



KIPP TULSA PUBLIC CHARTER SCHOOLS

KIPP Tulsa Public Charter Schools - Special Board Meeting

Re-scheduled

Published on December 11, 2025 at 5:13 PM CST

Date and Time

Monday December 15, 2025 at 12:00 PM CST

Location

KIPP Tulsa University Prep
541 S 43rd W Ave

Members of the public shall be allowed to submit requests to address the board of directors. To expedite requests to comment, the public may send those requests to the board at kfinley@kippok.org at least 1 hour prior to the start of the meeting. The final determination of whether an item will appear as a public comment will be at the discretion of the board chair. Comments will take place in the order they were received via email, will be limited to three (3) minutes, and must be related to an agenda item or topic. Your comment can be heard when the Board Chairperson acknowledges you. A spokesperson must be selected when several people wish to address the same subject. The Board Chairperson may interrupt and terminate any comments that do not meet these criteria. Board members may not respond directly to speakers' comments.

Board Members:

Jacob Odom, Dewayne Dickens, Michael Epps, Darnell Blackmon, Brett Krieg, Kim Boyd, Kyara Smith, Jumoke Akingbola

School Representatives:

Donterrio Marzett, Superintendent; Keet Finley, School Operations Support; Mayra Burke, Finance Specialist; Sienna Scott, Director of Teaching and Learning; Janey Nemard, Development Director; Jamia Irons, Principal; Melanie Rathod, Principal; and Bill Hickman, Legal Counsel

Access to the board agenda will be posted on the KIPP Tulsa Website: <https://www.kiptulsa.org> *Click on the KIPP Tulsa drop-down menu, then click on Tulsa Board of Directors, and scroll down to Meeting Dates, Agendas & Minutes of scheduled meetings for the agenda.

Official action can be taken only on items that appear on the Agenda. The KIPP Tulsa Board of Directors may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Board or the Chair may refer the matter to the Superintendent or Legal Counsel. The Board may also refer items to staff or committees for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

Agenda

	Purpose	Presenter	Time
I. Opening Items			12:00 PM
A. Call the Meeting to Order		Dewayne Dickens	1 m
B. Welcome		Dewayne Dickens	1 m
C. Roll Call		Dewayne Dickens	1 m
D. Agenda Review		Dewayne Dickens	2 m
II. Public Comment			12:05 PM
A. Public Comment	FYI	Dewayne Dickens	5 m
III. Board Committee Reports			12:10 PM
A. Finance Committee	FYI	Brett Krieg	8 m
B. Academic Committee	FYI	Dewayne Dickens	8 m
		Executive Team Report	
C. Development Committee	FYI	Janey Nemard	8 m

	Purpose	Presenter	Time
D. Governance Committee	FYI	Jacob Odom	5 m
IV. Executive Director Report			12:39 PM
A. Compliance & Operations Update	FYI	Keet Finley	4 m
B. Executive Director Updates	FYI	Donterrio Marzett	3 m
Executive Team Report			
C. Board Process for Reviewing Complaints and School-Related Incidents	Discuss	Dewayne Dickens	10 m
<p>To engage the Board of Directors in a discussion regarding the appropriate process and governance-level procedures for how the Board reviews complaints or school-related incidents that require board involvement.</p>			
V. Consent Agenda			12:56 PM
Motion and vote on recommendations.			
A. Approve October 28, 2025 Regular Board Meeting Minutes	Approve Minutes	Dewayne Dickens	1 m
B. Approval of the October Financial Reports	Vote	Dewayne Dickens	1 m
C. Approval of General Fund Purchase Orders	Vote	Dewayne Dickens	1 m
<ul style="list-style-type: none"> • PO 2026-11-152 through 2026-11-162 and 2026-11-50079 through 2026-11-50088 • PO 2025-11-29 from \$4,053.63 changed to \$8,322.2 - Standleys • 			
D. Approval of Activity Fund Purchase Orders	Vote	Dewayne Dickens	1 m
<ul style="list-style-type: none"> • PO 2026-60-37 through 2026-60-46 • PO 2025-60-7 from \$0 changed to \$ 3,000 - Amazon 			
E. Approval of Building Fund Items		Dewayne Dickens	1 m

	Purpose	Presenter	Time
	The next regular scheduled meeting of the KIPP Tulsa Board of Directors will be held on Tuesday, January 27, 2026, at 12:00 p.m. in the TNT Room at KIPP Tulsa University Prep High School, 541 S. 43rd W. Ave., Tulsa, Oklahoma, 74127.		
B.	Adjourn Meeting	Vote	Dewayne Dickens

This agenda was posted by Mayra Burke at kipptulsa.org and at the front entrances of KIPP Tulsa College Preparatory and KIPP Tulsa University Prep on December 12, 2025, at 8:00 a.m. in compliance with the Oklahoma Open Meeting Act.

Special Meeting, December 15, 2025

Coversheet

Finance Committee

Section: III. Board Committee Reports
Item: A. Finance Committee
Purpose: FYI
Submitted by:
Related Material: November 2025 Finance Committee Packet.pdf

KIPP TULSA COLLEGE PREP SCHOOL DISTRICT

MONTHLY FINANCIAL REPORT

October 31, 2025 and Year to Date

TABLE OF CONTENTS

Table of Contents

Compilation Report

Statement of Assets, Liabilities and Net Assets – Cash Basis 1

Statement of Revenue, Expenditures and Net Assets - Cash Basis

 General Fund 2-3

 Building Fund 4

 Gifts Fund 5

Supplemental Information

Three (3) Year Expenditure Comparison
– General Fund – Cash Basis 6

Revenue Expenditure Summary
– Activity Fund



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

November 12, 2025

Honorable Board of Trustees
KIPP Tulsa College Preparatory
Tulsa, Oklahoma

I have compiled the accompanying statement of assets, liabilities, and net assets – modified cash basis for the KIPP Tulsa College Preparatory as of October 31st, 2025 and the related statements of revenues and expenses – cash basis for the four (4) months then ended for the General, Building, and Gifts Funds. Prior year's comparative revenue and expense information and current year budgetary information are included in the related statements of revenue and expenses, as well as items listed in the table of contents under the heading supplemental information, which are presented only for analysis purposes. My compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. I have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, I did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the school's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to KIPP Tulsa College Preparatory.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jenkins & Kemper
Certified Public Accountants, P.C.

**KIPP TULSA COLLEGE PREP SCHOOL DISTRICT
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS
OCTOBER 31, 2025**

	<u>General</u>	<u>Building</u>	<u>Gifts</u>	<u>Activity</u>	<u>Totals</u>
Assets					
Cash	\$ 130,122.61	335,195.93	1,073,803.34	95,223.52	1,634,345.40
Due to Activity Fund				70,348.91	70,348.91
Total Assets	<u>130,122.61</u>	<u>335,195.93</u>	<u>1,073,803.34</u>	<u>165,572.43</u>	<u>1,704,694.31</u>
Liabilities					
O/S Warrants	166,091.27	1,934.75	228.16	3,920.76	172,174.94
Reserves	180.00				180.00
Funds held for student activities					
Total Liabilities	<u>166,271.27</u>	<u>1,934.75</u>	<u>228.16</u>	<u>3,920.76</u>	<u>172,354.94</u>
Net Assets	<u>(36,148.66)</u>	<u>333,261.18</u>	<u>1,073,575.18</u>	<u>161,651.67</u>	<u>1,532,339.37</u>
Net Assets 06/30/2025	<u>\$ 473,800.76</u>	<u>467,999.80</u>	<u>999,295.28</u>		<u>1,941,095.84</u>
Cash Breakdown:					
Primary Checking	\$ 424,680.25				
Redbud Funding	234,704.18				
Activity Checking	91,899.53				
Savings	907,003.73				
Adjustments to cash	46,406.62				
Totals	<u>\$ 1,704,694.31</u>				

*October investment statement not available until 11/17/25 per bank notice.

SEE ACCOUNTANT'S COMPILATION REPORT

**KIPP TULSA COLLEGE PREP
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS**

<u>General Fund Revenue</u>	<u>Source Code</u>	<u>2024-25 Actual</u>	<u>2024-25 As of 10/31/24</u>	<u>% of YTD to Actual</u>	<u>2025-26 Budgeted</u>	<u>2025-26 As of 10/31/25</u>	<u>% of YTD to Budg.</u>
LOCAL SOURCES							
Interest Earnings	1300	\$ 3,227.60	1,150.67	35.7%		1,036.83	N/A
Reimbursements	1500	44,845.85	13,264.12	29.6%		42.75	N/A
United Way Donations (Proj. 169)	1600	353,875.00	117,958.32	33.3%	353,000.00	117,958.32	33.4%
918 Rising Charter (Proj. 230, 245)	1600	240,905.19		0.0%			N/A
Other Local Sources of Revenue	1600	138,916.28	135,000.00	97.2%	647,000.00		0.0%
District Contracts - KIPP Found.	1650	193,298.24	139,839.24	72.3%	113,293.63	67,925.63	60.0%
Refund Prior Yr Expenditures	1680	6,362.50	6,362.50	100.0%			N/A
Non-revenue Receipts	5000	87,609.18	20,472.53	23.4%		12,321.84	N/A
STATE SOURCES							
Foundation & Salary Incentive Aid	3210	3,585,281.47	955,767.75	26.7%	4,285,688.57	970,339.32	22.6%
Flexible Benefits Reimb.	3250	366,055.00	99,175.78	27.1%	375,000.00	101,083.59	27.0%
Purchase of Textbooks	3420	32,194.59	31,757.43	98.6%	34,000.00	8,376.24	24.6%
School Resource Officer Grant	3436	183,829.62	183,829.62	100.0%	92,000.00	93,041.47	101.1%
Tobacco Settlement Endow. Trust	3650			N/A		9,857.53	N/A
State Sources of Revenue	3690	4,020.38		0.0%		10,460.00	N/A
State Matching	3720	2,223.48		0.0%			N/A
FEDERAL SOURCES							
Title I (Proj. 511&515)	4210	220,455.41	11,789.98	5.3%	500,000.00	53,615.85	10.7%
Title II, Part A (541)	4271	43,166.15		0.0%			N/A
Special Education Programs	4300	80,198.43	550.36	0.7%		37,371.10	N/A
Title IV, Part A	4442	17,966.35		0.0%			N/A
ESSERF/CARES (789, 793 & 795)	4689	53,556.23		0.0%			N/A
Lunches	4710	183,395.07		0.0%	180,000.00	63,556.74	35.3%
Breakfast	4720	71,841.17		0.0%	50,000.00	23,766.96	47.5%
National School Lunch Program	4780	16,612.51		0.0%	20,000.00		0.0%
Total Revenue		<u>5,929,835.70</u>	<u>1,716,918.30</u>	<u>29.0%</u>	<u>6,649,982.20</u>	<u>1,570,754.17</u>	<u>23.6%</u>
Lapsed Appr/Estopped Warr.	6130/40	5,606.04					
Net Assets - Beginning		<u>764,629.81</u>	<u>764,629.81</u>	<u>100.0%</u>	<u>473,800.76</u>	<u>473,800.76</u>	<u>100.0%</u>
Balance Available		<u>\$ 6,700,071.55</u>	<u>2,481,548.11</u>	<u>37.0%</u>	<u>7,123,782.96</u>	<u>2,044,554.93</u>	<u>28.7%</u>

KIPP TULSA COLLEGE PREP
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS

<u>Expenditures</u>	<u>Object Code</u>	<u>2024-25 Actual</u>	<u>2024-25 As of 10/31/24</u>	<u>% of YTD to Actual</u>	<u>2025-26 Budgeted</u>	<u>2025-26 As of 10/31/25</u>	<u>% of YTD to Budg.</u>
Salaries	100	\$ 3,114,358.51	998,020.91	32.0%	3,364,023.86	1,069,423.82	31.8%
Employee Benefits	200	902,775.57	277,744.13	30.8%	961,266.89	315,032.02	32.8%
Worker's Comp./State Unempl.	290	40,874.92	4,400.86	10.8%		6,468.60	N/A
Professional Services	300	308,823.87	67,818.36	22.0%	327,055.00	68,747.33	21.0%
Utility Services	410	19,541.53	8,651.40	44.3%	232,000.00		0.0%
Repairs and Maintenance Services	430	159,221.51	63,474.67	39.9%	101,500.00	87,196.94	85.9%
Rentals or Lease Services	440	244,439.80	81,453.60	33.3%	245,000.00	41,636.80	17.0%
Student Transportation	510	210,545.78	54,978.59	26.1%	199,475.00	88,900.48	44.6%
Insurance Services	520	82,307.00	54,487.89	66.2%	85,850.00	38,494.32	44.8%
Communications Services	530	11,362.60	1,721.69	15.2%	15,000.00	6,516.59	43.4%
Advertising	540	41,417.51	15,197.93	36.7%	50,500.00	34,193.55	67.7%
Printing and Binding	550	4,621.01	631.15	13.7%	70,000.00	1,564.89	2.2%
Other LEAs Within the State	560	17,962.27		0.0%	27,125.00	1,625.00	6.0%
Food Service Management	570	330,343.52		0.0%	300,000.00	32,872.76	11.0%
Out-of-District Travel	580	67,839.18	36,458.41	53.7%	75,750.00	698.84	0.9%
General Supplies	610	119,400.83	43,950.42	36.8%	191,600.00	108,950.81	56.9%
Energy (Elect., Natural Gas, Fuel)	620	102,938.32	42,636.60	41.4%			N/A
Books	640	157,824.12	149,932.97	95.0%	130,000.00	118,107.50	90.9%
Furniture, Fixtures, Tech, etc.	650	58,734.91	30,058.84	51.2%	105,550.00	37,280.82	35.3%
Student and Staff	680	18,379.71	10,941.65	59.5%	25,250.00	2,191.75	8.7%
Property	700	16,612.51		0.0%			N/A
Technology Related	730						N/A
Charter School Sponsorship Fee	805	35,852.81	6,371.78	17.8%	37,370.00	6,468.93	17.3%
Dues and Fees	810	82,596.28	17,553.55	21.3%	50,500.00	13,732.84	27.2%
Staff Registration & Tuition	860	2,664.45	1,475.00	55.4%	2,020.00	599.00	29.7%
Reimbursement	930	74,652.27	20,391.00	27.3%			N/A
Total Expenditures		<u>6,226,090.79</u>	<u>1,988,351.40</u>	31.9%	<u>6,596,835.75</u>	<u>2,080,703.59</u>	31.5%
Net Assets - Ending		<u>\$ 473,980.76</u>	<u>493,196.71</u>		<u>526,947.21</u>	<u>(36,148.66)</u>	

**KIPP TULSA COLLEGE PREP - 2025-26 FISCAL YEAR
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS**

Building Fund	Source	2024-25	2024-25	% of YTD	2025-26	2025-26	% of YTD
<u>Revenue</u>	<u>Codes</u>	<u>Actual</u>	<u>As of 10/31/24</u>	<u>to Actual</u>	<u>Budgeted</u>	<u>As of 10/31/25</u>	<u>to Budgeted</u>
Interest	1310	\$ 1,228.40	457.95	37.3%		429.29	N/A
Miscellaneous Reimbursement	1590	240.00	240.00	100.0%			N/A
Redbud Grant	3435	291,913.73		0.0%	450,000.00		0.0%
Total Revenue		293,382.13	697.95	0.2%	450,000.00	429.29	0.1%
Beginning Fund Balance	6110	458,622.06	458,622.06		467,999.80	467,999.80	
Total Revenue Available		752,004.19	459,320.01		917,999.80	468,429.09	
<u>Expenditures</u>							
Cleaning Services	420	7,042.84		0.0%	140,000.00		0.0%
Repairs & Maint. Services	430	267,209.60	93,345.16	34.9%	40,400.00	79,945.11	197.9%
Property Services	440			N/A		7,739.00	N/A
Construction Services	450			N/A		9,405.67	N/A
Supplies & Materials	600	7,095.87	3,908.29	55.1%	20,000.00	1,133.97	5.7%
Capital Improvements	700	2,656.08		0.0%		25,389.00	N/A
Technology Related	730						N/A
Dues and Fees	810			N/A			N/A
Reimbursement	930					11,555.16	N/A
Total expenditures		284,004.39	97,253.45	34.2%	200,400.00	135,167.91	67.4%
Ending Net Assets		\$ 467,999.80	362,066.56		717,599.80	333,261.18	

**KIPP TULSA COLLEGE PREP - 2025-26 FISCAL YEAR
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS**

Gifts Fund	Source Codes	2024-25 Actual	2024-25 As of 10/31/24	% of YTD to Actual	2025-26 Budgeted	2025-26 As of 10/31/25	% of YTD to Budgeted
<u>Revenue</u>							
Earnings on Investments	1390	\$ 72,819.03	29,142.48	40.0%		40,961.98	N/A
Donations	1610	486,205.28	105,889.01	21.8%		162,370.00	N/A
Non-revenue Receipts	5000	530.20		0.0%			N/A
Interfund Transfer	6200	(148,179.11)	(121,842.79)	N/A		(109,231.71)	N/A
Total Revenue		411,375.40	13,188.70	3.2%	-	94,100.27	N/A
Beginning Fund Balance		591,075.08	591,075.08		999,295.28	999,295.28	
		<u>1,002,450.48</u>	<u>604,263.78</u>		<u>999,295.28</u>	<u>1,093,395.55</u>	
<u>Expenditures</u>							
Professional Development	350			N/A	80,000.00		0.0%
Rental	440	1,028.16	1,000.00	97.3%		7,015.37	N/A
Advertising	540	450.00		0.0%			N/A
Awards	680	1,146.84	866.84	75.6%		12,805.00	N/A
Dues and Fees	810			N/A			N/A
Reimbursement	930	530.20		0.0%			N/A
Total expenditures		3,155.20	1,866.84	59.2%	80,000.00	19,820.37	24.8%
Ending Assets		<u>\$ 999,295.28</u>	<u>602,396.94</u>		<u>919,295.28</u>	<u>1,073,575.18</u>	

SUPPLEMENTAL INFORMATION

**KIPP TULSA COLLEGE PREP - 2025-26 FISCAL YEAR
THREE (3) YEAR COMPARISON - GENERAL FUND - CASH BASIS
SEPTEMBER 30, 2025**

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 354,760.20	85,236.57	276,447.76	94,981.55	257,667.15	114,650.02
August	366,652.71	137,540.30	342,683.11	238,028.30	391,657.19	165,895.00
September	518,888.48	224,769.41	323,411.26	229,578.12	357,354.24	159,238.86
October	332,225.46	101,762.70	333,222.91	149,998.39	377,777.26	256,463.87
November	354,146.47	207,836.02	355,103.39	217,656.11		
December	365,417.05	195,347.84	340,638.97	129,415.87		
January	326,994.33	168,661.19	335,691.57	189,871.03		
February	336,124.60	69,257.55	335,884.36	52,492.22		
March	337,668.85	134,498.51	325,440.68	298,370.97		
April	341,203.05	157,207.73	340,540.61	285,561.39		
May	723,086.08	225,249.93	699,104.09	119,709.51		
June	4,508.89	431,434.42	8,965.37	203,473.25		
	<u>4,361,676.17</u>	<u>2,138,802.17</u>	<u>4,017,134.08</u>	<u>2,209,136.71</u>	<u>1,384,455.84</u>	<u>696,247.75</u>
		<u>6,500,478.34</u>		<u>6,226,270.79</u>		<u>2,080,703.59</u>

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	354,760.20	85,236.57	276,447.76	94,981.55	257,667.15	114,650.02
August	366,652.71	137,540.30	342,683.11	238,028.30	391,657.19	165,895.00
September	518,888.48	224,769.41	323,411.26	229,578.12	357,354.24	159,238.86
October	332,225.46	101,762.70	333,222.91	149,998.39	377,777.26	256,463.87
November						
December						
January						
February						
March						
April						
May						
June						
	<u>\$ 1,572,526.85</u>	<u>549,308.98</u>	<u>1,275,765.04</u>	<u>712,586.36</u>	<u>1,384,455.84</u>	<u>696,247.75</u>
		<u>2,121,835.83</u>		<u>1,988,351.40</u>		<u>2,080,703.59</u>

FOR INTERNAL USE ONLY

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2025-2026, Fund(s): GENERAL FUND, Date Range: 10/1/2025 - 10/31/2025

PO No	Date	Vendor No	Vendor	Description	Amount
152	10/01/2025	50441	SUSANNA EPPERSON	ADMIN PROFESSIONAL DEVELOPMENT	900.00
153	10/01/2025	196	NCS PEARSON, INC	SPED ADULT ASSESMENT KIT	1,960.91
154	10/01/2025	50446	OKSTE	MEMBERSHIP DUES	325.00
155	10/01/2025	1346	FIRST	ROBOTICS SUPPLIES	1,906.00
156	10/01/2025	1508	TULSA BAND AND GUITARS	MUSIC CLASS MATERIALS	5,000.00
157	10/01/2025	50447	OU OUTREACH	STAFF TUITION FOR PD	599.00
158	10/01/2025	50299	FRANKO CARTER	COACHING CONTRACTOR MIDDLE SCHOOL BASKETBALL BOYS	1,000.00
159	10/01/2025	50449	WILLIE STEWART	COACHING CONTRACTOR MIDDLE SCHOOL BASKETBALL BOYS	1,000.00
160	10/01/2025	50296	MARICO DAVIS	COACHING CONTRACTOR HIGH SCHOOL BASKETBALL BOYS	3,500.00
161	10/01/2025	50450	TERRELL THOMPSON	COACHING CONTRACTOR HIGH SCHOOL BASKETBALL BOYS	3,500.00
162	10/01/2025	50451	FRANKLIN CARR	CONTRACTOR COACHING STIPENDS GIRLS BASKETBALL	3,500.00
50079	10/01/2025	50423	ERICA RICHARDSON	PAYROLL	107.65
50080	10/01/2025	50424	STEVEN RAY HULL	PAYROLL	936.56
50081	10/01/2025	50425	KELLY ELIZABETH MCCARTY	PAYROLL	7,236.25
50082	10/01/2025	50430	DANA COCKLEREECE	PAYROLL	6,466.83
50083	10/01/2025	50422	KAYLAN ALEXANDER	PAYROLL	9,720.30
50084	10/01/2025	50433	ANTONIO LAMARR BLAKLEY	PAYROLL	1,507.11
50085	10/15/2025	50440	DANIEL D VESLEY	PAYROLL	2,029.21
50086	10/31/2025	50442	JAMES ADAM SHELL	PAYROLL	5,336.02
50087	10/31/2025	50444	RENEE DAWN GUNSAULIS	PAYROLL	5,140.48
50088	10/31/2025	50443	ASHLI N. MANSOUR	PAYROLL	3,690.54
Non-Payroll Total:					\$23,190.91
Payroll Total:					\$42,170.95
Report Total:					\$65,361.86

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2025-2026, Fund(s): SCHOOL ACTIVITY FUND, Date Range: 10/1/2025 - 10/31/2025

PO No	Date	Vendor No	Vendor	Description	Amount
37	10/01/2025	50153	KAMI BUNCH	FOOTBALL REFEREE	245.00
38	10/01/2025	50436	BRANDON QUEEN	FOOTBALL REFEREE	245.00
39	10/01/2025	50437	PHILLIP TOTTRISS	FOOTBALL REFEREE	120.00
40	10/01/2025	50438	JEREMIAH HALL	FOOTBALL REFEREE	120.00
41	10/01/2025	50237	DEANGELO BROWN	FOOTBALL REFEREE	120.00
42	10/01/2025	50137	MIKAIL LOVETT	PRACTICE UNIFORMS FOR GIRLS BASKETBALL	1,977.72
43	10/01/2025	50445	FOREVER FAITH, LLC	BAND SUPPLIES	10,780.00
44	10/01/2025	50344	KNUTSON PHOTOGRAPHY	STUDENT PHOTOGRAPHY FEE	250.00
45	10/20/2025	1481	TERRY OWENS	FOOTBALL REFEREE	125.00
46	10/20/2025	1075	LINDA DRINK	VOLLEYBALL GAME OFFICIAL	75.00
Non-Payroll Total:					\$14,057.72
Payroll Total:					\$0.00
Report Total:					\$14,057.72

Coversheet

Approve October 28, 2025 Regular Board Meeting Minutes

Section: V. Consent Agenda
Item: A. Approve October 28, 2025 Regular Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for KIPP Tulsa Public Charter Schools - Regular Board Meeting on October 28, 2025

APPROVED



KIPP TULSA PUBLIC CHARTER SCHOOLS

Minutes

KIPP Tulsa Public Charter Schools - Regular Board Meeting

October 28, 2025

Date and Time

Tuesday October 28, 2025 at 12:00 PM

Location

KIPP Tulsa University Prep High School
541 S. 43rd W. Ave.
Tulsa, OK 74127

Members of the public shall be allowed to submit requests to address the board of directors. To expedite requests to comment, the public may send those requests to the board at kfinley@kippok.org at least 1 hour prior to the start of the meeting. The final determination of whether an item will appear as a public comment will be at the discretion of the board chair. Comments will take place in the order they were received via email, will be limited to three (3) minutes, and must be related to an agenda item or topic. Your comment can be heard when the Board Chairperson acknowledges you. A spokesperson must be selected when several people wish to address the same subject. The Board Chairperson may interrupt and terminate any comments that do not meet these criteria. Board members may not respond directly to speakers' comments.

Board Members:

Jacob Odom, Dewayne Dickens, Michael Epps, Darnell Blackmon, Brett Krieg, Kim Boyd, Kyara Smith, Jumoke Akingbola

School Representatives:

Donterrio Marzett, Superintendent; Keet Finley, School Operations Support; Mayra Burke, Finance Specialist; Sienna Scott, Director of Teaching and Learning; Janey Nemard, Development Director; Jamia Irons, Principal; Melanie Rathod, Principal; and Bill Hickman, Legal Counsel

Access to the board agenda will be posted on the KIPP Tulsa Website: <https://www.kiptulsa.org>
*Click on the KIPP Tulsa drop-down menu, then click on Tulsa Board of Directors, and scroll down to Meeting Dates, Agendas & Minutes of scheduled meetings for the agenda.

Official action can be taken only on items that appear on the Agenda. The KIPP Tulsa Board of Directors may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Board or the Chair may refer the matter to the Superintendent or Legal Counsel. The Board may also refer items to staff or committees for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

Directors Present

Brett Krieg, Darnell Blackmon, Dewayne Dickens, Jacob Odom, Jumoke Akingbola, Kim Boyd

Directors Absent

Kyara Smith, Michael Epps

Guests Present

Jamia Irons, Janey Nemard, Keet Finley, Mayra Burke

I. Opening Items

A. Call the Meeting to Order

Dewayne Dickens called a meeting of the board of directors of KIPP TULSA PUBLIC CHARTER SCHOOLS to order on Tuesday Oct 28, 2025 at 12:13 PM.

B. Welcome

C. Roll Call

D. Agenda Review

E. Mission Moment

Marian Billbury explained her passion for teaching as why she is here still 26 years later

II. Public Comment

A. Public Comment

None at this time

III. Board Committee Reports

A. Finance Committee

Brett Kriegg presented that KIPP was on track for a budget and finance stand point

B. Academic Committee

Dewayne Dickens gave highlights from the meeting:

- Site visit from KIPP Foundation. Excited to see
- Each teacher receives different coaching needs to cater to the teacher and their class
- PreACT testing 12/22
- Grade 8 increased from 68% to 79%
- Grade 6 increased from

Look at executive meeting

C. Development Committee

Janey Nemard presented that there is no change on goal of 65% due to not being able to fundraise at the moment

6 pending grant applications

Expanding the development committee

20 years of gratitude event in December may be postponed due large donors not being able to be present.

D. Governance Committee

Jacob mentioned their was no governance committee this month.

They have been actively looking at facilities

IV. Executive Director Report

A. Compliance & Operations Update

Donterrio Marzett presented:

- Currently fully staffed for the region
- Accreditation visit- October 27, 2025

B. Executive Director Updates

C. 2023 Annual Student College Remediation Report

Presented by Donterrio Marztt
Snapshot from October
5.61% MS
4.86% HS

D. 2023-2024 Drop Out Report

Donterrio Marzett presented presentation on 24-25 Drop Out / Retention report for KIPP Tulsa Public Charter Schools.

V. Consent Agenda

A. Approve September 30, 2025 Regular Board Meeting Minutes

Kim Boyd made a motion to approve the minutes from September 30th Board Meeting KIPP Tulsa Public Charter Schools - Regular Board Meeting on 09-30-25.
Brett Krieg seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approval of the September Financial Reports

Kim Boyd made a motion to approve the minutes from September Financial Reports.
Brett Krieg seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approval of General Fund Purchase Orders

Kim Boyd made a motion to approve the minutes from General Fund Purchase Orders.
Brett Krieg seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approval of Activity Fund Purchase Orders

Kim Boyd made a motion to approve the minutes from Activity Fund Purchase Orders.
Brett Krieg seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approval of Gift Funds Purchase Order

Kim Boyd made a motion to approve the minutes from Gift Funds Purchase Order.
Brett Krieg seconded the motion.
The board **VOTED** unanimously to approve the motion.

F.

Approval of Building Fund Items

Kim Boyd made a motion to approve the minutes from Building Fund items.

Brett Krieg seconded the motion.

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

G. Routine Staffing Items

Kim Boyd made a motion to approve the minutes from Staffing Items.

Brett Krieg seconded the motion.

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

H. Approval of the 2026 Board Meeting Dates

Kim Boyd made a motion to approve the minutes from 2026 Board Meeting Dates.

Brett Krieg seconded the motion.

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

VI. Action Agenda

A. Employee Handbook update adding “Personnel Qualifications (Minimum Standards)”

Brett Krieg made a motion to approve the minutes from Employee Handbook Update adding Personnel Qualifications (Minimum Standards).

Jumoke Akingbola seconded the motion.

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

B. Action Item: Approval of Employee Handbook Amendment – Combating Antisemitism, Anti-Blackness, and All Forms of Discrimination

Darnell Blackmon made a motion to approve the minutes from Employee Handbook Amendment- Combating Antisemitism, Anti Blackness, All forms of Discrimination.

Jumoke Akingbola seconded the motion.

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

C. Adopt FERPA Compliance Policy & Procedures

Kim Boyd made a motion to approve the minutes from FERPA Compliance Policy and Procedures.

Jumoke Akingbola seconded the motion.

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

D. Adopt “Student Transfers for Children of Active-Duty Military Members” policy

Kim Boyd made a motion to approve the minutes from Adopt Student Transfers for Children of Active Duty Policy.

Darnell Blackmon seconded the motion.

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

E. Adopt Employment Security Act (Oklahoma) Compliance Policy

Brett Krieg made a motion to approve the minutes from Adopt Employment Security Act Compliance Policy.

Darnell Blackmon seconded the motion.

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

VII. Executive Session

A. Motion, discussion, consideration, and vote to convene into Executive Session as authorized by Title 25 O.S. (2001) Section 307. B 3 to discuss the purchase or appraisal of real property.

Jumoke Akingbola made a motion to Enter in to Executive Session.

Darnell Blackmon seconded the motion.

@1:14 pm

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

B. Executive Session

C. Motion, discussion and vote on motion to return to open session from executive session.

Jacob Odom made a motion to End Executive Session and move back in to open session.

Jumoke Akingbola seconded the motion.

@1:30

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

D. Board President’s statement regarding minutes of executive session.

VIII. Closing Items

A. Announcements

None

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 1:36 PM.

Respectfully Submitted,
Keet Finley

Documents used during the meeting

- October 2025 Finance Committee Packet.pdf
- College Remediation and Dropout Report 25-26.pdf
- October 2025 Finance Committee Packet.pdf
- Routine Staffing Changes - Oct MTG.pdf
- KIPP Tulsa Board Meeting Dates .docx.pdf
- KTPCS_Personnel_Qualifications_Handbook_Section.docx
- KTPCS_Anti-semitism-Amendment_Handbook_Section.docx
- KTPCS_FERPA_Compliance_Policy_and_Procedures.docx
- Student Transfers for Children of Active-Duty Military Members Policy.docx
- KTPCS_Employment_Security_Act_Compliance_Policy.docx

This agenda was posted by Mayra Burke at kipptulsa.org and at the front entrances of KIPP Tulsa College Preparatory and KIPP Tulsa University Prep on October 27, 2025, at 8:00 a.m. in compliance with the Oklahoma Open Meeting Act.

Regular Meeting, October 28, 2025

Coversheet

Approval of the October Financial Reports

Section: V. Consent Agenda
Item: B. Approval of the October Financial Reports
Purpose: Vote
Submitted by:
Related Material: November 2025 Finance Committee Packet.pdf

KIPP TULSA COLLEGE PREP SCHOOL DISTRICT

MONTHLY FINANCIAL REPORT

October 31, 2025 and Year to Date

TABLE OF CONTENTS

Table of Contents

Compilation Report

Statement of Assets, Liabilities and Net Assets – Cash Basis 1

Statement of Revenue, Expenditures and Net Assets - Cash Basis

 General Fund 2-3

 Building Fund 4

 Gifts Fund 5

Supplemental Information

Three (3) Year Expenditure Comparison
– General Fund – Cash Basis 6

Revenue Expenditure Summary
– Activity Fund



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

November 12, 2025

Honorable Board of Trustees
KIPP Tulsa College Preparatory
Tulsa, Oklahoma

I have compiled the accompanying statement of assets, liabilities, and net assets – modified cash basis for the KIPP Tulsa College Preparatory as of October 31st, 2025 and the related statements of revenues and expenses – cash basis for the four (4) months then ended for the General, Building, and Gifts Funds. Prior year's comparative revenue and expense information and current year budgetary information are included in the related statements of revenue and expenses, as well as items listed in the table of contents under the heading supplemental information, which are presented only for analysis purposes. My compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. I have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, I did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the school's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to KIPP Tulsa College Preparatory.

Sincerely,

Jenkins & Kemper
Certified Public Accountants, P.C.

**KIPP TULSA COLLEGE PREP SCHOOL DISTRICT
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - CASH BASIS
OCTOBER 31, 2025**

	<u>General</u>	<u>Building</u>	<u>Gifts</u>	<u>Activity</u>	<u>Totals</u>
Assets					
Cash	\$ 130,122.61	335,195.93	1,073,803.34	95,223.52	1,634,345.40
Due to Activity Fund				70,348.91	70,348.91
Total Assets	<u>130,122.61</u>	<u>335,195.93</u>	<u>1,073,803.34</u>	<u>165,572.43</u>	<u>1,704,694.31</u>
Liabilities					
O/S Warrants	166,091.27	1,934.75	228.16	3,920.76	172,174.94
Reserves	180.00				180.00
Funds held for student activities					
Total Liabilities	<u>166,271.27</u>	<u>1,934.75</u>	<u>228.16</u>	<u>3,920.76</u>	<u>172,354.94</u>
Net Assets	<u>(36,148.66)</u>	<u>333,261.18</u>	<u>1,073,575.18</u>	<u>161,651.67</u>	<u>1,532,339.37</u>
Net Assets 06/30/2025	<u>\$ 473,800.76</u>	<u>467,999.80</u>	<u>999,295.28</u>		<u>1,941,095.84</u>
Cash Breakdown:					
Primary Checking	\$ 424,680.25				
Redbud Funding	234,704.18				
Activity Checking	91,899.53				
Savings	907,003.73				
Adjustments to cash	46,406.62				
Totals	<u>\$ 1,704,694.31</u>				

*October investment statement not available until 11/17/25 per bank notice.

SEE ACCOUNTANT'S COMPILATION REPORT

KIPP TULSA COLLEGE PREP
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS

<u>General Fund Revenue</u>	<u>Source Code</u>	<u>2024-25 Actual</u>	<u>2024-25 As of 10/31/24</u>	<u>% of YTD to Actual</u>	<u>2025-26 Budgeted</u>	<u>2025-26 As of 10/31/25</u>	<u>% of YTD to Budg.</u>
LOCAL SOURCES							
Interest Earnings	1300	\$ 3,227.60	1,150.67	35.7%		1,036.83	N/A
Reimbursements	1500	44,845.85	13,264.12	29.6%		42.75	N/A
United Way Donations (Proj. 169)	1600	353,875.00	117,958.32	33.3%	353,000.00	117,958.32	33.4%
918 Rising Charter (Proj. 230, 245)	1600	240,905.19		0.0%			N/A
Other Local Sources of Revenue	1600	138,916.28	135,000.00	97.2%	647,000.00		0.0%
District Contracts - KIPP Found.	1650	193,298.24	139,839.24	72.3%	113,293.63	67,925.63	60.0%
Refund Prior Yr Expenditures	1680	6,362.50	6,362.50	100.0%			N/A
Non-revenue Receipts	5000	87,609.18	20,472.53	23.4%		12,321.84	N/A
STATE SOURCES							
Foundation & Salary Incentive Aid	3210	3,585,281.47	955,767.75	26.7%	4,285,688.57	970,339.32	22.6%
Flexible Benefits Reimb.	3250	366,055.00	99,175.78	27.1%	375,000.00	101,083.59	27.0%
Purchase of Textbooks	3420	32,194.59	31,757.43	98.6%	34,000.00	8,376.24	24.6%
School Resource Officer Grant	3436	183,829.62	183,829.62	100.0%	92,000.00	93,041.47	101.1%
Tobacco Settlement Endow. Trust	3650			N/A		9,857.53	N/A
State Sources of Revenue	3690	4,020.38		0.0%		10,460.00	N/A
State Matching	3720	2,223.48		0.0%			N/A
FEDERAL SOURCES							
Title I (Proj. 511&515)	4210	220,455.41	11,789.98	5.3%	500,000.00	53,615.85	10.7%
Title II, Part A (541)	4271	43,166.15		0.0%			N/A
Special Education Programs	4300	80,198.43	550.36	0.7%		37,371.10	N/A
Title IV, Part A	4442	17,966.35		0.0%			N/A
ESSERF/CARES (789, 793 & 795)	4689	53,556.23		0.0%			N/A
Lunches	4710	183,395.07		0.0%	180,000.00	63,556.74	35.3%
Breakfast	4720	71,841.17		0.0%	50,000.00	23,766.96	47.5%
National School Lunch Program	4780	16,612.51		0.0%	20,000.00		0.0%
Total Revenue		5,929,835.70	1,716,918.30	29.0%	6,649,982.20	1,570,754.17	23.6%
Lapsed Appr/Estopped Warr.	6130/40	5,606.04					
Net Assets - Beginning		764,629.81	764,629.81	100.0%	473,800.76	473,800.76	100.0%
Balance Available		\$ 6,700,071.55	2,481,548.11	37.0%	7,123,782.96	2,044,554.93	28.7%

**KIPP TULSA COLLEGE PREP
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS-CASH BASIS**

<u>Expenditures</u>	<u>Object Code</u>	<u>2024-25 Actual</u>	<u>2024-25 As of 10/31/24</u>	<u>% of YTD to Actual</u>	<u>2025-26 Budgeted</u>	<u>2025-26 As of 10/31/25</u>	<u>% of YTD to Budg.</u>
Salaries	100	\$ 3,114,358.51	998,020.91	32.0%	3,364,023.86	1,069,423.82	31.8%
Employee Benefits	200	902,775.57	277,744.13	30.8%	961,266.89	315,032.02	32.8%
Worker's Comp./State Unempl.	290	40,874.92	4,400.86	10.8%		6,468.60	N/A
Professional Services	300	308,823.87	67,818.36	22.0%	327,055.00	68,747.33	21.0%
Utility Services	410	19,541.53	8,651.40	44.3%	232,000.00		0.0%
Repairs and Maintenance Services	430	159,221.51	63,474.67	39.9%	101,500.00	87,196.94	85.9%
Rentals or Lease Services	440	244,439.80	81,453.60	33.3%	245,000.00	41,636.80	17.0%
Student Transportation	510	210,545.78	54,978.59	26.1%	199,475.00	88,900.48	44.6%
Insurance Services	520	82,307.00	54,487.89	66.2%	85,850.00	38,494.32	44.8%
Communications Services	530	11,362.60	1,721.69	15.2%	15,000.00	6,516.59	43.4%
Advertising	540	41,417.51	15,197.93	36.7%	50,500.00	34,193.55	67.7%
Printing and Binding	550	4,621.01	631.15	13.7%	70,000.00	1,564.89	2.2%
Other LEAs Within the State	560	17,962.27		0.0%	27,125.00	1,625.00	6.0%
Food Service Management	570	330,343.52		0.0%	300,000.00	32,872.76	11.0%
Out-of-District Travel	580	67,839.18	36,458.41	53.7%	75,750.00	698.84	0.9%
General Supplies	610	119,400.83	43,950.42	36.8%	191,600.00	108,950.81	56.9%
Energy (Elect., Natural Gas, Fuel)	620	102,938.32	42,636.60	41.4%			N/A
Books	640	157,824.12	149,932.97	95.0%	130,000.00	118,107.50	90.9%
Furniture, Fixtures, Tech, etc.	650	58,734.91	30,058.84	51.2%	105,550.00	37,280.82	35.3%
Student and Staff	680	18,379.71	10,941.65	59.5%	25,250.00	2,191.75	8.7%
Property	700	16,612.51		0.0%			N/A
Technology Related	730						N/A
Charter School Sponsorship Fee	805	35,852.81	6,371.78	17.8%	37,370.00	6,468.93	17.3%
Dues and Fees	810	82,596.28	17,553.55	21.3%	50,500.00	13,732.84	27.2%
Staff Registration & Tuition	860	2,664.45	1,475.00	55.4%	2,020.00	599.00	29.7%
Reimbursement	930	74,652.27	20,391.00	27.3%			N/A
Total Expenditures		<u>6,226,090.79</u>	<u>1,988,351.40</u>	31.9%	<u>6,596,835.75</u>	<u>2,080,703.59</u>	31.5%
Net Assets - Ending		<u>\$ 473,980.76</u>	<u>493,196.71</u>		<u>526,947.21</u>	<u>(36,148.66)</u>	

**KIPP TULSA COLLEGE PREP - 2025-26 FISCAL YEAR
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS**

Building Fund	Source	2024-25	2024-25	% of YTD	2025-26	2025-26	% of YTD
<u>Revenue</u>	<u>Codes</u>	<u>Actual</u>	<u>As of 10/31/24</u>	<u>to Actual</u>	<u>Budgeted</u>	<u>As of 10/31/25</u>	<u>to Budgeted</u>
Interest	1310	\$ 1,228.40	457.95	37.3%		429.29	N/A
Miscellaneous Reimbursement	1590	240.00	240.00	100.0%			N/A
Redbud Grant	3435	291,913.73		0.0%	450,000.00		0.0%
Total Revenue		293,382.13	697.95	0.2%	450,000.00	429.29	0.1%
Beginning Fund Balance	6110	458,622.06	458,622.06		467,999.80	467,999.80	
Total Revenue Available		752,004.19	459,320.01		917,999.80	468,429.09	
<u>Expenditures</u>							
Cleaning Services	420	7,042.84		0.0%	140,000.00		0.0%
Repairs & Maint. Services	430	267,209.60	93,345.16	34.9%	40,400.00	79,945.11	197.9%
Property Services	440			N/A		7,739.00	N/A
Construction Services	450			N/A		9,405.67	N/A
Supplies & Materials	600	7,095.87	3,908.29	55.1%	20,000.00	1,133.97	5.7%
Capital Improvements	700	2,656.08		0.0%		25,389.00	N/A
Technology Related	730						N/A
Dues and Fees	810			N/A			N/A
Reimbursement	930					11,555.16	N/A
Total expenditures		284,004.39	97,253.45	34.2%	200,400.00	135,167.91	67.4%
Ending Net Assets		\$ 467,999.80	362,066.56		717,599.80	333,261.18	

**KIPP TULSA COLLEGE PREP - 2025-26 FISCAL YEAR
STATEMENT OF REVENUE, EXPENDITURES AND NET ASSETS - CASH BASIS**

Gifts Fund	Source Codes	2024-25 Actual	2024-25 As of 10/31/24	% of YTD to Actual	2025-26 Budgeted	2025-26 As of 10/31/25	% of YTD to Budgeted
<u>Revenue</u>							
Earnings on Investments	1390	\$ 72,819.03	29,142.48	40.0%		40,961.98	N/A
Donations	1610	486,205.28	105,889.01	21.8%		162,370.00	N/A
Non-revenue Receipts	5000	530.20		0.0%			N/A
Interfund Transfer	6200	(148,179.11)	(121,842.79)	N/A		(109,231.71)	N/A
Total Revenue		411,375.40	13,188.70	3.2%	-	94,100.27	N/A
Beginning Fund Balance		591,075.08	591,075.08		999,295.28	999,295.28	
		<u>1,002,450.48</u>	<u>604,263.78</u>		<u>999,295.28</u>	<u>1,093,395.55</u>	
<u>Expenditures</u>							
Professional Development	350			N/A	80,000.00		0.0%
Rental	440	1,028.16	1,000.00	97.3%		7,015.37	N/A
Advertising	540	450.00		0.0%			N/A
Awards	680	1,146.84	866.84	75.6%		12,805.00	N/A
Dues and Fees	810			N/A			N/A
Reimbursement	930	530.20		0.0%			N/A
Total expenditures		3,155.20	1,866.84	59.2%	80,000.00	19,820.37	24.8%
Ending Assets		<u>\$ 999,295.28</u>	<u>602,396.94</u>		<u>919,295.28</u>	<u>1,073,575.18</u>	

SUPPLEMENTAL INFORMATION

**KIPP TULSA COLLEGE PREP - 2025-26 FISCAL YEAR
THREE (3) YEAR COMPARISON - GENERAL FUND - CASH BASIS
SEPTEMBER 30, 2025**

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	\$ 354,760.20	85,236.57	276,447.76	94,981.55	257,667.15	114,650.02
August	366,652.71	137,540.30	342,683.11	238,028.30	391,657.19	165,895.00
September	518,888.48	224,769.41	323,411.26	229,578.12	357,354.24	159,238.86
October	332,225.46	101,762.70	333,222.91	149,998.39	377,777.26	256,463.87
November	354,146.47	207,836.02	355,103.39	217,656.11		
December	365,417.05	195,347.84	340,638.97	129,415.87		
January	326,994.33	168,661.19	335,691.57	189,871.03		
February	336,124.60	69,257.55	335,884.36	52,492.22		
March	337,668.85	134,498.51	325,440.68	298,370.97		
April	341,203.05	157,207.73	340,540.61	285,561.39		
May	723,086.08	225,249.93	699,104.09	119,709.51		
June	4,508.89	431,434.42	8,965.37	203,473.25		
	<u>4,361,676.17</u>	<u>2,138,802.17</u>	<u>4,017,134.08</u>	<u>2,209,136.71</u>	<u>1,384,455.84</u>	<u>696,247.75</u>
		<u>6,500,478.34</u>		<u>6,226,270.79</u>		<u>2,080,703.59</u>

	2023-24 Expenditures		2024-25 Expenditures		2025-26 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>	<u>Salary</u>	<u>Non-salary</u>
July	354,760.20	85,236.57	276,447.76	94,981.55	257,667.15	114,650.02
August	366,652.71	137,540.30	342,683.11	238,028.30	391,657.19	165,895.00
September	518,888.48	224,769.41	323,411.26	229,578.12	357,354.24	159,238.86
October	332,225.46	101,762.70	333,222.91	149,998.39	377,777.26	256,463.87
November						
December						
January						
February						
March						
April						
May						
June						
	<u>\$ 1,572,526.85</u>	<u>549,308.98</u>	<u>1,275,765.04</u>	<u>712,586.36</u>	<u>1,384,455.84</u>	<u>696,247.75</u>
		<u>2,121,835.83</u>		<u>1,988,351.40</u>		<u>2,080,703.59</u>

FOR INTERNAL USE ONLY

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2025-2026, Fund(s): GENERAL FUND, Date Range: 10/1/2025 - 10/31/2025

PO No	Date	Vendor No	Vendor	Description	Amount
152	10/01/2025	50441	SUSANNA EPPERSON	ADMIN PROFESSIONAL DEVELOPMENT	900.00
153	10/01/2025	196	NCS PEARSON, INC	SPED ADULT ASSESMENT KIT	1,960.91
154	10/01/2025	50446	OKSTE	MEMBERSHIP DUES	325.00
155	10/01/2025	1346	FIRST	ROBOTICS SUPPLIES	1,906.00
156	10/01/2025	1508	TULSA BAND AND GUITARS	MUSIC CLASS MATERIALS	5,000.00
157	10/01/2025	50447	OU OUTREACH	STAFF TUITION FOR PD	599.00
158	10/01/2025	50299	FRANKO CARTER	COACHING CONTRACTOR MIDDLE SCHOOL BASKETBALL BOYS	1,000.00
159	10/01/2025	50449	WILLIE STEWART	COACHING CONTRACTOR MIDDLE SCHOOL BASKETBALL BOYS	1,000.00
160	10/01/2025	50296	MARICO DAVIS	COACHING CONTRACTOR HIGH SCHOOL BASKETBALL BOYS	3,500.00
161	10/01/2025	50450	TERRELL THOMPSON	COACHING CONTRACTOR HIGH SCHOOL BASKETBALL BOYS	3,500.00
162	10/01/2025	50451	FRANKLIN CARR	CONTRACTOR COACHING STIPENDS GIRLS BASKETBALL	3,500.00
50079	10/01/2025	50423	ERICA RICHARDSON	PAYROLL	107.65
50080	10/01/2025	50424	STEVEN RAY HULL	PAYROLL	936.56
50081	10/01/2025	50425	KELLY ELIZABETH MCCARTY	PAYROLL	7,236.25
50082	10/01/2025	50430	DANA COCKLEREECE	PAYROLL	6,466.83
50083	10/01/2025	50422	KAYLAN ALEXANDER	PAYROLL	9,720.30
50084	10/01/2025	50433	ANTONIO LAMARR BLAKLEY	PAYROLL	1,507.11
50085	10/15/2025	50440	DANIEL D VESLEY	PAYROLL	2,029.21
50086	10/31/2025	50442	JAMES ADAM SHELL	PAYROLL	5,336.02
50087	10/31/2025	50444	RENEE DAWN GUNSAULIS	PAYROLL	5,140.48
50088	10/31/2025	50443	ASHLI N. MANSOUR	PAYROLL	3,690.54
Non-Payroll Total:					\$23,190.91
Payroll Total:					\$42,170.95
Report Total:					\$65,361.86

KIPP TULSA COLLEGE PREPARATORY

Purchase Order Register

Options: Year: 2025-2026, Fund(s): SCHOOL ACTIVITY FUND, Date Range: 10/1/2025 - 10/31/2025

PO No	Date	Vendor No	Vendor	Description	Amount
37	10/01/2025	50153	KAMI BUNCH	FOOTBALL REFEREE	245.00
38	10/01/2025	50436	BRANDON QUEEN	FOOTBALL REFEREE	245.00
39	10/01/2025	50437	PHILLIP TOTTRISS	FOOTBALL REFEREE	120.00
40	10/01/2025	50438	JEREMIAH HALL	FOOTBALL REFEREE	120.00
41	10/01/2025	50237	DEANGELO BROWN	FOOTBALL REFEREE	120.00
42	10/01/2025	50137	MIKAIL LOVETT	PRACTICE UNIFORMS FOR GIRLS BASKETBALL	1,977.72
43	10/01/2025	50445	FOREVER FAITH, LLC	BAND SUPPLIES	10,780.00
44	10/01/2025	50344	KNUTSON PHOTOGRAPHY	STUDENT PHOTOGRAPHY FEE	250.00
45	10/20/2025	1481	TERRY OWENS	FOOTBALL REFEREE	125.00
46	10/20/2025	1075	LINDA DRINK	VOLLEYBALL GAME OFFICIAL	75.00
Non-Payroll Total:					\$14,057.72
Payroll Total:					\$0.00
Report Total:					\$14,057.72

Coversheet

Routine Staffing Items

Section: V. Consent Agenda
Item: F. Routine Staffing Items
Purpose: Vote
Submitted by:
Related Material: Routine Staffing Changes - Nov and Dec 2025.pdf

11-18-25/12-15-25	Approval of routine staffing items				
Employee Name	Job Title	Location	Total Compensation for FY26	Effective Date	
Jeff Logsdon	MS Math	KTCP	\$35,212.80	10/20/2025	
Sasha Elsner	On Call substitute teacher	KTUP	\$100/day	11/10/2025	
Breanna Richards	On Call substitute teacher	KTUP	\$100/day	11-18-25	
Destinvy Johnson	On Call substitute teacher	KTUP	\$100/day	12-2-25	
Separations					
Employee Name	Job Title	Location	Total Compensation for FY26	Effective Date	PO has been closed?
Kametra Taylor	Long Term Substitute teacher	KTCP	\$8,009.16	11/11/2025	yes
Jordan WYay	HS teacher	KTUP	\$20,779.79	9/19/2025	yes
Dana Cocklereece	MS Teacher	KTCP	\$6,466.83	10-28-25	yes
Kelly McCarty	MS Teacher	KTCP	\$7,236.25	10/28/2025	yes
Quartrilla Barnett	KIPP Forward Career and College Counselor	KTUP	\$23,981.76	10/28/2025	yes
Jamia Irons	KTUP Principal	KTUP	\$63,213.40	11-18-25	yes
Change of Assigment					
Employee Name	Former Job Title	New Job Title	Location	Total Compensat for FY25	End Date
Sherron Johnson	Instructional Assistant	KIPP Forward Career and College Counselor	KTUP	\$27,042.80	11-11-2025
Antonio Blakley	On call substitute teacher	Long term substitute teacher	KTCP	\$155/day	11-10-25
Kayla Murray	On call substitute teacher	Music Teacher	KTCP	\$22,702.19	12-1-25
Employee Name	Extra Duty	Location	Total Compensation for FY26	Effective Date	End Date
Kayla Murray	MS Basketball Girls	KTCP	\$800.00	<u>11-1-25</u>	5-22-26

Coversheet

Approval of Fundraiser for KIPP Tulsa University Prep and KIPP Tulsa College Prep

Section: V. Consent Agenda
Item: G. Approval of Fundraiser for KIPP Tulsa University Prep and KIPP Tulsa
College Prep
Purpose: Vote
Submitted by:
Related Material: BRWF889D2A3E7E8_010064.pdf



KIPP OKC Public Schools &
KIPP Tulsa Public Charter Schools

2024-2025 APPLICATION FOR FUNDRAISING ACTIVITY

PART I: FUNDRAISER SPECIFICS

SCHOOL NAME: <u>KIPP Tulsa College Preparatory</u>	DATE: <u>11/28/25</u>
NAME OF FUNDRAISING ACTIVITY: <u>Winter Sneaker Ball</u>	
SCHEDULED DATES:	
START: <u>12/5/25 6pm</u>	SUB-ACCOUNT NAME: <u>6th Grade/ 7th Grade/ 8th Grade Budgets</u>
END: <u>12/5/25 8pm</u>	PROJECT CODE: <u>817</u>
** Food-related fundraisers may last a maximum of 14 consecutive days, and require the USDA Smart Snacks Form completed and attached to this application**	

DESCRIPTION OF FUND RAISING ACTIVITY	(ONE ACTIVITY PER APPLICATION)
Please provide as much detail as possible about the Fundraising activity that will take place	
School Dance	

DESCRIPTION OF HOW RAISED REVENUE WILL BE UTILIZED	(ALSO INCLUDE PRIZES/AWARDS/INCENTIVES)
If listing supplies, events, prizes, awards and incentives, please provide specific examples	
Funds will be used to replenish Grade Level incentives.	
Melanie Rathod	11/28/2025
SPONSOR'S NAME (PLEASE PRINT)	SPONSOR'S SIGNATURE/DATE
Melanie Rathod	11/28/2025
SCHOOL LEADER'S NAME (PLEASE PRINT)	SCHOOL LEADER'S SIGNATURE/DATE

PART II: REQUISITION	ACCOUNTING USE ONLY
<p style="text-align: center;">TYPE OF FUNDRAISER</p> <p><input type="checkbox"/> CONSIGNMENT FUNDRAISER (FOR ITEMS THAT CAN BE RETURNED, A REQ TO ENCUMBER 10% OF THE COST MUST BE SUBMITTED WITH THIS APPLICATION TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT FOR BOARD APPROVAL)</p> <p><input type="checkbox"/> NON-CONSIGNMENT (REQ FOR FULL ENCUMBRANCE REQUIRED PRIOR TO THE ORDERING OF ANY GOODS OR SERVICES)</p>	<p>Board Approval/Non-Approval Information</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

PART III: NET PROFIT	
COMPLETE THIS SECTION WITHIN TWO WEEKS OF THE END OF THE FUNDRAISER AND SUBMIT TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT	
Please attach the completed Fundraising RQ Checklist (for consignment fundraisers) and the Reconciliation Worksheet for Fundraiser Profit/Loss (optional) to this form	
Total Revenue Collected	\$ <input style="width: 100%;" type="text"/> A
Total Expenditures	\$ <input style="width: 100%;" type="text"/> B
Net Profit (Loss)	\$ <input style="width: 100%;" type="text"/> A-B
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> SPONSOR'S SIGNATURE/DATE	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> ACTIVITY FUND CUSTODIAN SIGNATURE/DATE	



KIPP OKC Public Schools &
KIPP Tulsa Public Charter Schools

2023-2024 APPLICATION FOR FUNDRAISING ACTIVITY

PART I: FUNDRAISER SPECIFICS

SCHOOL NAME: <u>Kipp Tulsa University Prep</u>		DATE: <u>11.18.25</u>
NAME OF FUNDRAISING ACTIVITY: <u>Bulldog Nation Decal</u>		
SCHEDULED DATES:	SUB-ACCOUNT NAME: <u>Boys basketball Athletics</u>	PROJECT CODE: _____
START: <u>2.01.26</u>		
END: <u>2.28.26</u>	** Food-related fundraisers may last a maximum of 14 consecutive days, and require the USDA Smart Snacks Form completed and attached to this application**	

DESCRIPTION OF FUND RAISING ACTIVITY	(ONE ACTIVITY PER APPLICATION)
Please provide as much detail as possible about the Fundraising activity that will take place	
<p>This fundraiser will involve selling Bulldog Nation decals for \$20 each. Student-athletes will collect payments and immediately take all money to the office to receive an official receipt. All funds collected will be deposited directly into the boys' basketball budget. This activity provides a simple and school-spirited way for families and community members to support the KTUP Bulldogs program.</p>	

DESCRIPTION OF HOW RAISED REVENUE WILL BE UTILIZED	(ALSO INCLUDE PRIZES/AWARDS/INCENTIVES)
If listing supplies, events, prizes, awards and incentives, please provide specific examples	
<p>All funds raised will directly support the boys basketball program by covering expenses</p>	
<p>Ron Embry</p>	
_____ SPONSOR'S NAME (PLEASE PRINT)	_____ SPONSOR'S SIGNATURE/DATE
_____ SCHOOL LEADER'S NAME (PLEASE PRINT)	_____ SCHOOL LEADER'S SIGNATURE/DATE

PART II: REQUISITION

ACCOUNTING USE ONLY

Board Approval/Non-Approval Information

TYPE OF FUNDRAISER

CONSIGNMENT FUNDRAISER (FOR ITEMS THAT CAN BE RETURNED, A REQ TO ENCUMBER 10% OF THE COST MUST BE SUBMITTED WITH THIS APPLICATION TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT FOR BOARD APPROVAL)

NON-CONSIGNMENT (REQ FOR FULL ENCUMBRANCE REQUIRED PRIOR TO THE ORDERING OF ANY GOODS OR SERVICES)

PART III: NET PROFIT

COMPLETE THIS SECTION WITHIN TWO WEEKS OF THE END OF THE FUNDRAISER AND SUBMIT TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT

****Please attach the completed Fundraising RQ Checklist (for consignment fundraisers) and the Reconciliation Worksheet for Fundraiser Profit/Loss (optional) to this form****

Total Revenue Collected	\$ <input type="text"/>	A
Total Expenditures	\$ <input type="text"/>	B
Net Profit (Loss)	\$ <input type="text"/>	A-B

SPONSOR'S SIGNATURE/DATE

ACTIVITY FUND CUSTODIAN SIGNATURE/DATE



KIPP OKC Public Schools &
KIPP Tulsa Public Charter Schools

2023-2024 APPLICATION FOR FUNDRAISING ACTIVITY

PART I: FUNDRAISER SPECIFICS

SCHOOL NAME: <u>Kipp Tulsa University Prep</u>		DATE: <u>11.18.25</u>
NAME OF FUNDRAISING ACTIVITY: <u>Double Good Popcorn</u>		
SCHEDULED DATES:	SUB-ACCOUNT NAME: <u>Boys basketball Athletics</u>	PROJECT CODE: _____
START: <u>12.15.25</u>		
END: <u>12.19.25</u>	** Food-related fundraisers may last a maximum of 14 consecutive days, and require the USDA Smart Snacks Form completed and attached to this application**	

DESCRIPTION OF FUND RAISING ACTIVITY (ONE ACTIVITY PER APPLICATION)

****Please provide as much detail as possible about the Fundraising activity that will take place****

The fundraiser will be a Double Good Popcorn sale. A unique link will be shared with families and supporters, allowing them to purchase popcorn online. All orders are placed directly through Double Good, and products are shipped straight from the vendor to the customer. At the end of the 4-day fundraising window, Double Good will issue a check to the school, which will be deposited into the boys' basketball account within approximately 4-6 weeks. This fundraiser provides an easy, fully digital way to raise money with no handling of products or cash by students or staff

DESCRIPTION OF HOW RAISED REVENUE WILL BE UTILIZED (ALSO INCLUDE PRIZES/AWARDS/INCENTIVES)

****If listing supplies, events, prizes, awards and incentives, please provide specific examples****

All funds raised will directly support the boys basketball program by covering expenses

Ron Embry

SPONSOR'S NAME (PLEASE PRINT)	SPONSOR'S SIGNATURE/DATE
SCHOOL LEADER'S NAME (PLEASE PRINT)	SCHOOL LEADER'S SIGNATURE/DATE

PART II: REQUISITION

TYPE OF FUNDRAISER

- CONSIGNMENT FUNDRAISER** (FOR ITEMS THAT CAN BE RETURNED, A REQ TO ENCUMBER 10% OF THE COST MUST BE SUBMITTED WITH THIS APPLICATION TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT FOR BOARD APPROVAL)
- NON-CONSIGNMENT** (REQ FOR FULL ENCUMBRANCE REQUIRED PRIOR TO THE ORDERING OF ANY GOODS OR SERVICES)

ACCOUNTING USE ONLY

Board Approval/Non-Approval Information

PART III: NET PROFIT

COMPLETE THIS SECTION WITHIN TWO WEEKS OF THE END OF THE FUNDRAISER AND SUBMIT TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT

****Please attach the completed Fundraising RQ Checklist (for consignment fundraisers) and the Reconciliation Worksheet for Fundraiser Profit/Loss (optional) to this form****

Total Revenue Collected	\$	A
Total Expenditures	\$	B
Net Profit (Loss)	\$	A-B

SPONSOR'S SIGNATURE/DATE

ACTIVITY FUND CUSTODIAN SIGNATURE/DATE



KIPP OKC Public Schools &
KIPP Tulsa Public Charter Schools

2023-2024 APPLICATION FOR FUNDRAISING ACTIVITY

PART I: FUNDRAISER SPECIFICS

SCHOOL NAME: Kipp Tulsa University Prep DATE: 11.18.25

NAME OF FUNDRAISING ACTIVITY: Nike shoe giveaway

SCHEDULED DATES: START: 1.01.26 END: 1.31.26 SUB-ACCOUNT NAME: Boys basketball Athletics PROJECT CODE: _____

**** Food-related fundraisers may last a maximum of 14 consecutive days, and require the USDA Smart Snacks Form completed and attached to this application****

DESCRIPTION OF FUND RAISING ACTIVITY (ONE ACTIVITY PER APPLICATION)

****Please provide as much detail as possible about the Fundraising activity that will take place****

This fundraiser will be a Nike Shoe Giveaway. Participants may purchase entry tickets for a chance to receive a free pair of Nike shoes. All funds will be collected in cash at the time of ticket purchase in which student athlete will turn money into front office for a receipt. Throughout January, tickets will be available through the basketball program, and the recipient will be selected and announced at our home basketball game on January 29, 2026.

DESCRIPTION OF HOW RAISED REVENUE WILL BE UTILIZED (ALSO INCLUDE PRIZES/AWARDS/INCENTIVES)

****If listing supplies, events, prizes, awards and incentives, please provide specific examples****

All funds raised will directly support the boys basketball program by covering expenses

Ron Embry

SPONSOR'S NAME (PLEASE PRINT) _____ SPONSOR'S SIGNATURE/DATE _____

SCHOOL LEADER'S NAME (PLEASE PRINT) _____ SCHOOL LEADER'S SIGNATURE/DATE _____

PART II: REQUISITION

TYPE OF FUNDRAISER

- CONSIGNMENT FUNDRAISER** (FOR ITEMS THAT CAN BE RETURNED, A REQ TO ENCUMBER 10% OF THE COST MUST BE SUBMITTED WITH THIS APPLICATION TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT FOR BOARD APPROVAL)
- NON-CONSIGNMENT** (REQ FOR FULL ENCUMBRANCE REQUIRED PRIOR TO THE ORDERING OF ANY GOODS OR SERVICES)

ACCOUNTING USE ONLY

Board Approval/Non-Approval Information

PART III: NET PROFIT

COMPLETE THIS SECTION WITHIN TWO WEEKS OF THE END OF THE FUNDRAISER AND SUBMIT TO THE DISTRICT ACTIVITY FUND CUSTODIAN AT THE ACCOUNTING DEPARTMENT

****Please attach the completed Fundraising RQ Checklist (for consignment fundraisers) and the Reconciliation Worksheet for Fundraiser Profit/Loss (optional) to this form****

Total Revenue Collected \$ A

Total Expenditures \$ B

Net Profit (Loss) \$ A-B

SPONSOR'S SIGNATURE/DATE _____

ACTIVITY FUND CUSTODIAN SIGNATURE/DATE _____

Coversheet

Financial Management Policy - Amendment

Section: VI. Action Agenda
Item: A. Financial Management Policy - Amendment
Purpose: Vote
Submitted by:
Related Material: KIPPTulsa Financial Management policy (Amended).pdf

KIPP: TULSA

PUBLIC CHARTER SCHOOLS

Policy and Procedures

Financial Management Policies

Basis of Presentation

Financial statements will be presented on the traditional not for profit basis. This includes the Balance Sheet, Projected Fund Balance, Detailed Revenue Summary, Expenditure Summary and Three Year Comparison.

Revenues

Revenues are recognized when received.

Expenditures

Expenses are recognized when invoices are paid.

Cash Management

KIPP Tulsa will maintain cash accounts at Bank of Oklahoma. The school will monitor cash flow statements and projections regularly to ensure proper cash management and to evaluate actual flows to projected trends.

Financial Reporting

The Finance Department will maintain supporting records in sufficient detail to prepare KIPP Tulsa's financial reports, including:

Annually:

- • Financial statements for audit
- • Annual budget

Monthly

- • Internally review generated budget vs. actual financial statements by fund and by program
- • Billing invoices to funding sources
- • Updated cash flow projection

Periodically

- • IRS Forms 941 and payroll tax returns, and comparable state taxing authority returns, as well as IRS Form 990

KIPP: TULSA

PUBLIC CHARTER SCHOOLS

- • Other reports upon request

Insurance

Insurance coverage is maintained pursuant to applicable law.

The School requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Directors.

The Finance Department is responsible for procuring annual renewals with KIPP Tulsa's insurance broker. Quotes for renewal will be procured at least one month in advance of a policy's expiration. Original copies of all insurance policies are maintained at KIPP Tulsa. If any litigation, claim or audit is filed, copies of all corresponding documents are maintained at KIPP Tulsa.

Record Retention and Disposal

Records are retained in accordance with local, state, and Federal (e.g., IRS) requirements.

Records are maintained for the following indicated minimum periods:

- • For seven years after the original entry date: books, records, documents and other supporting evidence including, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employees' timesheets, and other public documents.
- • For five years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, and petty cash book, check register and checks, invoices. Except for:
 1. 1. If any litigation, claim, or audit is started before the expiration of the minimum 7 year period, the records shall be retained until all litigation,
 1. claims or audit findings involving the records have been resolved and final action taken.
 1. 2. Records for real property and equipment acquired with Federal funds shall be retained for a minimum of three years after final disposition.
- • Permanently: audit reports, annual corporate reports, charter, board minutes, tax and legal correspondence, labor contracts, insurance



claims and policies, and retirement and pension records.

The disposal date determined under this policy is the end of the fiscal year, or the date of final payment of government grants.

All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for five years from the end of the fiscal year in which the records were originally prepared.

Financial records are maintained in chronological order, organized by fiscal year.

In connection with the disposal of any records, a memorandum of record disposal is prepared by the Finance Department listing the record or the class of records disposed of. The Board of Directors certifies this memorandum of records disposal.

Addendum A – Federal Programs Cash Management Procedures

Purpose

To ensure compliance with Federal Programs cash management requirements and proper stewardship of federal funds in accordance with 2 CFR Part 200 and Oklahoma State Department of Education (OSDE) guidelines.

1. 3. Identification and Tracking of Obligated and Unobligated Funds

Obligations are recorded in the Oklahoma Cost Accounting System (OCAS) at the time purchase orders are approved or contracts are executed. The Finance & HR Specialist maintains detailed records of expenditures by fund and project code to ensure accurate tracking of obligated and unobligated (carryover) balances. Carryover funds are identified during the year-end closeout process and verified against GMS reports before submission to OSDE.

Procedures:

- • Approve and record purchase orders in OCAS upon obligation.
- • Review budget-to-actual reports monthly to identify carryover amounts.
- • Reconcile OCAS balances to GMS reports during year-end closeout.



2. Tracking of Expenditures

All federal expenditures are tracked by the Finance & HR Specialist through the OCAS ledger and reconciled monthly to ensure accuracy and allow timely review by the Executive Director. Supporting documentation (purchase orders, invoices, payroll allocations, and drawdown reports) is retained in accordance with KIPP Tulsa's record retention policy.

Procedures

- Record each expenditure to the appropriate OCAS project code.
- Reconcile monthly general ledger with federal program reports.
- Submit monthly expenditure summaries to the Executive Director for review.

3. Drawdown of Federal Funds

Federal reimbursement requests (drawdowns) are initiated by the Finance & HR Specialist in the OSDE Grants Management System (GMS) after verifying that allowable expenditures have been incurred and paid. The Executive Director reviews and approves all drawdown requests prior to submission. All drawdowns are made on a reimbursement basis to minimize the potential for excess cash on hand.

Procedures:

- Verify expenditures are allowable and paid prior to drawdown.
- Prepare drawdown request in GMS with supporting documentation.
- Obtain Executive Director approval before submission.
- File confirmation of drawdown and supporting documentation.

4. Depositing of Federal Reimbursements

Federal reimbursement payments are received via electronic transfer (ACH) into KIPP Tulsa's account at the Bank of Oklahoma. The Finance & HR Specialist records the deposit in OCAS and reconciles it to the GMS claim and bank statement. The Superintendent or Board Treasurer reviews and verifies the deposit as part of the monthly financial reporting process.

Procedures:

- Confirm ACH deposit with the bank and document deposit date.
- Record deposit in OCAS under the correct federal fund code.
- Reconcile deposit to the GMS reimbursement report and bank



statement.

- Include verification in monthly financial packet for board review.

5. Identification and Reporting of Interest Earned

Federal funds are managed on a reimbursement basis, and KIPP Tulsa does not anticipate earning interest. If excess federal funds are inadvertently drawn and result in interest earnings, the Finance & HR Specialist will immediately identify the amount through bank reconciliation and report it to OSDE for return or offset in accordance with federal cash management rules.

Procedures:

- Review monthly bank statements for potential interest accruals.
- If interest is identified, calculate the amount earned and document it.
- Notify OSDE and return or offset the interest per guidance.

6. Internal Oversight and Documentation

All cash management activities are subject to oversight by the Executive Director and the KIPP Tulsa Board Finance Committee. Records supporting all federal transactions, including drawdowns, bank reconciliations, and interest reports, are maintained for a minimum of five years following final expenditure reporting, in alignment with KIPP Tulsa's Record Retention Policy.

Procedures:

- Maintain documentation of all cash management transactions in electronic and paper files.
- Conduct quarterly internal reviews of drawdown and deposit documentation.
- Present federal cash management updates during Board Finance Committee meetings.