



Academy of Arts & Sciences

Compass Charter Schools

Finance Committee Meeting

Date and Time

Tuesday September 13, 2016 at 2:00 PM PDT

Board of Directors Finance Committee Regular Meeting Notice

Tuesday, September 13, 2016

2:00 PM PST

Go to Meeting

<https://global.gotomeeting.com/join/265744141>

Locations:

AAS Central Office: 850 Hampshire Road, Suite P, Thousand Oaks, CA 91361

3305 Buckman Springs Road, Pine Valley, CA 91962

3625 Thousand Oaks Blvd., Suite 245 Westlake Village, CA 91362

Finance Committee Meeting

Tuesday, September 13, 2016 2:00 PM - 3:00 PM Pacific Daylight Time

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/265744141>

You can also dial in using your phone.

United States : (312) 757-3121

Access Code: 265-744-141

Addressing the Committee – Committee meetings are meetings of the Board of Directors and will be held in a civil, orderly and respectful manner. All public comments or questions should be addressed to the Committee through the Chair of the Committee. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Committee must send a Speaker Request Message through the form of a text message or chat box message to Miguel Aguilar, Executive Assistant to the CEO (805-807-8199). Messaging is

available through the conference service provider, GoToMeeting. Messages must contain speaker name, contact number or email, and subject matter and sent to the Executive Assistant to the CEO prior to the beginning of the Public Comment section of the meeting. Members of the public may address the Committee on any matter within the Committee's jurisdiction and have **three (3) minutes each** to do so. The total time of each subject will be fifteen (15) minutes, unless additional time is requested by a Committee Member and approved by the Committee.

The Committee may not deliberate or take action on items that are not on the agenda. However, the Committee may give direction to staff following a presentation. The Chair is in charge of the meeting and will maintain order, set the time limits for the speakers and the subject matter, and will have the prerogative to remove any person who is disruptive of the Committee meeting. The Finance Committee may place limitations on the total time to be devoted to each topic if it finds that the numbers of speakers would impede the Committee's ability to conduct its business in a timely manner. The Finance Committee may also allow for additional public comment and questions after reports and presentations if it deems necessary.

For questions or requests regarding accessibility, please call Miguel Aguilar at (805) 807-8199.

Agenda

I. Opening Items

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order

II. CONSENT ITEMS

- A. Approval of September 13, 2016 Regular Meeting Agenda

III. PUBLIC COMMENT

Finance

- A. Public Comment

IV. REPORTS

- A. Staff Report

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- A.** Review and Discussion of Committee Charge
- B.** Review and Approval of 2015-16 Unaudited Actuals
- C.** Review and Approval of July Financials
- D.** Review and Approve 2016-17 Amended Operating Budget

VII. Closing Items

- A.** Adjourn Meeting

Coversheet

Staff Report

Section:	IV. REPORTS
Item:	A. Staff Report
Purpose:	FYI
Submitted by:	J.J. Lewis
Related Material:	Staff Report - September.doc



*Staff Report
September 13, 2016*

This report is meant to provide updates to the Board of Directors Finance Committee:

2015-16 Audit

Christy White Associates were on-site on Thursday, August 4th to complete portions of their audit review for the 2015-16 year. They will be back on-site on Wednesday and Thursday, September 21st and 22nd, to complete their review of our financials. The audit is due to the state by December 15th; our goal is to submit early.

2015-16 Unaudited Actuals

AAS worked with EdHive to prepare our 2015-16 unaudited actuals. A formal presentation and review is under New Business.

2016-17 Funding Update

AAS will be receiving mandate block grant revenue this year, along with rental income from tenets at three (3) of our leased properties. Per our SB740 Funding Determination, we will receive zero funding through LCFF. We will appeal our funding position to the California Department of Education, Advisory Commission on Charter Schools and State Board of Education this winter after our audit.

Administrative Assistant Search

AAS is interviewing for an Administrative Assistant to assist with accounts payable and accounts receivable. Interviews are on-going. Anticipated start date in October 3rd.

California Use Tax Worksheet

AAS is working with EdHive, our previous back-officer provider, to complete the Board of Equalization's California Use Tax Worksheet. Staff are working to review and report on use tax which may be owed to the State from the periods of 2013-2016.

Charter Schools Management Corporation (CSMC)

AAS has successfully integrated with CSMC, our new back-office provider. Their contract commenced on July 1, 2016. CSMC staff assist with budget review, accounts payable, reporting (financial, STRS, etc.) and more.

Chase Bank (checking account)

The primary account for AAS is a checking account at Chase Bank. Balances are as of the end of the reported month:

- July: \$13,412,370.84
- August: \$12,604,867.33

El Dorado County Charter SELPA

AAS is finalizing our Year-End Report for the El Dorado County Charter SELPA with assistance from EdHive.

Financial Statements

AAS worked with CSMC to prepare our July financial statements. A formal presentation and review is under New Business.

JP Morgan Chase (CD account)

AAS has a laddered CD account through JP Morgan Chase. Balances are as of the end of the reported month:

- July: \$5,021,643
- August: \$5,025,280

If there are any questions on this report, please feel free to contact:

Lisa Fishman / Director of Operations
(818) 732-4692 – direct
lisa.fishman@aascalifornia.org

J.J. Lewis / President & CEO
(818) 824-6233 – direct
jj.lewis@aascalifornia.org

Coversheet

Review and Discussion of Committee Charge

Section:	VI. NEW BUSINESS
Item:	A. Review and Discussion of Committee Charge
Purpose:	Discuss
Submitted by:	J.J. Lewis
Related Material:	Finance Committee.doc



Finance Committee Board of Directors

Purpose

The Finance Committee is established by the Board of Directors to assist it in fulfilling its oversight responsibilities of the financial management of the Academy of Arts and Sciences to ensure they are consistent with its Mission, Vision, Values, and Strategic Plan.

Structure and Operations

Members: The Committee shall be comprised of three (3) members; two (2) members of the Board and one (1) member of the Senior Management Team. The members of the Committee shall be appointed annually by the Board upon the recommendation of the Governance Committee.

Chair: The Chairperson of the Committee shall be appointed by the Board upon the recommendation of the Governance Committee.

Appointment and Removal: The members of the Committee may be removed or replaced, and any vacancies on the Committee shall be filled by the Board upon the recommendation of the Governance Committee.

Meetings

The Finance Committee shall meet at least four (4) times annually, or more frequently as circumstance dictate. Any director of the Board who is not a member of the Finance Committee may attend meetings; provided, however, that any director who is not a member may not vote on any matter coming before the Finance Committee for a vote. The Finance Committee also may invite to its meetings any director of the board and such other persons as it deems appropriate in order to carry out its responsibilities. The Finance Committee may meet in executive session as necessary or appropriate.

Responsibilities

- i. Keep oversight of the school's strategic and transactional planning and activities, capital structure objectives, plans, and policies.
 - ii. Ensure accurate tracking/monitoring/accountability for funds; reviews major grants and associated terms.
 - iii. Develop an annual operating budget with staff.
 - iv. Monitor adherence to the budget.
 - v. Review 1st and 2nd Interim Financial Reports.
 - vi. Set long-range financial goals along with funding strategies to achieve them.
 - vii. Present all financial goal and proposals to the Board of Directors for final approval.
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Coversheet

Review and Approval of 2015-16 Unaudited Actuals

Section:	VI. NEW BUSINESS
Item:	B. Review and Approval of 2015-16 Unaudited Actuals
Purpose:	Vote
Submitted by:	J.J. Lewis
Related Material:	AAS Del Mar Middle & High 2015-16 Unaudited Actuals.xlsm AAS Del Mar Elementary 2015-16 Unaudited Actuals.xlsm AAS El Cajon Elementary 2015-16 Unaudited Actuals.xlsm AAS Oxnard & Ventura 2015-16 Unaudited Financials.xlsm AAS El Cajon Middle & High 2015-16 Unaudited Actuals.xlsm AAS Fresno 2015-16 Unaudited Financials.xlsm AAS LA 9-12 2015-16 Unaudited Financials.xlsm AAS Sonoma 2015-16 Unaudited Financials.xlsm AAS LA K-8 2015-16 Unaudited Financials.xlsm AAS Thouasnd Oaks & Simi Valley 2015-16 Unaudited Financials.xlsm

Notice

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

AAS Del Mar Middle & High 2015-16 Unaudited Actuals.xlsm

Notice

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

AAS Del Mar Elementary 2015-16 Unaudited Actuals.xlsm

Notice

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

AAS El Cajon Elementary 2015-16 Unaudited Actuals.xlsm

Notice

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

AAS Oxnard & Ventura 2015-16 Unaudited Financials.xlsm

Notice

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

AAS El Cajon Middle & High 2015-16 Unaudited Actuals.xlsm

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AAS Fresno 2015-16 Unaudited Financials.xlsm

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AAS LA 9-12 2015-16 Unaudited Financials.xlsm

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

AAS Sonoma 2015-16 Unaudited Financials.xlsm

Notice

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

AAS LA K-8 2015-16 Unaudited Financials.xlsm

Notice

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

AAS Thouasnd Oaks & Simi Valley 2015-16 Unaudited Financials.xlsm

Coversheet

Review and Approval of July Financials

Section:	VI. NEW BUSINESS
Item:	C. Review and Approval of July Financials
Purpose:	Vote
Submitted by:	J.J. Lewis
Related Material:	AAS - BS - Jul 16.xlsx
	AAS - PL - Jul 16.xlsx
	AAS - CR - Jul 16.xlsx

Notice

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

AAS - BS - Jul 16.xlsx

Notice

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AAS - PL - Jul 16.xlsx

Notice

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

AAS - CR - Jul 16.xlsx

Coversheet

Review and Approve 2016-17 Amended Operating Budget

Section:	VI. NEW BUSINESS
Item:	D. Review and Approve 2016-17 Amended Operating Budget
Purpose:	Vote
Submitted by:	J.J. Lewis
Related Material:	AAS - 1617 Budget - September Revision.pdf

Academy of Arts and Sciences
Budget Summary
2016-17 Budgets by School



SACS Code Description		Del Mar	Los Angeles	TO	Fresno	Sonoma	Total
Revenue							
	State	9,439	4,425	13,704	3,837	6,952	38,359
	Federal						
	Local	86,111	48,721	110,811	36,484	73,874	356,000
Total Revenue		\$ 95,550	\$ 53,146	\$ 124,515	\$ 40,321	\$ 80,826	\$ 394,359
Expenses							
1000	Certificated Salaries	954,226	539,891	1,227,938	404,290	818,625	3,944,971
2000	Classified Salaries	405,665	229,521	522,027	171,874	348,018	1,677,104
3000	Benefits	302,123	170,938	388,785	128,005	259,190	1,249,041
4000	Books and Supplies	1,139,601	644,774	1,466,487	482,831	977,658	4,711,352
5000	Services and Other Operating Expenses	479,314	271,191	616,802	203,078	411,201	1,981,585
6000	Capital Outlay						
7000	Other Outgoing						
Total Expenses		\$ 3,280,930	\$ 1,856,315	\$ 4,222,038	\$ 1,390,078	\$ 2,814,692	\$ 13,564,054
Surplus / (Deficit)		\$ (3,185,380)	\$ (1,803,169)	\$ (4,097,523)	\$ (1,349,757)	\$ (2,733,866)	\$ (13,169,695)
As a % of LCFF revenue		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Revenue Input

Academy of Arts and Sciences**Revenue****2016-17 Budgets by School**

Funding Factor 0%



SACS	Del Mar	Los Angeles	TO	Fresno	Sonoma	Total
State						
8011	LCFF; state aid portion	-	-	-	-	-
8012	LCFF; EPA portion	-	-	-	-	-
8096	In-Lieu of Property Taxes, all grades	-	-	-	-	-
8019	Prior Year Income / Adjustments					-
8520	State Child Nutrition program					-
8560	Lottery					-
8550	Mandate Block Grant	9,439	4,425	13,704	3,837	38,359
8591	SB 740 Rent re-imbursement program					-
8590	All Other State Revenue / Clean Energy					-
8599	Prior Year State Income					-
State Revenue		\$ 9,439	\$ 4,425	\$ 13,704	\$ 3,837	\$ 6,952
						\$ 38,359
Federal						
8181	Special Education, federal					-
8220	Federal Child Nutrition Programs					-
8290	All Other Federal Revenue, inc Facilities Incentive Grants program					-
8291	Title I					-
8292	Title II					-
8293	Title III					-
8295	Title V					-
8299	Prior Year Federal Revenue					-
Federal Revenue		\$ -	\$ -	\$ -	\$ -	\$ -
Local						
8660	Interest					-
8782	All Other Transfers from County Offices					-
8784	All Other Transfers from Other Locations					-
8785	CMO Management fee					-
8792	SPED State / Other Transfers from County	-	-	-	-	-
8980	Student Lunch Revenue					-
8982	Foundation Grants / Donations					-
8983	All Other Local Revenue					-
8984	Student Body (ASB) Fundraising Revenue					-
8985	School Site Fundraising					-
8986	Rental Income	86,111	48,721	110,811	36,484	356,000
8999	Revenue Suspense					-
Local Revenue		\$ 86,111	\$ 48,721	\$ 110,811	\$ 36,484	\$ 73,874
						\$ 356,000
Total Revenue		\$ 95,550	\$ 53,146	\$ 124,515	\$ 40,321	\$ 80,826
						\$ 394,359

Academy of Arts and Sciences
Expenses Summary
2016-17 Budgets by School

2.5% Assumed CPI over previous year, source: School Services



SAC	SAC Code Description	Del Mar	Los Angeles	TO	Fresno	Sonoma	Total	1617 Projections	1516 Actuals 7/1-3/31
Certificated Salaries									
1100	Teachers' Salaries	636,705	360,241	819,339	269,762	546,226	2,632,272	2,632,272	
1105	Teachers' Stipends / Bonus	-	-	-	-	-	-	-	
1120	Substitute Expense	-	-	-	-	-	-	-	
1200	Certificated Pupil Support Salaries	193,656	109,569	249,205	82,049	166,137	800,616	800,616	
1300	Certificated Supervisor and Administrator Salaries	123,865	70,081	159,394	52,480	106,263	512,083	512,083	
1305	Certificated Sup. and Admin. Stipends / Bonus	-	-	-	-	-	-	-	
1900	Other Certificated Salaries	-	-	-	-	-	-	-	
1910	Other Certificated Overtime	-	-	-	-	-	-	-	
1000	Subtotal	\$ 954,226	\$ 539,891	\$ 1,227,938	\$ 404,290	\$ 818,625	\$ 3,944,971	\$ 3,944,971	
Classified Salaries									
2100	Instructional Aide Salaries	-	-	-	-	-	-	-	
2110	Instructional Aide Overtime	-	-	-	-	-	-	-	
2200	Classified Support Salaries (Maintenance / Food)	199,961	113,136	257,318	84,720	171,545	826,680	826,680	
2210	Classified Support Overtime	-	-	-	-	-	-	-	
2300	Classified Supervisor and Administrator Salaries	122,119	69,093	157,147	51,740	104,765	504,864	504,864	
2400	Clerical, Technical, and Office Staff Salaries	83,585	47,292	107,561	35,414	71,708	345,560	345,560	
2410	Clerical, Technical, and Office Staff Overtime	-	-	-	-	-	-	-	
2900	Other Classified Salaries	-	-	-	-	-	-	-	
2905	Other Stipends	-	-	-	-	-	-	-	
2910	Other Classified Overtime	-	-	-	-	-	-	-	
2000	Subtotal	\$ 405,665	\$ 229,521	\$ 522,027	\$ 171,874	\$ 348,018	\$ 1,677,104	\$ 1,677,104	
Employee Benefits									
3101	State Teachers' Retirement System, certificated personnel	120,042	67,918	154,475	50,860	102,983	496,277	496,277	
3202	Public Employees' Retirement System, classified	-	-	-	-	-	-	-	
3313	OASDI	25,151	14,230	32,366	10,656	21,577	103,980	103,980	
3323	Medicare	19,718	11,156	25,374	8,354	16,916	81,520	81,520	
3403	Health & Welfare Benefits	109,823	62,136	141,324	46,530	94,216	454,030	454,030	
3503	State Unemployment Insurance	5,631	3,186	7,246	2,386	4,831	23,280	23,280	
3603	Worker Compensation Insurance	21,758	12,311	27,999	9,219	18,666	89,953	89,953	
3703	Other Post Employment Benefits	-	-	-	-	-	-	-	
3903	Other Benefits	-	-	-	-	-	-	-	
3000	Subtotal	\$ 302,123	\$ 170,938	\$ 388,785	\$ 128,005	\$ 259,190	\$ 1,249,041	\$ 1,249,041	
Total Personnel Expenses		\$ 1,662,014	\$ 940,350	\$ 2,138,750	\$ 704,169	\$ 1,425,833	\$ 6,871,116	\$ 6,871,116	
Books and Supplies									
4100	Approved Textbooks and Core Curricula Materials	934,800	528,900	1,202,940	396,060	801,960	3,864,660	3,770,400	2,296,171

Expenses Summary

4200	Books and Other Reference Materials	165,164	93,448	212,540	69,977	141,693	682,821	666,167	574,625
4300	Materials and Supplies	6,947	3,930	8,939	2,943	5,960	28,720	28,019	21,014
4315	Classroom Materials and Supplies	-	-	-	-	-	-	-	-
4400	Noncapitalized Equipment	268	151	345	113	230	1,107	1,080	810
4430	General Student Equipment	32,423	18,345	41,724	13,737	27,816	134,044	130,775	135,589
4700	Food and Food Supplies	-	-	-	-	-	-	-	-
4000 Subtotal		\$ 1,139,601	\$ 644,774	\$ 1,466,487	\$ 482,831	\$ 977,658	\$ 4,711,352	\$ 4,596,441	\$ 3,028,209

Services and Other Operating Expenses

5200	Travel and Conferences	12,094	6,843	15,563	5,124	10,376	50,000	50,000	32,012
5210	Training and Development Expense	36,283	20,528	46,690	15,372	31,127	150,000	150,000	19,276
5300	Dues and Memberships	2,419	1,369	3,113	1,025	2,075	10,000	10,000	24,109
5400	Insurance	7,471	4,227	9,613	3,165	6,409	30,885	30,885	23,164
5500	Operation and Housekeeping Services/Supplies	1,742	985	2,241	738	1,494	7,200	7,200	13,511
5501	Utilities	2,686	1,520	3,456	1,138	2,304	11,104	11,104	8,328
5505	Student Transportation / Field Trips	18,141	10,264	23,345	7,686	15,563	75,000	75,000	55,026
5600	Space Rental/Leases Expense	188,237	106,503	242,231	79,753	161,488	778,212	778,212	518,418
5601	Building Maintenance	5,805	3,285	7,470	2,460	4,980	24,000	24,000	13,015
5602	Other Space Rental	1,209	684	1,556	512	1,038	5,000	5,000	-
5605	Equipment Rental/Lease Expense	1,988	1,125	2,559	842	1,706	8,220	8,220	59,174
5610	Equipment Repair	-	-	-	-	-	-	-	-
5800	Professional/Consulting Services and Operating Expenses	77,394	43,789	99,594	32,791	66,396	319,965	319,965	467,838
5803	Banking and Payroll Service Fees	1,209	684	1,556	512	1,038	5,000	5,000	8,200
5805	Legal Services and Audit	33,380	18,886	42,955	14,143	28,637	138,000	138,000	76,857
5810	Educational Consultants	55,391	31,340	71,280	23,468	47,520	229,000	229,000	268,595
5815	Advertising / Recruiting	24,188	13,686	31,127	10,248	20,751	100,000	100,000	39,760
5820	Fundraising Expense	-	-	-	-	-	-	-	-
5875	District Oversight Fee	-	-	-	-	-	-	-	-
5890	Interest Expense / Misc. Fees	-	-	-	-	-	-	-	-
5899	CMO Management Fee	-	-	-	-	-	-	-	-
5900	Communications	9,675	5,474	12,451	4,099	8,300	40,000	40,000	29,377
5999	Expense Suspense	-	-	-	-	-	-	-	-
5000 Subtotal		\$ 479,314	\$ 271,191	\$ 616,802	\$ 203,078	\$ 411,201	\$ 1,981,585	\$ 1,981,585	\$ 1,656,657

Capital Outlay

6900	Depreciation Expense	-	-	-	-	-	-	-	-
6000 Subtotal									

Other Outgoing

7010	Special Education Encroachment	-	-	-	-	-	-	-	-
7438	Debt Service - Interest								
7000 Subtotal									

Total Non-Personnel Expenses

\$ 1,618,916	\$ 915,965	\$ 2,083,289	\$ 685,909	\$ 1,388,859	\$ 6,692,938	\$ 6,578,027	\$ 4,684,866
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Total Expenses

\$ 3,280,930	\$ 1,856,315	\$ 4,222,038	\$ 1,390,078	\$ 2,814,692	\$ 13,564,054	\$ 13,449,143	\$ 4,684,866
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