts due from federal, state and local governments as of June 30, 2016 and are recorded at their net realizable value. Management believes that all receivables are fully collectible, therefore no provisions for uncollectible accounts were recorded.

Property and Equipment – Property and equipment are recorded at cost when purchased. Donated property and equipment are recorded at fair value on the date of donation. Purchases and donations greater than \$5,000 are capitalized. Contributions of donated property and equipment are reported as increases to unrestricted net assets unless the donor has stipulated that the donation has a specific purpose. Expenditures for repairs and maintenance are charged to expense as incurred, whereas renewals and betterments that extend the lives of property are capitalized. Depreciation is computed on the straight-line method over the estimated useful lives of the assets. For additional information, see Note 5.

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 1 – NATURE OF THE ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Use of Estimates – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates. Significant management estimates included in the financial statements are the collectability of the receivables, the estimated useful lives of property and equipment, and the functional allocation of expenses.

Functional Allocation of Expenses – The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities. Expenses are charged to each program based on direct expenses incurred. Any program expenses not directly chargeable to a program are allocated among program and support services by a method that best measures the relative degree of benefit.

Income Taxes – The Organization is exempt from federal and state income tax under 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the California Revenue and Taxation Code. However, income from certain activities not directly related to the Organization’s tax-exempt purpose is subject to taxation as unrelated business income. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2). Accordingly, no provision for income taxes has been reflected in these financial statements. The Organization has considered its tax positions and believes that all of the positions taken in its federal and state exempt organization tax returns are more likely than not to be sustained upon examination; therefore, no accounting adjustment has been made to the financial statements and no disclosures of uncertain income tax positions are required. The Organization’s returns are subject to examination by federal and state taxing authorities, generally for three years and four years, respectively, after they are filed.

NOTE 2 – CONCENTRATION OF CREDIT RISK

Cash balances held in banks are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). The Organization maintains its cash in bank deposit accounts that at times may exceed federally insured limits. The Organization has not experienced any losses in such accounts. At June 30, 2016, deposits in excess of the FDIC limit amount to approximately \$6,350,000. Management believes the School is not exposed to any significant credit risk related to cash.

NOTE 3 – CERTIFICATES OF DEPOSIT

The certificates bear interest ranging from 0.40 percent to 3.30 percent and have maturities of 12 months. Any penalties for early withdrawal would not have a material effect on the financial statements.

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 4 – ACCOUNTS RECEIVABLE

Accounts receivable outstanding at June 30, 2016 consisted of the following:

State Government	\$ 3,238,772
Federal Government	26,871
Local Government	39,366
All Other Local Revenues	913
Total Accounts Receivable	<u>\$ 3,305,922</u>

NOTE 5 – PROPERTY AND EQUIPMENT

A schedule of changes in property and equipment and accumulated depreciation for the year ended June 30, 2016, is as follows:

SUMMARY OF CHANGES IN PROPERTY AND EQUIPMENT

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Subtractions</u>	<u>Ending Balance</u>
Land	\$ -	\$ 2,019,964	\$ -	\$ 2,019,964
Computer and Equipment	935,135	88,189	-	1,023,324
Buildings	141,467	1,517,626	-	1,659,093
Leasehold Improvements	156,235	-	-	156,235
Building Improvements	-	139,468	-	139,468
Construction in Progress	201,814	-	154,217	47,597
Totals	<u>\$ 1,434,651</u>	<u>\$ 3,765,247</u>	<u>\$ 154,217</u>	<u>\$ 5,045,681</u>

SUMMARY OF CHANGES IN ACCUMULATED DEPRECIATION

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Subtractions</u>	<u>Ending Balance</u>
Computer and Equipment	\$ 265,804	\$ 389,826	\$ -	\$ 655,630
Buildings	94,433	63,828	-	158,261
Leasehold Improvements	74,472	81,763	-	156,235
Building Improvements	-	13,947	-	13,947
Totals	<u>\$ 434,709</u>	<u>\$ 549,364</u>	<u>\$ -</u>	<u>\$ 984,073</u>

During the fiscal year ended June 30, 2016, \$549,364 was charged to depreciation expense.

NOTE 6 – RESTRICTED NET ASSETS

Temporarily restricted net assets were restricted for the following purposes as of June 30, 2016:

Educator Effectiveness Funding	<u>\$ 228,778</u>
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EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 7 – EMPLOYEE BENEFIT PLANS

The risks of participating in these multi-employer plans are different from single-employer plans in the following respects:

- Assets contributed to the multi-employer plan by one employer may be used to provide benefits to employees of other participating employers.
- If a participating employer stops contributing to the plan, the unfunded obligations of the plan may be borne by the remaining participating employers.
- The required member, employer, and State contribution rates are set by the California Legislature.
- If the Organization chooses to stop participating in the multi-employer plans, it may be required to pay those plans an amount based on the unfunded status of the plan, referred to as a withdrawal liability.

The Organization has no plans to withdraw from these multi-employer plans.

California State Teachers’ Retirement System (CalSTRS)

Plan Name:	California State Teachers’ Retirement System
Plan EIN:	94-6291617
Actuarial value of assets:	\$165,553
Actuarial accrued liability:	\$241,753
Funded status:	65-80 percent funded

The actuarial value of assets and accrued liability are expressed in millions and are valued as of June 30, 2015, the most recent actuarial valuation date.

Plan Description

The Organization contributes to the State Teachers Retirement Plan (STRP), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalSTRS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers’ Retirement Law. CalSTRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 100 Waterfront Place, West Sacramento, California 95605, and is also available online at www.calstrs.com.

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 7 – EMPLOYEE BENEFIT PLANS (CONTINUED)

Benefits Provided

The benefits are established by contract, in accordance with the provisions of the State Teachers’ Retirement Law. Benefits are based on members’ years of service, age, final compensation, and a benefit formula. The California Public Employees’ Pension Reform Act of 2013 (PERPA) made significant changes to the benefit structure that primarily affect members first hired to perform CalSTRS creditable activities on or after January 1, 2013. As a result of PERPA, the CalSTRS Plan has two benefit structures: 1) CalSTRS 2% at 60 – Members first hired on or before December 31, 2012, to perform CalSTRS creditable activities, and 2) CalSTRS 2% at 62 – Members first hired on or after January 1, 2013, to perform CalSTRS creditable activities. To be eligible for service retirement, members hired prior to January 1, 2013, must be at least age 60 with a minimum of five years of CalSTRS-credited service, while members hired after January 1, 2013, must be at least age 62 with a minimum of five years of CalSTRS-credit service.

Contributions

The Organization is required to contribute an actuarially determined rate. The actuarial methods and assumptions used for determining the rate are those adopted by the CalSTRS Teachers’ Retirement Board. School employer contributions will increase from 8.25 percent to a total of 19.1 percent of covered payroll over a seven-year period, effective July 1, 2014. The required employer contribution rate for the fiscal year 2015-2016 was 10.73 percent of annual payroll. The School’s contribution to CalSTRS for the fiscal years ended June 30, 2016, 2015 and 2014 was \$1,598,786, \$1,145,994 and \$1,028,236, respectively, and equals 100.0 percent of the required contributions for the year. The Organization’s contributions are less than 5 percent of total plan contributions. For the fiscal year 2017, the Organization is required to contribute 12.58 percent of annual payroll.

California Public Employees’ Retirement System (CalPERS)

Plan Name:	California Public Employees’ Retirement System
Plan EIN:	94-6207465
Market value of assets:	\$56,814
Actuarial accrued liability:	\$73,325
Funded status:	65-80 percent funded

The market value of assets and the actuarial accrued liability are expressed in millions and are valued as of June 30, 2015, the most recent actuarial valuation date.

Plan Description

The Organization contributes to the School Employer Pool under the CalPERS, a cost-sharing multiple-employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees’ Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS’ annual financial report may be obtained from the CalPERS Executive Office, 400 Q Street, Sacramento, CA 95811, and is also available online at www.calpers.ca.gov.

EL CAMINO REAL ALLIANCE**NOTES TO FINANCIAL STATEMENTS****PRELIMINARY****JUNE 30, 2016****NOTE 7 – EMPLOYEE BENEFIT PLANS (CONTINUED)****Benefits Provided**

The benefits for the CalPERS plan are established by contract, in accordance with the provisions of the California Public Employees' Retirement Law (PERL). The benefits are based on members' years of service, age, final compensation, and benefit formula. Benefits are provided for disability, death, and survivors of eligible members or beneficiaries. PERPA made significant changes to the benefit structure that primarily affect members first hired to perform CalPERS creditable activities on or after January 1, 2013. As a result of PERPA, the CalPERS Plan has two benefit structures: 1) CalPERS 2% at 55 – members first hired on or before December 31, 2012, to perform CalPERS creditable activities, and 2) CalPERS 2% at 62 – members first hired on or after January 1, 2013, to perform CalPERS creditable activities. To be eligible for service retirement, members hired prior to January 1, 2013, must be at least age 50 with a minimum of five years of CalPERS-credited service, while members hired after January 1, 2013, must be at least age 52 with a minimum of five years of CalPERS-credited service.

Contributions

Contribution rates for the CalPERS plan are determined annually on an actuarial basis as of June 30 by CalPERS. The CalPERS Plan's actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Classic plan members, defined as a member who joined CalPERS prior to January 1, 2013, are required to contribute 7 percent of their salary. New members who joined CalPERS for the first time on or after January 1, 2013 are required to contribute 6 percent of their salary. The required employer contribution rate for the fiscal year 2015-2016 was 11.847 percent of annual payroll. The contribution requirements of the plan members are established and may be amended by state statute. The Organization's contributions to CalPERS for the fiscal years ended June 30, 2016, 2015 and 2014 was \$368,171, \$323,686 and \$317,803, respectively, and equals 100.0 percent of the required contributions for the year. The Organization's contributions are less than 5 percent of total plan contributions. For the fiscal year 2017, the School is required to contribute 13.888 percent of annual payroll.

NOTE 8 – COMMITMENTS

In October 2012, the School signed a sole occupant agreement with the Los Angeles Unified School District (the District) for use of property located at 5440 Valley Circle Blvd., Woodland Hills, California. The agreement carries a term that coincides with the School's charter. The agreement does not require the School to pay a lease amount for the use of the property, but instead, the School pays a Pro Rata Share Charge based on the square feet used. This Pro Rata Share Charge paid to the District for the School for the year ended June 30, 2016 was \$328,745.

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 9 – OPERATING LEASE

The School is a party to one operating lease for operational facilities to provide a “continuation education program” for 125 to 200 students in grades nine through twelve who are at risk of not completing their education.

Los Angeles Unified School District – The lease is co-terminus with the School’s charter petition, commencing July 1, 2016 with the term ending June 30, 2021. The first option period to extend the term of this lease to June 30, 2021 was exercised. The lease is payable annually in the amount of 10.0 percent of Average Daily Attendance at the site or \$72,000, whichever is greater. Rent expense for the year ended June 30, 2016 was \$128,908.

Future minimum lease payments under the lease agreement are as follow as of June 30, 2016:

<u>Year Ending June 30,</u>	<u>Minimum Lease Payments</u>
2017	\$ 72,000
2018	72,000
2019	72,000
2020	72,000
2021	<u>72,000</u>
	<u>\$ 360,000</u>

NOTE 10 – POST-RETIREMENT BENEFITS

On June 1, 2015, the El Camino Real Alliance Public School Employee Retirement Healthcare Benefits Trust (the Trust) was established. The trust was established to hold assets solely for the benefit of one or more specified retirement healthcare benefit plans (the Plans) sponsored and provided to qualified public school employees and beneficiaries of the Organization. The trust is not established for retirement benefits other than public school employee retirement benefits under the Plans or for retirement benefits with respect to any employee of any employer other than the School. The Plan is a single employer plan and provides medical, dental and vision benefits to qualified employees who retire from the School. The Plan provides for a benefit determined by a formula based on the employees’ years of service and age at retirement. An actuarial calculation of the estimated present value of medical, dental and vision benefits to the participants of El Camino Real High School Post-Retirement Medical Plan was performed for the year ended June 30, 2016 that amount is approximately \$51,700,000. The \$51,700,000 represents the present value of all benefits expected to be paid in the future, which includes benefits attributable to both past and future services. The calculation did not reflect the potential impact of the Medicare Part D benefits. Information relating to the School’s Post-Retirement Medical Plan is shown in the following table:

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 10 – POST-RETIREMENT BENEFITS (CONTINUED)

Discount rate to compute the present value of the estimated benefits	5.00 percent compounded annually
Health Care Cost Trend Factors – Pre-Retirement Trend Rate	Medical premiums will increase by: 6.50 percent in the first year, 6.70 percent for the 2 nd year, 5.70 percent for the 3 rd year, 5.30 percent for the 4 th year, 5.20 percent for the 5 th and 6 th year, 5.10 percent for the 7 th through 11 th year, 5.40 percent for the 12 th year, 6.0 percent for the 13 th year, 6.20 percent for the 14 th year, and slowly trends down to 4.2 percent in the year 2074. Dental and vision premiums will increase by 5.00 percent from year 2016 through year 2064, and slowly trends down to 4.20 percent in year 2084.
Health Care Cost Trend Factors – Post-Retirement Trend Rate	Medical premiums will increase by: 6.40 percent in the first year, 6.10 percent in the second year, 5.80 percent in the 3 rd year, 5.20 percent in the 4 th and 5 th years, 5.10 percent for the 6 th year through 20 th year, and eventually trends to 4.20 percent in year 2086. Dental premiums will increase by 5.0 percent from years 2016 to 2057, and eventually stays level at 4.20 percent in year 2088.
Effect of a one-percentage-point increase in trend rates – APBO (Accumulated Post Retirement Benefit)	Trend \$20.9 million, APBO trend +1 is \$25.7 million and APBO trend -1 is \$17.2 million.
Trend in compensation costs	Not applicable
Discount rate used to compute the accumulated post-retirement benefit obligation	5.00 percent compounded annually.
Funding policy and status	The School will fund the plan for the fiscal year ended June 30, 2016 in the amount of \$1,700,000 and by at least \$1,200,000 for each fiscal year thereafter.
Cost of providing termination benefits recognized during the period	The cost of providing benefits for the fiscal year ended June 30, 2016 – Not calculated.
Components of post-retirement expense	Service cost is \$1.8 million, interest cost is \$1.04 million.
Accumulated post-retirement benefit obligation showing separately the amount applicable to retirees, other eligible participants, and other active participants	Retirees – \$0, Eligible –\$2.1 million, and Ineligible - \$18.8 million.
Fair market value of plan assets	\$2,413,006 at June 30, 2016.

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 10 – POST-RETIREMENT BENEFITS (CONTINUED)

Return on plan assets on an after-tax basis	It is estimated that the future return on plan assets will be 4.00 – 6.00 percent per annum.
Amount by which APBO is reduced for the subsidy	The APBO is reduced by \$240,000 if excise tax is excluded.
Effect of subsidy in the measurement of net periodic post-retirement benefit cost	Service cost remains at \$1.8 million and interest cost is reduced to \$1 million if excise tax is excluded.

The post-retirement plan exposes the School to actuarial risks, such as longevity risk, market risk, interest rate risk, and liquidity risk.

NOTE 11 – PARTICIPATION IN JOINT POWERS AUTHORITY

The Organization participates in a joint venture under a joint powers agreement (JPA) with the California Charter School Joint Powers Authority, doing business as charterSAFE (SAFE). The relationship between the Organization and SAFE is such that SAFE is not considered a component unit of the Organization for financial reporting purposes.

SAFE arranges for and provides workers’ compensation, property, and liability insurance coverage for their members. The JPA is governed by boards consisting of a representative from each member. The board controls the operations of the JPA, including selection of management and approval of operating budgets, independent of any influence by the member beyond their representation of the board. Each member pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionate to their participation in the JPA. All of the member schools will have individual limits, instead of member schools “sharing limits.” Complete separate financial statements for the JPA may be obtained from the agency.

NOTE 12 – CONTINGENCIES

The School has received federal, state and local funds for specific purposes subject to review and audit by the grantor agencies. Although such audits could generate disallowances under terms of the grants, management believes that any required reimbursement, would not be material.

NOTE 13 – SUBSEQUENT EVENTS

The Organization’s management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through November 28, 2016, the date the financial statements were available to be issued.

The School received a Notice of Violations, which was issued by the Los Angeles Unified School District on August 23, 2016. The School submitted its Response to the Notice of Violations on September 23, 2016. The response, plus a Memorandum of Understanding with the District executed on October 18, 2016, has stayed the School’s charter revocation process.

EL CAMINO REAL ALLIANCE

NOTES TO FINANCIAL STATEMENTS

PRELIMINARY

JUNE 30, 2016

NOTE 13 – SUBSEQUENT EVENTS (CONTINUED)

The Board voted unanimously to exercise its right to early termination without cause under Section 12.b of the Executive Director’s employment agreement, in which case the Board is contractually required to make specified severance payment. This decision will be effective on December 16, 2016.

The Organization’s Board has recognized and identified substantial areas of improvement for its employees, and has taken steps to greatly enhance its oversight procedures. The School has made changes to its Enterprise Resource Planning (“ERP”) system and the Fiscal Policies and Procedures (“FPP”) program to facilitate and improve the proper approval of purchases and expenditures. Some of the changes are as follows:

In May 2016, the School destroyed all credit cards except for one that is kept at the School in a safe. However, in response to the Notice of Violations, on September 21, 2016, the School’s Board voted to amend the FPP to unambiguously prohibit personal use of the School’s credit and charge cards.

The School implemented an Enterprise Resource Planning (ERP) system on July 1, 2015. By September of 2016 all employees were using the ERP system, which captures the full purchase process. Purchase requisitions are made by employees and approved by Authorizing Personnel, as defined in the FPP. Only after the established protocol has been followed and fulfilled will the School’s credit card then be used to facilitate a purchase. All of the supporting documents to support a charge are to be uploaded into the ERP.

For the 2016-17 school year the School will work with the Financial Crisis and Management Assistance Team (“FCMAT”) to review internal controls and recommend changes, while also providing periodic training to the staff. FCMAT has already commenced its review.

Furthermore, ECRCHS will continue to work with a back office services firm, currently EdTec, to improve best practices and continue to provide a second pair of eyes on the financials.

PRELIMINARY

EL CAMINO REAL ALLIANCE

SUPPLEMENTARY INFORMATION SECTION

**FOR THE YEAR ENDED
JUNE 30, 2016**

Operating:
EL CAMINO REAL CHARTER HIGH SCHOOL

EL CAMINO REAL ALLIANCE

LOCAL EDUCATION AGENCY ORGANIZATION STRUCTURE

PRELIMINARY

JUNE 30, 2016

ORGANIZATION

El Camino Real Alliance (the Organization) was established in 2011 and is a non-profit public benefit corporation organized to manage and operate public charter schools. For the year ended June 30, 2016, the Organization operated one public charter school: El Camino Real Charter High School (the School). The School began serving students in August 2011. The School’s charter was approved in May 2011 and is sponsored by the Los Angeles Unified School District. El Camino Real Charter High School’s charter number authorized by the state of California is 1314.

GOVERNING BOARD

<u>MEMBER</u>	<u>OFFICE</u>	<u>TERM</u>	<u>TERM EXPIRES</u>
Jonathan Wasser	Chair	Three Years	June 30, 2017
Donna Slamon	Secretary	Three Years	June 30, 2016
Jackie Keene	Treasurer	Three Years	June 30, 2017
Denny Thompson	Member	Three Years	June 30, 2017
Odus Caldwell	Member	Three Years	June 30, 2016
Larry Rubin	Member	Three Years	June 30, 2017
Peter Vastenhold	Member	Three Years	June 30, 2016

EXECUTIVE DIRECTOR / PRINCIPAL

David Hussey

CHIEF BUSINESS OFFICIAL

Marshall Mayotte

See auditor’s report and the notes to supplementary information

EL CAMINO REAL ALLIANCE

SCHEDULE OF AVERAGE DAILY ATTENDANCE

PRELIMINARY

FOR THE YEAR ENDED JUNE 30, 2016

El Camino Real Charter High School:

	Second Period Report			Annual Report		
	Classroom Based	Independent Study	Total ADA	Classroom Based	Independent Study	Total ADA
Grades 9 through 12	3,492.40	74.63	3,567.03	3,453.85	77.38	3,531.23
ADA Totals	<u>3,492.40</u>	<u>74.63</u>	<u>3,567.03</u>	<u>3,453.85</u>	<u>77.38</u>	<u>3,531.23</u>

See auditor's report and the notes to supplementary information

EL CAMINO REAL ALLIANCE

SCHEDULE OF INSTRUCTIONAL TIME

PRELIMINARY

FOR THE YEAR ENDED JUNE 30, 2016

El Camino Real Charter High School:

	2015-16 Minutes		Number of Days	Status
	Requirement	Actual	Traditional Calendar	
Grade 9	64,800	65,388	179	In Compliance
Grade 10	64,800	65,388	179	In Compliance
Grade 11	64,800	65,388	179	In Compliance
Grade 12	64,800	65,388	179	In Compliance

See auditor's report and the notes to supplementary information

EL CAMINO REAL ALLIANCE

SCHEDULE OF FUNCTIONAL EXPENSES

PRELIMINARY

FOR THE YEAR ENDED JUNE 30, 2016

El Camino Real Charter High School:

	Program Services	Support Services	
	Educational	Management and General	Total
Compensation and Related Expenses			
Salaries - Certificated	\$ 15,505,607	\$ 311,418	\$ 15,817,025
Salaries - Classified	2,982,944	645,708	3,628,652
Employee Benefits	7,283,019	310,099	7,593,118
Total Compensation and Related Expenses	25,771,570	1,267,225	27,038,795
Books and Supplies	1,997,779	655,987	2,653,766
Travel and Conferences	90,463	22,616	113,079
Dues and Memberships	243,672	-	243,672
Operations and Housekeeping Services	860,079	-	860,079
Rentals, Leases and Repairs	210,840	491,938	702,778
Communications	88,330	22,082	110,412
Professional/Consulting Services and Operating Expenditures	1,827,593	1,472,970	3,300,563
Depreciation and Amortization	-	549,364	549,364
District Oversight	-	301,008	301,008
Total	\$ 31,090,326	\$ 4,783,190	\$ 35,873,516

See auditor's report and the notes to supplementary information .

EL CAMINO REAL ALLIANCE

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET
REPORT WITH AUDITED FINANCIAL STATEMENTS**

PRELIMINARY

FOR THE FISCAL YEAR ENDED JUNE 30, 2016

	El Camino Real Charter High School
June 30, 2016 Annual Financial and Budget Report Fund Balance (Net Assets)	\$ 17,194,987
Adjustments and Reclassifications Increase (Decrease):	
Accounts Receivable / State Revenues	148,271
Property and Equipment, Net / Depreciation and Amortization	(16,794)
Accounts Payable / Rentals, Leases and Repairs	(56,908)
Accounts Payable / Professional/Consulting and Operating Expenses	169,124
Accrued Payroll and Payroll Liabilities / Employee Benefits	273,469
Due to Grantor Governments / Other State Revenue	445,214
June 30, 2016 Audited Financial Statement Fund Balance (Net Assets)	<u>\$ 18,157,363</u>

See auditor's report and the notes to supplementary information

EL CAMINO REAL ALLIANCE

NOTES TO SUPPLEMENTARY INFORMATION

PRELIMINARY

JUNE 30, 2016

NOTE 1 – PURPOSE OF SCHEDULES:

A. Local Education Agency Organization Structure

This schedule provides information about the date and granting authority for the School that El Camino Real Alliance (the Organization) operates, members of the governing board, and members of the administration.

B. Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes of the School operated by the Organization. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to charter schools. This schedule provides information regarding the attendance of students at various grade levels.

C. Schedule of Instructional Time

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of Education Code Sections 46200 through 46208.

D. Schedule of Functional Expenses

The cost of providing various programs and other activities has been summarized on a functional basis in the Statement of Activities. Accordingly, certain costs have been allocated among the instructional programs and supporting services benefited. All costs have been allocated based on their type, based on management's estimates.

E. Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides the information necessary to reconcile the fund balances (net assets) of the School as reported on the Annual Financial and Budget Report form to the audited financial statements.

EL CAMINO REAL ALLIANCE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

PRELIMINARY

FOR THE YEAR ENDED JUNE 30, 2016

<u>Federal Grantor / Pass-Through Grantor / Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Entity Identifying Number</u>	<u>Passed Through to Subrecipients</u>	<u>Total Federal Expenditures</u>
U.S. Department of Agriculture				
Pass-Through Program from California				
Department of Education:				
National School Lunch Program	10.555	13523	\$ -	\$ 41,476
Total U.S. Department of Agriculture			-	41,476
U.S. Department of Education				
Pass-Through Program from California				
Department of Education:				
Special Education - Grants to States;				
Indiviudals with Disabilities Education				
Act (IDEA, Part B)	84.027	13379	-	677,450
Title I Grants to Local Educational Agencies	84.010	14329	-	224,767
Advanced Placement Program (Advanced Placement Test Fee; Advanced Placement Incentive Program Grants)	84.330	14831	-	17,589
Improving Teacher Quality State Grants	84.367	14341	-	6,432
English Language Acquisition State Grants	84.365	14346	-	3,253
Total U.S. Department of Education			-	929,491
Total Expenditures of Federal Awards			\$ -	\$ 970,967

See accompanying notes to the schedule of expenditures of federal awards

EL CAMINO REAL ALLIANCE

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

PRELIMINARY

FOR THE YEAR ENDED JUNE 30, 2016

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of El Camino Real Alliance under programs of the federal government for the year ended June 30, 2016. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of El Camino Real Alliance, it is not intended to and does not present the financial position, changes in net assets, or cash flows of El Camino Real Alliance.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3 – INDIRECT COST RATE

El Camino Real Alliance has elected not to use the 10.0 percent de minimis indirect cost rate allowed under the Uniform Guidance.

PRELIMINARY

EL CAMINO REAL ALLIANCE

OTHER INDEPENDENT AUDITOR'S REPORTS

**FOR THE YEAR ENDED
JUNE 30, 2016**

Operating:
EL CAMINO REAL CHARTER HIGH SCHOOL

Feddersen & Company, LLP

Certified Public Accountants

PRELIMINARY

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of El Camino Real Alliance (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 28, 2016.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered El Camino Real Alliance's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of El Camino Real Alliance's internal control. Accordingly, we do not express an opinion on the effectiveness of El Camino Real Alliance's internal control.

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

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

Report on Internal Control
To the Board of Directors of
El Camino Real Alliance
Woodland Hills, California
Page 2

PRELIMINARY

Compliance and Other Matters

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

Purpose of this Report

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

Agoura Hills, California
November 28, 2016

Feddersen & Company, LLP

Certified Public Accountants

PRELIMINARY
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM
AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

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

Report on Compliance for Each Major Federal Program

We have audited El Camino Real Alliance's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of El Camino Real Alliance's major federal programs for the year ended June 30, 2016. El Camino Real Alliance's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of El Camino Real Alliance's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about El Camino Real Alliance's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of El Camino Real Alliance's compliance.

Opinion on Each Major Federal Program

In our opinion, El Camino Real Alliance complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2016.

Report on Compliance
To the Board of Directors of
El Camino Real Alliance
Woodland Hills, California
Page 2

PRELIMINARY

Report on Internal Control over Compliance

Management of El Camino Real Alliance is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered El Camino Real Alliance's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of El Camino Real Alliance's internal control over compliance.

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

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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

Agoura Hills, California
November 28, 2016

Feddersen & Company, LLP

Certified Public Accountants



INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

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

Report on State Compliance

We have audited El Camino Real Alliance's compliance with the types of state compliance requirements described in the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel, for the year ended June 30, 2016. The applicable state compliance requirements are identified in the table below.

Management's Responsibility

Compliance with the requirements referred to above is the responsibility of El Camino Real Alliance's management.

Auditor's Responsibility

Our responsibility is to express an opinion on El Camino Real Alliance's compliance with the state laws and regulations based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2015-2016 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, published by the Education Audit Appeals Panel. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a state program occurred. An audit includes examining, on a test basis, evidence about El Camino Real Alliance's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on compliance for each state program. Our audit does not provide a legal determination of El Camino Real Alliance's compliance with those requirements.

Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine El Camino Real Alliance's compliance with the state laws and regulations applicable to the following items:

<u>Compliance Requirements</u>	<u>Procedures Performed</u>
Local Education Agencies Other Than Charter Schools:	
Attendance	Not applicable
Teacher Certification and Misassignments	Not applicable
Kindergarten Continuance	Not applicable
Independent Study	Not applicable
Continuation Education	Not applicable
Instructional Time	Not applicable

Report on State Compliance
 To the Board of Directors of
 El Camino Real Alliance
 Woodland Hills, California
 Page 2

PRELIMINARY

Compliance Requirements

Instructional Materials
 Ratio of Administrative Employees to Teachers
 Classroom Teacher Salaries
 Early Retirement Incentive
 Gann Limit Calculation
 School Accountability Report Card
 Juvenile Court Schools
 Middle or Early College High Schools
 K-3 Grade Span Adjustment
 Transportation Maintenance of Effort

Procedures
Performed
 Not applicable
 Not applicable
 Not applicable
 Not applicable
 Not applicable
 Not applicable
 Not applicable
 Not applicable
 Not applicable
 Not applicable

School Districts, County Offices of Education, and Charter Schools:

Educator Effectiveness
 California Clean Energy Jobs Act
 After School Education and Safety Program
 Proper Expenditure of Education Protection Account Funds
 Unduplicated Local Control Funding Formula Pupil Counts
 Local Control and Accountability Plan
 Independent Study-Course Based
 Immunizations

Yes
 No, see below
 No, see below
 Yes
 Yes
 Yes
 No, see below
 Yes

Charter Schools:

Attendance
 Mode of Instruction
 Nonclassroom-Based Instruction/Independent Study for Charter Schools
 Determination of Funding for Nonclassroom-Based Instruction
 Annual Instructional Minutes – Classroom Based
 Charter School Facility Grant Program

Yes
 Yes
 Yes
 No, see below
 Yes
 No, see below

Under Local Education Agencies Other Than Charter Schools, the term “Not applicable” is used above to mean that the program does not apply to charter schools.

We did not perform any procedures related to the California Clean Energy Jobs Act because El Camino Real Alliance does not have expenditures for this program.

We did not perform any procedures related to the After School Education and Safety Program because El Camino Real Alliance does not receive state funding for this program.

We did not perform any procedures related to the Independent Study-Course Based Program because El Camino Real Alliance does not receive state funding for this program.

We did not perform any procedures related to Determination of Funding for Nonclassroom-Based Instruction because El Camino Real Alliance did not generate more than 20.0 percent of their average daily attendance through nonclassroom-based instruction.

Report on State Compliance
To the Board of Directors of
El Camino Real Alliance
Woodland Hills, California
Page 3

PRELIMINARY

We did not perform any procedures related to Charter School Facility Grant Program because El Camino Real Alliance does not receive state funding for this program.

Opinion

In our opinion, El Camino Real Alliance complied, in all material respects, with the types of compliance requirements referred to above for the year ended June 30, 2016.

Agoura Hills, California
November 28, 2016

PRELIMINARY

EL CAMINO REAL ALLIANCE

FINDINGS AND RECOMMENDATIONS SECTION

**FOR THE YEAR ENDED
JUNE 30, 2016**

Operating:
EL CAMINO REAL CHARTER HIGH SCHOOL

EL CAMINO REAL ALLIANCE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

JUNE 30, 2016

PRELIMINARY

Section I – Summary of Auditor’s Results

Financial Statements

Type of auditor’s report issued: Unmodified

Internal control over financial reporting:

 Material weakness(es) identified? No

 Significant deficiencies identified? None reported

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

 Material weakness(es) identified? No

 Significant deficiencies identified? None Reported

Type of auditor’s report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance 2 CFR section 200.516(a)? No

Major programs:

<u>CFDA Number</u>	<u>Name of Federal Program</u>
84.010	Title I Grants to Local Educational Agencies

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes

State Awards

Type of auditor’s report issued on compliance for state programs: Unmodified

Internal control over state programs:

 Material weakness(es) identified? No

 Significant deficiencies identified? None reported

Noncompliance material to financial statements noted? No

EL CAMINO REAL ALLIANCE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

JUNE 30, 2016

PRELIMINARY

Section II – Financial Statement Findings

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*. All audit findings must be identified as one or more of the following categories:

Five <u>Digit Code</u>	<u>Finding Types</u>
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Programs
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

There were no findings and questioned costs related to the basic financial statements, federal or state awards for the year ended June 30, 2016.

EL CAMINO REAL ALLIANCE

SCHEDULE OF PRIOR AUDIT FINDINGS

JUNE 30, 2016

PRELIMINARY

Finding	Code	Recommendation	Current Status
<p>2015-01: Credit Card Charges</p> <p>This finding was a significant deficiency stating that while the School had formal written internal control policies in place to ensure that all expenses incurred are School related, appropriate, and properly documented, they weren't always being adhered to by all employees.</p>	<p>30000</p>	<p>School management needs to better monitor the usage of each credit card and should modify the written policy to ensure that all expenses incurred are School related, appropriate, and properly documented.</p>	<p>Implemented</p> <p>See Notes to Financial Statements, Note 13, for additional information.</p>
<p>2015-02: Expense Reimbursement</p> <p>This finding was a significant deficiency stating that while the School had formal written internal control policies in place to ensure that all expenses incurred are School related, appropriate, and properly documented, they weren't always being adhered to by all employees.</p>	<p>30000</p>	<p>School management needs to better monitor the reimbursement of expenses and should modify the written policy to ensure that all expenses incurred are School related, appropriate, and properly documented.</p>	<p>Implemented</p> <p>See Notes to Financial Statements, Note 13, for additional information.</p>

Coversheet

Review and Vote on October Check Register

Section: IV. Financial
Item: B. Review and Vote on October Check Register
Purpose: Vote
Submitted by:
Related Material: Oct 2016 Check Register - Public.pdf

Check Register



El Camino High School
October 2016

Grand Total 656,764.17

Vendor	Check Number	Date	Description	Check Amount
Winning Edge Cross Fit	10230	10/4/2016	ECR-S/2016/3079, T-Softball (Varsity/ JV), 32 Total Session - Group Training.	6,000.00
Josh Lienhard	11441	10/4/2016	PRJRN/2016/0557, General (Operations), 09/30/16 Manual Paycheck Baseball Stipend	1,250.02
Jodi Borenstein	11442	10/4/2016	PRJRN/2016/0558, General (Operations), 09/30/16 Manual Paycheck Softball Stipend (Charter has been reimbursed from Trust Softball)	485.65
Cara Viramontes	11443	10/4/2016	PRJRN/2016/0555, General (Operations), 09/30/16 Manual Paycheck Softball Stipend (Charter has been reimbursed from Trust)	379.68
Richard Russell	11444	10/4/2016	PRJRN/2016/0556, General (Operations), 09/30/16 Manual Paycheck Stipend Softball (Charter has been reimbursed from Trust)	328.64
Naerok Facilities Management	11445	10/4/2016	ECR-S/2016/3089, General (Operations), 9/5/16-9/9/16 Security Services	10,332.95
Naerok Facilities Management	11446	10/4/2016	ECR-S/2016/3090, General (Operations), 9/16/16 Security for Football Game	879.12
Naerok Facilities Management	11447	10/4/2016	ECR-S/2016/3091, General (Operations), 8/29/16-9/11/16 Professional Services-Shoup Property	3,570.00
Ziat Zahur	11448	10/4/2016	PRJRN/2016/0560, Robotics, Robotics Competition Entry 10/8	375.00
Angel Lerma	11449	10/4/2016	PRJRN/2016/0559, ELAC / Latino Literacy, water and sodas	52.09
Conejo Quakes Basketball Program	10231	10/5/2016	ECR-S/2016/3080, T-Girls Basketball, 10/1-2/16 Conejo Quakes Tournament Fee - FS Girls Basketball	250.00
Bilingual Foundation of the Arts	11450	10/5/2016	ECR-S/2016/3083, World Language , 10/8/16 Tickets Man of La Mancha	880.00
Flinn Scientific Inc.	11451	10/5/2016	ECR-S/2016/3012, Science , Aquarium Test strips, (25/bottle)	227.33
Ricardo Diaz	11452	10/5/2016	ECR-S/2016/3095, Boys Water Polo, Panorama HS Pool Manager - 9/21/16 vs Granada Hills CHS 2:00 to 5:00pm	120.00

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
Linda Simons	11453	10/5/2016	ECR-S/2016/3094, Boys Water Polo, Boys Water Polo Official - 10/5/16 vs Panorama HS @ Panorama HS Pool	75.00
Pitney Bowes	11454	10/5/2016	ECR-S/2016/3098, General (Operations), 8/17/16 Postage Meter Refill	611.80
Mutual of Omaha	11455	10/5/2016	ECR-S/2016/3088, General (Operations), 10/16 Voluntary Disability Insurance	1,870.14
CCSA Employee Welfare Benefit Trust	11456	10/5/2016	ECR-S/2016/3097, General (Operations), 10/16 Employee Benefits	309,283.74
Benefit and Risk Management Services	11457	10/5/2016	ECR-S/2016/3096, General (Operations), 10/16 Admin Fee	140.00
Canyon HS ASB	11458	10/5/2016	ECR-S/2016/3093, Cross Country, 10/8/16 - 32nd Annual Santa Clarita Valley Cross Country Invl 2016	300.00
McCalla Company	11459	10/5/2016	ECR-S/2016/3099, Custodial , Rental/Extractor Rental #27	210.00
CompuClaim	11460	10/5/2016	ECR-S/2016/3028, Special Ed General, 07/16 MeduClaim Procedure Code Billing(LEA Billing)	282.04
Truitt, Christopher	11461	10/6/2016	ECR-S/2016/3103, Band, 8/15/16-9/1/16 Weekly Rehearsal Hours	805.00
San Diego Lions Welfare Foundation	11462	10/6/2016	ECR-S/2016/3036, Baseball, 4/10/17 to 4/13/16 - 2017 San Diego Lions Baseball Invitation Varsity Baseball Budget	400.00
San Ramon Valley High School Womens Soccer	11463	10/6/2016	ECR-S/2016/3092, Girls Soccer, Dec 27-29, 2016 - Tri Valley Classic - Varsity Girls Soccer	800.00
Melanie Horton	11464	10/6/2016	PRJRN/2016/0564,General (Operations),Business & Technology Team Working Lunch	192.70
Melanie Horton	11465	10/6/2016	PRJRN/2016/0563,General (Operations),08/11/16 Staff working lunch	41.14
Richard Yi	11466	10/6/2016	PRJRN/2016/0561,General (Academic) ,10/04/16 Gas Mileage - 132 miles	77.33
Billy Ramirez	11467	10/6/2016	PRJRN/2016/0565,Girls Golf,Golf Match-EI Cariso (one way 26.0)	167.08
Billy Ramirez	11468	10/6/2016	PRJRN/2016/0566,Girls Golf,9/28/16 cart fee	33.50
Diana Yerevanian	11469	10/6/2016	PRJRN/2016/0562,College Office,Parking	117.05
Vangelia Griffin-Hardie Costumes N Color	10232	10/7/2016	ECR-S/2016/3105, Drill Team, blue sequin/rhinestone dance dress with sequin gauntlets	1,100.00
Vangelia Griffin-Hardie Costumes N Color	10233	10/7/2016	ECR-S/2016/3106, T-Drill Team , blue sequin/rhinestones dance dress with sequin gauntlets	920.00

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Vendor	Check Number	Date	Description	Check Amount
Designs By King	10234	10/7/2016	ECR-S/2016/3024, T-Drill Team , 6' long royal blue flag bags	663.60
Interscholastic Equestrian League	11470	10/7/2016	ECR-S/2016/3104, Athletics, 2016-17 IEL Membership Fee	375.00
Mobile Mini, Inc.	11471	10/7/2016	ECR-S/2016/3084, General (Operations), Storage Hauling	94.50
Piece of Mind Care Services	11472	10/10/2016	ECR-S/2016/3109, Special Ed General, 08/16 SpEd Services	12,275.00
Piece of Mind Care Services	11473	10/10/2016	ECR-S/2016/3108, Special Ed General, 09/16 SpEd Services	18,950.26
Los Angeles Unified School District	11474	10/10/2016	ECR-S/2016/3115, General (Operations), AQMD Permit Fees for the Generator Engine Gasoline 2016	467.98
NIAAA	11475	10/10/2016	ECR-S/2016/3124, Athletics, NIAAA Annual Membership 2016-17 - RY	160.00
Milliman	11476	10/10/2016	ECR-S/2016/3118, General (Operations), August 2016 Professional Services	1,657.50
Verdugo Hills Autism Project	11477	10/10/2016	ECR-S/2016/3133, Special Ed General, 08/16 Direct Intervention and Supervision-XXXXXX	4,441.08
Nettime Solutions LLC	11478	10/10/2016	ECR-S/2016/3119, General (Operations), 8/31/16 stratustime Monthly Subscription	1,022.00
XXXXXX	11479	10/10/2016	ECR-S/2016/3134, Special Ed General, Settlement agreement - reimbursement costs for XXXXXX	16,500.00
Educational Theatre Association	10235	10/11/2016	ECR-S/2016/3137, T-Drama, Registration Fee Renewal Dues	85.00
ReadyRefresh	11480	10/11/2016	ECR-S/2016/3125, General (Operations), 6/17 -7/16/16 5 Gallon Water Delivery	222.43
ReadyRefresh	11481	10/11/2016	ECR-S/2016/3116, General (Operations), 8/17/16-9/16/16 Water Services	204.45
ReadyRefresh	11482	10/11/2016	ECR-S/2016/3117, General (Operations), 7/17/16-8/16/16 Water Services	189.45
Science News	11483	10/11/2016	ECR-S/2016/3100, Alternative Ed. School, Society Membership to Science News Magazine 2016-17 https://member.societyforscience.org/membership/sn-members-new-2016?tgt=cta	50.00
Eddy Boada	11484	10/11/2016	ECR-S/2016/3112, Girls Volleyball, 10/11/16 FS Girls Volleyball vs Chatsworth HS - Umpire	61.00
Angel Vantoux	11485	10/11/2016	ECR-S/2016/3110, Girls Volleyball, 10/11/16 - Varsity Girls Volleyball vs Chatsworth HS - Umpire	61.00

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Vendor	Check Number	Date	Description	Check Amount
Underwood Family Farms	11486	10/11/2016	ECR-S/2016/3101, English , 11/10/16 Educational Farm Tour	480.00
Musick, Peeler & Garrett LLP	11487	10/11/2016	ECR-S/2016/3129, General (Operations), 08/16 Professional Services (Shoup Property)	1,702.40
Valley Industry Commerce Association	11488	10/11/2016	ECR-S/2016/3130, General (Operations), 10/16 - 09/17 VICA Membership Dues	1,100.00
William Sollima	11489	10/11/2016	ECR-S/2016/3135, Girls Volleyball, 10/11/16 JV Girls Volleyball vs Chatsworth HS - Ref (CHANGE from Thomas Fakehany)	132.00
EcoLab Equipment Care	11490	10/11/2016	ECR-S/2016/3102, General (Operations), Defrost Time Clock	1,449.74
American Foothill Publishing Co.	11491	10/11/2016	ECR-S/2016/3132, King's Courier/Journalism Advertisements, 9/30/16 The King's Courier Vol 47 Issue 2	1,359.20
Cengage Learning	11492	10/11/2016	ECR-S/2016/3139, General (Academic) , Testing & Education Reference Ctr Subscription 2016-17 Database	1,517.25
Redwood Toxicology Laboratory, Inc	11493	10/13/2016	ECR-S/2016/2784, Alternative Ed. School, July 2016 Finance Charge	10.45
Buddy's All Stars	10236	10/14/2016	ECR-S/2016/3027, T-JV/Varsity Football, Football Spats 40 Large, 20 XL	874.77
Ameci Pizza and Pasta	10237	10/14/2016	ECR-S/2016/3157, T-Grad Class 2018, Jumbo Pizza w/ Cheese	136.25
Alan Grant	11494	10/14/2016	ECR-S/2016/3141, Robotics, 09/16 Supervision and Assist VEX Robotics Clubs	375.00
Alan Grant	11495	10/14/2016	ECR-S/2016/3142, Robotics, 08/16 Supervision and Assist VEX Robotics Clubs	212.50
Advanced Office Automation, Inc.	11496	10/14/2016	ECR-S/2016/3087, General (Operations), 8/22/16-9/22/16 Repro Line Cost per Copy	1,008.53
Mt. SAC Cross Country Invitational	11497	10/14/2016	ECR-S/2016/3140, Cross Country, 10/22/16 - 69th Annual Mt. SAC Cross Country Invitational	400.00
World Unispec	11498	10/14/2016	ECR-S/2016/3082, Student Store Sales, Flat Bill w/Plastic Strap-Backordered	222.00
Alison Galliher	11499	10/14/2016	PRJRN/2016/0568,Drill Team,Sales Tax	129.66
Alison Galliher	11500	10/14/2016	PRJRN/2016/0567,Drill Team,1-Day Event Registration Fee(JV)	625.00
Shelly Marshall	11501	10/14/2016	PRJRN/2016/0569,Drill Team,blue and metallic poms	830.00
Robert Armas	11502	10/14/2016	ECR-S/2016/3156, Varsity/JV Football, 10/14/16 Varsity Football Official vs Cleveland HS - Line Judge	81.00

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Nelson Bae	11503	10/14/2016	ECR-S/2016/3155, Varsity/JV Football, 10/14/16 Varsity Football Official vs Cleveland HS - Back Judge	154.00
Noel Gomez	11504	10/14/2016	ECR-S/2016/3154, Varsity/JV Football, 10/14/16 Varsity Football Official vs Cleveland HS - Linesman	154.00
Byron Gamble	11505	10/14/2016	ECR-S/2016/3153, Varsity/JV Football, 10/14/16 Varsity Football Official vs Cleveland HS - Umpire	154.00
Joel Niems	11506	10/14/2016	ECR-S/2016/3152, Varsity/JV Football, 10/14/16 Varsity Football Official vs Cleveland HS - Ref	158.00
Andy Azodi	11507	10/14/2016	ECR-S/2016/3151, Varsity/JV Football, 10/14/16 LAPD Security for Football	249.75
Estanislao Rosales	11508	10/14/2016	ECR-S/2016/3150, Varsity/JV Football, 10/14/16 LAPD Security for Football	249.75
Christopher Ruiz	11509	10/14/2016	ECR-S/2016/3149, Varsity/JV Football, 10/14/16 LAPD Security for Football	249.75
Gina Harapetian	11510	10/14/2016	ECR-S/2016/3148, Varsity/JV Football, 10/14/16 Score Keeper Varsity Football vs Cleveland HS	90.00
Susan Moran	11511	10/14/2016	ECR-S/2016/3147, Varsity/JV Football, 10/14/16 Ticket Seller Football vs Cleveland HS	75.00
Yoshi Odama	11512	10/14/2016	ECR-S/2016/3146, Varsity/JV Football, 10/14/16 Ticket Seller Football vs Cleveland HS	75.00
Cory Wiener	11513	10/14/2016	ECR-S/2016/3145, Varsity/JV Football, 10/14/16 Supervision Football vs Cleveland HS	71.50
Bruce Neale	11514	10/14/2016	ECR-S/2016/3144, Varsity/JV Football, 10/14/16 Spotter Football vs Cleveland HS	65.00
Melanie Horton	11515	10/14/2016	PRJRN/2016/0572,General (Operations),1 Assorted Refreshments from Corner Bakery Cafe	25.78
Amber Kim	11516	10/14/2016	ECR-S/2016/3159, Varsity/JV Football, 10/14/16 LAPD Security for Football	249.75
Janet Zumstein	11517	10/14/2016	ECR-S/2016/3158, Varsity/JV Football, 10/14/16 LAPD Security for Football	249.75
Stephanie Franklin	11518	10/14/2016	PRJRN/2016/0571,Academic Decathlon,Airfare S.Franklin	2,031.40
Stephanie Franklin	11519	10/14/2016	PRJRN/2016/0570,Academic Decathlon,Fuel	235.45
Billy Ramirez	11520	10/14/2016	ECR-S/2016/3160,Girls Golf,10/04/16 Cart Fee	36.00
Birmingham Community Charter High School	11521	10/14/2016	ECR-S/2016/3034, Baseball, 3/11, 18, 4/8, 15, 5/6, 2017 Tournament Fees Alvarado Classics	650.00
Full Throttle Lift and Equipment	11522	10/14/2016	ECR-S/2016/3161, Athletics, 10/14 - 11/10/16 Rent One Month Scissor Lift	770.00

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Vendor	Check Number	Date	Description	Check Amount
NJROTC	11523	10/14/2016	ECR-S/2016/3162, Varsity/JV Football, 10/14/16 Football Game vs Cleveland Chain Crew Supervision	500.00
Fence Factory Rentals	11524	10/14/2016	ECR-S/2016/3164, General (Operations), 10/14/16 Fence Installation Homecoming Game	1,072.00
Sylvia Yi	2203	10/17/2016		416.66
Jennifer Matre	11525	10/17/2016	ECR-S/2016/3165, General (Academic) ,10/15/16 Manual Paycheck	301.15
William Sollima	11526	10/17/2016	ECR-S/2016/3138, Girls Volleyball, 10/17/16 FS Girls Volleyball vs Taft HS - Ref	122.00
Samuel Crutcher	11527	10/17/2016	ECR-S/2016/3167, Girls Volleyball, 10/17/16 JV Girls Volleyball vs Taft HS - Ref	132.00
Naerok Facilities Management	11528	10/17/2016	ECR-S/2016/3166, General (Operations), 10/11/16-10/14/16 Removal Building Cabinetry-Shoup Property	12,350.00
TreePeople	11529	10/18/2016	ECR-S/2016/3178, English , Eco-tour ticket	170.00
Kelly Services, Inc.	11531	10/18/2016	ECR-S/2016/3172, General (Academic) , Substitute Teachers through 10/2/16	10,929.15
Kelly Services, Inc.	11532	10/18/2016	ECR-S/2016/3171, General (Operations), Substitute Teachers through 9/25/16	9,348.34
Pyro Spectaculars	11534	10/18/2016	ECR-S/2016/3143, General (Operations), 10/13/16 Cost of Fireworks Production Balance	638.00
Brooks Transportation Inc.	11535	10/18/2016	ECR-S/2016/3180, General (Operations), 9/6/16 Round Trip ECR to Calamigos Ranch	2,800.00
Brooks Transportation Inc.	11536	10/18/2016	ECR-S/2016/3184, Girls Volleyball, 10/5/16 Round Trip ECR to Granada Hills High-Girls Volleyball	4,640.00
Brooks Transportation Inc.	11537	10/18/2016	ECR-S/2016/3179, Audio, Visual and Performing Arts, 9/24/16 Round Trip ECR to Rosebowl	1,100.00
McLean Accounting Solutions	11539	10/18/2016	ECR-S/2016/3201, General (Operations), 8/1/16-8/31/16 Payroll Services	3,327.50
Naerok Facilities Management	11540	10/18/2016	ECR-S/2016/3202, General (Operations), 9/19/16-9/30/16 Security Services	12,074.54
Meredith Miller	11541	10/18/2016	PRJRN/2016/0573, Social Science, 10/15/16 Manual Paycheck(Missing Auxilliaris)	586.76
	10238	10/19/2016	ECR-S/2016/3207, T- Grad Class 2017, ECR breast cancer awareness pink t-shirts	2,750.00
Barry Kay Enterprisess, Inc.	10239	10/19/2016	ECR-S/2016/3081, T-Girls Basketball, Mesh Reversible Jersey	1,193.01
EdTec Inc.	11542	10/19/2016	ECR-S/2016/3204, General (Operations), 09/16 EdTec Monthly Service	16,750.00

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Kelly Services, Inc.	11543	10/19/2016	ECR-S/2016/3193, General (Academic) , Substitute Teachers through 8/28/16	12,768.27
College Board	11545	10/19/2016	ECR-S/2016/3185, Advanced Placement , 10/29/16 AP Workshop, English Language - IAN MCFARLIN	380.00
Uniform Warehouse, INC	11547	10/19/2016	ECR-S/2016/3120, General (Operations), PS327: Royal Blue-100% Polyester, Double Knit/Pique Interlock Polo Shirt- 2XL	195.73
Uniform Warehouse, INC	11548	10/19/2016	ECR-S/2016/3121, Student Store Sales, PS33-44" Waist/Black: Duty Shorts	19.61
American Heritage Life Insurance Company	11549	10/19/2016	ECR-S/2016/3177, General (Operations), 09/16-Supplemental Health Insurance Premium	1,115.76
American Heritage Life Insurance Company	11550	10/19/2016	ECR-S/2016/3163, General (Operations), 10/16-Supplemental Health Insurance Premium	1,115.76
AT&T	11551	10/19/2016	ECR-S/2016/3114, General (Operations), 09/16 Billing Date 818 888-1516	180.63
AT&T	11552	10/19/2016	ECR-S/2016/3113, General (Operations), 09/16 Billing Date Alarm 818 888-3532	115.32
Regional TAP Service Center	11553	10/19/2016	ECR-S/2016/3205, Alternative Ed. School, Metro 30-Day Pass	24.00
Niky's Sports	11554	10/19/2016	ECR-S/2016/3127, Boys Soccer, Number Removal and Re-Appliation - Front and Back of Jersey	770.00
S.P. Entertainment LLC	11555	10/19/2016	ECR-S/2016/3208, General (Operations), Items and Services for 11/5/16 Event	2,500.00
Bevan Grossman	11556	10/19/2016	ECR-S/2016/3209, Girls Volleyball, 10/20/16 FS Girls Volleyball vs Granada Hills CHS - Ref	122.00
Eriks R. Teteris	11557	10/19/2016	ECR-S/2016/3210, Girls Volleyball, 10/20/16 JV Girls Volleyball vs Granada Hills CHS - Ref	132.00
Brooks Transportation Inc.	11558	10/19/2016	ECR-S/2016/3188, Boys Water Polo, 9/21/16 Round Trip ECR to Panorama High-Boys Water Polo	2,135.00
SoCal High School Cycling League	11559	10/19/2016	ECR-S/2016/3136, Athletics, 2016 Season Fee	250.00
Brooks Transportation Inc.	11560	10/19/2016	ECR-S/2016/3189, Girls Tennis, 9/7/16 Round Trip ECR to Van Nuys HS-Girls Tennis	2,515.00
Dunbar Armored Inc	11561	10/19/2016	ECR-S/2016/3196, General (Operations), 8/2/16-9/30/16 Armored Car Services	349.75
Jeffrey Craig	10241	10/20/2016	PRJRN/2016/0586,T- Grad Class 2017, Tyvek Goldistock wristbands (500 count)	13.89
Bowlero Woodland Hills	10242	10/20/2016	ECR-S/2016/3211, T-Baseball, 10/23/16 - Bowling Night for the ECR Baseball Team Balance	1,447.23

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Stacey Meltzer	11562	10/20/2016	PRJRN/2016/0574,LCAP Local Control Accountability Fundin,9/30/16 Manual Paycheck LCAPs	121.69
Haley Smith	11563	10/20/2016	PRJRN/2016/0576,LCAP Local Control Accountability Fundin,. 9/30/2016 Manual Paycheck LCAP	87.20
Sheryl Kolker	11564	10/20/2016	PRJRN/2016/0575,LCAP Local Control Accountability Fundin,9/30/16 Manual Paycheck LCAP	284.62
Gail Nettels	11565	10/20/2016	PRJRN/2016/0579,LCAP Local Control Accountability Fundin,9/30/2016 Manual Paycheck LCAP	1,606.57
Linda Robbins	11566	10/20/2016	PRJRN/2016/0578,LCAP Local Control Accountability Fundin,9/30/2016 Manual Paycheck LCAP	143.31
David Chae	11567	10/20/2016	PRJRN/2016/0580,LCAP Local Control Accountability Fundin,9/30/16 Manual Paycheck LCAP	760.33
Lily Liu	11568	10/20/2016	PRJRN/2016/0577,LCAP Local Control Accountability Fundin,9/30/16 Manual Paycheck LCAP	60.53
Truitt, Christopher	11569	10/20/2016	ECR-S/2016/3173, Band, 9/7/16-10/6/16 Weekly Rehearsal Hours	1,260.00
Jeffrey Craig	11570	10/20/2016	PRJRN/2016/0588,Student Council,tax	23.35
Jeffrey Craig	11571	10/20/2016	PRJRN/2016/0587,Student Council,tax	11.51
Jeffrey Craig	11572	10/20/2016	PRJRN/2016/0585,Student Council,tax on locks	39.23
Jeffrey Craig	11573	10/20/2016	PRJRN/2016/0584,Student Council,1 8X10" pic	8.50
Jeffrey Craig	11574	10/20/2016	PRJRN/2016/0583,Student Council,8X10" picture	31.35
Jeffrey Craig	11575	10/20/2016	PRJRN/2016/0582,General (Operations),Tyvex wristbands 4 packs of 500 each	59.96
Heather Knight	11576	10/20/2016	PRJRN/2016/0581,Social Science,Mileage from Home to ECR to be deducted. One way is 16.8 mi (x2 = 33.6)	427.04
Heather Knight	11577	10/20/2016	ECR-S/2016/3213,Social Science,Tax, Tip and Delivery	62.40
Susan Freitag	11578	10/21/2016	PRJRN/2016/0591,Drama,Misc. Props, Set, Costume from Amazon	578.74
Lori Chandler	11579	10/21/2016	PRJRN/2016/0589,Girls Tennis,Taxes	128.60
Jeffrey Craig	11580	10/21/2016	PRJRN/2016/0590,General (Operations),shipping	583.82
	11581	10/21/2016	ECR-S/2016/3212, Business Technology, Renewal/upgrade of QuickBooks -50 pack	752.10
Jerome Lee	11582	10/21/2016	ECR-S/2016/3217, Varsity/JV Football, 10/21/16 Varsity Football vs Chatsworth HS - Line Judge	73.00
Mark Clayton	11583	10/21/2016	ECR-S/2016/3218, Varsity/JV Football, 10/21/16 Varsity Football vs Chatsworth HS - Referee	158.00
Blaine West	11584	10/21/2016	ECR-S/2016/3219, Varsity/JV Football, 10/21/16 Varsity Football vs Chatsworth HS - Back Judge	81.00

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William Smith	11585	10/21/2016	ECR-S/2016/3220, Varsity/JV Football, 10/21/16 Varsity Football vs Chatsworth HS - Umpire	154.00
Anthony Corona	11586	10/21/2016	ECR-S/2016/3221, Varsity/JV Football, 10/21/16 Varsity Football vs Chatsworth HS - Linesman	154.00
NJROTC	11587	10/21/2016	ECR-S/2016/3222, Varsity/JV Football, 10/21/16 Football vs Chatsworth HS Supervision/Security	500.00
Anthony Engeron	11588	10/21/2016	ECR-S/2016/3223, Varsity/JV Football, 10/21/16 JV Football vs Chatsworth HS - Line Judge	73.00
Cory Wiener	11589	10/21/2016	ECR-S/2016/3224, Varsity/JV Football, 10/21/16 Supervision Football vs Chatworth HS	71.50
Yoshi Odama	11590	10/21/2016	ECR-S/2016/3225, Varsity/JV Football, 10/21/16 Ticket Seller Football vs Chatsworth HS	82.50
Bruce Neale	11592	10/21/2016	ECR-S/2016/3227, Varsity/JV Football, 10/21/16 Score Keeper Football vs Chatsworth HS	90.00
Andy Azodi	11593	10/21/2016	ECR-S/2016/3228, Varsity/JV Football, 10/21/16 LAPD Security for Football	249.75
Chuck Wolcott	11594	10/24/2016	ECR-S/2016/3233, Boys Water Polo, 10/24/16 Boys Water Polo vs Birmingham CCHS	75.00
Jennifer Frain	11595	10/24/2016	ECR-S/2016/3234, Boys Water Polo, 10/26/16 Boys Water Polo Game vs Taft HS	75.00
Karl Weingartner	11596	10/24/2016	ECR-S/2016/3231, Girls Volleyball, 10/24/16 Varsity Girls Volleyball vs Carson HS - Ref	132.00
Ralph Peck	11597	10/24/2016	ECR-S/2016/3230, Girls Volleyball, 10/24/16 FS Girls Volleyball vs Carson HS - Ref	61.00
Angel Vantoux	11598	10/24/2016	ECR-S/2016/3232, Girls Volleyball, 10/24/16 Varsity Girls Volleyball vs Carson HS - Umpire	61.00
Wendy Treuhaft	11599	10/24/2016	PRJRN/2016/0592,General (Operations),Shuttles to airport to IND; shuttle from airport to hotel on Tuesday; then shuttle from Hotel to IND airport	1,223.64
Northridge Skateland	10243	10/25/2016	ECR-S/2016/3237, T- Grad Class 2017, 10/25/16 Halloween Rollerskating Event Sr Class Balance	300.00
Meredith Miller	11601	10/25/2016	PRJRN/2016/0593,Social Science,Conference Registration Fee	409.00
Donna Bennett	11602	10/25/2016	PRJRN/2016/0594,World Language ,Postage Paid for Large Envelope to France	22.50
LADWP	11603	10/25/2016	ECR-S/2016/3235, General (Operations), Electric Charges	2,018.08
American Express	11604	10/25/2016	PRJRN/2016/0595,General (Operations),1. Amazon Web Services Ref# UFH28SO2PJE	45,591.76

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Meredith Miller	11605	10/25/2016	PRJRN/2016/0598,Social Science,Overdraft Transfer Fee	12.50
Deny Sportswear	10244	10/26/2016	ECR-S/2016/3236, T-Girls Basketball, Cotton Tee "B ALL N" shirts - Royal Blue - 13 S, 29 M, 9 L, 1 XL	442.10
Dina Kaplan (Attorney at Law)	11546	10/26/2016	ECR-S/2016/3107, Special Ed General, Legal Services Rendered Case #:2016051105	8,250.00
Marquette Commercial Finance	11606	10/26/2016	ECR-S/2016/3229, General (Operations), 7/21/16-8/24/16 Hazard Waste Disposal	8,881.69
Dunbar Armored Inc	11607	10/26/2016	ECR-S/2016/3215, General (Operations), 9/1/16-10/31/16 Armored Car Services	351.44
Department of Justice (State of CA)	11608	10/26/2016	ECR-S/2016/3216, General (Operations), 09/16 Fingerprint Apps	271.00
Department of Justice (State of CA)	11609	10/26/2016	ECR-S/2016/3123, General (Operations), 08/16 Fingerprint Apps	465.00
Brooks Transportation Inc.	11610	10/26/2016	ECR-S/2016/3214, Boys Water Polo, 10/10/16 Round Trip ECR to Birmingham HS-Boys Water Polo	2,450.00
Covantia, LLC	11611	10/26/2016	ECR-S/2016/3203, Technology, 10/2016 Software Development and Integration Gateway	4,800.00
McLean Accounting Solutions	11618	10/26/2016	ECR-S/2016/3238, General (Operations), 9/1/16-9/30/16 Payroll Services	3,712.50
Nettime Solutions LLC	11619	10/26/2016	ECR-S/2016/3176, General (Operations), 9/30/16 stratustime Monthly Subscription	1,039.50
School Food and Wellness Group	11620	10/26/2016	ECR-S/2016/3206, General (Operations), 08/16 NSLP Services Monthly School Food Authority Admin Support	850.00
PARS	11621	10/26/2016	ECR-S/2016/3122, General (Operations), 07/31/16 PARS ARS Fees	317.49
Interquest Detection Canines	11622	10/26/2016	ECR-S/2016/3086, General (Operations), 9/16 Canine Detection	175.00
Rosemead High School	11623	10/26/2016	ECR-S/2016/3128, Wrestling, 12/16,17, /16. Wrestling Tournament Fee - Louie Madrigal West Coast Classic -	375.00
Newbury Park High School	11624	10/26/2016	ECR-S/2016/2973, Wrestling, 12/3/16 Newbury Park HS Tournament Var Wrestling	325.00
Staples Business Advantage	11625	10/26/2016	ECR-S/2016/3199, General (Operations), Copy Paper White 20lb bond 8.5x11	1,778.88
Staples Business Advantage	11626	10/26/2016	ECR-S/2016/3197, Social Science, Pilot Frixion Light Erasable Highlighters yellow [Pack of 24]	54.93
FedEx	11627	10/26/2016	ECR-S/2016/3194, General (Operations), Transportation Charges	43.46

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Vendor	Check Number	Date	Description	Check Amount
Flinn Scientific Inc.	11628	10/26/2016	ECR-S/2016/3195, Science , Sodium Bromide reagent, 500g Bottle	144.16
Chaminade College Prep High School	11629	10/27/2016	ECR-S/2016/3240, Boys Basketball , 11/21, 22, 23, 25, 26, 2016 - West Valley Thanksgiving Tip Off Classic - Varsity	450.00
Chaminade College Prep High School	11630	10/27/2016	ECR-S/2016/3241, Boys Basketball , Dec 26-30, 2016 - 16th Annual Ernie Tourney - JV Boys Basketball Tournament Fee	400.00
John Burroughs High School	11631	10/27/2016	ECR-S/2016/3239, Boys Soccer, JV Boys 12/16 Soccer Tournament Fee - 24th Ralph Brandt Boys HS Soccer	500.00
Four Seasons Tours	10245	10/28/2016	ECR-S/2016/3247, T-1617Choir, Payment 1 - students/chaperones	2,100.00
UCLA (Model United Nations)	10246	10/28/2016	ECR-S/2016/3252, T-1617Model United Nations, BruinMUN School Registration Fees	960.00
Brentwood High School	11632	10/28/2016	ECR-S/2016/3251, 16-17 Boys Water Polo, 10/28-29/16 Tournament Fee - Boys Water Polo Budget - Westside Classic FS Water Polo Tournament	400.00
Redondo Union High School	11633	10/28/2016	ECR-S/2016/3246, Girls Basketball, 11/28 - 12/03/16 - 2016 Battle of the Beach - Varsity Girls Basketball	500.00
Matthew Gomez	11634	10/28/2016	ECR-S/2016/3249, 16-17 Band, 8/17/16-9/22/16 Rehearsal Hours	720.00
Lance Delgado	11635	10/28/2016	ECR-S/2016/3250, 16-17 Band, Summer Wednesday Rehearsals (6/22, 7/6, 7/13, 7/20, 7/27)	1,900.00
Four Seasons Tours	11636	10/28/2016	ECR-S/2016/3248, 16-17 Choir, Payment 1 - teachers	400.00
Adobe Systems Incorporated	11637	10/28/2016	ECR-S/2016/3242, General (Operations), 8/28/2016 - 8/27/2017 Adobe Sign - Business Annual	1,800.00
Eastbay Team Sales	10247	10/31/2016	ECR-S/2016/3312, T-Girls Basketball, KD Trey IV Men's Shoes - Blue	1,232.01
Eastbay Team Sales	10248	10/31/2016	ECR-S/2016/3313, T-Girls Basketball, KD Trey IV Men's Shoes - Blue	1,143.72
Eastbay Team Sales	10249	10/31/2016	ECR-S/2016/3302, T-Girls Volleyball, Nike Club Fleece Hoods - Mens Light Blue 17S, 21M, 4L	4,415.59
California Print Company	10250	10/31/2016	ECR-S/2016/3299, T-Girls Volleyball, White Tee - 27 S, 24 M, 9 L, 6 XL	1,180.16
Mark Shapiro	10251	10/31/2016	ECR-S/2016/3323, T-1617Softball (Varsity/ JV), Jan 7, 14, 15, 16, 21, 2017 - Tournament Fee - 18th Annual MLK Out of Season Winter Tournament Softball	385.00
EMICO (electro medical instrumentation Co)	11641	10/31/2016	ECR-S/2016/3256, 16-17 Health, Calibration of Hearing Machine	75.00

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Vendor	Check Number	Date	Description	Check Amount
Smart & Final	11642	10/31/2016	ECR-S/2016/3280, Vocational Arts, 9/8/16-9/30/16 Supplies for Food Class	508.59
KAP7 International, Inc.	11643	10/31/2016	ECR-S/2016/3291, Boys Water Polo, Size 5 Water Polo Ball	119.76
KAP7 International, Inc.	11644	10/31/2016	ECR-S/2016/3292, Boys Water Polo, Custom Men's Water Polo Suits - Unique - XXS	1,918.80
Mutual of Omaha	11645	10/31/2016	ECR-S/2016/3257, 16-17 General (Operations), 11/16 Voluntary Disability Insurance	1,870.14
AmWINS Group Benefits	11646	10/31/2016	ECR-S/2016/3265, General (Operations), 11/16 Accidental/Medical/Critical Illness Coverage	596.98
Verizon Wireless	11647	10/31/2016	ECR-S/2016/3268, General (Operations), 09/16 Communication Services	1,114.84
Brooks Transportation Inc.	11648	10/31/2016	ECR-S/2016/3282, Band, 10/8/16 Round Trip ECR to Royal High School	700.00
Brooks Transportation Inc.	11649	10/31/2016	ECR-S/2016/3281, World Language , 10/8/16 Round Trip ECR to Bilingual Foundation of the Arts	365.00
Brooks Transportation Inc.	11650	10/31/2016	ECR-S/2016/3255, 16-17 AVID, 10/27/16 Round Trip ECR to CSUN	770.00
Brooks Transportation Inc.	11651	10/31/2016	ECR-S/2016/3267, Boys Water Polo, 9/26/16 Round Trip ECR to Pierce College-Boys Water Polo	2,450.00
Brooks Transportation Inc.	11652	10/31/2016	ECR-S/2016/3266, Boys Water Polo, 10/17/16 Round Trip ECR to Calabasas High-Boys Water Polo	1,750.00
Brooks Transportation Inc.	11653	10/31/2016	ECR-S/2016/3260, 16-17 AVID, 10/20/16 Round Trip ECR to UC Irvine	545.00
Brooks Transportation Inc.	11654	10/31/2016	ECR-S/2016/3261, 16-17 English, 10/20/16 Round Trip ECR to Coldwater Canyon Park	375.00
Brooks Transportation Inc.	11655	10/31/2016	ECR-S/2016/3262, Audio, Visual and Performing Arts, 10/22/16 Round Trip ECR to Monroe High School	500.00
Brooks Transportation Inc.	11656	10/31/2016	ECR-S/2016/3263, 16-17 AVID, 10/25/16 Round Trip ECR to Pepperdine University	400.00
Brooks Transportation Inc.	11657	10/31/2016	ECR-S/2016/3264, 16-17 Science, 10/25/16 Round Trip ECR to Hyperion Water Treatment Plant	750.00
Culver City High School	11658	10/31/2016	ECR-S/2016/3286, Girls Basketball, Nov 22-26, 2016 - 206 Tip Off Basketball Classic - Varsity Girls Basketball	450.00
Eastbay Team Sales	11659	10/31/2016	ECR-S/2016/3298, Girls Volleyball, Gameday Polo Womens Light Blue	449.84
IPEVO	11660	10/31/2016	ECR-S/2016/3303, General (Operations), iZiggi HD Wireless Document Camera	1,068.64

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Vendor	Check Number	Date	Description	Check Amount
Lincoln High School	11661	10/31/2016	ECR-S/2016/3322, 16-17 Softball(Varsity/JV), 2/18, 25, 3/4, 11, 18, 2017 - Tournament Fee - 19th Annual Lincoln HS Softball Classic - JV Softball	245.00
Jeffrey Craig	11662	10/31/2016	PRJRN/2016/0611,16-17 General (Operations),1 pack long power staples, 1 pack shorter power staples	17.48
Jeffrey Craig	11663	10/31/2016	PRJRN/2016/0610,16-17 Student Council,Tax	28.47
Jeffrey Craig	11664	10/31/2016	PRJRN/2016/0612,16-17 General (Operations),Eliminator Starblast light system MKII with shipping and tax	104.98
The CLM Group Inc.	11665	10/31/2016	ECR-S/2016/3277, 16-17 General (Operations), Online MealTime Applications	550.00
The CLM Group Inc.	11666	10/31/2016	ECR-S/2016/3293, General (Operations), Online Mealtime applications	550.00
Burroughs Girls Basketball	11667	10/31/2016	ECR-S/2016/3317, 16-17 Girls Basketball, Dec 26-30, 2016 - 2016 West Coast Holiday Festival - Varsity Girls Basketball	550.00

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.

Coversheet

Review and Vote on 2016/17 1st Interim Financials

Section: IV. Financial
Item: D. Review and Vote on 2016/17 1st Interim Financials
Purpose: Vote
Submitted by:
Related Material: 95FY17 1st Interim El Camino Real(8617)_T.pdf

El Camino Real Chrtr HS			-	FALSE
FY17 1ST INTERIM REPORT				
FI CHARTER SCHOOL - FUND 62				
DUE DATE - DECEMBER 09, 2016 - (FRIDAY)				
BALANCE SHEET - FULL ACCRUAL				
			June 30, 2017	
			Estimated Actuals	
A)	ASSETS	Object Codes		
1)	Cash			
	a) in County Treasury	9110	-	CHECK:
	1) Fair Value Adjustment to Cash in County Treasury	9111	-	-
	b) in Banks	9120	8,494,968.00	-
	c) in Revolving Fund	9130	-	-
	d) with Fiscal Agent	9135	-	-
	e) collections awaiting deposit	9140	-	-
2)	Investments	9150	5,195,253.61	-
3)	Accounts Receivable	9200	4,545,135.00	-
4)	Due from Grantor Government	9290	-	-
5)	Due from Other Funds	9310	-	-
6)	Stores	9320	-	-
7)	Prepaid Expenditures	9330	370,781.00	-
8)	Other Current Assets	9340	793.00	-
9)	Fixed Assets:			
	a) Land	9410	-	-
	b) Land Improvements	9420	156,235.25	should more than Accum dep
	c) Accumulated Depreciation - Land Improvements	9425	(156,235.25)	input negative number
	d) Buildings	9430	280,934.58	should more than Accum dep
	e) Accumulated Depreciation - Buildings	9435	(183,307.04)	input negative number
	f) Equipment	9440	1,023,324.06	should more than Accum dep
	g) Accumulated Depreciation - Equipment	9445	(765,571.35)	input negative number
	h) Work in Programs	9450	3,585,186.55	
10)	TOTAL ASSETS		22,547,497.41	
B.	DEFERRED OUTFLOWS OF RESOURCES			
1)	Deferred Outflows Of Resources	9490	-	-
2)	TOTAL DEFERRED OUTFLOWS		-	
C.	LIABILITIES			
1)	Accounts Payable	9500	805,711.76	-
2)	Due to Grantor Governments	9590	461,857.00	-
3)	Due to Other Funds	9610	198,613.19	-
4)	Current Loans	9640	-	-
5)	Unearned Revenue	9650	850,988.00	-
6)	Long-Term Liabilities:			
	a) Net Pension Liability	9663	-	-
	b) Net OPEB Obligation	9664	-	-
	c) Compensated Absences	9665	-	-
	d) COPS Payable	9666	-	-
	e) Capital Leases Payable	9667	-	-
	f) Lease Revenue Bonds Payable	9668	-	-
	g) Other General Long-Term Liabilities	9669	-	-
7)	TOTAL LIABILITIES		2,317,169.95	
D.	DEFERRED INFLOWS OF RESOURCES			
1)	Deferred Inflows of Resources	9690	-	-
2)	TOTAL DEFERRED INFLOWS		-	
E. NET POSITION, June 30				
Net Position, June 30			20,230,327.46	
(must agree with line F2) (A10+B2) - (C7 +D2)				
DIFF BET. NET POSITION & FUND EQTY (this should be zero)			-	-

El Camino Real Chrtr HS					-	FALSE
FY17 1ST INTERIM REPORT						
FI CHARTER SCHOOL - FUND 62						
DUE DATE - DECEMBER 09, 2016 - (FRIDAY)						
					June 30, 2017 Estimated Actuals 12 months	Oct 31, 2016 Actuals (4 months)
			Object Codes			
A.	REVENUES (Summary- -See details below)					
	1)	LCFF Sources	8010-8099		30,867,011.00	7,504,004.91
	2)	Federal Revenue	8100-8299		1,214,576.56	289,495.59
	3)	Other State Revenue	8300-8599		3,545,788.69	691,652.76
	4)	Other Local Revenue	8600-8799		1,269,681.02	1,251,722.51
	5)	TOTAL REVENUES			36,897,057.27	9,736,875.77
B.	EXPENSES					
	1)	Certificated Salaries	1000-1999		14,959,603.95	4,680,833.88
	2)	Classified Salaries	2000-2999		3,400,293.97	925,551.03
	3)	Employee Benefits	3000-3999		7,741,818.96	2,658,338.21
	4)	Books & Supplies	4000-4999		2,598,955.44	311,397.64
	5)	Services and Other Operating Expenses	5000-5999		4,714,539.12	1,449,274.87
	6)	Depreciation	6000-6999		137,834.90	-
	7)	Other Outgo (excluding Transfers of indirect Costs)	7100-7299, 7400-7499		-	-
	8)	Other Outgo - Transfers of Indirect Costs	7300-7399		308,670.11	101,528.47
	9)	TOTAL EXPENSES			33,861,716.45	10,126,924.10
C.	EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES & USES				3,035,340.81	(390,048.33)
D.	OTHER FINANCING SOURCES/USES					
	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)	TOTAL OTHER FINANCING SOURCES/USES			-	-
E.	NET INCREASE (DECREASE) IN NET ASSET				3,035,340.81	(390,048.33)
F.	NET POSITION					
	1)	Beginning Net Position				
	a)	As of July 1, 2016, unaudited	9791		17,194,986.65	17,194,986.65
	b)	Audit Adjustments	9793		-	-
	c)	As of July 1 - Audited (F1a + F1b)			17,194,986.65	17,194,986.65
	d)	Other Restatements	9795		-	-
	e)	Adjusted Beginning Net Position (F1c + F1d)			17,194,986.65	17,194,986.65
	2)	Ending Net Position, June 30 (E + F1e)			20,230,327.46	16,804,938.32
	Components of Ending Net Position					
	a)	Net Investment in Capital Assets	9796		-	-
	b)	Restricted Net Position	9797		-	-
	c)	Unrestricted Net Position	9790		20,230,327.46	16,804,938.32

El Camino Real Chrtr HS				-	FALSE	
FY17 1ST INTERIM REPORT						
FI CHARTER SCHOOL - FUND 62						
DUE DATE - DECEMBER 09, 2016 - (FRIDAY)						
		Classified Supervisors' and Administrators' Salaries	2300	2100	518,968.23	137,476.10
		Clerical, Technical and Office Salaries	2400	2700	850,521.17	262,692.63
		Classified Transportation Salaries	2200	3600		
		Classified Food Services Salaries	2200	3700		
		Classified Maintenance & Operations	2200	8100	816,623.55	300,316.66
		Other Classified	2900	2100	274,999.71	29,875.40
		TOTAL CLASSIFIED SALARIES			3,400,293.97	925,551.03
	3)	Employee Benefits				
		EE Ben - STRS - Certificated			1,881,918.18	574,497.15
		EE Ben - STRS - Certificated - Instruction	3101	1000	1,561,007.03	479,740.07
		EE Ben - STRS - Certificated - Instructional Library, Medi	3101	2420	-	-
		EE Ben - STRS - Certificated - School Administration	3101	2700	113,124.73	30,605.81
		EE Ben - STRS - Certificated - Guidance & Counseling S	3101	3110	-	-
		EE Ben - STRS - Certificated - Health Services	3101	3140	177,031.01	54,242.22
		EE Ben - STRS - Certificated - Other General Admin	3101	2100	30,755.41	9,909.04
		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			396,948.59	113,052.64
		EE Ben - PERS - Classified - Instruction	3202	1000	109,639.55	23,841.77
		EE Ben - PERS - Classified - Instructional Supv and Adm	3202	2100	60,584.09	16,792.20
		EE Ben - PERS - Classified - School Administration	3202	2700	99,289.41	32,086.93
		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	95,332.22	36,682.57
		EE Ben - PERS - Classified - Other General Administratic	3202	2100	32,103.33	3,649.17
		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 Supervi	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			216,914.26	67,872.09
		EE Ben - OASDI Medicare - Certificated - Instruction	3301	1000	179,925.29	56,677.33
		EE Ben - OASDI Medicare - Certificated - Instructional Lit	3301	2420	-	-
		EE Ben - OASDI Medicare - Certificated - School Adminis	3301	2700	13,039.02	3,615.82
		EE Ben - OASDI Medicare - Certificated - Guidance & Co	3301	3110	-	-
		EE Ben - OASDI Medicare - Certificated - Health Services	3301	3140	20,405.01	6,408.27
		EE Ben - OASDI Medicare - Certificated - Other General	3301	2100	3,544.94	1,170.67
		EE Ben - OASDI Medicare - Classified			228,564.45	64,859.00
		EE Ben - OASDI Medicare - Classified - Instruction	3302	1000	63,130.85	13,678.17
		EE Ben - OASDI Medicare - Classified - Instructional Sup	3302	2100	34,884.54	9,633.79
		EE Ben - OASDI Medicare - Classified - School Adminstr	3302	2700	57,171.21	18,408.47
		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	54,892.64	21,045.02
		EE Ben - OASDI Medicare - Classified - Other General A	3302	2100	18,485.21	2,093.55

El Camino Real Chrtr HS					-	FALSE
FY17 1ST INTERIM REPORT						
FI CHARTER SCHOOL - FUND 62						
DUE DATE - DECEMBER 09, 2016 - (FRIDAY)						
		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 Adm	3301	2700	-	-
		EE Ben - Retirement in Lieu of OASDI - Cert - Guidance & C	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			2,907,422.93	950,317.40
		EE Ben - Health & Welfare Benefits - Cert - Instruction	3401	1000	2,411,639.19	793,572.85
		EE Ben - Health & Welfare Benefits - Cert - Instructional L	3401	2420	-	-
		EE Ben - Health & Welfare Benefits - Cert - School Adm	3401	2700	174,769.25	50,627.29
		EE Ben - Health & Welfare Benefits - Cert - Guidance & C	3401	3110	-	-
		EE Ben - Health & Welfare Benefits - Cert - Health Servic	3401	3140	273,499.68	89,725.99
		EE Ben - Health & Welfare Benefits - Cert - Other Genera	3401	2100	47,514.80	16,391.27
		EE Ben - Health & Welfare Benefits - Classified			660,852.56	187,908.24
		EE Ben - Health & Welfare Benefits - Class - Instruction	3402	1000	182,531.39	39,628.13
		EE Ben - Health & Welfare Benefits - Class - Instructional	3402	2100	100,862.31	27,910.82
		EE Ben - Health & Welfare Benefits - Class - School Adm	3402	2700	165,300.15	53,332.67
		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	158,712.09	60,971.22
		EE Ben - Health & Welfare Benefits - Class - Other Gene	3402	2100	53,446.63	6,065.40
		EE Ben - Unemployment Insurance - Certificated			7,479.80	2,322.19
		EE Ben - Unemployment Insurance - Cert - Instruction	3501	1000	6,204.32	1,939.17
		EE Ben - Unemployment Insurance - Cert - Instructional L	3501	2420	-	-
		EE Ben - Unemployment Insurance - Cert - School Adm	3501	2700	449.62	123.71
		EE Ben - Unemployment Insurance - Cert - Guidance & C	3501	3110	-	-
		EE Ben - Unemployment Insurance - Cert - Health Servic	3501	3140	703.62	219.25
		EE Ben - Unemployment Insurance - Cert - Other Genera	3501	2100	122.24	40.05
		EE Ben - Unemployment Insurance - Classified			1,700.15	459.17
		EE Ben - Unemployment Insurance - Class - Instruction	3502	1000	469.59	96.84
		EE Ben - Unemployment Insurance - Class - Instructional	3502	2100	259.48	68.20
		EE Ben - Unemployment Insurance - Class - School Adm	3502	2700	425.26	130.32
		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	408.31	148.99
		EE Ben - Unemployment Insurance - Class - Other Gene	3502	2100	137.50	14.82
		EE Ben - Workers' Compensation - Certificated			154,558.99	158,374.32
		EE Ben - Workers' Compensation - Cert - Instruction	3601	1000	128,203.06	132,252.19
		EE Ben - Workers' Compensation - Cert - Instructional Lit	3601	2420	-	-
		EE Ben - Workers' Compensation - Cert - School Adminis	3601	2700	9,290.76	8,437.25
		EE Ben - Workers' Compensation - Cert - Guidance & Co	3601	3110	-	-
		EE Ben - Workers' Compensation - Cert - Health Services	3601	3140	14,539.28	14,953.21
		EE Ben - Workers' Compensation - Cert - Other General	3601	2100	2,525.89	2,731.67
		EE Ben - Workers' Compensation - Classified			35,131.01	31,315.68
		EE Ben - Workers' Compensation - Class - Instruction	3602	1000	9,703.39	6,604.19
		EE Ben - Workers' Compensation - Class - Instructional S	3602	2100	5,361.85	4,651.45
		EE Ben - Workers' Compensation - Class - School Admin	3602	2700	8,787.38	8,888.11
		EE Ben - Workers' Compensation - Class - Pupil Transpo	3602	3600	-	-
		EE Ben - Workers' Compensation - Class - Food Services	3602	3700	-	-
		EE Ben - Workers' Compensation - Class - Plant Mainten	3602	8100	8,437.16	10,161.11
		EE Ben - Workers' Compensation - Class - Other Genera	3602	2100	2,841.23	1,010.82
		EE Ben - OPEB, Allocated			30,000.00	500,000.00
		EE Ben - OPEB, Allocated - Instruction	3701	1000	24,000.00	400,000.00
		EE Ben - OPEB, Allocated - School Administration	3701	2700	3,000.00	50,000.00
		EE Ben - OPEB, Allocated - Pupil Transportation	3701	3600	-	-
		EE Ben - OPEB, Allocated - Food Services	3701	3700	-	-
		EE Ben - OPEB, Allocated - Plant Maintenance & Operati	3701	8100	1,500.00	25,000.00
		EE Ben - OPEB, Allocated - Other General Administrati	3701	2100	1,500.00	25,000.00
		EE Ben - OPEB, Active Employees			1,200,000.00	-

El Camino Real Chrtr HS			-	FALSE
FY17 1ST INTERIM REPORT				
FI CHARTER SCHOOL - FUND 62				
DUE DATE - DECEMBER 09, 2016 - (FRIDAY)				
		EE Ben - OPEB, Active Emp - Instruction	3702 1000	960,000.00 -
		EE Ben - OPEB, Active Emp - Instructional Supervision a	3702 2100	- -
		EE Ben - OPEB, Active Emp - School Administration	3702 2700	120,000.00 -
		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	60,000.00 -
		EE Ben - OPEB, Active Emp - Other General Administrati	3702 2100	60,000.00 -
		EE Ben - Other Employment Benefits - Certificated		16,563.25 6,145.22
		EE Ben - Other Emp Benefits - Cert - Instruction	3901 1000	13,738.82 5,131.63
		EE Ben - Other Emp Benefits - Cert - Instructional Library	3901 2420	- -
		EE Ben - Other Emp Benefits - Cert - School Administrati	3901 2700	995.64 327.38
		EE Ben - Other Emp Benefits - Cert - Guidance & Counse	3901 3110	- -
		EE Ben - Other Emp Benefits - Cert - Health Services	3901 3140	1,558.10 580.21
		EE Ben - Other Emp Benefits - Cert - Other General Adm	3901 2100	270.69 105.99
		EE Ben - Other Employment Benefits - Classified		3,764.80 1,215.11
		EE Ben - Other Emp Benefits - Class - Instruction	3902 1000	1,039.86 256.26
		EE Ben - Other Emp Benefits - Class - Instructional Supe	3902 2100	574.60 180.49
		EE Ben - Other Emp Benefits - Class - School Administra	3902 2700	941.70 344.88
		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	904.16 394.27
		EE Ben - Other Emp Benefits - Class - Other General Adf	3902 2100	304.48 39.22
		TOTAL EMPLOYEE BENEFITS		7,741,818.96 2,658,338.21
4)		Books & Supplies		
		Approved Textbooks and Core Curricula Materials	4100 1000	350,000.00 31,484.16
		Books and Other Reference Materials	4200 1000	27,720.49 959.10
		Materials and Supplies	4300 1000	1,021,234.95 196,911.70
		Noncapitalized Equipment	4400 1000	700,000.00 77,373.21
		Other Supplies	4300 2700	- -
		Pupil Transportation	4300 3600	- -
		Food Service Supplies	4700 3700	500,000.00 4,669.47
		TOTAL BOOKS AND SUPPLIES		2,598,955.44 311,397.64
5)		Services and Other Operating Expenses		
		Personal Services- School Administration	5800 2700	- -
		Personal Services- Other Gen Administration	5800 7200	- -
		Travel and Conference - School Administration	5200 2700	100,000.00 21,568.51
		Travel and Conference - Other Gen Administration	5200 7200	- -
		Due and Memberships - School Administration	5300 2700	150,000.00 116,696.72
		Due and Memberships - Other Gen Administratin	5300 7200	- -
		Insurance-School Administration	5400 2700	- -
		Insurance - Other General Administration	5400 7200	181,091.00 181,091.00
		Operation and Housekeeping Services	5500 8100	633,487.71 326,912.17
		Rentals/Leases/Repairs&Noncapitalized Improvements	5600 8700	841,869.23 38,106.10
		Transfers of Direct Cost - School Administration	5800 2700	- -
		Transfers of Direct Cost - Other General Admin	5800 7200	- -
		Professional Consulting Services& Operating Exp	5800 1000	2,166,472.94 550,350.24
		Professional Consulting Services& Operating Exp	5800 2100	541,618.23 162,969.68
		Communications - School Administration	5900 2700	80,000.00 41,264.36
		Communications - Other General Administration	5900 7200	20,000.00 10,316.09
		TOTAL SERVICES AND OTHER OPERATING EXPENSES		4,714,539.12 1,449,274.87
6)		Depreciation		
		Depreciation Expense - Instruction	6900 1000	137,834.90 -
		Depreciation Expense - Instructional Superv & Admin	6900 2100	- -
		TOTAL DEPRECIATION		137,834.90 -
7)		Other Outgo (excluding Transfers of Indirect Costs)		
		Tuition		
		Tuition for Intruction Under Interdistrict Attendance Agree	7110 9200	- -
		Tuition, Excess Costs, and/or Deficit Payments		
		Payments to Districts or Charter School	7141 9200	- -
		Payments to County Offices	7142 9200	- -
		Payments to JPAs	7143 9200	- -
		Other Transfers Out		
		All Other Transfers	7281-7283 9200	- -
		All Other Transfers Out to All Others	7299 9200	- -
		Debt Service		
		Debt Service-Interest	7438 9100	- -
		TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)		- -

El Camino Real Chrtr HS					-	FALSE
FY17 1ST INTERIM REPORT						
FI CHARTER SCHOOL - FUND 62						
DUE DATE - DECEMBER 09, 2016 - (FRIDAY)						
	8)	OTHER OUTGO-TRANSFERS OF INDIRECT COSTS				
		Transfers of Indirect Cost	7310			
		Transfers of Indirect Cost-Interfund	7350			
		TOTAL, OTHER OUTGO-TRANSFERS OF INDIRECT COSTS			-	-
		Direct Support/Indirect Costs/All Other Financing Uses				
		Indirect Cost (total supervisory oversight fees only)	5800	2700	308,670.11	101,528.47
		Indirect Cost (total supervisory oversight fees only)	5800	7200		
		TOTAL Direct Support/Indirect Costs/All Other Financing Uses			308,670.11	101,528.47
		All Other Financing Uses	7699	9100		
		TOTAL EXPENSES			33,861,716.45	10,126,924.10
		CHECK: DETAILS OF REVENUE = TOTAL REVENUE- SUMMARY; SHOULD BE ZERO			-	-
		CHECK: DETAILS OF EXPESES = TOTAL EXPENSES - SUMMARY; SHOULD BE ZERO ; OR \$			-	-
		IN OTHER FINANCING USES				

Coversheet

Review and Vote on the 2016/17 EPA Expenditure Plan & Resolution

Section: IV. Financial
Item: E. Review and Vote on the 2016/17 EPA Expenditure Plan & Resolution
Purpose: Vote
Submitted by:
Related Material: Exhibit_EducationProtectionAccount-1617.pdf
resolution_EducationProtectionAccount_1617.doc

2016-17 Education Protection Account
 Program by Resource Report
 Expenditures by Function - Detail

El Camino Real High School

Expenditures through: June 30, 2017

Estimate

For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	5,398,345.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		5,398,345.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	5,398,345.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		5,398,345.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

*amount
not final

Note to user:

Specific cells in column C have been protected so that you can't enter data. The "Amount" column is protected for the following revenues: Federal Revenue, Other State Revenue, Other Local Revenue, and All Other Financing Sources and Contributions.

The "Amount" column is protected for the following expenditure functions: 2100-2150, 2200, 2700, 6000-6999, and 7000-7999.

**El Camino Real High School
RESOLUTION REGARDING THE EDUCATION PROTECTION
ACCOUNT**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection

Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of **El Camino Real High School**;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the **El Camino Real High School** has determined to spend the monies received from the Education Protection Act as attached.

DATED: _____, 2016 _____
Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Coversheet

Review and Vote on Copier Agreement

Section: V. School and Policies
Item: A. Review and Vote on Copier Agreement
Purpose: Vote
Submitted by:
Related Material: Executive_Summary_Copier_-_Departmental_Copiers.pdf
CHQS_FSMA_DETAILED_AGREEMENT-ECRCHS_11-18-16.pdf
EL_CAMINO_DLL_CPC_LEASE_11-21-16.pdf
EL_CAMINO_REAL_CHARTHER_HIGH_SCHOOL_DLL_Addendum.pdf

Copier Executive Summary

This one-page summary provides an analysis and evaluation of the various bids put forth by the following vendors to replace six (6) Canon image runner 3245 departmental copiers, with alternate plans submitted for the five (5) Sharp MX503 and MX5001 machines in the administrative offices, and a second alternative for the one (1) coin operated Sharp copier in the library.

I have summarized the key aspects here for the four (4) bids we received. Each bid included a software solution to help ensure costs are kept under control. This summary is for the departmental copiers only.

Vendor	Make	Model	Buy/Lease	Buyout	Print Allotment/Meter Rate (overages)	Disposal	Monthly Cost w/100K copies/month
AOA	Sharp	MX465N	Buy \$42,024	\$1	No allotment 0.0045/copy	TBD	878.30 + 450/month in copies
UI	Toshiba	E-STUDIO 5008A	Lease	FMV	No allotment 0.0055/copy	TBD	699 + 550/month in copies
CHQS	Sharp	MX465N	Lease	\$1	60K/month 0.0054 thereafter	Will "properly" dispose of canons	1876.20 + additional 216/month in copies
CHQS	Sharp	MX465N	Lease	FMV	60K/month 0.0054 thereafter	Will "properly" dispose of canons	1748.10 + additional 216/month in copies
Canon	Canon	IR4245	Buy: 32,032.92 Lease: 611.83	FMV	4-8K @.0091 8-12K @.0081 12K+ @.0072 0.0099 thereafter	Will take back existing IRs	611.83 + 720/month in copies

FMV – Fair market value (usually 10-15% of purchase price)

Vendor	Software	License Fee
AOA	Papercut	Not included in the proposal - would require further research
UI	Papercut	Included in lease for machines
CHQS	Papercut	Included in contract
Canon	Uniflow	16,549.47

Total Costs:

Vendor	Make	Total Cost
AOA	Sharp	79,698 (no software)
UI	Toshiba	74,940
CHQS	Sharp	117,846 (lease, extra 7,686 for \$1 buy out)
Canon	Canon	79,909.8 (seemed negotiable)

Best machines (per Fernando): Sharps and Canons

Best customer service (per my interactions with vendors): UI, 2nd best CHQS

Managed Equipment Fleet Service Maintenance Agreement



Agreement No: _____

Customer – Use EXACT registered name if a corp., LLC or LP El Camino Real High School		Customer’s Contact Person:			Contact Person’s E-mail:	
Street 5440 Valley Circle Blvd	City Woodland Hills	State CA	County	Zip Code 91367	Customer’s Telephone (818) 884-7036	

This is your Managed Equipment Fleet Service Maintenance Cost Per Print Agreement referred to as the (“**Agreement**”), the words “**You**” and “**Your**” mean the Customer named above. “**We**,” “**Us**” and “**Our**” mean COPIER HEADQUARTERS, INC., an authorized Channel Partner. **The Agreement represents the final and only agreement between You and Us and may not be contradicted by evidence of prior, contemporaneous or subsequent oral agreements. The Agreement can be changed only by a written agreement between You and Us. Other agreements not stated herein (including, without limitation, those contained in any purchase agreement or order between You and) are not binding on Us.**

1. EQUIPMENT (SEE ATTACHED SCHEDULE(S) FOR PRICING AND SPECIAL TERMS AND CONDITIONS). Under a separate written agreement, You have purchased or leased the office equipment listed on the **attached schedule(s)** from Us, or a third party leasing company (together with all existing and future accessories, attachments, replacements and additions, the “**Equipment**”). You desire to enter into this Agreement for supplies and service (if applicable) for the Equipment. You promise to pay to Us the “Base Monthly Charge(s)” shown below each month, any excess print charges and all other amounts stated herein. This Agreement is binding on You as of the date You sign it and cannot be cancelled by You.

2. TERM; TERMINATION AND RENEWAL. The term of this Agreement will begin on the date We accept and sign the Agreement (the “**Commencement Date**”) and will continue for as long as Equipment is covered by a schedule to this Agreement (“**Term**”). Each schedule has its own term (“**Schedule Term**”) for the Equipment covered by such schedule. The agreement terms in years provides that a full service maintenance agreement will be available on your equipment for that term. With respect to billing renewals: Monthly base and meter rates will be adjusted annually, once per year. Each unit of Equipment covered by a schedule to this Agreement will automatically renew for a month to month term unless either party provides the other party with written notice of non-renewal at least 30 days, before the end of the existing Schedule Term. Upon Your request, We will provide You with revised pricing for the renewal term within 30 days before the end of the existing Schedule Term for the devices that will be supported at the time of renewal. We will use reasonable efforts to notify you of the devices that are no longer supported by the Program.

3. SUPPLIES AND SERVICE. You agree to use the Consumables (as defined in the applicable attached schedule(s)) provided under this Agreement only in the covered Equipment. You shall order Consumables only as needed. No “excess shelf stock” of Consumables is permitted under this Agreement. “Excess Shelf Stock” means no more than one extra consumable item (e.g. toner cartridge) that is not installed in the device. We reserve the right to provide remanufactured cartridges which will work as new. You may return any used cartridges or other used Consumables per instructions. Any use of Consumables in devices other than the Equipment constitutes a violation of this Agreement. **Consumables are the property of Copier Headquarters until fully consumed by You in the Equipment. Selling, transferring, bartering or otherwise conveying Consumables to anyone is strictly prohibited and is subject to civil and criminal penalties.** You shall return to Us all unused Consumables upon expiration or termination of this Agreement. We reserve the right to invoice You for any unused Consumables that are not returned at Our then established retail prices, plus shipping and handling charges. You acknowledge that We reserve the right to audit Consumables orders to validate new requests. Shipping of consumables is included at no additional cost. You agree to order ALL Consumables through Us during the Term of this Agreement. **You acknowledge that Copier Headquarters or a service provider will provide You break/fix service for the Equipment pursuant to Copier Headquarter’s standard service agreement. The terms and conditions (including exclusions for accidents, misuse, abuse, unauthorized repair, unauthorized disassembly, etc.) of the applicable Equipment service agreement shall apply.** Upon Your request, We will provide You with a copy of any applicable Equipment service agreement. If You require service on Equipment You may request service using the following methods: (I) send email to service@copierhq.com (II) calling **1-818-874-1200**, or (III) access our web portal service link; www.chqs.com/services/-copier-service/. You agree that: (a) You must separately purchase all supplies other than Consumables listed above, including, without limitation, paper, at Your own cost; (b) You must separately purchase Equipment service or parts required by Your negligence, misuse of the Equipment, failure to follow the ’s suggested use instructions, or breach any warranty or service agreement provided by Us and (c) We are an authorized Platinum Document Technology Partner, Service Provider and Agent of Corporation.

4. PRINT CHARGES; PAYMENTS, LATE FEES AND TAXES. Each month, You agree to pay Us, by the due date as set forth on Our invoice to You, all Base Monthly Charges, excess print charges and all other amounts due under this Agreement (including all applicable taxes). **You agree to pay the Base Monthly Charges each month even if You do not make the number of prints included with the Base Monthly Charge. If the monthly base charge is part of an equipment lease, rental, or cost per print agreement, the base charges are billed as part of that agreement. You may not carry over a credit from any month during which You make fewer than the minimum number of prints. If your monthly allowance of prints is zero, you will pay for each print as part of this agreement.** You have 30-days from the date of the invoice to make the payment. If You do not make the payment within 30-days, we may charge a late fee which is equal to the greater of 1.5% of the amount that is late from the due date to the date paid. You are responsible for all taxes (including, without limitation, sales, use and personal property taxes, and excluding only taxes based on Our income), levies, assessments, license and registration fees and other governmental charges relating to this Agreement (collectively, “**Taxes**”). We may periodically bill You for, and You agree to promptly pay any Taxes. If applicable, You authorize Us to pay any Taxes when and as they may become due, and You agree to reimburse Us promptly upon demand for the full amount (less any estimated amounts previously paid by You).

THE TERMS OF THIS AGREEMENT ARE CONTINUED ON THE NEXT PAGE.

5. 5. ASSISTANT SOFTWARE. You agree (a) to install Copier Headquarter’s meter reading and Equipment device information software (including any updates, patches, or replacement software (“Print Tracker Software”) on one or more of Your workstations that are connected to Your network so that meter reads and Equipment device information can be retrieved from the Equipment and transmitted via the Internet to Us, (b) to the end-user license Proposal for such software, (c) to keep the workstations on which the software is installed powered on and connected to the Equipment via Your network at least five days a week and 6 hours a day, except during network outages and routine network maintenance, and (d) not to disable, disassemble, reverse engineer or otherwise interfere with the operation of the software. If Copier Headquarters fails to receive meter reads or device information on the Equipment, We will give You notice that You are in breach of this Proposal. If You do not provide with meter readings within five (7) days of the date of Our request, then (i) We may estimate the number of prints used and invoice You accordingly, (ii) We will charge a fee in the amount of \$_____ (if left blank the amount is zero) per piece of Equipment that We do not receive meter readings for each month until We receive meter readings, and (iii) We will adjust the estimated charge for excess prints upon receipt of actual meter readings. If You do not provide with meter readings within fifteen (30) days of the date of Our request, then We may terminate this Agreement by giving You written notice of such termination. **You acknowledge that if You do not provide meter readings, primarily through the Print Tracker software, or if it stops reporting data, we may not be able to provide You with Consumables or Service repairs and the Equipment may not function or produce prints. You also acknowledge that the Assistant Software will send meter reads and equipment diagnostic information on your networked print devices automatically to Us from time to time.**

6. LOCATION AND USE OF EQUIPMENT. You shall give Us at least 15 days prior written notice before moving the Equipment from the location set forth above to a different location. The notice must include the mailing address of the new location so that Consumables are sent to the new location. You shall not sell or otherwise transfer any rights in the Equipment unless You first get Our permission. You shall use the Equipment in accordance with all laws, operating manuals and service agreements. Any relocations of equipment to another county or state requires permission in advance.

7. NO WARRANTIES; LIMITATION OF LIABILITY. THE ONLY WARRANTIES MADE WITH RESPECT TO THE EQUIPMENT IS BY AS SET FORTH IN THE APPLICABLE SERVICE AGREEMENT. ANY WARRANTY STATEMENT INCLUDED WITH THE EQUIPMENT IS SUPERSEDED BY THE APPLICABLE SERVICE AGREEMENT. WE HAVE NOT MADE AND HEREBY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, ARISING BY APPLICABLE LAW OR OTHERWISE, INCLUDING WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Our liability to You for any cause whatsoever shall be limited to amounts paid by You to Us under this Agreement. This limitation shall apply regardless of the form of action, whether contract or tort, including without limitation negligence actions, provided, however, that this limitation shall not apply to damages resulting from personal injury caused by Our negligence. In no event shall We be liable to You for any special, indirect, incidental, consequential, exemplary or punitive damages in any way arising out of or relating to this Agreement.

8. LOSS AND DAMAGE. If the equipment becomes lost You shall bear the risk of loss and shall continue performing all Your obligations to Us even if it becomes lost. If the equipment becomes damaged, an insurance claim must be placed in order to pay Us for the obligations set forth in this agreement, even if it suffers a loss.

9. ASSIGNMENT. YOU SHALL NOT SELL, ASSIGN, OR OTHERWISE TRANSFER (collectively, “TRANSFER”) THIS AGREEMENT, IN WHOLE OR IN PART, WITHOUT THE PRIOR WRITTEN CONSENT OF US AND . Any attempted assignment or delegation without the prior written consent of Us shall be void. The equipment manufacturer and its suppliers are a third party beneficiary of this Agreement. You acknowledge that We may, without notice to You, Transfer this Agreement to or a third party reseller of products.

10. DEFAULT. You will be in default hereunder if You fail to pay any amount within 30 days of the due date as set forth in an invoice from Us to You or if You fail to perform any other obligation under this Agreement. If You default, We may do any or all of the following, at Our option: (a) terminate this Agreement, (b) require You to pay to Us, on demand, an amount equal to the sum of (i) all amounts then due and past due, (ii) all remaining Base Monthly Charges for the Term and (iii) all other amounts that may thereafter become due hereunder to the extent that We will be obligated to collect and pay such amounts to a third party, and/or (c) exercise any other remedy available to Us under law. You also agree to reimburse Us on demand for all reasonable expenses of enforcement (including, without limitation, reasonable attorneys’ fees and other legal costs).

11. APPLICABLE LAW; VENUE; JURISDICTION. Any action related to this Agreement shall be governed by the laws of your state _____ without regard to choice of law principles, and any litigation hereunder shall take place in the state or federal courts located in ___ Los Angeles, CA. Each term hereof shall be interpreted to the maximum extent possible so as to be enforceable under applicable law.

12. MISCELLANEOUS. This Agreement may be executed in counterparts, all of which together shall constitute the same document. You agree that a facsimile or other copy containing the signatures of both parties shall be as enforceable as the original executed Agreement. The failure of either party to enforce at any time any provision of this Agreement shall not be construed to be a waiver of such provision or the right thereafter to enforce each and every provision hereof. No waiver by either party, either express or implied, or any breach of these terms or conditions shall be construed as a waiver of any other term or condition. The provisions of this Agreement that by their nature continue in effect shall survive the termination or expiration of this Agreement. **You hereby represent to Us that this Agreement is legally binding and enforceable against You in accordance with its terms.**

Accepted by COPIER HEADQUARTERS, INC.	Customer: El Camino Real High School
By: _____ / _____ (Date)	By: X _____ Date _____
	Print Name: _____ Title: _____

Copier Headquarters, Inc. 21109 Oxnard Street, Woodland Hills, CA 91367





Rental Agreement

PHONE: (800) 735-3273

FACSIMILE: (800) 776-2329

CUSTOMER	Full Legal Name ELCAMINO REAL HIGH SCHOOL				Phone Number (818) 884-7036
	Address 5440 Valley Circle Blvd		City Woodland Hills	State CA	Zip 91367
	Billing Address 5440 Valley Circle Blvd		City Woodland Hills	State CA	Zip 91367
	DBA Name (if any)				Fax Number
					Purchase Order Requisition Number
					Send Invoice to Attention of

INDIVIDUAL METER OPTION	Make/Model/Serial #	Base Monthly Rental	Print Allowance Black and White	Cost-Per-Copy Black and White	Allowance Color	Additional Copies Color	Initial Meter Reading
	(6) Sharp MX-M465N Black/White MFPs	\$849.00	0	\$0.00450	N/A	N/A	
	Includes:						
	> Color Network Scanning						
	> Wifi Printing						
	> Hi-Capacity Tandem Trays						
	> Enhanced Compression Kit						
> Inner Finisher/Auto-Stapler							
> PaperCut MF Print Edition Software							
FOR ADDITIONAL UNITS ATTACH SCHEDULE A				Meter Reading Frequency			
				<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually			

PURCHASE OPTION	<input type="checkbox"/> \$1 Purchase Option

PAYMENT	Term in Months	First Rental Payment	(PLUS)	Security Deposit	(EQUALS)	Total Payment Enclosed*
	60	\$0.00	+	\$0.00	=	\$0.00

* does not include any applicable taxes

TAX OPTIONS	Each payment is subject to sales tax and/or use tax.	<input type="checkbox"/> Exempt - Exemption Certificate Attached.

CUSTOMER SIGNATURE	YOU AGREE TO ALL OF THE TERMS AND CONDITIONS CONTAINED ON BOTH PAGES OF THIS AGREEMENT AND IN ANY ATTACHMENTS TO SAME. ALL OF WHICH ARE INCLUDED BY REFERENCE AND BECOME PART OF THIS AGREEMENT. YOU ACKNOWLEDGE TO HAVE READ AND AGREE TO ALL THE TERMS AND CONDITIONS AND UNDERSTAND THAT THIS IS A NON-CANCELABLE AGREEMENT FOR THE FULL TERM SHOWN ABOVE.	
	You acknowledge that the Equipment is: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED	
	Signature X	Date
	Print Name	Title
	Legal Name of Corporation or Partnership Elcamino Real High School	

DELIVERY AND ACCEPTANCE	You acknowledge that the Equipment set forth above has been received, has been put in use, is in good working order and is satisfactory and acceptable.	
	Signature X	Date
	Print Name	
	Title	
	Legal Name of Corporation or Partnership	

GUARANTY	TO INDUCE OWNER TO ENTER INTO THE WITHIN RENTAL AGREEMENT, THE UNDERSIGNED UNCONDITIONALLY GUARANTEES TO OWNER THE PROMPT PERFORMANCE WHEN DUE OF ALL THE USER'S OBLIGATIONS TO OWNER UNDER THE AGREEMENT. OWNER SHALL NOT BE REQUIRED TO PROCEED AGAINST CUSTOMER OR THE EQUIPMENT OR ENFORCE ANY OTHER REMEDY BEFORE PROCEEDING AGAINST THE UNDERSIGNED. THE UNDERSIGNED WAIVES NOTICE OF ACCEPTANCE HEREOF AND ALL OTHER NOTICES OR DEMAND OF ANY KIND TO WHICH THE UNDERSIGNED MAY BE ENTITLED. THE UNDERSIGNED CONSENTS TO ANY EXTENSIONS OR MODIFICATION GRANTED TO USER AND THE RELEASE AND/OR COMPROMISE OF ANY OBLIGATIONS OF USER OF AN OTHER OBLIGORS AND GUARANTORS WITHOUT IN ANY WAY RELEASING THE UNDERSIGNED FROM HIS OR HER OBLIGATIONS HEREUNDER. THIS IS A CONTINUING GUARANTEE AND SHALL NOT BE DISCHARGED OR AFFECTED BY DEATH OF THE UNDERSIGNED, SHALL BIND THE HEIRS, ADMINISTRATORS, REPRESENTATIVES, SUCCESSORS AND ASSIGNS OF UNDERSIGNED AND MAY BE ENFORCED BY OR FOR THE BENEFIT OF ANY ASSIGNEE OF SUCCESSOR OF OWNER. THIS GUARANTY IS GOVERNED BY AND CONSTITUTED IN ACCORDANCE WITH THE LAWS OF THE COMMONWEALTH OF PENNSYLVANIA AND I CONSENT TO NON-EXCLUSIVE JURISDICTION IN ANY STATE OR FEDERAL COURT IN PENNSYLVANIA.											
	Signature X		Date		Signature X		Date					
	Print Name				Print Name							
	Home Address				Home Address							
	City		State		Zip		City		State		Zip	
	Phone						Phone					

RENTAL TERMS AND CONDITIONS

The words "YOU" and "YOUR" mean the Customer. The words "WE", "US", and "OUR" mean De Lage Landen Financial Services, Inc., the Owner of the Equipment.

1. RENTAL AGREEMENT ('AGREEMENT'): We agree to rent to YOU and YOU agree to rent from US the Equipment listed in the "Individual Meter Option" section of this Agreement and/or in any attached schedules ("Equipment"). YOU promise to pay US a **BASE MONTHLY RENTAL PAYMENT ("RENTAL PAYMENT")**, plus the **Cost-Per-Copy Additional Copies ("Additional Copy Charge")** on copies in excess of the Monthly Copy Allowance, in accordance with the terms and conditions herein. The Additional Copy Charges will be invoiced at the end of each meter reading period set forth on the face of this Agreement. YOU authorize US to insert in this Agreement the serial numbers of the Equipment when WE so determine them.

2. TERM: This Agreement is effective on the date that it is accepted and signed by US, and the term of this Agreement begins on that date or any later date that WE designate (the "Commencement Date") and continues thereafter for the number of months designated as "Term in Months". Rental Payments are due as invoiced by US. As YOU will have possession of the Equipment from the date of its delivery, if WE accept and sign this Agreement YOU will pay US interim rent for the period from the date the Equipment is delivered to YOU until the Commencement Date, as reasonably calculated by US based on the Rental Payment, the number of days in that period, and a month of 30 days. WE will apply the first Rental Payment to the first month of the term on the Commencement Date or any later date designated by US. The second Rental Payment is due on the date set forth in the invoice with subsequent payments due on the same day of each successive month thereafter until the balance of the Rental Payments and any Additional Copy Charges or expenses chargeable to YOU under this Agreement have been paid in full.

YOU agree to provide accurate and timely meter readings on the forms or other alternative means specified by US. If meter readings are not received in a timely manner, charges may be estimated by US. YOUR obligation to pay the Rental Payments, Additional Copy Charges and other obligations hereunder shall be absolute and unconditional. This Agreement is NON-CANCELABLE.

WE have the right to increase the Rental Payment and the Additional Copy Charge on an annual basis, in an amount not to exceed fifteen percent (15%) of the Rental Payment or the Additional Copy Charge in effect at the end of the prior annual period.

3. LATE CHARGES/DOCUMENTATION FEES: Whenever any Rental Payment or Additional Copy Charge is not made when due, YOU agree to pay US, within one month, a late charge of five percent (5%) for each delayed payment, with a minimum of \$10.00, but only to the extent permitted by law. YOU agree to pay US a fee of \$75.00 plus 1/10th of one percent (1%) of the original Equipment cost in excess of \$50,000.00 to reimburse OUR expenses for preparing financing statements, other documentation costs and all ongoing administration costs during the term of this Agreement. If the Equipment is located in more than one location, YOU agree to pay US an additional fee of \$10.00 for each additional filing required for each additional location.

4. DELIVERY AND ACCEPTANCE: YOU are responsible, at YOUR own cost, to arrange for the delivery and installation of the Equipment (unless such costs are included in the cost of the Equipment to US). If requested, YOU will sign a separate Equipment delivery and acceptance certificate. WE may at OUR discretion confirm by telephone that YOU have accepted the Equipment, and this telephone verification of YOUR acceptance of the Equipment shall have the same effect as a signed delivery and acceptance certificate.

5. USE, MAINTENANCE, REPAIR, SUPPLIES AND WARRANTIES: YOU have selected the Equipment and the related maintenance program and supplies as described in a separate maintenance agreement with the Equipment dealer ("Dealer"). WE are not the manufacturer of the Equipment and WE are renting the Equipment to YOU "AS-IS". WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. WE transfer to YOU for the term of this Agreement all warranties, if any, made by manufacturer.

YOU ALSO ACKNOWLEDGE THAT NO ONE IS AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THIS AGREEMENT AND EXCEPT FOR THE MANUFACTURER WARRANTIES, MAKE ANY REPRESENTATION OR WARRANTY ABOUT THIS AGREEMENT OR THE EQUIPMENT. WE SHALL NOT BE LIABLE FOR SPECIAL, RESULTING OR CONSEQUENTIAL DAMAGES OR LOSS OF PROFIT OCCASIONED BY ANY BREACH OF WARRANTY OR REPRESENTATION OR RESULTING FROM THE USE OR PERFORMANCE OF ANY UNIT OF EQUIPMENT. YOUR OBLIGATION TO PAY IN FULL ANY AMOUNT DUE UNDER THIS AGREEMENT SHALL NOT BE AFFECTED BY ANY DISPUTE, CLAIM, COUNTERCLAIM, DEFENSE OR OTHER RIGHT WHICH YOU MAY HAVE OR ASSERT AGAINST THE DEALER OR THE EQUIPMENT MANUFACTURER.

6. TITLE, PERSONAL PROPERTY, LOCATION AND INSPECTION: Except for Agreements with a \$1.00 purchase option, we will have to title to the Equipment. If you have a \$1.00 purchase option or this Agreement is deemed to be a security agreement, you grant us a security interest in the Equipment and all proceeds therefrom. YOU have the right to use the Equipment for the full term provided YOU comply with the terms and conditions of this Agreement. The Equipment is personal property even though the Equipment may become attached to any real estate. YOU agree not to permit a lien to be placed upon the Equipment or to remove the Equipment without OUR prior written consent. WE also have the right, at reasonable times, to inspect the Equipment.

7. ASSIGNMENT: YOU AGREE NOT TO TRANSFER, SELL, SUBRENT, ASSIGN, PLEDGE OR ENCUMBER EITHER THE EQUIPMENT OR ANY RIGHTS UNDER THIS AGREEMENT WITHOUT OUR PRIOR WRITTEN CONSENT. WE may sell, assign or transfer this Agreement. YOU agree that if WE sell, assign or transfer this Agreement, the new owner will have the same rights and benefits that WE have now and will not have to perform any of OUR obligations. YOU agree that the right of the new owner will not be subject to any claims, defenses, or set-offs that YOU may have against US.

8. REDELIVERY AND RENEWAL: Upon at least ninety (90), but not more than (150), days written notice to US prior to the expiration of the initial term of this Agreement, YOU shall advise US of YOUR intention to return the Equipment to US at the end of the initial term of this Agreement. Provided YOU have given such timely notice, YOU shall return the Equipment, freight and insurance prepaid, to US in good repair, condition and working order, ordinary wear and tear excepted, in a manner and to a location designated by US. If YOU fail to so notify US, or having notified US, YOU fail to return the Equipment as provided herein, this Agreement shall renew for additional terms of twelve (12) months each with Rental Payments and Additional Copy Charges equal to 100% of the Rental Payments and Additional Copy Charges at the expiration of the initial term of this agreement.

9. LOSS OR DAMAGE: YOU are responsible for the risk of loss or destruction of, or damage to the Equipment. No such loss or damage relieves YOU from any obligation under this Agreement.

10. INDEMNITY: WE are not responsible for any losses or injuries caused by the installation or use of the Equipment. YOU agree to reimburse US for and to defend US against any claim for losses or injuries caused by the Equipment. This indemnity will continue even after the termination of this Agreement.

11. TAXES: YOU agree to pay all license and registration fees, sale and use taxes, personal property taxes and all other taxes and charges, relating to the ownership, leasing, rental, sale, purchase, possession or use of the Equipment as part of the Rental Payment or as billed by US. YOU agree that if WE pay any taxes or charges on YOUR behalf, YOU shall reimburse US for all such payments and shall pay US interest and a late charge (as calculated in Section 3) on such payments with the next Rental Payment, plus a fee for OUR collecting and administering any taxes, assessments or fees and remitting them to the appropriate authorities. YOU agree that WE have the right each year to estimate the yearly personal property taxes that will be due for the Equipment and that YOU will pay US 1/12th of the estimated taxes on each Rental Payment. YOU will indemnify US on

an after-tax basis against the loss of any tax benefits anticipated at the Commencement Date arising out of YOUR acts or omissions.

12. INSURANCE: During the term of this Agreement, YOU will keep the Equipment insured against all risks of loss or damage in an amount not less than the replacement cost of the Equipment, without deductible and without co-insurance. YOU shall also obtain and maintain for the term of this Agreement, comprehensive public liability insurance covering both personal injury and property damage of at least \$100,000 per person and \$300,000 per occurrence for bodily injury and \$50,000 for property damage. WE shall be the sole named loss payee on the property insurance and shall be named as an additional insured on the public liability insurance. YOU will pay all premiums for such insurance and shall deliver proof of insurance coverage satisfactory to US. If YOU do not provide such insurance, YOU agree that WE have the right, but not the obligation, to obtain such insurance, and add an insurance fee to the amount due from you, on which we make a profit.

13. DEFAULT: YOU are in default of this Agreement if any of the following occurs: (a) YOU fail to pay any Rental Payment or other sum when due; (b) YOU breach any warranty or other obligation under this Agreement, or any other agreement with US; (c) YOU, any partner or any guarantor dies, YOU become insolvent or unable to pay YOUR debts when due; YOU stop doing business as a going concern; YOU merge, consolidate, transfer all or substantially all of YOUR assets; YOU make an assignment for the benefit of creditors or YOU undergo a substantial deterioration in YOUR financial condition; or (d) YOU, any guarantor or any partner, shall voluntarily file or have filed against it involuntarily, a petition for liquidation, reorganization, adjustment of debt or similar relief under the Federal Bankruptcy Code or any other present or future federal or state bankruptcy or insolvency law, or a trustee, receiver or liquidator shall be appointed of it or a substantial part of its assets.

14. REMEDIES: WE have the following remedies if a default should occur:

a) Upon written notice, declare the entire balance of the unpaid Rental Payments for the full term immediately due and payable, sue for and receive all Rental Payments and any other payments then accrued or accelerated under this Agreement or any other Agreement plus the estimated fair market value of the Equipment at the end of the originally scheduled Term, with all accelerated Rental Payments and the estimated fair market value of the Equipment at the end of the originally scheduled Term discounted at the lesser of (i) a per annum interest rate equivalent to that of a U.S. Treasury constant maturity obligation (as reported by the U.S. Treasury Department) that would have a prepayment term equal to the remaining term of the Agreement, all as reasonably determined by US, or (ii) 3 percent (3%) per annum.

b) Charge YOU interest on all monies due US at the rate of eighteen percent (18%) per year from the date of default until paid, but in no event more than the maximum rate permitted by law;

c) Charge YOU a return-check or non-sufficient funds charge ("NSF Charge") OF \$25.00 for a check that is returned for any reason; and

d) Require that YOU return the Equipment to US and in the event YOU fail to return the Equipment, enter upon the premises peacefully with or without legal process where the Equipment is located and repossess the Equipment. Such return or repossession of the Equipment shall not constitute a termination of this Agreement unless WE expressly notify YOU in writing. In the event the Equipment is returned or repossessed by US and unless WE have terminated this Agreement, WE will sell or re-rent the Equipment to such persons and upon such terms as WE may determine, at one or more public or private sales and with or without notice to YOU and apply the net proceeds after deducting the costs and expenses of such sale or re-rent, to YOUR obligations with YOU remaining liable for any deficiency and with any excess being retained by YOU. The credit for any sums to be received by US from any such rental shall be discounted to the date of the rental agreement at six percent (6%) per year.

YOU are also required to pay (i) all expenses incurred by US in connection with the enforcement of any remedies, including all expenses of repossessing, storing, shipping, repairing and selling the Equipment, and (ii) reasonable attorneys' fees.

15. SECURITY DEPOSIT: WE will retain any required security deposit as security for YOUR performance of YOUR obligations. Any security deposit is non-interest bearing. WE may apply any security deposit to cure any default by YOU, in which event YOU will promptly restore any amount so applied. If YOU are not in default, any security deposit will be returned to YOU at the termination of this Agreement.

16. WARRANTIES: YOU hereby warrant and represent that the Equipment will be used for business purposes, and not for personal, family or household purposes.

17. UCC FILINGS AND FINANCIAL STATEMENTS: YOU authorize US to file a Uniform Commercial Code ("UCC") financing statement with respect to the Equipment and grant US the right to sign such financing statement on YOUR behalf. If WE feel it is necessary, YOU agree to submit financial statements (audited if available) on a quarterly basis.

18. UCC-ARTICLE 2A PROVISIONS: YOU agree that this Agreement is a Finance Lease as that term is defined in Article 2A of the UCC. YOU acknowledge that WE have given YOU the name of the supplier of the Equipment. WE hereby notify YOU that YOU may have rights under the contract with the Supplier and YOU may contact the supplier for a description of any rights or warranties that YOU may have under this supply contract. YOU also waive any and all rights and remedies granted by Sections 2A-508 through 2A-522 of the UCC.

19. CHOICE OF LAW: This Agreement has been made in Wayne, Pennsylvania and, except for local filing requirements, is governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania. YOU consent to and agree that non-exclusive jurisdiction, personal or otherwise, over YOU and the Equipment shall be with the Courts of the Commonwealth of Pennsylvania or the Federal District Court for the Eastern District of Pennsylvania solely at OUR option with respect to any provision of this Agreement. YOU ALSO IRREVOCABLY WAIVE YOUR RIGHT TO A TRIAL BY JURY.

20. ENTIRE AGREEMENT; SEVERABILITY; WAIVERS: This Agreement contains the entire agreement and understanding. No agreements or understandings are binding on the parties unless set forth in writing and signed by the parties. Any provision of this Agreement which for any reason may be held unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective without invalidating the remaining provisions of this Agreement. It is further agreed that the rights and remedies of the parties are governed by this Agreement.

21. FACSIMILE DOCUMENTATION: YOU agree that a facsimile copy of the Agreement with facsimile signatures may be treated as an original and will be admissible as evidence of the Agreement.

OWNER ACCEPTANCE	Signature	Date
	X	
	Print Name	Title
	For DE LAGE LANDEN FINANCIAL SERVICES, INC.	

150EDOC135

**ADDENDUM
TO
RENTAL AGREEMENT
FTW93119**

This Addendum to Rental Agreement (“Addendum”) is attached to and made part of that certain Rental Agreement (“the Agreement”) between De Lage Landen Financial Services, Inc (“Owner”) and ELCAMINO REAL HIGH SCHOOL (“Customer”) and dated (the “Agreement”). The words “YOU” and “YOUR” refer to the Customer and the words “WE”, “US” and “OUR” refer to the Owner. Unless otherwise defined herein, capitalized terms shall have the definition set forth in the Agreement.

NOW, THEREFORE, for good and valuable consideration, intending to be legally bound and pursuant to the terms and conditions of the Agreement, it is hereby agreed as follows:

1. The Agreement is modified as follows:
 - Section 2 (TERM): In the last sentence, “in an amount not to exceed fifteen percent (15%) of the Rental Payment or the Additional Copy Charge” shall be deleted and replaced with “in an amount not to exceed six percent (6%) of the Service Base Charge and the Additional Copy Charge ”
 - Section 5 (USE, MAINTENANCE, REPAIR, SUPPLIES AND WARRANTIES): The first sentence shall be deleted in its entirety and replaced with: “YOU have selected the equipment and the related maintenance program and supplies with the Equipment dealer (“Dealer”).”
 - Section 8 (REDELIVERY AND RENEWAL) The first sentence shall be deleted in its entirety and replaced with; “upon at least 30-days written notice to US prior to the expiration of the initial term of this agreement, YOU shall advise US of YOUR intention to return the equipment to US.....”
 - Section 8 (REDELIVERY AND RENEWAL) The last sentence shall be modified from “this agreement shall renew for additional terms of 12 months each with renewal payments...” to, “this agreement shall renew for additional terms of month to month each with renewal payments...”
2. It is expressly agreed by the parties that this Addendum is supplemental to the Rental Agreement, which is by reference made a part hereof and all the terms and conditions and provisions thereof, unless specifically modified herein, are to apply to this Addendum and are made a part of this Addendum as though they were expressly rewritten.
In the event of any conflict, inconsistency or incongruity between the provisions of this Addendum and any of the provisions of the Rental Agreement, the provisions of this Addendum shall in all respects govern and control.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to be duly executed by their authorized representatives as of the date first above written.

ELCAMINO REAL HIGH SCHOOL

De Lage Landen Financial Services, Inc

By: _____

By: _____

Printed Name: _____

PrintedName: _____

Title: _____

Title:

Coversheet

Vote on New Material Revision

Section: V. School and Policies
Item: C. Vote on New Material Revision
Purpose: Vote

Submitted by:

Related Material:

ECRA Board of Directors Resolution for Material Revision 120916 (MH).docx
ECRCHS 2016-2020 Budget & Cash Flow (Material Revision) - 2016.12.09.xlsx
ECRA Letter to CSD RE Material Revision redline 120916 (MH).docx

El Camino Real Alliance
Board of Directors

Resolution

WHEREAS, the El Camino Real Alliance (“ECRA”) Board of Directors seeks a material revision of the El Camino Real Charter High School (“ECRCHS” or the “Charter School”) charter petition, as detailed herein; and

WHEREAS, the ECRA Board of Directors hereby authorizes the submission to the Los Angeles Unified School District of the request for the proposed ECRCHS charter revisions; and

WHEREAS, the ECRA Board of Directors authorizes Principal Dave Fehte to execute (sign) the amendment document and otherwise act on behalf of ECRA with respect to the material revision application process;

NOW THEREFORE BE IT RESOLVED:

ECRA requests a material revision of the ECRCHS charter to allow for an enrollment capacity of 3,800 students. This enrollment capacity is consistent with the campus capacity determination made by Bruce Takeguma of the Los Angeles Unified School District’s Department of School Management Services.

ECRCHS’s weighted 3-Year Average Academic Performance Index (“API”) score was 823. The Charter School’s most recent statewide and similar schools API ranks were 9 and 7, respectively. With such excellent educational indication already in place, the Charter School aspires to offer more vocational opportunities to students, thus preparing all students for high school graduation and the working world. The Charter School provides a strong and proven educational program that serves the unique needs of all of its students, and desires to be able to offer that program to as many students as its campus allows.

AND BE IT FURTHER RESOLVED:

The ECRCHS charter renewal petition, unanimously approved by the District Board on November 10, 2015 will be revised as follows:

General Information Table, page 3

The number of students in the first year will be:	3,800
The enrollment capacity is: (Enrollment capacity is defined as	3,800

the total number of students who may be enrolled in Charter School regardless of student residency.)

Target Enrollment Plan, page 22.

Enrollment Plan

ECRCHS is currently authorized to serve 3,8600 students in grades 9-12 in a site-based program, and plans to add 100 students to the Independent Study program (a 2.6% increase in enrollment). The following projects targeted total enrollment: with the assumption the increase to the Independent Study program will be approved:

Enrollment Plan

General Education Program	2016-17	2017-18	2018-19	2019-20	2020-21
9 th grade	900	900	900	900	900
10 th grade	925	925	925	925	925
11 th grade	975	975	975	975	975
12 th grade	1,000	1,000	1,000	1,000	1,000
Total	3,800	3,800	3,800	3,800	3,800
Alternative Education and Independent Study	2016-17	2017-18	2018-19	2019-20	2020-21
9 th grade					
10 th grade	10	10	10	10	10
11 th grade	20	20	20	20	20
12 th grade	70	70	70	70	70
Total	100	100	100	100	100
Grand Total	3,600	3,600	3,600	3,600	3,600

* * *

I, Scott Silverstein, certify that the Board of Directors of El Camino Real Alliance on December 14, 2016, adopted the foregoing resolution, at Los Angeles, California.

By: _____

Scott Silverstein; Board Secretary

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

ECRCHS 2016-2020 Budget & Cash Flow (Material Revision) - 2016.12.09.xlsx

EL CAMINO REAL CHARTER HIGH SCHOOL

A California Distinguished School

5440 Valley Circle Boulevard, Woodland Hills, California 91367
TELEPHONE: (818)595-7500 FAX: (818)710-9023

JON
WASSER
Board Chair

DAVID HUSSEY
Executive Director

December 19, 2016

Via Electronic Mail

José Cole-Gutiérrez, Director
Charter Schools Division
Los Angeles Unified School District
333 S. Beaudry Ave., 20th Floor
Los Angeles, CA 90017

RE: El Camino Real Charter High School Request for Material Revision

Dear Mr. Cole-Gutiérrez:

On behalf of El Camino Real Alliance (“ECRA”), I am writing to request a material revision of El Camino Real Charter High School’s (“ECRCHS” or the “Charter School”) charter petition. This letter, and the enclosed documents, was prepared consistent with the Los Angeles Unified School District (“LAUSD” or the “District”) Charter Schools Division’s (“CSD”) Administrative Procedures for Charter School Authorizing (revised 9/10/13) and Request for Material Revision Checklist (revised as of the same date).

RELEVANT BACKGROUND INFORMATION

ECRCHS is seeking a material revision of its charter in order to make important changes to its enrollment capacity. This material revision request was invited by CSD in an email message from Aida Tatioussian, Specialist to ECRA Board Chair Jon Wasser dated October 28, 2015. ECRA operates ECRCHS. As you may recall, ECRA has previously submitted this material revision request, but no action was taken on it.

There is some confusion between CSD and ECRA regarding the approved enrollment of ECRCHS. CSD maintains that the approved enrollment of the Charter School is 3,600 students. ECRA maintains that the approved enrollment of ECRCHS is 3,800 students: 3,600 enrolled on the main ECRCHS campus, and an additional 200 enrolled in the Alternative

Education Program or Independent Study Program (formerly known as Miguel Leonis Continuation School).

Confusion was also exhibited among District Board members during the November 10, 2015 District Board meeting. Some Board members understood that when they voted in 2012 to approve ECRCHS's operation of an Alternative Education Program and Independent Study Program on the site of the former Miguel Leonis Continuing Education School, that action automatically increased ECRCHS's total enrollment to 3,800, as 200 students would be added to the Charter School's population. Other Board members did not find the action to be clear in that way.

ECRA has already responded to a Notice to Cure on this topic. Following is a summary of the evidence to demonstrate that the District Board intended to approve ECRCHS to enroll 3,800 students when the Alternative Education Program and Independent Study Program were added to the Charter School's operations in 2012:

- On May 22, 2012, the LAUSD Board took action to approve the following agenda item: “[r]ecommends the approval of the amendment to the charter of El Camino Real Charter High School to add an alternative educational and intervention program focused on meeting the specific academic needs of students who are behind in credits and who are at risk of not graduating.” (Emphasis added.)
- CSD staff knew that ECRCHS believed its enrollment was authorized to be 3,800 – this is evident in myriad contemporaneous email messages and telephone calls exchanged between the parties.
- On at least two different occasions in 2012, ECRCHS submitted budgets to CSD finance staff showing an enrollment of 3,800 students.
- The Sole Occupant Agreement entered into by ECRCHS and the District includes a capacity of 3,600 students. The lease between LAUSD and ECRCHS for 5445 Manton Avenue (Alternative Education Program and Independent Study Program) identifies a student population at that address of 125-200 students. The lease also makes clear that those 125-200 students are ECRCHS students.
- Education Code Section 47605(d)(2)(C) states: “...in no event shall [a charter school authorizer] take any action to impede the charter school from expanding enrollment to meet pupil demand.” (Emphasis added.)

Current Request

ECRA requests a material revision of the ECRCHS charter to allow for an enrollment capacity of 3,800 students. This enrollment capacity is consistent with the campus capacity determination made by Bruce

Takeguma of the Los Angeles Unified School District’s Department of School Management Services.

ANALYSIS AND DISCUSSION

ECRCHS’s weighted 3-Year Average Academic Performance Index (“API”) score was 823. The Charter School’s most recent statewide and similar schools API ranks were 9 and 7, respectively. With such excellent educational indication already in place, the Charter School aspires to offer more vocational opportunities to students, thus preparing all students for high school graduation and the working world. The Charter School provides a strong and proven educational program that serves the unique needs of all of its students, and desires to be able to offer that program to as many students as its campus allows.

IDENTIFICATION AND DESCRIPTION OF CHANGES

The ECRCHS charter renewal petition, unanimously approved by the District Board on November 10, 2015 will be revised as follows:

General Information Table, page 3

The number of students in the first year will be:	3,800
The enrollment capacity is: (Enrollment capacity is defined as the total number of students who may be enrolled in Charter School regardless of student residency.)	3,800

Target Enrollment Plan, page 22.

Enrollment Plan

ECRCHS is currently authorized to serve 3,8600 students in grades 9-12 in a site-based program. ~~and plans to add 100 students to the Independent Study program (a 2.6% increase in enrollment).~~ The following projects targeted total enrollment with the assumption the increase to the Independent Study program will be approved:

Enrollment Plan

General Education Program	2016-17	2017-18	2018-19	2019-20	2020-21
9 th grade	900	900	900	900	900
10 th grade	925	925	925	925	925
11 th grade	975	975	975	975	975

12 th grade	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total	3,800	3,800	3,800	3,800	3,800
Alternative Education and Independent Study	2016-17	2017-18	2018-19	2019-20	2020-21
9 th -grade					
10 th -grade	10	10	10	10	10
11 th -grade	20	20	20	20	20
12 th -grade	70	70	70	70	70
Total	100	100	100	100	100
Grand Total	3,600	3,600	3,600	3,600	3,600

CONCLUSION

ECRCHS is eager to work with the District to address any questions or concerns regarding its charter petition material revision request. Pursuant to the MOU entered into by ECRA and LAUSD to stay the revocation of the ECRCHS charter, we anticipate a public hearing on the material revision to be held by on January 10, 2017 and action to be taken by the District Board on February 14, 2017. Please do not hesitate to contact me at your convenience.

Sincerely,

David Hussey
Executive Director, ECRA

Enclosures: ECRA Board Resolution and Budget

Coversheet

Review and Vote on Revised Fiscal Polices & Procedures

Section: V. School and Policies
Item: D. Review and Vote on Revised Fiscal Polices & Procedures
Purpose: Vote
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EL CAMINO REAL ALLIANCE

Fiscal Policies and Procedures Handbook

Revision Board Approved: December 14, 2016
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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
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	27
Cash Receipts (Cash and Checks)	27
Returned Check Policy	28
Payroll	29
Personnel Information	29
Stipend Volunteers	29
Timesheets	29
Overtime	30
Payroll Processing	30
Payroll Taxes and Filings	30
Record Keeping	31
Finance/Reserves /Insurance/Liabilities/Assets	32

TABLE OF CONTENTS

Financial Reporting 32
Financial Institutions 32
Loans 32
Retention of Records 33
Funds Balance Reserve..... 33
Insurance..... 33
Asset Inventory 34
Parking Lot Liability 34
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Appendix I – Student Gift Acknowledgement..... 36
Appendix II - Credit Card Responsible Use Form 39

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

OVERVIEW

The Governing Board (“Governing Board”) of 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 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-authorizing entity. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Governing Board and be in compliance with GAAP and/or related laws and regulations.
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, including Adopted Budget, Interim Reports, and Annual Audit.

Annual Financial Audit

1. The Governing Board will annually appoint an Audit Committee no later than the January board meeting; this committee is tasked with selecting an auditor no later than the March board meeting.
2. Audit Committee members, like all ECRA Directors, must be fiscally independent of ECRA.
3. The CBO 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
- 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
- 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
- Chief Compliance Officer – Compliance with Policies and Procedures
- 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

- Use is not permitted

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

Credit and Charge Cards

- Only one general card is authorized by the Board and it is issued in the name of ECRA and the Chief Business Officer or Executive Director. The credit card is stored in the Charter School's safe for staff use
- Must have established, Board-approved spending limits (currently, \$100,000 within a monthly statement period; textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period)
- “Platinum” or similar luxury status credit cards cannot be taken out under ECRA’s account
- Vendor-specific credit cards for teachers (limited to Home Depot and Smart and Final) have a limit of \$500 within a monthly statement period
- Any additional, vendor-specific credit or charge cards must be approved by the ECRA Board with the same limits as above.

Bank Check Signers

- Board-approved personnel, as noted in Overview, item 11, including Executive Director, CBO, and Assistant Principals.

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 must receive pre-approval for all purchases. Pre-approvals can be received through the Charter School'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 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 School a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the Charter School a few dollars on school supplies.
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 School 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

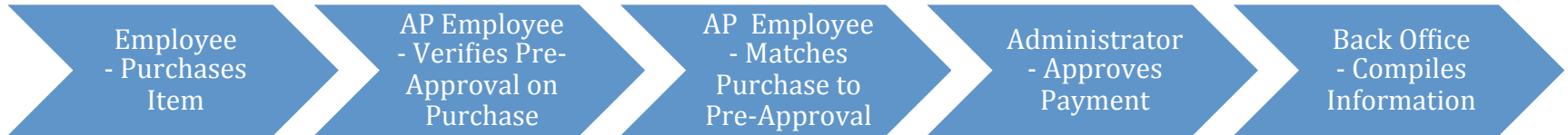
Regular Purchases

- 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, itemized receipt. The individual making the charge or requesting reimbursement shall be held responsible for the amount if a receipt is not provided within 30 days. The only exceptions are for parking meters and gratuities given to taxi drivers (within the limit set herein).
2. When receipts are lost, employees must retrieve a copy of the receipt or provide a document with comparable detail. There are a few exceptions for which credit card receipts or cancelled checks may be considered sufficient. Below are a few examples:
 - a. Taxi fares incurred while traveling for ECRCHS
 - b. Parking fees incurred the day employee attended workshops or other work events
3. If a receipt is lost and an acceptable replacement is not provided, the employee will not be reimbursed.
4. For all meals, detailed receipts are a requirement (see “Meals” on the following page for more details).
5. The Accounting Manager/Controller or Assistant Principal or designee shall be responsible for enforcing this policy within 30 days from the charge being incurred.

Employee Lost Receipts

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

Gratuity

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

Employee Reimbursements and Expense Reports

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

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

2. Employees must submit all expense reports before June 30th 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 Executive Director's expense report to the Board Chair when processed for payment.
 - a. For expense reports greater than \$300 in a month, the Board Chair and one other Board member, or Board Vice Chair and one other Board member must approve.

Personal Use of School Items

Personal use only applies to non-de minimis use consumption. For example, using an 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 ECRCHS owned items without prior approval from a supervisor.
2. Employees will reimburse the Charter School for all ECRCHS-owned items that are consumed. For example, if the Charter School incurs additional expense as a result of personal telephone calls, employees must reimburse the Charter School for these calls.

Supplies

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, subject to administrative review when reimbursement is approved:
 - 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 1st paragraph on Page 8: Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

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

Meals

1. Except in connection with out of town travel or Charter School-approved events where students are present, meals chargeable to or reimbursable by ECRA may not occur outside of the ECRCHS campus.
2. School-related meals occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the meal if it is ultimately denied. For meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:
 - a. Purpose of the meeting or agenda;
 - b. Items ordered or a detailed receipt;
 - c. Number of individuals in the party; and
 - d. Names of the attendees or a sign-in sheet.
3. On professional development, non-school days, ECRCHS may purchase meals for staff for meetings lasting three or more hours.
4. Each department has a budget of \$50/employee/year for meals for team building and morale.
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 CBO or Assistant Principal through the ERP system.

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

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

at a residence cannot include the normal commute miles to/from work. Below are some examples:

- a. Home to/from school is not reimbursable.
- b. Home to/from school event/meeting is partially reimbursable.
 - 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.
- d. Home to/from non-school event/meeting is not reimbursable. For example, driving around to purchase non-essential supplies, driving around to purchase essential supplies on a non-school day, or commuting to a non-school sponsored staff meeting.

Travel

1. Travel must receive the following approvals:
 - a. Employees requesting in-state travel must receive approval from the designated authorizing personnel with a summary of the purpose of travel, educational or professional benefit, number of employees attending and estimated cost.
 - b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of two (2) ECRA Board members, with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.
2. Following approval, the authorizing personnel must pre-approve all expenses associated with out-of-town travel for an event or meeting through the ERP system or an approved travel form. The approver cannot be the traveler. All supported documentation follows the specific rules in the Fiscal Policies and Procedures.
3. ECRA does not allow daily per diem rates.
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 under supervision of Executive Director and CBO. The Executive Director and CBO shall present 3 bids for travel agencies to the ECRA Board by January 1, 2017.
5. Chargeable and Reimbursable Expenditures:
 - a. Only pre-approved coach class, economy, “Wanna Get Away,” or promotional discounted airfare ticketing will be paid by ECRA/ECRCHS for documented school related travel. It is incumbent on all ECRA/ECRCHS employees, when

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

- arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.
- b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.
 - c. Upgrade or non-emergency changes in flights are the exclusive responsibility of the ECRA employee. For non-medical/emergency changes or cancellations of a flight, the out-of-pocket cost is the responsibility of the employee.
 - d. All employee-initiated changes to airfare ticketing that are made on an ECRA credit or charge card must be reimbursed by the employee within five (5) business days of the conclusion of travel. Personal charges are not permitted on ECRA credit or charge cards.
 - e. Air travel requiring special accommodations due to a personal medical issue will require a signed note from the employee's treating physician attesting to the medical necessity of an upgraded airfare accommodation, which must be submitted prior to travel. ECRA/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. 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 may replace this policy with the policy in the Manual or amend this policy pursuant to the Manual.
 - g. The ECRA Board of Directors shall annually review this policy to ensure consistency with state and federal reimbursement standards.
 - h. Hotels/motels are allowable when the event is more than 50 miles from either the employee's residence or the school site and the requesting employee has received approval from ECRA/ECRCHS administration prior to booking the hotel. Specific rules include:
 - i. The hotel room selected must be the least expensive available room offered within the hotel.
 - ii. Hotels should be chosen for the following reasons:
 1. Total cost relative to the other nearby hotels near the venue. Total cost includes parking fees, wireless fees, free breakfast, and other relevant fees. These costs need to be considered because the total cost of a hotel stay with a less expensive room rate may end up being higher than the total cost of a hotel stay with a more expensive room rate.
 2. Qualitative costs should be considered, as these may impact the total travel costs and employee wellbeing. For example, access to public transportation, safety, and walkability to event location. However, these considerations should be balanced with prudence and reason.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

- iii. Hotel rates exceeding an average of \$200/night, not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the authorizing personnel, and the employee still chooses the room rate, then employee will be responsible for the incremental cost over \$200/night plus applicable taxes and fees. Pre-approval is required of all ECRA/ECRCHS employees for hotels over \$200/night.
 - iv. Upon release of the Manual, ECRA may 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.
 - vi. Meals are reimbursed up to the published General Services Administration (“GSA”) rate for the event location, based on the receipt documentation provided. Employees must seek the applicable GSA rate from the CBO or designee.
 - i. Other customary and reasonable travel-related expenses, such as Internet, cab fares, rental car (with prior approval from Authorizing Personnel), and mileage for using an employee’s own car, gasoline are reimbursable.
 - j. The ECRA Board of Directors shall review and update these rates annually in accordance with the IRS and GSA schedules for Los Angeles County.
6. Below are approved travel days:
- a. The day before the event if it starts before 11am.
 - b. The day after the event if it ends after 12pm.
 - c. An additional non-event travel day may be permitted due to flight scheduling.
7. Travel advances, before the actual travel, may be permissible, but employee must show proof that travel actually occurred after the event.
- a. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
 - b. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.
8. After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.

Governing Board Expenses

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

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

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 \$4,000. Employee will be required to do the following:

1. Employee must notify an administrator that BTSA is being completed elsewhere.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

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 \$4,000/employee.

Professional Dues and Costs

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

Student Awards

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

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

Policy for Use of Credit Cards

1. Credit cards are held by Board-approved personnel only. The Board will approve only one general school credit card issued in the name of ECRA and the Chief Business Officer or Executive Director. It will be kept in the Charter School's safe.
2. Prior to issuance of a credit card to an employee, the employee shall review and sign the "Credit Card Responsible Use Form." (Appendix II.)
3. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of November 1, 2016:
 - a. Home Depot for Woodshop and Drama

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

- b. Smart and Final for Home Economics
 - c. American Express
4. The ECRA Board of Directors shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.
 5. Board-approved spending limits are currently, \$100,000 within a monthly statement period (textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period) for American Express and \$500 for vendor-specific credit cards (e.g. Home Depot and Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.
 6. ECRA uses American Express as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.
 7. Threshold amounts include: \$.99 (online subscriptions)
 8. The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.
 9. 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.
 - c. Records of how the converted credit card points were used must be maintained.
 10. Personal use of the CMO's credit cards 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 administrative supervisor and will be dealt with on a case-by-case basis. In all cases, reimbursement for accidental charges shall be paid in full within 30 days of the purchase. Reimbursement of the personal expense in this manner is required, but shall not prevent ECRA from taking further action against the employee. Interest charges will accrue at the then-applicable IRS-established rate when reimbursement is not made in 30 days from the personal charge.
 11. 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

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

expense. See "Employee Receipts/Substantiation" for exceptions to the receipts requirement.

12. 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.

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 be Board approved and must include documentation of a good faith effort to secure the lowest possible expected cost¹ for comparable goods or services. If the

¹ 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

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

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

Petty Cash

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 School'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 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 20111b) 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.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

- b. Whether the contract service provider has expertise not otherwise available to the Charter School.
 - c. Whether the current staff has capacity to do the work.
 - d. Whether the contract service provider's core competency would lead to long-term savings.
 - e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.
3. The 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 CBO or designee may also require that contract service providers list 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 Executive Director 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 Executive Director, Chief Business Officer, Assistant Principal(s) and/or Member(s) of the Governing Board with the conflict will not participate in any manner in the preliminary discussions, negotiations, compromises, reasoning, planning and solicitation for applications for the contracts. If an ECRA Board member is financially interested in a contract, the entire Board is prohibited from voting on the contract. Financially interested employees shall disclose the conflict in writing and are prohibited from participating in, influencing, or attempting to influence the making of the contract.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

ACCOUNTS PAYABLE

Bank Check Authorization

1. All original, itemized 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 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.

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.
 - b. All checks less than \$10,000 require the signature of only one authorized check signer.
 - c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
6. 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 School and the Chief Business Officer.

Timely Payment of Credit and Store Charge Card Statements

1. Timely payment of statements is required in order to avoid the imposition of late fees or other penalties by the card issuer. The employee responsible for providing any necessary documentation for payment (receipts, etc.) is required to pay any applicable late fees and/or interest.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

2. Accounting personnel will access the school's account on the card issuer's website and register for electronic statements using an ECRA email address coordinated in the Business Office. If only one email address may be the recipient of the monthly statement, that employee will set up an email forwarding rule to automatically copy another key employee on the statement.
3. On the day the statement is received, the assigned employee will note the due date and begin matching available documentation for the included charges. All documentation will be generated from the ERP system and employee receipts.
4. Accounting personnel will work diligently to obtain all necessary documentation supporting charges prior to paying each statement by its due date.
5. If unsubstantiated charges remain on the statement when it is paid, accounting personnel will keep and maintain a log of these charges. The Chief Business Officer and Executive Director will review the list and follow the procedure under "Employee Receipts/Substantiation".

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

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

4. Mail (including anything official such as governmental notices, invoices and checks) received at the Charter School must be opened and converted into an electronic document for the Back Office 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 School deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."
6. A deposit slip will be completed by the 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 School will no longer accept checks from that individual. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or Governing Board.
4. If unsuccessful in collecting funds owed, the Charter School may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or Governing Board.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

PAYROLL

Personnel Information

1. The business personnel will maintain all employee information in 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 arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

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 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.
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 Director, and submit the forms to the respective agencies.

ECRA FISCAL CONTROL POLICIES AND PROCEDURES

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.

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 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 Executive Director before funds are borrowed.
3. Employee loans, including salary advances, are not allowed.

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)
 - 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 deferral 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 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.

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 School's approved charter petition.

Asset Inventory

1. An asset is defined as all items, purchased or donated, with a value of \$5,000 or more and with a useful life of more than one year.
2. 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 School will take a physical inventory of all District and ECRA assets, separately, within 90 days of the end of each fiscal year, indicating the condition and location of the asset.
5. The Assistant Principal(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.
6. The Assistant Principal(s) will submit to Reconciling Personnel written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

Parking Lot Liability

1. Parking lot related incidences are not covered under any insurance policy unless there is a witness. The Charter School assumes no liability for damage to cars:
 - a. Parked in the parking lot during school hours
 - b. Parked in the parking lot before and after school hours
2. Otherwise, liability is as follows:
 - a. If a student willfully causes damage (i.e. not 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.

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 – 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: _____

APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

ECRA SCHOOL’S CREDIT CARD RESPONSIBLE USE FORM

Usage Term _____ (academic year)

For Credit Card _____ (last four numbers only)

Employee Information:

- Name _____
- Position _____

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

- Employee must receive pre-approval before using the card for a specific purpose.
- If credit card is taken out of the safe or school premises, employee must return the credit card as soon as it is used for a specific purpose. It may not be taken out for more than 24 weekday hours.
- Employee may not make any personal charges.
- Employee is responsible for maintaining all receipts. Along with the receipts, an appropriate description of each purchase must be provided.
- Employee is responsible for any late fees and/or interest the credit card company charges for failing to provide document within 10 days of the credit card statement’s closing date.
- Employee must report any fraudulent, lost or stolen card immediately to the credit card company and ECRA.

Employee Signature

Employee Name

Executive Director’s Signature

Executive Director’s Name