



# Elevate School

## May Regular Board Meeting

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### Date and Time

Monday May 13, 2024 at 4:00 PM PDT

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Elevate Middle School Campus, Room 102  
8404 Phyllis Place  
San Diego, CA 92123

The public comment portion of the meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda or those items that are on the agenda. These presentations are limited to three (3) minutes per person and the total time allotted to non-agenda items will not exceed fifteen (15) minutes. Individuals wishing to speak please complete a Public Comment Request Form by 10:00am on the day of the meeting.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>4:00 PM</b>
<b>A.</b> Record Attendance and Guests		Chancellor Brown	1 m
<b>B.</b> Call the Meeting to Order		Chancellor Brown	1 m
<b>C.</b> Approve Agenda	Vote	Chancellor Brown	1 m
<b>D.</b> Approve Minutes from April 15 Regular Board Meeting	Approve Minutes	Chancellor Brown	1 m

	Purpose	Presenter	Time
<b>E.</b> Core Values and Board Meeting Protocol		Chancellor Brown	2 m
<b>F.</b> Non-Agenda Public Comment		Chancellor Brown	5 m
<b>II. Agenda Items</b>			<b>4:11 PM</b>
<b>A.</b> Executive Director Report Including LCAP update	FYI	Ryan Elliott	20 m
<b>B.</b> Financial Update	FYI	Adam McWethy	20 m
<b>C.</b> Investment Policy Discussion	Discuss	Adam McWethy	20 m
<b>D.</b> Approve Auditor Agreement for 24-25, 25-26, 26-27	Vote	Ryan Elliott	10 m
<b>E.</b> 23-24 Board Goal Updates Board Succession Planning	Discuss	Chancellor Brown	20 m
<b>III. Closing Items</b>			<b>5:41 PM</b>
<b>A.</b> Adjourn Meeting	Vote		

# Coversheet

## Approve Minutes from April 15 Regular Board Meeting

**Section:** I. Opening Items  
**Item:** D. Approve Minutes from April 15 Regular Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on April 15, 2024

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# Elevate School

## Minutes

### Regular Board Meeting

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#### **Date and Time**

Monday April 15, 2024 at 4:00 PM

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Elevate Middle School Campus, Room 102  
8404 Phyllis Place  
San Diego, CA 92123

The public comment portion of the meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda or those items that are on the agenda. These presentations are limited to three (3) minutes per person and the total time allotted to non-agenda items will not exceed fifteen (15) minutes. Individuals wishing to speak please complete a Public Comment Request Form by 10:00am on the day of the meeting.

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#### **Directors Present**

Adam McWethy, Becky Madeja, Chancellor Brown, Veronica Maxwell

#### **Directors Absent**

Cheryl Gorman

#### **Guests Present**

DeAnna Jones, Ryan Elliott

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### **I. Opening Items**

**A.**

## **Record Attendance and Guests**

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

Chancellor Brown called a meeting of the board of directors of Elevate School to order on Monday Apr 15, 2024 at 4:04 PM.

### **C. Approve Agenda**

Adam McWethy made a motion to Approve the April 15 Board Meeting agenda.

Becky Madeja seconded the motion.

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

### **D. Approve Minutes from March 11 Regular Board Meeting**

Motion to approve the minutes from Regular Board Meeting on 03-11-24.

Becky Madeja made a comment asking to change wording in Non Public section of the minutes from "At each Elevate event" to "Elevate events". The Board agreed and the minutes will be updated by Veronica Maxwell to reflect the change in wording.

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

### **E. Core Values and Board Meeting Protocol**

Core Values were read by Board Members.

### **F. Non-Agenda Public Comment**

No Public Comments

## **II. Agenda Items**

### **A. Executive Director Report**

1. Spring Intervention: The spring intervention was well received by the community.
2. Enrollment: The current enrollment stands at 470 students, with 307 students in grades K-5 and 163 in grades 6-8.
3. Attendance Incentives: The attendance incentives were successful. Students with attendance rates under 90% or hovering around 90% were targeted for improvement. While precise impact data is not available, it was noted that over half of the targeted students, who were on pace for chronic absenteeism, were eligible for the incentives. This positive response indicates a need to continue such interventions. Plans are being discussed to implement similar interventions in October to monitor September attendance rates.
4. Update on Events: Ryan Elliot provided an update on various events happening at Elevate.
5. Strategic Plan: The Strategic Plan is scheduled to be shared with parents. Ryan presented the Strategic Plan to the Board. The Board provided positive feedback

on the Strategic Plan presentation, indicating readiness to share it with the Elevate community.

- The plan presentation included:
  1. Board-initiated
  2. A process spanning six months, including a steering committee
  3. A three-year plan leading up to the end of the 2026-2027 school year
  4. A new vision statement and refined mission statement, with distinct statements for each
- 6. CCSA Conference: The CCSA conference was successful and received very positively.

## **B. Financial Update**

1. Income Tax Levels: February income tax levels were higher than predicted at the state level.
2. Cost of Living Adjustments (COLA): The current estimates for COLA are 0.76% for the upcoming year, with expectations of 2% and 3% in the following years.
3. Enrollment Projection: The enrollment projection for the next year is 493, but it may be closer to 480-485, which could impact the budget. There is targeted outreach to families in grades 7 and 8 who may be able to fill missing spots in enrollment.
4. Charter School Enrollment Struggles: Elevate has performed well compared to other schools, despite struggles with enrollment and Average Daily Attendance (ADA) at some charter schools this year.
5. After-School Spending: There has been higher spending in after-school programs, contributing to increases in expenses.
6. Cash Reserves: Combined cash reserves at the end of the year are currently projected to be around \$3 million, which may be helpful in case the state deploys deferred payments.
7. Net Income Numbers: Net income numbers reflect the cessation of one-time funds or delays in spending until the next year to mitigate funding gaps.
8. Draft Budget for 2024-2025: A "draft of draft" budget for the 2024-2025 school year was discussed.
9. Emergency Rental Assistance Program (ERC): The ERC was not included in the budget at this stage due to slow payment processing and uncertainty regarding eligibility for charter schools.
10. State Budget May Revise: The state budget May Revise is expected to be released by May 15.

## **C. 23-24 Board Goal Updates**

1. Strategic Plan: Implementation of the strategic plan is ongoing. Specific areas have been identified, and a cadence is being established for future discussions.
2. Facility: Progress on facility-related goals continues. There are ongoing efforts to engage with the city regarding building plans.

3. Strategic Partnerships: Friends of Elevate Foundation have organized an event scheduled for Wednesday to engage with members of the STEAM and philanthropic communities.
4. Marketing: There was discussion about the 10-year celebration, including the possibility of hiring a videographer for PR packages.
5. Board Succession Planning: There was a discussion about succession planning for the board, including identifying desired qualities in new board members and clarifying the timeline for filling vacant positions.

### III. Closing Items

#### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:30 PM.

Respectfully Submitted,

Veronica Maxwell

Adam McWethy made a motion to Adjourn the meeting.

Becky Madeja seconded the motion.

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

# Coversheet

## Core Values and Board Meeting Protocol

**Section:** I. Opening Items  
**Item:** E. Core Values and Board Meeting Protocol  
**Purpose:**  
**Submitted by:**  
**Related Material:** Elevate Core Values & Board Meeting Norms.pdf



## **Elevate Core Values & Board Meeting Norms**

**Excellence: We hold ourselves to a high standard, and believe everyone in our community is capable of achieving greatness.**

- We seek opportunities and are prepared to take advantage of them
- We challenge each other in order to achieve the highest standards
- We follow-through on our commitments

**Leadership: We believe every person is capable of creativity and innovation that can cause positive change in the world. We will create the opportunities for all students + staff to practice and achieve their leadership potential.**

- We model the 7 Habits in our interactions and influence our school community to do the same
- We recognize and build upon the creativity, innovation, and leadership of one another and all those in our school community
- We take a learning stance and seek out examples of innovation and best practice in order to grow

**Justice: We are agents of change committed to exploring how our identities, community diversity, and action lead to justice.**

- We solicit and listen to all community input, especially voices that often go unheard
- We are transparent with our rationale for decision-making
- We make decisions honoring our most vulnerable members
- We make decisions consistent with Elevate Core Values

**Community: We are better together. Each member is valued as an essential contributor to our community.**

- We speak to each other in-person, and with kindness and respect, when expressing thoughtful and challenging ideas
- We listen with an ear of understanding and consideration for different perspectives and life experiences
- We focus on bringing the entire Elevate community together by honoring the benefits of our diversity

*This is a living document: we will check in on our Elevate Board Meeting Norms based on our Core Values at our annual retreat. As a Board we will undergo a self-assessment of Elevate Board Meeting Norms as needed to encourage mindfulness.*

# Coversheet

## Financial Update

**Section:** II. Agenda Items  
**Item:** B. Financial Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** EE School March 24 Financial Packet.pdf  
ExED Elevate Draft Budget 05.13.24.pdf

## ELEVATE SCHOOL - Financial Dashboard (March 2024)

**1 Key Performance Indicators**

ADA vs. Budget ● Cash on Hand ●

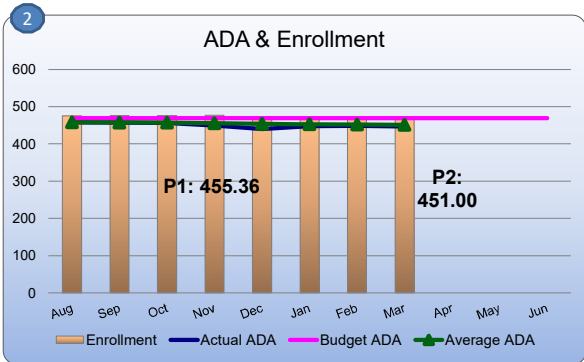
Net Income / (Loss) ● Year-End Cash ●

### KEY POINTS

#### Upcoming Reporting/Events:

Governor Newsom released his 2024-25 budget proposal this morning, estimating a relatively small \$37.9 billion budget shortfall and proposing a largely status quo budget for K-12 schools. The Governor's Budget represents a much rosier scenario than most had anticipated after the Office of the Legislative Analyst (LAO) issued a grim, \$68 billion budget shortfall estimate in December and warned of the potential for significant ongoing risks.

He proposes a mix of cuts, deferrals, and dipping into budget reserves to address the gap. This includes tapping \$5.7 billion from the education-specific Public School Stabilization Account, a budget reserve specifically for K-12 schools and community colleges, to maintain spending for K-14 education. He did not declare a budget emergency, a technical step that could have opened the door to other options, including tapping deeper into reserves.



**3 Average Daily Attendance Analysis**

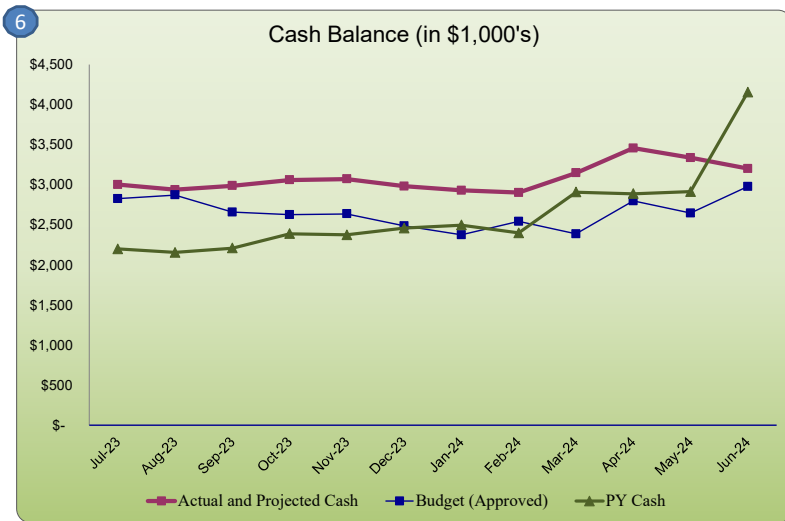
Category	P-1	Actual P2	Budgeted P2	Better/ (Worse)	Prior Year P2
Enrollment	470	470	488	(18)	459
ADA %	95.7%	95.3%	96.2%	-0.9%	95.0%
ADA	455.36	451.00	469.50	(18.50)	437.82

**4 LCFF Supplemental & Concentration Grant Factors**

Category	Budget	Forecast	Variance	Prior Year
Unduplicated Pupil %	49.2%	47.0%	-2.2%	38.2%
3-Year Average %	44.3%	43.4%	-0.8%	41.1%
District UPP C. Grant Cap	58.5%	58.5%	0.0%	58.5%

**5 INCOME STATEMENT**

As a % of Revenue	Forecast		VS. Budget		FY 23-24 YTD		Historical	
	As of 03/31/24	FY 23-24 Budget	Variance B/(W)	Actual YTD	Budget YTD	Variance B/(W)	FY 22-23	FY 21-22
Local Control Funding Formula	5,114,335	5,366,364	(252,029)	3,667,304	4,013,606	(346,302)	4,601,574	3,762,827
Federal Revenue	1,004,049	860,527	143,522	578,770	125,712	453,057	1,232,637	934,496
State Revenue	722,632	728,589	(5,956)	575,497	324,801	250,696	532,089	450,739
Other Local Revenue	517,719	441,620	76,099	279,439	316,162	(36,723)	379,563	245,463
Grants/Fundraising	112,260	112,260	-	25,197	1,100	24,096.95	71,159	117,904
<b>TOTAL REVENUE</b>	<b>7,470,996</b>	<b>7,509,360</b>	<b>(38,365)</b>	<b>5,126,207</b>	<b>4,781,381</b>	<b>344,826</b>	<b>6,817,021</b>	<b>5,511,428</b>
<i>Total per ADA</i>	<i>16,565</i>	<i>15,994</i>	<i>571</i>				<i>15,570</i>	<i>14,047</i>
Certificated Salaries	3,130,752	3,228,477	97,725	2,262,493	2,323,285	60,791	2,858,842	2,268,347
Classified Salaries	971,231	949,038	(22,194)	689,911	690,390	479	836,563	675,155
Benefits	1,172,215	1,245,252	73,037	898,459	919,783	21,324	1,038,360	831,976
<i>Total Payroll Expenses</i>	<i>\$ 5,274,198</i>	<i>71%</i>						
Student Supplies	444,809	417,325	(27,484)	338,471	326,860	(11,611)	493,487	410,742
Operating Expenses	1,678,288	1,559,079	(119,209)	1,190,711	1,176,507	(14,203)	1,539,633	1,162,128
Other	47,843	45,523	(2,320)	35,820	34,207	(1,613)	45,491	28,363
<i>Total Other Operating Expenses</i>	<i>\$ 2,170,940</i>	<i>29%</i>						
<b>TOTAL EXPENSES</b>	<b>7,445,139</b>	<b>7,444,694</b>	<b>(445)</b>	<b>5,415,865</b>	<b>5,471,032</b>	<b>55,167</b>	<b>6,812,376</b>	<b>5,376,712</b>
<b>NET INCOME / (LOSS)</b>	<b>25,857</b>	<b>64,667</b>	<b>(38,810)</b>	<b>(289,658)</b>	<b>(689,650)</b>	<b>399,993</b>	<b>4,646</b>	<b>134,716</b>
<b>OPERATING INCOME</b>	<b>73,700</b>	<b>110,189</b>	<b>(36,490)</b>	<b>(253,837)</b>	<b>(621,237)</b>	<b>367,399</b>	<b>66,136</b>	<b>163,079</b>



**7 Balance Sheet**

Balance Sheet	6/30/2023	2/29/2024	3/31/2024	6/30/2024 FC
<b>Assets</b>				
Cash, Operating	1,856,485	1,885,928	2,131,891	2,085,853
Cash, Restricted	1,021,856	1,017,356	1,017,356	1,116,771
Accounts Receivable	842,436	234,466	234,466	814,938
Due From Others	(0)	640	640	640
Other Assets	611,893	520,017	523,017	731,548
Net Fixed Assets	119,383	95,661	91,653	79,631
<b>Total Assets</b>	<b>4,452,054</b>	<b>3,754,069</b>	<b>3,999,024</b>	<b>4,829,380</b>
<b>Liabilities</b>				
A/P & Payroll	185,454	139,306	139,190	201,946
Due to Others	115,853	51,464	51,199	51,199
Deferred Revenue	1,038,860	986,406	986,406	1,438,491
Other Liabilities	510,756	510,756	510,756	510,756
<b>Total Liabilities</b>	<b>1,850,923</b>	<b>1,687,932</b>	<b>1,687,551</b>	<b>2,202,392</b>
<b>Equity</b>				
Beginning Fund Bal.	2,580,485	2,601,131	2,601,131	2,601,131
Net Income/(Loss)	20,646	(534,994)	(289,658)	25,857
<b>Total Equity</b>	<b>2,601,131</b>	<b>2,066,137</b>	<b>2,311,473</b>	<b>2,626,988</b>
<b>Total Liabilities &amp; Equity</b>	<b>4,452,054</b>	<b>3,754,069</b>	<b>3,999,024</b>	<b>4,829,380</b>
Days Cash on Hand	100	93	105	103
Cash Reserve %	27.4%	25.5%	28.8%	28.2%

**Year-End Cash Balance**

Projected	Budget	Variance
3,202,623	2,977,495	225,128

	Actuals as of 3/31/2024													FORECAST Jul-23 - Jun-24	Budget Variance		
	ACTUAL Jul-23	ACTUAL Aug-23	ACTUAL Sep-23	ACTUAL Oct-23	ACTUAL Nov-23	ACTUAL Dec-23	ACTUAL Jan-24	ACTUAL Feb-24	ACTUAL Mar-24	Apr-24	May-24	Jun-24	Accrual		Better / (Worse)	% Better / (Worse)	
<b>Income</b>																	
<b>8011-8098 · Local Control Funding Formula Sources</b>																	
8011 Local Control Funding Formula	62,804	62,804	113,047	113,047	113,047	113,047	113,047	56,485	56,485	115,595	115,595	15,595	261,353	1,311,952	(159,380)	-11%	
8012 Education Protection Account	-	-	21,891	-	-	21,891	-	-	24,504	53	-	-	21,862	90,200	(3,700)	-4%	
8019 Local Control Funding Formula - Prior Year	-	(147)	-	(147)	294	-	(25,888)	(3,799)	(3,775)	-	-	-	-	(33,462)	(33,462)	100%	
8096 In Lieu of Property Taxes	218,171	-	436,342	290,895	290,895	290,895	290,895	290,895	673,495	327,612	327,612	227,612	80,326	3,745,645	(55,488)	-1%	
8098 In Lieu of Property Taxes, Prior Year	-	-	-	-	-	-	-	25,967	-	20,217	-	-	(46,184)	-	-	-	
<b>Total 8011-8098 · Local Control Funding Formula Sources</b>	<b>62,804</b>	<b>280,828</b>	<b>571,280</b>	<b>403,795</b>	<b>404,236</b>	<b>425,833</b>	<b>404,021</b>	<b>343,581</b>	<b>770,926</b>	<b>443,260</b>	<b>443,207</b>	<b>243,207</b>	<b>317,356</b>	<b>5,114,335</b>	(252,029)	-5%	
<b>8100-8299 · Federal Revenue</b>																	
8181 Special Education - Federal (IDEA)	-	-	-	-	-	-	-	-	-	-	-	-	74,110	74,110	16,485	29%	
8221 Child Nutrition - Federal	-	17,647	-	-	1,502	11,525	-	8,211	6,141	15,174	13,577	\$45,972	18,412	138,162	(12,332)	-8%	
8291 Title I	-	-	-	-	-	-	23,481	-	-	13,878	-	-	18,154	55,513	(8,152)	-13%	
8292 Title II	-	-	-	-	-	-	-	2,350	-	2,352	-	4,705	2	9,409	(1,722)	-15%	
8295 Title IV, SSAE	-	-	-	-	-	-	2,500	-	-	2,500	-	-	5,000	10,000	-	-	
8296 Title IV, PCSGP	-	-	-	-	-	-	30,765	-	-	18,398	-	-	24,430	73,593	68,593	1372%	
8299 All Other Federal Revenue	-	-	91,822	175,870	65,684	-	14,044	126,431	796	282,446	-	139,903	(253,734)	643,262	80,650	14%	
<b>Total 8100-8299 · Other Federal Income</b>	<b>-</b>	<b>17,647</b>	<b>91,822</b>	<b>175,870</b>	<b>67,186</b>	<b>11,525</b>	<b>70,790</b>	<b>136,992</b>	<b>6,937</b>	<b>334,749</b>	<b>13,577</b>	<b>190,580</b>	<b>(113,626)</b>	<b>1,004,049</b>	143,522	17%	
<b>8300-8599 · Other State Revenue</b>																	
8520 Child Nutrition - State	-	-	-	-	28,989	22,424	-	28,291	21,784	4,238	3,792	\$3,961	(19,893)	93,585	27	0%	
8550 Mandate Block Grant	-	-	-	-	8,650	-	-	-	-	-	-	-	40	8,690	-	-	
8561 State Lottery - Non Prop 20	-	-	-	2,884	-	-	49,910	-	22,758	20,824	-	-	(13,081)	83,295	3,480	4%	
8562 State Lottery - Prop 20	-	-	-	5,559	-	-	5,027	-	13,068	-	-	-	10,229	33,883	2,426	8%	
8560 Lottery Revenue	-	-	-	-	-	-	-	-	-	20,824	-	-	(2,852)	117,177	5,906	5%	
8592 State Mental Health	1,771	1,771	3,188	3,188	3,188	3,188	3,188	3,363	3,363	3,188	3,188	2,688	154	35,427	9,324	36%	
8595 Expanded Learning Opportunity Program	13,112	13,112	23,602	23,602	23,602	23,602	23,602	23,610	23,610	18,225	18,225	18,225	(43,629)	202,500	113,490	128%	
8596 Prop 28 Arts & Music	-	-	-	-	-	-	-	12,651	12,651	12,651	12,651	12,651	(1)	63,253	(4,703)	-7%	
8599 State Revenue - Other	-	-	-	121,394	-	-	-	1,794	-	50,500	-	78,200	(49,888)	202,000	(130,000)	-39%	
<b>Total 8300-8599 · Other State Income</b>	<b>14,883</b>	<b>14,883</b>	<b>26,790</b>	<b>156,626</b>	<b>64,429</b>	<b>49,214</b>	<b>81,728</b>	<b>69,709</b>	<b>97,234</b>	<b>109,625</b>	<b>37,856</b>	<b>115,725</b>	<b>(116,070)</b>	<b>722,632</b>	(5,956)	-1%	
<b>8600-8799 · Other Local Revenue</b>																	
8660 Interest & Dividend Income	-	-	12,574	3,249	-	15,611	8,219	-	15,548	6,393	-	15,405	15,001	92,000	57,000	163%	
8695 Contributions & Events	-	-	-	-	-	1,726	901	900	230	-	28,345	24,071	49,577	105,750	-	-	
8696 Other Fundraising	-	-	-	-	-	123	70	50	297	-	-	3,371	2,599	6,510	-	-	
8699 All Other Local Revenue	-	-	-	-	-	15	-	-	-	-	-	21,615	0	21,630	-	-	
8792 Transfers of Apportionments - Special Education	-	-	-	-	86,265	33,756	-	67,511	36,691	42,260	42,260	42,260	53,085	404,089	19,099	5%	
<b>Total 8600-8799 · Other Income-Local</b>	<b>-</b>	<b>-</b>	<b>12,574</b>	<b>3,249</b>	<b>86,265</b>	<b>51,230</b>	<b>9,190</b>	<b>89,361</b>	<b>52,766</b>	<b>48,653</b>	<b>70,606</b>	<b>106,722</b>	<b>99,362</b>	<b>629,979</b>	76,099	14%	
<b>Prior Year Adjustments</b>																	
8999 Other Prior Year Adjustment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Prior Year Adjustments</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL INCOME</b>	<b>77,687</b>	<b>313,358</b>	<b>702,466</b>	<b>739,540</b>	<b>622,117</b>	<b>537,802</b>	<b>565,729</b>	<b>639,644</b>	<b>927,864</b>	<b>936,287</b>	<b>565,245</b>	<b>656,234</b>	<b>187,021</b>	<b>7,470,996</b>	(38,365)	-1%	
<b>Expense</b>																	
<b>Total 1000 · Certificated Salaries</b>	<b>40,272</b>	<b>173,671</b>	<b>294,220</b>	<b>299,112</b>	<b>305,423</b>	<b>288,553</b>	<b>284,856</b>	<b>287,181</b>	<b>289,205</b>	<b>289,420</b>	<b>289,420</b>	<b>289,420</b>	<b>-</b>	<b>3,130,752</b>	97,725	3%	
<b>Total 2000 · Classified Salaries</b>	<b>22,023</b>	<b>58,995</b>	<b>89,967</b>	<b>93,740</b>	<b>76,266</b>	<b>71,780</b>	<b>79,810</b>	<b>100,099</b>	<b>97,231</b>	<b>98,773</b>	<b>98,773</b>	<b>83,773</b>	<b>-</b>	<b>971,231</b>	(22,194)	-2%	
<b>3000 · Employee Benefits</b>																	
3111 STRS - State Teachers Retirement System	7,692	32,631	54,551	51,227	57,566	54,460	52,028	53,100	52,435	55,279	55,279	55,279	-	581,527	35,112	6%	
3311 OASDI - Social Security	1,290	3,438	5,401	5,139	4,224	3,971	4,974	6,150	6,177	6,124	6,124	5,194	-	58,204	636	1%	
3331 MED - Medicare	886	3,338	5,488	5,565	5,418	5,127	5,197	5,527	5,515	5,629	5,629	5,411	-	58,731	1,843	3%	
3401 H&W - Health & Welfare	48,930	72,665	14,385	52,420	20,161	31,511	39,984	27,795	37,169	37,169	27,877	-	-	410,066	34,718	8%	
3501 SUI - State Unemployment Insurance	31	115	189	192	187	177	179	191	190	194	194	187	-	2,025	63	3%	
3601 Workers' Compensation Insurance	-	15,872	11,018	3,968	3,968	3,968	3,968	3,968	3,968	3,968	-	-	-	54,666	(6,576)	-14%	
3901 Other Retirement Benefits	-	341	352	374	339	326	333	358	353	1,482	1,482	1,257	-	6,995	7,240	51%	
3902 Other Benefits	-	3,403	-	(3,403)	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total 3000 · Employee Benefits</b>	<b>58,828</b>	<b>131,804</b>	<b>91,385</b>	<b>115,481</b>	<b>91,863</b>	<b>99,539</b>	<b>106,663</b>	<b>97,089</b>	<b>105,807</b>	<b>109,844</b>	<b>96,584</b>	<b>67,328</b>	<b>-</b>	<b>1,172,215</b>	73,037	6%	
<b>4000 · Supplies</b>																	
4111 Core Curricula Materials	-	14,488	651	-	24,675	10,300	-	366	4,071	762	762	762	-	56,837	12,550	18%	
4211 Books & Other Reference Materials	-	4,716	647	1,423	935	1,209	537	297	1,142	1,152	1,152	1,152	-	14,359	(5,222)	-57%	
4311 Student Materials	479	16,583	11,050	3,693	3,355	2,944	226	2,207	9,878	2,792	2,792	2,792	-	58,792	-	-	
4351 Office Supplies	218	4,011	4,019	3,486	2,499	2,121	1,906	2,209	2,318	2,318	2,318	2,318	-	29,806	1,633	5%	
4371 Custodial Supplies	217	151	2,084	1,246	472	1,657	1,514	2,086	1,041	1,434	1,434	1,434	-	14,772	(924)	-7%	
4391 Food (Non Nutrition Program)	94	139	5,017	1,079	1,630	806	2,329	758	2,399	1,679	1,679	1,679	-	19,287	(6,289)	-48%	
4392 Uniforms	-	-	-	1,558	5,175	3,589	-	-	48	1,655	1,655	1,655	-	15,338	190	1%	
4393 PE & Sports Equipment	-	-	1,250	2,683	-	-	176	431	-	506	506	506	-	6,058	(1,946)	-47%	

	ACTUAL										Actuals as of 3/31/2024				FORECAST	Budget Variance	
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	Jul-23 - Jun-24	Better / (Worse)	% Better / (Worse)	
4399 All Other Supplies	28	1,016	2,151	1,978	(135)	645	1,038	537	679	4,239	4,239	4,239		20,654	-		
4390 Other Supplies	-	-	-	-	-	-	-	-	-	8,237	8,237	8,237	-	62,837	(9,545)	-18%	
4411 Non Capitalized Equipment	2,747	9,775	1,754	645	871	4,114	108	4,532	3,754	4,006	4,006	4,006		40,318	-		
4711 Nutrition Program Food & Supplies	-	334	7,169	21,130	22,779	17,567	12,137	21,660	20,080	15,270	10,689	\$10,689	7,585	167,088	(25,978)	-18%	
<b>Total 4000 - Supplies</b>	<b>3,784</b>	<b>51,213</b>	<b>35,792</b>	<b>38,920</b>	<b>63,286</b>	<b>44,951</b>	<b>19,970</b>	<b>35,255</b>	<b>45,300</b>	<b>35,972</b>	<b>31,391</b>	<b>31,391</b>	<b>7,585</b>	<b>444,809</b>	(27,484)	-7%	
<b>5000 - Operating Services</b>																	
5211 Travel & Conferences	-	250	197	255	161	-	3,745	1,499	296	1,318	1,318	1,318		10,357	(1,541)	-17%	
5311 Dues & Memberships	9,171	8,916	180	-	(886)	-	3,600	-	-	689	689	689		23,047	(7,178)	-45%	
5451 General Insurance	-	-	-	-	-	-	-	-	-	-	20,000	20,000		40,000	-		
5511 Utilities	-	2,043	-	(2,746)	-	2,652	-	3,282	-	5,208	5,208	5,208		20,855	(1,658)	-9%	
5531 Housekeeping Services	6,099	5,365	3,120	4,150	4,120	3,737	6,695	3,497	5,058	4,313	4,313	4,313		54,778	(1,273)	-2%	
5599 Other Facility Operations & Utilities	-	108	108	(43)	1,647	108	1,815	600	199	1,737	1,737	1,737		9,754	2,657	21%	
5619 Other Facility Rentals	82,279	92,732	44,733	45,678	44,935	43,725	46,002	44,901	45,511	25,482	25,482	25,482		566,940	(20,000)	-4%	
5621 Equipment Lease	766	2,633	3,524	2,236	854	5,397	1,962	2,582	2,835	70	70	70		23,000	-		
5631 Vendor Repairs	992	851	-	-	-	-	-	493	-	760	760	760		4,617	(210)	-5%	
5812 Field Trips & Pupil Transportation	-	(360)	-	-	5,954	6,567	1,613	4,069	22,940	1,406	1,406	1,406		45,000	-		
5821 Legal	-	1,733	120	143	-	-	-	1,286	-	7,240	7,240	7,240		25,000	-		
5823 Audit	-	-	-	4,212	-	-	2,106	2,106	-	3,265	3,265	3,265		18,220	(2,482)	-16%	
5831 Advertisement & Recruitment	-	-	1,363	-	2,635	-	-	-	-	2,814	2,814	2,814		12,442	(5,460)	-78%	
5842 Special Education Services	-	2,452	16,102	21,400	25,399	25,767	7,534	32,339	18,569	3,480	3,480	3,480	4,774	160,000	-		
5843 Non Public School	-	-	-	-	-	-	-	-	-	5,000	5,000	5,000		15,000	-		
5844 After School Services	-	1,800	9,625	2,697	3,571	-	23,660	2,606	10,574	30,156	30,156	30,156		145,000	(55,990)	-63%	
5849 Other Student Instructional Services	-	500	8,590	(390)	3,000	2,000	4,000	3,000	5,000	4,767	4,767	4,767		40,000	-		
5852 PD Consultants & Tuition	2,700	2,700	-	4,275	11,838	(2,700)	-	2,000	1,500	2,562	2,562	2,562		30,000	20,000	40%	
5854 Nursing & Medical (Non-IEP)	-	-	94	-	-	-	-	-	-	135	135	135		500	(500)	100%	
5859 All Other Consultants & Services	13,400	24,463	24,800	-	58,378	23,108	12,861	250	18,520	12,192	12,192	12,192		212,354	(31,554)	-17%	
5861 Non Instructional Software	12,576	13,343	5,723	366	744	1,332	186	5,103	181	3,482	3,482	3,482		50,000	-		
5865 Fundraising Cost	-	-	72	-	-	-	-	-	-	1,726	1,726	1,726		5,250	500	9%	
5871 District Oversight Fees	-	-	-	-	-	6,958	6,958	6,958	6,958	16,216	16,216	16,216		76,478	(22,814)	-43%	
5872 Special Education Fees (SELPA)	-	-	-	-	767	986	-	986	536	2,099	2,099	2,099	4,774	14,346	(1,068)	-8%	
5899 All Other Expenses	197	240	2,278	104	(681)	842	847	787	806	717	717	717		7,573	2,788	27%	
5911 Office Phone	1,768	-	2,512	1,349	1,321	-	1,321	2,644	1,332	1,266	1,266	1,266		16,045	4,857	23%	
5921 Internet	-	-	6,148	3,248	3,074	3,078	-	6,260	-	8,731	8,731	8,731		48,000	-		
5923 Website Hosting	-	-	16	-	-	-	55	-	-	685	685	685		2,125	2,000	48%	
5931 Postage & Shipping	-	97	337	121	229	42	44	112	152	72	72	72		1,347	(194)	-17%	
5999 Other Communications	-	12	132	12	12	12	12	12	12	14	14	14		258	(89)	-52%	
<b>Total 5000 - Operating Services</b>	<b>129,947</b>	<b>159,878</b>	<b>129,681</b>	<b>87,159</b>	<b>167,071</b>	<b>123,611</b>	<b>125,016</b>	<b>127,371</b>	<b>140,977</b>	<b>147,601</b>	<b>167,601</b>	<b>167,601</b>	<b>4,774</b>	<b>1,678,288</b>	(119,209)	-8%	
<b>6000 - Capital Outlay</b>																	
6901 Depreciation Expense	3,856	3,856	3,856	3,856	4,366	4,008	4,008	4,008	4,008	4,008	4,008	4,008		47,843	(2,320)	-5%	
6911 Amortization Expense - Lease Assets	-	-	-	-	-	-	-	-	-	-	-	-		-	-		
<b>Total 6000 - Capital Outlay</b>	<b>3,856</b>	<b>3,856</b>	<b>3,856</b>	<b>3,856</b>	<b>4,366</b>	<b>4,008</b>	<b>4,008</b>	<b>4,008</b>	<b>4,008</b>	<b>4,008</b>	<b>4,008</b>	<b>4,008</b>	<b>-</b>	<b>47,843</b>	(2,320)	-5%	
<b>7000 - Other Outgo</b>																	
7438 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-		-	-		
<b>Total 7000 - Other Outgo</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL EXPENSE</b>	<b>258,710</b>	<b>579,417</b>	<b>644,900</b>	<b>638,267</b>	<b>708,273</b>	<b>632,443</b>	<b>620,322</b>	<b>651,004</b>	<b>682,528</b>	<b>685,618</b>	<b>687,777</b>	<b>643,520</b>	<b>12,359</b>	<b>7,445,139</b>	(445)	0%	
<b>NET INCOME</b>	<b>(181,023)</b>	<b>(266,058)</b>	<b>57,566</b>	<b>101,273</b>	<b>(86,157)</b>	<b>(94,641)</b>	<b>(54,594)</b>	<b>(11,360)</b>	<b>245,337</b>	<b>250,670</b>	<b>(122,531)</b>	<b>12,714</b>	<b>174,662</b>	<b>25,857</b>	<b>(38,810)</b>	<b>-60%</b>	
<b>Operating Income</b>														<b>73,700</b>			
<b>EBITDA</b>														<b>73,700</b>			
<b>Beginning Cash Balance</b>	2,878,342	3,003,481	2,940,288	2,989,314	3,061,113	3,072,903	2,984,576	2,932,824	2,903,284	3,149,247	3,457,785	3,339,261	3,202,623	2,878,342	32,276		
<b>Cash Flow from Operating Activities</b>																	
Net Income	(181,023)	(266,058)	57,566	101,273	(86,157)	(94,641)	(54,594)	(11,360)	245,337	250,670	(122,531)	12,714	174,662	25,857	(38,810)		
Change in Accounts Receivable																	
Prior Year Accounts Receivable	409,654	62,328	27,283	24,041	955	57,229	25,880	600	-	53,861	-	-	-	661,830	(87,313)		
Current Year Accounts Receivable	-	-	-	-	-	-	-	-	-	-	-	-	(634,332)	(634,332)	(451,431)		
Change in Due from	(13,239)	(30,120)	-	26,479	16,631	(640)	250	-	-	-	-	-	-	(640)	(640)		
Change in Accounts Payable	(17,665)	40,497	(57,992)	(30,495)	81,792	(36,909)	4,826	(24,690)	170	-	-	55,171	7,585	22,291	30,893		
Change in Due to	(147)	(7,331)	(9,785)	(6,865)	(904)	(12,868)	(26,224)	(265)	(265)	-	-	-	-	(64,654)	224,640		
Change in Accrued Vacation	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Change in Payroll Liabilities	(73,604)	41,895	30,272	3,914	(833)	(4,507)	(4,818)	2,168	(287)	-	-	-	-	(5,799)	(5,799)		

	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	Actuals as of 3/31/2024				FORECAST	Budget Variance		
	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Accrual	Jul-23 - Jun-24	Better / (Worse)	% Better / (Worse)
Change in Prepaid Expenditures	(2,690)	96,740	(2,173)	-	-	-	-	-	-			(208,531)		(116,654)	40,452	
Change in Deposits	-	-	-	-	-	-	-	-	(3,000)					(3,000)	(3,000)	
Change in Deferred Revenue	-	-	-	(50,405)	(2,049)	-	-	-	-				452,085	399,631	399,631	
Change in Other Long Term Assets	-	-	-	-	-	-	-	-	-					-	-	
Change in Other Long Term Liabilities	-	-	-	-	-	-	-	-	-					-	-	
Depreciation Expense	3,856	3,856	3,856	3,856	4,366	4,008	4,008	4,008	4,008	4,008	4,008	4,008		47,843	2,320	
<b>Cash Flow from Investing Activities</b>	-	-	-	-	-	-	-	-	-							
Capital Expenditures	-	(5,000)	-	-	(2,010)	-	(1,080)	-	-	-	-	-		(8,090)	81,910	
<b>Cash Flow from Financing Activities</b>	-	-	-	-	-	-	-	-	-							
Source - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
Use - Sale of Receivables	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
Source - Loans	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
Use - Loans	-	-	-	-	-	-	-	-	-	-	-	-		-	-	
<b>Ending Cash Balance</b>	<b>3,003,481</b>	<b>2,940,288</b>	<b>2,989,314</b>	<b>3,061,113</b>	<b>3,072,903</b>	<b>2,984,576</b>	<b>2,932,824</b>	<b>2,903,284</b>	<b>3,149,247</b>	<b>3,457,785</b>	<b>3,339,261</b>	<b>3,202,623</b>	<b>3,202,623</b>	<b>3,202,623</b>	225,128	



## Elevate School Financial Analysis March 31, 2024

### Net Income

Elevate School is projected to have a net income of \$25,857 in the Fiscal Year 2023-24. This is \$38,810 less than the current board-approved budget.

### Balance Sheet

As of March 31, 2024, the school's operating cash balance was \$2,085,853, with an additional amount of \$1,017,356 reserved for Economic Uncertainty. At the end of the year, the school's reserve balance will increase to \$1,116,771.

As of March 31, 2024, the Accounts Receivable balance was \$814,938.

As of March 31, 2024, the Accounts Payable balance, including payroll liabilities, totaled \$201,946. The balance consists of \$25,594 for current payables, \$81,048 for current payroll liabilities, and \$32,547 for accrued payroll vacation.

### Income Statement

#### *Revenue*

Total revenue for Fiscal Year 2023-24 is projected to be \$7,470,996, which is \$38,365 less than the board-approved budget.

- LCFF is projected to be \$252,029 unfavorable based on a 470 enrollment and 95.3% ADA, resulting in a 451.00 ADA.
- Federal Revenue is projected to be \$143,522 favorable due to an increase in PCSGP allocation and additional Impact Aid revenue.
- Other State Revenue is projected to be \$5,956 unfavorable due to a reduction in Learning Recovery BG revenue.
- Other Local Revenue is projected to be \$76,099 favorable due to an increase in State SPED Revenue and Interest Income.

#### *Expenses*

Total expenses for the year are projected to be \$7,445,139. This is \$445 more than the budgeted amount.

- Certificated Salaries are projected to be \$97,725 less than the budgeted amount due primarily to an adjustment to the FTE for staff members.
- Operating Expenses are projected to be \$119,209 more than the budgeted amount due primarily to higher expenses in After-School Services, All Other Consultants & Services, and District Oversight Fees.

**Elevate School  
Check Register  
From 03/01/2024 to 03/31/2024**

Check #	Vendor Name	Date	Description	Amount
1002932	ANGELA GONZALEZ	3/28/2024	REIM062823AG	28.75
1463M	TONY LAW	3/6/2024	02/24 - CUSTODIAL SERVICES	378.00
1464M	DBA CITY VIEW CHURCH	3/6/2024	FY23-24 - SECURITY DEPOSIT	3,000.00
1465M	MARY J DANDAN	3/6/2024	02/21/24 -- FIELD TRIP HOSTING DONATION	200.00
1466M		3/11/2024	03/24 - PAYROLL	2,165.88
1467M	MYSTERIOUS GALAXY BOOKSTORE	3/21/2024	BOOKS FOR RAFFLE	78.59
1468M	LIBELULA BOOKS & CO. LLC	3/21/2024	BOOKS	60.00
1469M	THE BOOK CATAPULT	3/21/2024	BOOKS FOR RAFFLE	99.07
2403040-1019M	CHARTERSAFE	3/4/2024	03/24 - WORKERS' COMPENSATION	3,968.00
2403041-1019M	HEALTH NET OF CALIFORNIA, INC	3/4/2024	03/24 - HEALTH PREMIUM WITH ADJUSTMENT	18,099.89
2403120-1019M	ASSURITY LIFE INSURANCE COMPANY	3/12/2024	02/24 - HEALTH PREMIUM	2,539.65
2403210-1019M	CHOICE BUILDER ADMINISTRATORS	3/21/2024	04/24 - HEALTH PREMIUM	3,540.40
2403250-1019M	KAISER FOUNDATION HEALTH PLAN INC	3/25/2024	05/24 - HEALTH PREMIUM	16,039.81
2403280-1019M	ASSURITY LIFE INSURANCE COMPANY	3/28/2024	03/24 - HEALTH PREMIUM	2,499.30
2403281-1019M	BUSINESS CARD	3/28/2024	02/07/24-03/06/24 - CREDIT CARD PURCHASES	23,138.66
A015475	ODP BUSINESS SOLUTIONS LLC	3/1/2024	ENVELOPE, VANILLA FOLDERS, COPY PAPER, PAPER PLATES	358.69
A015476	MICHELLE SAN PEDRO	3/1/2024	TARGET, PET KINGDOM, PETCO - STUDENT MATERIALS	184.53
A015477	WAXIE'S SANITARY SUPPLY	3/1/2024	ROLL TOWELS	285.56
A015478	DENISE FINNEY	3/1/2024	02/20/24 - EDUCATIONAL CONSULTATION	1,000.00
A015590	JEREMIAH GIRARD	3/8/2024	02/18/24-03/01/24 -MAINTENANCE & CUSTODIAL SERVICES	784.00
A015591	ODP BUSINESS SOLUTIONS LLC	3/8/2024	STAMPS, OFFICE SUPPLIES	720.24
A015592	OPEN WORKS	3/8/2024	03/24 - JANITORIAL SERVICES AT TS CAMPUS	2,734.00
A015593	TOP NOTCH CATERING	3/8/2024	02/24 - MEALS	20,079.75
A015777	DENISE FINNEY	3/18/2024	03/05/24-03/06/24 - EDUCATIONAL CONSULTATIONS	3,000.00
A015778	ODP BUSINESS SOLUTIONS LLC	3/18/2024	OFFICE SUPPLIES	443.21
A015779	SOUND THERAPIES, INC.	3/18/2024	02/24 - SPEECH & LANGUAGE THERAPY	13,012.72
A015780	JEREMIAH GIRARD	3/18/2024	02/04/24-02/16/24 - MAINTENANCE & CUSTODIAL SERVICES	544.96
A015781	DBA CITY VIEW CHURCH	3/18/2024	04/24 - OFFICE SPACE & MS CAMPUS RENTAL	20,000.00
A015919	ODP BUSINESS SOLUTIONS LLC	3/25/2024	COPY PAPER, LABELS, BLEACH	427.08
A015920	DENISE FINNEY	3/25/2024	03/18/24-03/19/24 - EDUCATIONAL CONSULTATION	2,000.00
A016004	ODP BUSINESS SOLUTIONS LLC	3/28/2024	PENCILS, FILLER PAPER, QUAD PAPER - CAASPP SUPPLIES	462.63
E013980	CINTAS	3/1/2024	MICROFIBER TOWELS, SIG SANTS, SANITIZER FOR TS CAMPUS	198.66
E014056	CINTAS	3/8/2024	SIG SANTS, MICROFIBER TOWELS, SANITIZER, ETC FOR SM CAMPUS	211.35
E014057	BLICK ART MATERIALS, LLC	3/8/2024	PENCILS, DRAWING PAPER, DRAWING PENCILS	808.00
E014227	CINTAS	3/18/2024	SIG SANTS, MICROFIBER TOWELS, SANITIZER, ETC FOR SM CAMPUS	211.35
E014364	CINTAS	3/25/2024	SIG SANTS, MICROFIBER TOWELS, SANITIZER, ETC FOR SM CAMPUS	211.35
E014446	CINTAS	3/28/2024	SIG SANTS, MICROFIBER TOWELS, SANITIZER, ETC FOR SM CAMPUS	211.35
P050169	NOEL BRAY-HOAGLAND	3/1/2024	AIR AND SPACE MUSEUM - FIELD TRIP ENTRANCE FEE	300.00
P050170	CHRISTY WHITE ASSOCIATES	3/1/2024	FY22-23 CHARTER SCHOOL AUDIT - 25% OF CONTRACT	2,106.00
P050171	FAITH COMMUNITY CHURCH	3/1/2024	02/24 - ROOM RENTAL	225.00
P050456	AZTEC LEASING, INC (SMX6071)	3/8/2024	02/10/24-03/09/24 - COPIER LEASE	261.84
P050457	IDENTITY THEFT GUARD SOLUTIONS, INC	3/8/2024	02/24 - IDENTITY THEFT PROTECTION	475.10
P050458	AT&T	3/8/2024	02/07/24-03/06/24 - PHONE SERVICE	2,643.70
P050459	CALNET	3/8/2024	12/23 - INTERNET SERVICE FOR ALL CAMPUSES	6,148.24
P050460	CHARTER TECH SERVICES	3/8/2024	03/24 - MONTHLY TECH SERVICE	5,502.20
P050461	APEX THERAPIES, INC	3/8/2024	02/24 - OCCUPATIONAL THERAPY SERVICES	5,556.00
P050462	KARLA R SANCHEZ	3/8/2024	MILEAGE	48.72
P050463	AZTEC LEASING, INC	3/8/2024	02/27/24-03/26/24 - COPY LEASE	765.94
P050464	SPECIALIZED THERAPY SERVICES, INC	3/8/2024	01/24 - APE & NURSING SERVICES	8,361.25
P050896	SHARP ELECTRONICS CORPORATION	3/18/2024	01/26/24-02/26/24 - COPIER LEASE TS & SM CAMPUS	1,292.13
P050897	AT&T	3/18/2024	03/07/24-04/06/24 - PHONE SERVICE	1,331.85
P050898	SAN DIEGO COUNTY SUPERINTENDENT OF SCHOOLS	3/18/2024	10/09/23-10/13/23 - 6TH GRADE CAMP	21,919.56
P050899	CHARTER TECH SERVICES	3/18/2024	02/24 - VISION PLAN 2	2.20
P050900	FAITH COMMUNITY CHURCH	3/18/2024	04/24 - RENT & CREDIT	24,453.34
P051277	FAITH COMMUNITY CHURCH	3/25/2024	ROOM USE CHARGE 2/26 & 3/1	237.50
P051278	SARA KAZMIERSKI	3/25/2024	FIVE BELOW - RAFFLE PRIZES	64.54
P051279	APRIL WOODARD	3/25/2024	WALMART - HELIUM TANK, MILEAGE	52.49
P051280	SAN DIEGO COUNTY OFFICE OF EDUCATION	3/25/2024	11/02/23 - STUDENT RECORDS TRAINING	280.00
P051281	UNIVERSITY OF CALIFORNIA, SAN DIEGO	3/25/2024	02/12/24 - BIRCH AQUARIUM FIELD TRIP	760.00
P051282	MICHAEL KAZMIERSKI	3/25/2024	SDCOE - TUITION FOR PASC	1,500.00
P051283	FOUNDATION OF THE ZOOLOGICAL SOCIETY OF SAN DIEGO	3/25/2024	03/01/24 - FIELD TRIP ADMISSION	60.00
P051524	FAITH COMMUNITY CHURCH	3/28/2024	3/14 - ROOM RENTAL	450.00
P051525	THIRD PLATEAU SOCIAL IMPACT STRATEGIES	3/28/2024	10/23 - CONSULTING SERVICES	1,548.89
<b>Total</b>				<b>230,071.92</b>





# Elevate Draft Budget



# 2025 Assumptions

## Revenue Impact:

- 488 total enrollment
- 95.3% ADA; COLA 1.07%
- \$50K PCSGP
- \$455K Impact Aid
- \$37K Educator Effectiveness Funds
- \$125K Arts & Music Block Grant
- \$160K Learning Recovery Block Grant

## Expense Impact:

- Change to 4 positions in salary expenses

# Multi-Year Budget Planning

**ELEVATE SCHOOL**

*Multi-Year Budget Summary*

Prepared by ExED. For use by ExED and ExED clients only. © 2023 ExED

	2023-24 Budget - Approved	2023-24 Forecast	2024-25	2025-26	2026-27
Total Enrollment	488	470	488	498	498
ADA	469.50	451.00	465.06	474.59	474.59
<b>INCOME</b>					
8011-8098 · Local Control Funding Formula Sources	5,366,364	5,114,335	5,378,431	5,659,809	5,836,586
8100-8299 · Federal Revenue	860,527	1,004,049	797,864	745,425	745,425
8300-8599 · Other State Revenue	728,589	722,632	848,693	535,749	489,412
8600-8799 · Other Local Revenue	441,620	517,719	531,631	540,114	540,803
Grants/Fundraising	112,260	112,260	136,559	139,358	139,358
8999 · Other Prior Year Adjustment	-	-	-	-	-
<b>TOTAL INCOME</b>	<b>7,509,360</b>	<b>7,470,996</b>	<b>7,693,180</b>	<b>7,620,455</b>	<b>7,751,583</b>
<b>EXPENSE</b>					
1000 · Certificated Salaries	3,228,477	3,130,752	3,312,058	3,424,649	3,534,962
2000 · Classified Salaries	949,038	971,231	918,194	945,740	974,112
3000 · Employee Benefits	1,245,252	1,172,215	1,264,531	1,307,798	1,351,301
4000 · Supplies	417,325	444,809	464,828	475,154	479,990
5000 · Operating Services	1,559,079	1,678,288	1,730,361	1,796,466	1,934,195
6000 · Capital Outlay	45,523	47,843	44,626	39,562	37,691
7000 · Other Outgo	-	-	-	-	-
<b>TOTAL EXPENSE</b>	<b>7,444,694</b>	<b>7,445,139</b>	<b>7,734,599</b>	<b>7,989,369</b>	<b>8,312,251</b>
<b>NET INCOME</b>	<b>64,667</b>	<b>25,857</b>	<b>(41,419)</b>	<b>(368,914)</b>	<b>(560,668)</b>
Ending Cash Balance	2,977,495	3,124,491	3,083,661	2,711,610	2,157,506

# Coversheet

## Approve Auditor Agreement for 24-25, 25-26, 26-27

**Section:** II. Agenda Items  
**Item:** D. Approve Auditor Agreement for 24-25, 25-26, 26-27  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Elevate School Audit & Tax Engagement Letter 2025-2027.pdf



Certified Public Accountants serving  
K-12 School Districts and Charter  
Schools throughout California

March 6, 2024

Governing Board and Management  
Elevate School  
2285 Murray Ridge Rd  
San Diego, CA 92123

We are pleased to confirm our understanding of the services we are to provide for Elevate School for the fiscal years ending June 30, 2025, 2026, and 2027.

### **Audit Scope**

We will audit the financial statements of Elevate School, (the “Organization”), which comprise the statement of financial position as of June 30, 2025, 2026, and 2027, the related statements of activities, functional expenses and cash flows for the year then ended. Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our 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 (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor’s report on the financial statements.

1. LEA Organization Structure
2. Schedule of Expenditures of Federal Awards (if Uniform Guidance applies\*)
3. Schedule of Average Daily Attendance
4. Schedule of Instructional Time
5. Reconciliation of Financial Reports – Alternative Form with Audited Financial Statements

*\*A Federal Single Audit under Uniform Guidance is applicable in any year that the Organization expends more than \$750,000 in Federal funds.*

### **Audit Objectives**

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

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- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), *Audits of States, Local Governments, and Non-Profit Organizations*, if applicable
- An opinion (or disclaimer of opinion) on compliance with the types of compliance requirements described in the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, prescribed in Title 5, *California Code of Regulations*, section 19810.

### **Auditor's Responsibilities**

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance (if applicable), and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

### **Audit Procedures-Internal Controls**

We will obtain an understanding of the Organization and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance (if applicable), we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures – Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

When applicable, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Guidance Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Organization's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Organization's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance. A Federal Single Audit under Uniform Guidance becomes applicable when the Organization expends more than \$750,000 in Federal funds in any given year.

**Tax Preparation and Other Services**

We will prepare your annual informational returns for the IRS (Form 990 or 990-EZ, as appropriate) and Franchise Tax Board (Form 199) with supporting schedules, and perform related research as considered necessary for the fiscal year(s) ending June 30, 2025, 2026, and 2027. We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Organization in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. Our work in connection with the preparation of the tax returns does not include any procedures designed to discover defalcations or other irregularities, should any exist. The returns will be prepared solely from information provided to us without verification by us.

These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statements, schedule of expenditures of federal awards, related notes, and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the informational returns, but management must make all decisions with regard to those matters.

Certain communications involving tax advice are privileged and not subject to disclosure to the IRS. By disclosing the contents of those communications to anyone or by turning over information about those communications to the government, you, your employees, or agents, may be waiving this privilege. To protect this right to privileged communication, please consult with us or your attorney prior to disclosing any information about our tax advice. Should you decide that it is appropriate for us to disclose any potentially privileged communication; you agree to provide us with written advance authority to make that disclosure.

The IRS permits you to authorize us to discuss, on a limited basis, aspects of your return for one year after the due date of the return. Your consent to such a discussion is evidenced by checking a box on the return. Unless you tell us otherwise, we will check that box authorizing the IRS to discuss your return with us.

If, during our tax preparation, we discover information that affects your prior-year tax returns, we will make you aware of the facts. However, we cannot be responsible for identifying all items that may affect prior-year returns. If you become aware of such information during the year, please contact us for the best resolution of the issue.

**Management Responsibilities**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.



You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance (if applicable); (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, if applicable, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance (if applicable); (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance (if applicable); (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on the organization's website, you understand that electronic sites are a means to distribute information, and therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

With regard to tax preparation, it is your responsibility to provide us with all the information required for preparing complete and accurate returns. You are responsible for the safeguarding of assets, the proper recording of transactions in the books of accounts, the substantial accuracy of the financial records, and the full and accurate disclosure of all relevant facts affecting the return(s) to us. You also have final responsibility for the tax return and, therefore, the appropriate officials should review the return carefully before an authorized officer signs and files it.

You agree to assume all management responsibilities for the tax services, financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Reporting**

We will issue written reports upon completion of our audit. Our reports will be addressed to the Governing Board of Elevate School. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. If issued, the Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Christy White, Inc, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

We will provide an electronic and up to ten copies of our reports to the Organization, however, management is responsible for distribution of the reports and the financial statements. We will file the report by the published deadline with the Office of the State Controller, California Department of Education, the authorizing agency(ies) of the Organization's charter school(s), and, if different, the applicable County Office of Education/Superintendent of Schools where each charter school operates. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

If a Federal Single Audit under Uniform Guidance is performed, we will complete the appropriate section of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through and/or granting entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the audit period.

By your signature below, you acknowledge the audit documentation for this engagement is the property of Christy White, Inc and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Office of the State Controller or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Christy White, Inc personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Office of the State Controller. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. Christy White, Inc does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Christy White, Inc does not accept responsibility for hosting client information; therefore, you have the sole responsibility for ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

Christy White Brook, CPA, CFE is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit as soon as possible and to issue our reports by the published deadline. The maximum annual fee for professional services under the terms of this agreement shall not exceed the following agreed upon amounts:

	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>
Audit Services*	\$ 14,500	\$ 15,370	\$ 16,290
Tax Preparation:	1,800	1,800	1,800
<b>Total Cost of Professional Services</b>	<b><u>\$ 16,300</u></b>	<b><u>\$ 17,170</u></b>	<b><u>\$ 18,090</u></b>

*\*If a Federal Single Audit under OMB Uniform Guidance (UG) becomes applicable during any given year, an additional \$5,000 will be added to the annual audit fee. A Federal Single Audit under OMB UG is applicable in any given year that the Organization expends more than \$750,000 in Federal funds.*

The maximum annual fee for auditing services shall not exceed the above amounts, with the exception that any auditing services provided for (1) significant changes in audit requirements as stated in *Government Auditing Standards* or the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* issued by the Education Audit Appeals Panel, or (2) any changes in the number of charter schools or other programs operated by the Elevate School during the period under this agreement, shall be in addition to the above maximum fee.

Optional tax preparation services will only be performed if noted as agreed upon by selection of “audit and tax preparation” in your response. Selection of “audit only” will exclude our responsibilities to perform the tax preparation services noted within this letter unless these services are outlined in a separate engagement letter. Our responsibilities do not include preparation of any other tax returns not previously mentioned that may be due to any taxing authority.

Our invoices for these fees will be rendered upon completion of fieldwork as follows: 25% of contract upon completion of site testing and/or planning, 25% of contract upon completion of interim testing and 50% of contract upon completion of year end fieldwork and are payable on presentation. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year’s audit report was not certified as conforming to the reporting provisions of the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. For tax preparation services, each annual engagement will be complete upon the delivery of completed tax returns to you.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation under Rules for Professional Accounting and Related Services Disputes before resorting to litigation. Costs of any mediation proceeding shall be shared equally by all parties.

Client and accountant both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration. Such arbitration shall be binding and final. In agreeing to arbitration, we both acknowledge that in the event of a dispute over fees charged by the accountant, each of us is giving up the right to have the dispute in a court of law before a judge or jury and instead we are accepting the use of arbitration for resolution.

This audit contract is null and void if the firm is declared ineligible to audit K-12 local education agencies pursuant to subdivision (c) of Education Code Section 41020.5. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The first period to be audited shall be for the fiscal year ending June 30, 2025, and is subject to extension for up to two additional fiscal years, if agreeable to the auditors and the Organization. The agreement may be cancelled annually if notified by the client or auditor by February 15 of each year. Additional extensions beyond 2027 may be secured on a year-by-year basis, subject to the agreement of the Organization and the auditor.

In accordance with *Government Auditing Standards*, upon request, we will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

Christy White, Inc. has a non-licensee owner who may provide client services in your contract under the supervision of licensed owner.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Marcy Kearney, CPA  
Partner  
Christy White, Inc.

**RESPONSE:**

This letter correctly sets forth the understanding of Elevate School.

Please check your selection:

\_\_\_\_\_ Audit Only

\_\_\_\_\_ Audit and Tax Preparation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date