



Alta Public Schools

Meeting of the APS Finance Committee

Date and Time

Wednesday June 11, 2025 at 5:00 PM PDT

Location

Zoom: <https://altaps-org.zoom.us/j/85950702827>; ID: 859 5070 2827; Telephone: (669) 900-6833,,85950702827
#

In Person:

8001 Santa Fe Ave., Walnut Park, CA 90255
2410 Broadway, Walnut Park, CA 90255
2547 Flower St., Huntington Park, CA 90255
10616 S. Western Ave., Los Angeles CA 900047
6350 N Laurel Canyon Blvd, #201, North Hollywood CA 91606
9850 Wilshire Blvd., Beverly Hills, CA 90201

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Record Attendance and Guests		Greg Tanner	2 m

	Purpose	Presenter	Time
B. Call the Meeting to Order		Greg Tanner	1 m
II. Finance			5:03 PM
Finance			
A. Discuss and Approve the FY25-26 Budget for AMCS, PTLAMS and APS Cental Office	Vote	Xavier Reyes	20 m
B. Discuss and Approve the AMCS and PTLAMS ConAPPs for 2025-26	Vote	Xavier Reyes	5 m
C. Discuss and Approve FY25-26 EPA Plans for AMCS and PTLAMS	Vote	Xavier Reyes	5 m
D. Discuss and Approve Update of APS Fiscal Policies and Procedures	Vote	Xavier Reyes	10 m
III. Closing Items			5:43 PM
A. Adjourn Meeting	Vote	Greg Tanner	1 m

Coversheet

Discuss and Approve the FY25-26 Budget for AMCS, PTLAMS and APS Cental Office

Section:	II. Finance
Item:	A. Discuss and Approve the FY25-26 Budget for AMCS, PTLAMS and
APS Cental Office	
Purpose:	Vote
Submitted by:	
Related Material:	FY26-AMCS-CB Form.pdf FY26-PTLAM-CB Form.pdf FY26-AMCS - Budget Package.pdf FY26-Alta Central-Budget.pdf FY26-PTLAM - Budget Package.pdf

Academia Moderna
Los Angeles Unified
Los Angeles County

Budget, July 1
FINANCIAL REPORTS
2025-26 Budget
Charter School Certification

19 64733 0120097
Form CB
G8BAFFG292(2025-26)

Charter Number: 1101

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2025-26 CHARTER SCHOOL BUDGET REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed: _____

Date: _____

Charter School Official

(Original signature required)

Printed Name: Xavier Reyes

Title: Executive Director

For additional information on the budget report, please contact:

Charter School Contact:

Jason Sitomer

Name

Charter Impact

Title

888-474-0322

Telephone

jsitomer@charterimpact.com

E-mail Address

PREPA TEC - Los Angeles
Los Angeles Unified
Los Angeles County

Budget, July 1
FINANCIAL REPORTS
2025-26 Budget
Charter School Certification

19 64733 0127936
Form CB
G8B74NJEJ4(2025-26)

Charter Number: 1542

To the chartering authority and the county superintendent of schools (or only to the county superintendent of schools if the county board of education is the chartering authority):

2025-26 CHARTER SCHOOL BUDGET REPORT: This report is hereby filed by the charter school pursuant to Education Code Section 47604.33(a).

Signed: _____

Date: _____

Charter School Official

(Original signature required)

Printed Name: Xavier Reyes

Title: Executive Director

For additional information on the budget report, please contact:

Charter School Contact:

Jason Sitomer

Name

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888-474-0322

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E-mail Address



Academia Moderna Charter School

Budget Presentation – FY 2025-26

ACADEMIA MODERNA – Highlights

- Budget balanced with **\$70K** surplus (.8% of expenses)
- **2.30%** COLA projected for LCFF and other programs

	2025-26	2026-27	2027-28
State COLA	2.30%	3.02%	3.42%
Other Revenue COLA	n/a	0.00%	0.00%
Expense COLA	2.92%	2.70%	2.76%
Enrollment	404.00	420.00	430.00
Average Daily Attendance	371.68	386.40	395.60

Total Revenue	\$ 8,956,558	\$ 8,980,733	\$ 9,435,415
Total Expenses	\$ 8,886,665	\$ 8,716,453	\$ 8,933,843
Surplus (Deficit)	\$ 69,893	\$ 264,280	\$ 501,572

Enrollment & Per Pupil Data	
	Budget
Average Enrollment	388
ADA	372
Attendance Rate	92.0%
Unduplicated %	91.4%
Revenue per ADA	\$24,097
Expenses per ADA	\$23,909

LCFF

Total Target Base Plus Add-Ons	\$ 4,072,608	\$ 4,365,529	\$ 4,622,045
Average Base per ADA	\$ 10,957	\$ 11,298	\$ 11,684
Total Supplemental Grant	\$ 744,799	\$ 798,368	\$ 891,130
Total Concentration Grant	\$ 819,572	\$ 878,519	\$ 930,140
Total LCFF	\$ 5,718,601	\$ 6,147,517	\$ 6,552,006
Total Funding per ADA	\$ 15,386	\$ 15,910	\$ 16,562

AMCS – Revenue & Expenses

Revenue

	<i>Annual/Full Year</i>
	Budget
State Aid-Rev Limit	\$ 5,718,601
Federal Revenue	411,690
Other State Revenue	2,651,267
Other Local Revenue	175,000
Total Revenue	\$ 8,956,558

Expenses

	<i>Annual/Full Year</i>
	Budget
Certificated Salaries	\$ 2,158,629
Classified Salaries	1,235,458
Benefits	1,485,235
Books and Supplies	317,747
Subagreement Services	482,200
Operations	266,500
Facilities	1,264,296
Professional Services	1,583,973
Depreciation	92,628
Interest	-
Total Expenses	\$ 8,886,665

One-Time Funds:

- ELOP: **\$1.2M**
- AMS: **\$82K**
- ASES: **\$148K**
- 21st Century: **\$185K**
- UPK: **\$127K**
- SSPDBG: **\$112K**

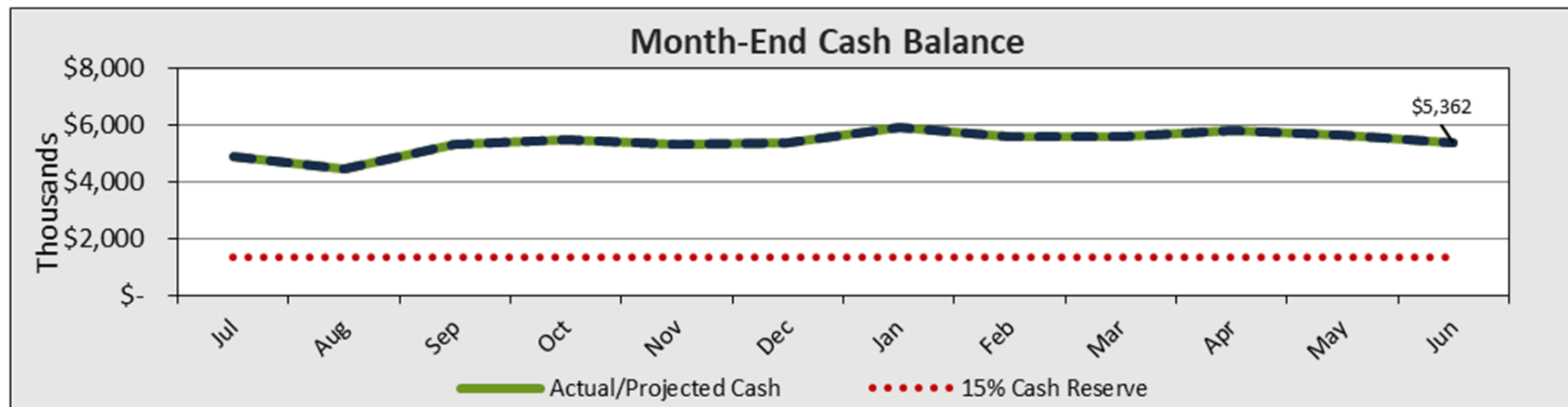
- Staffing Costs: -2.5%
- Supplies: -34%
- Services: -5.5%

AMCS – Fund & Cash Balance



	<i>Annual/Full Year</i>
	Budget
Total Surplus(Deficit)	\$ 69,893
Beginning Fund Balance	5,597,375
Ending Fund Balance	\$ 5,667,268
<i>As a % of Annual Expenses</i>	63.8%

- Fund balance and surplus within state and authorizer requirements
- Fund balance subject to change pending the June 2025 financial close



- Strong cash balance for each monthly close
- No factoring built into current budget
- Low point in September, typical for how revenue is paid



AMCS – Three Year Forecast

- Next year's projected revenue is a decrease as one-time funding is depleted, but increases thereafter
- Expenses:
 - Projected In-line with current year with strategic cuts as discussed with school leadership
- Positive surpluses and cash balances all three years

	2025-26	2026-27	2027-28
<i>State COLA</i>	2.30%	3.02%	3.42%
<i>Other Revenue COLA</i>	n/a	0.00%	0.00%
<i>Expense COLA</i>	2.92%	2.70%	2.76%
<i>Enrollment</i>	404.00	420.00	430.00
<i>Average Daily Attendance</i>	371.68	386.40	395.60
Total Revenue	\$ 8,956,558	\$ 8,980,733	\$ 9,435,415
Total Expenses	\$ 8,886,665	\$ 8,716,453	\$ 8,933,843
Surplus (Deficit)	\$ 69,893	\$ 264,280	\$ 501,572
Fund Balance, Beginning of Year	\$ 5,597,375	\$ 5,667,268	\$ 5,931,548
Fund Balance, End of Year	\$ 5,667,268	\$ 5,931,548	\$ 6,433,121
	63.8%	68.1%	72.0%
Total Change in Cash	546,150	494,415	516,571
Cash, Beginning of Year	4,815,753	5,361,903	5,856,318
Cash, End of Year	\$ 5,361,903	\$ 5,856,318	\$ 6,372,889

ACADEMIA MODERNA– Appendix

- Multi-year Projection
- Monthly Cash Flow / Forecast

FY25-26 Academia Moderna Budget**Multi-Year Forecast**

Revised 6/6/25



	2025-26	2026-27	2027-28
	Budget	Forecast	Forecast
Assumptions			
State COLA	2.30%	3.02%	3.42%
Other Revenue COLA	n/a	0.00%	0.00%
Expense COLA	2.92%	2.70%	2.76%
Enrollment	404.00	420.00	430.00
Average Daily Attendance	371.68	386.40	395.60
Revenues			
State Aid - Revenue Limit			
8011 LCFF State Aid	\$ 3,430,040	\$ 3,745,009	\$ 4,064,454
8012 Education Protection Account	742,443	795,157	841,931
8019 State Aid - Prior Year	-	-	-
8096 In Lieu of Property Taxes	1,546,118	1,607,351	1,645,621
	<u>5,718,601</u>	<u>6,147,517</u>	<u>6,552,006</u>
Federal Revenue			
8181 Special Education - Entitlement	8,000	64,640	66,179
8290 Title I, Part A - Basic Low Income	173,548	180,421	184,717
8291 Title II, Part A - Teacher Quality	20,004	20,796	21,291
8293 Title III - Limited English	25,138	26,134	26,756
8296 Other Federal Revenue	185,000	185,000	185,000
	<u>411,690</u>	<u>476,991</u>	<u>483,943</u>
Other State Revenue			
8311 State Special Education	331,910	355,476	376,386
8545 School Facilities (SB740)	480,478	514,592	528,890
8550 Mandated Cost	7,565	7,869	8,460
8560 State Lottery	101,469	105,487	107,999
8598 Prior Year Revenue	-	-	-
8599 Other State Revenue	1,729,845	1,190,871	1,191,469
	<u>2,651,267</u>	<u>2,174,294</u>	<u>2,213,204</u>
Other Local Revenue			
8660 Interest Revenue	151,000	156,980	160,718
8699 School Fundraising	24,000	24,950	25,545
	<u>175,000</u>	<u>181,931</u>	<u>186,262</u>
Total Revenue	\$ 8,956,558	\$ 8,980,733	\$ 9,435,415
Expenses			
Certificated Salaries			
1100 Teachers' Salaries	1,894,629	1,704,629	1,704,629
1170 Teachers' Substitute Hours	-	-	-
1175 Teachers' Extra Duty/Stipends	36,000	36,972	37,992
1200 Pupil Support Salaries	-	-	-
1300 Administrators' Salaries	228,000	228,000	228,000
	<u>2,158,629</u>	<u>1,969,601</u>	<u>1,970,621</u>
Classified Salaries			
2100 Instructional Salaries	117,059	120,220	123,538
2200 Support Salaries	199,410	117,393	117,393
2400 Clerical and Office Staff Salaries	273,915	281,311	289,075
2900 Other Classified Salaries	645,074	662,491	680,775
	<u>1,235,458</u>	<u>1,181,414</u>	<u>1,210,781</u>
Benefits			
3101 STRS	412,298	376,194	376,389

FY25-26 Academia Moderna Budget

Multi-Year Forecast

Revised 6/6/25



	2025-26	2026-27	2027-28
	Budget	Forecast	Forecast
3202 PERS	331,226	317,800	336,597
3301 OASDI	76,598	73,248	75,068
3311 Medicare	49,214	45,690	46,130
3401 Health and Welfare	552,000	566,904	582,551
3501 State Unemployment	16,381	(3,251)	(3,403)
3601 Workers' Compensation	47,517	44,114	44,540
	1,485,235	1,420,699	1,457,872
Books and Supplies			
4100 Textbooks and Core Curricula	58,000	61,925	65,149
4200 Books and Other Materials	500	534	562
4302 School Supplies	50,000	53,384	56,163
4305 Software	107,792	115,087	121,079
4310 Office Expense	74,300	79,328	83,458
4311 Business Meals	3,800	4,057	4,268
4400 Noncapitalized Equipment	8,300	8,862	9,323
4700 Food Services	15,055	16,074	16,911
	317,747	339,250	356,913
Subagreement Services			
5102 Special Education	221,600	236,596	248,915
5103 Substitute Teacher	80,000	85,414	89,861
5104 Transportation	22,900	24,450	25,723
5105 Security	5,100	5,445	5,729
5106 Other Educational Consultants	127,900	90,000	94,686
5107 IB Fees	24,700	26,372	27,745
	482,200	468,277	492,658
Operations and Housekeeping			
5201 Auto and Travel	12,000	12,812	13,479
5300 Dues & Memberships	11,100	11,851	12,468
5400 Insurance	40,000	42,707	44,931
5501 Utilities	52,100	55,626	58,522
5502 Janitorial Services	23,600	25,197	26,509
5516 Miscellaneous Expense	-	-	-
5900 Communications	125,400	133,886	140,857
5901 Postage and Shipping	2,300	2,456	2,584
	266,500	284,535	299,350
Facilities, Repairs and Other Leases			
5601 Rent	918,960	918,960	918,960
5602 Additional Rent	111,120	118,640	124,817
5603 Equipment Leases	102,196	102,196	102,196
5604 Other Leases	2,520	2,691	2,831
5605 Real/Personal Property Taxes	59,500	63,527	66,834
5610 Repairs and Maintenance	70,000	70,000	70,000
	1,264,296	1,276,013	1,285,638
Professional/Consulting Services			
5801 IT	6,000	6,406	6,740
5802 Audit & Taxes	2,300	2,362	2,427
5803 Legal	5,000	5,135	5,277
5804 Professional Development	71,900	71,900	71,900
5805 General Consulting	71,300	71,300	71,300
5806 Special Activities/Field Trips	115,400	123,209	129,625
5807 Bank Charges	100	107	112

FY25-26 Academia Moderna Budget**Multi-Year Forecast**

Revised 6/6/25



	2025-26	2026-27	2027-28
	Budget	Forecast	Forecast
5808 Printing	200	214	225
5809 Other taxes and fees	11,160	11,915	12,536
5811 Management Fee	1,231,527	1,314,868	1,383,329
5812 District Oversight Fee	57,186	61,475	65,520
5813 County Fees	10,400	11,104	11,682
5815 Public Relations/Recruitment	1,500	1,541	1,583
	1,583,973	1,681,536	1,762,255
Depreciation			
6900 Depreciation Expense	92,628	95,129	97,755
	92,628	95,129	97,755
Interest			
	-	-	-
Total Expenses	\$ 8,886,665	\$ 8,716,453	\$ 8,933,843
Surplus (Deficit)	\$ 69,893	\$ 264,280	\$ 501,572
Fund Balance, Beginning of Year	\$ 5,597,375	\$ 5,667,268	\$ 5,931,548
Fund Balance, End of Year	\$ 5,667,268	\$ 5,931,548	\$ 6,433,121
	63.8%	68.1%	72.0%
Cash Flow Adjustments			
Surplus (Deficit)	69,893	264,280	501,572
Cash Flows From Operating Activities			
Depreciation/Amortization	92,628	95,129	97,755
Public Funding Receivables	374,953	134,265	(83,629)
Grants and Contributions Rec.	-	-	-
Due To/From Related Parties	-	-	-
Prepaid Expenses	-	-	-
Other Assets	-	-	-
Accounts Payable	8,676	741	874
Accrued Expenses	-	-	-
Deferred Revenue	-	-	-
Cash Flows From Investing Activities			
Purchases of Prop. And Equip.	-	-	-
Notes Receivable	-	-	-
Cash Flows From Financing Activities			
Proceeds from Factoring	-	-	-
Payments on Factoring	-	-	-
Proceeds(Payments) on Debt	-	-	-
Total Change in Cash	546,150	494,415	516,571
Cash, Beginning of Year	4,815,753	5,361,903	5,856,318
Cash, End of Year	\$ 5,361,903	\$ 5,856,318	\$ 6,372,889

FY25-26 Academia Moderna Budget

Monthly Cash Flow/Budget FY25-26

Revised 6/6/25

Actuals Through:

ADA = 371.68



		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
Revenues																ADA = 371.68	
State Aid - Revenue Limit																	
8011	LCFF State Aid	-	169,864	169,864	305,755	305,755	305,755	305,755	305,755	312,307	312,307	312,307	312,307	312,307	3,430,040	3,430,040	-
8012	Education Protection Account	-	-	185,611	-	-	185,611	-	-	185,611	-	-	-	185,611	742,443	742,443	-
8096	In Lieu of Property Taxes	-	91,881	183,762	122,508	122,508	122,508	122,508	122,508	219,312	109,656	109,656	109,656	109,656	1,546,118	1,546,118	-
		-	261,745	539,237	428,263	428,263	613,874	428,263	428,263	717,230	421,963	421,963	421,963	607,574	5,718,601	5,718,601	-
Federal Revenue																	
8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	8,000	8,000	8,000	-
8290	Title I, Part A - Basic Low Income	-	-	43,387	-	-	130,161	-	-	-	-	-	-	-	173,548	173,548	-
8291	Title II, Part A - Teacher Quality	-	-	5,001	-	-	15,003	-	-	-	-	-	-	-	20,004	20,004	-
8293	Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	25,138	-	25,138	25,138	-
8296	Other Federal Revenue	-	-	-	46,250	-	-	46,250	-	-	46,250	-	-	46,250	185,000	185,000	-
		-	-	48,388	46,250	-	145,164	46,250	-	-	46,250	-	25,138	54,250	411,690	411,690	-
Other State Revenue																	
8311	State Special Education	-	16,437	16,437	29,587	29,587	29,587	29,587	29,587	30,221	30,221	30,221	30,221	30,221	331,910	331,910	-
8545	School Facilities (SB740)	-	-	-	-	-	-	240,239	-	-	-	120,120	-	120,120	480,478	480,478	-
8550	Mandated Cost	-	-	-	-	-	7,565	-	-	-	-	-	-	-	7,565	7,565	-
8560	State Lottery	-	-	-	-	-	-	25,125	-	-	25,125	-	-	51,219	101,469	101,469	-
8599	Other State Revenue	-	1,208	1,208	428,596	2,174	2,174	428,596	2,174	2,174	428,596	2,174	2,174	428,596	1,729,845	1,729,845	-
		-	17,645	17,645	458,182	31,761	39,326	723,546	31,761	32,395	483,941	152,515	32,395	630,155	2,651,267	2,651,267	-
Other Local Revenue																	
8660	Interest Revenue	12,583	12,583	12,583	12,583	12,583	12,583	12,583	12,583	12,583	12,583	12,583	12,583	-	151,000	151,000	-
8699	School Fundraising	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	-	24,000	24,000	-
		14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	14,583	-	175,000	175,000	-
Total Revenue		14,583	293,973	619,853	947,279	474,607	812,947	1,212,643	474,607	764,208	966,738	589,061	494,079	1,291,979	8,956,558	8,956,558	-
Expenses																	
Certificated Salaries																	
1100	Teachers' Salaries	-	172,239	172,239	172,239	172,239	172,239	172,239	172,239	172,239	172,239	172,239	172,239	-	1,894,629	1,894,629	-
1175	Teachers' Extra Duty/Stipends	-	3,273	3,273	3,273	3,273	3,273	3,273	3,273	3,273	3,273	3,273	3,273	-	36,000	36,000	-
1300	Administrators' Salaries	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	19,000	-	228,000	228,000	-
		19,000	194,512	194,512	194,512	194,512	194,512	194,512	194,512	194,512	194,512	194,512	194,512	-	2,158,629	2,158,629	-
Classified Salaries																	
2100	Instructional Salaries	-	10,642	10,642	10,642	10,642	10,642	10,642	10,642	10,642	10,642	10,642	10,642	-	117,059	117,059	-
2200	Support Salaries	-	18,128	18,128	18,128	18,128	18,128	18,128	18,128	18,128	18,128	18,128	18,128	-	199,410	199,410	-
2400	Clerical and Office Staff Salaries	12,334	23,780	23,780	23,780	23,780	23,780	23,780	23,780	23,780	23,780	23,780	23,780	-	273,915	273,915	-
2900	Other Classified Salaries	-	58,643	58,643	58,643	58,643	58,643	58,643	58,643	58,643	58,643	58,643	58,643	-	645,074	645,074	-
		12,334	111,193	111,193	111,193	111,193	111,193	111,193	111,193	111,193	111,193	111,193	111,193	-	1,235,458	1,235,458	-
Benefits																	
3101	STRS	3,629	37,152	37,152	37,152	37,152	37,152	37,152	37,152	37,152	37,152	37,152	37,152	-	412,298	412,298	-
3202	PERS	3,307	29,811	29,811	29,811	29,811	29,811	29,811	29,811	29,811	29,811	29,811	29,811	-	331,226	331,226	-
3301	OASDI	765	6,894	6,894	6,894	6,894	6,894	6,894	6,894	6,894	6,894	6,894	6,894	-	76,598	76,598	-
3311	Medicare	454	4,433	4,433	4,433	4,433	4,433	4,433	4,433	4,433	4,433	4,433	4,433	-	49,214	49,214	-
3401	Health and Welfare	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	46,000	-	552,000	552,000	-
3501	State Unemployment	819	819	819	819	819	819	4,095	3,276	1,638	819	819	819	-	16,381	16,381	-
3601	Workers' Compensation	439	4,280	4,280	4,280	4,280	4,280	4,280	4,280	4,280	4,280	4,280	4,280	-	47,517	47,517	-
		55,413	129,388	129,388	129,388	129,388	129,388	132,664	131,845	130,207	129,388	129,388	129,388	-	1,485,235	1,485,235	-
Books and Supplies																	
4100	Textbooks and Core Curricula	-	14,500	14,500	14,500	14,500	-	-	-	-	-	-	-	-	58,000	58,000	-
4200	Books and Other Materials	100	100	100	100	100	-	-	-	-	-	-	-	-	500	500	-
4302	School Supplies	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	-	50,000	50,000	-
4305	Software	8,983	8,983	8,983	8,983	8,983	8,983	8,983	8,983	8,983	8,983	8,983	8,983	-	107,792	107,792	-
4310	Office Expense	6,192	6,192	6,192	6,192	6,192	6,192	6,192	6,192	6,192	6,192	6,192	6,192	-	74,300	74,300	-
4311	Business Meals	317	317	317	317	317	317	317	317	317	317	317	317	-	3,800	3,800	-
4400	Noncapitalized Equipment	-	1,660	1,660	1,660	1,660	1,660	-	-	-	-	-	-	-	8,300	8,300	-
4700	Food Services	-	1,369	1,369	1,369	1,369	1,369	1,369	1,369	1,369	1,369	1,369	1,369	-	15,055	15,055	-
		19,758	37,286	37,286	37,286	37,286	22,686	21,026	21,026	21,026	21,026	21,026	21,026	-	317,747	317,747	-
Subagreement Services																	
5102	Special Education	-	20,145	20,145	20,145	20,145	20,145	20,145	20,145	20,145	20,145	20,145	20,145	-	221,600	221,600	-
5103	Substitute Teacher	-	7,273	7,273	7,273	7,273	7,273	7,273	7,273	7,273	7,273	7,273	7,273	-	80,000	80,000	-
5104	Transportation	-	2,082	2,082	2,082	2,082	2,082	2,082	2,082	2,082	2,082	2,082	2,082	-	22,900	22,900	-
5105	Security	-	464	464	464	464	464	464	464	464	464	464	464	-	5,100	5,100	-
5106	Other Educational Consultants	-	-	12,790	12,790	12,790	12,790	12,790	12,790	12,790	12,790	12,790	12,790	-	127,900	127,900	-
5107	IB Fees	-	-	2,470	2,470	2,470	2,470	2,470	2,470	2,470	2,470	2,470	2,470	-	24,700	24,700	-
		-	29,964	45,224	45,224	45,224	45,224	45,224	45,224	45,224	45,224	45,224	45,224	-	482,200	457,500	-
Operations and Housekeeping																	
5201	Auto and Travel	-	1,091	1,091	1,091	1,091	1,091	1,091	1,091	1,091	1,091	1,091	1,091	-	12,000	12,000	-
5300	Dues & Memberships	925	925	925	925	925	925	925	925	925	925	925	925	-	11,100	11,100	-
5400	Insurance	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	-	40,000	40,000	-

FY25-26 Academia Moderna Budget

Monthly Cash Flow/Budget FY25-26

Revised 6/6/25

Actuals Through:

ADA = 371.68



		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
5501	Utilities	4,342	4,342	4,342	4,342	4,342	4,342	4,342	4,342	4,342	4,342	4,342	4,342	-	52,100	52,100	-
5502	Janitorial Services	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	1,967	-	23,600	23,600	-
5900	Communications	10,450	10,450	10,450	10,450	10,450	10,450	10,450	10,450	10,450	10,450	10,450	10,450	-	125,400	125,400	-
5901	Postage and Shipping	-	-	230	230	230	230	230	230	230	230	230	230	-	2,300	2,300	-
		21,017	22,108	22,338	22,338	22,338	22,338	22,338	22,338	22,338	22,338	22,338	22,338	-	266,500	266,500	-
Facilities, Repairs and Other Leases																	
5601	Rent	76,580	76,580	76,580	76,580	76,580	76,580	76,580	76,580	76,580	76,580	76,580	76,580	-	918,960	918,960	-
5602	Additional Rent	9,260	9,260	9,260	9,260	9,260	9,260	9,260	9,260	9,260	9,260	9,260	9,260	-	111,120	111,120	-
5603	Equipment Leases	8,516	8,516	8,516	8,516	8,516	8,516	8,516	8,516	8,516	8,516	8,516	8,516	-	102,196	102,196	-
5604	Other Leases	210	210	210	210	210	210	210	210	210	210	210	210	-	2,520	2,520	-
5605	Real/Personal Property Taxes	4,958	4,958	4,958	4,958	4,958	4,958	4,958	4,958	4,958	4,958	4,958	4,958	-	59,500	59,500	-
5610	Repairs and Maintenance	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	-	70,000	70,000	-
		105,358	105,358	105,358	105,358	105,358	105,358	105,358	105,358	105,358	105,358	105,358	105,358	-	1,264,296	1,264,296	-
Professional/Consulting Services																	
5801	IT	500	500	500	500	500	500	500	500	500	500	500	500	-	6,000	6,000	-
5802	Audit & Taxes	-	-	-	767	767	767	-	-	-	-	-	-	-	2,300	2,300	-
5803	Legal	417	417	417	417	417	417	417	417	417	417	417	417	-	5,000	5,000	-
5804	Professional Development	-	-	7,190	7,190	7,190	7,190	7,190	7,190	7,190	7,190	7,190	7,190	-	71,900	71,900	-
5805	General Consulting	-	-	7,130	7,130	7,130	7,130	7,130	7,130	7,130	7,130	7,130	7,130	-	71,300	71,300	-
5806	Special Activities/Field Trips	-	-	-	-	-	38,467	38,467	38,467	-	-	-	-	-	115,400	115,400	-
5807	Bank Charges	-	-	10	10	10	10	10	10	10	10	10	10	-	100	100	-
5808	Printing	-	-	20	20	20	20	20	20	20	20	20	20	-	200	200	-
5809	Other taxes and fees	930	930	930	930	930	930	930	930	930	930	930	930	-	11,160	11,160	-
5811	Management Fee	102,627	102,627	102,627	102,627	102,627	102,627	102,627	102,627	102,627	102,627	102,627	102,627	-	1,231,527	1,231,527	-
5812	District Oversight Fee	-	2,617	5,392	4,283	4,283	6,139	4,283	4,283	7,172	4,220	4,220	4,220	6,076	57,186	57,186	-
5813	County Fees	-	-	-	2,600	-	-	2,600	-	-	2,600	-	-	2,600	10,400	10,400	-
5815	Public Relations/Recruitment	-	-	150	150	150	150	150	150	150	150	150	150	-	1,500	1,500	-
		104,474	107,091	124,366	126,623	124,023	164,346	164,323	161,723	126,146	125,794	123,194	123,194	8,676	1,583,973	1,583,973	-
Depreciation																	
6900	Depreciation Expense	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	-	92,628	92,628	-
		7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	-	92,628	92,628	-
Interest																	
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses		345,072	744,619	777,384	779,641	777,041	802,763	804,357	800,938	763,723	762,551	759,951	759,951	8,676	8,886,665	8,861,965	-
Monthly Surplus (Deficit)		(330,489)	(450,645)	(157,531)	167,638	(302,433)	10,184	408,286	(326,330)	485	204,187	(170,890)	(265,872)	1,283,303	69,893	94,593	-
Cash Flow Adjustments																	
Monthly Surplus (Deficit)		(330,489)	(450,645)	(157,531)	167,638	(302,433)	10,184	408,286	(326,330)	485	204,187	(170,890)	(265,872)	1,283,303	69,893		
Cash flows from operating activities																	
Depreciation/Amortization		7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	7,719	-	92,628		
Public Funding Receivables		376,481	-	1,002,805	-	135,507	51,844	100,296	-	-	-	-	-	(1,291,979)	374,953		
Grants and Contributions Rec.		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Due To/From Related Parties		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Prepaid Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Assets		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable		-	-	-	-	-	-	-	-	-	-	-	-	8,676	8,676		
Accrued Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Other Liabilities		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Deferred Revenue		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from investing activities																	
Purchases of Prop. And Equip.		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Notes Receivable		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																	
Proceeds from Factoring		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Payments on Factoring		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Proceeds(Payments) on Debt		-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash		53,711	(442,926)	852,993	175,357	(159,207)	69,747	516,301	(318,611)	8,204	211,906	(163,171)	(258,153)				
Cash, Beginning of Month		4,815,753	4,869,464	4,426,538	5,279,530	5,454,888	5,295,681	5,365,427	5,881,728	5,563,117	5,571,321	5,783,227	5,620,056				
Cash, End of Month		4,869,464	4,426,538	5,279,530	5,454,888	5,295,681	5,365,427	5,881,728	5,563,117	5,571,321	5,783,227	5,620,056	5,361,903				

FY25-26 Central Office Budget

Multi-Year Forecast

Revised 6/6/25



	2025-26	2026-27	2027-28
	Budget	Forecast	Forecast
Assumptions			
State COLA	2.43%	3.52%	3.63%
Other Revenue COLA	n/a	0.00%	0.00%
Expense COLA	2.92%	2.70%	2.76%
Enrollment	-	-	-
Average Daily Attendance	-	-	-
Revenues			
State Aid - Revenue Limit	-	-	-
Federal Revenue			
8220 Federal Child Nutrition	1,996,956	2,067,249	2,142,290
	1,996,956	2,067,249	2,142,290
Other State Revenue			
8520 Child Nutrition	1,050,779	1,087,766	1,127,252
	1,050,779	1,087,766	1,127,252
Other Local Revenue			
8689 Other Fees and Contracts	1,821,765	1,885,892	1,954,349
	1,821,765	1,885,892	1,954,349
Total Revenue	\$ 4,869,500	\$ 5,040,907	\$ 5,223,892
Expenses			
Certificated Salaries			
1300 Administrators' Salaries	180,936	185,821	190,950
	180,936	185,821	190,950
Classified Salaries			
2100 Instructional Salaries	95,353	97,928	100,631
2200 Support Salaries	158,879	163,169	167,673
2300 Classified Administrators' Salaries	318,153	326,743	335,762
2400 Clerical and Office Staff Salaries	110,802	113,794	116,935
2900 Other Classified Salaries	640,241	657,527	675,675
	1,323,429	1,359,162	1,396,675
Benefits			
3202 PERS	234,247	240,572	247,211
3301 OASDI	67,696	69,524	71,443
3311 Medicare	21,813	22,402	23,021
3401 Health and Welfare	99,000	101,673	104,479
3501 State Unemployment	5,880	5,880	5,880
3601 Workers' Compensation	45,131	46,349	47,629
	473,768	486,401	499,663
Books and Supplies			
4305 Software	34,000	34,918	35,882
4310 Office Expense	160,000	164,320	168,855
4311 Business Meals	1,500	1,541	1,583

FY25-26 Central Office Budget

Multi-Year Forecast

Revised 6/6/25



	2025-26	2026-27	2027-28
	Budget	Forecast	Forecast
4400 Noncapitalized Equipment	7,700	7,908	8,126
4700 Food Services	1,080,056	1,109,218	1,139,832
	1,283,256	1,317,904	1,354,278
Subagreement Services			
5104 Transportation	35,000	35,945	36,937
5105 Security	19,000	19,513	20,052
	54,000	55,458	56,989
Operations and Housekeeping			
5201 Auto and Travel	25,000	25,675	26,384
5300 Dues & Memberships	600	616	633
5400 Insurance	40,500	41,594	42,741
5501 Utilities	26,000	26,702	27,439
5502 Janitorial Services	14,900	15,302	15,725
5900 Communications	65,000	66,755	68,597
5901 Postage and Shipping	400	411	422
	172,400	177,055	181,942
Facilities, Repairs and Other Leases			
5601 Rent	368,256	368,256	368,256
5603 Equipment Leases	50,600	51,966	53,400
5604 Other Leases	8,560	8,791	9,034
5610 Repairs and Maintenance	25,100	25,778	26,489
	452,516	454,791	457,179
Professional/Consulting Services			
5801 IT	1,000	1,027	1,055
5802 Audit & Taxes	37,700	38,718	39,787
5803 Legal	66,700	68,501	70,392
5804 Professional Development	4,800	4,930	5,066
5805 General Consulting	347,844	357,236	367,095
5806 Special Activities/Field Trips	4,200	4,313	4,432
5807 Bank Charges	3,500	3,595	3,694
5809 Other taxes and fees	24,000	24,648	25,328
5810 Payroll Service Fee	24,000	24,648	25,328
5811 Management Fee	85,216	87,517	89,933
5815 Public Relations/Recruitment	25,000	25,675	26,384
	623,960	640,807	658,493
Depreciation			
6900 Depreciation Expense	121,312	124,587	128,026
	121,312	124,587	128,026
Interest			
7438 Interest Expense	56,000	56,000	56,000
	56,000	56,000	56,000
Total Expenses	\$ 4,741,577	\$ 4,857,986	\$ 4,980,195

FY25-26 Central Office Budget

Multi-Year Forecast

Revised 6/6/25



	2025-26	2026-27	2027-28
	Budget	Forecast	Forecast
Surplus (Deficit)	\$ 127,923	\$ 182,921	\$ 243,697
Fund Balance, Beginning of Year	\$ 1,608,720	\$ 1,736,644	\$ 1,919,564
Fund Balance, End of Year	\$ 1,736,644	\$ 1,919,564	\$ 2,163,261
	36.6%	39.5%	43.4%
Cash Flow Adjustments			
Surplus (Deficit)	127,923	182,921	243,697
Cash Flows From Operating Activities			
Depreciation/Amortization	121,312	124,587	128,026
Public Funding Receivables	8,142	(315,502)	(11,453)
Grants and Contributions Rec.	-	-	-
Due To/From Related Parties	-	-	-
Prepaid Expenses	-	-	-
Other Assets	-	-	-
Accounts Payable	-	-	-
Accrued Expenses	-	-	-
Deferred Revenue	-	-	-
Cash Flows From Investing Activities			
Purchases of Prop. And Equip.	-	-	-
Notes Receivable	-	-	-
Cash Flows From Financing Activities			
Draw from LOC	200,000	-	-
Payments on LOC	-	-	-
Proceeds(Payments) on Debt	-	-	-
Total Change in Cash	457,377	(7,993)	360,270
Cash, Beginning of Year	150,234	607,612	599,618
Cash, End of Year	\$ 607,612	\$ 599,618	\$ 959,888



Prepa Tec Los Angeles Middle School

Budget Presentation – FY 2025-26

PTLAM – Highlights

- Budget balanced with **\$36K** surplus (.6% of expenses)
- **2.30%** COLA projected for LCFF and other programs

	2025-26	2026-27	2027-28
State COLA	2.30%	3.02%	3.42%
Other Revenue COLA	n/a	0.00%	0.00%
Expense COLA	2.92%	2.70%	2.76%
Enrollment	325.00	337.00	337.00
Average Daily Attendance	299.00	310.04	310.04

Enrollment & Per Pupil Data	
	<u>Budget</u>
Average Enrollment	325
ADA	299
Attendance Rate	92.0%
Unduplicated %	88.2%
Revenue per ADA	\$20,552
Expenses per ADA	\$20,430

Total Revenue	\$ 6,144,915	\$ 6,315,063	\$ 6,507,925
Total Expenses	\$ 6,108,549	\$ 6,288,616	\$ 6,372,801
Surplus (Deficit)	\$ 36,366	\$ 26,447	\$ 135,124

LCFF

Total Target Base Plus Add-Ons	\$ 3,179,479	\$ 3,395,979	\$ 3,512,212
Average Base per ADA	\$ 10,634	\$ 10,953	\$ 11,328
Total Supplemental Grant	\$ 560,606	\$ 598,779	\$ 670,200
Total Concentration Grant	\$ 639,838	\$ 683,407	\$ 706,798
Total LCFF	\$ 4,379,922	\$ 4,678,164	\$ 4,889,210
Total Funding per ADA	\$ 14,649	\$ 15,089	\$ 15,770

PTLAM – Revenue & Expenses

Revenue

State Aid-Rev Limit
Federal Revenue
Other State Revenue
Other Local Revenue

Total Revenue

Annual/Full Year	
Budget	
\$	4,379,922
	481,315
	1,276,678
	7,000
\$	6,144,915

One-Time Funds:

- ELOP: **\$329K**
- AMS: **\$54K**
- ASES: **\$44K**
- 21st Century: **\$265K**
- SSPDBG: **\$88K**

Expenses

Certificated Salaries
Classified Salaries
Benefits
Books and Supplies
Subagreement Services
Operations
Facilities
Professional Services
Depreciation
Interest

Total Expenses

Annual/Full Year	
Budget	
\$	1,608,222
	618,748
	934,053
	145,194
	184,775
	228,370
	1,272,504
	1,081,175
	35,508
	-
\$	6,108,549

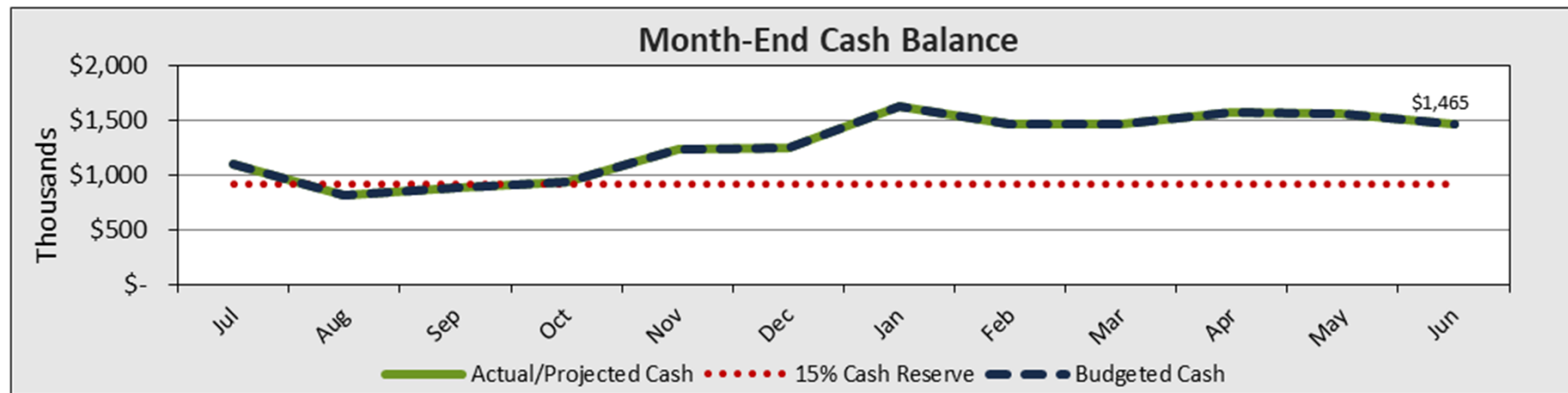
- Staffing Costs: +4.5%
- Supplies: -33%
- Services: -12.4%

PTLAM – Fund & Cash Balance

Total Surplus(Deficit)
Beginning Fund Balance
Ending Fund Balance
As a % of Annual Expenses

<i>Annual/Full Year</i>	
Budget	
\$	36,366
	220,715
\$	<u>257,081</u>
	4.2%

- Fund balance and surplus are projected to grow towards state and authorizer requirements
- Fund balance subject to change pending the June 2025 financial close



- No factoring built into current budget
- Low point in August/September, typical for how revenue is paid

PTLAM – Three Year Forecast

- Projected revenue is projected to increase during the next 3-years
- Expenses:
 - Projected In-line with current year with strategic cuts as discussed with school leadership
- Positive surpluses and cash balances all three years

	2025-26	2026-27	2027-28
<i>State COLA</i>	2.30%	3.02%	3.42%
<i>Other Revenue COLA</i>	n/a	0.00%	0.00%
<i>Expense COLA</i>	2.92%	2.70%	2.76%
<i>Enrollment</i>	325.00	337.00	337.00
<i>Average Daily Attendance</i>	299.00	310.04	310.04
Total Revenue	\$ 6,144,915	\$ 6,315,063	\$ 6,507,925
Total Expenses	\$ 6,108,549	\$ 6,288,616	\$ 6,372,801
Surplus (Deficit)	\$ 36,366	\$ 26,447	\$ 135,124
Fund Balance, Beginning of Year	\$ 220,715	\$ 257,081	\$ 283,528
Fund Balance, End of Year	\$ 257,081	\$ 283,528	\$ 418,652
	4.2%	4.5%	6.6%
Total Change in Cash	805,075	81,311	172,522
Cash, Beginning of Year	659,754	1,464,829	1,546,140
Cash, End of Year	\$ 1,464,829	\$ 1,546,140	\$ 1,718,662

Prepa Tec LA Middle – Appendix

- Multi-year Projection
- Monthly Cash Flow / Forecast

FY25-26 Prepa-Tec Budget**Multi-Year Forecast**

Revised 6/7/25



	2025-26	2026-27	2027-28
	Budget	Forecast	Forecast
Assumptions			
State COLA	2.30%	3.02%	3.42%
Other Revenue COLA	n/a	0.00%	0.00%
Expense COLA	2.92%	2.70%	2.76%
Enrollment	325.00	337.00	337.00
Average Daily Attendance	299.00	310.04	310.04
Revenues			
State Aid - Revenue Limit			
8011 LCFF State Aid	\$ 3,076,339	\$ 3,326,449	\$ 3,537,495
8012 Education Protection Account	59,800	62,008	62,008
8019 State Aid - Prior Year	-	-	-
8096 In Lieu of Property Taxes	1,243,783	1,289,707	1,289,707
	<u>4,379,922</u>	<u>4,678,164</u>	<u>4,889,210</u>
Federal Revenue			
8181 Special Education - Entitlement	42,000	45,500	45,500
8290 Title I, Part A - Basic Low Income	136,192	141,221	141,221
8291 Title II, Part A - Teacher Quality	15,301	15,866	15,866
8293 Title III - Limited English	12,633	13,099	13,099
8296 Other Federal Revenue	275,189	275,189	275,189
	<u>481,315</u>	<u>490,875</u>	<u>490,875</u>
Other State Revenue			
8311 State Special Education	267,007	285,227	294,982
8545 School Facilities (SB740)	386,523	412,899	414,502
8550 Mandated Cost	5,929	6,330	6,788
8560 State Lottery	81,627	84,641	84,641
8598 Prior Year Revenue	-	-	-
8599 Other State Revenue	535,592	319,669	319,669
	<u>1,276,678</u>	<u>1,108,765</u>	<u>1,120,582</u>
Other Local Revenue			
8699 School Fundraising	7,000	7,258	7,258
	<u>7,000</u>	<u>7,258</u>	<u>7,258</u>
Total Revenue	\$ 6,144,915	\$ 6,285,063	\$ 6,507,925
Expenses			
Certificated Salaries			
1100 Teachers' Salaries	1,356,822	1,393,456	1,393,456
1170 Teachers' Substitute Hours	18,000	18,486	18,996
1175 Teachers' Extra Duty/Stipends	-	-	-
1200 Pupil Support Salaries	-	-	-
1300 Administrators' Salaries	233,400	239,702	246,318
	<u>1,608,222</u>	<u>1,651,644</u>	<u>1,658,770</u>
Classified Salaries			
2100 Instructional Salaries	155,605	159,806	164,217
2200 Support Salaries	65,250	67,011	68,861
2400 Clerical and Office Staff Salaries	113,922	116,997	120,227
2900 Other Classified Salaries	283,972	291,639	299,688
	<u>618,748</u>	<u>635,454</u>	<u>652,993</u>
Benefits			
3101 STRS	307,170	315,464	316,825

FY25-26 Prepa-Tec Budget**Multi-Year Forecast**

Revised 6/7/25



	2025-26	2026-27	2027-28
	Budget	Forecast	Forecast
3202 PERS	165,886	170,937	181,532
3301 OASDI	38,362	39,398	40,486
3311 Medicare	32,291	33,163	33,521
3401 Health and Welfare	385,000	395,395	406,308
3501 State Unemployment	2,225	1,729	1,571
3601 Workers' Compensation	3,118	3,202	3,236
	934,053	959,288	983,478
Books and Supplies			
4100 Textbooks and Core Curricula	10,000	10,649	10,943
4302 School Supplies	25,000	26,623	27,358
4305 Software	42,594	45,359	46,611
4310 Office Expense	47,300	50,371	51,761
4311 Business Meals	500	532	547
4400 Noncapitalized Equipment	14,800	15,761	16,196
4700 Food Services	5,000	5,325	5,472
	145,194	154,620	158,888
Subagreement Services			
5102 Special Education	59,600	63,469	65,221
5103 Substitute Teacher	59,375	63,230	64,975
5104 Transportation	31,500	33,545	34,471
5105 Security	4,200	4,473	4,596
5106 Other Educational Consultants	21,000	22,363	22,981
5107 IB Fees	9,100	9,691	9,958
	184,775	196,771	202,201
Operations and Housekeeping			
5201 Auto and Travel	-	-	-
5300 Dues & Memberships	9,500	10,117	10,396
5400 Insurance	47,700	50,797	52,199
5501 Utilities	85,000	90,518	93,017
5502 Janitorial Services	3,000	3,195	3,283
5900 Communications	82,070	87,398	89,810
5901 Postage and Shipping	1,100	1,171	1,204
	228,370	243,196	249,908
Facilities, Repairs and Other Leases			
5601 Rent	1,233,600	1,233,600	1,233,600
5603 Equipment Leases	30,000	31,948	32,829
5604 Other Leases	-	-	-
5605 Real/Personal Property Taxes	-	-	-
5610 Repairs and Maintenance	8,904	9,482	9,744
	1,272,504	1,275,030	1,276,173
Professional/Consulting Services			
5801 IT	5,350	5,697	5,855
5802 Audit & Taxes	2,500	2,568	2,638
5803 Legal	5,000	5,135	5,277
5804 Professional Development	10,300	10,969	11,271
5805 General Consulting	32,800	34,929	35,893
5806 Special Activities/Field Trips	111,500	118,739	122,016
5807 Bank Charges	-	-	-
5808 Printing	-	-	-
5809 Other taxes and fees	16,000	17,039	17,509
5811 Management Fee	844,926	899,778	924,612

FY25-26 Prepa-Tec Budget**Multi-Year Forecast**

Revised 6/7/25



	2025-26	2026-27	2027-28
	Budget	Forecast	Forecast
5812 District Oversight Fee	43,799	46,782	48,892
5813 County Fees	9,000	9,584	9,849
5814 SPED Encroachment	-	13,229	13,619
5815 Public Relations/Recruitment	-	-	-
	1,081,175	1,164,449	1,197,432
Depreciation			
6900 Depreciation Expense	35,508	36,467	37,473
	35,508	36,467	37,473
Interest			
	-	-	-
Total Expenses	\$ 6,108,549	\$ 6,316,918	\$ 6,417,316
Surplus (Deficit)	\$ 36,366	\$ (31,855)	\$ 90,609
Fund Balance, Beginning of Year	\$ 220,715	\$ 257,081	\$ 225,226
Fund Balance, End of Year	\$ 257,081	\$ 225,226	\$ 315,835
	4.2%	3.6%	4.9%
Cash Flow Adjustments			
Surplus (Deficit)	36,366	(31,855)	90,609
Cash Flows From Operating Activities			
Depreciation/Amortization	35,508	36,467	37,473
Public Funding Receivables	177,001	25,520	(7,702)
Grants and Contributions Rec.	-	-	-
Due To/From Related Parties	-	-	-
Prepaid Expenses	-	-	-
Other Assets	-	-	-
Accounts Payable	556,199	3,225	161
Accrued Expenses	-	-	-
Deferred Revenue	-	-	-
Cash Flows From Investing Activities			
Purchases of Prop. And Equip.	-	-	-
Notes Receivable	-	-	-
Cash Flows From Financing Activities			
Proceeds from Factoring	-	-	-
Payments on Factoring	-	-	-
Proceeds(Payments) on Debt	-	-	-
Total Change in Cash	805,075	33,357	120,542
Cash, Beginning of Year	659,754	1,464,829	1,498,185
Cash, End of Year	\$ 1,464,829	\$ 1,498,185	\$ 1,618,727

FY25-26 Prepa-Tec Budget

Monthly Cash Flow/Budget FY25-26

Revised 6/7/25

Actuals Through:

ADA = 299.00



		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
Revenues																ADA = 299.00	
State Aid - Revenue Limit																	
8011	LCFF State Aid	-	148,431	148,431	267,175	267,175	267,175	267,175	267,175	288,720	288,720	288,720	288,720	288,719	3,076,339	3,076,339	-
8012	Education Protection Account	-	-	14,950	-	-	14,950	-	-	14,950	-	-	-	14,950	59,800	59,800	-
8096	In Lieu of Property Taxes	-	72,014	144,028	96,018	96,018	96,018	96,018	96,018	182,550	91,275	91,275	91,275	91,275	1,243,783	1,243,783	-
		-	220,445	307,408	363,194	363,194	378,144	363,194	363,194	486,220	379,995	379,995	379,995	394,944	4,379,922	4,379,922	-
Federal Revenue																	
8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	42,000	42,000	42,000	-
8290	Title I, Part A - Basic Low Income	-	-	34,048	-	-	102,144	-	-	-	-	-	-	-	136,192	136,192	-
8291	Title II, Part A - Teacher Quality	-	-	3,825	-	-	11,476	-	-	-	-	-	-	-	15,301	15,301	-
8293	Title III - Limited English	-	-	-	-	-	-	-	-	-	-	-	12,633	-	12,633	12,633	-
8296	Other Federal Revenue	-	-	-	68,797	-	-	68,797	-	-	68,797	-	-	68,797	275,189	275,189	-
		-	-	37,873	68,797	-	113,620	68,797	-	-	68,797	-	12,633	110,797	481,315	481,315	-
Other State Revenue																	
8311	State Special Education	-	12,883	12,883	23,189	23,189	23,189	23,189	23,189	25,059	25,059	25,059	25,059	25,059	267,007	267,007	-
8545	School Facilities (SB740)	-	-	-	-	-	-	193,262	-	-	-	96,631	-	96,631	386,523	386,523	-
8550	Mandated Cost	-	-	-	-	-	5,929	-	-	-	-	-	-	-	5,929	5,929	-
8560	State Lottery	-	-	-	-	-	-	19,692	-	-	19,692	-	-	42,243	81,627	81,627	-
8599	Other State Revenue	-	972	972	130,788	1,749	1,749	130,788	1,749	1,749	130,788	1,749	1,749	130,788	535,592	535,592	-
		-	13,855	13,855	153,977	24,938	30,868	366,931	24,938	26,808	175,540	123,439	26,808	294,721	1,276,678	1,276,678	-
Other Local Revenue																	
8699	School Fundraising	583	583	583	583	583	583	583	583	583	583	583	583	-	7,000	7,000	-
		583	583	583	583	583	583	583	583	583	583	583	583	-	7,000	7,000	-
Total Revenue		583	234,883	359,720	586,552	388,716	523,215	799,506	388,716	513,612	624,915	504,018	420,020	800,462	6,144,915	6,144,915	-
Expenses																	
Certificated Salaries																	
1100	Teachers' Salaries	-	123,347	123,347	123,347	123,347	123,347	123,347	123,347	123,347	123,347	123,347	123,347	-	1,356,822	1,356,822	-
1170	Teachers' Substitute Hours	-	1,636	1,636	1,636	1,636	1,636	1,636	1,636	1,636	1,636	1,636	1,636	-	18,000	18,000	-
1300	Administrators' Salaries	19,450	19,450	19,450	19,450	19,450	19,450	19,450	19,450	19,450	19,450	19,450	19,450	-	233,400	233,400	-
		19,450	144,434	144,434	144,434	144,434	144,434	144,434	144,434	144,434	144,434	144,434	144,434	-	1,608,222	1,608,222	-
Classified Salaries																	
2100	Instructional Salaries	-	14,146	14,146	14,146	14,146	14,146	14,146	14,146	14,146	14,146	14,146	14,146	-	155,605	155,605	-
2200	Support Salaries	-	5,932	5,932	5,932	5,932	5,932	5,932	5,932	5,932	5,932	5,932	5,932	-	65,250	65,250	-
2400	Clerical and Office Staff Salaries	9,493	9,493	9,493	9,493	9,493	9,493	9,493	9,493	9,493	9,493	9,493	9,493	-	113,922	113,922	-
2900	Other Classified Salaries	(2,186)	26,014	26,014	26,014	26,014	26,014	26,014	26,014	26,014	26,014	26,014	26,014	-	283,972	283,972	-
		7,308	55,585	55,585	55,585	55,585	55,585	55,585	55,585	55,585	55,585	55,585	55,585	-	618,748	618,748	-
Benefits																	
3101	STRS	3,715	27,587	27,587	27,587	27,587	27,587	27,587	27,587	27,587	27,587	27,587	27,587	-	307,170	307,170	-
3202	PERS	1,959	14,902	14,902	14,902	14,902	14,902	14,902	14,902	14,902	14,902	14,902	14,902	-	165,886	165,886	-
3301	OASDI	453	3,446	3,446	3,446	3,446	3,446	3,446	3,446	3,446	3,446	3,446	3,446	-	38,362	38,362	-
3311	Medicare	388	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	2,900	-	32,291	32,291	-
3401	Health and Welfare	32,083	32,083	32,083	32,083	32,083	32,083	32,083	32,083	32,083	32,083	32,083	32,083	-	385,000	385,000	-
3501	State Unemployment	111	111	111	111	111	111	556	445	222	111	111	111	-	2,225	2,225	-
3601	Workers' Compensation	37	280	280	280	280	280	280	280	280	280	280	280	-	3,118	3,118	-
		38,747	81,311	81,311	81,311	81,311	81,311	81,755	81,644	81,422	81,311	81,311	81,311	-	934,053	934,053	-
Books and Supplies																	
4100	Textbooks and Core Curricula	-	2,500	2,500	2,500	2,500	-	-	-	-	-	-	-	-	10,000	10,000	-
4302	School Supplies	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	-	25,000	25,000	-
4305	Software	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	3,550	-	42,594	42,594	-
4310	Office Expense	3,942	3,942	3,942	3,942	3,942	3,942	3,942	3,942	3,942	3,942	3,942	3,942	-	47,300	47,300	-
4311	Business Meals	42	42	42	42	42	42	42	42	42	42	42	42	-	500	500	-
4400	Noncapitalized Equipment	-	2,960	2,960	2,960	2,960	2,960	-	-	-	-	-	-	-	14,800	14,800	-
4700	Food Services	-	455	455	455	455	455	455	455	455	455	455	455	-	5,000	5,000	-
		9,616	15,531	15,531	15,531	15,531	13,031	10,071	10,071	10,071	10,071	10,071	10,071	-	145,194	145,194	-
Subagreement Services																	
5102	Special Education	-	5,418	5,418	5,418	5,418	5,418	5,418	5,418	5,418	5,418	5,418	5,418	-	59,600	59,600	-
5103	Substitute Teacher	-	5,398	5,398	5,398	5,398	5,398	5,398	5,398	5,398	5,398	5,398	5,398	-	59,375	59,375	-
5104	Transportation	-	2,864	2,864	2,864	2,864	2,864	2,864	2,864	2,864	2,864	2,864	2,864	-	31,500	31,500	-
5105	Security	-	382	382	382	382	382	382	382	382	382	382	382	-	4,200	4,200	-
5106	Other Educational Consultants	-	-	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	-	21,000	21,000	-
5107	IB Fees	-	-	910	910	910	910	910	910	910	910	910	910	-	9,100	9,100	-
		-	14,061	17,071	17,071	17,071	17,071	17,071	17,071	17,071	17,071	17,071	17,071	-	184,775	184,775	-
Operations and Housekeeping																	
5300	Dues & Memberships	792	792	792	792	792	792	792	792	792	792	792	792	-	9,500	9,500	-
5400	Insurance	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,975	3,975	-	47,700	47,700	-
5501	Utilities	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	7,083	-	85,000	85,000	-
5502	Janitorial Services	250	250	250	250	250	250	250	250	250	250	250	250	-	3,000	3,000	-
5900	Communications	6,839	6,839	6,839	6,839	6,839	6,839	6,839	6,839	6,839	6,839	6,839	6,839	-	82,070	82,070	-
5901	Postage and Shipping	-	-	110	110	110	110	110	110	110	110	110	110	-	1,100	1,100	-
		18,939	18,939	19,049	19,049	19,049	19,049	19,049	19,049	19,049	19,049	19,049	19,049	-	228,370	228,370	-
Facilities, Repairs and Other Leases																	

FY25-26 Prepa-Tec Budget

Monthly Cash Flow/Budget FY25-26

Revised 6/7/25

Actuals Through:

ADA = 299.00



		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
5601	Rent	102,800	102,800	102,800	102,800	102,800	102,800	102,800	102,800	102,800	102,800	102,800	102,800	-	1,233,600	1,233,600	-
5603	Equipment Leases	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	30,000	30,000	-
5610	Repairs and Maintenance	742	742	742	742	742	742	742	742	742	742	742	742	-	8,904	8,904	-
		106,042	106,042	106,042	106,042	106,042	106,042	106,042	106,042	106,042	106,042	106,042	106,042	-	1,272,504	1,272,504	-
Professional/Consulting Services																	
5801	IT	446	446	446	446	446	446	446	446	446	446	446	446	-	5,350	5,350	-
5802	Audit & Taxes	-	-	-	833	833	833	-	-	-	-	-	-	-	2,500	2,500	-
5803	Legal	417	417	417	417	417	417	417	417	417	417	417	417	-	5,000	5,000	-
5804	Professional Development	-	-	1,030	1,030	1,030	1,030	1,030	1,030	1,030	1,030	1,030	1,030	-	10,300	10,300	-
5805	General Consulting	-	-	3,280	3,280	3,280	3,280	3,280	3,280	3,280	3,280	3,280	3,280	-	32,800	32,800	-
5806	Special Activities/Field Trips	-	-	-	-	-	37,167	37,167	37,167	-	-	-	-	-	111,500	111,500	-
5809	Other taxes and fees	-	-	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	1,600	-	16,000	16,000	-
5811	Management Fee	70,410	70,410	70,410	70,410	70,410	70,410	70,410	70,410	70,410	70,410	70,410	70,410	-	844,926	844,926	-
5812	District Oversight Fee	-	2,204	3,074	3,632	3,632	3,781	3,632	3,632	4,862	3,800	3,800	3,800	3,949	43,799	43,799	-
5813	County Fees	-	-	-	2,250	-	-	2,250	-	-	2,250	-	-	2,250	9,000	9,000	-
		71,273	73,477	80,257	83,898	81,648	118,964	120,232	117,982	82,045	83,233	80,983	80,983	6,199	1,081,175	1,081,175	-
Depreciation																	
6900	Depreciation Expense	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	-	35,508	35,508	-
		2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	-	35,508	35,508	-
Interest																	
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses		274,334	512,339	522,239	525,880	523,630	558,446	557,199	554,837	518,678	519,755	517,505	517,505	6,199	6,108,549	6,108,549	-
Monthly Surplus (Deficit)		(273,751)	(277,457)	(162,519)	60,672	(134,915)	(35,232)	242,307	(166,122)	(5,067)	105,160	(13,487)	(97,485)	794,263	36,366	36,366	-
Cash Flow Adjustments																	
Monthly Surplus (Deficit)		(273,751)	(277,457)	(162,519)	60,672	(134,915)	(35,232)	242,307	(166,122)	(5,067)	105,160	(13,487)	(97,485)	794,263	36,366		
Cash flows from operating activities																	
	Depreciation/Amortization	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	2,959	-	35,508		
	Public Funding Receivables	155,060	-	217,632	-	425,716	45,067	133,988	-	-	-	-	-	(800,462)	177,001		
	Grants and Contributions Rec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Due To/From Related Parties	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Accounts Payable	-	-	-	-	-	-	-	-	-	-	-	-	6,199	6,199		
	Accrued Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Other Liabilities	550,000	-	-	-	-	-	-	-	-	-	-	-	-	550,000		
	Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from investing activities																	
	Purchases of Prop. And Equip.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																	
	Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash		434,268	(274,498)	58,071	63,631	293,760	12,794	379,254	(163,163)	(2,108)	108,119	(10,528)	(94,526)				
Cash, Beginning of Month		659,754	1,094,022	819,524	877,596	941,226	1,234,987	1,247,781	1,627,035	1,463,872	1,461,764	1,569,883	1,559,355				
Cash, End of Month		1,094,022	819,524	877,596	941,226	1,234,987	1,247,781	1,627,035	1,463,872	1,461,764	1,569,883	1,559,355	1,464,829				

Coversheet

Discuss and Approve the AMCS and PTLAMS ConAPPs for 2025-26

Section:	II. Finance
Item:	B. Discuss and Approve the AMCS and PTLAMS ConAPPs for 2025-26
Purpose:	Vote
Submitted by:	
Related Material:	FY26-AMCS-ConApp Spring.pdf FY26-PTLA-ConApp Spring.pdf

California Department of Education**Consolidated Application**

Academia Moderna (19 64733 0120097)

Status: Certified
 Saved by: charter impact
 Date: 6/5/2025 9:42 PM

2025–26 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca24assurance.toc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Xavier Reyes
Authorized Representative's Signature	
Authorized Representative's Title	CEO
Authorized Representative's Signature Date	06/05/2025

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:6/5/2025

R02

Page 1 of 5

Academia Moderna (19 64733 0120097)

Status: Draft
 Saved by: charter impact
 Date: 6/5/2025 9:43 PM

2025–26 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Tanya Esqueda
Authorized Representative's Title	Principal
Authorized Representative's Signature Date	06/05/2025
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

Warning

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2025–26 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/08/2022
Authorized Representative's Full Name	Xavier Reyes
Authorized Representative's Title	CEO

*****Warning*****

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California Department of Education**Consolidated Application**

Academia Moderna (19 64733 0120097)

Status: Draft
 Saved by: charter impact
 Date: 6/5/2025 9:44 PM

2025–26 Application for Funding**CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
---	----

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111 et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

*****Warning*****

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Academia Moderna (19 64733 0120097)

Status: Draft
 Saved by: charter impact
 Date: 6/5/2025 9:44 PM

2025–26 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education (CDE) oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the CDE web site at <https://www.cde.ca.gov/fg/ac/sa/>.

2025–26 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

Warning

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Report Date:6/5/2025

R02

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California Department of Education**Consolidated Application**

Academia Moderna (19 64733 0120097)

Status: Draft

Saved by: charter impact

Date: 6/5/2025 9:39 PM

2024–25 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2024 through June 30, 2025.

CDE Program Contact:Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2024–25 Title II, Part A allocation	\$19,031
Transferred–in amount	\$0
Transferred–out amount	\$0
2024–25 Total allocation	\$19,031

Professional Development Expenditures

Professional development for teachers	\$19,031
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$19,031
2024–25 Unspent funds	\$0

*****Warning*****

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Report Date:6/5/2025

R02

Page 1 of 4

2024–25 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Karina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692
Deborah Avalos, Integrated Student Support and Programs Office, DAvalos@cde.ca.gov, 916-319-0599

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Rachel
Homeless liaison last name	Villalobos
Homeless liaison title	Homeless Liaison
Homeless liaison email address (Format: abc@xyz.zyx)	r.villalobos@altaps.org
Homeless liaison telephone number (Format: 999-999-9999)	323-923-0383
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	0.12

Homeless Liaison Training Information

Warning

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2024–25 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Karina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692
Deborah Avalos, Integrated Student Support and Programs Office, DAvalos@cde.ca.gov, 916-319-0599

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	Yes
Teachers and instructional assistants	Yes
School counselors	No

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	08/14/2020
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Housing Questionnaire Identifying Homeless Children

Does your LEA use a housing questionnaire to assist with the identification of homeless children and youth	Yes
Does the housing questionnaire include best practices, rights, and protections afforded to homeless children and youth	Yes
Is the housing questionnaire made available in paper form	Yes
Did your LEA administer the housing questionnaire to all student body during the school year	Yes

Title I, Part A Homeless Expenditures

2024–25 Title I, Part A LEA allocation	\$173,548
2024–25 Title I, Part A direct or indirect services to homeless children reservation	\$11,509

*****Warning*****

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Academia Moderna (19 64733 0120097)

Status: Draft
 Saved by: charter impact
 Date: 6/5/2025 9:42 PM

2024–25 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Karina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692
 Deborah Avalos, Integrated Student Support and Programs Office, DAvalos@cde.ca.gov, 916-319-0599

Amount of 2024–25 Title I, Part A funds expended or encumbered for direct or indirect services for homeless children	\$11,509
Homeless services provided (Maximum 500 characters)	Not applicable
No expenditures or encumbrances comment Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	These services were combined with Title I Part A services for Low Socioeconomic Students

Warning

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Report Date:6/5/2025

R02

Page 4 of 4

California Department of Education**Consolidated Application**

Academia Moderna (19 64733 0120097)

Status: Draft
Saved by: charter impact
Date: 6/5/2025 9:36 PM**2023–24 Title II, Part A Fiscal Year Expenditure Report, 24 Months**

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2023 through June 30, 2025.

CDE Program Contact:Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2023–24 Title II, Part A allocation	\$20,004
Transferred–in amount	\$0
Transferred–out amount	\$0
2023–24 Total allocation	\$20,004

Professional Development Expenditures

Professional development for teachers	\$20,004
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$20,004
2023–24 Unspent funds	\$0

*****Warning*****

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Report Date:6/5/2025

R02

Page 1 of 1

California Department of Education**Consolidated Application**

PREPA TEC - Los Angeles (19 64733 0127936)

Status: Certified
 Saved by: charter impact
 Date: 6/5/2025 9:51 PM

2025–26 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <https://www.cde.ca.gov/fg/aa/co/ca24assurance.toc.asp>.

CDE Program Contact:

Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to participate in the monitoring process regarding the use of these funds according to the standards and criteria set forth by the California Department of Education Federal Program Monitoring (FPM) Office. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this form are on file.

Authorized Representative's Full Name	Xavier Reyes
Authorized Representative's Signature	
Authorized Representative's Title	CEO
Authorized Representative's Signature Date	06/05/2025

*****Warning*****

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Report Date:6/5/2025

R02

Page 1 of 5

PREPA TEC - Los Angeles (19 64733 0127936)

Status: Draft
 Saved by: charter impact
 Date: 6/5/2025 9:52 PM

2025–26 Protected Prayer Certification

Every Student Succeeds Act (ESSA) Section 8524 specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Miguel Cordova, Title I Policy, Program, and Support Office, MCordova@cde.ca.gov, 916-319-0381

Protected Prayer Certification Statement

The local educational agency (LEA) hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Cecilia Marquez
Authorized Representative's Title	Principal
Authorized Representative's Signature Date	06/05/2025
Comment If the LEA is not able to certify at this time, then an explanation must be provided in the comment field. (Maximum 500 characters)	

Warning

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Report Date:6/5/2025

R02

Page 2 of 5

2025–26 LCAP Federal Addendum Certification**CDE Program Contact:**Local Agency Systems Support Office, LCAPAddendum@cde.ca.gov, 916-323-5233**Initial Application**

To receive initial funding under the Every Student Succeeds Act (ESSA), a local educational agency (LEA) must have a plan approved by the State Educational Agency on file with the State. Within California, LEAs that apply for ESSA funds for the first time are required to complete the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum Template (Addendum), and the Consolidated Application (ConApp). The LCAP, in conjunction with the Addendum and the ConApp, serve to meet the requirements of the ESSA LEA Plan.

In order to initially apply for funds, the LEA must certify that the current LCAP has been approved by the local governing board or governing body of the LEA. As part of this certification, the LEA agrees to submit the LCAP Federal Addendum, that has been approved by the local governing board or governing body of the LEA, to the California Department of Education (CDE) and acknowledges that the LEA agrees to work with the CDE to ensure that the Addendum addresses all required provisions of the ESSA programs for which they are applying for federal education funds.

Returning Application

If the LEA certified a prior year LCAP Federal Addendum Certification data collection form in the Consolidated Application and Reporting System, then the LEA may use in this form the same original approval or adoption date used in the prior year form.

County Office of Education (COE) or District For a COE, enter the original approval date as the day the CDE approved the current LCAP. For a district, enter the original approval date as the day the COE approved the current LCAP	
Direct Funded Charter Enter the adoption date of the current LCAP	06/08/2022
Authorized Representative's Full Name	Xavier Reyes
Authorized Representative's Title	CEO

*****Warning*****

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California Department of Education**Consolidated Application**

PREPA TEC - Los Angeles (19 64733 0127936)

Status: Draft
Saved by: charter impact
Date: 6/5/2025 9:53 PM**2025–26 Application for Funding****CDE Program Contact:**Consolidated Application Support Desk, Education Data Office, ConAppSupport@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The local educational agency (LEA) is required to review and receive approval of their Application for Funding selections with their local governing board.

By checking this box the LEA certifies that the Local Board has approved the Application for Funding for the listed fiscal year	Yes
---	-----

District English Learner Advisory Committee Review

Per Title 5 of the California Code of Regulations Section 11308, if your LEA has more than 50 English learners, then the LEA must establish a District English Learner Advisory Committee (DELAC) which shall review and advise on the development of the application for funding programs that serve English learners.

By checking this box the LEA certifies that parent input has been received from the District English Learner Committee (if applicable) regarding the spending of Title III funds for the listed fiscal year	No
---	----

Application for Categorical Programs

To receive specific categorical funds for a school year, the LEA must apply for the funds by selecting Yes below. Only the categorical funds that the LEA is eligible to receive are displayed.

Title I, Part A (Basic Grant) ESSA Sec. 1111et seq. SACS 3010	Yes
Title II, Part A (Supporting Effective Instruction) ESEA Sec. 2104 SACS 4035	Yes
Title III English Learner ESEA Sec. 3102 SACS 4203	No
Title III Immigrant ESEA Sec. 3102 SACS 4201	No
Title IV, Part A (Student and School Support) ESSA Sec. 4101 SACS 4127	Yes

*****Warning*****

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Report Date:6/5/2025

R02

Page 4 of 5

2025–26 Substitute System for Time Accounting

This certification may be used by auditors and by California Department of Education (CDE) oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the local educational agency (LEA) submits and certifies this data collection.

CDE Program Contact:

Hilary Thomson, Fiscal Oversight and Support Office, HThomson@cde.ca.gov, 916-323-0765

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the CDE web site at <https://www.cde.ca.gov/fg/ac/sa/>.

2025–26 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

*****Warning*****

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California Department of Education**Consolidated Application**

PREPA TEC - Los Angeles (19 64733 0127936)

Status: Draft
Saved by: charter impact
Date: 6/5/2025 9:49 PM**2024–25 Title II, Part A Fiscal Year Expenditure Report, 12 Months**

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2024 through June 30, 2025.

CDE Program Contact:Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2024–25 Title II, Part A allocation	\$15,597
Transferred–in amount	\$0
Transferred–out amount	\$0
2024–25 Total allocation	\$15,597

Professional Development Expenditures

Professional development for teachers	\$12,500
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$12,500
2024–25 Unspent funds	\$3,097

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:6/5/2025

R02

Page 1 of 4

California Department of Education**Consolidated Application**

PREPA TEC - Los Angeles (19 64733 0127936)

Status: Draft
Saved by: charter impact
Date: 6/5/2025 9:51 PM**2024–25 Homeless Education Policy, Requirements, and Implementation**

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Karina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692
Deborah Avalos, Integrated Student Support and Programs Office, DAvalos@cde.ca.gov, 916-319-0599

Homeless Education Certification

The LEA hereby assures that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths;
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless;
 - b) Includes a dispute resolution process;
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison;
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	Rachel
Homeless liaison last name	Villalobos
Homeless liaison title	Homeless Liaison
Homeless liaison email address (Format: abc@xyz.zyx)	r.villalobos@altaps.org
Homeless liaison telephone number (Format: 999-999-9999)	323-923-0383
Homeless liaison telephone extension	
Enter the full-time equivalent (FTE) for all personnel directly responsible for the implementation of homeless education (Format: 0.00)	0.12

Homeless Liaison Training Information*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

Report Date:6/5/2025

R02

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2024–25 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Karina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692
Deborah Avalos, Integrated Student Support and Programs Office, DAvalos@cde.ca.gov, 916-319-0599

Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
Has the homeless liaison provided training to the following personnel:	
Principals and other school leaders	Yes
Attendance officers and registrars	Yes
Teachers and instructional assistants	Yes
School counselors	No

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	08/14/2020
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Housing Questionnaire Identifying Homeless Children

Does your LEA use a housing questionnaire to assist with the identification of homeless children and youth	Yes
Does the housing questionnaire include best practices, rights, and protections afforded to homeless children and youth	Yes
Is the housing questionnaire made available in paper form	Yes
Did your LEA administer the housing questionnaire to all student body during the school year	Yes

Title I, Part A Homeless Expenditures

2024–25 Title I, Part A LEA allocation	\$136,192
2024–25 Title I, Part A direct or indirect services to homeless children reservation	\$5,303

*****Warning*****

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PREPA TEC - Los Angeles (19 64733 0127936)

Status: Draft
 Saved by: charter impact
 Date: 6/5/2025 9:51 PM

2024–25 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in 42 United States Code 11431 et seq. (Education for Homeless Children and Youths Act) and some federal requirements in Title I, Part A of the Elementary and Secondary Education Act (ESEA). This collection includes monitoring local educational agencies (LEAs) and their compliance with key provisions of the Education for Homeless Children and Youths Act including the collection of contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Karina Barrales, Integrated Student Support and Programs Office, KBarrales@cde.ca.gov, 916-327-9692
 Deborah Avalos, Integrated Student Support and Programs Office, DAvalos@cde.ca.gov, 916-319-0599

Amount of 2024–25 Title I, Part A funds expended or encumbered for direct or indirect services for homeless children	\$3
Homeless services provided (Maximum 500 characters)	Not Applicable
No expenditures or encumbrances comment Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	These services were combined with Title I Part A services for Low Socioeconomic Students.

Warning

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Report Date:6/5/2025

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California Department of Education**Consolidated Application**

PREPA TEC - Los Angeles (19 64733 0127936)

Status: Draft
Saved by: charter impact
Date: 6/5/2025 9:49 PM**2023–24 Title II, Part A Fiscal Year Expenditure Report, 24 Months**

A report of year-to-date expenditures by activity. Activity period covered is July 1, 2023 through June 30, 2025.

CDE Program Contact:Alice Ng (Fiscal), Division Support Office, ANg@cde.ca.gov, 916-323-4636Lisa Fassett (Program), Professional Learning Support & Monitoring Office, LFassett@cde.ca.gov, 916-323-4963

2023–24 Title II, Part A allocation	\$14,041
Transferred–in amount	\$0
Transferred–out amount	\$0
2023–24 Total allocation	\$14,041

Professional Development Expenditures

Professional development for teachers	\$14,041
Professional development for administrators	\$0
Consulting/Professional services	\$0
Induction programs	\$0
Books and other supplies	\$0
Dues and membership	\$0
Travel and conferences	\$0

Personnel and Other Authorized Activities

Certificated personnel salaries	\$0
Classified personnel salaries	\$0
Employee benefits	\$0
Developing or improving an evaluation system	\$0
Recruitment activities	\$0
Retention activities	\$0
Class size reduction	\$0

Program Expenditures

Direct administrative costs	\$0
Indirect costs	\$0
Equitable services for nonprofit private schools	\$0
Total expenditures	\$14,041
2023–24 Unspent funds	\$0

*****Warning*****

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Report Date:6/5/2025

R02

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Coversheet

Discuss and Approve FY25-26 EPA Plans for AMCS and PTLAMS

Section:	II. Finance
Item:	C. Discuss and Approve FY25-26 EPA Plans for AMCS and PTLAMS
Purpose:	Vote
Submitted by:	
Related Material:	FY26-PTLAM-EPA Budget.pdf FY26-AMCS-EPA Budget.pdf

Prepa Tec Los Angeles Middle School
2025-26 Education Protection Account
Expenditures by Function - Detail

Projected Expenditures from July 1, 2025 to June 30, 2026

Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	59,800.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		59,800.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Certificated Salaries	1000-1999	41,860.00
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	17,940.00
Books and Supplies	4000-4999	0.00
Services, Other Operating Expenses	5000-5999	0.00
Capital Outlay	6000-6599	0.00
Other Outgo (excluding Direct Support/Indirect Costs)	7100-7299, 7400-7499	0.00
Direct Support/Indirect Costs	7300-7399	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		59,800.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

Academia Moderna Charter School
2025-26 Education Protection Account
Expenditures by Function - Detail

Projected Expenditures from July 1, 2025 to June 30, 2026

Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	742,443.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		742,443.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Certificated Salaries	1000-1999	519,710.10
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	222,732.90
Books and Supplies	4000-4999	0.00
Services, Other Operating Expenses	5000-5999	0.00
Capital Outlay	6000-6599	0.00
Other Outgo (excluding Direct Support/Indirect Costs)	7100-7299, 7400-7499	0.00
Direct Support/Indirect Costs	7300-7399	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		742,443.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

Coversheet

Discuss and Approve Update of APS Fiscal Policies and Procedures

Section:	II. Finance
Item:	D. Discuss and Approve Update of APS Fiscal Policies and Procedures
Purpose:	Vote
Submitted by:	
Related Material:	Credit Card Guidelines and Documentation (1).docx APS Fiscal Policies and Procedures (revised version 2025).pdf

Credit Card Guidelines and Documentation

When utilizing the Alta Public Schools credit card for school-related expenditures, all employees must adhere to the following procedures to ensure proper authorization, documentation, and accountability of funds:

1. **User Agreement Requirement:** Prior to issuance, each cardholder is required to review, acknowledge, and sign the Credit Card User Agreement. No employee may use a school-issued credit card without a fully executed agreement on file.
2. **Authorization to Use the Card:** For non-recurring payments, employees must obtain formal written authorization from _____ prior to initiating any in-person or online transactions using an Alta Public Schools credit card. This authorization is obtained by completing and submitting a Credit Card Use Request Form to _____.
 - No purchases may be made without prior written approval.
 - Verbal approvals are not considered valid authorization.
 - The completed and approved form must be retained for audit and reconciliation purposes and attached to the corresponding receipt upon submission to _____.
 - Failure to comply with this authorization requirement may result in revocation of credit card privileges and potential disciplinary action.
3. **Receipt Submission Standards:** All credit card transactions must be supported by a valid receipt that includes the vendor/store name, transaction date, detailed item descriptions, and the total amount paid.
 - The original receipt must be submitted whenever possible.
 - In the event the original receipt is lost or damaged, a clear and legible copy may be accepted.
 - For restaurant or food-related expenses, both the itemized receipt and the payment slip showing the tip amount and cardholder signature (if applicable) are required.
4. **Timely Submission of Receipts:** All receipts generated from credit card use must be submitted to the _____ the same day of purchase or within two (2) business days of the transaction date. Prompt submission mitigates the risk of lost documentation and ensures timely reconciliation.
5. **Missing Receipt Protocol:** In cases where a receipt is permanently lost, the cardholder must complete a "Missing Receipt Form", which must include: purchase date, vendor/store name, description of goods or services purchased, and total purchase amount. This form must be signed by the cardholder and approved by the Chief Executive Officer (CEO) before being submitted in lieu of the original receipt.
6. **Statement Review and Oversight:** All monthly credit card statements will be reviewed and initialed by the CEO to verify accuracy and appropriate use of funds. The CEO's credit card statement will be independently reviewed and initialed by a designated Board Officer to ensure proper checks and balances.



Fiscal Policies and Procedures

REVISED MAY 14, 2025*

Alta Public Schools Fiscal Policies and Procedures

OVERVIEW AND GENERAL BUSINESS POLICIES

The Board of Alta Public Schools, governing Academia Moderna, Prepa Tec Los Angeles Middle School and ~~Prepa Tec Los Angeles High School~~ (or “Schools”), **Central Office and the SFA** has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of the Schools to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Board approves fiscal policies and procedures, delegates administration of the policies and procedures to the CEO and the Executive Team and reviews operations and activities on a regular basis.
2. The CEO has responsibility for all operations and activities related to fiscal management; however, the Board and CEO can appoint or delegate someone else to perform the responsibilities, such as Charter Impact or an independent agency or consultant.
3. Fiscal duties and responsibilities must be separated so that no one employee has sole control authorizing transactions, recording financial transactions and custody of assets.
4. The Schools will maintain in effect the following principles in its ongoing fiscal management practices to ensure that:
 - a. expenditures are authorized by and in accordance with amounts specified in the board-adopted budget,
 - b. the schools’ funds are managed and held in a manner that provides a high degree of protection of the schools’ assets, and
 - c. all transactions are recorded and documented in an appropriate manner.
 - d. **Fiscal Policies are updated yearly**

Budget Development, Oversight Calendar and Responsibilities

The Schools will develop and monitor its budget in accordance with the annual budget development and monitoring calendar as specified below.

January - April

The CEO, Superintendent and the Charter Impact review the Governor’s proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the school’s upcoming fiscal year (July 1 - June 30) based on projected enrollment. Once the revenue estimates are complete, Charter Impact, the CEO and the Superintendent develop the remainder of the budget including staffing levels, review of fixed costs and discretionary spending. Then a five-year budget projection is developed in accordance with the schools’ established strategic and growth plans.

Alta Public Schools Fiscal Policies and Procedures

Budget Development, Oversight Calendar and Responsibilities (continued)

May – June

The Charter Impact and the CEO review changes to revenue projections of the Governor's annual "May Revise" budget figures, and adjust as necessary. This budget will include monthly cash flow projections. The Board reviews and formally adopts a budget for upcoming fiscal year before June 30. A copy of the final budget is provided to the charter-granting agency.

July – August

Books for prior fiscal year are closed, all transactions are posted, and records assembled for audit.

The budget is reviewed yet again based on any changes to the adoption of the state Budget Act. A copy of the revised final budget is provided to the charter-granting agency, if applicable.

~~September~~ **July** – December

The independent auditor performs an audit of the closed fiscal year and prepares audit report for submission to the Board.

During the opening two weeks of school, the CEO, Superintendent and the Charter Impact review actual attendance figures and will notify the Board if actual attendance is below budget projections. If needed, the budget is revised to match likely revenues.

The Board reviews a copy of the audit. Charter Impact addresses any audit exceptions or adverse findings. Once the Board approves the audit report, it is submitted to charter-granting agency.

On a monthly basis, Charter Impact presents current year actual versus budgeted revenues and expenditures and other financial reports to the Board. The Board approves any needed changes to the annual budget.

Banking Arrangements

The School will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or in the County's Pooled Money Investment Fund. If funds are held in accounts outside of the County Treasury, the Board must appoint and approve all individuals authorized to sign checks or warrants in accord with these policies. Charter Impact will reconcile

Alta Public Schools Fiscal Policies and Procedures

the school's ledger(s) with its bank accounts or accounts in the county treasury on a monthly basis.

Record Keeping

Transaction ledgers, duplicate unsigned checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by school staff in a secure location for at least three years, or as long as required by applicable law, whichever is longer.

Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school.

Charter Impact retains electronic records of all financial data on a remote server, maintained by Charter Impact. The server is backed up on a daily basis.

Property Inventory

The CEO shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$1,000 and those over \$5,000 will be capitalized and depreciated over its useful life. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the school's assets. This property will be inventoried on an annual basis and lists of any missing property shall be presented to the Board.

All non-consumable school property loaned to students shall be returned to the school no later than 5 working days after end of the school year. Any excess or surplus property owned by the school may be sold or auctioned by the CEO, or his designee, provided he/she engages in due diligence to maximize the value of the sale or auction to the school. The sale or auction of property owned by the school with a fair market value in excess of \$1,000 shall be approved in advance by the Board.

The CEO will immediately notify Charter Impact of all cases of theft, loss, damage or destruction of assets.

Attendance Accounting

The CEO, Superintendent or Principal will establish and maintain an appropriate attendance accounting system to record the number of days students are actually in attendance at the School and engaged in the activities required of them by the School. The annual audit will review actual attendance accounting records and practices to ensure compliance. The attendance accounting practices will be in conformance with the Charter Schools Act and the

Alta Public Schools Fiscal Policies and Procedures

applicable California Administrative Code sections defining Charter School Average Daily Attendance. Therefore:

1. ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of instruction by the School.
2. The School's instructional calendar will include at least 175 days of instruction to avoid the fiscal penalty for providing fewer than 175 days of instruction as provided by the Administrative Code regulation. The calendar must also document that the school offers an amount of annual minutes of instruction as required pursuant to applicable law.
3. Independent Study must be pre-arranged by the student's adult guardian and the School and that the adult guardian will be required to complete and submit documentation of engagement in instructional activity to the school on forms prepared by the school. As applicable, such study shall be in full compliance with law governing independent study.

Annual Financial Audit

The Board will annually appoint an audit committee to oversee the independent auditors for that fiscal year. Any persons with expenditure authorization or recording responsibilities within the school may not serve on the committee. The committee shall annually contract for the services of an independent certified public accountant to perform an annual fiscal audit. The audit shall include, but not be limited to (1) an audit of the school's financial statements, (2) an audit of the school's attendance accounting and revenue claims practices, and in conjunction with (1) and (2) above, review the school's internal controls over financial reporting. The audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars if the School spends in excess of the amount which requires an audit. The Audit shall be completed, reviewed by the Board, and submitted to the charter-granting agency, the County Office of Education, the Office of the State Controller, and California Department of Education prior to December 15 of each year.

Required Budget and Other Fiscal Reports

The CEO, Charter Impact or other designated staff will produce and submit to the charter granting agency any and all required fiscal reports as may be required by state or federal law, or mandated by the terms of the school's charter. These include, but are not limited to,

Alta Public Schools Fiscal Policies and Procedures

attendance reports, enrollment and other data reports required by the California Basic Education Data System, and other related data.

Property and Liability Insurance

The CEO shall ensure that the school retains appropriate property and liability insurance coverage. Property insurance shall be obtained and address business interruption and casualty needs, including flood, fire, earthquake, and other hazards with replacement cost coverage for all assets listed in the school's Property Inventory and consumables. Premises and Board errors and omissions liability insurance shall also be obtained and kept in force at all times on a "claims made" form with a self-insured retention of no more than \$50,000 per occurrence and limit of no less than \$5 million per occurrence. The school's CEO and other staff who manage funds shall be placed under a fidelity bond.

Board Compensation

Board members shall serve without compensation, but may be reimbursed for actual and necessary expenses. Expenses for travel necessary to attending board meetings and meetings of board committees need not be approved in advance by the board. All other expenses shall be approved in advance by the board. Travel expenses reimbursed shall not exceed levels that would be subject to federal or state income tax. All expenses reimbursed shall be documented by receipts and in no event may reimbursements exceed actual expenses.

Fundraising, Grant Solicitation, and Donation Recognition

All fundraising or grant solicitation activities on behalf of the school must be approved in advance by the Board. The Board shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government. The Board shall be notified no later than the next regular board meeting of the award or receipt of any funds and shall approve the receipt of any grants, donations, or receipts of fundraising proceeds prior to their deposit in the school's accounts.

Contracts

Consideration will be made of in-house capabilities to accomplish services before contracting for them. Except as otherwise provided in these policies, the CEO may enter into contracts and agreements not to exceed \$50,000 without Board approval, provided funds sufficient for the contract or agreement are authorized and available within the school's board-adopted budget. Contracts and agreements in excess of \$50,000 must be submitted for board approval and may

Alta Public Schools Fiscal Policies and Procedures

be executed by the CEO or other person specifically designated by the Board after the Board has duly approved the contract or agreement.

Office staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$25,000. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.

Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors). Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The CEO may also require that contract service providers list the school as an additional insured.

If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), a W9 must be provided to Accounting Personnel before any payments will be remitted. W9s are submitted to Charter Impact before payments remitted to vendors.

The CEO will approve proposed contracts and modifications in writing. Contract service providers will be paid in accordance with approved contracts as work is performed. The CEO will be responsible for ensuring the terms of the contracts are fulfilled. Potential conflicts of interest will be disclosed upfront, and the CEO and/or Member(s) of the Governing Board with the conflict will recuse themselves from discussions and from voting on the contract.

PURCHASING & VENDOR PAYMENT

Segregation of Duties

The School will develop and maintain purchase order forms to document the authorization of non-payroll, discretionary expenditures. All expenditures must be approved by the CEO, Superintendent or director with budget accountability, who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget. In the absence of a vendor invoice, the School will develop and maintain a check request form to document the approval of payment for specific items.

All transactions will be posted in an electronic general ledger maintained by Charter Impact. To ensure segregation of recording and authorization, Accounting Personnel may not co-sign check requests for purchase orders.

General Purchasing Procedures

All purchases over \$25,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services. Designated personnel with expenditure authorization shall not approve purchase orders or check requests that lack such documentation.

Alta Public Schools Fiscal Policies and Procedures

Documentation shall be attached to all check and purchase order requests showing that at least one additional provider was contacted and such documentation shall be maintained for three years. All purchases in excess of \$25,000 must be bid by a board-approved process, except in the case of emergencies that necessitate the purchase of emergency response supplies, equipment, or services.

The CEO may authorize expenditures and may sign related contracts within the approved budget. The Governing Board will review all expenditures on a monthly basis, which is included in the Finance Report, including a check register of all expenditures paid during the month. The Governing Board must also approve contracts and non-budgeted expenses over \$50,000.

When approving purchases,

- a. Determine if the expenditure is budgeted
- b. Determine if funds are currently available for expenditures (i.e. cash flow)
- c. Determine if the expenditure is allowable under the appropriate revenue source
- d. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations
- e. Determine if the price is competitive and prudent.

Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed upon receipt of appropriate documentation of the purchase.

Purchase Orders

All non-recurring purchases booked to discretionary budget line items must be approved by the CEO or any designated director with budget accountability. Any invoice exceeding \$10,000 must be additionally approved by the CEO.

1. Once a PO is generated, the designated Associate gathers the vendor name, the estimated amount and the location, assigns a PO number, and enters this information to a Purchase Order Log available on a shared drive.
2. The PO is sent to the CEO and Superintendent (for instructional purchases) for proper authorization. Once authorized, requester places the order and returns a copy to the Accounting Associate. The Associate updates the PO log indicating the PO has been returned and completed.
3. The Finance Associate holds the PO copy to match to a subsequent invoice, and updates the log and sent to Charter Impact for payment.

Alta Public Schools Fiscal Policies and Procedures

Payment Authorization

All invoices will be gathered and batched for the CEO to approve.

1. The CEO will carefully review each invoice along with all supporting documentation (PO, quote, packing slips, etc), and initial next to each approved item.
2. Recurring payments (rent, utilities, equipment leases, etc) do not require authorization at this stage.

Accounts Payable Checks

The Governing Board has approved the CEO, and the Board Secretary as signors on the Schools' accounts.

1. Each week, Charter Impact will examine open payables in their accounting system and examine cash flow to determine which payments will be released.
2. Together with the Accounting Associate, vendors are selected for payment, and the checks are printed from Charter Impact's accounting system.
3. The CEO's digital signature is printed on all checks issues by Charter Impact. Charter Impact mails them immediately, or holds for a pre-arranged pick-up by the vendor.
4. At no time are checks printed and held long term, nor are blank checks permitted.

Credit Card

When using the Alta Public Schools credit card to make a school related purchase, the following steps must be followed to properly process and report the purchases being made.

1. Each holder must read and sign the Credit Card User Agreement.
2. Only receipts that indicate the store/vendor name, date, item(s) description and purchase amount will be accepted. The original receipt is required, but a legible copy is accepted in the event the original is lost or damaged. Restaurant visits must provide the itemized receipt along with the signature/tip calculation slip.
3. All receipts that are generated from the use of the credit card MUST be turned into the accounting office as soon as possible to avoid loss or damage to the receipt.
4. If a receipt is permanently lost, which does occur from time to time, the purchaser must complete a "Missing Receipt" form, which identifies the purchase date, vendor, item(s) and amounts. The form will be signed off by the CEO.
5. Credit Card statements will be reviewed by the CEO, evidenced by his initials, and the CEO's statement will be reviewed by a designated board officer, evidenced by initials.

Alta Public Schools Fiscal Policies and Procedures

Expense Reimbursement

When submitting receipts for reimbursement for any school related purchase, the following steps must be followed to properly process and report the purchases being made and to expedite the reimbursement of funds.

1. Before purchase is made, make sure to receive approval from the building Principal or Director since they have budget accountability.
2. Once the purchase(s) have been made, complete an Expense Reimbursement form and attach all receipts and pertinent documentation.
3. If the receipt is a small cash register tape, the top and bottom of the receipt must be taped neatly and securely to a blank sheet of paper.
4. Only receipts that indicate the store/vendor name, date, item(s) description and purchase amount. Will be accepted. The original receipt is required, but a legible copy is accepted in the event the original is lost or damaged. If the receipt is permanently lost, which can occur from time to time, then a "Missing Receipt" form must be completed.
5. Expense Reimbursement forms should be turned in monthly at minimum in order to book expenses to the correct accounting period.

Bank Reconciliations

Bank statements will be reviewed by the CEO, evidenced by initials or approval. The CEO will specifically examine all transactions for any suspicious or unfamiliar activity. Charter Impact will respond to any items of note. Signed off statements will then be scanned to the accounting server and await reconciliation as part of the monthly closing process. Reconciliations will be made available for CEO review and approval, evidenced by initials or approval for Charter Impact.

Aged checks are periodically reviewed on a month basis, and efforts are made to contact the payee to see if they are in possession of the check. If so, we strongly encourage them to cash it; if not, the address will be verified before voiding and re-issuing the check. Severely aged checks are a rare occurrence.

CASH RECEIPT MANAGEMENT

General Procedures for Non-Governmental Cash Receipts

For all fundraising activities approved by the board, the School will establish internal controls to ensure the safeguarding of assets. The following are general procedures for recurring activities:

Alta Public Schools Fiscal Policies and Procedures

1. For each fundraising or other event in which cash or checks will be collected, a designee (typically the Parent Coordinator) will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
 - a. The Designee will record each transaction in a receipt book at the time the transaction is made, with a copy of the receipt provided to the donor.
 - b. The cash, checks, receipt book, and deposit summary must be given to the school Office Manager by the end of the next school day, who will immediately put the funds in a secure, locked location.
 - c. Both the Designee and the Office Manager will count the deposit and verify the amount of the funds in writing.
2. Cash/checks dropped off at the school office will be placed directly into a lock box by the person dropping off the cash/checks.
 - a. All funds are deposited into the lock box in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
 - b. The Office Manager and one other staff member will jointly open the lock box to verify the cash/check amounts, and sign off on the amounts received.
 - c. The lock box will be emptied at least weekly.
3. All checks will be immediately endorsed with the school deposit stamp, containing the following information: "For Deposit Only"
4. A Deposit Recap will be completed by the Accounting Associate and reviewed by Charter Impact. The Recap will be scanned along with the checks and supporting documentation, and saved in the remote server.
5. Deposits will be made as timely as administratively possible.

Volunteer Expenses

All volunteers will submit a purchase requisition form to the CEO or designated staff with budget accountability for all potential expenses. Only items with prior written authorization from the CEO or designated staff with budget accountability will be paid/reimbursed.

Returned Check Policy

A returned-check processing fee will be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by the CEO, payment of the NSF check and processing fee must be made by money order or certified check.

In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing

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fee and any subsequent payment(s) by that individual must be made by money order or certified check.

In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the CEO or Governing Board. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the CEO or Governing Board.

HUMAN RESOURCES AND PAYROLL

Payroll Services and Setup

Payroll services are outsourced to a third-party provider, Charter Impact, including paychecks, proper withholdings, quarterly tax reports and year end W-2s. The Director of HR will establish and oversee a system to prepare time and attendance reports and submit payroll check requests. The Directors of HR and Charter Impact will review payroll journals each pay period to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements are remitted through Accounts Payable.

Upon hiring of staff, the Director of HR will be responsible for the creation of a personnel file with all required documentation and completing or providing all items on the Employee Payroll Set-up/Change Form.

Timesheets

All hourly employees will be responsible for completing a timesheet including PTO (paid time off) and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet. Incomplete timesheets will be returned to the signatory supervisor and late timesheets will be held until the next pay period. No employee will be paid until a correctly completed timesheet is submitted. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling out), the employee is responsible for notifying the signatory supervisor or for making other arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

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Overtime

Advanced approval in writing by the building Principal is required for compensatory time and overtime. Overtime only applies to classified employees and is defined as hours worked in excess of eight (8) hours within a day or forty (40) hours within a week. Overtime will be granted at the discretion of the building principal, but is largely due to completing special projects or covering for absent staff. If a building principal identifies a recurring need for overtime in any given position, he/she should immediately consult with the CEO for further guidance.

Payroll Processing

For hourly employees, employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The immediate supervisor will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's initials next to the day on which overtime was worked. For salaried employees, employees must sign into a log book to verify working days for accuracy. The Office Manager will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

For substitute teachers, the Office Manager will maintain a log of teacher absences and the respective substitutes that work for them. The Office Manager will verify that the substitutes initial the log next to their names before they leave for the day and that teachers, upon returning to work, initial next to their names.

Payroll is processed within 5 days after the period in which it is earned. Once all data is input by the HR Assistant, a "preview" is generated and reviewed by both the Directors of HR and Charter Impact. Once approved, payroll is submitted. If When the pay checks are delivered by courier, they are handed to the Director of HR for distribution.

Payroll Taxes and Record Keeping

A third-party provider or C.I. will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries based on the reporting submitted.

A third-party provider or C.I. will also prepare the state and federal quarterly and annual payroll tax forms for income tax withholdings.

The HR Assistant will maintain written records of all employees' use of paid and unpaid time off.

1. The HR Assistant will immediately notify the Director of HR if an employee exceeds the accrued PTO, or has any other unpaid absences.
2. Records will be reconciled when requested by the employee. Each employee must maintain personal contemporaneous records.

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Travel

Employees will be reimbursed for mileage when pre-approved by the CEO or designated staff with budget accountability. Mileage will be reimbursed at the government-mandated rate for the distance traveled, less the distance of the employee's regular commute to the school.

Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates should be negotiated at the lowest level possible, including the corporate, non-profit or government rate if offered, and the lowest rate available. Employees will be reimbursed for any breakfast, lunch, or dinner that is not included as part of the related event (itemized receipts must accompany the reimbursement form).

Travel advances require written approval from the CEO or Superintendent and receipts for all advanced funds not returned. After the trip, the employee must enter the appropriate information on a Travel Expense Report and submit it to the CEO or designated staff with budget accountability for approval. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a personal check. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.

Telephone Usage

Employees will not make personal long distance calls on the telephones without prior approval from a supervisor. Employees will reimburse the school for all personal telephone calls.

FINANCE AND FINANCIAL REPORTING

Monthly Reporting

Charter Impact will present the following at monthly board meetings for each "location":

- a. Budget vs. Actual Report
- b. Balance Sheet
- c. Aged Payables
- d. Statement of Revenue & Expense, forecasted to fiscal year end
- e. Monthly Check Register
- f. Consolidated Statement of Revenue & Expense and Financial Position w/ratios

The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.

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Third Party Loans

The **CEO Board** will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.

Once approved, loan documents will be prepared and signed by the **APS Board Chair and CEO** before funds are borrowed.

Fund Balance Reserve

The goal of Alta Public Schools is to maintain a cash reserve of at least 5% of the annual expenses for each school. Charter Impact monitors and projects the year-end fund balance for each school, and will recommend action as appropriate to the CEO on a regular basis.

INTERSCHOOL TRANSFERS AND LOANS

Background:

The use of intercompany transfers or loans from one charter school to another charter school operated by the same non-profit charter school management organization has been deemed appropriate by various charter school authorizers, along with Federal and State Governments. Furthermore, according to the legal counsel for the California State Auditor's Office, 'a nonprofit public-benefit corporation that operates multiple charter schools may temporarily loan state apportionment funds between schools, so long as the loan does not adversely affect the public school purposes of the charter school that loans the funds.

The Board of Directors of Alta Public Schools has established a policy that permits schools that it operates to obtain temporary working capital. This is accomplished by transferring reserve funds from one or more schools with a surplus to a school with a financial need. In addition, due to the nature of operating related schools, transactions such as payroll, taxes, split invoices, etc. will need to be paid from a single bank, while the expenses belong to multiple schools/business segments. Such transactions create intercompany receivables and liabilities.

To this end, the APS Central Office will act as the primary payer for expenses common to all schools, including, but not limited to, general liability insurance, health insurance and payroll. Transactions between schools will be kept to a minimum.

These interschool loans, receivables and liabilities will be subject to Board approval if the balance exceeds \$500,000 at any one point in time. This includes balances between schools and related management organization under Alta Public Schools, Inc. Lending will not be allowed unless the lending school has sufficient capital to lend without having an adverse impact on the educational program. The borrowing school must demonstrate a specific need and shall repay the entire loan in a timely manner. A monthly update on outstanding interschool loans and

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balances shall be provided to the Board of Directors that shall include an update on each school's financial position, amount that has been repaid, amount outstanding and anticipated repayment date.

I. Conflict of Interest

No Board member or Charter School employee shall be financially interested in any contract made by the Board or in any contract made in their capacity as a Board member or Charter School employee.

No Board member or Charter School employee shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the Board member or Charter School employee, or any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ the Board member or Charter School employee, has a financial or other interest in the firm selected for an award. The Board member or Charter School employee shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to subagreements.

To the extent permitted by law, any Board member or Charter School employee who violates this section may be subject to penalties, sanctions, and other disciplinary actions.

II. Reservation

The Charter School Procurement and Contract Bidding Policy shall be amended and updated if necessary to comply with changes in acceptable procurement practices.

III. Federal Grants or Program

In addition to complying with all conditions herein, all contracts involving federal grants or other federal programs shall also fully comply with all applicable federal procurement guidelines related to such programs. In the event there is a conflict between this policy and the applicable federal procurement guidelines, the federal guidelines shall prevail.

Adopted: Date XX, 20XX

I, _____ as the Secretary of the Alta Public Schools Board of Directors, I hereby certify that the foregoing is a true copy of a resolution duly and legally adopted by the Board of Directors on this XX day of XXXXXX, 202X, and that this resolution has not been revoked.