



Date: May 9, 2018

To: Board of Directors

From: Ami Ortiz

Re: Business and Finance Update

- 18/19 LCAP
 - Preliminary draft of 17/18 updates to Board for review 5/9/18
 - Working with leadership team to solidify 18/19 Goals and Actions
 - Once Goals and Actions are solidified I will begin working on the budget for the LCAP
 - Final draft will go to board on 5/22/18 for feedback
 - Final LCAP will go to Board for approval on 6/19/18
- 18/19 Budget
 - Continue to tighten salaries and staffing for all sites
 - Continue to work with Site Leadership and Directors to solidify expenses
 - In process of creating an estimated balance sheet and monthly cash flow forecast to accompany budget that will be sent with budget to the Board for review and feedback on 5/22/18
 - Final budget, estimated balance sheet and monthly cash flow forecast will go to the Board for approval on 6/19/18
- 16/17 Audit
 - Working with auditor to provide him with requested information by May 15th so he can complete the interim audit
- 18/19 Staffing
 - Working with Director of HR to ensure staffing and salaries for all sites stay within the budgeted amount for the 18/19 school year