



## Encore JR/SR High School

### Regular Encore Board of Directors Meeting - March 2021

Published on March 5, 2021 at 4:07 PM PST

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#### Date and Time

Monday March 8, 2021 at 6:30 PM PST

#### Location

This meeting is being held virtually in compliance with the Governor's Executive order N-29-20.

Website: [www.encorehighschool.com](http://www.encorehighschool.com) If you would like to speak during public comment, please email your name, the item you would like to comment about, and your comment, to [board@encoreedcorp.com](mailto:board@encoreedcorp.com). These comments will be read aloud during open session at the board meeting for up to three (3) minutes. The chance to add public comment through emails will close after the public comment agenda item is completed.

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#### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
A. Call the Meeting to Order		Suzanne Cherry, Board President	
B. Record Attendance		Suzanne Cherry, Board President	1 m
C. Approve Minutes	Approve Minutes	Ashlin Barkdull, General Executive Manager	1 m

The Board minutes for approval are from Encore's February 08, 2021 regular Encore Board of Directors meeting.

Approve minutes for Regular Encore Board of Directors Meeting - February 2021 on February 8, 2021

	Purpose	Presenter	Time
<b>D. Invitation for public to address the Board, open session items</b>	Discuss	Ashlin Barkdull	5 m

This is the time and place for the general public to address the Board of Directors on any matter within jurisdiction of the Board. Comments should be limited to three (3) minutes. Public comments can be related to agenda items or non-agenda items. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

**II. Academic Excellence 6:37 PM**

<b>A. Assistant Dean of Academics Report</b>	FYI	Julia Dolf	5 m
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Each month, Encore's Assistant Dean of Academics routinely reports on the academic operations on campus to the Encore Board of Directors. This is for information purposes only.

<b>B. Information Items - Academic Excellence</b>	FYI	Julia Dolf	3 m
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No Discussion planned. Each month, Encore's administrative team updates the Encore Board of Directors on professional development, data, and other events that help drive student success. These items are submitted as a group of data materials and will be summarized monthly. No action is needed. Included in these reported notes are NWEA Data reports and Observation Form, and agendas and notes from Monday Morning Meetings, Department Chair Meetings, ELL Meetings, and Independent Study Meetings that took place in the month of February.

<b>C. 2021-2022 School Calendars</b>	Vote	Denise Griffin	3 m
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Attached are the 2021-2022 School Calendars for Junior High and High School.

<b>D. IT Manager Report</b>	FYI	Jim Barkdull	5 m
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Over the course of the school year, Encore's IT Manager will report to the Encore Board of Directors to talk about special events and happenings within their department on campus. This report is for information purposes only.

<b>E. School Accountability Report Card (SARC) Report</b>	FYI	Ashlin Barkdull	5 m
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California public & nonpublic, nonsectarian schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources & demographics.

<b>F. Variable Term Waiver Request</b>	Vote	Ashlin Barkdull	5 m
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Waiver from the California Teacher Commission on credentialing. This waiver is for teachers that are currently working towards the A.B. 1505 qualifications. The listed teachers will be allowed to teach EL students.

<b>G. DOJ Report</b>	FYI	Ashlin Barkdull	2 m
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Routine report outlining background checks from the Department of Justice.

**III. Governance 7:05 PM**

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>A. Staff Liaison Report</b>	Discuss	Jamie Waggoner	3 m

Encore High School has a staff elected liaison that makes themselves available to the staff for questions, comments, and concerns throughout the school year. The liaison also meets each semester with the staff and reports monthly to the Encore Board of Directors.

<b>B. Statements of Economic Interest (Forms 700)</b>	Discuss	Wayne Strumpfer	5 m
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This is the time when all individuals that need to complete the annual Forms 700 will complete their forms and ask legal counsel any questions prior to the April 1, 2021 deadline.

**IV. Operations 7:13 PM**

<b>A. Risk/Maintenance Manager Report</b>	FYI	Joseph Griffin	5 m
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Over the course of the school year, Encore's Maintenance Manager will report to the Encore Board of Directors to discuss events and happenings within their department on campus. This report is for information purposes only.

**V. Development 7:18 PM**

<b>A. Board On Track - Board Training</b>	Discuss	Denise Griffin	10 m
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Encore has contracted with Board on Track to help formalize and normalize Board meetings and engagement with staff. Each month, a small training piece will be presented to the Board to help train the platform.

**VI. Finance 7:28 PM**

<b>A. Financial Reporting Department</b>	FYI	Denise Griffin	5 m
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As part of the renewal process with Hesperia Unified School District, Encore is submitting an organization chart for the financial experts that help Encore with all finance operations.

<b>B. Audit Engagement Letter</b>	Vote	Denise Griffin	5 m
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Nigro & Nigro Audit Engagement Letter for independent audit and tax preparation services for the three (3) fiscal years ending June 30, 2021 through June 30, 2023.

<b>C. Finance Consent Items</b>	Vote	Denise Griffin	5 m
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It is recommended that the board considers approving a number of agenda items as a finance consent list. These items are routine in nature and can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change. Included in this list:

- STRS payment report, PERS payment report, 403B payment report
- February 2021 Warrant Report Detail
- January 2021 Student Services Reconciliation Summary
- Attendance Reports

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>D. Second Interim Budget</b>	Vote	Paul Khoury	10 m

Paul Khoury from Delta Managed Solutions will go over the year to date budget updates for second interim. This report happens annually. Staff recommends approval of this budget.

	Vote	Denise Griffin	5 m
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Third party auditor, Nigro & Nigro, have completed the audited actuals and the report needs to be approved by the Board. This is a routine audit and happens annually. It is normally approved in December, but has been delayed due to COVID-19. Staff recommends approval of this audit.

	Discuss	Paul Khoury	5 m
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2020-2021 Title I, Part A School Allocations report identifies the amount of funds to be allocated to eligible schools.

	Vote	Denise Griffin	5 m
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Purchase of 250 new Chromebooks based on The Learning Loss Mitigation Funding (LLMF) Funding.

**VII. Adjourn to closed session**

**8:08 PM**

Pursuant to Government code section 54957, the Board may adjourn to closed session at any time during the meeting to discuss staff/student personnel matters, negotiations, litigation, and/or acquisition of land or facilities. The board will adjourn to closed session in a private area for discussion and may take action on the following closed session items.

***Conference with Legal Counsel- Anticipated Litigation.***

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 (one case).

	Discuss	Suzanne Cherry	3 m
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After the closed session is complete, the Board will reconvene and report any action taken on closed session.

**VIII. Closing Items**

**8:11 PM**

	Vote		
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A copy of the agenda will be posted at least 72 hours before such meeting. A copy of the written materials which will be submitted to the School Board Directors is available along with this agenda following the posting of the agenda by emailing [abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com).

Requests for disability-related modifications or accommodations to participate in this public meeting shall be made 24 hours prior to the meeting by calling (760) 956-2632 or emailing [abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com). All efforts will be made for reasonable accommodations. The agenda and public documents can be modified upon request as required by Section 202 of the Americans with Disabilities Act.

# Cover Sheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:** Ashlin Barkdull  
**Related Material:**  
Minutes for Regular Encore Board of Directors Meeting - February 2021 on February 8, 2021

**BACKGROUND:**

The Board minutes for approval are from Encore's February 08, 2021 regular Encore Board of Directors meeting.

**RECOMMENDATION:**

Encore staff recommends approval of these minutes.

DRAFT



## Encore JR/SR High School

### Minutes

Regular Encore Board of Directors Meeting - February 2021

Complied by Joelle Schwarck and Reviewed by Wayne Strumpfer  
YM&C

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#### **Date and Time**

Monday February 8, 2021 at 6:00 PM

#### **Location**

This meeting is being held virtually in compliance with the Governor's Executive order N-29-20.

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#### **Directors Present**

G. Thackeray (remote), K. Ahmed (remote), K. Staley (remote), R. Gabler (remote), S. Cherry (remote)

#### **Directors Absent**

*None*

#### **Guests Present**

C. Peterson (remote), D. Griffin (remote), Dylan Zamanis (remote), Esther Haskins (remote), J. Dolf (remote), J. Griffin (remote), Jamie Waggoner (remote), W. Strumpfer (remote)

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### **I. Opening Items**

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

S. Cherry called a meeting of the board of directors of Encore JR/SR High School to order on Monday Feb 8, 2021 @ 6:03 PM.

**B. Record Attendance**

**C. Approve Minutes**

R. Gabler made a motion to approve the minutes from Regular Encore Board of Directors Meeting - January 2021 on 01-11-21.

K. Staley seconded the motion.

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

**D. Invitation for public to address the Board, open session items**

**II. Academic Excellence**

**A. Academic Excellence - Student Government President Report**

**B. Assistant Dean of Academics Report**

**C. Counseling Report**

**D. EL Class Report**

**E. For this report, make sure to get Dylan's PowerPoint presentation to add to the minutes.**

This is a mistake, please remove this.

**F. NWEA Contract**

K. Staley made a motion to approve the nwes contract.

G. Thackeray seconded the motion.

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

**G. Information Items - Academic Excellence**

For this report, please add the Power Point from Zamanis

**H. Academic Excellence Committee Approval of Mission and Description**

R. Gabler made a motion to approve.

K. Ahmed seconded the motion.

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

**III. Governance**

**A. Board Meeting Calendar**

R. Gabler made a motion to approve.

K. Ahmed seconded the motion.

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

**B. Staff Liaison Report**

**C. COVID-19 Reopening Plan**

K. Ahmed made a motion to approve.

K. Staley seconded the motion.

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

**D. New Position - Fiscal Controller**

R. Gabler made a motion to approve.  
K. Ahmed seconded the motion.  
The board **VOTED** to approve the motion.

**E. Approval of updated Employee Handbook**

R. Gabler made a motion to approve.  
K. Ahmed seconded the motion.  
The board **VOTED** to approve the motion.

**IV. Development**

**A. Board On Track - Board Training**

**B. Recommended approval of the name change from Associated Student Body to Encore Student Government**

K. Staley made a motion to approve.  
R. Gabler seconded the motion.  
The board **VOTED** to approve the motion.

**V. Finance**

**A. Finance Consent Items**

K. Ahmed made a motion to approve.  
G. Thackeray seconded the motion.

- Discussion commenced regarding utilities during the school closures.

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

**B. Student Services Account Summary**

G. Thackeray made a motion to approve.  
R. Gabler seconded the motion.  
The board **VOTED** to approve the motion.

**C. Finance Internal Controls Action Plan**

**VI. Closing Items**

**A. Adjourn Meeting**

G. Thackeray made a motion to approve.  
K. Ahmed seconded the motion.  
The board **VOTED** unanimously to approve the motion.  
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:28 PM.

Respectfully Submitted,  
D. Griffin

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**Documents used during the meeting**

- ESG President FEBRUARY updated.pdf



- Dean of Academics Report Feb 2021.pdf
- Board Meeting - Counseling Report 02-01-2021 corrected.pdf
- EL\_Class\_Report\_.pdf
- January\_Febbruary PD meetings.pdf
- Monday Morning Meeting Notes Feb 2021.pdf
- NWEA Contract.pdf
- academic excellence committee description.pdf
- Board Meeting Calendar Revised 20-21.pdf
- Feb 2021 Staff Liaison Board Report.pdf
- Encore Addendum COVID 19.pdf
- Job Description-Fiscal Controller.pdf
- Draft Encore Employee Handbook 2.5.21.pdf
- Role Academic Excellence Committee.pdf
- Attendance Feb 2021 Board Meeting.pdf
- ENC 20-21 -Monthly Payroll Retirement Contributions Feb 2021 meeting.pdf
- ENCORE January 2021 Warrant Report (Summary for Hesperia).pdf
- ENCORE January 2021 Warrant Report (Summary for Riverside).pdf
- ENCORE January 2021 Warrant Report Detail.pdf
- Encore Nov. 2020 Financial Reports\_Board\_Dist.pdf
- December 2020 Student Services Acct. \_Redacted- JS (1).pdf
- Nov 2020 Expense Report Redacted\_Redacted JS.pdf
- FINANCE\_INTERNAL\_CONTROLS\_2020.pdf

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# Cover Sheet

## Assistant Dean of Academics Report

**Section:** II. Academic Excellence  
**Item:** A. Assistant Dean of Academics Report  
**Purpose:** FYI  
**Submitted by:** Julia Dolf  
**Related Material:** Assistant Dean of Academics Report (1).pdf

**BACKGROUND:**

Each month, Encore's Assistant Dean of Academics routinely reports on the academic operations on campus to the Encore Board of Directors. This is for information purposes only.

**RECOMMENDATION:**

There is no action required for this report.



## **Assistant Dean of Academics Report**

### **March 2021**

Welcome to March 2021 and the almost one-year anniversary of distance learning. Our staff and students have learned one major lesson during this year. This lesson is that we miss what normal school life used to be like. Encore is happy to see that other schools can see their students as early as this month and wish those students all the fun and success back to in person instruction.

- Staff returned to campus full time
  - Even though we are still distance learning, we love having our staff back on campus
- NWEA
  - Benchmark window is March 8<sup>th</sup>-18<sup>th</sup>
  - Teachers will test Math, English, and Science
  - Practicing the CAASPP testing rotation with this
- WASC Visit during March 1<sup>st</sup> and 2<sup>nd</sup>
- Teacher observations with teacher conferences will begin this month
- Math and English Curriculum for 2021/2022 school year
  - Teachers collaborate and research appropriate curriculum
  - Grades 7-12

# Cover Sheet

## Information Items - Academic Excellence

**Section:** II. Academic Excellence  
**Item:** B. Information Items - Academic Excellence  
**Purpose:** FYI  
**Submitted by:** Julia Dolf  
**Related Material:** NWEA PD.pdf  
NWEA PD 2.pdf  
Observation Form (1).pdf  
Monday Morning Meeting Notes (4).pdf  
Department Chair Meeting Notes (3).pdf  
ELL Meeting Notes (1).pdf  
Independent Study Meeting Notes (1).pdf

### BACKGROUND:

No Discussion planned. Each month, Encore's administrative team updates the Encore Board of Directors on professional development, data, and other events that help drive student success. These items are submitted as a group of data materials and will be summarized monthly. No action is needed. Included in these reported notes are NWEA Data reports and Observation Form, and agendas and notes from Monday Morning Meetings, Department Chair Meetings, ELL Meetings, and Independent Study Meetings that took place in the month of February.

### RECOMMENDATION:

There is no action required for these reports.

## **Department Chair Notes**

**February 22, 2021 (Arts)**

**February 24, 2021 (Academics)**

- Gradebook checks
  - I reminded staff that they needed gradebooks created by February 10th
  - More than  $\frac{1}{4}$  of the staff has not created them or has no assignments for students
  - Grading window opens on 3/10 so they need to get on this
  - I will issue write ups if I don't see this by 3/2
- NWEA Professional Development
  - Academic staff need to take the online professional development by 3/2
  - The "Zoom" professional development will be with me on 3/3
  - We start benchmarks on  $\frac{3}{8}$
- WASC Visit
  - Visit is March 1st and 2nd
  - Staff need engaging lessons
- CTE
  - Make sure you're covering all standards for CTE

## **ELL Meeting**

**February 23, 2021**

**Attendance: D. Smith, J. Dolf**

- Prepare for WASC
- Approved to hire aide
  - Dolf called and is waiting for candidate to reply to call
- ELPAC Letter
  - Translate it to native language
  - Add testing appointment to it
  - In addition to an email letter, mail the letter
- Testing Cohorts for ELPAC
  - Use F29

## **Independent Study Meeting**

**February 24, 2021**

**Attendance: Dolf, D. Griffin, J. Elias, McNaulty, Haskins, Terrazas, Carter**

- Preparing for WASC visit
- What is the current process of Independent Study at Encore?
- Zero period on gradebook
  - Dolf on Aeries however, students have a grading teacher that is not Dolf
- Teacher Ratio
  - Teachers grade no more than 24 students
  - Based on their credential
- Appropriate Curriculum
  - Cyber High for high school students
  - Encorestudent.com for middle school history
  - TCI for middle school science
- Tutoring
  - Invite students to the grading teacher tutoring
- Teachers need to meet with students weekly
- Coordinator needs to meet with students weekly

## **Monday Morning Meeting Notes**

**February 5, 2020**

**(Email meeting)**

- ❑ No School on Monday, 2/15. Please, please, please, enjoy the three day weekend!
- ❑ Google Classroom should be made for individual periods. If you have tech questions about this you need to reach out to Jim.
- ❑ Gradebooks need to be created and set up with students by Wednesday
- ❑ When in a meeting, please turn your cameras on. If we expect it from our students to do this then we need to do it as well :)
- ❑ Email me if you need access to an encestudent.com course
- ❑ Email all students and parents your Google classroom codes, Zoom IDs, and ask them to check their schedules for any changes this week. Please add me to the email as well as a verification.
- ❑ Starting March, all staff return to campus.
- ❑ Please complete the student awards sheet for second quarter by this Friday, 2/12
- ❑ Board Meeting tonight at 6 virtually



**Monday Morning Meeting  
(Tuesday Edition)  
February 16, 2021**

- Black History Month- Feb. 16, 1923 - Bessie Smith makes her first recording, "Down Hearted Blues." Bessie was nicknamed the Empress of the Blues.
- Today is a B day
- Friday is an A day due to the short week
- Send out recover packets
  - Email to parents
  - Email to students
  - Tell them why the packet is being sent out
  - Due March 12th
- Next grading period is March 10th-12th
- Please be flexible with benchmarks.
  - We will start the first round ASAP
  - Training may take place any day during the week as well
- Test prep
  - If you're a testing grade/course, please start test prep
  - Bell Ringers are a great way to do this
- Testing window opens the week we come back from break
- UC course forms due to Denise
- Senior Makeup pictures are today and tomorrow.
  - Email Kelsey for more information
- Book Donation Drive begins this week
  - Email Mr. Parker for more details
- Read the WASC report so we can plan for our March 1st-2nd visit
  - Meetings to come (especially during the week)
- All staff to return to work on campus full time on March 1st

## Monday Morning Meeting Notes

February 22, 2021

- Black History Month Guest Speaker this Friday, 2/26 from 2-3
- Novel disbursement this week
  - Today, 2/22, 7th and 8th
  - 2/23, 9th and 10th
  - 2/24, 11th and 12th
  - 2/25 and 2/26, all grades
  - Please remind students on Google Classroom
- Please check your calendars for meetings this week as we prepare for WASC
- WASC to visit virtually on Monday and Tuesday, March 1st and 2nd
- All campus to start working full time from campus starting March 1st
- Please read the email about your Google Classroom posting
  - Email me the phrase “State Standards are posted” once you’ve read the email
- NWEA training is asynchronous
  - Follow up meeting on Friday with Academic staff
  - This meeting is mandatory
  - If you cannot attend, you must reach out to me
- Benchmark window is March 3rd-19th
  - An email with testing schedules to follow

**Monday Morning Meeting Notes**  
**March 1, 2021**  
**Asynchronous**

- ❑ WELCOME BACK TO CAMPUS TEACHERS!!
  - ❑ Don't be alarmed if you see me drop in your classrooms
- ❑ WASC visits Monday and Tuesday.
  - ❑ Prepare amazing lessons
  - ❑ Even though your name may not be on the observation list, they might ask to drop in additional classes
- ❑ Have your standards, objective, and agenda posted on your Google Classroom and during the start of your Zoom sessions
- ❑ After completing a grade book audit that I stated to all staff would happen, a few of you still have yet to create grade books and or add assignments to Aeries. This was a requirement due two weeks ago. I will make my final checks on Monday after school.
- ❑ Grading window opens next week (yes, already)
- ❑ Board meeting on Monday, March 8, 2021
- ❑ Academic meeting afterschool on Wednesday for NWEA training/benchmark planning
- ❑ Benchmark window is from Monday, March 8th through Thursday, March 18th
  - ❑ A schedule is to go out to all teachers during this week so you can plan
  - ❑ Arts teachers, during the testing block you will have trainings and meetings

-Once you've read these notes, please respond with HAPPY BIRTHDAY JEFF in honor of Jeff Wise and his birthday this weekend!

## Asynchronous Video Professional Development

The screenshot displays the nwea platform interface. At the top, there is a navigation bar with the nwea logo, a search bar containing the text "Search content in the platform", and a search icon. Below the navigation bar is a dark grey header with the text "Courses Home".

The main content area features a section titled "MAP Growth Basics Courses" with a star icon and a sub-heading "Courses available based on MAP Growth Basics purchase". Below this, there are four course cards, each with a green header and a "Completed" badge. The courses are:

- Get Started: Why Use MAP Growth** (20m 00s)
- Get Students Ready for MAP Growth** (20m 00s)
- Get Your Teachers Ready for MAP Growth** (20m 00s)
- Get Yourself Ready to Be a Proctor** (25m 00s)

Each course card includes the "mapGROWTH BASICS" logo, the course title, the duration, and an "E-Learning" icon with a vertical ellipsis menu icon.

### Appendix C:

# NWEA and Encore Jr. Sr. High School

## MAP Growth Assessments

1

### Why another test?

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#### CURRENT CHALLENGES WE FACE

- + Data reports were inconsistent
- + Lack individual student reports
- + Staff was unable to pull reports

#### BENEFITS OF USING GROWTH DATA

- + Show students their strengths so they can build on success
- + Set meaningful growth goals and learning plans
- + See projection for proficiency on state testing
- + Evaluate growth with fair comparisons

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## Benefits for Our School

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### CURRENT CHALLENGES WE FACE

- + Math Assessment Scores
- + Mastery of content standards
- + SPED, ELL, and additional subgroup assistance

### MAXIMIZE CLASSROOM TIME BY:

- + Creating plans to reach all students—typical, below, and above grade level
- + Personalizing instruction
- + Identifying which instructional approaches are working and which need revision

More examples: [NWEA.org/schools](https://www.nwea.org/schools)

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## What are our hesitations?

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- + How will remote testing work?
- + What if we have low attendance?
- + Students refuse to log in
- + Not enough data due to distance learning



4

## What questions do we need to answer as we prepare for MAP Growth testing?

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1. What are our goals for using MAP® Growth™?
2. What do we want our students' experience to be like?
3. How should we evaluate the success of using MAP Growth this year?
4. If you have previous experience with MAP Growth, what would you change?

5

## Our Plan for Success

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- + Training
- + Logistics
- + Support resources



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## Our Plan for Success—Training

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### BEFORE TESTING

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- + Train staff to proctor test
- + Go over remote testing rules
- + Email parents to buy in

### AFTER TESTING

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- + Watch MAP Growth video on how to read data
- + Create action plans for next steps with staff

### PREPARING STUDENTS

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- + Motivate students for success
- + Review testing strategies with students

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## Our Plan for Success—Logistics

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- + Grades/subjects being tested: 7<sup>th</sup>-11<sup>th</sup> grades/English, Math, & Science
- + Frequency of testing: Three times a year
- + Testing dates: March 8-18th
- + Devices/lab use: Chromebooks/Remote Testing
- + Makeup testing: TBD

8



## Our Plan for Success—Support Resources

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Contact these people for questions about:

- + Technical issues: Jim and Kyle- [IT@encorehighschool.com](mailto:IT@encorehighschool.com)
- + Scheduling concerns: Julia- [jdolf@encorehighschool.com](mailto:jdolf@encorehighschool.com)
- + Accommodations: Bernice- [bswingle@encorhighschool.com](mailto:bswingle@encorhighschool.com)
- + Data access: Julia- [jdolf@encorehighschool.com](mailto:jdolf@encorehighschool.com)
- + Adding students/teachers: Julia- [jdolf@encorehighschool.com](mailto:jdolf@encorehighschool.com)

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## Our Plan for Success—Support Resources, cont.

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Contact these people for questions about:

- + Data analysis: Julia- [jdolf@encorehighschool.com](mailto:jdolf@encorehighschool.com)
- + Student roster issues: Julia- [jdolf@encorehighschool.com](mailto:jdolf@encorehighschool.com)
- + Testing session setup: Julia- [jdolf@encorehighschool.com](mailto:jdolf@encorehighschool.com)
- + Reminder: All tech issues go to Jim and Kyle at [it@encorehighschool.com](mailto:it@encorehighschool.com)

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## Planning Forward

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- + How will we gather feedback following the first testing season?
- + What's next on the training horizon?
- + How will we train new staff?
- + Who will be responsible for letting staff know about software updates or other changes?

11

NWEA and MAP are registered trademarks, and MAP Growth is a trademark, of NWEA in the US and in other countries.

January 2021 | OMGBTEA\_PL20727

12



## Lesson and Classroom Observation Form

Observer's Name: \_\_\_\_\_ Date of Observation: \_\_\_\_\_ School Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Lesson Topic: \_\_\_\_\_ Department: \_\_\_\_\_

<p><b>What was the objective of the lesson?</b></p> <p><b>How do you know?</b></p>	
<p><b>How did the activities of the class accomplish and support the objective?</b></p>	
<p><b>Give a synopsis of the class period</b></p>	
<p><b>List areas of strength</b></p>	
<p><b>What areas need improvement?</b></p>	
<p><b>Describe teacher and student engagement</b></p>	
<p><b>What CSTP standards were observed?</b></p>	
<p><b>Additional Comments</b></p>	

# Cover Sheet

## 2021-2022 School Calendars

**Section:** II. Academic Excellence  
**Item:** C. 2021-2022 School Calendars  
**Purpose:** Vote  
**Submitted by:** Denise Griffin  
**Related Material:** 21-22 Jr. High Calendar.pdf  
21-22 High School Calendar (1).pdf

**BACKGROUND:**

Attached are the 2021-2022 School Calendars for Junior High and High School.

**RECOMMENDATION:**

Encore staff recommends approval of these items.

## ENCORE HIGH SCHOOL | 2021-2022 CALENDAR

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**1-2** New Student Jump Start  
**3** **First Day of School (0-9)**  
**6** **Labor Day**  
**17** Test Day  
**24** Test Day

19 days

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**4** Test Day  
**11** Test Day  
**18** Test Day  
**21-25** **Spring Break**

18 days

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**1** Test Day  
**8** Test Day  
**11** **Columbus Day**  
**15** A Day  
**22** Test Day  
**29** Test Day  
**31** Halloween

20 days

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**1** Test Day  
**8** Test Day  
**15** Good Friday, **Test Day**  
**End of 3<sup>rd</sup> Quarter**  
**17** Easter Sunday  
**22** Test Day  
**29** Test Day

21 days

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**5** Test Day, **End of 1<sup>st</sup> Qtr.**  
**11** Veterans Day  
**12** B Day  
**19** Test Day  
**22-26** **Fall Break**  
**25** Thanksgiving Day

16 days

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**6** Test Day  
**8** Mother's Day  
**13** Test Day  
**20** Test Day  
**27** Test Day  
**30** **Memorial Day**

21 days

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**3** Test Day  
**10** Test Day  
**17** Test Day  
**20-31** **Winter Break**  
**25** **Christmas Day**

13 days

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**10** Test Day  
**11** **Senior Graduation**  
**17** **9<sup>th</sup>-11<sup>th</sup> Grade Last Day of School (0-9)**  
**19** Father's Day

13 days

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**1** **New Year's Day**  
**3-7** **Winter Break**  
**14** Test Day  
**17** **M.L. King Day**  
**21** A Day  
**28** Test Day

15 days

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**4** Independence Day

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	6
6	7	8	9	10	11	13
13	14	15	16	17	18	20
20	21	22	23	24	25	27
27	28					

**4** Test Day, **End of 1<sup>st</sup> Semester**  
**11** Test Day  
**18** Test Day  
**21** **Presidents' Day**  
**25** A Day

19 days

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Regular Day (144) – 374  
 Friday (31) – 364  
 175 Instructional Days  
 Total Minutes – 65,140  
 State Requirement – 64,000

## ENCORE JR HIGH SCHOOL | 2021-2022 CALENDAR

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**1-2** New Student Jump Start  
**3** First Day of School  
**6** **Labor Day**  
**17** Test Day  
**24** Test Day

19 days

MARCH '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**4** Test Day  
**11** Test Day  
**18** Test Day  
**21-25** **Spring Break**

18 days

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**1** Test Day  
**8** Test Day  
**11** **Columbus Day**  
**22** Test Day  
**29** Test Day  
**31** Halloween

20 days

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**1** Test Day  
**8** Test Day  
**15** Good Friday, **Test Day**  
**End of 3<sup>rd</sup> Quarter**  
**17** Easter Sunday  
**22** Test Day  
**29** Test Day

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**5** Test Day, **End of 1<sup>st</sup> Qtr.**  
**19** Veterans Day  
**19** Test Day  
**22-26** **Fall Break**  
**25** Thanksgiving Day

16 days

MAY '22						
S	M	T	W	Th	F	S
					6	7
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**6** Test Day  
**8** Mother's Day  
**13** Test Day  
**20** Test Day  
**27** Test Day  
**30** **Memorial Day**

21 days

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**3** Test Day  
**10** Test Day  
**17** Test Day  
**20-31** **Winter Break**  
**25** **Christmas Day**

13 days

JUNE '22						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**10** Test Day  
**16** **Last Day of School**  
**17** **8<sup>th</sup> Grade Promotion**  
**(0-9) 7<sup>th</sup> grade**  
**19** Father's Day

13 days

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**1** **New Year's Day**  
**3-7** **Winter Break**  
**14** Test Day  
**17** **M.L. King Day**  
**28** Test Day

15 days

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**04** Independence Day

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	6
6	7	8	9	10	11	13
13	14	15	16	17	18	20
20	21	22	23	24	25	27
27	28					

**4** Test Day, **End of 1<sup>st</sup> Semester**  
**11** Test Day  
**18** Test Day  
**21** **Presidents' Day**

19 days

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Regular Day (145) – 354  
 Friday (30) – 364  
 175 Instructional Days  
 Total Minutes – 62,250  
 State Requirement – 54,000

# Cover Sheet

## IT Manager Report

**Section:** II. Academic Excellence  
**Item:** D. IT Manager Report  
**Purpose:** FYI  
**Submitted by:** Jim Barkdull  
**Related Material:** March 2021 Board Report.pdf

### BACKGROUND:

Over the course of the school year, Encore's IT Manager will report to the Encore Board of Directors to talk about special events and happenings within their department on campus. This report is for information purposes only.

### RECOMMENDATION:

There is no action required for this report.

Since my last report in May of 2020 a lot has happen. So, let's get to it.

We collected Chromebooks from our 2020 graduates on both campuses. We did manage to have Graduation ceremonies. Riverside was virtual but Hesperia was actually on campus. Mr. Griffin mapped out family boxes providing one student and one family member a safe space to social distance. Since everyone was so spread out, we mounted 2 55 inch TVs near the back of the quad to simulcast video of the ceremonies.

As we closed our other campus, we collected all the Chromebooks from students and laptops from staff that would be departing. We removed all technology; TV's, projectors, 4 phones systems, Apple Computers, CradlePoints, printers, Desktop PCs and transporting to it Hesperia.

We packed everything into D6 with hopes of sorting through it and finding a permanent place for storage. As time went on it became apparent that we needed more space just for storage and D6 became the new home to the IT department.

We collected all Chromebooks at the end of 2020 school year in masks and gloves as a drive through experience due to COVID19. We handed yearbooks at the same time.

We implemented sanitation and disinfection procedures for all Chromebooks and laptops that come to us.

We had been researching live streaming of classes as part of the independent study and hybrid classes before COVID-19. I held many meetings with video, streaming and security camera vendors. It seemed like a lot of wasted time when we suspended in class instruction, but it put us many steps ahead when remote learning was implemented.

When Enhanced Learning was implemented, our Encore TV YouTube channel was expanded. Through the summer and up until September's start date, classes were streamed live via Zoom to students at home. Those classes were recorded, edited for time and uploaded to our Encore TV YouTube channel. The editing process included creating links and descriptions for those videos on YouTube. Links were posted on Google Classrooms. Class meeting times and Zoom codes were listed on a new website called [Encorestudent.com](http://Encorestudent.com). [Encorestudent.com](http://Encorestudent.com) has since become the platform for our [Learnworlds.com](http://Learnworlds.com) curriculum.

We created user accounts for all new students on Google and Cyberhigh. We created user accounts for all students on [Encorestudent.com](http://Encorestudent.com) and [LearnTCI](http://LearnTCI).

We set up a drive through along the big top to hand out cleaned and disinfected Chromebooks for the new school year.

We have replaced the network switches in each building that connect them to the Fiber Optic cable leading back to the servers in FU2. The new switches are base 1000 with POE. This allows us to connect Wi-Fi hotspots without the need to run power.

We have been working on replacing all 42-inch TVs with the extra 55-inch TVs up from Riverside.

We have been working on removing wires and cables hanging from the ceilings in classrooms.



We helped to prep for Hall o freaks and provided wireless transmitters to allow us to broadcast to the FM radio of the cars driving through. Utilized Chromebooks for Video Projections and sound.

We set up 16 desktop PCs for the eSports class.

We ordered 60 new laptops for staff. We are currently prepping them for deployment and have started assigning them to staff members.

Ordered 50 more Chromebooks to start building a replacement inventory for next school year.

Ordered 70 webcams so staff can Zoom a desktop view while still using their laptop webcam for instruction or move their laptop without needing to consider the camera angle.

Ordered solid state hard drives to improve performance of desktop PCs without needing to buy new desktops. Installed those and transferred data.

Ordered instructors desktop PCs for media classes. Video editing is process consuming and editing video while zooming was near impossible.

Flipped the switch to activate NWEA.

Since the phone system on campus has been the same one since we moved in, we upgraded it with components we pulled out of Riverside. Hesperia was a mix of old analog phones and newer digital phones, while Riverside phones were all digital. The two systems were incompatible, so we swapped phone servers and built up a completely digital system.

We purchased UV disinfecting lights for each room that will have people in them. Working with risk management's Curtis Peterson, usage instructions were created, and a laminated copy was posted in each room. These instructions were pointed out when we distributed the UV Lights. We answered any question that came up.

I held many zoom meetings with vendors about COVID-19, Remote Learning and security cameras.

# Cover Sheet

## School Accountability Report Card (SARC) Report

**Section:** II. Academic Excellence  
**Item:** E. School Accountability Report Card (SARC) Report  
**Purpose:** FYI  
**Submitted by:** Ashlin Barkdull  
**Related Material:**  
EHS - School Accountability Report Card (CA Dept of Education).pdf

**BACKGROUND:**

California public & nonpublic, nonsectarian schools annually provide information to the community to allow public comparison of schools for student achievement, environment, resources & demographics.

**RECOMMENDATION:**

There is no action required for this report.

## 2019–2020 School Accountability Report Card

[Translation Disclaimer](#)

### School Accountability Report Card Reported Using Data from the 2019–2020 School Year California Department of Education

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

#### DataQuest

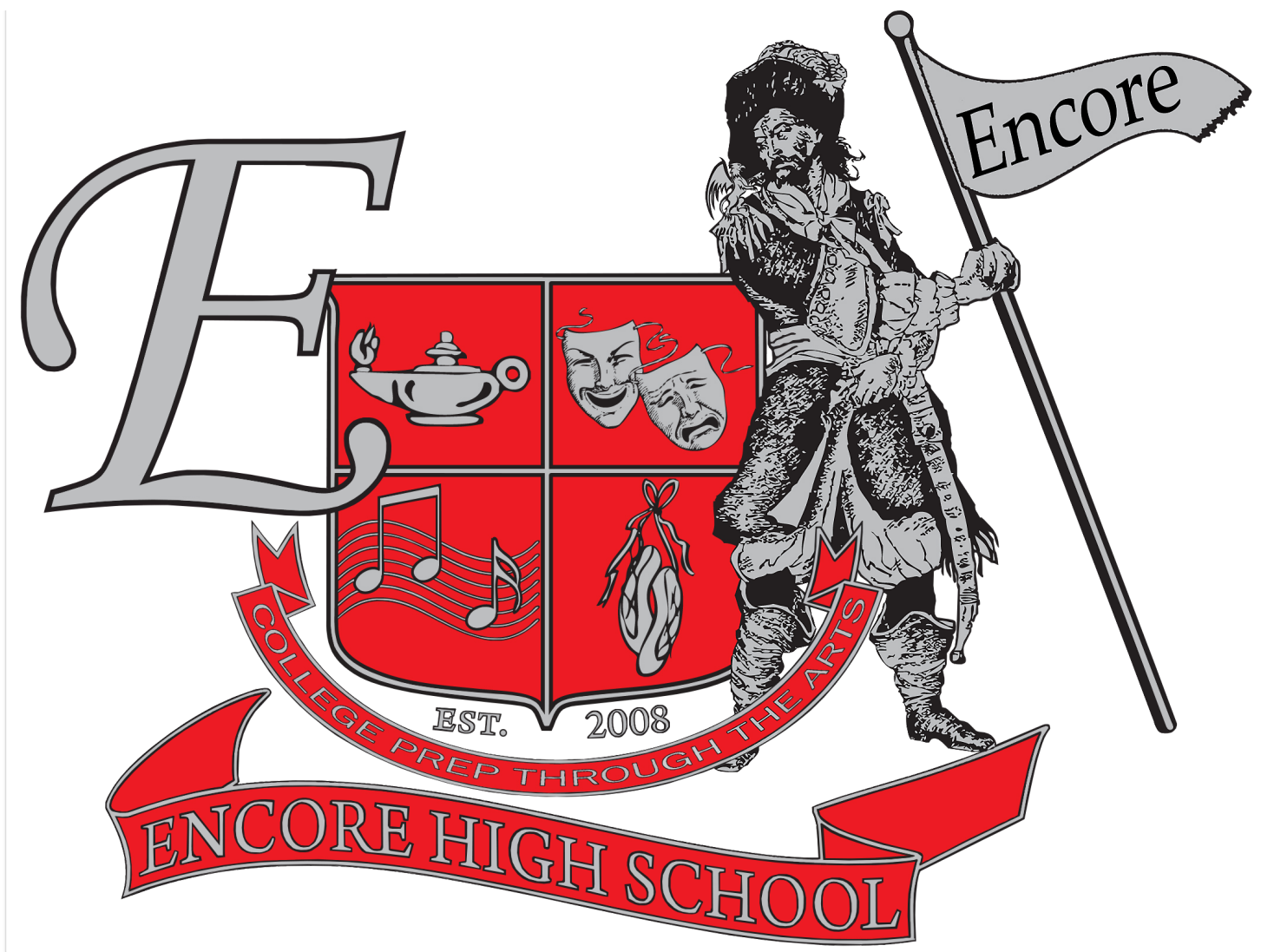
DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

#### California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

#### Mrs. Denise Rae Griffin, Chief Executive Officer

- Principal, Encore Jr./Sr. High School for the Performing and Visual Arts



### About Our School

Encore Education Corporation has entered into lucky thirteen years. Through the help and commitment of our dedicated staff, Encore's metamorphosis continues. As one of the three founders of this organization, I am constantly humbled by how quickly and effectively our team has grown.

This organization has been built on the blood, sweat, tears and love from all different kinds of stakeholders. Encore's success is attributed to the thousands of great ideas submitted by our stakeholders to help make this organization better. Having a respect for everyone, whether they are staff members, students, parents, community members or alumni, is what has made Encore successful.

Encore has a unique vibe. We teach students how to love the arts as they learn and develop their work ethic, accept other people for their differences and respect the world around them. Encore works hard to make sure that the Encore Pirates are ready for the world after high school, including college. At the close of the 2020 school year, more than \$17 million in scholarships had been awarded to our graduates to date, with an average of 100 graduating seniors every year.

Encore was created to help young people find their passion in art and to rigorously explore the opportunities within that passion. These are the art kids.

Think of a world without music, without art, without dance, without drama. The world loses ingenuity, creativity, innovation and invention. It is important that the adults of the world support youth in arts so creativity and culture can continue for generations to come.

Thank you for supporting arts in Southern California, and thank you even more for supporting youth arts within the Encore organization. Go Pirates!

Denise Griffin

CEO and founder, Encore Education Corporation

### Contact

Encore Jr./Sr. High School for the Performing and Visual Arts  
16955 Lemon St.  
Hesperia, CA 92345-5139

Phone: 760-949-2036

Email: [ceo@officerteam.com](mailto:ceo@officerteam.com)

## About This School

### Contact Information (School Year 2020–2021)

District Contact Information (School Year 2020–2021)	
<b>District Name</b>	Hesperia Unified
<b>Phone Number</b>	(760) 244-4411
<b>Superintendent</b>	David Olney
<b>Email Address</b>	<a href="mailto:david.olney@hesperiausd.org">david.olney@hesperiausd.org</a>
<b>Website</b>	<a href="http://www.hesperiausd.org">www.hesperiausd.org</a>

School Contact Information (School Year 2020–2021)	
<b>School Name</b>	Encore Jr./Sr. High School for the Performing and Visual Arts
<b>Street</b>	16955 Lemon St.
<b>City, State, Zip</b>	Hesperia, Ca, 92345-5139
<b>Phone Number</b>	760-949-2036
<b>Principal</b>	Mrs. Denise Rae Griffin, Chief Executive Officer
<b>Email Address</b>	<a href="mailto:ceo@officerteam.com">ceo@officerteam.com</a>
<b>Website</b>	<a href="http://www.encorehighschool.com">http://www.encorehighschool.com</a>
<b>County-District-School (CDS) Code</b>	36750440116707

*Last updated: 2/4/2021*

### School Description and Mission Statement (School Year 2020–2021)

**MISSION-** The mission of Encore High School is to provide a creative, challenging, and nurturing environment that offers secondary students with innovative preparation for university education, career pathway, and a pursuit of the arts.

#### Educational Philosophy

Encore offers a creative learning environment combining intensive studies of arts education with intensive pre-college academic classes. The goal of Encore is to help Encore students learn how to juggle academics and career experiences/expertise. If a student learns how to multitask using both academic and career skills, they will become lifelong learners and success after high school.

- An educated person of the 21st century is well rounded and can use critical thinking to work through everyday problems. With education beyond high school through either University, Trade, or Life Experience - an educated person can interact, socialize, and flourish in today's society.
- A student will be most successful in their high school career if they enjoy the educational atmosphere in their institution. It is important that the academic lessons are challenging, relevant to today's expanding technology, and clear.
- It is also important that electives appeal to the student directly with relevant career skills tied into each elective class.

- An educated person in the 21st century must be technologically fluent and be able to use technology as a means for communication. They must also be interested in seeking further development within technology regardless of career choice.
- Students should strive to be college and career-ready by the time they graduate to be prepared for life after high school. This means that all students should graduate either: A-G qualified or by completing an appropriate CTE course of study.

Encore Beliefs and Goals

We Believe:

- We believe Encore should be a place of choice for young people to learn how to plan their life after high school in a medium-sized environment where academics and arts play a vital role in creating a well-rounded education.
- We believe that the quality and service of a private school can be offered at a public school level as an option to tailor-make a program that is right for the individual student.
- We believe that developing deep critical thinking skills through art-based projects (for project-based learning) teaches discipline and work ethic.
- We believe that every student should be valued and respected.

Last updated: 2/4/2021

**Student Enrollment by Grade Level (School Year 2019–2020)**

Grade Level	Number of Students
Grade 7	167
Grade 8	202
Grade 9	165
Grade 10	165
Grade 11	156
Grade 12	114
<b>Total Enrollment</b>	<b>969</b>



Last updated: 2/3/2021

**Student Enrollment by Student Group (School Year 2019–2020)**

Student Group	Percent of Total Enrollment
Black or African American	13.80 %
American Indian or Alaska Native	0.50 %
Asian	0.80 %
Filipino	0.10 %
Hispanic or Latino	52.60 %
Native Hawaiian or Pacific Islander	0.40 %
White	28.30 %
Two or More Races	3.40 %
Student Group (Other)	Percent of Total Enrollment
Socioeconomically Disadvantaged	56.90 %
English Learners	9.30 %
Students with Disabilities	12.20 %
Foster Youth	0.40 %
Homeless	%

**State Priority: Basic**

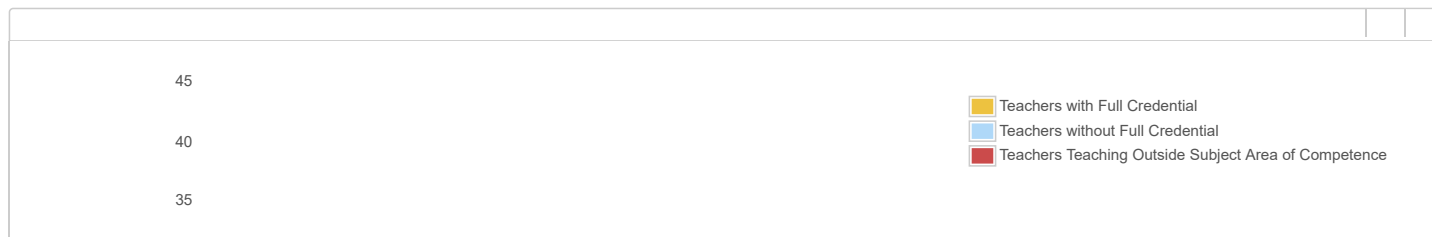
The SARC provides the following information relevant to the State priority: Basic (Priority 1):

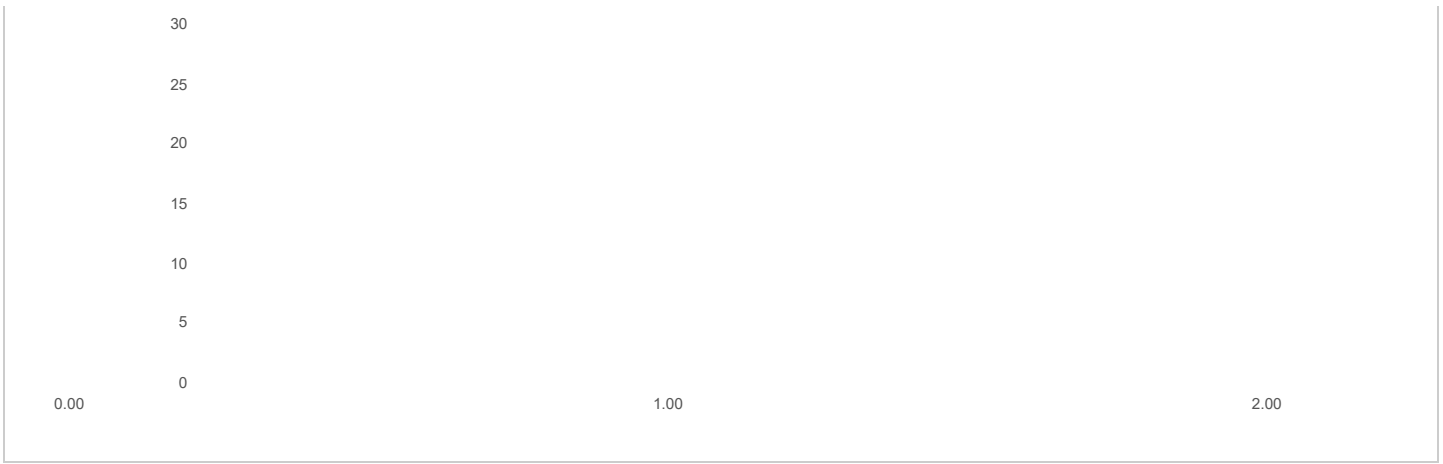
- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

**Teacher Credentials**

As a unique charter school, Encore employs credentialed teachers for the core academic teaching assignments and industry professionals for the career based arts programs. Prior to June 2021, Industry professionals placed in arts teaching assignments are required to enter a credentialing program in their third year of teaching at Encore. After June 2021, all arts teachers are hired with teaching credentials. Teachers currently on staff in the arts department that are in the credentialing programs have until June 2025 to complete their credentials pursuant to California Law implemented January 2021.

Teachers	School 2018–2019	School 2019–2020	School 2020–2021	District 2020–2021
With Full Credential	40	40	32	
Without Full Credential	20	20	9	
Teachers Teaching Outside Subject Area of Competence (with full credential)	0	0	0	

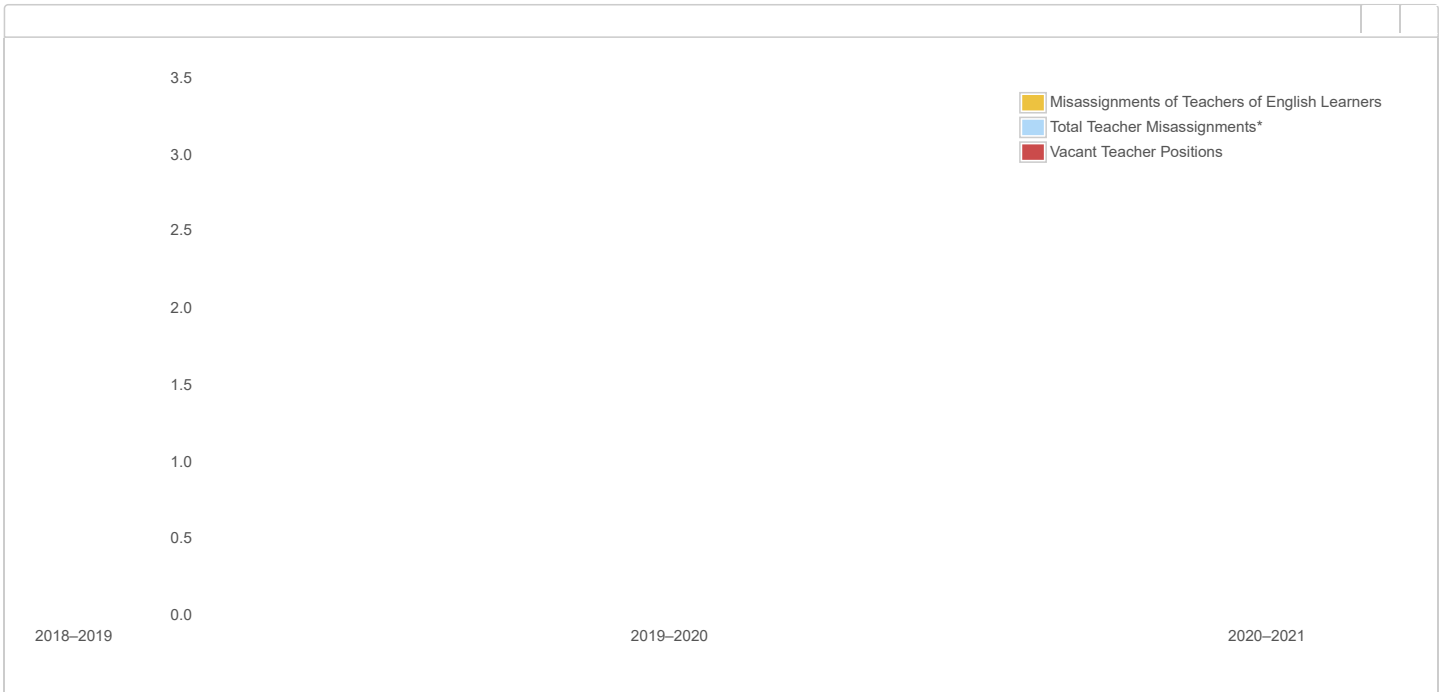




Last updated: 2/4/2021

**Teacher Misassignments and Vacant Teacher Positions**

Indicator	2018–2019	2019–2020	2020–2021
Misassignments of Teachers of English Learners	0	1	0
Total Teacher Misassignments*	0	3	0
Vacant Teacher Positions	0	1	2



Note: "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

\* Total Teacher Misassignments includes the number of Misassignments of Teachers of English Learners.

Last updated: 2/4/2021

**Quality, Currency, Availability of Textbooks and Other Instructional Materials (School Year 2020–2021)**

Year and month in which the data were collected: October 2020

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy



Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
Reading/Language Arts	English I - <ul style="list-style-type: none"> <li>• CyberHigh</li> <li>• Farewell to Manzanar</li> <li>• Dance Hall of the Dead</li> <li>• Sunrise Over Fallujah</li> <li>• Romeo and Juliet</li> <li>• West Side Story</li> </ul> English II - <ul style="list-style-type: none"> <li>• Cyber High</li> </ul> English III <ul style="list-style-type: none"> <li>• Cyber High</li> <li>• The Crucible</li> <li>• The Raven</li> <li>• The Fall of the House of Usher</li> <li>• The Legend of Sleepy Hollow</li> <li>• Young Goodman Brown</li> <li>• Self Reliance</li> <li>• Walden</li> <li>• The Interesting Narrative of the Life of Olaudah Equiano</li> <li>• The Legend of Rip Van Winkle</li> <li>• Bless Me Ultima</li> </ul> English IV <ul style="list-style-type: none"> <li>• Cyber High</li> <li>• Titus Andronicus</li> <li>• Christmas Carol</li> <li>• The Screwtape Letters</li> <li>• The Hitchhiker's Guide to the Galaxy</li> </ul>	Yes	0.00 %
Mathematics	Pre Algebra - Cyber High Algebra - Cyber High Math I - Cyber High Math II - Cyber High Math III - Cyber High Pre Calculus - Pre-Calculus: Mathematics for Calculus, Carnegie Learning Calculus - Calculus Graphical, Numerical, Algebraic, Pearson-Prentice Hall	Yes	0.00 %
Science	7th Grade Integrated Science - Science Alive! 8th Grade Integrated Science - Science Alive! Environmental Science - Cyber High Biology - Cyber High Chemistry - CK12 Chemistry II Honors - CK12	Yes	0.00 %

Subject	Textbooks and Other Instructional Materials/year of Adoption	From Most Recent Adoption?	Percent Students Lacking Own Assigned Copy
History-Social Science	Middle School World History - History Alive! Medieval Times through Industrialism Middle School US History - History Alive! High School World History - Cyber High High School US History - Cyber High US Government - Cyber High Economics - Cyber High	Yes	0.00 %
Foreign Language	Spanish I - Somos Spanish II - Somos	Yes	0.00 %
Health	Health and Fitness - Cyber High	Yes	0.00 %
Visual and Performing Arts			0.0 %
Science Lab Eqpmt (Grades 9-12)	N/A	N/A	0.0 %

Note: Cells with N/A values do not require data.

Last updated: 2/3/2021

### School Facility Conditions and Planned Improvements

<p>The Encore campus is located at 16955 Lemon Street in Hesperia. The campus is situated on 11 acres and houses just over 100,000 square feet of facilities including six permanent structure buildings, 19 relocatable buildings, and one big top facility.</p> <p>The campus is in good condition.</p> <p>On campus, there are no major construction projects planned.</p> <p>Encore is installing water bottle fountains and PPE appropriate for the campus.</p>
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Last updated: 2/3/2021

### School Facility Good Repair Status

Using the **most recently collected** Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: July 2020

System Inspected	Rating	Repair Needed and Action Taken or Planned
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	Good	No repairs needed. Regularly scheduled maintenance happens quarterly.
<b>Interior:</b> Interior Surfaces	Good	No repairs needed. Ramps are being repainted as needed.

System Inspected	Rating	Repair Needed and Action Taken or Planned
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	Good	No repairs needed. Monthly pest control visits are current and up to date. Campus Aides and Cintas are keeping cleanliness up to date and chemicals up to date. All hand soap, paper towel dispensers, and hand sanitizers have been installed as hands free mechanisms.
<b>Electrical:</b> Electrical	Good	None needed
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	Good	Water fountains are being replaced with water bottle fountains.
<b>Safety:</b> Fire Safety, Hazardous Materials	Good	No repairs needed. Annual fire extinguisher inspections are up to date. Annual training happens every year with staff for fire extinguishers.
<b>Structural:</b> Structural Damage, Roofs	Good	No repairs needed.
<b>External:</b> Playground/School Grounds, Windows/Doors/Gates/Fences	Good	No repairs scheduled.

**Overall Facility Rate**

Year and month of the most recent FIT report: July 2020

Overall Rating	Good
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*Last updated: 2/3/2021*

**State Priority: Pupil Achievement**

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System, which includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities); and
- The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

**CAASPP Test Results in ELA and Mathematics for All Students  
Grades Three through Eight and Grade Eleven  
Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2018– 2019	School 2019– 2020	District 2018– 2019	District 2019– 2020	State 2018– 2019	State 2019– 2020
English Language Arts / Literacy (grades 3-8 and 11)	45.0%	N/A	36.0%	N/A	50%	N/A
Mathematics (grades 3-8 and 11)	13.0%	N/A	24.0%	N/A	39%	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

*Last updated: 2/3/2021*

**CAASPP Test Results in Science for All Students  
 Grades Five, Eight and High School  
 Percentage of Students Meeting or Exceeding the State Standard**

<b>Subject</b>	<b>School 2018–2019</b>	<b>School 2019–2020</b>	<b>District 2018–2019</b>	<b>District 2019–2020</b>	<b>State 2018–2019</b>	<b>State 2019–2020</b>
Science (grades 5, 8, and high school)	18	N/A	17	N/A	30	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-30-20 was issued which waived the requirement for statewide testing for the 2019–2020 school year.

Note: The new California Science Test (CAST) was first administered operationally in the 2018–2019 school year.

*Last updated: 2/3/2021*

**Career Technical Education (CTE) Programs (School Year 2019–2020)**

<p>Arts, Media, Entertainment</p> <ul style="list-style-type: none"> <li>• Media Arts</li> <li>• Visual/Commercial Arts</li> <li>• Professional Choreography</li> <li>• Professional Music</li> <li>• Professional Theatre</li> </ul> <p>Fashion &amp; Interior Design</p> <ul style="list-style-type: none"> <li>• Fashion Desing: Costumes</li> </ul> <p>Hospitality, Tourism, Recreation</p> <ul style="list-style-type: none"> <li>• Restaurant Occupations</li> <li>• Event / Program Management</li> </ul>
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*Last updated: 2/3/2021*

**Career Technical Education (CTE) Participation (School Year 2019–2020)**

<b>Measure</b>	<b>CTE Program Participation</b>
Number of Pupils Participating in CTE	844
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	40.80%
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	0.00%

*Last updated: 2/3/2021*

**Courses for University of California (UC) and/or California State University (CSU) Admission**

UC/CSU Course Measure	Percent
2019–2020 Pupils Enrolled in Courses Required for UC/CSU Admission	100.00%
2018–2019 Graduates Who Completed All Courses Required for UC/CSU Admission	55.36%

**State Priority: Other Pupil Outcomes**

*Last updated: 2/3/2021*

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

**California Physical Fitness Test Results (School Year 2019–2020)**

Grade Level	Percentage of Students Meeting Four of Six Fitness Standards	Percentage of Students Meeting Five of Six Fitness Standards	Percentage of Students Meeting Six of Six Fitness Standards
7	N/A	N/A	N/A
9	N/A	N/A	N/A

Note: Cells with N/A values do not require data.

Note: The 2019–2020 data are not available. Due to the COVID-19 pandemic, Executive Order N-56-20 was issued which waived the requirement to administer the physical fitness performance test for the 2019–2020 school year.

*Last updated: 2/3/2021*

**State Priority: Parental Involvement**

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions for the school district and each school site

**Opportunities for Parental Involvement (School Year 2020–2021)**

<ul style="list-style-type: none"> <li>• Parents are invited to School Board meetings</li> <li>• Parents are invited to participate in fundraising activities</li> <li>• Parents are invited to be a member of the Parent Advisory Committee</li> <li>• Parents are invited to be a part of the Academic Excellence Committee</li> </ul>
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*Last updated: 2/3/2021*

**State Priority: Pupil Engagement**

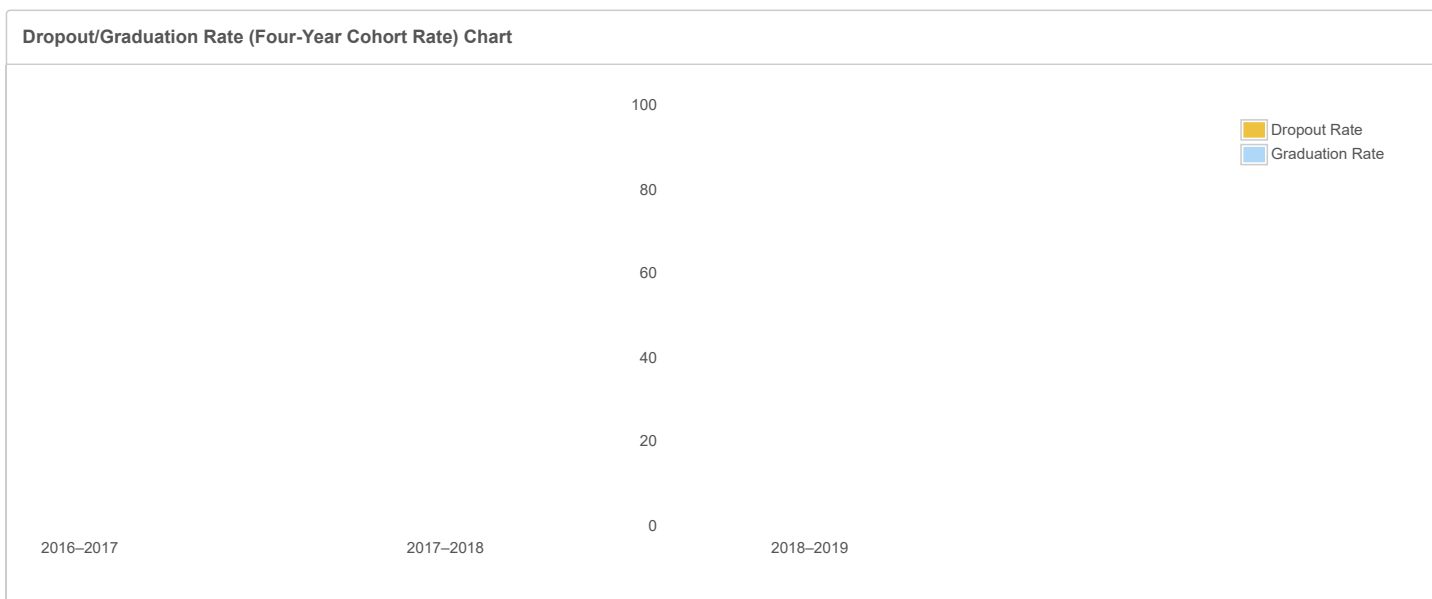
The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates; and
- High school graduation rates

**Dropout Rate and Graduation Rate (Four-Year Cohort Rate)**

Indicator	School 2016–2017	School 2017–2018	School 2018–2019	District 2016–2017	District 2017–2018	District 2018–2019	State 2016–2017	State 2017–2018	State 2018–2019
Dropout Rate	4.00%	1.90%	5.00%	3.50%	5.70%	5.40%	9.10%	9.60%	9.00%

Indicator	School 2016–2017	School 2017–2018	School 2018–2019	District 2016–2017	District 2017–2018	District 2018–2019	State 2016–2017	State 2017–2018	State 2018–2019
Graduation Rate	96.00%	96.80%	94.10%	90.00%	89.30%	89.40%	82.70%	83.00%	84.50%



Last updated: 2/3/2021

### State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

#### Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	School 2017–2018	School 2018–2019	District 2017–2018	District 2018–2019	State 2017–2018	State 2018–2019
Suspensions	5.20%	1.10%	6.10%	6.10%	3.50%	3.50%
Expulsions	1.10%	0.60%	0.40%	0.30%	0.10%	0.10%

#### Suspensions and Expulsions for School Year 2019–2020 Only

(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019–2020	District 2019–2020	State 2019–2020
Suspensions	3.00%	--	2.50%
Expulsions	0.60%	--	0.10%

Note: The 2019–2020 suspensions and expulsions rate data are not comparable to prior year data because the 2019–2020 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019–2020 school year compared to prior years.

Last updated: 2/3/2021

### School Safety Plan (School Year 2020–2021)

The Emergency Response Plan of Encore High School covers a variety of situations and includes strategies and programs that maintain a high level of school safety. Some components of the plan include evacuation procedures; emergency and disaster procedures; policies related to suspension and expulsion; harassment and bullying policy; child-abuse reporting procedures; safe and orderly school environment; and school rules and procedures. The Emergency Response Plan was last reviewed, updated and discussed with the school faculty in August 2020. To view the complete plan, please visit Encore High School. The school safety plan is reviewed and revised each summer. The assistant dean of students revises the school safety plan and conducts training each year during teacher in-service before the school year begins.

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

Last updated: 2/3/2021

**Average Class Size and Class Size Distribution (Elementary) School Year (2017–2018)**

Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
K	0.00	0	0	0
1	0.00	0	0	0
2	0.00	0	0	0
3	0.00	0	0	0
4	0.00	0	0	0
5	0.00	0	0	0
6	0.00	0	0	0
Other**	0.00	0	0	0

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Elementary) School Year (2018–2019)**

Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
K	0.00	0	0	0
1	0.00	0	0	0
2	0.00	0	0	0
3	0.00	0	0	0
4	0.00	0	0	0
5	0.00	0	0	0
6	0.00	0	0	0
Other**	0.00	0	0	0

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Elementary) School Year (2019–2020)**

Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
K	0.00	0	0	0
1	0.00	0	0	0



Grade Level	Average Class Size	Number of Classes * 1-20	Number of Classes * 21-32	Number of Classes * 33+
2	0.00	0	0	0
3	0.00	0	0	0
4	0.00	0	0	0
5	0.00	0	0	0
6	0.00	0	0	0
Other**	0.00	0	0	0

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

Last updated: 2/4/2021

#### Average Class Size and Class Size Distribution (Secondary) (School Year 2017–2018)

Subject	Average Class Size	Number of Classes * 1-22	Number of Classes * 23-32	Number of Classes * 33+
English	22.00	19	30	2
Mathematics	26.00	8	28	2
Science	26.00	7	29	
Social Science	26.00	10	15	5

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

#### Average Class Size and Class Size Distribution (Secondary) (School Year 2018–2019)

Subject	Average Class Size	Number of Classes * 1-22	Number of Classes * 23-32	Number of Classes * 33+
English	20.00	27	28	1
Mathematics	23.00	14	28	2
Science	26.00	7	25	5
Social Science	24.00	15	13	6

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

#### Average Class Size and Class Size Distribution (Secondary) (School Year 2019–2020)

Subject	Average Class Size	Number of Classes * 1-22	Number of Classes * 23-32	Number of Classes * 33+
English	24.00	17	15	10
Mathematics	21.00	21	20	3
Science	24.00	11	24	2
Social Science	26.00	11	12	8

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Last updated: 2/3/2021

**Ratio of Pupils to Academic Counselor (School Year 2019–2020)**

Title	Ratio
Pupils to Academic Counselor*	969.0

\*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Last updated: 2/4/2021

**Student Support Services Staff (School Year 2019–2020)**

Student Support services are largely administered through the help of Desert Mountain Charter SELPA through various contract services. This charte represents only supports that work directly for Encore Education Corporation as an employee.

	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	3.00
Library Media Teacher (Librarian)	0.00
Library Media Services Staff (Paraprofessional)	0.00
Psychologist	1.00
Social Worker	0.00
Nurse	1.00
Speech/Language/Hearing Specialist	0.00
Resource Specialist (non-teaching)	3.00
Other	0.10

\*One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

Last updated: 2/3/2021

**Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2018–2019)**

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$12182.00	\$2873.00	\$9309.00	\$66848.00
District	N/A	N/A	\$11242.00	\$85362.00
Percent Difference – School Site and District	N/A	N/A	-17.20%	-22.00%
State	N/A	N/A	\$7750.12	\$83052.00
Percent Difference – School Site and State	N/A	N/A	-18.40%	-20.00%

Note: Cells with N/A values do not require data.

Last updated: 2/3/2021

**Types of Services Funded (Fiscal Year 2019–2020)**

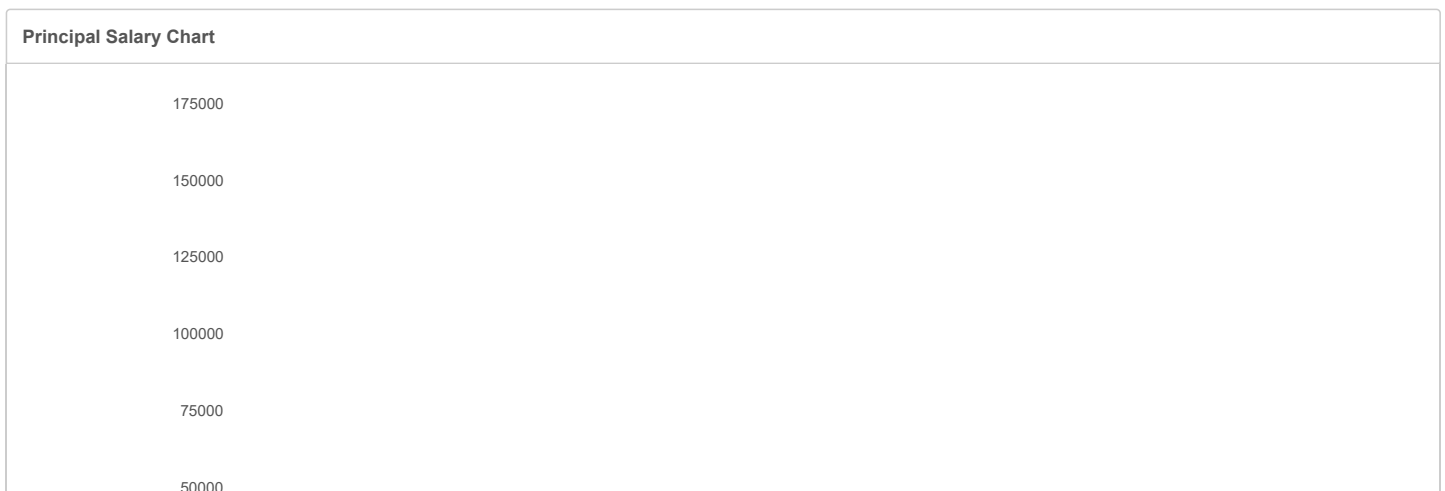
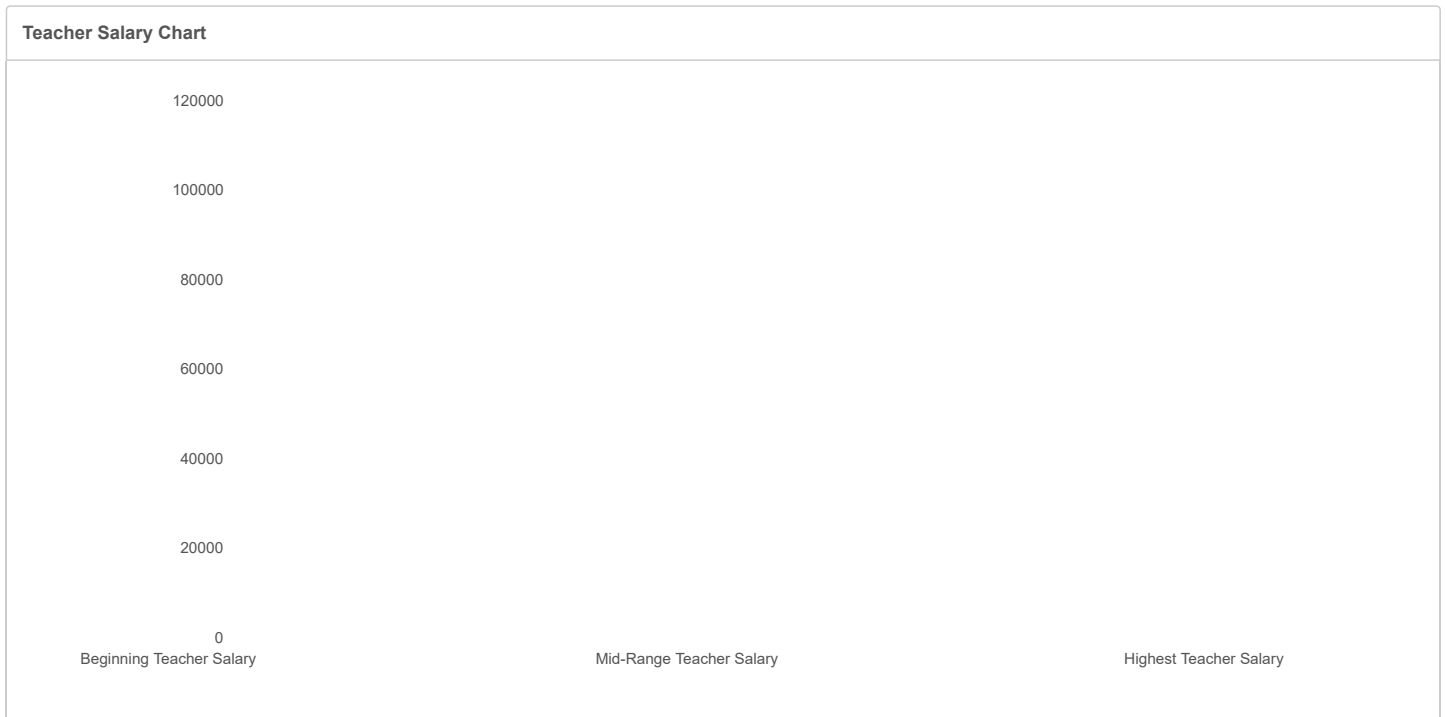
- Title I
- National School Lunch Program
- College and Career
- Guidance Counseling
- Psychologist
- Speech Therapy
- Occupational Therapy
- Full Inclusion SPED services
- 504
- English Learners
- Career Technical Education
- Credit Recovery
- Independent Study

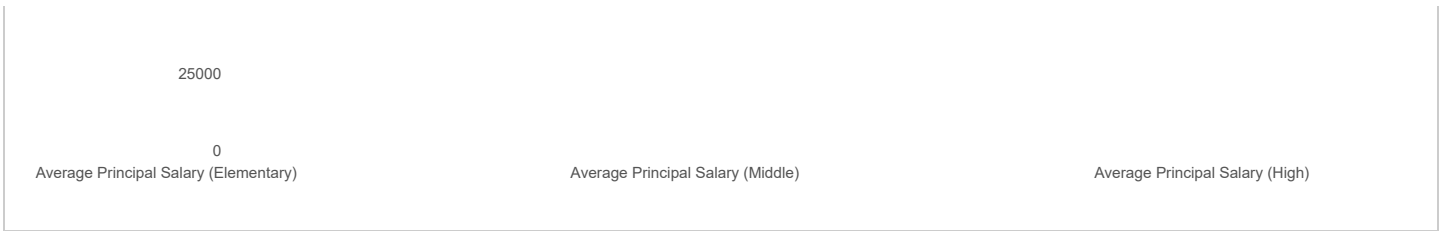
*Last updated: 2/3/2021*

**Teacher and Administrative Salaries (Fiscal Year 2018–2019)**

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$54,591	\$50,029
Mid-Range Teacher Salary	\$86,512	\$77,680
Highest Teacher Salary	\$109,184	\$102,143
Average Principal Salary (Elementary)	\$138,580	\$128,526
Average Principal Salary (Middle)	\$142,413	\$133,574
Average Principal Salary (High)	\$155,382	\$147,006
Superintendent Salary	\$226,475	\$284,736
Percent of Budget for Teacher Salaries	33.00%	33.00%
Percent of Budget for Administrative Salaries	5.00%	5.00%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/> .





*Last updated: 2/3/2021*

**Advanced Placement (AP) Courses (School Year 2019–2020)**

Percent of Students in AP Courses 9.00%

<b>Subject</b>	<b>Number of AP Courses Offered*</b>
Computer Science	0
English	2
Fine and Performing Arts	0
Foreign Language	1
Mathematics	0
Science	2
Social Science	2
<b>Total AP Courses Offered*</b>	<b>7</b>

\*Where there are student course enrollments of at least one student.

*Last updated: 2/3/2021*

**Professional Development**

<b>Measure</b>	<b>2018–2019</b>	<b>2019–2020</b>	<b>2020–2021</b>
Number of school days dedicated to Staff Development and Continuous Improvement	19	20	15

# Cover Sheet

## Variable Term Waiver Request

**Section:** II. Academic Excellence  
**Item:** F. Variable Term Waiver Request  
**Purpose:** Vote  
**Submitted by:** Ashlin Barkdull  
**Related Material:** Variable\_Term\_Waiver\_List 3.8.21.xlsx

**BACKGROUND:**

Waiver from the California Teacher Commission on credentialing. This waiver is for teachers that are currently working towards the A.B. 1505 qualifications. The listed teachers will be allowed to teach EL students.

**RECOMMENDATION:**

Staff recommends approval of this action.

# Cover Sheet

## DOJ Report

**Section:** II. Academic Excellence  
**Item:** G. DOJ Report  
**Purpose:** FYI  
**Submitted by:** Ashlin Barkdull  
**Related Material:** DOJ Report Ashlin 2.24.2021.pdf

**BACKGROUND:**

Routine report outlining background checks from the Department of Justice.

**RECOMMENDATION:**

There is no action required for this item.





**October 2020 – February 2021**

**Completed and Cleared Livescans**

- 35839 – 10/26/2020
- 35841 – 1/29/2021
- 35842 – 2/18/2021

**Subsequent Arrest/Disposition Notices**

- 35190 – Inactive Employee – Subsequent Arrest Notification – 2/12/2021

# Cover Sheet

## Staff Liaison Report

**Section:** III. Governance  
**Item:** A. Staff Liaison Report  
**Purpose:** Discuss  
**Submitted by:** Jamie Waggoner  
**Related Material:** Staff Liaison report March 2021.pdf

### BACKGROUND:

Encore High School has a staff elected liaison that makes themselves available to the staff for questions, comments, and concerns throughout the school year. The liaison also meets each semester with the staff and reports monthly to the Encore Board of Directors.

### RECOMMENDATION:

There is no action required for this report.



Staff Liaison Report

2/28/2021

Jamie Waggoner

Since the last board meeting, there has been no incidents to report

Jamie Waggoner  
Encore Staff Liaison

# Cover Sheet

## Statements of Economic Interest (Forms 700)

**Section:** III. Governance  
**Item:** B. Statements of Economic Interest (Forms 700)  
**Purpose:** Discuss  
**Submitted by:** Wayne Strumpfer

**BACKGROUND:**

This is the time when all individuals that need to complete the annual Forms 700 will complete their forms and ask legal counsel any questions prior to the April 1, 2021 deadline.

**RECOMMENDATION:**

There is no action required for this report.

# Cover Sheet

## Risk/Maintenance Manager Report

**Section:** IV. Operations  
**Item:** A. Risk/Maintenance Manager Report  
**Purpose:** FYI  
**Submitted by:** Joseph Griffin  
**Related Material:** Maintenance Report.pdf

### BACKGROUND:

Over the course of the school year, Encore's Maintenance Manager will report to the Encore Board of Directors to discuss events and happenings within their department on campus. This report is for information purposes only.

### RECOMMENDATION:

There is no action required for this report.



### Projects for 2021 School Year

Working with Electrical contractor on New Electrical service for Theatre

New panel all new circuits to prevent from tripping breakers also to be able to remove extension cord use for safety issues

Install new Hands Free water bottle filling stations on campus to meet all the new COVID Requirements

Install new electrical and drains B & C buildings

Install new Electrical for classrooms add extension boxes and run conduit for TV locations to remove extension cords from ceiling

### Projects in Process

Repair Ramps on Portable class rooms- new plywood down, first coat of paint complete, need second coat with sand for non-slip surface

Electrical for D14 & D15, move cord drops from C14 & C15 to new location

# Cover Sheet

## Board On Track - Board Training

**Section:** V. Development  
**Item:** A. Board On Track - Board Training  
**Purpose:** Discuss  
**Submitted by:** Denise Griffin

**BACKGROUND:**

Encore has contracted with Board on Track to help formalize and normalize Board meetings and engagement with staff. Each month, a small training piece will be presented to the Board to help train the platform.

**RECOMMENDATION:**

There is no action required for this report.

# Cover Sheet

## Financial Reporting Department

**Section:** VI. Finance  
**Item:** A. Financial Reporting Department  
**Purpose:** FYI  
**Submitted by:** Denise Griffin  
**Related Material:** FISCAL MANAGEMENT TEAM ORG CHART.pdf

**BACKGROUND:**

As part of the renewal process with Hesperia Unified School District, Encore is submitting an organization chart for the financial experts that help Encore with all finance operations.

**RECOMMENDATION:**

There is no action required for this report.





FINANCIAL OPERATIONS TEAM

Encore Education Corporation has a dynamic fiscal team that has worked together for the last thirteen years. This team has been an integral part of the receiving and reporting of federal, state, and public funds. This team’s work is reviewed annually by an independent third-party auditor.

<p><b>Karl Yoder, Grant / Bond Facilitation and Reporting (Key Charter Advisors)</b></p> <ul style="list-style-type: none"> <li>• <i>40 years of experience in finance and accounting. Founder of Delta Managed Solutions LLC (DMS) and over 20 years of experience with DMS (with 60 charters in the organization). Karl and DMS have overseen and managed Encore's finances since inception in 2008.</i></li> <li>• <i>Karl sits on the board for DMS and currently works with Encore for reporting and facilitating grant funding and bond financing.</i></li> </ul>
<p><b>Paul Khoury, Finance Director (Delta Managed Solutions LLC)</b></p> <ul style="list-style-type: none"> <li>• <i>35 years of experience in accounting/finance with 12 years direct charter finance experience. Paul has been with DMS for 2.5 years and is the assigned finance director to Encore's account.</i></li> </ul>
<p><b>Monica Patel, Assistant Finance Director (Delta Managed Solutions LLC)</b></p> <ul style="list-style-type: none"> <li>• <i>Monica has 20 years of experience in Accounting &amp; finance and has been with DMS for 4 years.</i></li> </ul>
<p><b>Kari Wallace, HR and Payroll Department Head (Delta Managed Solutions LLC)</b></p> <ul style="list-style-type: none"> <li>• <i>Kari has experience in HR and payroll at both public school districts and serving charters. Kari has been in her position at DMS for 10 years and has been serving K-12 public education in HR/payroll for 20 years.</i></li> </ul>
<p><b>Vicki Vestal, Payroll Specialist (Delta Managed Solutions LLC)</b></p> <ul style="list-style-type: none"> <li>• <i>Vicki has been a payroll specialist for 25 years and 4.5 of those years have been at DMS serving charter school clients. She is DMS most experienced payroll specialist and is supported by the payroll</i></li> </ul>
<p><b>Destiny Deaton, AP Department Head (Delta Managed Solutions LLC)</b></p> <ul style="list-style-type: none"> <li>• <i>25 years of experience in accounting with 6 years at DMS</i></li> </ul>
<p><b>Madina Sokaeva, AP Specialist (Delta Managed Solutions LLC)</b></p> <ul style="list-style-type: none"> <li>• <i>Madina has been with DMS for 1.5 years and has been in Accounts payable overall for 6 years. Madina is supported by the Accounts Payable Department head Destiny Deaton</i></li> </ul>
<p><b>Faith Maldonado, Off-Site Bookkeeper Student Services Account (Independent)</b></p> <ul style="list-style-type: none"> <li>• <i>Faith has a Masters in Accounting and works locally with several schools and nonprofits in the high desert. Her responsibility is to reconcile and report the student services account. She started with Encore in December 2021.</i></li> </ul>
<p><b>Denise Griffin, CEO (Encore Education Corporation)</b></p> <ul style="list-style-type: none"> <li>• <i>Denise has a Masters in Business Administration and oversees the approval process for accounts payable and accounts receivables. She is also responsible for reporting to Encore's School Board.</i></li> </ul>
<p><b>Ashlin Barkdull, General Executive Manager (Encore Education Corporation)</b></p> <ul style="list-style-type: none"> <li>• <i>Oversees all of the onsite payroll services and facilitate transfer and upload of documentation. She has been with Encore for 11 years and holds several certifications for Human Resources and Office Management.</i></li> </ul>
<p><b>Fiscal Controller VACANT (Encore Education Corporation)</b></p> <ul style="list-style-type: none"> <li>• <i>New Position hire date March 2021. This position will work directly with DMS to make sure that on site internal controls are followed. They will take over fiscal reporting and compilation on campus and will be a full time position that works on site.</i></li> </ul>
<p><b>Kelsey White, On-Site Bookkeeper Student Services Account (Encore Education Corporation)</b></p> <ul style="list-style-type: none"> <li>• <i>Kelsey has been with Encore as a full time employee for 8 years. She was in charge of the Box Office Bookkeeping and Theatre Management before being transferred into the role of Student Services Bookkeeper in 2019. She is responsible for the onsite record keeping for the student services account before it goes to the Off-Site bookkeeper. She has onsite training and training through HUSD.</i></li> </ul>

# Cover Sheet

## Audit Engagement Letter

**Section:** VI. Finance  
**Item:** B. Audit Engagement Letter  
**Purpose:** Vote  
**Submitted by:** Denise Griffin  
**Related Material:** Audit Engagement Letter 2021-2023.pdf

**BACKGROUND:**

Nigro & Nigro Audit Engagement Letter for independent audit and tax preparation services for the three (3) fiscal years ending June 30, 2021 through June 30, 2023.

**RECOMMENDATION:**

Encore staff recommends approval of this item.



February 19, 2021

To the Board of Directors and Management  
Encore Education Corporation  
16955 Lemon Street  
Hesperia, CA 92345

We are pleased to confirm our understanding of the services we are to provide for Encore Education Corporation for the fiscal years ending June 30, 2021 through 2023. Please read this letter carefully because it is important that you understand and accept the terms under which we have agreed to perform our services as well as management's responsibilities under this agreement.

On March 11, 2020, the World Health Organization declared the coronavirus (COVID-19) outbreak a pandemic. Citizens and the economies of the United States and other countries have been significantly impacted by the pandemic. Several stimulus packages have been signed into law in the U.S. providing economic relief to businesses and individuals. While it is premature to accurately predict how the coronavirus will ultimately affect your organization's operations long term because the disease's severity and duration are uncertain, your 2020 financial results may be impacted and the implications beyond 2020, while unclear, could also be adversely impacted.

## Financial Statement Services

We will prepare and audit the financial statements of Encore Education Corporation, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the fiscal year ending June 30, 2021, and the related notes to the financial statements (the financial statements). Also, the following supplementary information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Other schedules and/or information as required by the Education Audit Appeals Panel's *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*

## Audit Objectives

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the *Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* issued by the Education Audit Appeals Panel, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion.

Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA | Shannon Bishop, CPA | Peter Glenn, CPA, CFE | Paul J. Kaymark, CPA

MURRIETA OFFICE 25220 Hancock Avenue, Suite 400, Murrieta, CA 92562 • P: (951) 698-8783 • F: (951) 699-1064  
WALNUT CREEK OFFICE 2121 N. California Blvd. #290, Walnut Creek, CA 94596 • P: (844) 557-3111 • F: (844) 557-3444

We will issue a written report upon completion of our audit of Encore Education Corporation's financial statements. Our report will be addressed to the Board of Directors of Encore Education Corporation. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Encore Education Corporation is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

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

If appropriate, our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from the Organization's attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

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

### **Audit Procedures—Compliance**

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

### **Other Services**

We will prepare the Organization's federal and state information returns for the fiscal year ending June 30, 2021 for the Internal Revenue Service and the Franchise Tax Board based on information provided by you. We will also assist in preparing the financial statements and related notes of the Organization in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*.

It is your responsibility to provide us with all the information required for preparing complete and accurate returns. You should retain all documents, cancelled checks, and other data that form the basis of the returns. These may be necessary to prove the accuracy and completeness of the returns to a taxing authority. You have the final responsibility for the returns and, therefore, you should review them carefully before you sign them.

We will use our professional judgment in preparing your returns. Whenever we are aware that a possible applicable tax law is unclear or that there are conflicting interpretations of the law by authorities (e.g., tax agencies and courts), we will explain share our knowledge and understanding of the possible positions that may be taken on your return. In accordance with our professional standards, we will adopt whatever position you request on your return, as long as it is consistent with the codes and regulations and

interpretations that have been promulgated. When possible, we will resolve questions involving application of tax rules in your favor, if there is reasonable justification for doing so.

If a taxing authority should later contest the position taken, there may be an assessment of additional tax, interest and penalties. We assume no liability for any such assessment of additional tax, penalties or interest. In the event, however, that you ask us to take a tax position that in our professional judgment will not meet the applicable laws and standards as promulgated, we reserve the right to stop work and shall not be liable for any damages that occur as a result of ceasing to render services.

Your returns may be selected for examination by taxing authorities. In the event of an examination or other Internal Revenue Service or state taxing authority contact, any proposed adjustments by the examining agent are subject to certain rights of appeal. In the event of such government tax examinations, we may be available upon request to represent you and will render additional invoices for the time and expenses incurred. Fees and services will be communicated in a separate engagement letter.

We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

### **Management Responsibilities**

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; and (3) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence.

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in

communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

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

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

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

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

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Organization; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Nigro & Nigro and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Controller's Office or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability

Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nigro & Nigro personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the State Controller's Office. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jeff Nigro, CPA, CFE is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately April 1, 2021 and to complete your information returns and issue our report no later than December 15, 2021.

The maximum annual fee for auditing services under the terms of this agreement shall be as follows:

2020-2021 Fiscal Year Audit: \$25,000  
 2021-2022 Fiscal Year Audit: \$25,500  
 2022-2023 Fiscal Year Audit: \$26,500

with the exception that any auditing services provided for (1) significant changes in audit requirements as stated in Government Auditing Standards or the Audit Guide issued by the Education Audit Appeals may be in addition to the above maximum fee. The maximum fee for tax services under the terms of this agreement shall be \$2,750 per year. In addition to such payment for auditing and tax services, we shall be reimbursed for such travel and mileage as may be necessary, not to exceed \$300 per year. Our invoices for these fees will be rendered as work progresses and are payable within 30 days. In accordance with our firm policies, your account becomes delinquent when it is 90 days or more overdue. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide. This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The amount withheld is not payable unless payment is ordered by the California Board of Accountancy or the audit report for that subsequent year is certified by the Controller as conforming to reporting provisions of subdivision (a) of Section 14503. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

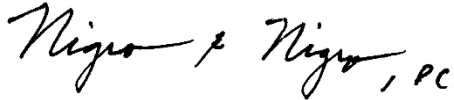
Organization and accountant both agree that any dispute over fees charged by the accountant to the organization will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS



GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

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

Very truly yours,



Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Encore Education Corporation.

APPROVED:

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Encore Education Corporation

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Date

# Cover Sheet

## Finance Consent Items

**Section:** VI. Finance  
**Item:** C. Finance Consent Items  
**Purpose:** Vote  
**Submitted by:** Monica Patel and Paul Khoury, DMS, and Elias Munoz,  
Attendance Clerk  
**Related Material:**  
ENC 20-21 -STRS PERS 403B Payroll Retirement Contributions March 2021.pdf  
January 21 Student Services\_Redacted (2) JS.pdf  
M5 JR Montly Attendance Summary.pdf  
M5 HS Monthly Attendance Summary.pdf  
ENCORE February 2021 Warrant Report Detail.pdf  
ENCORE February 2021 Warrant Report (Summary for Riverside).pdf  
ENCORE February 2021 Warrant Report (Summary for Hesperia).pdf

### BACKGROUND:

It is recommended that the board considers approving a number of agenda items as a finance consent list. These items are routine in nature and can be enacted in one motion without further discussion. Consent items may be called up by any member at the meeting for clarification, discussion, or change. Included in this list:

- STRS payment report, PERS payment report, 403B payment report
- February 2021 Warrant Report Detail
- January 2021 Student Services Reconciliation Summary
- Attendance Reports

### RECOMMENDATION:

Encore staff recommends approval of these consent items.

Hesperia Payroll Month	STRS/PERS Payment Due Date	Payment Date	PERS Ck Number	Date Cleared	STRS CK Number	Date Cleared	403B Check number	Due Date based on regular rules, not safe harbor	Payment Date	Date Cleared	
July	8/15/2020	7/23/2020	68749	7/29/2020	68749	7/29/2020	68740	7/13/2020	7/9/2020	7/14/2020	-4
	8/15/2020	8/7/2020	68832	8/11/2020	68832	8/11/2020	68823	7/28/2020	7/29/2020	8/3/2020	1
August	9/15/2020	8/21/2020	68862	8/25/2020	68862	8/25/2020	68831	8/13/2020	8/7/2020	8/14/2020	-6
	9/15/2020	9/10/2020	68929	9/14/2020	68929	9/14/2020	68860	8/28/2020	8/20/2020	8/25/2020	-8
September	10/15/2020	9/24/2020	68936	9/28/2020	68936	9/28/2020	68895	9/13/2020	9/9/2020	9/15/2020	-4
	10/15/2020	10/8/2020	69007	10/13/2020	69007	10/13/2020	68935	9/28/2020	9/24/2020	9/29/2020	-4
October	15th of the month	10/23/2020	69012	10/28/2020	69012	10/28/2020	69006	10/13/2020	10/8/2020	10/13/2020	-5
	15th of the month	11/6/2020	69078	11/10/2020	69078	11/10/2020	69011	10/28/2020	10/22/2020	10/27/2020	-6
November	15th of the month	11/19/2020	69085	11/23/2020	69085	11/23/2020	69077	11/13/2020	11/10/2020	11/9/2020	-3
	15th of the month	12/8/2020	69139	12/10/2020	69139	12/10/2020	69084	11/28/2020	11/19/2020	11/24/2020	-9
December	15th of the month	12/18/2020	69167	12/22/2020	69167	12/22/2020	69138	12/13/2020	12/8/2020	12/14/2020	-5
	15th of the month	1/7/2021	69173	1/11/2021	69173	1/11/2021	69166	12/28/2020	12/18/2020	12/28/2020	##
January	15th of the month	1/22/2021	69223	1/26/2021	69223	1/26/2021	69172	1/13/2021	1/7/2021	1/12/2021	-6
	15th of the month	2/8/2021	69233	2/9/2021	69233	2/9/2021	69222	1/28/2021	1/22/2021	1/26/2021	-6
February	15th of the month	2/23/2021	69285	3/1/2021	69285	3/1/2021	69232	2/13/2021	2/8/2021	2/11/2021	-5
	15th of the month						69284	2/28/2021	2/23/2021	2/26/2021	-5

Hesperia Contributions to PERS & STRS: Due date is the 5th business date of the month

To note, the payroll for 7/24 and 8/10 paid July payroll; 8/25 and 9/10 paid August payroll; 9/25 and 10/9 will pay Sept payroll

Contributions to 403b

The DOL rule is somewhat gray. It states that:

An employer is required to deposit your money into your retirement account as soon as the employee assets can be reasonably segregated from employer assets, but no later than 15 business days of the month following the month in which the payroll deduction occurred.

Based on fact patterns in DOL plan audits and other published commentary, some considerations are as follows:

- For plans with fewer than 100 participants, the DOL finalized regulations on January 14, 2010 which establishes a "safe harbor" of 7 business days following the payroll deduction date. Depositing employee 401K and 403b payroll deduction funds will be considered timely if this 7 day "safe harbor" test is met; and
- No safe harbor time period exists for plans with 100 or more employee-participants. Commentary does exist that suggests funding the retirement plan by the due date of an employer's Form 941 tax deposit will be considered timely (which for large employers is the next day after payroll).

STRS 95% by 5th business day; remainder by 15th

100% of payroll makes up 95% for charter and districts

PERS - 15 days 95%; remainder by end of month

**ENCORE JUNIOR/SENIOR HIGH SCHOOL - HESPERIA  
WARRANT REGISTER: February 2021**

Check Number	Check Date	School	Payee	Sum of Amount
0221-001	2/23/2021	Hesperia	US Premium Finance	\$6,732.64
0221-002	2/23/2021	Hesperia	US Premium Finance	\$12,606.84
0221-003	2/23/2021	Hesperia	US Premium Finance	\$1,854.41
0221-004	2/25/2021	Hesperia	Frontier	\$13,520.51
0221-005	2/25/2021	Hesperia	Frontier	\$251.12
0221-006	2/25/2021	Hesperia	Frontier	\$264.98
0221-007	2/25/2021	Hesperia	Frontier	\$280.64
0221-008	2/25/2021	Hesperia	Frontier	\$254.26
0221-201	2/9/2021	Hesperia	Amazon Capital Services, Inc.	\$8,700.66
0221-202	2/1/2021	Hesperia	TEQlease, Inc.	\$4,237.53
0221-203	2/11/2021	Hesperia	Wells Fargo Bank Service Fee	\$407.22
2236	2/8/2021	Hesperia	Big West Insurance Agency	\$24,650.00
69232	2/8/2021	Hesperia	National Benefits Services	\$1,125.00
69235	2/9/2021	Hesperia	Awards of Recognition	\$709.80
69236	2/9/2021	Hesperia	Bell Mountain Enterprise, Inc. dba Hi Desert Alarm	\$820.00
69237	2/9/2021	Hesperia	California Department of Education / Cashier's Office	\$162.45
69238	2/9/2021	Hesperia	Car Clinic Inc.	\$79.25
69239	2/9/2021	Hesperia	City of Hesperia	\$2,947.71
69240	2/9/2021	Hesperia	Countrywide RV and Mini Storage	\$1,164.00
69241	2/9/2021	Hesperia	David Caines	\$30.00
69242	2/9/2021	Hesperia	Delta Managed Solutions, Inc.	\$24,716.00
69243	2/9/2021	Hesperia	Delta Managed Solutions, Inc.	\$1,440.00
69244	2/9/2021	Hesperia	Department of Public Health	\$4,019.28
69245	2/9/2021	Hesperia	DMV Renewal	\$217.00
69246	2/9/2021	Hesperia	Encore ASB Hesperia	\$1,000.00
69247	2/9/2021	Hesperia	FedEx	\$463.66
69248	2/9/2021	Hesperia	FRESH START MEALS, INC.	\$4,079.70
69249	2/9/2021	Hesperia	Frontier	\$13,220.00
69251	2/9/2021	Hesperia	Green Comfort	\$863.68
69252	2/9/2021	Hesperia	Honors Graduation	\$500.00
69253	2/9/2021	Hesperia	IPFS CORPORATION OF CALIFORNIA	\$4,375.27
69254	2/9/2021	Hesperia	Language Training Center Inc.	\$19.80
69255	2/9/2021	Hesperia	Leonardo C. Rivera	\$1,950.00
69256	2/9/2021	Hesperia	Measure Education Inc.	\$1,928.88
69257	2/9/2021	Hesperia	Mesquit's Supply, LLC	\$129.15
69258	2/9/2021	Hesperia	Mobile Occupational Services, Inc.	\$55.00
69259	2/9/2021	Hesperia	Music Theatre International	\$4,198.96
69260	2/9/2021	Hesperia	Navitas Credit Corp.	\$371.19
69261	2/9/2021	Hesperia	Nigro & Nigro	\$5,000.00
69262	2/9/2021	Hesperia	Nuso, LLC	\$273.54
69263	2/9/2021	Hesperia	PayFlex Systems USA, Inc.	\$400.00
69264	2/9/2021	Hesperia	Pitney Bowes Global Financial Services LLC	\$142.93
69265	2/9/2021	Hesperia	PresenceLearning, Inc.	\$11,190.92
69266	2/9/2021	Hesperia	Purchase Power	\$75.12
69267	2/9/2021	Hesperia	Quill Corporation	\$273.35
69270	2/9/2021	Hesperia	Sprint	\$857.41
69271	2/9/2021	Hesperia	Staples Technology Solutions	\$9.31
69272	2/9/2021	Hesperia	Terminix International Company	\$113.00
69273	2/9/2021	Hesperia	Timepayment Corp	\$376.66
69274	2/9/2021	Hesperia	Toyota Financial Services	\$3,001.04
69276	2/9/2021	Hesperia	US Premium Finance	\$0.00
69277	2/9/2021	Hesperia	US Premium Finance	\$0.00
69278	2/9/2021	Hesperia	US Premium Finance	\$0.00
69279	2/9/2021	Hesperia	Verizon	\$999.25
69280	2/9/2021	Hesperia	Young, Minney & Corr, LLP	\$2,233.00
69281	2/12/2021	Hesperia	Encore ASB Hesperia	\$1,000.00
69284	2/23/2021	Hesperia	National Benefits Services	\$1,125.00
69287	2/25/2021	Hesperia	Gaines & Gaines, APLC, Client's Trust Account	\$62,500.00
69288	2/26/2021	Hesperia	Musical Theatre Competitions of America, LLC	\$1,572.30
69289	2/26/2021	Hesperia	Musical Theatre Competitions of America, LLC	\$309.82
<b>Grand Total</b>				<b>\$235,799.24</b>

**ENCORE HIGH SCHOOL FOR THE ARTS - RIVERSIDE  
WARRANT REGISTER: February 2021**

<b>Check Number</b>	<b>Check Date</b>	<b>School</b>	<b>Payee</b>	<b>Sum of Amount</b>
69250	2/9/2021	Riverside	GreatAmerica Financial Services	\$3,130.83
69256	2/9/2021	Riverside	Measure Education Inc.	\$1,828.88
69268	2/9/2021	Riverside	Sadeghian's Rental 9th Street LLC.	\$16,347.23
69269	2/9/2021	Riverside	SoCalGas Sempra Energy Utility	\$37.82
<b>Grand Total</b>				<b>\$21,344.76</b>

**ENCORE HIGH SCHOOLS - ALL SITES  
WARRANT REGISTER: February 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
2236	2/8/2021	Big West Insurance Agency	Big West - Property insurance	\$24,650.00
<b>2236 Total</b>				<b>\$24,650.00</b>
69232	2/8/2021	National Benefits Services	Feb 10th 2021 403b Contribution	\$1,125.00
<b>69232 Total</b>				<b>\$1,125.00</b>
69235	2/9/2021	Awards of Recognition	155 2in Medals	\$709.80
<b>69235 Total</b>				<b>\$709.80</b>
69236	2/9/2021	Bell Mountain Enterprise, Inc. dba Hi Desert Alarm	Fire Alarm Monitoring	\$820.00
<b>69236 Total</b>				<b>\$820.00</b>
69237	2/9/2021	California Department of Education / Cashier's Office	Commodity S&H Fees	\$162.45
<b>69237 Total</b>				<b>\$162.45</b>
69238	2/9/2021	Car Clinic Inc.	Car Maintenance	\$79.25
<b>69238 Total</b>				<b>\$79.25</b>
69239	2/9/2021	City of Hesperia	Water Service acct #DB0022-002	\$2,751.63
			Water Service acct #DB0022-002 LF	\$53.74
			Water Service acct #DB0022F-002	\$141.67
			Water Service acct #DB0022F-002 LF	\$0.67
<b>69239 Total</b>				<b>\$2,947.71</b>
69240	2/9/2021	Countrywide RV and Mini Storage	December 2020 Storage Rent	\$582.00
			January 2021 Storage Rent	\$582.00
<b>69240 Total</b>				<b>\$1,164.00</b>
69241	2/9/2021	David Caines	Van tires reparaie reimbursement	\$30.00
<b>69241 Total</b>				<b>\$30.00</b>
69242	2/9/2021	Delta Managed Solutions, Inc.	Monthly Fee - November 2020	\$24,716.00
<b>69242 Total</b>				<b>\$24,716.00</b>
69243	2/9/2021	Delta Managed Solutions, Inc.	Prop 39 2018-19 Progress Report	\$1,440.00
<b>69243 Total</b>				<b>\$1,440.00</b>
69244	2/9/2021	Department of Public Health	7/1-12/31/19 Nursing Services	\$4,019.28
<b>69244 Total</b>				<b>\$4,019.28</b>
69245	2/9/2021	DMV Renewal	1996 Dodge REGISTRATION RENEWAL Lic 45727J1	\$217.00
<b>69245 Total</b>				<b>\$217.00</b>
69246	2/9/2021	Encore ASB Hesperia	ASB Reim September 2020 Misc	\$1,000.00
<b>69246 Total</b>				<b>\$1,000.00</b>
69247	2/9/2021	FedEx	Shipping	\$463.66
<b>69247 Total</b>				<b>\$463.66</b>
69248	2/9/2021	FRESH START MEALS, INC.	October 2020 Meals	\$4,079.70
<b>69248 Total</b>				<b>\$4,079.70</b>
69249	2/9/2021	Frontier	1/12-2/11/21 Service	\$6,610.00
			9/12-10/11/20 Service	\$6,610.00
<b>69249 Total</b>				<b>\$13,220.00</b>
69250	2/9/2021	GreatAmerica Financial Services	December 2020 Avaya Phone System/IPO Licenses	\$1,176.35
			November 2020 Avaya Phone System/IPO Licenses	\$910.87
			October 2020 Avaya Phone System/IPO Licenses	\$1,043.61
<b>69250 Total</b>				<b>\$3,130.83</b>
69251	2/9/2021	Green Comfort	A/C & Heater Commercial Maintenance & Repair	\$863.68
<b>69251 Total</b>				<b>\$863.68</b>

**ENCORE HIGH SCHOOLS - ALL SITES  
WARRANT REGISTER: February 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
69252	2/9/2021	Honors Graduation	Graduation Honor Cords & Medallions	\$500.00
<b>69252 Total</b>				<b>\$500.00</b>
69253	2/9/2021	IPFS CORPORATION OF CALIFORNIA	2nd Installment	\$2,134.28
			2nd Installment Late Fee	\$106.71
			3rd Installment	\$2,134.28
<b>69253 Total</b>				<b>\$4,375.27</b>
69254	2/9/2021	Language Training Center Inc.	November 2020 Phone Interpreting	\$19.80
<b>69254 Total</b>				<b>\$19.80</b>
69255	2/9/2021	Leonardo C. Rivera	December 2020 Lawn care	\$750.00
			January 2021 Lawn care	\$600.00
			November 2020 Lawn care	\$600.00
<b>69255 Total</b>				<b>\$1,950.00</b>
69256	2/9/2021	Measure Education Inc.	October 2020 Data Management	\$1,828.88
			November 2020 Data Management	\$1,928.88
<b>69256 Total</b>				<b>\$3,757.76</b>
69257	2/9/2021	Mesquit's Supply, LLC	Janitorial Supplies	\$129.15
<b>69257 Total</b>				<b>\$129.15</b>
69258	2/9/2021	Mobile Occupational Services, Inc.	Drug Test	\$55.00
<b>69258 Total</b>				<b>\$55.00</b>
69259	2/9/2021	Music Theatre International	Music Theatre payment till 10/17/20	\$4,198.96
<b>69259 Total</b>				<b>\$4,198.96</b>
69260	2/9/2021	Navitas Credit Corp.	Jan 2021 Payment for contract #40295324-1	\$371.19
<b>69260 Total</b>				<b>\$371.19</b>
69261	2/9/2021	Nigro & Nigro	2019/20 Audit Services	\$5,000.00
<b>69261 Total</b>				<b>\$5,000.00</b>
69262	2/9/2021	Nuso, LLC	January 2021 Service	\$273.54
<b>69262 Total</b>				<b>\$273.54</b>
69263	2/9/2021	PayFlex Systems USA, Inc.	January 2021 Service	\$400.00
<b>69263 Total</b>				<b>\$400.00</b>
69264	2/9/2021	Pitney Bowes Global Financial Services LLC	Postage equipment lease Acct #18223708	\$142.93
<b>69264 Total</b>				<b>\$142.93</b>
69265	2/9/2021	PresenceLearning, Inc.	December 2020 - Setup Fee Additional Students	\$2,995.50
			November 2020 - Setup Fee Additional Students	\$3,756.18
			October 2020 - Setup Fee Additional Students	\$3,989.24
			Platform Usage Fee	\$450.00
<b>69265 Total</b>				<b>\$11,190.92</b>
69266	2/9/2021	Purchase Power	Postage Equipment refill	\$75.12
<b>69266 Total</b>				<b>\$75.12</b>
69267	2/9/2021	Quill Corporation	Cleaning Supplies - Covid 19	\$178.65
			Quillpointsplus 1-Yr enrollmnt	\$5.38
			Safety Supplies - Covid 19	\$89.32
<b>69267 Total</b>				<b>\$273.35</b>
69268	2/9/2021	Sadeghian's Rental 9th Street LLC.	January 2021 Rent	\$16,347.23
<b>69268 Total</b>				<b>\$16,347.23</b>
69269	2/9/2021	SoCalGas Sempra Energy Utility	1/5-1/14/21 Gas Service	\$4.73

**ENCORE HIGH SCHOOLS - ALL SITES  
WARRANT REGISTER: February 2021**

Check Number	Check Date	Payee	Reason	Sum of Amount
69269	2/9/2021	SoCalGas Sempra Energy Utility	10/1-11/2/20 Gas Service	\$16.81
			November 2020 Gas Service	\$16.28
<b>69269 Total</b>				<b>\$37.82</b>
69270	2/9/2021	Sprint	December 2020 Phone Service	\$429.54
			November 2020 Phone Service	\$427.87
<b>69270 Total</b>				<b>\$857.41</b>
69271	2/9/2021	Staples Technology Solutions	PRINT	\$9.31
<b>69271 Total</b>				<b>\$9.31</b>
69272	2/9/2021	Terminix International Company	December 2020 Pest Control	\$113.00
<b>69272 Total</b>				<b>\$113.00</b>
69273	2/9/2021	Timepayment Corp	February 2021 Charges Acct #44712859	\$188.33
			January 2021 Charges Acct #44712859	\$188.33
<b>69273 Total</b>				<b>\$376.66</b>
69274	2/9/2021	Toyota Financial Services	Jan 2021 Acct # 01 0272 WX656	\$750.44
			Jan 2021 Acct # 01 0272 WX722	\$750.02
			Jan 2021 Acct # 01 0272 WX741	\$749.98
			Jan 2021 Acct # 01 0272 WY302	\$750.60
<b>69274 Total</b>				<b>\$3,001.04</b>
69276	2/9/2021	US Premium Finance	Insurance installment #6	\$0.00
<b>69276 Total</b>				<b>\$0.00</b>
69277	2/9/2021	US Premium Finance	Insurance instalment #6	\$0.00
			Insurance instalment #7	\$0.00
			Insurance instalment Late Fee	\$0.00
<b>69277 Total</b>				<b>\$0.00</b>
69278	2/9/2021	US Premium Finance	Insurance installment #5	\$0.00
<b>69278 Total</b>				<b>\$0.00</b>
69279	2/9/2021	Verizon	9/26-10/25/20 Wireless Service	\$999.25
<b>69279 Total</b>				<b>\$999.25</b>
69280	2/9/2021	Young, Minney & Corr, LLP	Sep 2020 Legal Service	\$2,233.00
<b>69280 Total</b>				<b>\$2,233.00</b>
69281	2/12/2021	Encore ASB Hesperia	ASB Reim June 2020 Misc	\$1,000.00
<b>69281 Total</b>				<b>\$1,000.00</b>
69284	2/23/2021	National Benefits Services	Feb 25 2021 403b Contribution	\$1,125.00
<b>69284 Total</b>				<b>\$1,125.00</b>
69287	2/25/2021	Gaines & Gaines, APLC, Client's Trust Account	Settlement March 2021 Payment #12	\$62,500.00
<b>69287 Total</b>				<b>\$62,500.00</b>
69288	2/26/2021	Musical Theatre Competitions of America, LLC	MTCA 2021 - INVOICE	\$1,572.30
<b>69288 Total</b>				<b>\$1,572.30</b>
69289	2/26/2021	Musical Theatre Competitions of America, LLC	MTCA 2021 - INVOICE	\$309.82
<b>69289 Total</b>				<b>\$309.82</b>
0221-001	2/23/2021	US Premium Finance	Insurance installment #6	\$6,732.64
<b>0221-001 Total</b>				<b>\$6,732.64</b>
0221-002	2/23/2021	US Premium Finance	Insurance instalment #6	\$6,310.92
			Insurance instalment #7	\$5,996.35
			Insurance instalment Late Fee	\$299.57



**ENCORE HIGH SCHOOLS - ALL SITES  
WARRANT REGISTER: February 2021**



Check Number	Check Date	Payee	Reason	Sum of Amount
<b>0221-002 Total</b>				<b>\$12,606.84</b>
0221-003	2/23/2021	US Premium Finance	Insurance installment #5	\$1,854.41
<b>0221-003 Total</b>				<b>\$1,854.41</b>
0221-004	2/25/2021	Frontier	November 2020 Service	\$6,709.67
			12/12-1/11/21 Service	\$6,810.84
<b>0221-004 Total</b>				<b>\$13,520.51</b>
0221-005	2/25/2021	Frontier	Dec 2020 - Jan 2021 Internet Service	\$251.12
<b>0221-005 Total</b>				<b>\$251.12</b>
0221-006	2/25/2021	Frontier	1/13-2/12/21 Internet Service	\$83.50
			12/13-1/12/21 Internet Service	\$101.40
			2/13-3/12/21 Internet Service	\$80.08
<b>0221-006 Total</b>				<b>\$264.98</b>
0221-007	2/25/2021	Frontier	1/16-2/15/21 Internet Service	\$68.06
			12/16-1/15/21 Internet Service	\$68.06
			2/16-3/15/21 Internet Service	\$144.52
<b>0221-007 Total</b>				<b>\$280.64</b>
0221-008	2/25/2021	Frontier	1/13-2/12/21 Service	\$59.55
			12/13-1/12/21 Service	\$68.25
			2/13-3/12/21 Service	\$126.46
<b>0221-008 Total</b>				<b>\$254.26</b>
0221-201	2/9/2021	Amazon Capital Services, Inc.	19FM-Q6VK-7CPT	\$26.97
			1FQ7-49HJ-HHHD	\$392.97
			1MLQ-HR9C-PMCW	\$8,144.74
			1NHK-TM9G-4RTK	\$135.98
<b>0221-201 Total</b>				<b>\$8,700.66</b>
0221-202	2/1/2021	TEQlease, Inc.	February 2021 Teqlease Lease #410218	\$4,237.53
<b>0221-202 Total</b>				<b>\$4,237.53</b>
0221-203	2/11/2021	Wells Fargo Bank Service Fee	Jan 2021 Client Analysis Service Charge	\$407.22
<b>0221-203 Total</b>				<b>\$407.22</b>
<b>Grand Total</b>				<b>\$257,144.00</b>



# JANUARY 2021

Month 7 of 12

- TITLE PAGE
- QUICKBOOKS REPORT
- BANK STATEMENT W/BACKUP (CHRONOLOGICAL)
- DEBIT CARD USAGE REPORTS BY CARD NUMBER
- WE PAY / WIX – ONLINE PURCHASES WITH BACKUP
- NCR – ON SITE COLLECTIONS REPORT
- ON SITE DAILY RECONCILIATIONS WITH BACKUP
- CAMPUS ACCOUNTS BALANCE STATEMENT
- STUDENT SERVICES GENERAL FUND DEBIT USAGE REPORT

Reviewed by:		
CEO:  <b>APPROVED</b> Encore Final Approval - Board / CEO <b>Denise Griffin</b> Chief Executive Officer	ASB OFFICER: 	SCHOOL BOARD APPROVAL:



# QUICKBOOKS REPORT

# Encore High Schools Debit Account

Transaction List by Date  
January 2021

DATE	TRANSACTION TYPE	NUM	POSTING	NAME	MEMO/DESCRIPTION	ACCOUNT	SPLIT	AMOUNT
01/04/2021	Expense		Yes	Google	001922	Platinum Business Checking (1118)	Advertising - Hesperia	-14.25
01/04/2021	Expense		Yes	Constant Contact	001918	Platinum Business Checking (1118)	Parent Communication H	-125.00
01/04/2021	Expense		Yes	Wix.com	001921	Platinum Business Checking (1118)	Website Advertising	-23.00
01/04/2021	Expense		Yes	Box Inc.	001900	Platinum Business Checking (1118)	Calpads	-15.00
01/04/2021	Expense		Yes	Costco Gas	001904	Platinum Business Checking (1118)	Transportation H	-44.00
01/05/2021	Expense		Yes	Adobe	001902	Platinum Business Checking (1118)	Office Supplies & Software	-14.99
01/05/2021	Expense		Yes	Wix.com	1914	Platinum Business Checking (1118)	Website Advertising	-59.00
01/06/2021	Expense		Yes	Lowe's	1905	Platinum Business Checking (1118)	Maintenance - Hesperia	-19.01
01/08/2021	Expense		Yes	Quickbooks	001919	Platinum Business Checking (1118)	Office Supplies & Software	-70.00
01/11/2021	Expense		Yes	Quickbooks	001903	Platinum Business Checking (1118)	Office Supplies & Software	-25.00
01/11/2021	Expense		Yes	Call-Em-All	1920	Platinum Business Checking (1118)	Parent Communication H	-450.00
01/11/2021	Expense		Yes	Atco	1906	Platinum Business Checking (1118)	Transportation H	-60.35
01/12/2021	Expense		Yes	Lowe's	1907	Platinum Business Checking (1118)	Maintenance - Hesperia	-118.26
01/13/2021	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Bank Charges & Fees	-20.00
01/13/2021	Expense		Yes	Bank Card Fee		Platinum Business Checking (1118)	Bank Charges & Fees	-20.00
01/13/2021	Expense		Yes	Costco Gas	1908	Platinum Business Checking (1118)	Transportation H	-40.00
01/15/2021	Expense		Yes	California Batteries	1909	Platinum Business Checking (1118)	Transportation H	-81.81
01/19/2021	Deposit		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	Daily Deposit	774.44
01/19/2021	Deposit		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	Daily Deposit	2,000.00
01/20/2021	Bill Payment (Check)	6866	Yes	Custom Ink		Platinum Business Checking (1118)	Accounts Payable (A/P)	-4,267.84
01/20/2021	Expense		Yes	LearnWorlds	1899	Platinum Business Checking (1118)	Curriculum	-999.00
01/22/2021	Deposit		Yes	PayPal		Platinum Business Checking (1118)	Paypal Transfer	760.88
01/22/2021	Expense		Yes	MadRooster.com	1901	Platinum Business Checking (1118)	Website Advertising	-41.47
01/22/2021	Expense		Yes	Dunn-Edwards	1910	Platinum Business Checking (1118)	Maintenance - Hesperia	-130.70
01/27/2021	Deposit		Yes	Encore High School Hesperia		Platinum Business Checking (1118)	Daily Deposit	73.88
01/27/2021	Expense		Yes	Atco	1911	Platinum Business Checking (1118)	Transportation H	-45.35
01/28/2021	Expense		Yes	Home Depot	1912	Platinum Business Checking (1118)	Maintenance	-45.06
01/29/2021	Bill		Yes			Accounts Payable (A/P)	Reimbursable Expenses	45.00
01/29/2021	Bill Payment (Check)	6867	Yes			Platinum Business Checking (1118)	Accounts Payable (A/P)	-45.00
01/29/2021	Expense		Yes	Crown Awards	1913	Platinum Business Checking (1118)	Class Supplies - Hesperia	-38.18
01/29/2021	Expense		Yes	Dunn-Edwards	1915	Platinum Business Checking (1118)	Maintenance - Hesperia	-143.85
01/29/2021	Expense		Yes	Home Depot	1916	Platinum Business Checking (1118)	Maintenance - Hesperia	-5.79
01/29/2021	Expense		Yes	Target	1917	Platinum Business Checking (1118)	ASB	-2.14
01/31/2021	Expense		Yes	Monthly Service		Platinum Business Checking (1118)	Bank Charges & Fees	-40.00



# MONTHLY CHECKING REPORT

- **BANK STATEMENT**
- The activity placed behind the bank statement is chronological based on bank statement activity. Each transaction is serialized for easy tracking.
- Credit card charges from WEPAY, WIX, Deposits, and Bank Fees do not require approvals.
- All other activities should be approved as follows:
  - **PREAPPROVAL:** Pre-Approval Stamp, Approved Check Request, OR Approved Pre-Approval Form. (Expenses under \$1,000 can be made by any level manager. Pre-Approved Single expenses under \$9,999 under can be approved by anyone with a Second Level Approval Status, Executive Level.)
  - **FIRST APPROVAL:** Any level manager can make the first approval.
  - **SECOND APPROVAL:** Second or third level manager can make the second approval. The first and second approval cannot be the same person.
  - **THIRD APPROVAL:** Is required for any purchase or expense over \$5,000. Third approval can be given by the CEO or the School Board. For single expenses over \$15,000 Board approval is required.
- **Missing Documentation:** When any expense is missing the appropriate backup, the staff member that incurred the expense is required to fill out a lost receipt form. If the staff member has a consistent loss of receipts, discipline will begin.



# Commercial Basic Checking

January 31, 2021 ■ Page 1 of 4

ENCORE EDUCATION CORPORATION  
DEBIT ACCOUNT  
16955 LEMON ST  
HESPERIA CA 92345-5139

## Questions?

Call your Customer Service Officer or Client Services  
**1-800-AT WELLS** (1-800-289-3557)  
5:00 AM TO 6:00 PM Pacific Time Monday - Friday

Online: [wellsfargo.com](http://wellsfargo.com)

Write: Wells Fargo Bank, N.A. (114)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Visit [wellsfargoworks.com](http://wellsfargoworks.com) to explore videos, articles, infographics, interactive tools, and other resources on the topics of business growth, credit, cash flow management, business planning, technology, marketing, and more.

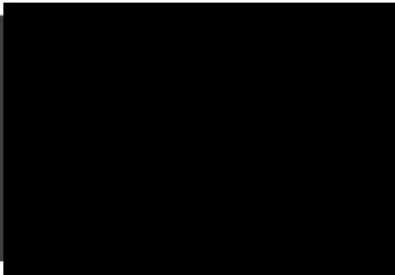
## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection

## Statement period activity summary

Beginning balance on 1/1	\$4,544.45
Deposits/Credits	3,609.20
Withdrawals/Debits	- 2,691.21
<b>Ending balance on 1/31</b>	<b>\$5,462.44</b>



## Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo branch.



**Transaction history**

<i>Date</i>	<i>Check Number</i>	<i>Description</i>	<i>Deposits/ Credits</i>	<i>Withdrawals/ Debits</i>	<i>Ending daily balance</i>
1/4		Recurring Payment authorized on 12/30 Wix.Com*Premium-Pj 800-6000949 NY S580365675428007 Card 0914		23.00	
1/4		Recurring Payment authorized on 01/01 Eig*Constantcontac 855-2295506 MA S461001306592461 Card 7974		125.00	
1/4		Purchase authorized on 01/01 Google*Ads75499021 Internet CA S381001781994159 Card 0914		14.25	
1/4		Recurring Payment authorized on 01/02 Box, Inc. 877-7294269 CA S301002686711060 Card 0914		15.00	
1/4		Purchase authorized on 01/04 Costco Gas #1010 Victorville CA P00461004595896021 Card 7120		44.00	4,323.20
1/5		Recurring Payment authorized on 01/04 Adobe Inc 800-8336687 CA S381004380664366 Card 0914		14.99	
1/5		Recurring Payment authorized on 01/04 Wix.Com*842455373 800-6000949 NY S581004624207719 Card 0914		59.00	4,249.21
1/6		Purchase authorized on 01/06 Lowe's #2528 Apple Valley CA P00381006793420471 Card 7120		19.01	4,230.20
1/8		Recurring Payment authorized on 01/07 Int*Quickbooks Onl 800-446-8848 CA S461007460780902 Card 7974		70.00	4,160.20
1/11		Purchase authorized on 01/07 Call-Em-All 972-668-1920 TX S581008217510016 Card 7974		450.00	
1/11		Recurring Payment authorized on 01/09 Int*Quickbooks Onl 800-446-8848 CA S381009451343181 Card 0914		25.00	
1/11		Purchase authorized on 01/11 Arco42318001 Hesperia CA P0000000631482496 Card 7120		60.35	3,624.85
1/12		Purchase authorized on 01/12 Lowe's #2528 Apple Valley CA P00581012664862843 Card 7120		118.26	3,506.59
1/13		Bankcard Fee - 0329285918		20.00	
1/13		Bankcard Fee - 0329286721		20.00	3,466.59
1/15		Purchase authorized on 01/14 Costco Gas #1010 Victorville CA P00581015093811406 Card 7120		40.00	
1/15		Purchase authorized on 01/15 California Batteries I Hesperia CA P00301015699611047 Card 7120		81.81	3,344.78
1/19		Deposit	2,000.00		
1/19		Deposit	774.44		6,119.22
1/20		Purchase authorized on 01/19 Leamworlds CY L Limassol Cyp S461019606240269 Card 0914		999.00	5,120.22
1/22		Paypal Transfer 210122 1012043912060 [REDACTED]	760.88		
1/22		Purchase authorized on 01/21 Madrooster.Com 888-623-7667 TN S301021397095833 Card 0914		41.47	
1/22		Purchase authorized on 01/22 Dunn-Edwards Corp #53 Victorville CA P00301022724250303 Card 7120		130.70	5,708.93
1/27		Deposit	73.88		
1/27		Purchase authorized on 01/27 Arco42318001 Hesperia CA P0000000485486525 Card 7120		45.35	5,737.46
1/28		Purchase authorized on 01/28 The Home Depot #0665 Victorville CA P00581028593346760 Card 7120		45.06	5,692.40
1/29		Purchase authorized on 01/27 Crown Awards Inc 800-227-1557 NY S381027627705317 Card 7120		38.18	
1/29		Purchase authorized on 01/29 Dunn-Edwards Corp #53 Victorville CA P00581029670468566 Card 7120		143.85	
1/29		Purchase authorized on 01/29 The Home Depot #0665 Victorville CA P00301029682937739 Card 7120		5.79	



**Transaction history (continued)**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
1/29		Purchase authorized on 01/29 Target T- 19201 Bear V Apple Valley CA P00000000289059943 Card 7120		2.14	
1/29		Monthly Service Fee		40.00	5,462.44
<b>Ending balance on 1/31</b>					<b>5,462.44</b>
<b>Totals</b>			<b>\$3,609.20</b>	<b>\$2,691.21</b>	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

**Monthly service fee summary**

For a complete list of fees and detailed account information, see the disclosures applicable to your account or talk to a banker. Go to [wellsfargo.com/feefaq](https://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 01/01/2021 - 01/31/2021	Standard monthly service fee \$40.00	You paid \$40.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any ONE of the following account requirements		
· Average ledger balance	\$25,000.00	\$4,627.00 <input type="checkbox"/>

The Monthly service fee summary fee period ending date shown above includes a Saturday, Sunday, or holiday which are non-business days.  
 Transactions occurring after the last business day of the month will be included in your next fee period.

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	20,000	0	0.0030	0.00
Transactions	6	500	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>





**General statement policies for Wells Fargo Bank**

■ **Notice:** Wells Fargo Bank, N.A. may furnish information about accounts belonging to individuals, including sole proprietorships, to consumer reporting agencies. If this applies to you, you have the right to dispute the accuracy of information that we have reported by writing to us at: Overdraft Collections and Recovery, P.O. Box 5058, Portland, OR 97208-5058.

You must describe the specific information that is inaccurate or in dispute and the basis for any dispute with supporting documentation. In the case of information that relates to an identity theft, you will need to provide us with an identity theft report.

**Account Balance Calculation Worksheet**

1. Use the following worksheet to calculate your overall account balance.
2. Go through your register and mark each check, withdrawal, ATM transaction, payment, deposit or other credit listed on your statement. Be sure that your register shows any interest paid into your account and any service charges, automatic payments or ATM transactions withdrawn from your account during this statement period.
3. Use the chart to the right to list any deposits, transfers to your account, outstanding checks, ATM withdrawals, ATM payments or any other withdrawals (including any from previous months) which are listed in your register but not shown on your statement.

**ENTER**

A. The ending balance shown on your statement ..... \$ \_\_\_\_\_

**ADD**

B. Any deposits listed in your register or transfers into your account which are not shown on your statement. \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 + \$ \_\_\_\_\_  
 ..... **TOTAL** \$ \_\_\_\_\_

**CALCULATE THE SUBTOTAL**  
(Add Parts A and B)

..... **TOTAL** \$ \_\_\_\_\_

**SUBTRACT**

C. The total outstanding checks and withdrawals from the chart above ..... - \$ \_\_\_\_\_

**CALCULATE THE ENDING BALANCE**  
(Part A + Part B - Part C)

This amount should be the same as the current balance shown in your check register ..... \$ \_\_\_\_\_

Number	Items Outstanding	Amount
<b>Total amount</b>		\$ _____



Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 12-30-21

**APPROVED**  
 Encore First Approval - Administration  
**Jim Barkdull**  
 Information Technology Manager

**Issued to:**  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

Invoice #839029933 | Dec 30, 2020 | Paid

WEBSITE

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 6	Monthly Dec 30, 2020 - Jan 30, 2021	1	\$23.00

Payment Method: Visa \*\*\*\* 0914

Subtotal	\$23.00
<b>Total</b>	<b>\$23.00</b>

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

001921

Thank you for your recent payment. Your payment receipt is found below.



Encore Education Corporation  
 Attn.: Ashlin Barkdull  
 16955 Lemon Street  
 Hesperia, CA 92345  
 US  
 760-605-3343

**EXPENSE**  
**PRE-APPROVED BY**

Name: Denise  
 Date: 1/1/2021

**Payment Receipt**  
 for January 1, 2021

Today's Date: January 1, 2021  
 Payment Date: January 1, 2021  
 Payment Method: Visa (last 4 digits: 7974)

User Name: [ceo@officerteam.com](mailto:ceo@officerteam.com)

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 7974	\$125.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the [My Account](#) link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the [My Account](#) page to opt out of receiving payment receipt emails in the future.

We appreciate your business.  
 Best Regards,  
 Constant Contact Billing  
 1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!  
 US / Canada Toll Free: (855) 229-5506  
 UK Toll Free: 0808-234-0942  
 Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!  
 US / Canada Toll Free: 855-229-5506  
 UK Toll Free: 0808-234-0945  
 Outside US / Canada: +1 781-472-8120

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

*Parent Communication*

001918

# Google™ Statement

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 12/1/20

To  
Denise Griffin  
Encore Education Corporation  
HESPERIA, CA 92345  
United States

**Details**

Account ID \_\_\_\_\_  
Payments account ID \_\_\_\_\_  
Payments profile ID \_\_\_\_\_  
Statement date \_\_\_\_\_

**Google Ads**

Summary for Dec 1, 2020–Dec 31, 2020

Starting balance	\$40.56
Total new activity	\$14.25
Total payments received	-\$40.56
Ending balance in USD	\$14.25

**This is not a bill.**

This is a summary of billing activity for the time period stated above.

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

*Advertising*  
**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001922



**EXPENSE**

**INVOICE**

INV08579670

PO Number:

**PRE-APPROVED BY**

Name: Contract

Date: 2/21

Sold To:  
dg@officerteam.com  
Denise Griffin

Account Number: [REDACTED]  
Invoice Number: [REDACTED]  
PO Number:

Bill To:  
dg@officerteam.com  
Denise Griffin  
16955 Lemon Street

*CALPADS*

Invoice Date: 01/02/2021  
Payment Due By: 01/02/2021  
Payment Terms: Due Upon Receipt  
Payment Method: CreditCard

Hesperia California 92345  
United States

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses Service Period: 01/02/2021-02/01/2021	\$5.00	3	\$15.00	\$0.00	\$15.00

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

Invoice Subtotal:	\$15.00
Tax:	\$0.00
<b>Total:</b>	<b>\$15.00</b>
Balance Due:	\$0.00
Currency:	USD

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
01/02/2021	[REDACTED]	Payment		(\$15.00)
			Balance Due:	\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?  
Submit new billing information securely  
online at: <https://www.box.com/update>  
(be sure to login as the Box administrator)

Account Number: [REDACTED]  
Invoice Date: 01/02/2021  
Invoice Number: INV08579670  
Payment Due Date: 01/02/2021  
Total Amount Due: \$0.00  
Amount Enclosed: \_\_\_\_\_

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

Copy of our W-9: [billing.app.box.com/W-9](https://billing.app.box.com/W-9)

001900

General billing inquiries: <https://community.box.com/>  
For additional billing assistance or to pay by credit card, submit a case by visiting:



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: John Griffin  
 Date: 1-4-21

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**



Costco #1010  
 14555 Valley Center Dr  
 Victorville, CA 92392

Member# [REDACTED]  
 Invoice# 88751  
 Date: 01/04/21  
 Time: 08:36  
 Auth# 397010

DB Acct #  
 \*\*\*\*\*7120

Pump	Gallons	Price
2	15.832	\$ 2.779

Product	Amount
Regular	\$ 44.00

**Total Sale \$ 44.00**

SALE- Chip Read  
 Approved  
 TranID# 100402088751

US DEBIT  
 Payment Network 48  
 A0000000980840  
 Verified by PIN  
 Mode: ISSUER

Thank you  
 For your purchase of  
 Kirkland Signature  
 Fuel  
 Visit Costco.com  
 Search: Fuel

VENDOR:  
COSTCO WHOLESALE

DATE OF PURCHASE:  
1-04-21

AMOUNT:  
\$ 44.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager  
**Johnny Griffin**  
 Chief Operations Officer

001904



Adobe Inc.  
345 Park Ave  
San Jose, CA 95110

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: \_\_\_\_\_

Invoice Number: [REDACTED]  
Invoice Date: JAN-04-21  
Payment Terms: Credit Card  
Due Date: JAN-11-21  
Purchase Order: [REDACTED]  
Contract No: 00004490  
Order Number: [REDACTED]  
Order Date: NOV-26-20  
Customer No.: [REDACTED]  
Bill to No. 1217497897

Adobe Contact Information:  
<https://helpx.adobe.com/contact.html>

Bill To:  
Denise Griffin  
Encore Education Corporation  
16955 Lemon St  
Hesperia CA 92345-5139

**APPROVED**

Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price		
000010	65232730 Acrobat Pro DC	EA	14.99	1	14.99		
<p><i>Software</i></p> <p><b>APPROVED</b> Encore First Approval - Administration <b>Jim Barkdull</b> Information Technology Manager</p>							
<b>North America</b>			<b>Invoice Totals</b>				
			S & H	Sales Tax	Currency	Qty Shipped	Invoice Total
			0.00	0.00	USD	1	14.99

Comments:

001902



Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
 Date: 1.4.2021

**APPROVED**  
 Encore First Approval - Administration  
**Jim Barkdull**  
 Information Technology Manager

**Issued to:**  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

Invoice #842455373 | Jan 4, 2021 | Paid

WEBSITE

Description	Site	Billing Period	Quantity	Amount
Ascend Ascend Unlimited	encorehighschool.com	Monthly Jan 4, 2021 - Feb 4, 2021	1	\$59.00

Payment Method: Visa \*\*\*\* 0914

Subtotal \$59.00

**Total \$59.00**

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

001914





**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-6-21

**Circle One:**  
**ASB / General Fund**

**TAPE RECI** **3 STAPLES**

LOWE'S HOME CENTERS, LLC  
 12189 APPLE VALLEY ROAD  
 APPLE VALLEY, CA 92506 (760) 961-3000

- MILITARY - PERSONAL USE SALE -  
 - SALE -

SALES#: S2520PYS 357896 TRANS#: 9970503 01-06-21

24650 1-1/2-INX1-1/4-INX1-1/2-I	10.38
3.04 DISCOUNT EACH	-0.38
3 @ 3.96	
911:97 DIRECT CONNECT TAIL PIECE	7.26
2.69 DISCOUNT EACH	-0.27
3 @ 2.42	
<b>SUBTOTAL:</b>	<b>17.64</b>
TAX:	1.37
INVOICE 09961 TOTAL:	19.01
DEBIT:	19.01

**TOTAL DISCOUNT: 1.95**

THANK YOU FOR YOUR MILITARY SERVICE

HYLOVE'S CARD NUMBER: 481000545708008

DEBIT: XXXXXXXXXXXX7120 AMOUNT: 19.01 AUTHID: 036032  
 LNTP REFID: 252809000163 01/06/21 14:01:43  
 \*PIN Verified  
 TRACE: 00652238

PURCHASE	CASH BACK	TOTAL DEBIT
19.01	0.00	19.01

APL: US DEBIT IUR: 800040000  
 RID: A000000980040 TSI: 6600  
 STORE: 2528 TERMINAL: 09 01/06/21 14:01:43  
 # OF ITEMS PURCHASED: 6  
 EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS

VENDOR: LOWE'S HOME CENTER

DATE OF PURCHASE: 1-06-21

AMOUNT: \$ 19.01

REIMBURSE TO / ACCOUNT: DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE: Maintenance

FIRST APPROVAL

**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001905



**EXPENSE Invoice**

Intuit Inc.  
2800 E. Commerce Center Place  
Tucson, AZ 85706

**PRE-APPROVED BY**

Name: Denise  
Date: 1/7/2021

Invoice number: 1000180534056  
Total: \$70.00  
Date: Jan 7, 2021  
Payment method: VISA ending 7974

**Bill to**

Ashlin Barkdull  
Encore High Schools Debit Account  
16955 Lemon St  
Hesperia, CA 92345-5139  
US  
Address may be standardized for tax purposes  
Company ID: [REDACTED]

*Accounting*

**Payment details**

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$70.00	\$70.00
Sales tax - Exempt:			\$0.00
<b>Total invoice:</b>			<b>\$70.00</b>

**Tax reporting information**

Period for monthly fees: Jan 7, 2021 - Feb 7, 2021  
Total without tax: \$70.00  
Total tax: \$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

All dates and times are Pacific Standard Time (PST).

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001919

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
 Date: 3/4/2021



# Monthly Subscription Payment Confirmation

*Parent Communication*

Hello Denise,

This email confirms your Text-Em-All subscription payment. Your monthly subscription is now active until 02/08/2021. Please note that your subscription will automatically renew on this date if you do not cancel before then.

**Transaction Details & Receipt**

**Username:** [ceo@officerteam.com](mailto:ceo@officerteam.com)  
**Name on Card:** Ashlin Barkdull  
**Date & Time:** 01/08/2021 12:02:32 AM  
**Confirmation Number:** 8D8B368B1D894D0  
**Credit Card Number:** XXXXXXXXXXXXX7974

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

Description	Amount
Text-Em-All Monthly Subscription	
Group Size of 2500 numbers	450.00
Active until 02/08/2021	0.00
<b>Total</b>	<b>450.00</b>

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

**Happy to help!**

001920

We pride ourselves on the reliability of our service and dedication to providing the best experience possible. If you need help or have any questions about your monthly Text-em-All subscription, please don't hesitate to contact our team.



**EXPENSE**

**PRE-APPROVED BY**

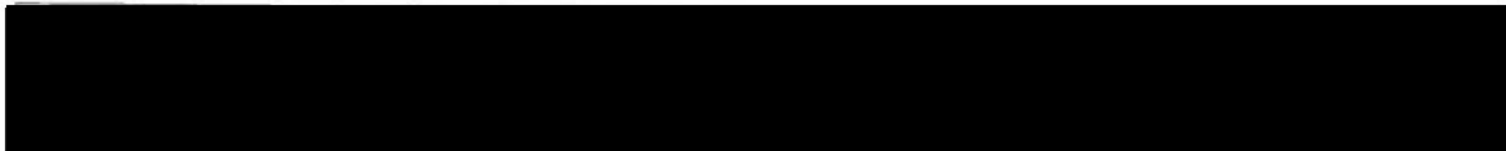
Joelle Schwarck <jschwarck@encorehighschool.com>

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Fwd: We received your QuickBooks subscription payment!**

1 message



----- Forwarded message -----

From: Intuit QuickBooks Team <intuit@notifications.intuit.com>

Date: Sat, Jan 9, 2021 at 4:34 AM

Subject: We received your QuickBooks subscription payment!

To: <ceo@officerteam.com>

**EXPENSE**

**PRE-APPROVED BY**

Name: Contract

Date: 20/21



ACCOUNTING

Payment success

Denise Griffin, thank you for your payment.

Invoice number: 1000180848927
Invoice date: 01/09/2021
Total: \$25.00
Payment method: VISA ending in 0914

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

View billing history

**APPROVED**  
 Encore First Approval - Administration  
**Julia Dolf**  
 Dean of Academics

Account details

Billed to: Encore ASB  
 Company ID ending: 1556  
 Items on this invoice: QuickBooks Online Simple Start

001903

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.



## Questions or concerns?

Visit customer support.



[View on web.](#)

You have received this business communication as part of our efforts to fulfill your request or service your account. You will receive this and other business communications from us even if you have opted out of marketing messages. All dates and times are Pacific Standard Time (PST).

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Intuit Inc. 2800 E. Commerce Center Place, Tucson, AZ 85706

ETC\_oBill\_Notify\_100\_QuickBooks Online\_en\_US\_US\_USD\_Charge

4426477f-15e1-440e-85be-b37aa7dc74f5

SMALL\_BUSINESS

--  
**- Mrs. Denise Griffin**  
Chief Executive Officer  
Encore Education Corporation  
[www.encorehighschool.com](http://www.encorehighschool.com)

In case of delays, please contact  
Mrs. Ashlin Barkdull  
Executive Office Manager, CEO Support  
[abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com)

"Where academics and arts grow together."

*Thank you for your email. Our average response time to email due to activity is five business days. CONFIDENTIALITY STATEMENT: This electronic message contains information that may be confidential or privileged. The information is intended solely for the use of the individual(s) or entity(ies) named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this message is prohibited. If you have received this e-mail in error, please notify us immediately by telephone at (760) 949-2036 or by e-mail reply and delete this message. Thank you.*



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-11-21

**Circle One:**  
**ASB / General Fund**

**TAPE RECEIPT**

**) AND NO STAPLES**

ARCO GASOLINE  
ARCO AMPM 42318  
16815 MAIN ST  
HEPERIA CA  
ARC042318001

DATE 1/11/21 12:53  
TRAN# 9066326  
PUMP# 06  
SERVICE LEVEL: SELF  
PRODUCT: REGULAR  
GALLONS: 19.361  
PRICE/G: \$3.099  
FUEL SALE \$60.00  
debitfee \$0.35  
DEBIT \$60.35

FinalSale Receipt  
DEBIT \$60.35  
Payment from Primary  
Account  
\*\*\*\*\*7120  
Auth #: 070112  
Odometer:  
Resp Code: 000  
Stan: 0187675673  
Reference:34343  
APPNAME US DEBIT  
AID : A0000000980840  
APP CRYPTOGRAM :  
ARQC DD3E79E63B9681E  
E  
ENTRY : Insert  
PIN USED

SITE ID: ARC04231800  
1

THANK YOU  
THANK YOU  
FOR CHOOSING ARCO  
COMMENTS?  
CALL 1800-322-2726

VENDOR:

ARCO GASOLINE

DATE OF PURCHASE:

1-11-21

AMOUNT:

\$ 60.35

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**

Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**

Chief Operations Officer

001906



# EXPENSE APPROVAL FORM

Before any expense can be incurred, it must be formally approved. This form must have a signature as a form of approval and a copy of this form must be attached to the receipt or invoice after the purchase is complete. This form with the accompanying backup must be turned in to the central bookkeeper.

TEACHERS AND INSTRUCTORS: You have an annual approval of up to \$500 to be spent to decorate and prepare your classroom. This should be approved by one of your Deans.

TEAM ADVISORS: For purchases for your team that are under \$500, your approval can come from the ASB Advisor. Purchases over \$500 but less than \$3,000 can be approved by the General Executive Manager. Purchases between \$3,000 - \$10,000 can be approved by the CEO or COO. Purchases over \$10,000 require a Board member approval and approval by either the student council, CEO, or COO.

ALL STAKEHOLDERS: Purchases under \$500 can be approved by your Deans. Deans must verify approval through the CEO or Board member.

Requestor Name: JOE GRIFFIN

(Circle One): Student  Staff  Parent  Other

Requested Expense: \_\_\_\_\_

Reason for Expense: PORTABLE RAMPS REPAIRS

Estimated Amount: \$ 200 -

Is this an ASB Expense? Yes  No

What account should this expense be debited from? FACILITY (GENERAL)

Date of Expense: JANUARY 12, 2021

If an ASB team expense, current fund balance? \_\_\_\_\_

How much of the current balance is restricted funds? \_\_\_\_\_

Will this expense use restricted funds? \_\_\_\_\_

Approval: \_\_\_\_\_ Date: 1-12-21

FOR JOHN GRIFFIN






Pre-Approval Stamp  
**EXPENSE**

**PRE-APPROVED BY**  
Name: [Signature]  
Date: 1-12-21

**Circle One:**  
**ASB / General Fund**

TAPE REC
IO STAPLES



LOWE'S HOME CENTERS, LLC  
12189 APPLE VALLEY ROAD  
APPLE VALLEY, CA 92308 (760) 961-3000

- SALE -

SALES#: 52528JF1 1302073    TRANS#: 60476045 01-12-21


178827 BRUSH 3-INX14-IN CRBK VIR	4.96
2 @	2.48
1034379 VALSPAR 9 1/2-IN KNIT ROL	29.91
3 @	9.97
186730 BUNDO SPREADING TOOLS	3.98
220582 3M RED CREAM HARDENER (05	11.96
2 @	5.98
276835 TEKS #10 X 1-7/16-IN PLYH	8.98
40267 GAL BODY FILLER	49.96
2 @	24.98
SUBTOTAL: 109.75	
TAX: 8.51	
INVOICE 60729 TOTAL:	118.26
DEBIT:	118.26

DEBIT:XXXXXXXXXX7120 AMOUNT:118.26 AUTHLD:006223  
CHIP REFID:252860000234 01/12/21 10:27:37  
\*PIN Verified  
TRACE:00795904

PURCHASE	CASH BACK	TOTAL DEBIT
118.26	0.00	118.26

APL: US DEBIT    TVR: 8060048000  
ATU: A000000980840    TSI: 6800

STORE: 2520    TERMINAL: 60    01/12/21 10:28:07  
# OF ITEMS PURCHASED: 11  
EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.

FOR DETAILS ON OUR RETURN POLICY, VISIT  
LOWE'S.COM/RETURNS  
A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE

VENDOR: LOWE'S HOME CNTRS

DATE OF PURCHASE: 1-12-21

AMOUNT: \$ 118.26

REIMBURSE TO / ACCOUNT: DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE: Maintenance

FIRST APPROVAL  
**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager *[Signature]*

SECOND APPROVAL  
**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001907



# BANK CHARGE FORM

Date: 1/13/21
Bank Charge: \$20.00 + 20.00
Reason: Fees are automatic
Completed by: Denise Griffin

Reviewed by:	
FIRST APPROVAL:	SECOND APPROVAL:
<p>Encore First Approval - Administration Central Bookkeeping Manager <b>Kelsey White</b> <b>APPROVED</b></p>	<p>Encore Final Approval - Board / CEO <b>Denise Griffin</b> Chief Executive Officer <b>APPROVED</b></p>

Scanned by: February 26 <sup>th</sup> by Kelsey White
Submission Date: February 26 <sup>th</sup>



**EXPENSE**  
Pre-Approval Stamp  
**PRE-APPROVED BY**  
Name: [Signature]  
Date: 11-13-21

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**



Costco #1010  
14555 Valley Center Dr  
Victorville, CA 92392

Member# [Redacted]  
Invoice# 15393  
Date: 01/14/21  
Time: 18:38  
Auth# 143035

DB Acct #  
\*\*\*\*\*7120

Pump Gallons Price  
9 13.991 \$ 2.859

Product Amount  
Regular \$ 40.00

Total Sale \$ 40.00

SALE- Chip Read  
Approved  
TranID# 101409015393

US DEBIT  
Payment Network 48  
A0000000980840  
Verified by PIN  
Mode: ISSUER

Thank you  
For your purchase of  
Kirkland Signature  
Fuel  
Visit Costco.com  
Search: Fuel

VENDOR:  
COSTCO WHOLESALE

DATE OF PURCHASE:  
1-14-21

AMOUNT:  
\$ 40.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

**APPROVED**  
Encore First Approval - Administrator  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001908



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-17-21

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT – DO NOT FOLD RECEIPT(S) AND NO STAPLES**

**CALIFORNIA BATTERIES**  
**Hesperia**  
 10902 I AVE  
 HESPERIA, CA 92345  
 760 948 6600

Transaction 106692

<b>Total</b>	<b>\$81.81</b>
DEBIT CARD SALE	\$81.81

15-Jan-2021 11:26:01A  
 \$81.81 | Method: EMV  
 US DEBIT XXXXXXXXXXXX7120  
 JOSEPH THIBODEAUX  
 Reference ID: [REDACTED]  
 Auth ID: [REDACTED]  
 MID: \*\*\*\*\*3887  
 AID: A0000000980840  
 AthNtwkNm: INTERLINK  
 RtInd: DEBIT  
 PIN VERIFIED

Payment STCTBIKEPATZ4

<https://over.com/private>

VENDOR:  
CALIFORNIA BATTERIES

DATE OF PURCHASE:  
1-15-21

AMOUNT:  
\$81.81

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Transportation

FIRST APPROVAL  
**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

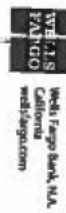
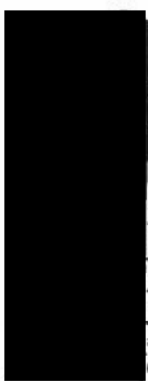
SECOND APPROVAL  
**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001909

DEPOSIT TICKET  
11-4288/1210 E  
DATE 1/19/21

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENT
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1 18190	2000	00
2		
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TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	2,000 00



\$ 2000.00

Wells Fargo Bank  
Transaction Receipt

Branch #0000945 12 Deposit  
Account Number XXXXXX1118  
CHK 00114  
Serial #  
Number of Checks 1  
Check Listing \$2,000.00  
Total Checks Amount \$2,000.00  
Total Deposit \$2,000.00

Deposit Availability  
The full amount of your deposit is included in your available balance.

Transaction # 159 0168  
04:19PM 01/19/21  
Deposit Credit Date: 01/19/21

Thank you, SARA

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. J CH AND OTHERS ARE PROVIDED FOR DEPOSIT DIRECTLY TO THE MEMBERS OF THE NATIONAL CREDITCARD CENTER AND ANY APPROPRIATE COLLECTION AGENCY.

DEPOSIT TICKET

DATE 1/19/21 11-4288/1210 6493

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

CURRENCY	DOLLARS	CENTS
	10	00

COINS

CHECKS LIST EACH SEPARATELY	DOLLARS	CENTS
1 27112	364	32
2 278060	400	12
3		
4		
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TOTAL BACKSIDE OR ATTACHED LIST

PLEASE RE-ENTER TOTAL HERE TOTAL 774 44

USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

Wells Fargo Bank  
Transaction Receipt

Branch #0000945 12 Deposit  
Account Number XXXXXX1118  
CHK 00114  
Serial #  
Cash In \$10.00  
Number of Checks 2  
Check Listing  
\$364.32  
\$400.12  
Total Checks Amount \$764.44  
Total Deposit \$774.44

Deposit Availability  
\$410.00 of your deposit is included in your available balance.

\$364.44 will be available on Wednesday, 01/20/21

Transaction # 160 0169  
04:20PM 01/19/21  
Deposit Credit Date: 01/19/21

Thank you, SARA

WELLS FARGO  
California  
wellsfargo.com

77444



LearnWorlds (CY) Ltd  
Gladstonos 120  
Foloune Building,  
2nd Floor, B1  
Limassol 3032  
Cyprus

BILLED TO  
Denise Griffin  
Encore Education Corporation  
16955 Lemon Street  
Hesperia, California 92345  
United States  
760-949-2036

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 1/19/21

**INVOICE**

Invoice # 3001-27497  
Invoice Date Jan 19, 2021  
Invoice Amount \$999.00 (USD)  
PAID

SUBSCRIPTION  
Billing Period Jan 19 to Feb 19, 2021  
Next Billing Date Feb 19, 2021  
School URL <https://www.encorestudent.com>

DESCRIPTION	AMOUNT (USD)
Enterprise Plan	\$999.00

Total \$999.00  
Payments (\$999.00)

Amount Due (USD) \$0.00

**PAYMENTS**

\$999.00 was paid on 19 Jan, 2021 16:50 UTC by Visa card ending 0914.

**NOTES**

LearnWorlds (CY) Ltd is incorporated in Cyprus, European Union, with Company registration Number HE380294

COVID CURRICULUM

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001899



[Redacted]

1/1/21 - 1/31/21

**Transaction History - USD**

Date	Description	Name \ Email	Gross	Fee	Net
1/5/21	PayPal Here Payment	[Redacted]	40.00	-1.55	38.45
1/20/21	PayPal Here Payment	[Redacted]	160.00	-5.75	154.25
1/22/21	PayPal Here Payment	[Redacted]	160.00	-4.32	155.68
1/22/21	Mobile Payment	[Redacted]	350.00	0.00	350.00
1/22/21	Mobile Payment	[Redacted]	15.00	-0.74	14.26
1/22/21	Mobile Payment	[Redacted]	49.99	-1.75	48.24
1/22/21	General Withdrawal - Bank Account	[Redacted]	-760.88	0.00	-760.88
1/25/21	Mobile Payment	[Redacted]	39.99	-1.46	38.53

To report an unauthorized transaction or other error NOT involving your debit card: call (402-938-3614) or write to us (Attn: Error Resolution Department, P.O. Box 45950, Omaha, NE 68145-0950).

To report an unauthorized transaction or other error concerning your debit card: call (402-938-3614), fax (303-395-2855) or write to us (PayPal Debit Card Department, P.O. Box 45950, Omaha, NE 68145-0950).

To cancel a pre-authorized or recurring payment or determine whether a pre-authorized or recurring transfer has been made: call us at 1-877-896-6383 (please note that only calls pertaining to pre-authorized or recurring payments will be accepted at this number).



**PAID**



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 12/17/20  
**WEBSITE**

901 Broadway  
 Suite #23103  
 Nashville, TN 37203

**Invoice #1028254**

Invoice Date: 12/07/2020

Due Date: 01/21/2021

Invoiced To



**APPROVED**  
 Encore First Approval - Administration  
**Jim Barkdull**  
 Information Technology Manager

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

Description	Total
Domain Renewal - encorehighschool.net - 1 Year/s (02/20/2021 - 02/19/2022) + DNS Management + Email Forwarding	\$12.49 USD
Domain Renewal - encorehighschool.org - 1 Year/s (02/20/2021 - 02/19/2022) + DNS Management + Email Forwarding	\$16.49 USD
Domain Renewal - encoretheatrics.com - 1 Year/s (02/20/2021 - 02/19/2022) + DNS Management + Email Forwarding	\$12.49 USD
<b>Sub Total</b>	<b>\$41.47 USD</b>
<b>Credit</b>	<b>\$0.00 USD</b>
<b>Total</b>	<b>\$41.47 USD</b>

**Transactions**

Transaction Date	Gateway	Transaction ID	Amount
01/21/2021	Credit Card	[REDACTED]	\$41.47 USD
	<b>Balance</b>		<b>\$0.00 USD</b>

PDF Generated on 01/21/2021

001901



**EXPENSE**  
 PRE-APPROVED BY  
 Name: [Signature]  
 Date: 1-22-21

Circle One:  
ASB / General Fund

TAPE RI      Dunn-Edwards Paints      NO STAPLES  
 Victorville Store  
 12475 Mariposa Rd Ste B  
 (760) 245-2442

[Redacted]

ITEM	QTY	PRICE
SSHL10-0-L-5 SPARTASHIELD Ext FL L Base {DE} DE 6354 GRAY WOLF	1	119.69T
PCF-R-L-5 AB 1343 Recovery Fee	1	1.60T
Subtotal		\$121.29
Sales Tax		\$9.41
Total		\$130.70
Debit Card		\$130.70
Auth Code: 001879		
DEBIT #7120		
Change		\$0.00

EMV Data:  
 Entry Mode: Chip Read  
 App ID (AID): A0000000980840  
 App Resp Code: 00  
 Term Verif Results: 8080048000  
 Trans Status Indicator: 6800  
 Issuer App Data (IAD): 06010A03608000  
 Mode: ISSUER  
 Verification Method: PIN

Thank you for your business!

\*\*\* CUSTOMER COPY \*\*\*  
 Location: 053-1-1      Trans#: 5377426  
 1/22/2021 12:07      Cashier: Jorge

\*053-05377426\*

VENDOR:  
DUNN-EDWARDS Paints

DATE OF PURCHASE:  
1-22-21

AMOUNT:  
\$ 130.70

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL  
**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL  
**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001910

DEPOSIT TICKET 11-4288/1210 8499

DATE: 01/27/21

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL	
DOLLARS	CENTS
CURRENCY	00
COINS	38
CHECKS LISTENCH SEPARATELY	50
1	116
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34	
TOTAL BACKSIDE OR ATTACHED LIST	
PLEASE RE-ENTER TOTAL HERE	TOTAL
	73 88

ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

Wells Fargo Bank  
Transaction Receipt

\$ 73.88

Branch #0000945 20 Deposit

Account Number XXXXXX1118

CHK 00114  
Serial #

Cash In \$45.38  
Number of Checks 1

Check Listing \$28.50

Total Checks Amount \$28.50  
Total Deposit \$73.88

Deposit Availability  
The full amount of your deposit is included in your available balance.

Transaction # 128 0137  
03:34PM 01/27/21  
Deposit Credit Date: 01/27/21

Thank you, ALLAN



**EXPENSE**  
PRE-APPROVED BY  
Name: [Signature]  
Date: 1-27-21

Circle One:  
**ASB / General Fund**

PLACE RECEIPTS HERE  
TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES

ARCO GASOLINE  
ARCO AMFM 42318  
16815 MAIN ST  
HEPERIA CA  
ARCO42318001



DATE 1/27/21 17:32  
TRAN# 9067574  
PUMP# 06  
SERVICE LEVEL: SELF  
PRODUCT: REGULAR  
GALLONS: 14.066  
PRICE/G: \$3.199  
FUEL SALE \$45.00  
debitfee \$0.35  
DEBIT \$45.35

FinalSale Receipt  
DEBIT \$45.35  
Payment from Primary  
Account  
\*\*\*\*\*7120  
Auth #: 050441  
Odometer:  
Resp Code: 000  
Stan: 0203729660  
Reference:53542  
APPNAME US DEBIT  
AID : A0000000980040  
APP CRYPTOGRAM :  
ARQC 578720822537D0E  
C  
ENTRY : Insert  
PIN USED

SITE ID: ARCO4231800  
1

THANK YOU  
THANK YOU  
FOR CHOOSING ARCO  
COMMENTS?  
CALL 1800-322-2726

VENDOR:

ARCO GASOLINE

DATE OF PURCHASE:

1-27-21

AMOUNT:

\$ 45.35

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Fuel

FIRST APPROVAL

**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**  
Encore Second Approval - Senior Manager  
**Johnny Griffin**  
Chief Operations Officer

001911



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-28-21

**Circle One:**  
**ASB / General Fund**

TAPE RI  **NO STAPLES**

**How doers  
get more done.**

STORE MANAGER ADAM H. VANDEBRAKE@HOMEDEPO  
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00004 52037 01/28/21 03:28 AM  
 SALE CASHIER JORDANA

077089143232 3X3/8 IN KNI <A> <M> BETTER 3 X 3/8 IN KNIT 2PK 203.97	7.94
077089200454 4"5PKFOAM <A> <M> HD WHITE FOAM 4 IN MINI 5PK MAX REFUND VALUE \$7.14/2	8.97
077089282726 1.5" ANGLE <A> <M> GOOD 1.5 ANGLE SASH LATEX BRUS-1 205.87	11.74
077089181357 3"UTLTYBRUSH <A> <M> ECON 3.0 FLAT BASIC BRUSH MAX REFUND VALUE \$10.56/2	4.57
077089181333 2"UTLTYBRUSH <A> <M> ECON 2.0 FLAT BASIC BRUSH MAX REFUND VALUE \$4.11	3.27
077089139693 6PCECONCOV <A> <M> ECON 9 X 3/8 IN KNIT POLY ROLLER 6PK MAX REFUND VALUE \$2.95	9.98
-----10% off Military Discount-----	
46.47 10% off Military Discount	-4.65
MUST RETURN ALL ITEMS FOR A FULL REFUND	

SUBTOTAL	41.82
SALES TAX	3.24
TOTAL	\$45.06
XXXXXXXXXXXX7120 DEBIT	USD\$ 45.06

AUTH CODE 000233  
 Chip Read  
 AID A0000000980840

Verified By PIN  
 US DEBIT

<M> = Military Appreciation

0665 01/28/21 08:28 AM



RETURN POLICY DEFINITIONS  
 POLICY ID DAYS POLICY EXPIRES ON  
 A 1 180 07/27/2021

Due to COVID-19, we have extended our  
 returns policy for most items.  
 Please see homedepot.com for details.

VENDOR:

THE HOME DEPOT

DATE OF PURCHASE:

1-28-21

AMOUNT:

\$45.06

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager  
**Johnny Griffin**  
 Chief Operations Officer

001912



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Neuse  
 Date: 1/27/21

*Poetry Slam*  
*class supplies*

INVOICE  
 9 Skyline Dr, Hawthorne, NY 10532 800-765-2003  
 www.CrownAwards.com

Account #	Invoice Date	Order #	Invoice #	PO #
[REDACTED]	01/27/21	10582327	34823637	WEB-10582327

**Billing Information**

Encore High School  
 16955 LEMON ST  
 HESPERIA, CA 92345-5139  
 ATTN:A BARKDULL

**Shipping Information**

JORDAN LEVERETTE  
 16955 LEMON ST  
 HESPERIA, CA 92345-5139

Quantity	Item #	Description	Unit Price	Subtotal
2	TR1300	PARTICIPATION TROPHY	3.99	7.98
2	FI2PL	2ND PLACE - 5"	0.00	0.00
2	ENGMRBWHG	WHITE MARBLE BASE GOLD PLATE	0.00	0.00
1	EXENGTR	EXTRA CHARACTER CHARGE	0.00	0.00
2	TR1300	PARTICIPATION TROPHY	3.99	7.98
2	FI3PL	3RD PLACE - 5"	0.00	0.00
2	ENGMRBWHG	WHITE MARBLE BASE GOLD PLATE	0.00	0.00
1	EXENGTR	EXTRA CHARACTER CHARGE	0.00	0.00
2	TR1300	PARTICIPATION TROPHY	3.99	7.98
2	FI1PL	1ST PLACE - 5"	0.00	0.00
2	ENGMRBWHG	WHITE MARBLE BASE GOLD PLATE	0.00	0.00
1	EXENGTR	EXTRA CHARACTER CHARGE	0.00	0.00
1	FRTRTP	SHIPPING & HANDLING-TROPHIES	11.49	11.49

VISA	*****7120	38.18	12/2023	<b>Invoice Subtotal</b>	23.94
				Shipping Charge	11.49
				Sales Tax	2.75
				<b>Total</b>	<b>38.18</b>
				Total Payments	38.18
				<b>Balance Due</b>	<b>\$0.00</b>

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

001913



**EXPENSE**  
~~Pre-Approval Stamp~~

**PRE-APPROVED BY**

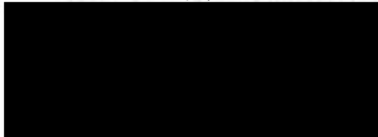
Name: [Signature]  
Date: 1-29-21

**Circle One:**  
**ASB / General Fund**

TAPE REI

Dunn-Edwards Paints  
Victorville Store  
12475 Mariposa Rd Ste B  
(760) 246-2442  
\*\* Cash Take \*\*

NO STAPLES



ITEM	QTY	PRICE
SSHL60-1-U-6 SPARTASHIELD Ext SG U Base (DE) DET 425 ROYAL RED FLUSH (A)B	1	131.90T
PCF-R-L-6 AB 1343 Recovery Fee	1	1.60T

Subtotal \$133.50  
Sales Tax \$10.35  
-----  
Total \$143.85

Debit Card \$143.85  
Auth Code: 000676  
DEBIT \*7120

EMV Data:  
Entry Mode: Chip Read  
APP ID (AID): A0000000980840  
APP Resp Code: 00  
Term Verif Results: 8080048000  
Trans Status Indicator: 6800  
Issuer App Data (IAD): 06010A03600000  
Mode: ISSUER  
Verification Method: PIN

Change \$0.00

Purchase of 1/29/2021  
POS # 05377862  
\*\*\* CUSTOMER COPY \*\*\*  
Location: 05377862 Trans#: 05377862  
1/29/2021 10:37 Cashier: Mark



\*053-05377862\*

VENDOR:

DUNN-EDWARDS PAINT

DATE OF PURCHASE:

1-29-21

AMOUNT:

\$ 143.85

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

001915



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-29-21

**Circle One:**  
**ASB / General Fund**

TAPE RE

PLACE RECEIPTS HERE

NO STAPLES



**How doers  
get more done.**

STORE MANAGER ADAM.H.VANDEBRAKE@HOMEDEPO  
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00052 41641 01/29/21 10:57 AM  
 SALE SELF CHECKOUT

077089911015 10PKLINERS <A> <M> 5.97  
 LINZER 9 IN PET TRAY LINER WHITE 10P  
 MAX REFUND VALUE \$5.37

-----10% off Military Discount-----  
 5.97 10% off Military Discount -0.60  
 MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 5.37  
 SALES TAX 0.42  
 TOTAL \$5.79

XXXXXXXXXXXX7120 DEBIT USD\$ 5.79

AUTH CODE 002897  
 Chip Read Verified By PIN  
 AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 01/29/21 10:57 AM



0665 52 41641 01/29/2021 5321

RETURN POLICY DEFINITIONS  
 POLICY ID DAYS POLICY EXPIRES ON  
 A 1 180 07/28/2021

Due to COVID-19, we have extended our  
 returns policy for most items.  
 Please see homedepot.com for details.

\*\*\*\*\*  
**DID WE NAIL IT?**

Take a short survey for a chance TO WIN  
 A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: H88 84236 83623  
 PASSWORD: 21079 83571

Entries must be completed within 14 days  
 of purchase. Entrants must be 18 or  
 older to enter. See complete rules on  
 website. No purchase necessary

VENDOR:

THE HOME DEPOT

DATE OF PURCHASE:

1-29-21

AMOUNT:

\$5.79

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager

**Johnny Griffin**  
 Chief Operations Officer

001916





Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Demie  
 Date: 1/29/21

**Circle One:**  
**ASB / General Fund**

**TAPE RE** **PLACE RECEIPTS HERE** **NO STAPLES**



Apple Valley - 760-247-4111  
 19201 Bear Valley Rd  
 Apple Valley, California 92308-6763  
 01/23/2021 12:04 PM



STATIONERY & OFFICE SUPPLIES  
 053095202 CARD \$1.99

	SUBTOTAL	\$1.99
T = CA TAX 7.75000 on \$1.99	TOTAL	\$2.14
*7120 DEBIT TOTAL PAYMENT		\$2.14
	AID: A0000000980840	
	US DEBIT	

NOTICE: Some furniture products can expose you to chemicals known to the State of California to cause cancer, birth defects or other reproductive harm. Please check on-product label for warning information

-----

REC#2-1029-0939-0171-0383-6 VCD#751-160-558

-----

Help make your Target Run better.  
 Take a 2 minute survey about today's trip

informtarget.com  
 User ID: 7897 0906 1982  
 Password: 896 164

CUPTENOS EN ESPAOL

Please take this survey within 7 days

VENDOR:  
TARGET

DATE OF PURCHASE:  
1-29-21

AMOUNT:  
\$2.14

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
ASB Sympathy Card

FIRST APPROVAL

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001917



# BANK CHARGE FORM

Date: 1/29/21
Bank Charge: 40.00
Reason: Monthly Service Fee - Automatic
Completed by: Denise Griffin

Reviewed by:	
FIRST APPROVAL: <b>APPROVED</b> Encore First Approval - Administration <b>Kelsey White</b> Central Bookkeeping Manager	SECOND APPROVAL: <b>APPROVED</b> Encore Final Approval - Board / CEO <b>Denise Griffin</b> Chief Executive Officer

Scanned by: Kelsey White
Submission Date: 2/26/2021



# DEBIT CARD USAGE REPORTS BY CARD NUMBER

The student services debit account is used for on campus purchases where other means of purchasing (invoice, check, etc.) is not feasible. Each debit card is reconciled monthly by the assigned user of the debit card. It is important to note that other people might use the debit cards contained in these reports, but it is the responsibility of the assigned card holder to reconcile the card every month. The following reports outline each individual card.

Each card report will have the following information:

The reconciliation report compiled using the bank statement

Receipts / backup documentation for each debit or credit (chronologically)



Name: Denise Griffin		Credit Card: 0914	
Reconciliation Month: January 2021			
Date	Vendor	Purpose	Amount
1/4/21	Wix.com	Website	23.00
1/4/21	Google Ads	Advertising	14.25
1/4/21	Box Inc.	CALPADS	15.00
1/5/21	Adobe Inc	Software	14.99
1/5/21	Wix.com	Website	59.00
1/11/21	Quickbooks	Accounting	25.00
1/20/21	LearnWorlds	Covid Curriculum	999.00
1/22/21	Madrooster.com	Website	41.47



Wix.com LTD  
 40 Namal Tel Aviv, 6350671  
 Israel

**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 12-30-21

**APPROVED**  
 Encore First Approval - Administration  
**Jim Barkdull**  
 Information Technology Manager

**Issued to:**  
 Denise Griffin  
 16955 Lemon Street Hesperia  
 US-CA United States  
 Encore Education Corporation

Invoice #839029933 | Dec 30, 2020 | Paid

WEBSITE

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 6	Monthly Dec 30, 2020 - Jan 30, 2021	1	\$23.00

Payment Method: Visa \*\*\*\* 0914

Subtotal \$23.00  


---

 Total \$23.00

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

001921

# Google™ Statement

## EXPENSE

### PRE-APPROVED BY

Name: Denise  
Date: 12/1/20

To  
Denise Griffin  
Encore Education Corporation  
HESPERIA, CA 92345  
United States

#### Details

Account ID \_\_\_\_\_  
Payments account ID \_\_\_\_\_  
Payments profile ID \_\_\_\_\_  
Statement date \_\_\_\_\_

#### Google Ads

Summary for Dec 1, 2020–Dec 31, 2020

Starting balance	\$40.56
Total new activity	\$14.25
Total payments received	-\$40.56
Ending balance in USD	\$14.25

**This is not a bill.**

This is a summary of billing activity for the time period stated above.

**APPROVED**  
Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

*Advertising*  
**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001922



**EXPENSE**

**INVOICE**

INV08579670  
PO Number:

**PRE-APPROVED BY**

Name: Contract  
Date: 2/21

Sold To:  
dg@officerteam.com  
Denise Griffin

Bill To:  
dg@officerteam.com  
Denise Griffin  
16955 Lemon Street

Hesperia California 92345  
United States

Account Number: [REDACTED]  
Invoice Number: [REDACTED]  
PO Number: [REDACTED]

Invoice Date: 01/02/2021  
Payment Due By: 01/02/2021  
Payment Terms: Due Upon Receipt  
Payment Method: CreditCard

*CALPADS*

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses Service Period: 01/02/2021-02/01/2021	\$5.00	3	\$15.00	\$0.00	\$15.00

**APPROVED**  
Encore Final Approval Board / CFO  
**Denise Griffin**  
Chief Executive Officer

Invoice Subtotal:	\$15.00
Tax:	\$0.00
<b>Total:</b>	<b>\$15.00</b>
Balance Due:	\$0.00
Currency:	USD

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
01/02/2021	P-09682088	Payment		(\$15.00)
			Balance Due:	\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?  
Submit new billing information securely  
online at: <https://www.box.com/update>  
(be sure to login as the Box administrator)

Account Number: B01330213  
Invoice Date: 01/02/2021  
Invoice Number: INV08579670  
Payment Due Date: 01/02/2021  
Total Amount Due: \$0.00  
Amount Enclosed: \_\_\_\_\_

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

Copy of our W-9: [billing.app.box.com/W-9](https://www.box.com/W-9)

001900

General billing inquiries: <https://community.box.com/>  
For additional billing assistance or to pay by credit card, submit a case by visiting:



Adobe Inc.  
345 Park Ave  
San Jose, CA 95110

Reprint Page 1 of 1  
 Invoice Number: [REDACTED]  
 Invoice Date: JAN-04-21  
 Payment Terms: Credit Card  
 Due Date: JAN-11-21  
 Purchase Order: [REDACTED]  
 Contract No: [REDACTED]  
 Order Number: [REDACTED]  
 Order Date: NOV-26-20  
 Customer No.: [REDACTED]  
 Bill to No. [REDACTED]  
 Adobe Contact Information:  
<https://helpx.adobe.com/contact.html>

**EXPENSE**  
**PRE-APPROVED BY**

Name: Nemise  
 Date: \_\_\_\_\_

Bill To:  
 Denise Griffin  
 Encore Education Corporation  
 18955 Lemon St  
 Hesperia CA 92345-5139

**APPROVED**  
 Encore First Approval - Administration  
**Julia Dolf**  
 Dean of Academics

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price	
000010	65232730 Acrobat Pro DC	EA	14.99	1	14.99	
<p><i>Software</i></p> <p><b>APPROVED</b>                      Encore First Approval - Administration  <b>Jim Barkdull</b>                      Information Technology Manager</p>						
<b>North America</b>		<b>Invoice Totals</b>				
		S & H	Sales Tax	Currency	Qty Shipped	Invoice Total
		0.00	0.00	USD	1	14.99

Comments:

001902





Wix.com LTD  
40 Namal Tel Aviv, 6350671  
Israel

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 1.4.2021

**APPROVED**

Encore First Approval - Administration  
**Jim Barkdull**  
Information Technology Manager

**Issued to:**

Denise Griffin  
16955 Lemon Street Hesperia  
US-CA United States  
Encore Education Corporation

Invoice #842455373 | Jan 4, 2021 | Paid

WEBSITE

Description	Site	Billing Period	Quantity	Amount
Ascend Ascend Unlimited	encorehighschool.com	Monthly Jan 4, 2021 - Feb 4, 2021	1	\$59.00

Payment Method: Visa \*\*\*\* 0914

Subtotal \$59.00

Total \$59.00

**APPROVED**

Encore Final Approval - Board / CEC

**Denise Griffin**  
Chief Executive Officer

001914



**EXPENSE**

**PRE-APPROVED BY**

Name: \_\_\_\_\_

Joelle Schwarck <jschwarck@encorehighschool.com>

Date: \_\_\_\_\_

**Fwd: We received your QuickBooks subscription payment!**

1 message



Forwarded message

From: Intuit QuickBooks Team <intuit@notifications.intuit.com>

Date: Sat, Jan 9, 2021 at 4:34 AM

Subject: We received your QuickBooks subscription payment!

To: <ceo@officerteam.com>

**EXPENSE**

**PRE-APPROVED BY**

Name: Contract

Date: 20/21



ACCOUNTING

Payment success

Denise Griffin, thank you for your payment.

Invoice number: 1000180848927
Invoice date: 01/09/2021
Total: \$25.00
Payment method: VISA ending in 0914

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

**APPROVED**

View billing history

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**  
Dean of Academics

Account details

Billed to:

Encore ASB

Company ID ending:

1556

Items on this invoice:

QuickBooks Online Simple Start

001903

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.



## Questions or concerns?

Visit customer support.

**intuit.**



[View on web.](#)

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Intuit Inc. 2800 E. Commerce Center Place, Tucson, AZ 85706

ETC\_oBill\_Notify\_100\_QuickBooks Online\_en\_US\_US\_USD\_Charge  
4426477f-15e1-440e-85be-b37aa7dc74f5

SMALL\_BUSINESS

—  
**- Mrs. Denise Griffin**  
Chief Executive Officer  
Encore Education Corporation  
[www.encorehighschool.com](http://www.encorehighschool.com)

In case of delays, please contact  
Mrs. Ashlin Barkdull  
Executive Office Manager, CEO Support  
[abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com)

"Where academics and arts grow together."

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LearnWorlds (CY) Ltd  
Gladstonos 120  
Foloune Building,  
2nd Floor, B1  
Limassol 3032  
Cyprus

# INVOICE

Invoice # 3001-27497  
Invoice Date Jan 19, 2021  
Invoice Amount \$999.00 (USD)  
PAID

## EXPENSE

### PRE-APPROVED BY

Name: Denise  
Date: 1/19/21

BILLED TO  
Denise Griffin  
Encore Education Corporation  
16955 Lemon Street  
Hesperia, California 92345  
United States  
760-949-2036

SUBSCRIPTION  
Billing Period Jan 19 to Feb 19, 2021  
Next Billing Date Feb 19, 2021  
School URL <https://www.encorestudent.com>

#### DESCRIPTION

Enterprise Plan

AMOUNT (USD)

\$999.00

Total \$999.00

Payments (\$999.00)

Amount Due (USD) \$0.00

#### PAYMENTS

\$999.00 was paid on 19 Jan, 2021 16:50 UTC by Visa card ending 0914.

#### NOTES

LearnWorlds (CY) Ltd is incorporated in Cyprus, European Union, with Company registration Number HE380294

COVID CURRICULUM

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001899



**PAID**

**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Denise  
 Date: 12/17/20

901 Broadway  
 Suite #23103  
 Nashville, TN 37203

*WEBSITE*

**Invoice #1028254**

Invoice Date: 12/07/2020

Due Date: 01/21/2021

Invoiced To



**APPROVED**

Encore First Approval - Administration

**Jim Barkdull**

Information Technology Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**

Chief Executive Officer

Description	Total
Domain Renewal - encorehighschool.net - 1 Year/s (02/20/2021 - 02/19/2022) + DNS Management + Email Forwarding	\$12.49 USD
Domain Renewal - encorehighschool.org - 1 Year/s (02/20/2021 - 02/19/2022) + DNS Management + Email Forwarding	\$16.49 USD
Domain Renewal - encoretheatrics.com - 1 Year/s (02/20/2021 - 02/19/2022) + DNS Management + Email Forwarding	\$12.49 USD
<b>Sub Total</b>	<b>\$41.47 USD</b>
<b>Credit</b>	<b>\$0.00 USD</b>
<b>Total</b>	<b>\$41.47 USD</b>

**Transactions**

Transaction Date	Gateway	Transaction ID	Amount
01/21/2021	Credit Card		\$41.47 USD
		<b>Balance</b>	<b>\$0.00 USD</b>

PDF Generated on 01/21/2021

001901



Name: Ashlin Barkdull			Credit Card: 7974
Reconciliation Month: January 2021			
Date	Vendor	Purpose	Amount
1/4/21	Constant Contact	Parent Communication	125.00
1/8/21	QuickBooks	Accounting	70.00
1/11/21	Call-Em-All	Parent Communication	450.00

Thank you for your recent payment. Your payment receipt is found below.



**EXPENSE**

**Payment Receipt**  
for January 1, 2021

**PRE-APPROVED BY**

Encore Education Corporation  
Attn.: Ashlin Barkdull  
16955 Lemon Street  
Hesperia, CA 92345  
US  
760-605-3343

Name: Denise  
Date: 1/1/2021

Today's Date: January 1, 2021  
Payment Date: January 1, 2021  
Payment Method: Visa (last 4 digits: 7974)

User Name: ceo@officerteam.com

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 7974	\$125.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the My Account link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the My Account page to opt out of receiving payment receipt emails in the future.

We appreciate your business.  
Best Regards,  
Constant Contact Billing  
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!  
US / Canada Toll Free: (855) 229-5506  
UK Toll Free: 0808-234-0942  
Outside US / Canada: 0808-234-0945

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US / Canada Toll Free: 855-229-5506  
UK Toll Free: 0808-234-0945  
Outside US / Canada: +1 781-472-8120

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

APPROVED

Encore Final Approval - Board / CEO

Denise Griffin  
Chief Executive Officer

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull  
General Executive Manager

*Parent Communication*

001918





**EXPENSE Invoice**

Intuit Inc.  
2800 E. Commerce Center Place  
Tucson, AZ 85706

**PRE-APPROVED BY**

Name: Denise  
Date: 1/7/2021

Invoice number: 1000180534056  
Total: \$70.00  
Date: Jan 7, 2021  
Payment method: VISA ending 7974

**Bill to**

Ashlin Barkdull  
Encore High Schools Debit Account  
16955 Lemon St  
Hesperia, CA 92345-5139  
US  
Address may be standardized for tax purposes  
Company ID: [REDACTED]

*Accounting*

**Payment details**

Item	Qty	Unit price	Amount
QuickBooks Online Plus	1	\$70.00	\$70.00
Sales tax - Exempt:			\$0.00
<b>Total Invoice:</b>			<b>\$70.00</b>

**Tax reporting information**

Period for monthly fees: Jan 7, 2021 - Feb 7, 2021  
Total without tax: \$70.00  
Total tax: \$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice. All dates and times are Pacific Standard Time (PST).

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001919

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 01/08/2021



# Monthly Subscription Payment Confirmation

*Parent Communication*

Hello Denise,

This email confirms your Text-Em-All subscription payment. Your monthly subscription is now active until 02/08/2021. Please note that your subscription will automatically renew on this date if you do not cancel before then.

## Transaction Details & Receipt

**Username:** ceo@officerteam.com  
**Name on Card:** Ashlin Barkdull  
**Date & Time:** 01/08/2021 12:02:32 AM  
**Confirmation Number:** 8D8B368B1D894D0  
**Credit Card Number:** XXXXXXXXXXXXX7974

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

Description	Amount
Text-Em-All Monthly Subscription	450.00
Group Size of 2500 numbers	0.00
Active until 02/08/2021	0.00
<b>Total</b>	<b>450.00</b>

**APPROVED**  
Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

**Happy to help!**

001920

We pride ourselves on the reliability of our service and dedication to providing the best experience possible. If you need help or have any questions about your monthly Text-em-All subscription, please don't hesitate to contact our team.



Name: Joseph Thibodeaux			Credit Card: 7120
Reconciliation Month: January 2021			
Date	Vendor	Purpose	Amount
1/4/21	Costco Gas	Fuel	44.00
1/6/21	Lowes	P-Traps for Sinks in the 4's & 12's	19.01
1/11/21	Arco	Fuel	60.35
1/12/21	Lowes	Paint supplies for portable ramps	118.26
1/15/21	Costco Gas	Fuel	40.00
1/15/21	California Batteries	Battery for Facility Vehicle	81.81
1/22/21	Dunn-Edwards Corp	Paint for A bldg.	130.70
1/27/21	Arco	Fuel	45.35
1/28/20	The Home Depot	Paint supplies for A bldg.	45.06
1/29/21	Crown Awards	Poetry Slam Awards	38.18
1/29/21	Dunn-Edwards Corp	Paint for A bldg.	143.85
1/29/21	The Home Depot	Paint supplies	5.79
1/29/21	Target	Sympathy Card	2.14



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
Name: Joseph Thibodeaux  
Date: 1-4-21

Circle One:  
**ASB / General Fund**

PLACE RECEIPTS HERE  
TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES



Costco #1010  
14555 Valley Center Dr  
Victorville, CA 92392



Date: 01/04/21  
Time: 08:36  
Auth# 397010

DB Acct #  
\*\*\*\*\*7120

Pump Gallons Price  
2 15.832 \$ 2.779

Product Amount  
Regular \$ 44.00

Total Sale \$ 44.00

SALE- Chip Read  
Approved  
TranID# 100402088751

US DEBIT  
Payment Network 48  
A0000000980840  
Verified by PIN  
Mode: ISSUER

Thank you  
For your purchase of  
Kirkland Signature  
Fuel  
Visit Costco.com  
Search: Fuel

VENDOR:  
COSTCO WHOLESALE

DATE OF PURCHASE:  
1-04-21

AMOUNT:  
\$ 44.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001904



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-6-21

**Circle One:**  
**ASB / General Fund**

VENDOR:  
LOWE'S HOME CENTER

DATE OF PURCHASE:  
1-06-21

AMOUNT:  
\$ 19.01

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001905

TAPE RECI

3 STAPLES



LOWE'S HOME CENTERS, LLC  
 12189 APPLE VALLEY ROAD  
 APPLE VALLEY, CA 92308 (760) 961-3000

- MILITARY - PERSONAL USE SALE -  
 - SALE -

SALES#: S2528PYS 3578096 TRANS#: 99/0503 01-06-21

24650	1-1/2-INX1-1/4-INX1-1/2-I	10.38
3.84	DISCOUNT EACH	-0.30
	3 @ 3.46	
917597	DIRECT CONNECT TAIL PIECE	1.26
2.69	DISCOUNT EACH	-0.27
	3 @ 2.42	

SUBTOTAL:	17.64
TAX:	1.37
INVOICE 09961 TOTAL:	19.01
DEBIT:	19.01

TOTAL DISCOUNT: 1.95

THANK YOU FOR YOUR  
 MILITARY SERVICE

MY LOWE'S CARD NUMBER: 481000545/08008

DEBIT: XXXXXXXXXXXX7120 AMOUNT: 19.01 AUTHID: 036832  
 CHIP REFID: 252809000163 01/06/21 14:01:43

\*PIN Verified

TRACE: 00652238

PURCHASE	CASH BACK	TOTAL DEBIT
19.01	0.00	19.01

APL: US DEBIT TR: 800040000

AID: A0000000900440 TSJ: 6800

STORE: 2528 TERMINAL: 09 01/06/21 14:01:43

6 OF ITEMS PURCHASED: 6

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS





PRE-APPROVED BY  
Name: [Signature]  
Date: 1-11-21

Circle One:  
ASB / General Fund

TAPE RECEIPT

AND NO STAPLES

ARCO GASOLINE  
ARCO AMPM 42318  
16815 MAIN ST  
HEPERIA CA  
ARCO42318001

DATE 1/11/21 12:53  
TRAN# 9066326  
PUMP# 06  
SERVICE LEVEL: SELF  
PRODUCT: REGULAR  
GALLONS: 19.361  
PRICE/G: \$3.099  
FUEL SALE \$60.00  
debitfee \$0.35  
DEBIT \$60.35

FinalSale Receipt  
DEBIT \$60.35  
Payment from Primary  
Account  
\*\*\*\*\*7120  
Auth #: 070112  
Odometer:  
Resp Code: 000  
Stan: 0107675673  
Reference: 34343  
APPNAME US DEBIT  
AID : A0000000980040  
APP CRYPTOGRAM :  
ARQC DD3E79E63B96B1E  
E  
ENTRY : Insert  
PIN USED

SITE ID: ARCO4231800  
1

THANK YOU  
THANK YOU  
FOR CHOOSING ARCO  
COMMENTS?  
CALL 1800-302-2726

VENDOR:

ARCO GASOLINE

DATE OF PURCHASE:

1-11-21

AMOUNT:

\$ 60.35

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Fuel

FIRST APPROVAL

APPROVED

Encore First Approval - Administration

Joseph Thibodeaux

Student Services Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management

Johnny Griffin

Chief Operations Officer

001906



# EXPENSE APPROVAL FORM

Before any expense can be incurred, it must be formally approved. This form must have a signature as a form of approval and a copy of this form must be attached to the receipt or invoice after the purchase is complete. This form with the accompanying backup must be turned in to the central bookkeeper.

**TEACHERS AND INSTRUCTORS:** You have an annual approval of up to \$500 to be spent to decorate and prepare your classroom. This should be approved by one of your Deans.

**TEAM ADVISORS:** For purchases for your team that are under \$500, your approval can come from the ASB Advisor. Purchases over \$500 but less than \$3,000 can be approved by the General Executive Manager. Purchases between \$3,000 - \$10,000 can be approved by the CEO or COO. Purchases over \$10,000 require a Board member approval and approval by either the student council, CEO, or COO.

**ALL STAKEHOLDERS:** Purchases under \$500 can be approved by your Deans. Deans must verify approval through the CEO or Board member.

Requestor Name: JOE GRIFFIN

(Circle One): Student  Staff  Parent  Other

Requested Expense: \_\_\_\_\_

Reason for Expense: PORTABLE RAMPS REPAIRS

Estimated Amount: \$ 200 -

Is this an ASB Expense? Yes  No

What account should this expense be debited from? FACILITY (GENERAL)

Date of Expense: JANUARY 12, 2021

If an ASB team expense, current fund balance? \_\_\_\_\_

How much of the current balance is restricted funds? \_\_\_\_\_

Will this expense use restricted funds? \_\_\_\_\_

Approval: FOR JOAN GRIFFIN  Date: 1-12-21



Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-12-21

**Circle One:**  
**ASB / General Fund**

**VENDOR:**  
LOWE'S HOME CNTRS

**DATE OF PURCHASE:**  
1-12-21

**AMOUNT:**  
\$ 118.26

**REIMBURSE TO / ACCOUNT:**  
DEBIT CARD

ADMIN APPROVAL ONLY

**PURPOSE:**  
Maintenance

**FIRST APPROVAL**  
**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager [Signature]

**SECOND APPROVAL**  
**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001907

TAPE REC

TRF

10 STAPLES



LOWE'S HOME CENTERS, LLC  
 12189 APPLE VALLEY ROAD  
 APPLE VALLEY, CA 92308 (760) 951-3000

- SALE -

SALES#: S2526JF1 1302073 TRANS#: 60476045 01-12-21

176827 BRUSH 3-INX14-IN CRBN WIR	4.96
2 @ 2.48	
1034379 VALSPAR 9 1/2-IN KNIT ROL	29.91
3 @ 9.97	
186730 BUNDO SPREADING TOOLS	3.98
220582 3H RED CREAM HARDENER (45	11.95
2 @ 5.98	
276035 TEKS #10 X 1-7/16-IN PLYM	8.98
40267 GAL BODY FILLER	49.96
2 @ 24.98	

SUBTOTAL: 109.75

TAX: 8.51

INVOICE 60729 TOTAL: 118.26

DEBIT: 118.26

DEBIT:XXXXXXXXXX7120 AMOUNT:118.26 AUTHCD:006223

CHIP REFID:252850000234 01/12/21 10:27:37

\*PIN Verified

TRACE:00795904

PURCHASE	CASH BACK	TOTAL DEBIT
118.26	0.00	118.26

APL: IIS DEBIT TVR: 8060048000

AID: A000000980840 IST: 6800

STORE: 2528 TERMINAL: 60 01/12/21 10:28:07

# OF ITEMS PURCHASED: 11

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.

FOR DETAILS ON OUR RETURN POLICY, VISIT

www.lowes.com

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**EXPENSE**  
 Pre-Approved By  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-13-21

Circle One:  
ASB / General Fund

PLACE RECEIPTS HERE  
TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES



Costco #1010  
14555 Valley Center Dr  
Victorville, CA 92392



Date: 01/14/21  
Time: 18:38  
Auth# 143035

DB Acct #  
\*\*\*\*\*7120

Pump	Gallons	Price
9	13.991	\$ 2.859

Product	Amount
Regular	\$ 40.00

Total Sale \$ 40.00

SALE- Chip Read  
Approved  
TranID# 101409015393

US DEBIT  
Payment Network 48  
A0000000980840  
Verified by PIN  
Mode: ISSUER

Thank you  
For your purchase of  
Kirkland Signature  
Fuel  
Visit Costco.com  
Search: Fuel

VENDOR:

COSTCO WHOLESALE

DATE OF PURCHASE:

1-14-21

AMOUNT:

\$ 40.00

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

001908



**EXPENSE**  
**PRE-APPROVED BY**  
Name: [Signature]  
Date: 1-14-21

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**

**CALIFORNIA BATTERIES**  
**Hesperia**  
10902 I AVE  
HESPERIA, CA 92345  
760 948 6600

Transaction 106692

**Total** **\$81.81**

DEBIT CARD SALE \$81.81

15-Jan-2021 11:26:01A

\$81.81 | Method: EMV

US DEBIT XXXXXXXXXXXX7120

JOSEPH THIBODEAUX

MID: \*\*\*\*\*3887

AID: A0000000980840

AthNtwkNm: INTERLINK

RtInd: DEBIT

PIN VERIFIED

Payment STCTB1KEPATZ4

VENDOR:

CALIFORNIA BATTERIES

DATE OF PURCHASE:

1-15-21

AMOUNT:

\$81.81

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Transportation

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

001909



**EXPENSE**  
 PRE-APPROVED BY  
 Name: [Signature]  
 Date: 1-22-21

Circle One:  
**ASB / General Fund**

TAPE RI

Dunn-Edwards Paints  
 Victorville Store  
 12475 Mariposa Rd Ste B  
 (760) 245-2442  
 Cash Take

NO STAPLES



ITEM	QTY	PRICE
SSHL10-0-L-6 SPARTASHIELD Ext FL L Base [DE] DE 6354 GRAY WOLF	1	119.69T
PCF-R-L-6 AB 1343 Recovery Fee	1	1.60T

Subtotal \$121.29  
 Sales Tax \$9.41  
 Total \$130.70

Debit Card \$130.70  
 Auth Code: 001879  
 DEBIT \*7120

EMV Data:  
 Entry Mode: Chip Read  
 App ID (AID): A0000000980840  
 App Resp Code: 00  
 Term Verif Results: 8080048000  
 Trans Status Indicator: 6800  
 Issuer App Data (IAD): 06010A0360B000  
 Mode: ISSUER  
 Verification Method: PIN

Change \$0.00

Thank you for your business!

\*\*\* CUSTOMER COPY \*\*\*  
 Location: 053-1-1 Trans#: 5377426  
 1/22/2021 12:07 Cashier: Jorge



\*053-05377426\*

VENDOR:  
DUNN-EDWARDS Paint

DATE OF PURCHASE:  
1-22-21

AMOUNT:  
\$ 130.70

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL  
**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL  
**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001910



**EXPENSE**  
Pre-Approval Form  
**PRE-APPROVED BY**  
Name: [Signature]  
Date: 1-27-21

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**

ARCO GASOLINE  
ARCO AMFM 42318  
16815 MAIN ST  
HEPERIA CA  
ARCO42318001

DATE 1/27/21 17:32  
TRAN# 9067574  
PUMP# 06  
SERVICE LEVEL: SELF  
PRODUCT: REGULAR  
GALLONS: 14.066  
PRICE/G: \$3.199  
FUEL SALE \$45.00  
debitfee \$0.35  
DEBIT \$45.35

FinalSale Receipt  
DEBIT \$45.35  
Payment from Primary  
Account  
\*\*\*\*\*7120  
Auth #: 050441  
Odometer:  
Resp Code: 000  
Stan: 0203729660  
Reference:53542  
APPNAME US DEBIT  
AID : A0000000900840  
APP CRYPTOGRAM :  
ARQC 578720822537D0E  
C  
ENTRY : Insert  
PIN USED

SITE ID: ARCO4231800  
1

THANK YOU  
THANK YOU  
FOR CHOOSING ARCO  
COMMENTS?  
CALL 1800-322-2726

VENDOR:

ARCO GASOLINE

DATE OF PURCHASE:

1-27-21

AMOUNT:

\$45.35

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager

**Johnny Griffin**  
Chief Operations Officer

001911



**EXPENSE**  
**PRE-APPROVED BY**  
Name: [Signature]  
Date: 1-28-21

**Circle One:**  
**ASB / General Fund**

TAPE RI



**How doers  
get more done.**

NO STAPLES

STORE MANAGER ADAM H VANDEBRAKE@HOMEDEPO  
15150 BEAR VALLEY RD VICTORVILLE CA

0665 00004 52037 01/28/21 03:28 AM  
SALE CASHIER JORDANA

077089143232 3X3/8 IN KNI <A> <M>	
BETTER 3 X 3/8 IN KNIT 2PK	
293.97	7.94
MAX REFUND VALUE \$7.14/2	
077089200454 4"5PKFOAM <A> <M>	8.97
HD WHITE FOAM 4 IN MINI 5PK	
MAX REFUND VALUE \$8.07	
077089282726 1.5" ANGLE <A> <M>	
GOOD 1.5 ANGLE SASH LATEX BRUSH	
295.87	11.74
MAX REFUND VALUE \$10.56/2	
077089181357 3"UTLTYBRUSH <A> <M>	4.57
ECON 3.0 FLAT BASIC BRUSH	
MAX REFUND VALUE \$4.11	
077089181333 2"UTLTYBRUSH <A> <M>	3.27
ECON 2.0 FLAT BASIC BRUSH	
MAX REFUND VALUE \$2.95	
077089139693 6PCECONCOV <A> <M>	9.98
ECON 9 X 3/8 IN KNIT POLY ROLLER 6PK	
MAX REFUND VALUE \$8.99	
-----10% off Military Discount-----	
46.47 10% off Military Discount	-4.65
MUST RETURN ALL ITEMS FOR A FULL REFUND	

	SUBTOTAL	41.82
	SALES TAX	3.24
	TOTAL	\$45.06
XXXXXXXXXXXX7120	DEBIT	

AUTH CODE 000233  
Chip Read Verified By PIN  
AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 01/28/21 08:28 AM



RETURN POLICY DEFINITIONS			
POLICY ID	DAYS	POLICY EXPIRES ON	
A 1	180	07/27/2021	

Due to COVID-19, we have extended our return policy for most items. Please see homedepot.com for details.

VENDOR:  
THE HOME DEPOT

DATE OF PURCHASE:  
1-28-21

AMOUNT:  
\$45.06

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL  
**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL  
**APPROVED**  
Encore Second Approval - Senior Manager  
**Johnny Griffin**  
Chief Operations Officer

001912



*Poetry Slam class supplies*

INVOICE  
 9 Skyline Dr, Hawthorne, NY 10532 800-765-2003  
 www.CrownAwards.com

**EXPENSE**  
**PRE-APPROVED BY**  
 Name: Neuse  
 Date: 1/27/21

Account #	Invoice Date	Order #	Invoice #	PO #
[REDACTED]	01/27/21	10582327	34823637	WEB-10582327

**Billing Information**

Encore High School  
 16955 LEMON ST  
 HESPERIA, CA 92345-5139  
 ATTN:A BARKDULL

**Shipping Information**

JORDAN LEVERETTE  
 16955 LEMON ST  
 HESPERIA, CA 92345-5139

Quantity	Item #	Description	Unit Price	Subtotal
2	TR1300	PARTICIPATION TROPHY		
2	FI2PL	2ND PLACE - 5"	3.99	7.98
2	ENGMRBWHG	WHITE MARBLE BASE GOLD PLATE	0.00	0.00
1	EXENGTR	EXTRA CHARACTER CHARGE	0.00	0.00
2	TR1300	PARTICIPATION TROPHY	0.00	0.00
2	FI3PL	3RD PLACE - 5"	3.99	7.98
2	ENGMRBWHG	WHITE MARBLE BASE GOLD PLATE	0.00	0.00
1	EXENGTR	EXTRA CHARACTER CHARGE	0.00	0.00
2	TR1300	PARTICIPATION TROPHY	0.00	0.00
2	FI1PL	1ST PLACE - 5"	3.99	7.98
2	ENGMRBWHG	WHITE MARBLE BASE GOLD PLATE	0.00	0.00
1	EXENGTR	EXTRA CHARACTER CHARGE	0.00	0.00
1	FRTTRP	SHIPPING & HANDLING-TROPHIES	0.00	0.00
			11.49	11.49

VISA	*****7120	38.18	12/2023	Invoice Subtotal	23.94
				Shipping Charge	11.49
				Sales Tax	2.75
				<b>Total</b>	<b>38.18</b>
				Total Payments	38.18
				<b>Balance Due</b>	<b>\$0.00</b>

**APPROVED**  
 Encore First Approval - Administration  
**Kelsey White**  
 Central Bookkeeping Manager

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

001913



**EXPENSE**  
 PRE-APPROVED BY  
 Name: *[Signature]*  
 Date: 1-29-21

Circle One:  
**ASB / General Fund**

VENDOR:  
DUNN-EDWARDS Paint

DATE OF PURCHASE:  
1-29-21

AMOUNT:  
\$ 143.85

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001915

TAPE REI

Dunn-Edwards Paints  
 Victorville Store  
 12475 Mariposa Rd Ste B  
 (760) 246-2442  
 \*\* Cash Take \*\*

NO STAPLES



ITEM	QTY	PRICE
SSHL50-1-U-6	1	131.90T
SPARTASHIELD Ext SG U Base		
(DE) NET 426 ROYAL RED FLUSH (A)@		
PCF-R-L-6	1	1.60T
AB 1343 Recovery Fee		

Subtotal \$133.50  
 Sales Tax \$10.36  
**Total \$143.85**

Debit Card \$143.85  
 Auth Code: 000676  
 DEBIT \*7120

EMV Data:  
 Entry Mode: Chip Read  
 App ID (AID): A0000000980840  
 App Resp Code: 00  
 Term Verif Results: 8080048000  
 Trans Status Indicator: 6800  
 Issuer App Data (IAD): 06010A03600000  
 Mode: ISSUER  
 Verification Method: PIN

Change \$0.00

Encore First Approval - Administration  
 Joseph Thibodeaux

\*\*\* CUSTOMER COPY \*\*\*

1/29/2021 10:37 Cashier: Mark



\*063-05377862\*



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-29-21

**Circle One:**  
**ASB / General Fund**

**VENDOR:**  
THE HOME DEPOT

**DATE OF PURCHASE:**  
1-29-21

**AMOUNT:**  
\$ 5.79

**REIMBURSE TO / ACCOUNT:**  
DEBIT CARD

ADMIN APPROVAL ONLY

TAPE RE



**How doers  
get more done.**

NO STAPLES

STORE MANAGER ADAM\_H VANDEBRAKE@HOMEDEPO  
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00052 41641 01/29/21 10:57 AM  
 SALE SELF CHECKOUT

077089911015 10PKLINERS <A> <M> 5.97  
 LINZER 9 IN PET TRAY LINER WHITE 10P  
 MAX REFUND VALUE \$5.37  
 -----10% off Military Discount-----  
 5.97 10% off Military Discount -0.60  
 MUST RETURN ALL ITEMS FOR A FULL REFUND

	SUBTOTAL	5.37
	SALES TAX	0.42
	TOTAL	\$5.79
XXXXXXXXXXXX7120	DEBIT	
		USD\$ 5.79

AUTH CODE 002897  
 Chip Read  
 AID A0000000980840

Verified By PIN  
 US DEBIT

<M> = Military Appreciation

0665 01/29/21 10:57 AM



0665 52 41641 01/29/2021 5321

RETURN POLICY DEFINITIONS  
 POLICY ID DAYS POLICY EXPIRES ON  
 A 1 180 07/28/2021

Due to COVID-19, we have extended our returns policy for most items. Please see homedepot.com for details.

\*\*\*\*\*  
**DID WE NAIL IT?**

Take a short survey for a chance TO WIN  
 A \$5,000 HOME DEPOT GIFT CARD

Opine en español

[www.homedepot.com/survey](http://www.homedepot.com/survey)

User ID: H88 84236 83623  
 PASSWORD: 21079 83571

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary

**PURPOSE:**  
Maintenance

**FIRST APPROVAL**

**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

**SECOND APPROVAL**

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001916



# ENCORE

Junior & Senior High School for the Arts

Pre-Approval Stamp  
**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 1/29/21

Circle One:  
**ASB / General Fund**

TAPE RE

PLACE RECEIPTS HERE

NO STAPLES



Apple Valley - 760-247-4111  
19201 Bear Valley Rd  
Apple Valley, California 92308-6763  
01/29/2021 12:04 PM



STATIONERY & OFFICE SUPPLIES  
053095202 CARD \$1.99

	SUBTOTAL	\$1.99
T = CA TAX 7.75000 on \$1.99		\$0.15
	TOTAL	\$2.14
*7120 DEBIT TOTAL PAYMENT		\$2.14
	AID: A0000000980840	
	US DEBIT	

NOTICE: Some furniture products can expose you to chemicals known to the State of California to cause cancer, birth defects or other reproductive harm. Please check on-product label for warning information

REC#2-1029-0939-0171-0383-6 VCD#751-160-558

Help make your Target Run better.  
Take a 2 minute survey about today's trip

Informtarget.com  
User ID: 7897 0906 1982  
Password: 896 164

CU,NTENOS EN ESPA,OL

Please take this survey within 7 days

VENDOR:

TARGET

DATE OF PURCHASE:

1-29-21

AMOUNT:

\$2.14

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

ASB Sympathy Card

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Kelsey White**

Central Bookkeeping Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**

Chief Operations Officer

001917



# MONTHLY WE PAY / WIX REPORTING

WePay and WIX are credit card payment systems that Encore uses for third parties to make payments and purchase merchandise. The request for these payments come directly from our communication email system, Constant Contact and from purchases made from the internet for special events.

- The first report reflects the bank charges associated with this service
- The second report reflects the individuals that have made the payments
- Last, a sampling of the actual purchases from Constant Contact are included. If you are looking for a specific charge through Constant Contact, it is available online for download.



# MONTHLY WE PAY/WIX REPORTING

There is no activity for WePay or WIX during the month of  
January 2021.



# NCR DAILY RECAP SUMMARIES

NCR is a point of sale software that connects directly to Encore's cash register. The purpose for this software is to track daily income and sales that happen directly on campus. This recap is reconciled with the daily reports created by the front desk receptionist. The front desk reports are verified by the administrative assistant bookkeeper.

- Item sales are listed first. This is a description of the payments collected.
- The NCR Monthly Report follows the item sales descriptions
- The Daily Register Recaps follow the NCR Monthly Report that report all daily sales.

**Encore High School**

**Item Sales**

16955 Lemon St.  
Hesperia, CA 92345

Friday, January 1, 2021 - Sunday, January 31, 2021

Category	Item Name	Vendor	Current Price	Net Sales					
				Avg. Price	Sold Qty.	Weight Qty.	Amt.	Cost	Margin
ASB-H	Class Year Patch		\$10.00	\$10.00	2.00		\$20.00	\$0.00	100.00 %
	Letermans		\$150.00	\$150.00	2.00		\$300.00	\$0.00	100.00 %
	<b>Total</b>				<b>4.00</b>		<b>\$320.00</b>	<b>\$0.00</b>	
MAIN ACCT.	IT FEE-MAIN		\$0.00	\$30.00	2.00		\$60.00	\$0.00	100.00 %
	<b>Total</b>				<b>2.00</b>		<b>\$60.00</b>	<b>\$0.00</b>	
Theatre X	Sees Fundraiser Theatre X		\$0.00	\$364.32	1.00		\$364.32	\$0.00	100.00 %
	<b>Total</b>				<b>1.00</b>		<b>\$364.32</b>	<b>\$0.00</b>	
V Dance-H	Sees Fundraiser V Dance H		\$0.00	\$400.12	1.00		\$400.12	\$0.00	100.00 %
	<b>Total</b>				<b>1.00</b>		<b>\$400.12</b>	<b>\$0.00</b>	
<b>Total</b>					<b>8.00</b>		<b>\$1,144.44</b>	<b>\$0.00</b>	



DATE 3/19/21

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

	DOLLARS	CENTS
CURRENCY		
COINS		
CHECKS LIST EACH SEPARATELY		
1	2000	00
2		
3		
4		
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12		
13		
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32		
33		
34		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	2,000 00

USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. IF CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE ORIGINAL COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

## Wells Fargo Bank Transaction Receipt

Branch #0000945 12 Deposit

Account Number XXXXXX1118

CHK 00114

Serial #

Number of Checks 1

Check Listings \$2,000.00

Total Checks Amount \$2,000.00

Total Deposit \$2,000.00

**Deposit Availability**  
The full amount of your deposit is included in your available balance.

Transaction # 159 0168  
04:19PM 01/19/21  
Deposit Credit Date: 01/19/21

Thank you, SARA



\$

2,000.00



WELLS FARGO BANK  
 WELLS FARGO BANK  
 11-4288/1210

69190

DATE

01/11/2021

AMOUNT

\$ 2,000.00

PAY: \*\*\*\*Two Thousand and 00/100 Dollars

TO THE ORDER OF:



MEMO:



Encore Education Corporation dba Encore Jr/Sr High School

CHECK NO.: 69190

PAYEE: Encore [Redacted]

CHECK DATE: 1/11/2021

VENDOR ID: ENCO000

ACCOUNT #:

Invoice	Description	Discount	Amount
Sep 2020 [Redacted]	[Redacted] Reim September 2020 Misc	\$0.00	\$2,000.00

Total : \$0.00 \$2,000.00

CHECK NO.:  
CHECK DATE: 1/11/2021

PAYEE: Encore [redacted] Hesperia

VENDOR ID: ENCO000

ACCOUNT #:

Invoice	Description	Discount	Amount
Sep 2020 [redacted]	[redacted] Reim September 2020 Misc	\$0.00	\$2,000.00
<b>Total :</b>		\$0.00	\$2,000.00



DEPOSIT TICKET

DATE 1/19/21 11-4288/1210 6499

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

CURRENCY	DOLLARS	CENTS
	10	00

COINS

CHECKS LIST EACH SEPARATELY	DOLLARS	CENTS
27112	364	32
272060	400	12

18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
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32		
33		
34		

TOTAL BACKSIDE OR ATTACHED LIST

PLEASE RE-ENTER TOTAL HERE TOTAL 774 44

USE OTHER SIDE FOR ADDITIONAL LISTING. PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

Wells Fargo Bank Transaction Receipt

Branch #0000945 12 Deposit

Account Number XXXXXX1118  
 CHK 00114  
 Serial #

Cash In \$10.00  
 Number of Checks 2  
 Check Listings

\$364.32  
 \$400.12

Total Checks Amount \$764.44  
 Total Deposit \$774.44

Deposit Availability  
 \$410.00 of your deposit is included in your available balance.

\$364.44 will be available on Wednesday, 01/20/21

Transaction # 160 0169  
 04:20PM 01/19/21  
 Deposit Credit Date: 01/19/21

Thank you, SARA

WELLS FARGO  
 California  
 wells Fargo Bank, N.A.  
 wells.fargo.com

\$  
 774.44

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC

THE ORIGINAL CHECKER TICKET SHOULD ALWAYS BE ATTACHED TO THE BACK OF THIS RECEIPT

# Encore High School

16955 Lemon St.  
Hesperia, CA 92345  
(760) 956-2632

## PAY OUT

Pay Out #10125575      User: Ms. Kelsey  
Sales: Ms. Kelsey

1/19/21, 1:23 PM

CASH      -10.00

Reason:  
SAFEDROP - Safe Drop

## Closed Shift Summary Shift #1 - Hesperia

Opened 12/17/20, 3:23 PM by Ashlin Barkdul  
Closed 1/19/21, 1:23 PM by Kelsey White

	Qty	Total	Average
Gross Sales	4	\$814.44	\$203.61
Gross Returns	0	\$0.00	\$0.00
Discounts	0	\$0.00	\$0.00
Overrides	0	\$0.00	\$0.00
Net Sales	4	\$814.44	\$203.61
Taxes		\$0.00	
Tips	0	\$0.00	\$0.00
Gift Cards Sol	0	\$0.00	\$0.00
Gift Card Disc	0	\$0.00	\$0.00
Non-Rev Items	0	\$0.00	\$0.00
Non-Rev Disc	0	\$0.00	\$0.00
<b>Ticket Total</b>	<b>4</b>	<b>\$814.44</b>	<b>\$203.61</b>

Payment Types	Qty	Total
CASH	1	\$10.00
Over/Short		\$0.00
CHECK	2	\$764.44
CREDIT	1	\$40.00
Sales		\$40.00
Tip amount		\$0.00

	Qty	Total
Payins	0	\$0.00
Payouts	0	\$0.00
Cash Deposits	1	\$10.00

Tax Categories	Rate %	
No Tax	0.000	
Taxable Subtotal		\$814.44
Amount		\$0.00

No Sales	Qty
	0

Discount Names	Qty	Amount

Price Overrides	Qty	Amount

Clears	Qty	Amount
Cleared Tickets	0	\$0.00
Cleared Items	0	\$0.00

Printed 1/19/21, 1:23 PM



## ASB BOOKKEEPING BANK EPOSIT

These forms must be completed daily and added to the daily reconciliation. A bank deposit must be created each day for each campus.

RECONCILIATION FOR (DATE): Jan 19 2021

The purpose of this form is for the bookkeeper to count actual cash on hand and keep record of exactly what type of cash was collected. Affix closed shift summary and Pay Out Slip to the right side of this form using invisible tape.

100s	
50s	
20s	
10s	
5s	10
1s	
Total Cash	10
Total Coin	
Total Checks	764.44
Total Amount	774.44

**REMARKS:**

PREPARED BY: Hesey White

DATE: January 19 2021

3423 LA CIENEGA BLVD.  
LOS ANGELES, CALIFORNIA 90016



SINCE 1921

315 Montgomery Street  
San Francisco, CA 94104

90-4182  
1211



DATE  
12/21/2020

CHECK NUMBER  
271112

PAY EXACTLY \*\*\*Three Hundred Sixty-Four Dollars And Thirty-Two Cents\*\*\*\*

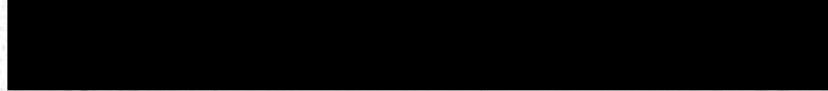
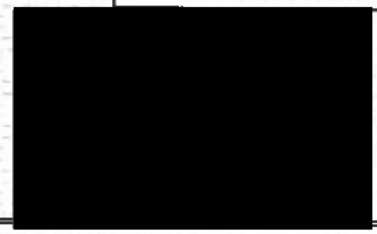
AMOUNT
\$364.32

TO THE ORDER OF

ENCORE JR/SR PERFORM/VIS ARTS  
ENCORE HIGH SCHOOL  
16955 LEMON ST  
HESPERIA, CA 92345-5139

BY

BY



**See's CANDY SHOPS, INC.**

3423 LA CIENEGA BLVD.  
LOS ANGELES, CALIFORNIA 90016

Quantity Discount (10002)  
ENCORE JR/SR PERFORM/VIS ARTS  
ENCORE HIGH SCHOOL  
16955 LEMON ST  
HESPERIA, CA, 92345-5139

Check # 271112

Date : 12/21/2020

Amount : 364.32

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET
12/16/2020	85091760-R-2736	QO REFUND	\$364.32	\$0.00	\$364.32
				Total :	\$364.32

3423 LA CIENEGA BLVD.  
LOS ANGELES, CALIFORNIA 90016



SINCE 1921

315 Montgomery Street  
San Francisco, CA 94104

90-4182  
1211



DATE  
12/23/2020

CHECK NUMBER  
272060

PAY EXACTLY \*\*\*Four Hundred Dollars And Twelve Cents\*\*\*\*\*

AMOUNT
\$400.12

TO THE ORDER OF

ENCORE JR/SR PERFORM/VIS ARTS  
ENCORE HIGH SCHOOL  
16955 LEMON ST  
HESPERIA, CA 92345-5139

BY

BY



**See's CANDY SHOPS, INC.**

3423 LA CIENEGA BLVD.  
LOS ANGELES, CALIFORNIA 90016

Quantity Discount (10002)  
ENCORE JR/SR PERFORM/VIS ARTS  
ENCORE HIGH SCHOOL  
16955 LEMON ST  
HESPERIA, CA, 92345-5139

Check # 272060

Date : 12/23/2020

Amount : 400.12

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET
12/19/2020	85094016-R-4379	QO REFUND	\$400.12	\$0.00	\$400.12
				<b>Total :</b>	\$400.12

Quantity Discount (10002)

**ENCORE JR/SR PERFORM/VIS ARTS**  
**ENCORE HIGH SCHOOL**  
16955 LEMON ST  
HESPERIA, CA, 92345-5139

Check # 271112

Date : 12/21/2020

Amount : 364.32

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET
12/16/2020	85091760-R-2736	QO REFUND	\$364.32	\$0.00	\$364.32
				<b>Total :</b>	<b>\$364.32</b>

**ENCORE JR/SR PERFORM/VIS ARTS**  
**ENCORE HIGH SCHOOL**  
16955 LEMON ST  
HESPERIA, CA, 92345-5139

Check # 272060

Date : 12/23/2020

Amount : 400.12

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	GROSS AMOUNT	DISCOUNT	NET
12/19/2020	85094016-R-4379	QO REFUND	\$400.12	\$0.00	\$400.12
				<b>Total :</b>	<b>\$400.12</b>

DEPOSIT TICKET 11-4288/1210 8499

DATE: 01/27/21

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL		DOLLARS	CENTS
CURRENCY		45	00
COINS			88
CHECKS LISTED SEPARATELY		28	50
1	116		
2			
3			
4			
5			
TOTAL BACKSIDE OR ATTACHED LIST			
PLEASE RE-ENTER TOTAL HERE		73	88
TOTAL		73	88

24  
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34

USE OTHER SIDE FOR ADDITIONAL LISTING  
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED

Wells Fargo Bank  
Transaction Receipt

\$ 73.88

Branch #0000945 20 Deposit

Account Number XXXXXX1118  
CHK 00114  
Serial #

Cash In \$45.38  
Number of Checks 1  
Check Listing \$28.50  
Total Checks Amount \$28.50  
Total Deposit \$73.88

Deposit Availability  
The full amount of your deposit is included in your available balance.

Transaction # 128 0137  
03:34PM 01/27/21  
Deposit Credit Date: 01/27/21

Thank you, ALLAN



# PAY OUT

Pay Out #10125570

User: Ms. Glass

Sales: Ms. Glass

12/11/20, 3:22 PM

CASH -45.38

Reason:

SAFEDROP - Safe Drop

# Encore High School

16955 Lemon St.  
Hesperia, CA 92345  
(760) 956-2632

## Closed Shift Summary Shift #1 - Hesperia

Opened 12/9/20, 1:41 PM by Joelle Schwarck  
Closed 12/11/20, 3:22 PM by Christine Glas

	Qty	Total	Average
Gross Sales	3	\$73.87	\$24.62
Gross Returns	0	\$0.00	\$0.00
Discounts	0	\$0.00	\$0.00
Overrides	0	\$0.00	\$0.00
Net Sales	3	\$73.87	\$24.62
Taxes		\$0.00	
Tips	0	\$0.00	\$0.00
Gift Cards Sol	0	\$0.00	\$0.00
Gift Card Disc	0	\$0.00	\$0.00
Non-Rev Items	0	\$0.00	\$0.00
Non-Rev Disc	0	\$0.00	\$0.00
<b>Ticket Total</b>	<b>3</b>	<b>\$73.87</b>	<b>\$24.62</b>

Payment Types	Qty	Total
CASH	2	\$45.37
Over/Short		-\$5.37
CHECK	1	\$28.50

	Qty	Total
Payins	2	\$10.76
Payouts	1	\$5.38
Cash Deposits	1	\$45.38

Tax Categories	Rate %
No Tax	0.000
Taxable Subtotal	\$73.87
Amount	\$0.00

No Sales	Qty
	4

Discount Names	Qty	Amount

Price Overrides	Qty	Amount

Clears	Qty	Amount
Cleared Tickets	1	\$39.99
Cleared Items	0	\$0.00

Printed 12/11/20, 3:22 PM



# ASB BOOKKEEPING BANK EPOSIT

These forms must be completed daily and added to the daily reconciliation. A bank deposit must be created each day for each campus.

RECONCILIATION FOR (DATE): 12/11/20

The purpose of this form is for the bookkeeper to count actual cash on hand and keep record of exactly what type of cash was collected. Affix closed shift summary and Pay Out Slip to the right side of this form using invisible tape.

100s	
50s	
20s	60
10s	20
5s	25
1s	35
Total Cash	
Total Coin	5.38
Total Checks	<del>0.00</del>
Total Amount	145.38

**REMARKS:**

PREPARED BY: Christine Glass

DATE: 12/11/20



General Fund

STAPLES

\*\*\*\*\*

19201 A Bear Valley Road  
APPLE VALLEY, CA 92308  
(760) 961-6472

RETURN 1722722 2 001 97527  
1426 12/10/20 11:24

QTY SKU PRICE

\*\*\*\*\*

DUPLICATE COPY

Not Valid For Refund

\*\*\*\*\*

REWARDS NUMBER 2772083214

\*\*\*\*\* START RETURN \*\*\*\*\*

Original transaction information:

REG: 1 TRANS: 97498

DATE: 12/10/20 STORE: 1426

1	WRITE AND ERASE DI		
	072782161293		-4.99
	RETURN REASON CODE 2		
1	WRITE AND ERASE DI		
	072782161293		-4.99
	RETURN REASON CODE 2		
1	WRITE AND ERASE DI		
	072782161293		-4.99
	RETURN REASON CODE 2		
1	WRITE AND ERASE DI		
	072782161293		-4.99
	RETURN REASON CODE 2		
8	WRITE AND ERASE DI		
	072782161293	-4.990ea	-39.92
	RETURN REASON CODE 2		

\*\*\*\*\* END RETURN \*\*\*\*\*

SUBTOTAL -59.88  
Standard Tax 7.7500% -4.64

TOTAL \$-64.52

Cash USD\$-64.52

TOTAL ITEMS 0

\*\*\*\*\*

DUPLICATE COPY

Not Valid For Refund

\*\*\*\*\*



19201 A Bear Valley Road  
 APPLE VALLEY, CA 92308  
 (760) 961-6472

QTY SKU PRICE  
 \* DUPLICATE COPY \*

Not Valid for Refund

REMARKS NUMBER 2112083214

1	WRITE AND ERASE DI		
	072782161293		4.99
1	WRITE AND ERASE DI		
	072782161293		4.99
1	WRITE AND ERASE DI		
	072782161293		4.99
1	WRITE AND ERASE DI		
	072782161293		4.99
8	WRITE AND ERASE DI		
	072782161293	4.990ea	39.92
1	MELLOW HAND SANITI		
	714566016237		1.99
	Coupon No. 91106		-1.99
	SUBTOTAL		59.88
	Standard Tax 7.7500%		4.64
	TOTAL		\$64.52

US DEBIT USD\$64.52  
 Card No.: XXXXXXXXXXXX7974 [C]  
 Chip Read  
 Auth No.: 001613  
 AID.: A00000C0980B40  
 Verified By PIN

\*\*\*\*\*STAPLES COUPONS REDEEM\*\*\*\*\*  
 Coupon No. 91106 -1.99  
 Spend \$30.00, get a Free Mellow  
 Boz Hand Sanitizer  
 Expiration Date: 12/19/20

\* DUPLICATE COPY \*

Not Valid for Refund

TOTAL ITEMS 13

**\*R E P R I N T\***  
**Encore High School**

16955 Lemon St.  
 Hesperia, CA 92345  
 (760) 956-2632

Ticket #10125568 User: Ms. Glass  
 Sales: Ms. Glass  
 12/11/20, 3:17 PM

Customer Name: XXXXXXXXXX General

Item Description	Qty	Price	Total
Return Deposits Bank related	1	5.38	5.38
<b>Subtotal</b>			<b>5.38</b>
<b>Tax</b>			<b>0.00</b>
<b>Total</b>			<b>5.38</b>
<b>Tender:</b>			
CASH			5.38

Number of line items purchased: 1

Thank you for supporting Encore Jr/Sr High School for the Arts - Hesperia!  
 \*\*\*\*\*4-6 weeks to process a refund.  
 There are no refunds on mealtime or for ticketed events\*\*\*\*\*



\* 2 0 1 2 1 1 1 0 1 2 5 5 6 8 \*

ASHLIN M LANNERD

116

16-24/1220 4570  
6096823536

12/09/2020

Date

Pay to the  
Order of

Encore High School

\$ 28.50

Twenty Eight <sup>50</sup>/<sub>100</sub>

Dollars



Security  
Features  
Details on  
Back



Wells Fargo Bank, N.A.  
California  
wellsfargo.com

For

Repayment for purchase



# DEBIT SUB-ACCOUNT MONTHLY BALANCE REPORT

This report shows the monthly balances of each sub-account within the debit account based on the monthly activity within the account. The NCR accounting software is used to determine the credits for the accounts. Sub Accounts include both team and general fund accounts.



TEAM	January '21	Monthly Change
STUDENT PAYMENT PLAN	\$ -	
2021	\$ 2,701.87	
2022	\$ 3,809.47	
2023	\$ 3,296.07	
2024	\$ 1,201.50	
ACADEMIC	\$ 998.25	
AMBASSADORS	\$ 4,395.00	
ART	\$ 5,000.00	
ART CREW	\$ 735.07	
█	\$ -1,462.32	\$ 317.86
BAND	\$ 600.00	
BASKETBALL	\$ 1,200.00	
BENEFIT/FUNDRAISING BALL	\$ -	
CHEER	\$ (451.00)	
CHOIR	\$ -	
CIRCUS ELITE	\$ -	
CIRQUE	\$ 250.00	
COOKING	\$ 900.00	
COSPLAY	\$ 925.32	
COSTUME DESIGN	\$ 500.00	
COSTUME FEES	\$ -	
CSF	\$ 111.26	
DANCE PRO	\$ -	
DIRECTOR GRIFFIN	\$ -	
DIRECTOR RAE	\$ -	
DRAMA PRO	\$ 500.00	
EP	\$ -	
FOUNDER	\$ -	
GEN THEATER	\$ -	
HIP HOP	\$ 874.50	
ITS	\$ 1,000.00	
JHASB	\$ 795.08	
JR DANCE	\$ 942.13	
JV DANCE	\$ -	
LEGACY BALL BENEFIT	\$ -	

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036. [www.encorehighschool.com](http://www.encorehighschool.com)



MEDIA TEAM	\$ 2,489.40	
MOCKTRIAL	\$ -23.00	
MUSIC	\$ 500.00	
MUSICAL PRO	\$ (528.75)	
NHD	\$ -	
NHS	\$ -40.00	
PAC	\$ -	
PHOTO	\$ 1,500.00	
PLAYHOUSE	\$ -	
SNOW	\$ -	
SR. PROD	\$ 387.93	
STAR QUEST	\$ 5.00	
STREET BAND	\$ -	
THEATER X	\$ 1,133.97	\$364.32
VDANCE	\$ \$400.12	\$400.12
WORLD	\$ 6,960.00	
YEARBOOK - H	\$ 5,975.80	
Gen Fund	\$ (11,411.18)	\$609.07

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036. [www.encorehighschool.com](http://www.encorehighschool.com)





# GENERAL FUND SUB-ACCOUNT DEBIT ACTIVITY



This report shows the monthly activity of the sub-account for General Fund

- This sub-account is used for on campus and online purchases where an offsite check is not a feasible form of payment.
- The General Fund Sub-Account runs a monthly report that is approved by Encore's School Board.
- Once the monthly report is approved by the School Board, a check is run by the General Fund Account and is deposited in the Student Services Debit Account.
- Backup for this report is provided in the chronological activity in the "bank statement" reporting.



# STUDENT SERVICES ACCOUNT

Month: JANUARY 2021
Monthly Transaction Amount: \$2,609.07
QuickBooks Reconciliation Provided? YES
Backup Provided? YES
Report Completed by: Kelsey White

Reviewed by:		
CEO:  <b>Denise Griffin</b> Chief Executive Officer	ASB OFFICER: 	SCHOOL BOARD APPROVAL:

Scanned by: Kelsey White
Submission Date: 3-1-2021

Date	Transaction Type	Name	Memo/Description	Account	Split	Amount
01/04/2021	Expense	Google	1922	Platinum Business Checking (1118)	Advertising - Hesperia	-14.25
01/04/2021	Expense	Constant Contact	1918	Platinum Business Checking (1118)	Parent Communication H	-125.00
01/04/2021	Expense	Wix.com	1921	Platinum Business Checking (1118)	Website Advertising	-23.00
01/04/2021	Expense	Box Inc.	1900	Platinum Business Checking (1118)	Calpads	-15.00
01/04/2021	Expense	Costco Gas	1904	Platinum Business Checking (1118)	Transportation H	-44.00
01/05/2021	Expense	Adobe	1902	Platinum Business Checking (1118)	Office Supplies & Software	-14.99
01/05/2021	Expense	Wix.com	1914	Platinum Business Checking (1118)	Website Advertising	-59.00
01/06/2021	Expense	Lowe's	1905	Platinum Business Checking (1118)	Maintenance - Hesperia	-19.01
01/08/2021	Expense	Quickbooks	1919	Platinum Business Checking (1118)	Office Supplies & Software	-70.00
01/11/2021	Expense	Quickbooks	1903	Platinum Business Checking (1118)	Office Supplies & Software	-25.00
01/11/2021	Expense	Call-Em-All	1920	Platinum Business Checking (1118)	Parent Communication H	-450.00
01/11/2021	Expense	Arco	1906	Platinum Business Checking (1118)	Transportation H	-60.35
01/12/2021	Expense	Lowe's	1907	Platinum Business Checking (1118)	Maintenance - Hesperia	-118.26
01/15/2021	Expense	Costco Gas	1908	Platinum Business Checking (1118)	Transportation H	-40.00
01/15/2021	Expense	California Batteries	1909	Platinum Business Checking (1118)	Transportation H	-81.81
01/20/2021	Expense	LearnWorlds	1899	Platinum Business Checking (1118)	Curriculum	-998.00
01/22/2021	Expense	MadRooster.com	1901	Platinum Business Checking (1118)	Website Advertising	-41.47
01/22/2021	Expense	Dunn-Edwards	1910	Platinum Business Checking (1118)	Maintenance - Hesperia	-130.70
01/27/2021	Expense	Arco	1911	Platinum Business Checking (1118)	Transportation H	-45.35
01/28/2021	Expense	Home Depot	1912	Platinum Business Checking (1118)	Maintenance - Hesperia	-45.06
01/29/2021	Expense	Crown Awards	1913	Platinum Business Checking (1118)	Class Supplies - Hesperia	-38.18
01/29/2021	Expense	Dunn-Edwards	1915	Platinum Business Checking (1118)	Maintenance - Hesperia	-143.85
01/29/2021	Expense	Home Depot	1916	Platinum Business Checking (1118)	Maintenance - Hesperia	-5.79
						-2,609.07

# Google™ Statement

## EXPENSE

### PRE-APPROVED BY

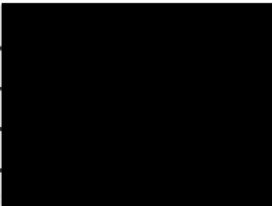
Name: Denise

Date: 12/1/20

To  
Denise Griffin  
Encore Education Corporation  
HESPERIA, CA 92345  
United States

#### Details

Account ID \_\_\_\_\_  
Payments account ID \_\_\_\_\_  
Payments profile ID \_\_\_\_\_  
Statement date \_\_\_\_\_



#### Google Ads

Summary for Dec 1, 2020–Dec 31, 2020

Starting balance	
Total new activity	\$40.56
Total payments received	\$14.25
	-\$40.56
Ending balance in USD	\$14.25

This is not a bill.

This is a summary of billing activity for the time period stated above.

**APPROVED**  
Second Approval - Senior Management  
**Ashlin Barkdull**  
General Executive Manager

*Advertising*  
**APPROVED**  
Final Approval - Board of Directors  
**Denise Griffin**  
Chief Executive Officer

001922

Thank you for your recent payment. Your payment receipt is found below.



Encore Education Corporation  
Attn.: Ashlin Barkdull  
16955 Lemon Street  
Hesperia, CA 92345  
US  
760-605-3343

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 1/1/2021

**Payment Receipt**  
for January 1, 2021

Today's Date: January 1, 2021  
Payment Date: January 1, 2021  
Payment Method: Visa (last 4 digits: 7974)

User Name: ceo@officerteam.com

Thank you for your payment!

Description	Amount Paid
Payment - Credit Card - 7974	\$125.00

Amounts shown may reflect sales tax which is applicable in certain areas.

Note you can continue to view payment receipts online. Log into your Constant Contact account, click the My Account link in the upper right hand corner of the Home page, and choose the View Payment Receipts option.

You may also use the Opt In/Out of Payment Receipt E-Mails link on the My Account page to opt out of receiving payment receipt emails in the future.

We appreciate your business.

Best Regards,  
Constant Contact Billing  
1601 Trapelo Road, Suite 329 - Waltham, MA 02451

Questions? Please give us a call!  
US / Canada Toll Free: (855) 229-5506  
UK Toll Free: 0808-234-0942  
Outside US / Canada: 0808-234-0945

Need to cancel your account? Just give us a call!  
US / Canada Toll Free: 855-229-5506  
UK Toll Free: 0808-234-0945  
Outside US / Canada: +1 781-472-8120

Please do not reply to this email, as the reply address does not go to a monitored mailbox. If you have additional questions, please visit our Help Center at <http://www.constantcontact.com/help>.

APPROVED

Encore Second Approval - Board / CEO

Denise Griffin  
Chief Executive Officer

APPROVED

Encore Second Approval - Senior Management

Ashlin Barkdull  
General Executive Manager

Parent Communication

001918



Wix.com LTD  
40 Namal Tel Aviv, 6350671  
Israel

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: 12-30-21

**APPROVED**  
Encore First Approval - Administration  
**Jim Barkdull**  
Information Technology Manager

**Issued to:**  
Denise Griffin  
16955 Lemon Street Hesperia  
US-CA United States  
Encore Education Corporation

Invoice #839029933 | Dec 30, 2020 | Paid

WEBSITE

Description	Site	Billing Period	Quantity	Amount
Premium Plan Unlimited	Mysite 6	Monthly Dec 30, 2020 - Jan 30, 2021	1	\$23.00

Payment Method: Visa \*\*\*\* 0914

Subtotal \$23.00

Total \$23.00

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001921



**EXPENSE**

**INVOICE**

**PRE-APPROVED BY**

INV08579670  
PO Number:

**Sold To:**  
dg@officerteam.com  
Denise Griffin

Name: Contract  
Date: 2/2/21

Account Number: [REDACTED]  
Invoice Number: [REDACTED]  
PO Number: [REDACTED]

**Bill To:**  
dg@officerteam.com  
Denise Griffin  
16955 Lemon Street

*CALPADS*

Invoice Date: 01/02/2021  
Payment Due By: 01/02/2021  
Payment Terms: Due Upon Receipt  
Payment Method: CreditCard

Hesperia California 92345  
United States

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Starter Licenses Service Period: 01/02/2021-02/01/2021	\$5.00	3	\$15.00	\$0.00	\$15.00
					Invoice Subtotal: \$15.00
					Tax: \$0.00
					Total: \$15.00
					Balance Due: \$0.00
					Currency: USD

**APPROVED**  
Encore Final Approval Board / CEO  
**Denise Griffin**  
Chief Executive Officer

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
01/02/2021	P-09682088	Payment		(\$15.00)
Balance Due:				\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?  
Submit new billing information securely  
online at: <https://www.box.com/update>  
(be sure to login as the Box administrator)

Account Number: B01330213  
Invoice Date: 01/02/2021  
Invoice Number: INV08579670  
Payment Due Date: 01/02/2021  
Total Amount Due: \$0.00  
Amount Enclosed: \_\_\_\_\_

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

Copy of our W-9: [billing.app.box.com/W-9](https://billing.app.box.com/W-9)

General billing inquiries: <https://community.box.com/>  
For additional billing assistance or to pay by credit card, submit a case by visiting:

001900



EXPENSE  
PRE-APPROVED BY  
Name: [Signature]  
Date: 1-4-21

Circle One:  
ASB / General Fund

PLACE RECEIPTS HERE  
TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES



Costco #1810  
14555 Valley Center Dr  
Victorville, CA 92392



Date: 01/04/21  
Time: 08:36  
Auth# 397010

DB Acct #  
\*\*\*\*\*7120

Pump Gallons Price  
2 15.832 \$ 2.779

Product Amount  
Regular \$ 44.00

Total Sale \$ 44.00

SALE- Chip Read  
Approved  
TranID# 100402088751

US DEBIT  
Payment Network 48  
A0000000980040  
Verified by PIN  
Mode: ISSUER

Thank you  
For your purchase of  
Kirkland Signature  
Fuel  
Visit Costco.com

VENDOR:  
COSTCO WHOLESALE

DATE OF PURCHASE:  
1-04-21

AMOUNT:  
\$ 44.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

APPROVED

Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

APPROVED

Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001904





adobe inc.  
345 Park Ave  
San Jose, CA 95110

**EXPENSE**  
**PRE-APPROVED BY**  
Name: Denise  
Date: \_\_\_\_\_

Reprint  
Invoice Number: [REDACTED]  
Invoice Date: JAN-04-21  
Payment Terms: Credit Card  
Due Date: JAN-11-21  
Purchase Order: [REDACTED]  
Contract No [REDACTED]  
Order Number: [REDACTED]  
Order Date: NOV-28-20  
Customer No.: [REDACTED]  
Bill to No. [REDACTED]  
Adobe Contact Information:  
<https://helpx.adobe.com/contact.html>

Bill To:  
Denise Griffin  
Encore Education Corporation  
16955 Lamon St  
Hesperia CA 92345-5139

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

Line No	Material No / Description	UOM	Unit Price	Qty	Extended Price
000010	65232730 Acrobat Pro DC	EA	14.99	1	14.99
<i>Software</i>					
<b>APPROVED</b> Encore First Approval - Administration <b>Jim Barkdull</b> Information Technology Manager					
<b>Invoice Totals</b>					
S & H		Sales Tax	Currency	Qty Shipped	Invoice Total
0.00		0.00	USD	1	14.99

Comments:

001902



Wix.com LTD  
40 Namal Tel Aviv, 6350671  
Israel

**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 1, 4, 2021

**APPROVED**  
Encore First Approval - Administration  
**Jim Barkdull**  
Information Technology Manager

Issued to:  
Denise Griffin  
16955 Lemon Street Hesperia  
US-CA United States  
Encore Education Corporation

Invoice #842455373 | Jan 4, 2021 | Paid

WEBSITE

Description	Site	Billing Period	Quantity	Amount
Ascend Ascend Unlimited	encorehighschool.com	Monthly Jan 4, 2021 - Feb 4, 2021	1	\$59.00

Payment Method: Visa \*\*\*\* 0914

Subtotal \$59.00

Total \$59.00

**APPROVED**  
Encore Final Approval - Board / CEC  
**Denise Griffin**  
Chief Executive Officer

001914



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-9-21

Circle One:  
**ASB / General Fund**

**TAPE RECI** **3 STAPLES**

LOWE'S HOME CENTERS, LLC  
 12189 APPLE VALLEY ROAD  
 APPLE VALLEY, CA 92308 (760) 961-3000

- MILITARY - PERSONAL USE SALE -  
 - SALE -

SALES#: S2528PYS 3578096 TRANS#: 9970503 01-06-21

24650 1-1/2-INX1-1/4-INX1 1/2-1	10.38
3.84 DISCOUNT EACH	-0.38
3 @ 3.46	
911597 DIRECT CONNECT TAIL PIECE	1.26
2.69 DISCOUNT EACH	-0.27
3 @ 2.42	
<b>SUBTOTAL:</b>	<b>17.64</b>
<b>TAX:</b>	<b>1.37</b>
<b>INVOICE 09961 TOTAL:</b>	<b>19.01</b>
<b>DEBIT:</b>	<b>19.01</b>
<b>TOTAL DISCOUNT:</b>	<b>1.95</b>

**THANK YOU FOR YOUR MILITARY SERVICE**

MY LOWE'S CARD NUMBER: 481006545/08000

DEBIT: XXXXXXXXXXXX7120 AMOUNT: (19.01) AUTHID: 036832  
 CHIP REFID: 252809000163 01/06/21 14:01:43  
 \*PIN Verified  
 TRACE: 00652230

PURCHASE	CASH BACK	TOTAL DEBIT
19.01	0.00	19.01

AFL: US DEBIT TRN: 0000048000  
 AID: A000000980040 TSI: 6800  
 STIME: 2520 TERMINAL: 09 01/06/21 14:01:43  
**# OF ITEMS PURCHASED: 6**  
 EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS

VENDOR:  
LOWE'S HOME CENTER

DATE OF PURCHASE:  
1-06-21

AMOUNT:  
\$ 19.01

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL

**APPROVED**  
 Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**  
 Encore Second Approval - Senior Management  
**Johnny Griffin**  
 Chief Operations Officer

001905



# EXPENSE Invoice

Intuit Inc.  
2800 E. Commerce Center Place  
Tucson, AZ 85706

## PRE-APPROVED BY:

Name: Denise  
Date: 1/7/2021

Invoice number: 1000180534056

Total: \$70.00

Date: Jan 7, 2021

Payment method: VISA ending 7974

### Bill to

Ashlin Barkdull  
Encore High Schools Debit Account  
16955 Lemon St  
Hesperia, CA 92345-5139  
US

*Accounting*

Address may be standardized for tax purposes

Company ID: [REDACTED]

### Payment details

#### Item

QuickBooks Online Plus  
Sales tax - Exempt:

Qty	Unit price	Amount
1	\$70.00	\$70.00
		\$0.00

Total Invoice:

\$70.00

### Tax reporting information

Period for monthly fees:

Total without tax:

Total tax:

Jan 7, 2021 - Feb 7, 2021

\$70.00

\$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice. All dates and times are Pacific Standard Time (PST).

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**

General Executive Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**

Chief Executive Officer

001919



**EXPENSE**

**PRE-APPROVED BY**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Joelle Schwarck <jschwarck@encorehighschool.com>

**Fwd: We received your QuickBooks subscription payment!**  
1 message



Forwarded message

From: Intuit QuickBooks Team <intuit@notifications.intuit.com>  
Date: Sat, Jan 9, 2021 at 4:34 AM

Subject: We received your QuickBooks subscription payment!  
To: <ceo@officerteam.com>

**EXPENSE**

**PRE-APPROVED BY**

Name: Contract

Date: 20/21



ACCOUNTING

Payment success

Denise Griffin, thank you for your payment.

Invoice number: 1000180848927  
Invoice date: 01/09/2021  
Total: \$25.00  
Payment method: VISA ending in 0914

Sign in to QuickBooks where you can see your billing history and view, save, and print your invoice.

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

View billing history

**APPROVED**

Encore First Approval - Administration

**Julia Dolf**  
Dean of Academics

Account details

Billed to:

Company ID ending:

Items on this invoice:

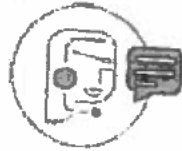
Encore ASB

1556

QuickBooks Online Simple Start

001903

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires. To cancel your subscription at any time, go to Account & Settings and cancel the subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.



## Questions or concerns?

Visit customer support.

**intuit.**



turbotax



quickbooks



mint

[View on web.](#)

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Intuit Inc. 2800 E. Commerce Center Place, Tucson, AZ 85706

ETC\_oBill\_Notify\_100\_QuickBooks Online\_en\_US\_US\_USD\_Charge  
4428477f-15e1-440e-85be-b37aa7dc74f5

SMALL\_BUSINESS

-  
**- Mrs. Denise Griffin**  
Chief Executive Officer  
Encore Education Corporation  
[www.encorehighschool.com](http://www.encorehighschool.com)

In case of delays, please contact  
Mrs. Ashlin Barkdull  
Executive Office Manager, CEO Support  
[abarkdull@encorehighschool.com](mailto:abarkdull@encorehighschool.com)

"Where academics and arts grow together."

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**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
 Date: 1/8/2021



# Monthly Subscription Payment Confirmation

*Parent  
Communication*

Hello Denise,

This email confirms your Text-Em-All subscription payment. Your monthly subscription is now active until 02/08/2021. Please note that your subscription will automatically renew on this date if you do not cancel before then.

**Transaction Details & Receipt**

**Username:** ceo@officerteam.com  
**Name on Card:** Ashlin Barkdull  
**Date & Time:** 01/08/2021 12:02:32 AM  
**Confirmation Number:** 8D8B368B1D894D0  
**Credit Card Number:** XXXXXXXXXXXXX7974

**APPROVED**  
 Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

Description	Amount
Text-Em-All Monthly Subscription	450.00
Group Size of 2500 numbers	0.00
Active until 02/08/2021	
<b>Total</b>	<b>450.00</b>

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

**Happy to help!**

001920

We pride ourselves on the reliability of our service and dedication to providing the best experience possible. If you need help or have any questions about your monthly Text-em-All subscription, please don't hesitate to contact our team.





Pre-APPROVED BY  
Name: *[Signature]*  
1-11-21

Circle One:  
ASB / General Fund

TAPE RECEIPT

) AND NO STAPLES

ARCO GASOLINE  
ARCO AMPM 42318  
16815 MAIN ST  
HEPERIA CA  
ARCO42318001

DATE 1/11/21 12:53  
TRAN# 9068326  
PUMP# 06  
SERVICE LEVEL: SELF  
PRODUCT: REGULAR  
GALLONS: 19.361  
PRICE/G: \$3.099  
FUEL SALE \$60.00  
debitfee \$8.35  
DEBIT \$68.35

FinalSale Receipt  
DEBIT \$68.35  
Payment from Primary  
Account  
\*\*\*\*\*7120  
Auth #: 070112  
Odometer:  
Resp Code: 000  
Stan: 0187675873  
Reference:34343  
APPNAME US DEBIT  
AID : A0000000980840  
APP CRYPTOGRAM :  
ARQC DD3E79E63B9681E  
E  
ENTRY : Insert  
PIN USED  
SITE ID: ARCO4231800  
1

THANK YOU  
THANK YOU  
FOR CHOOSING ARCO  
COMMENTS?  
CALL 1800-302-1706

VENDOR:  
ARCO GASOLINE

DATE OF PURCHASE:  
1-11-21

AMOUNT:  
\$ 68.35

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL  
**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL  
**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001906



# EXPENSE APPROVAL FORM

Before any expense can be incurred, it must be formally approved. This form must have a signature as a form of approval and a copy of this form must be attached to the receipt or invoice after the purchase is complete. This form with the accompanying backup must be turned in to the central bookkeeper.

**TEACHERS AND INSTRUCTORS:** You have an annual approval of up to \$500 to be spent to decorate and prepare your classroom. This should be approved by one of your Deans.

**TEAM ADVISORS:** For purchases for your team that are under \$500, your approval can come from the ASB Advisor. Purchases over \$500 but less than \$3,000 can be approved by the General Executive Manager. Purchases between \$3,000 - \$10,000 can be approved by the CEO or COO. Purchases over \$10,000 require a Board member approval and approval by either the student council, CEO, or COO.

**ALL STAKEHOLDERS:** Purchases under \$500 can be approved by your Deans. Deans must verify approval through the CEO or Board member.

Requestor Name: JOE GRIFFIN

(Circle One): Student  Staff  Parent  Other

Requested Expense: \_\_\_\_\_

Reason for Expense: PORTABLE RAMPS REPAIRS

Estimated Amount: \$200 -

Is this an ASB Expense? Yes  No

What account should this expense be debited from? FACILITY (GENERAL)

Date of Expense: JANUARY 12, 2021

If an ASB team expense, current fund balance? \_\_\_\_\_

How much of the current balance is restricted funds? \_\_\_\_\_

Will this expense use restricted funds? \_\_\_\_\_

Approval: FOR JOAN GRIFFIN  Date: 1-12-21



**Pre-Approval Stamp**  
**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-12-21

**Circle One:**  
**ASB / General Fund**

**VENDOR:**  
LOWE'S HOME CNTRS

**DATE OF PURCHASE:**  
1-12-21

**AMOUNT:**  
\$ 118.26

**REIMBURSE TO / ACCOUNT:**  
DEBIT CARD

**ADMIN APPROVAL ONLY**

**PURPOSE:**  
Maintenance

**FIRST APPROVAL**  
**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager [Signature]

**SECOND APPROVAL**

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
 Chief Operations Officer

001907

TAPE REC

TRF

10 STAPLES



LOWE'S HOME CENTERS, LLC  
 12189 APPLE VALLEY ROAD  
 APPLE VALLEY, CA 92308 (760) 961-3000

- SALE -

SALES# 52526JF1 1302073 TRANS# 60476045 01-12-21

178827 BRUSH 3-INX14-IN CRBM WIR	4.96
2 0	2.48
1034379 VALSPAR 9 1/2-IN KNIT ROL	29.91
3 0	9.97
186730 BUNDO SPREADING TOOLS	3.98
220582 3H RED CREAM HARDENER (85	11.96
2 0	5.98
276835 TEKS #10 X 1-7/16-IN PLYM	8.98
40267 BAL BODY FILLER	49.96
2 0	24.98

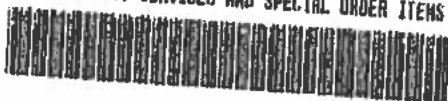
SUBTOTAL: 109.75  
 TAX: 0.51  
 INVOICE 60729 TOTAL: 118.26  
 DEBIT: 118.26

DEBIT:XXXXXXXXXX7120 AMOUNT:118.26 AUTHCD:006223  
 CHIP REFID:252860000234 01/12/21 10:27:37

\*PIN Verified  
 TRACE:00795904  
 PURCHASE CASH BACK TOTAL DEBIT  
 118.26 0.00 118.26  
 APL: IIS DEBIT TUR: 8060048000  
 AID: A0000800980840 TSI: 6800

STORE: 2528 TERMINAL: 60 01/12/21 10:28:07  
 # OF ITEMS PURCHASED: 11

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.

FOR METALS ON OUR RETURN POLICY, VISIT



**EXPENSE**  
PRE-APPROVED BY  
Name: [Signature]  
Date: 1-13-21

Circle One:  
**ASB / General Fund**

PLACE RECEIPTS HERE  
TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES



Costco #1010  
14555 Valley Center Dr  
Victorville, CA 92392



Date: 01/14/21  
Time: 18:38  
Auth# 143035

DB Acct #  
\*\*\*\*\*7120

Pump Gallons Price  
9 19.991 \$ 2.859

Product Amount  
Regular \$ 40.00

Total Sale \$ 40.00

SALE- Chip Read  
Approved  
TranID# 101409015393

US DEBIT  
Payment Network 48  
A0000000980040  
Verified by PIN  
Mode: ISSUER

Thank you  
For your purchase of  
Kirkland Signature  
Fuel  
Visit Costco.com

VENDOR:  
COSTCO WHOLESALE

DATE OF PURCHASE:  
1-14-21

AMOUNT:  
\$ 40.00

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Fuel

FIRST APPROVAL

**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001908



**EXPENSE**  
**PRE-APPROVED BY**  
Name: [Signature]  
Date: 1-14-21

**Circle One:**  
**ASB / General Fund**

**PLACE RECEIPTS HERE**  
**TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES**

**CALIFORNIA BATTERIES**  
**Hesperia**  
10902 I AVE  
HESPERIA, CA 92345  
760 948 6600

Transaction 106692

**Total** **\$81.81**

DEBIT CARD SALE \$81.81

15-Jan-2021 11:26:01A  
\$81.81 | Method: EMV  
US DEBIT XXXXXXXXXXXX7120  
JOSEPH THIBODEAUX

AuthID: 002699  
MID: \*\*\*\*\*3887  
AID: A000000980840  
AthNtwkNm: INTERLINK  
RtInd: DEBIT  
PIN VERIFIED

Payment STCTB1KEPATZ4

VENDOR:  
CALIFORNIA BATTERIES

DATE OF PURCHASE:  
1-15-21

AMOUNT:  
\$81.81

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Transportation

FIRST APPROVAL

**APPROVED**  
Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**  
Encore Second Approval - Senior Management  
**Johnny Griffin**  
Chief Operations Officer

001909



# INVOICE

LearnWorlds (CY) Ltd  
Gladstonos 120  
Foloune Building,  
2nd Floor, B1  
Limassol 3032  
Cyprus

Invoice # 3001-27497  
Invoice Date Jan 19, 2021  
Invoice Amount \$999.00 (USD)  
PAID

## EXPENSE

### PRE-APPROVED BY

Name: Denise  
Date: 1/19/21

**BILLED TO**  
Denise Griffin  
Encore Education Corporation  
16955 Lemon Street  
Hesperia, California 92345  
United States  
760-949-2036

**SUBSCRIPTION**  
Billing Period Jan 19 to Feb 19, 2021  
Next Billing Date Feb 19, 2021  
School URL <https://www.encestudent.com>

**DESCRIPTION**

Enterprise Plan

AMOUNT (USD)

\$999.00

Total \$999.00

Payments (\$999.00)

Amount Due (USD) \$0.00

**PAYMENTS**

\$999.00 was paid on 19 Jan, 2021 16:50 UTC by Visa card ending 0914.

COVID CURRICULUM

**NOTES**

LearnWorlds (CY) Ltd is incorporated in Cyprus, European Union, with Company registration Number HE380294

**APPROVED**  
Encore First Approval - Administration  
**Julia Dolf**  
Dean of Academics

**APPROVED**  
Encore Final Approval - Board / CEO  
**Denise Griffin**  
Chief Executive Officer

001899



**EXPENSE**

**PRE-APPROVED BY**

Name: Denise  
Date: 12/17/20

**WEBSITE**

**PAID**

901 Broadway  
Suite #23103  
Nashville, TN 37203

**Invoice #1028254**

Invoice Date: 12/07/2020

Due Date: 01/21/2021

Invoiced To



**APPROVED**

Encore First Approval - Administration

**Jim Barkdull**

Information Technology Manager

**APPROVED**

Encore Final Approval - Board / CEO

**Denise Griffin**

Chief Executive Officer

**Description**

Description	Total
Domain Renewal - encorehighschool.net - 1 Year/s (02/20/2021 - 02/19/2022) + DNS Management + Email Forwarding	\$12.49 USD
Domain Renewal - encorehighschool.org - 1 Year/s (02/20/2021 - 02/19/2022) + DNS Management + Email Forwarding	\$16.49 USD
Domain Renewal - encoretheatrics.com - 1 Year/s (02/20/2021 - 02/19/2022) + DNS Management + Email Forwarding	\$12.49 USD
<b>Sub Total</b>	<b>\$41.47 USD</b>
<b>Credit</b>	<b>\$0.00 USD</b>
<b>Total</b>	<b>\$41.47 USD</b>

**Transactions**

Transaction Date  
01/21/2021

Gateway  
Credit Card

Transaction ID



Amount

\$41.47 USD

Balance

\$0.00 USD

PDF Generated on 01/21/2021

001901



**EXPENSE**  
PRE-Approval Stamp  
**PRE-APPROVED BY**  
Name: [Signature]  
Date: 1-22-21

**Circle One:**  
**ASB / General Fund**

**TAPE RI**

Dunn-Edwards Paints  
Victorville Store  
12475 Mariposa Rd Ste B  
(760) 245-2442

**NO STAPLES**

**VENDOR:**

DUNN-EDWARDS Pa

**DATE OF PURCHASE:**

1-22-21

**AMOUNT:**

\$ 130.70

**REIMBURSE TO / ACCOUNT:**

DEBIT CARD

ADMIN APPROVAL ONLY

**PURPOSE:**

Maintenance

**FIRST APPROVAL**

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager

**SECOND APPROVAL**

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

ITEM	QTY	PRICE
SSHL10-0-L-5 SPARTASHIELD Ext FL L Base [DE] DE 6354 GRAY WOLF	1	119.69
PCF-R-L-5 AB 1343 Recovery Fee	1	1.60

Subtotal \$121.29  
Sales Tax \$9.41

Total \$130.70

Debit Card \$130.70

Auth Code: 001879

DEBIT \*7120

**EMV Data:**

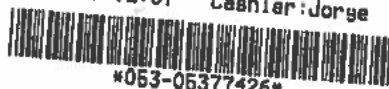
Entry Mode: Chip Read  
App ID (AID): A0000000980840  
App Resp Code: 00  
Term Verif Results: 8080048000  
Trans Status Indicator: 6800  
Issuer App Data (IAD): 06010A03608000  
Mode: ISSUER  
Verification Method: PIN

Change \$0.00

Thank you for your business!

\*\*\* CUSTOMER COPY \*\*\*

Location: 063-1-1 Trans#: 6377426  
1/22/2021 12:07 Cashier: Jorge



\*063-06377426\*

001910





**EXPENSE**  
PRE-APPROVED BY  
Name: [Signature]  
Date: 1-27-21

Circle One:  
**ASB / General Fund**

PLACE RECEIPTS HERE  
TAPE RECEIPT(S) FLAT - DO NOT FOLD RECEIPT(S) AND NO STAPLES

ARC042318001  
ARC042318001  
HEPERIA CA  
ARC042318001

DATE 1/27/21 17:32  
TRAN# 9067574  
PUMP# 08  
SERVICE LEVEL: SELF  
PRODUCT: REGULAR  
GALLONS: 14.068  
PRICE/G: \$3.198  
FUEL SALE \$45.00  
debitfee \$0.35  
DEBIT \$45.35

FinalSale Receipt  
DEBIT \$45.35  
Payment from Primary  
Account  
\*\*\*\*\*7120  
Auth #: 050441  
Odometer:  
Resp Code: 000  
Stan: 0203729860  
Reference:53542  
APPNAME US DEBIT  
AID : A0000000980840  
APP CRYPTOGRAM :  
ARQC 578720822537D0E  
C  
ENTRY : Insert  
PIN USED

SITE ID: ARC04231800  
1

THANK YOU  
THANK YOU  
FOR CHOOSING ARCO  
COMMENTS?  
CALL 1800-322-2726

VENDOR:

ARC0 GASOLINE

DATE OF PURCHASE:

1-27-21

AMOUNT:

\$ 45.35

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:

Fuel

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager  
**Johnny Griffin**  
Chief Operations Officer

001911



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: [Signature]  
 Date: 1-28-21

**Circle One:**  
**ASB / General Fund**

TAPE RI



**How doers  
get more done.**

NO STAPLES

STORE MANAGER ADAM H VANDEBRAKE@HOMEDEPO  
 15150 BEAR VALLEY RD VICTORVILLE CA

0665 00004 52037 01/28/21 03:28 AM  
 SALE CASHIER JORDANA

077089143232 3X3/8 IN KNI <A> <M> BETTER 3 X 3/8 IN KNIT 2PK 293.97 MAX REFUND VALUE \$7.14/2	7.94
077089200454 4"5PKFOAM <A> <M> HD WHITE FOAM 4 IN MINI 5PK MAX REFUND VALUE \$8.07	8.97
077089282726 1.5" ANGLE <A> <M> GOOD 1.5 ANGLE SASH LATEX BRUSH 295.87 MAX REFUND VALUE \$10.56/2	11.74
077089181357 3"UTLTYBRUSH <A> <M> ECON 3.0 FLAT BASIC BRUSH MAX REFUND VALUE \$4.11	4.57
077089181333 2"UTLTYBRUSH <A> <M> ECON 2.0 FLAT BASIC BRUSH MAX REFUND VALUE \$2.95	3.27
077089139593 6PCECONCOV <A> <M> ECON 9 X 3/8 IN KNIT POLY ROLLER 6PK MAX REFUND VALUE \$8.99	9.98
-----10% off Military Discount-----	
46.47 10% off Military Discount	-4.65
MUST RETURN ALL ITEMS FOR A FULL REFUND	

SUBTOTAL	41.82
SALES TAX	3.24
TOTAL	\$45.06
XXXXXXXXXXXX7120 DEBIT	
	USD\$ 45.06

AUTH CODE 000233  
 Chip Read Verified By PIN  
 AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 01/28/21 08:28 AM



0665 04 52037 01/28/2021 4863

RETURN POLICY DEFINITIONS		
POLICY ID	DAYS	POLICY EXPIRES ON
A	1	180 07/27/2021

Due to COVID-19, we have extended our  
 return policy for most items.

VENDOR:  
**THE HOME DEPOT**

DATE OF PURCHASE:  
**1-28-21**

AMOUNT:  
**\$45.06**

REIMBURSE TO / ACCOUNT:  
**DEBIT CARD**

ADMIN APPROVAL ONLY

PURPOSE:  
**Maintenance**

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration  
**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Manager  
**Johnny Griffin**  
 Chief Operations Officer

001912



**EXPENSE**

**PRE-APPROVED BY**

Name: Kelsey  
 Date: 1/27/21

*Poetry Slam class supplies*

INVOICE  
 9 Skyline Dr, Hawthorne, NY 10532 800-765-2003  
 www.CrownAwards.com

Account #	Invoice Date	Order #	Invoice #	PO #
[REDACTED]	01/27/21	10582327	34823637	WEB-10582327

**Billing Information**

Encore High School  
 16955 LEMON ST  
 HESPERIA, CA 92345-5139  
 ATTN:A BARKDULL

**Shipping Information**

JORDAN LEVERETTE  
 16955 LEMON ST  
 HESPERIA, CA 92345-5139

Quantity	Item #	Description	Unit Price	Subtotal
2	TR1300	PARTICIPATION TROPHY		
2	FI2PL	2ND PLACE - 5"	3.99	7.98
2	ENGMRBWHG	WHITE MARBLE BASE GOLD PLATE	0.00	0.00
1	EXENGTR	EXTRA CHARACTER CHARGE	0.00	0.00
2	TR1300	PARTICIPATION TROPHY	0.00	0.00
2	FI3PL	3RD PLACE - 5"	3.99	7.98
2	ENGMRBWHG	WHITE MARBLE BASE GOLD PLATE	0.00	0.00
1	EXENGTR	EXTRA CHARACTER CHARGE	0.00	0.00
2	TR1300	PARTICIPATION TROPHY	0.00	0.00
2	FI1PL	1ST PLACE - 5"	3.99	7.98
2	ENGMRBWHG	WHITE MARBLE BASE GOLD PLATE	0.00	0.00
1	EXENGTR	EXTRA CHARACTER CHARGE	0.00	0.00
1	FRTRP	SHIPPING & HANDLING-TROPHIES	0.00	0.00
			11.49	11.49

VISA \*\*\*\*\*7120 38.18 12/2023

Invoice Subtotal	23.94
Shipping Charge	11.49
Sales Tax	2.75
<b>Total</b>	<b>38.18</b>
Total Payments	38.18
<b>Balance Due</b>	<b>\$0.00</b>

**APPROVED**

Encore First Approval - Administration

**Kelsey White**  
 Central Bookkeeping Manager

**APPROVED**

Encore Second Approval - Senior Management

**Ashlin Barkdull**  
 General Executive Manager

001913



**EXPENSE**  
**PRE-APPROVED BY**  
 Name: *[Signature]*  
 Date: *1-29-21*

Circle One:  
**ASB / General Fund**

TAPE REI

Dunn-Edwards Paints  
 Victorville Store  
 12475 Mariposa Rd Ste B  
 (760) 245-2442

NO STAPLES



VENDOR:

DUNN-EDWARDS Paint

DATE OF PURCHASE:

1-29-21

AMOUNT:

\$ 143.85

REIMBURSE TO / ACCOUNT:

DEBIT CARD

ADMIN APPROVAL ONLY

ITEM	QTY	PRICE
SSHL60-1-U-6 SPARTASHIELD Ext SG U Base [DE] DET 426 ROYAL RED FLUSH (A)B	1	131.90
PCF-R-L-6 AB 1343 Recovery Fee	1	1.60

Subtotal \$133.60  
 Sales Tax \$10.36  
**Total \$143.85**

Debit Card \$143.85  
 Auth Code: 000676  
 DEBIT #7120

EMV Data:  
 Entry Mode: Chip Read  
 App ID (AID): A0000000980840  
 App Resp Code: 00  
 Term Verif Results: 80B0048000  
 Trans Status Indicator: 6800  
 Issuer App Data (IAD): 06010A03600000  
 Mode: ISSUER  
 Verification Method: PIN

Change \$0.00

PURPOSE:

Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
 Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
 Chief Operations Officer

CUSTOMER COPY  
 1/29/2021 10:37 Cashier: Mark  
 \*053-05377862\*

001915



EXPENSE Stamp  
**PRE-APPROVED BY**  
Name: [Signature]  
Date: 1-29-21

Circle One:  
**ASB / General Fund**

TAPE RE



**How doers  
get more done.**

NO STAPLES

STORE MANAGER ADAM H VANDEBRAKE@HOMEDEPO  
15150 BEAR VALLEY RD VICTORVILLE CA

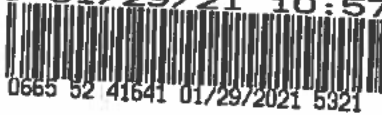
0665 00052 41641 01/29/21 10:57 AM  
SALE SELF CHECKOUT

077089911015 10PKLINERS <A> <M> 5.97  
LINER 9 IN PET TRAY LINER WHITE 10P  
MAX REFUND VALUE \$5.37  
-----  
10% off Military Discount-----  
5.97 10% off Military Discount -0.60  
MUST RETURN ALL ITEMS FOR A FULL REFUND

SUBTOTAL 5.37  
SALES TAX 0.42  
TOTAL \$5.79  
XXXXXXXXXXXX7120 DEBIT  
USD\$ 5.79  
AUTH CODE 002897  
Chip Read Verified By PIN  
AID A0000000980840 US DEBIT

<M> = Military Appreciation

0665 01/29/21 10:57 AM



0665 52 41641 01/29/2021 5321

RETURN POLICY DEFINITIONS  
POLICY ID DAYS POLICY EXPIRES ON  
A 1 180 07/28/2021

Due to COVID-19, we have extended our  
returns policy for most items.  
Please see homedepot.com for details.

\*\*\*\*\*  
**DID WE NAIL IT?**

Take a short survey for a chance TO WIN  
A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H88 84236 83623  
PASSWORD: 21079 83571

Entries must be completed within 14 days  
of purchase. Entrants must be 18 or  
older to enter. See complete rules on  
website. No purchase necessary.

VENDOR:  
THE HOME DEPOT

DATE OF PURCHASE:  
1-29-21

AMOUNT:  
5.79

REIMBURSE TO / ACCOUNT:  
DEBIT CARD

ADMIN APPROVAL ONLY

PURPOSE:  
Maintenance

FIRST APPROVAL

**APPROVED**

Encore First Approval - Administration

**Joseph Thibodeaux**  
Student Services Manager

SECOND APPROVAL

**APPROVED**

Encore Second Approval - Senior Management

**Johnny Griffin**  
Chief Operations Officer

001916



# Receiving Inventory

This report shows the monthly activity of the incoming packages for the Corporation. Once a package has been delivered it is inventoried in this report then distributed to the correct recipient.

# Receiving Supply Tracker

**APPROVED**  
 Encore Second Approval - Senior Management  
**Ashlin Barkdull**  
 General Executive Manager

**APPROVED**  
 Encore Final Approval - Board / CEO  
**Denise Griffin**  
 Chief Executive Officer

Overdue	INCOMING DATE:	VENDOR:	ITEM:	RECEIVED BY:	DELIVER Y TO:	DELIVER Y DATE:	COMMENTS:
0	12/7/2020	AMAZON	SEWING THREAD 32 PIECES	DENISE GRIFFIN	SANDI DEL SOLE		
0	12/7/2020	AMAZON	SEWING THREAD 32 PIECES	DENISE GRIFFIN	SANDI DEL SOLE		
0	12/7/2020	AMAZON	30 PACK FELT	DENISE GRIFFIN	SANDI DEL SOLE		
0	12/7/2020	AMAZON	30 PACK FELT	DENISE GRIFFIN	SANDI DEL SOLE		
0	12/7/2020	AMAZON	POLYESTER FELT SHEET (GREEN)	DENISE GRIFFIN	SANDI DEL SOLE		
0	12/7/2020	AMAZON	FLIC FLAC 42 CRAFT PATCHWORK	DENISE GRIFFIN	SANDI DEL SOLE		
0	12/7/2020	AMAZON	9 SETS OF CHRISTMAS PAJAMAS	DENISE GRIFFIN	SANDI DEL SOLE		
0	12/7/2020	AMAZON	UV GERMICIDAL LIGHT	DENISE GRIFFIN	CURTIS PETERSON		I THINK THIS IS PERSONAL
0	12/7/2020	AMAZON	POLY-FIL	DENISE GRIFFIN	SANDI DEL SOLE		

12/7/2020	STAPLES	HYKEN MESH OFFICE CHAIR	DENISE GRIFFIN	ASHLIN BARKDU LL	12/7/2020	0
12/7/2020	STRADLI N, ROCA	LOAN DOCUMENTS	DENISE GRIFFIN	DENISE GRIFFIN	12/7/2020	0
12/7/2020	AMAZON	UV GERMICIDAL LIGHT (2)	DENISE GRIFFIN	CURTIS PETERSO N		
12/8/2020	AMAZON	FELT SQUARES	KATHY CUMMINGS	SANDI DEL SOLE	12/8/2020	0
12/8/2020	AMAZON	GOOGLE EYES	KATHY CUMMINGS	SANDI DEL SOLE	12/8/2020	0
12/8/2020	AMAZON	PRONG PAPER FASTENERS	KATHY CUMMINGS	SANDI DEL SOLE	12/8/2020	0
12/14/2020	AMAZON	16 SKYTECH COMPUTERS	KYLE BARKDULL	JIM BARKDU LL	12/14/2020	0
12/16/2020	AMAZON	10 500 GB SSD HARD DRIVES	KYLE BARKDULL	JIM BARKDU LL	12/16/2020	0
12/17/2020	AMAZON	70 WEBCAMS	KYLE BARKDULL	JIM BARKDU LL	12/17/2020	0
12/17/2020	AMAZON	2 4K MONITORS	KYLE BARKDULL	JIM BARKDU LL	12/17/2020	0
12/21/2020	AMAZON	4 SKYTECH COMPUTERS	KYLE BARKDULL	JIM BARKDU LL	12/21/2020	0
12/22/2020	AMAZON	20 HP LAPTOPS	KYLE BARKDULL	JIM BARKDU LL	12/22/2020	20
					FILM AND ESPORTS	
					HP SLIMLINE UPGRADE	
					STAFF	
					IT AND MEDIA STAFF	
					STAFF	



12/28/20 20	AMAZON	15 HP LAPTOPS	KYLE BARKDULL	JIM BARKDU LL	12/28/20 20	STAFF
12/28/20 20	AMAZON	1 16IN MACBOOK PRO	KYLE BARKDULL	JIM BARKDU LL	12/28/20 20	PHOTO CLASS
12/29/20 20	AMAZON	1 13in MACBOOK PRO	DAVE	JIM BARKDU LL	12/29/20 20	VOCAL/PRODUCTI ONS DIRECTOR
01/05/20 21	AMAZON	10 HP LAPTOPS	KYLE BARKDULL	JIM BARKDU LL	1/5/2021	STAFF
01/06/20 21	AMAZON	5 HP LAPTOPS	CURTIS PETERSON	JIM BARKDU LL	01/06/20 21	STAFF
01/08/20 21	NATIONA L SCHOOL CHOICE	WRITST BANDS/STICKE RS	KATHY CUMMINGS	DENISE GRIFFIN	01/08/20 21	
1/8/2021	<u>Quill.com</u>	Blue tooth Speaker and Back pack	Kathy Cummings	Denise Griffin	01/08/20 21	
1/8/2021	<u>Quill.com</u>	RECORD STORAGE BOXES	KATHY CUMMINGS	ELIAS MUNOZ	01/08/20 21	ATTENDANCE
1/8/2021	<u>Quill.com</u>	RECORD STORAGE BOXES	KATHY CUMMINGS	ELIAS MUNOZ	01/08/20 21	ATTENDANCE
1/8/2021	<u>Quill.com</u>	BUSINESS LETTER ENVELOPES	KATHY CUMMINGS	ELIAS MUNOZ	01/08/20 21	ATTENDANCE
1/8/2021	<u>Quill.com</u>	BUSINESS LETTER ENVELOPES	KATHY CUMMINGS	ELIAS MUNOZ	01/08/20 21	ATTENDANCE
01/11/202 1	AMAZON	50 HP CHROMEBOOK S	ASHLIN BARKDULL	JIM BARKDU LL	01/11/202 1	STUDENTS

01/11/2021	AMAZON	1 ALL IN ONE	ASHLIN BARKDULL	JIM BARKDU LL	01/11/2021	EXEC MANAGER	
1/14/2021	AMAZON	VANITY LIGHT	KATHY CUMMINGS	JAYLEEN HILL	1/14/2021	MAYBE PERSONAL?	//
1/14/2021	AMAZON	MOKIN M.2 NVME NGFF SSD Enclosure Adapter	KATHY CUMMINGS	Jim BARKDU LL	1/14/2021	IT	
1/19/2021	AMAZON	PNY SOLID STATE INTERNAL DRIVES (3)	KATHY CUMMINGS	Jim BARKDU LL	1/19/2021	IT / Film / Esports	//
1/19/2021	AMAZON	25 HP CHROMEBOOK S	KATHY CUMMINGS	Jim BARKDU LL	1/19/2021	STUDENTS	
1/20/2021	AMAZON	POWERSOURC E AC/DC ADAPTER	KATHY CUMMINGS	Jim BARKDU LL	1/20/2021	Mrs. Griffin's Monitor power	

# Encore High School

2/5/2021

9:16 AM

2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 1

### Month 5 - From 1/4/2021 Through 1/29/2021

#### Regular Program

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	N O P YEAR TO DATE		
														Total Apport Attendance	Days Taught	Total ADA (N/O)
9 TOTAL	19	124	0	124	1	123	2	111	2356	2243	118.05	95.28%	0	9666	82	117.88
10 TOTAL	19	104	0	104	1	103	15	140	1976	1821	95.84	92.86%	0	8098	82	98.76
11 TOTAL	19	91	0	91	0	91	0	85	1729	1644	86.53	95.08%	0	7270	82	88.66
12 TOTAL	19	116	0	116	0	116	0	136	2204	2068	108.84	93.83%	0	9236	82	112.63
<b>TOTAL 9-12</b>	<b>19</b>	<b>435</b>	<b>0</b>	<b>435</b>	<b>2</b>	<b>433</b>	<b>17</b>	<b>472</b>	<b>8265</b>	<b>7776</b>	<b>409.26</b>	<b>94.28%</b>	<b>0</b>	<b>34270</b>	<b>82</b>	<b>417.93</b>
PROGRAM	19	435	0	435	2	433	17	472	8265	7776	409.26	94.28%	0	34270	82	417.93

Principal Signature

Date

To the best of my knowledge, the information contained on this document is accurate and complete.

# Encore High School

2/5/2021

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 2

**Month 5 - From 1/4/2021 Through 1/29/2021**

### Program 5 504

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	N O P YEAR TO DATE		
														Total Apport Attendance	Days Taught	Total ADA (N/O)
9 TOTAL	19	2	0	2	0	2	0	0	38	38	2.00	100.00%	0	164	82	2.00
10 TOTAL	19	1	0	1	0	1	0	1	19	18	0.95	94.74%	0	80	82	0.98
11 TOTAL	19	3	0	3	0	3	0	10	57	47	2.47	82.46%	0	222	82	2.71
12 TOTAL	19	2	0	2	0	2	0	0	38	38	2.00	100.00%	0	162	82	1.98
<b>TOTAL 9-12</b>	<b>19</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>11</b>	<b>152</b>	<b>141</b>	<b>7.42</b>	<b>92.76%</b>	<b>0</b>	<b>628</b>	<b>82</b>	<b>7.66</b>
PROGRAM	19	8	0	8	0	8	0	11	152	141	7.42	92.76%	0	628	82	7.66

Principal Signature

Date

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# Encore High School

2/5/2021  
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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 3

**Month 5 - From 1/4/2021 Through 1/29/2021**

### Program 6 504+Independent Study

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
														12 TOTAL	19	1
<b>TOTAL 9-12</b>	<b>19</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>19</b>	<b>1.00</b>	<b>100.00%</b>	<b>0</b>	<b>82</b>	<b>82</b>	<b>1.00</b>
PROGRAM	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	82	82	1.00

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Principal Signature

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Date

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# Encore High School

2/5/2021  
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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 4

**Month 5 - From 1/4/2021 Through 1/29/2021**

### Program 7 SAI+Independent Study

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	N O P		
														YEAR TO DATE		
														Total Apport Attendance	Days Taught	Total ADA (N/O)
12 TOTAL	19	2	0	2	0	2	0	0	38	38	2.00	100.00%	0	165	82	2.01
<b>TOTAL 9-12</b>	<b>19</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>38</b>	<b>38</b>	<b>2.00</b>	<b>100.00%</b>	<b>0</b>	<b>165</b>	<b>82</b>	<b>2.01</b>
PROGRAM	19	2	0	2	0	2	0	0	38	38	2.00	100.00%	0	165	82	2.01

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Principal Signature

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Date

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# Encore High School

2/5/2021

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 5

**Month 5 - From 1/4/2021 Through 1/29/2021**

### Program I Independent Study

Grade Level		A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
															N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
9	TOTAL	19	7	0	7	0	7	0	2	133	131	6.89	98.50%	0	577	82	7.04
10	TOTAL	19	13	0	13	0	13	0	13	247	234	12.32	94.74%	0	1020	82	12.44
11	TOTAL	19	16	0	16	0	16	0	11	304	293	15.42	96.38%	0	1266	82	15.44
12	TOTAL	19	18	0	18	0	18	0	1	342	341	17.95	99.71%	0	1421	82	17.33
	<b>TOTAL 9-12</b>	<b>19</b>	<b>54</b>	<b>0</b>	<b>54</b>	<b>0</b>	<b>54</b>	<b>0</b>	<b>27</b>	<b>1026</b>	<b>999</b>	<b>52.58</b>	<b>97.37%</b>	<b>0</b>	<b>4284</b>	<b>82</b>	<b>52.24</b>
	PROGRAM	19	54	0	54	0	54	0	27	1026	999	52.58	97.37%	0	4284	82	52.24

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# Encore High School

2/5/2021

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 6

### Month 5 - From 1/4/2021 Through 1/29/2021

#### Program S SAI

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	N O P YEAR TO DATE		
														Total Apport Attendance	Days Taught	Total ADA (N/O)
9 TOTAL	19	17	0	17	0	17	0	21	323	302	15.89	93.50%	0	1366	82	16.66
10 TOTAL	19	15	0	15	0	15	0	19	285	266	14.00	93.33%	0	1185	82	14.45
11 TOTAL	19	14	0	14	0	14	0	30	266	236	12.42	88.72%	0	1096	82	13.37
12 TOTAL	19	18	0	18	0	18	0	34	342	308	16.21	90.06%	0	1400	82	17.07
<b>TOTAL 9-12</b>	<b>19</b>	<b>64</b>	<b>0</b>	<b>64</b>	<b>0</b>	<b>64</b>	<b>0</b>	<b>104</b>	<b>1216</b>	<b>1112</b>	<b>58.53</b>	<b>91.45%</b>	<b>0</b>	<b>5047</b>	<b>82</b>	<b>61.55</b>
PROGRAM	19	64	0	64	0	64	0	104	1216	1112	58.53	91.45%	0	5047	82	61.55
REPORT	19	564	0	564	2	562	17	614	10716	10085	530.79	94.26%	0	44476	82	542.39

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# Encore Jr. High School

2/5/2021

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## MONTHLY ATTENDANCE SUMMARY

Page 1

### Month 5 - From 1/4/2021 Through 1/29/2021

#### Regular Program

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	N O P YEAR TO DATE		
														Total Apport Attendance	Days Taught	Total ADA (N/O)
7 TOTAL	19	108	2	110	2	108	40	12	2090	2038	107.26	99.41%	0	8770	82	106.95
8 TOTAL	19	133	0	133	1	132	7	34	2527	2486	130.84	98.65%	0	10768	82	131.32
<b>TOTAL 7-8</b>	<b>19</b>	<b>241</b>	<b>2</b>	<b>243</b>	<b>3</b>	<b>240</b>	<b>47</b>	<b>46</b>	<b>4617</b>	<b>4524</b>	<b>238.11</b>	<b>98.99%</b>	<b>0</b>	<b>19538</b>	<b>82</b>	<b>238.27</b>
PROGRAM	19	241	2	243	3	240	47	46	4617	4524	238.11	98.99%	0	19538	82	238.27

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# Encore Jr. High School

2/5/2021  
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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 2

**Month 5 - From 1/4/2021 Through 1/29/2021**

**Program 5 504**

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
														8 TOTAL	19	1
<b>TOTAL 7-8</b>	<b>19</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>19</b>	<b>1.00</b>	<b>100.00%</b>	<b>0</b>	<b>82</b>	<b>82</b>	<b>1.00</b>
PROGRAM	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	82	82	1.00

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Principal Signature

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# Encore Jr. High School

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 3

**Month 5 - From 1/4/2021 Through 1/29/2021**

### Program 7 SAI+Independent Study

Grade Level	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Tchg Days	Enroll-ment Carried Fwd	Gains	Total Enroll-ment (B+C)	Losses	Ending Enroll-ment (D-E)	Days Not Enroll	Days Non-Apport Attend	Actual Days (A*D)	Total Apport Attend (A*D)-G-H	Total A.D.A. (J/A)	Percent Attend J/(I-G)	Loss at End of Last School Day	YEAR TO DATE		
														Total Apport Attendance	Days Taught	Total ADA (N/O)
8 TOTAL	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	81	82	0.99
<b>TOTAL 7-8</b>	<b>19</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>19</b>	<b>19</b>	<b>1.00</b>	<b>100.00%</b>	<b>0</b>	<b>81</b>	<b>82</b>	<b>0.99</b>
PROGRAM	19	1	0	1	0	1	0	0	19	19	1.00	100.00%	0	81	82	0.99

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Principal Signature

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Date

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# Encore Jr. High School

2/5/2021

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 4

### Month 5 - From 1/4/2021 Through 1/29/2021

#### Program I Independent Study

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	YEAR TO DATE		
														N Total Apport Attendance	O Days Taught	P Total ADA (N/O)
7 TOTAL	19	5	0	5	0	5	0	0	95	95	5.00	100.00%	0	396	82	4.83
8 TOTAL	19	5	0	5	0	5	0	1	95	94	4.95	98.95%	0	401	82	4.89
<b>TOTAL 7-8</b>	<b>19</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>1</b>	<b>190</b>	<b>189</b>	<b>9.95</b>	<b>99.47%</b>	<b>0</b>	<b>797</b>	<b>82</b>	<b>9.72</b>
PROGRAM	19	10	0	10	0	10	0	1	190	189	9.95	99.47%	0	797	82	9.72

Principal Signature

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# Encore Jr. High School

2/5/2021

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2020-2021

## MONTHLY ATTENDANCE SUMMARY

Page 5

### Month 5 - From 1/4/2021 Through 1/29/2021

#### Program S SAI

Grade Level	A Tchg Days	B Enroll-ment Carried Fwd	C Gains	D Total Enroll-ment (B+C)	E Losses	F Ending Enroll-ment (D-E)	G Days Not Enroll	H Days Non-Apport Attend	I Actual Days (A*D)	J Total Apport Attend (A*D)-G-H	K Total A.D.A. (J/A)	L Percent Attend J/(I-G)	M Loss at End of Last School Day	N O P YEAR TO DATE		
														Total Apport Attendance	Days Taught	Total ADA (N/O)
7 TOTAL	19	14	0	14	0	14	0	15	266	251	13.21	94.36%	0	1109	82	13.52
8 TOTAL	19	27	0	27	0	27	0	19	513	494	26.00	96.30%	0	2112	82	25.76
<b>TOTAL 7-8</b>	<b>19</b>	<b>41</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>34</b>	<b>779</b>	<b>745</b>	<b>39.21</b>	<b>95.64%</b>	<b>0</b>	<b>3221</b>	<b>82</b>	<b>39.28</b>
PROGRAM	19	41	0	41	0	41	0	34	779	745	39.21	95.64%	0	3221	82	39.28
REPORT	19	294	2	296	3	293	47	81	5624	5496	289.26	98.55%	0	23719	82	289.26

Principal Signature

Date

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# Cover Sheet

## Second Interim Budget

**Section:** VI. Finance  
**Item:** D. Second Interim Budget  
**Purpose:** Vote  
**Submitted by:** Paul Khoury  
**Related Material:** Encore 2020-21 2nd Interim BUDGET\_Dist.pdf

**BACKGROUND:**

Paul Khoury from Delta Managed Solutions will go over the year to date budget updates for second interim. This report happens annually. Staff recommends approval of this budget.

**RECOMMENDATION:**

Staff recommends approval of this action.



# Encore Jr./Sr. High School for the Performing and Visual Arts

## 2020-21 Second Interim Budget



## Encore Jr./Sr. High School for the Performing and Visual Arts 2020-21 Second Interim Budget - Summary Analysis



### SUMMARY OF RESULTS

This 2020-21 Second Interim Budget update projects a budget surplus of \$1,017,699.

This is an increase of \$176 from the prior 2020-21 First Interim Budget projected surplus of \$1,017,522.

This will allow Encore Jr./Sr. High School for the Performing and Visual Arts to end this fiscal year with a balance of \$1,023,100, which is 9.0% of annual expenditures.

### CASH FLOW

Operating cash flow is projected to remain positive throughout the next two fiscal years, as shown in the attached monthly cash flow schedule.

The lowest projected ending cash balance this coming fiscal year is \$725,192, which represents 24 days of operating costs on average.

The June 30 ending cash balance this coming fiscal year is projected to be \$741,619, which represents 24 days of average operating costs.

This cash flow takes into account all currently projected impacts on cash flow at the time of this budget approval.

### SIGNIFICANT CHANGES IN REVENUE (Total Change from Prior Budget = decrease of (\$64,619), or -0.5% of prior budget revenues)

**LCFF Entitlement:** These "Local Control Funding Formula" revenues are the primary funding source for the school.

LCFF Entitlement projected revenues are (\$109,310) lower than in the prior budget, due to average daily attendance (ADA) decreasing by 0.

**Federal Revenues:** This consists of Title I-IV "Every Student Succeeds Act" (ESSA) funding, federal special education, and federal food programs.

Federal Revenues are projected at (\$40,869) lower than in the prior budget.

**Other State Revenues:** These are the non-LCFF state revenues such as Lottery, Facility Grant, and one-time block grants.

Other State Revenues are projected at \$85,035 higher than in the prior budget.

**Other Local Revenues:** This category is primarily fundraising revenue, but includes any non-LCFF local revenue sources.

Other Local Revenues are projected at \$525 higher than in the prior budget.

### SIGNIFICANT CHANGES IN EXPENSES (Total Change from Prior Budget = decrease of (\$64,795), or -0.6% of prior budget expenses)

**Salaries and Benefits:** This includes all employee pay, plus benefits such as retirement, healthcare, Medicare, Social Security, etc.

Salaries and Benefits costs are \$21,139 higher than in the prior cycle, reflecting budget adjustments to address changes in enrollment and other factors.

**Books & Supplies:** This category includes textbooks, computers, supplies, and other instructional and non-instructional materials and equipment.

Books & Supplies costs are projected at \$30,558 higher than in the prior budget.

**Services & Operating Expenses:** These include all contracted services as well as travel, insurance, rent, legal costs, and other service-related expenses.

Services & Operating costs are projected to be (\$165,191) lower than in the prior budget.

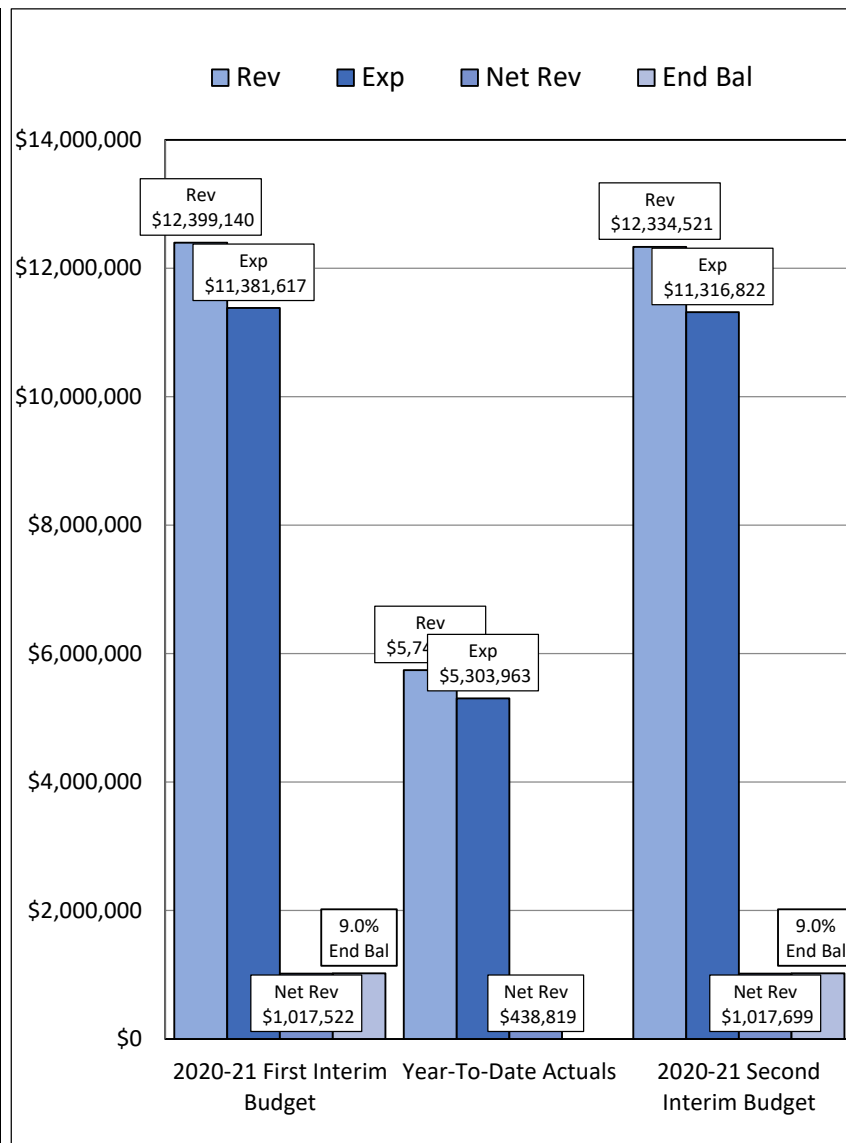
**Depreciation, Capital Outlay, and Other Outgo:** This category includes depreciation on fixed assets and interest on long-term debt.

These costs are projected at \$48,700 higher than in the prior budget, reflecting updated depreciation and interest expense projections.



## Encore High School 2020-21 Second Interim Budget BUDGET SUMMARY

	2020-21 First Interim Budget	Year-To-Date Actuals	2020-21 Second Interim Budget	Change
<b>Projected Enrollment:</b>	870		870	-
<b>Projected P-2 ADA:</b>	899.27		899.27	-
<b>Revenues:</b>				
General Purpose Entitlement	\$ 9,268,263	\$ 4,338,055	\$ 9,158,953	\$ (109,310)
Federal Revenue	1,121,592	869,958	1,080,723	(40,869)
Other State Revenue	1,523,023	300,609	1,608,058	85,035
Other Local Revenue	486,262	234,161	486,787	525
<b>TTL Revenues</b>	<b>\$ 12,399,140</b>	<b>\$ 5,742,782</b>	<b>\$ 12,334,521</b>	<b>\$ (64,619)</b>
<b>Expenditures:</b>				
Certificated Salaries	\$ 2,591,421	\$ 1,400,871	\$ 2,570,055	\$ (21,367)
Non-Certificated Salaries	2,338,454	1,111,018	2,331,082	(7,372)
Benefits	1,882,316	922,943	1,932,193	49,877
Books/Supplies/Materials	903,782	141,420	934,340	30,558
Services/Operations	3,482,575	1,678,691	3,317,383	(165,191)
Capital Outlay	179,622	-	179,622	(0)
Other Outgo	3,447	49,020	52,147	48,700
<b>TTL Expenditures</b>	<b>\$ 11,381,617</b>	<b>\$ 5,303,963</b>	<b>\$ 11,316,822</b>	<b>\$ (64,795)</b>
<b>Net Revenues</b>	<b>\$ 1,017,522</b>	<b>\$ 438,819</b>	<b>\$ 1,017,699</b>	<b>\$ 176</b>
<b>Beginning Balance July 1</b>	<b>\$ 5,402</b>		<b>\$ 5,402</b>	
<b>Ending Balance June 30</b>	<b>\$ 1,022,924</b>		<b>\$ 1,023,100</b>	
<b>Ending Balance as % of Exp.:</b>	<b>9.0%</b>		<b>9.0%</b>	



**Encore High School**  
**2020-21 Second Interim Budget**  
**BUDGET DETAIL & PRIOR YEAR COMPARISON**

Description	2020-21 First Interim Budget	Year-To-Date Actuals	2020-21 Second Interim Budget	Change From Prior Budget	Notes/Comments
Enrollment (CALPADS)	870		870	-	
Average Daily Attendance (P-2)	899.27		899.27	-	
<b>REVENUES</b>					
<b>General Purpose Entitlement</b>					
8011 General Purpose Block Grant	7,025,380	3,239,228	6,902,334	(123,046)	
8012 Education Protection Account	1,905,702	952,851	1,969,435	63,733	
8019 Prior Year Corrections/Adjustments	-	-	(46,472)	(46,472)	
8096 Funding in Lieu of Property Taxes	337,181	145,976	333,656	(3,525)	
<b>TTL General Purpose Entitlement</b>	<b>9,268,263</b>	<b>4,338,055</b>	<b>9,158,953</b>	<b>(109,310)</b>	
<b>Federal Revenue</b>					
8181 Federal IDEA SpEd Revenue	138,169	-	119,899	(18,270)	
8220 School Nutrition Program - Federal	44,500	4,290	25,740	(18,760)	
8290 Other Federal Revenue	938,923	865,668	935,084	(3,839)	
<b>TTL Federal Revenue</b>	<b>1,121,592</b>	<b>869,958</b>	<b>1,080,723</b>	<b>(40,869)</b>	
<b>Other State Revenue</b>					
8311 AB602 State SpEd Revenue	414,704	181,509	495,649	80,945	
8520 School Nutrition Program - State	3,000	3,570	7,140	4,140	
8550 Mandated Cost Reimbursements	31,882	31,882	31,882	-	
8560 State Lottery Revenue	186,911	-	186,861	(50)	
8565 PY State Lottery Revenue	3,546	3,546	3,546	-	
8590 Other State Revenue	882,980	80,102	882,980	-	
<b>TTL Other State Revenue</b>	<b>1,523,023</b>	<b>300,609</b>	<b>1,608,058</b>	<b>85,035</b>	
<b>Other Local Revenue</b>					
8634 Student Lunch Fees	-	225	500	500	
8660 Interest Income	25	28	50	25	
8698 Other Revenue (Suspense)	-	2,227	-	-	
8699 Other Revenue	486,237	231,681	486,237	-	
<b>TTL Other Local Revenue</b>	<b>486,262</b>	<b>234,161</b>	<b>486,787</b>	<b>525</b>	
<b>TTL REVENUES</b>	<b>12,399,140</b>	<b>5,742,782</b>	<b>12,334,521</b>	<b>(64,619)</b>	

**Encore High School**  
**2020-21 Second Interim Budget**  
**BUDGET DETAIL & PRIOR YEAR COMPARISON**

Description	2020-21 First Interim Budget	Year-To-Date Actuals	2020-21 Second Interim Budget	Change From Prior Budget	Notes/Comments
<b>EXPENDITURES</b>					
<b>1000 - Certificated Salaries</b>					
1100 Teacher Compensation	1,814,402	1,019,278	1,781,938	(32,464)	
1130 Substitute Teacher Compensation	25,124	17,069	36,221	11,097	
1150 Teacher Stipends/Extra Duty	8,250	6,382	8,250	-	
1200 Student Support	281,490	152,474	281,490	-	
1300 Certificated Administrators	461,455	205,668	461,455	-	
1350 Administrator Stipends/Extra Duty	700	-	700	-	
<b>TTL Certificated Salaries</b>	<b>2,591,421</b>	<b>1,400,871</b>	<b>2,570,055</b>	<b>(21,367)</b>	
<b>2000 - Non - Certificated Salaries</b>					
2100 Instructional Aides	260,193	137,132	285,726	25,533	
2130 Classified Substitutes	9,677	1,546	5,405	(4,272)	
2150 Instructional Aides Stipends	1,500	-	1,500	-	
2160 Electives Instructional Aides	784,530	284,620	763,112	(21,417)	
2200 Pupil Support Administration	245,576	138,907	250,506	4,931	
2250 Pupil Support Stipends	700	-	700	-	
2300 Classified Administrators	428,432	232,067	448,432	20,000	
2350 Classified Administrator Stipends	1,050	-	1,050	-	
2400 Clerical & Technical Staff	606,097	316,746	574,301	(31,796)	
2450 Clerical & Technical Stipends	700	-	350	(350)	
<b>TTL Non - Certificated Salaries</b>	<b>2,338,454</b>	<b>1,111,018</b>	<b>2,331,082</b>	<b>(7,372)</b>	
<b>3000 - Employee Benefits</b>					
3101 STRS Certificated	418,515	213,330	415,064	(3,451)	
3202 PERS Classified	484,060	225,923	500,419	16,359	
3301 OASDI/Medicare	216,467	101,876	222,203	5,736	
3401 Health Care Certificated	316,227	165,169	329,188	12,961	
3402 Health Care Classified	365,751	180,123	383,186	17,435	
3501 Unemployment Insurance	2,499	3,301	2,494	(5)	
3601 Workers' Comp Certificated	37,835	16,501	37,523	(312)	
3602 Workers' Comp Classified	34,141	13,308	35,295	1,154	
3901 Other Benefits Cert	1,666	812	1,666	-	
3902 Other Benefits Class	5,156	2,600	5,156	-	
<b>TTL Employee Benefits</b>	<b>1,882,316</b>	<b>922,943</b>	<b>1,932,193</b>	<b>49,877</b>	

**Encore High School**  
**2020-21 Second Interim Budget**  
**BUDGET DETAIL & PRIOR YEAR COMPARISON**

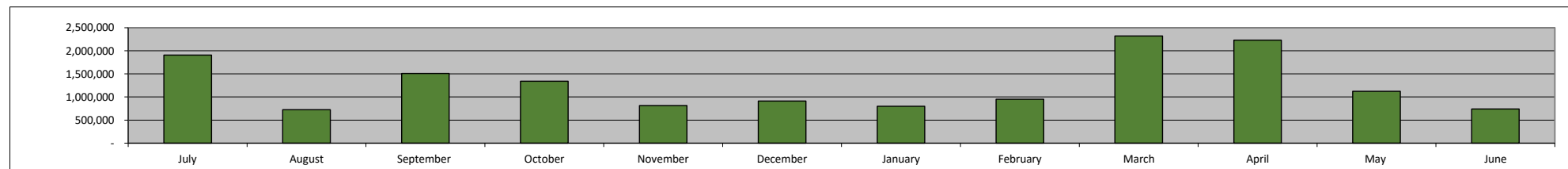
Description	2020-21 First Interim Budget	Year-To-Date Actuals	2020-21 Second Interim Budget	Change From Prior Budget	Notes/Comments
<b>4000 - Books/Supplies/Materials</b>					
4100 Textbooks & Core Curriculum	23,283	6,424	23,283	-	
4310 Materials & Supplies	52,621	20,526	52,621	-	
4311 Purchase of Riverside Mat'ls/Supplies	667,172	-	667,172	-	
4320 Office Supplies	27,322	8,932	27,322	-	
4330 Meals & Events	2,561	15	2,561	-	
4350 Other Supplies - Materials & Supplies	5,216	129	5,216	-	
4400 Non - Capitalized Equipment	100,184	88,182	125,184	25,000	
4700 School Nutrition Program	25,424	17,212	30,981	5,558	
<b>TTL Books/Supplies/Materials</b>	<b>903,782</b>	<b>141,420</b>	<b>934,340</b>	<b>30,558</b>	
<b>5000 - Services &amp; Operations</b>					
5100 Subagreements For Services	9,528	-	9,528	-	
5200 Travel & Conferences	7,945	(1,550)	7,945	-	
5210 Mileage Reimbursements	19,395	2,295	19,395	-	
5300 Dues & Memberships	83,931	13,498	83,931	-	
5400 Insurance	238,509	247,442	288,829	50,321	
5500 Operations & Housekeeping	17,253	8,112	17,253	-	
5510 Utilities (General)	156,406	90,535	156,406	-	
5520 Janitorial Services	32,147	3,032	32,147	-	
5610 Facility Rents & Leases	1,152,803	485,017	1,152,803	-	
5620 Equipment Leases	25,150	25,595	43,778	18,628	
5630 Maintenance & Repair	80,962	13,949	100,962	20,000	
5800 Professional Services - Non - instructional	93,316	63,154	93,316	-	
5810 Legal	141,255	54,949	141,255	-	
5820 Audit & CPA	16,166	15,650	16,166	-	
5825 DMS Business Services	226,592	162,575	226,592	-	
5830 Non - Instructional Software Licenses/Fees	37,624	34,459	37,624	-	
5835 Field Trips - Bus Transportations	8,578	-	8,578	-	
5840 Advertising & Recruitment	39,713	9,330	39,713	-	
5850 Oversight Fees	93,848	-	93,848	-	
5855 Interest Expense - Short Term	265,000	182,726	290,000	25,000	
5860 Service Fees	195,260	156,777	205,866	10,606	
5865 General - Bus Transportation	325,000	3,885	30,000	(295,000)	
5870 Livescan Fingerprinting	103	49	103	-	

**Encore High School**  
**2020-21 Second Interim Budget**  
**BUDGET DETAIL & PRIOR YEAR COMPARISON**

Description	2020-21 First Interim Budget	Year-To-Date Actuals	2020-21 Second Interim Budget	Change From Prior Budget	Notes/Comments
5880 Instructional Vendors & Consultants	22,773	12,932	22,773	-	
5890 Misc Other Outside Services	30,572	5,586	30,572	-	
5900 Communications	2,104	4,658	7,358	5,254	
5910 Telephone	23,479	4,490	23,479	-	
5920 Internet	116,709	71,185	116,709	-	
5930 Postage	20,453	8,360	20,453	-	
<b>TTL Services &amp; Operations</b>	<b>3,482,575</b>	<b>1,678,691</b>	<b>3,317,383</b>	<b>(165,191)</b>	
<b>6000 - Capital Outlay</b>					
6900 Depreciation	179,622	-	179,622	-	
<b>TTL Capital Outlay</b>	<b>179,622</b>	<b>-</b>	<b>179,622</b>	<b>-</b>	
<b>7000 - Other Outgo</b>					
7438 Interest on Long-Term Debt	3,447	49,020	52,147	48,700	
<b>TTL Other Outgo</b>	<b>3,447</b>	<b>49,020</b>	<b>52,147</b>	<b>48,700</b>	
<b>TTL EXPENDITURES</b>	<b>11,381,617</b>	<b>5,303,963</b>	<b>11,316,822</b>	<b>(64,795)</b>	
<b>Revenues less Expenditures</b>	<b>1,017,522</b>	<b>438,819</b>	<b>1,017,699</b>	<b>176</b>	
<b>Beginning Fund Balance</b>	<b>5,402</b>		<b>5,402</b>		
<b>Net Revenues</b>	<b>1,017,522</b>		<b>1,017,699</b>		
<b>ENDING BALANCE</b>	<b>1,022,924</b>		<b>1,023,100</b>		
<b>ENDING BALANCE AS % OF OUTGO</b>	<b>9.0%</b>		<b>9.0%</b>		

**Encore Jr./Sr. High School for the Performing and Visual Arts  
2020-21 Second Interim Budget  
2020-21 Projected Monthly Cash Flow Statement**

Description	2020-21 Second Interim Budget	ACTUALS												Accruals	Total For Year
		July	August	September	October	November	December	January	February	March	April	May	June		
<b>BEGINNING CASH</b>		575,858	1,908,441	725,192	1,508,690	1,340,555	816,020	912,360	799,387	949,325	2,321,112	2,231,844	1,123,378	741,619	575,858
<b>CASH INFLOWS</b>															
<b>REVENUES</b>															
LCFF State Aid	6,902,334	-	352,090	352,090	633,762	633,762	633,762	633,762	633,762	308,613	151,122	145,512	143,623	2,280,474	6,902,334
Education Protection Account	1,969,435	-	-	476,426	-	-	-	476,425	-	-	508,292	-	508,292	-	1,969,435
Prior Year Adjustments	(46,472)	-	-	-	-	-	-	-	-	(9,294)	(9,294)	(9,294)	(9,294)	(9,294)	(46,472)
In-Lieu-Of Property Taxes	333,656	-	-	-	-	63,116	-	82,860	27,620	53,353	26,677	26,677	26,677	26,677	333,656
Federal Revenues	1,080,723	-	-	641,891	-	63,223	105,077	59,767	8,953	40,362	40,362	40,362	40,362	40,362	1,080,723
Other State Revenues	1,608,058	-	-	87,471	50,348	43,229	76,983	42,577	42,212	71,899	476,697	33,900	254,205	428,536	1,608,058
Other Local Revenues	486,787	16	11,128	40,610	71	43,376	138,909	52	50,525	50,525	50,525	50,525	50,525	-	486,787
<b>TTL CASH INFLOWS</b>	<b>12,334,521</b>	<b>16</b>	<b>363,218</b>	<b>1,598,488</b>	<b>684,180</b>	<b>846,706</b>	<b>954,731</b>	<b>1,295,443</b>	<b>763,072</b>	<b>515,458</b>	<b>1,244,381</b>	<b>287,682</b>	<b>1,014,390</b>	<b>2,766,755</b>	<b>12,334,521</b>
<b>EXPENDITURES</b>															
All Certificated Salaries	2,570,055	40,162	154,859	244,737	240,445	243,150	240,237	237,281	225,642	226,849	226,849	226,849	226,849	36,145	2,570,055
All Classified Salaries	2,331,082	47,713	161,751	179,355	192,893	183,716	176,941	168,650	177,054	245,414	245,414	245,414	245,414	61,354	2,331,082
All Benefits	1,932,193	35,988	116,234	154,342	161,908	150,994	151,682	151,794	151,372	206,718	186,182	186,182	186,182	92,614	1,932,193
All Materials & Supplies	934,340	3,525	4,035	17,394	12,901	10,843	68,376	24,347	10,195	184,171	184,171	184,171	184,171	46,043	934,340
All Services and Operations	3,317,383	205,503	215,829	245,632	192,369	281,329	247,840	290,189	269,301	322,210	322,210	322,210	322,210	80,552	3,317,383
All Capital Outlay/Depreciation	179,622	-	-	-	-	-	-	-	-	-	-	-	-	179,622	179,622
All Other Outgo	52,147	351	47,440	299	272	246	219	193	166	740	740	740	740	-	52,147
<b>TTL CASH OUTFLOWS</b>	<b>11,316,822</b>	<b>333,242</b>	<b>700,148</b>	<b>841,758</b>	<b>800,788</b>	<b>870,278</b>	<b>885,296</b>	<b>872,453</b>	<b>833,730</b>	<b>1,186,102</b>	<b>1,165,566</b>	<b>1,165,566</b>	<b>1,165,566</b>	<b>496,330</b>	<b>11,316,822</b>
<b>NET REVENUES</b>	<b>1,017,699</b>														<b>1,017,699</b>
Accounts Receivable (net change)		1,361,097	-	12,788	153,131	-	-	-	-	210,513	-	-	-	-	1,737,529
Accounts Payable (net change)		333,587	(39,865)	235,106	(108,818)	(112,185)	48,955	(55,016)	34,760	(101,511)	(101,511)	(101,511)	(101,511)	-	(69,519)
Fixed Asset Acquisitions		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Purchase of Riverside Fixed Assets		-	-	-	-	-	-	-	-	-	-	-	-	(334,437)	-
PPP Loan		-	-	-	-	-	-	-	-	2,000,000	-	-	-	-	-
2019 Revenue Anticipation Notes		-	(1,394,678)	-	-	-	-	-	-	-	-	-	-	-	(1,394,678)
Short-Term Obligations		(25,487)	592,137	(92,187)	(91,875)	(384,787)	(18,032)	(476,902)	189,908	-	-	-	-	-	(307,226)
Interschool Due To/Froms		-	-	-	-	-	-	-	-	-	-	-	-	(650,000)	-
PAGA Settlement Payments		-	-	(125,000)	-	-	-	-	-	(62,500)	(62,500)	(125,000)	(125,000)	-	(500,000)
Capitalized Lease Obligations		(3,387)	(3,913)	(3,939)	(3,965)	(3,992)	(4,018)	(4,045)	(4,072)	(4,072)	(4,072)	(4,072)	(4,072)	-	(47,618)
<b>NET INFLOWS/OUTFLOWS</b>	<b>1,665,810</b>	<b>(846,319)</b>	<b>26,768</b>	<b>(51,527)</b>	<b>(500,963)</b>	<b>26,904</b>	<b>(535,963)</b>	<b>220,596</b>	<b>2,042,430</b>	<b>(168,083)</b>	<b>(230,583)</b>	<b>(230,583)</b>	<b>(984,437)</b>	<b>(581,512)</b>	
<b>ENDING CASH BALANCE</b>	<b>1,908,441</b>	<b>725,192</b>	<b>1,508,690</b>	<b>1,340,555</b>	<b>816,020</b>	<b>912,360</b>	<b>799,387</b>	<b>949,325</b>	<b>2,321,112</b>	<b>2,231,844</b>	<b>1,123,378</b>	<b>741,619</b>			
<b>Days Cash On Hand</b>		<b>63</b>	<b>24</b>	<b>49</b>	<b>44</b>	<b>27</b>	<b>30</b>	<b>26</b>	<b>31</b>	<b>76</b>	<b>73</b>	<b>37</b>	<b>24</b>		



# Cover Sheet

## Audited Actuals

**Section:** VI. Finance  
**Item:** E. Audited Actuals  
**Purpose:** Vote  
**Submitted by:** Denise Griffin  
**Related Material:** Encore Education Corporation Audit Report 2020.pdf

### BACKGROUND:

Third party auditor, Nigro & Nigro, have completed the audited actuals and the report needs to be approved by the Board. This is a routine audit and happens annually. It is normally approved in December, but has been delayed due to COVID-19.

### RECOMMENDATION:

Staff recommends approval of this action.

**ENCORE EDUCATION CORPORATION**

**Includes the Following Charter Schools:**

*Encore Jr./Sr. High School for the Performing &  
Visual Arts (Charter No. 0971); and  
Encore High School for the Arts-Riverside (Charter No. 1747)*

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITORS' REPORT**

**For the Fiscal Year Ended  
June 30, 2020**

**NIGRO & NIGRO<sup>PC</sup>**



**ENCORE EDUCATION CORPORATION**

*For the Fiscal Year Ended June 30, 2020*

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## *Financial Section*

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# NIGRO & NIGRO<sup>PC</sup>

A PROFESSIONAL ACCOUNTANCY CORPORATION

## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Encore Education Corporation  
Hesperia, California

### Report on the Financial Statements

We have audited the accompanying financial statements of Encore Education Corporation (a California nonprofit Organization), which comprise the combined statement of financial position as of June 30, 2020, and the related combined statements of activities, cash flows, and functional expenses for the fiscal year then ended, and the related notes to the combined financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Encore Education Corporation, as of June 30, 2020, and the changes in its net assets and its cash flows for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

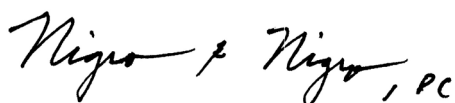
*Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information as listed on the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements.

The accompanying supplementary information is the responsibility of management, and was derived from, and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated February 16, 2021, on our consideration of the Organization's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control over financial reporting and compliance.



Murrieta, California  
February 16, 2021

**ENCORE EDUCATION CORPORATION***Statement of Financial Position**June 30, 2020***ASSETS**

## Current Assets:

Cash	\$	598,320
Accounts receivable (Note 3)		2,915,406
Prepaid expenses		50,186
Other current assets		130,408
		<u>3,694,320</u>

## Non-current Assets:

Deferred rent asset (Note 4)		1,139,271
Property, plant, and equipment, net (Note 5)		2,130,473
		<u>3,269,744</u>

Total Assets	\$	<u><u>6,964,064</u></u>
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**LIABILITIES AND NET ASSETS****Liabilities**

## Current Liabilities:

Accounts payable	\$	791,544
Accrued payroll and benefits		237,556
Deferred rent liability (Note 4)		46,230
Line of credit (Note 6)		1,394,678
Revenue Anticipation Note (Note 6)		1,321,000
Note payable (Note 6)		2,081,084
Paycheck Protection Program loan (Note 6)		2,040,000
Capital lease, current portion (Note 6)		48,390
Settlement payable, current portion (Note 6)		250,000
		<u>8,210,482</u>

## Long term liabilities:

Capital lease, long-term portion (Note 6)		4,210
Settlement payable, long-term portion (Note 6)		187,500
		<u>191,710</u>

Total Liabilities		<u>8,402,192</u>
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**Net assets**

Without donor restrictions		(1,496,206)
With donor restrictions (Note 7)		58,078
		<u>(1,438,128)</u>

<b>Total Liabilities and Net Assets</b>	\$	<u><u>6,964,064</u></u>
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**ENCORE EDUCATION CORPORATION***Statement of Activities**For the Fiscal Year Ended June 30, 2020*

	Without Donor Restrictions	With Donor Restrictions	Total
<b>Revenues, gains, and other support</b>			
LCFF revenues	\$ 16,608,645	\$ -	\$ 16,608,645
Federal revenues	-	749,810	749,810
State Special Education	-	705,022	705,022
Lottery	284,094	88,723	372,817
Other state revenues	23,707	2,424,357	2,448,064
Food services	-	12,724	12,724
Other local revenues	37,130	11,662	48,792
Net assets released from restrictions	3,934,220	(3,934,220)	-
<b>Total revenues, gains, and other support</b>	<b>20,887,796</b>	<b>58,078</b>	<b>20,945,874</b>
<b>Expenses</b>			
Program Services:			
Education	13,464,127	-	13,464,127
Supporting Services:			
Management and general	7,409,029	-	7,409,029
<b>Total Expenses</b>	<b>20,873,156</b>	<b>-</b>	<b>20,873,156</b>
Change in net assets	14,640	58,078	72,718
<b>Net Assets</b>			
Beginning of year	(1,149,090)	-	(1,149,090)
Adjustment for restatements (Note 12)	(361,756)	-	(361,756)
Adjusted net assets, beginning of year	(1,510,846)	-	(1,510,846)
End of year	\$ (1,496,206)	\$ 58,078	\$ (1,438,128)

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*The notes to financial statements are an integral part of this statement.*

**ENCORE EDUCATION CORPORATION***Statement of Cash Flows**For the Fiscal Year Ended June 30, 2020***CASH FLOWS FROM OPERATING ACTIVITIES**

Change in net assets	\$	72,718
Prior period restatement		(361,756)
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities:		
Depreciation		332,508
(Increase) decrease in operating assets:		
Accounts receivable		(269,853)
Prepaid expenses		95,815
Other current assets		(130,408)
Deferred rent asset		(282,768)
Increase (decrease) in operating liabilities:		
Accounts payable and accrued liabilities		(351,943)
Net cash provided (used) by operating activities		<u>(895,687)</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of equipment and building improvements		<u>(168,268)</u>
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**CASH FLOWS FROM FINANCING ACTIVITIES**

Payments on factored receivables		(7,709,085)
Line of credit - amounts borrowed		1,591,625
Line of credit - amounts repaid		(196,947)
Revenue Anticipation Note - amounts borrowed		3,920,000
Revenue Anticipation Note - amounts repaid		(2,599,000)
Borrowing on note payable		2,500,000
Repayment of principal on note payable		(418,916)
Paycheck Protection Program loan proceeds		2,040,000
Capital lease principal payments		(79,645)
Revolving loan principal payments		(100,002)
Payments on settlement payable		(250,000)
Net cash provided (used) by financing activities		<u>(1,301,970)</u>

Net increase (decrease) in cash		(2,365,925)
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**Cash:**

Beginning of year		<u>2,964,245</u>
End of year	\$	<u><u>598,320</u></u>

**SUPPLEMENTAL DISCLOSURE**

Interest paid	\$	<u><u>77,001</u></u>
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*The notes to financial statements are an integral part of this statement.*

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**ENCORE EDUCATION CORPORATION***Statement of Functional Expenses**For the Fiscal Year Ended June 30, 2020*


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	<u>Program Services</u>	<u>Supporting Services</u>	
	<u>Education</u>	<u>Management And General</u>	<u>Total Expenditures</u>
Certificated salaries	\$ 4,673,062	\$ 153,600	\$ 4,826,662
Classified salaries	2,993,842	726,805	3,720,647
Benefits	3,419,863	343,607	3,763,470
Total Salaries and Benefits	<u>11,086,767</u>	<u>1,224,012</u>	<u>12,310,779</u>
Books & supplies	298,495	31,306	329,801
Services, other operating expenses	2,075,064	4,567,888	6,642,952
Noncapitalized equipment	3,801	256	4,057
Depreciation	-	332,508	332,508
Interest	-	1,253,059	1,253,059
Totals	<u>\$ 13,464,127</u>	<u>\$ 7,409,029</u>	<u>\$ 20,873,156</u>

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*The notes to financial statements are an integral part of this statement.*



## **ENCORE EDUCATION CORPORATION**

### *Notes to Financial Statements*

*June 30, 2020*

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **A. Nature of Activities**

Encore Education Corporation (the “Organization”) is a California nonprofit public benefit corporation and is organized to manage and operate a public charter school. For the year ended June 30, 2020, the Organization operated two public charter schools: Encore Jr./Sr. High School for the Performing and Visual Arts and Encore High School for the Arts – Riverside (the “Schools”). The mission of the Schools is to provide a creative, challenging, and nurturing environment that offers students innovative preparation for a university education and pursuit of the arts.

On October 22, 2007, the Hesperia Unified School District (HUSD) (Sponsor) approved the petition of a charter for the establishment and operation of Encore Jr./Sr. High School for the Performing and Visual Arts (Hesperia). Hesperia’s current charter is granted for the term of five years beginning July 1, 2016 through June 30, 2021. Hesperia is a site-based, traditional calendar charter school, serving students in seventh through twelfth grades.

On December 8, 2014, the Riverside Unified School District (RUSD) (Sponsor) approved the petition of a charter for the establishment and operation of Encore High School for the Arts – Riverside (Riverside). Riverside’s current charter granted is for the term of five years beginning July 1, 2015 through June 30, 2020. The School is closed effective June 30, 2020. Riverside was a site-based, traditional calendar charter school, serving students in seventh through tenth grades.

The Schools are charter schools organized and existing under the laws of the state of California. The Schools receive most of their funding from both state sources and local taxes through the state of California general-purpose entitlement funding system. Charters may be revoked by the sponsoring district for material violations of the charter, failure to meet student goals, identified in the charter, failure to meet generally accepted standards of fiscal management, or violation of any provision of the law.

##### **B. Promises to Give**

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, donor-restricted net assets are reclassified to net assets without donor restrictions.

The Organization uses the allowance method to determine uncollectible unconditional promises receivable. The allowance is based on prior years’ experience and management’s analysis of specific promises made. As of June 30, 2020, the Organization determined that there were no uncollectible accounts.

##### **C. Basis of Presentation and Accounting**

The financial statements of the Organization have been prepared on the accrual basis in accordance with accounting principles generally accepted in the United States of America. The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958 dated August 2016, and the provisions of the American Institute of Certified Public Accountants (AICPA) “Audit and Accounting Guide for Not-for-Profit Organizations” (the “Guide”). ASC 958-205 was effective January 1, 2018 and addresses general-purpose external financial statements appropriate for not-for-profit organizations.

## **ENCORE EDUCATION CORPORATION**

### *Notes to Financial Statements*

*June 30, 2020*

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

##### **C. Basis of Presentation and Accounting (continued)**

Under the provisions of the ASC 958-205, net assets and revenues, and gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified as follows:

Net assets without donor restrictions: Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the Organization. The Organization's board may designate assets without restrictions for specific operational purposes from time to time.

Net assets with donor restrictions: Net assets subject to stipulations imposed by donors, and grantors. Some donor restrictions are temporary in nature; those restrictions will be met either by the actions of the not-for-profit organization to satisfy a particular purpose restriction, or by the passage of time. Some donor restrictions are perpetual (or permanent) in nature, whereby the donor has stipulated the funds be maintained in perpetuity, whereby the corpus of the donation must remain unspent.

##### **D. Revenue and Revenue Recognition**

Revenue is recognized when earned. Operating funds for the Organization are derived principally from state and federal sources. The Organization receives state funding based on each of the enrolled student's average daily attendance (ADA) in its school. The Organization receives federal grants, which are paid through the California Department of Education or other state agencies. Revenues related to these federal grants are recognized when qualifying expenses have been incurred and when all other grant requirements have been met. Unrestricted support given by the state is recognized as revenue when received. Any such funds received in advance are deferred to the applicable period in which the related services are performed, or expenditures are incurred, respectively.

##### **E. Donated Materials and Supplies**

Donated materials and supplies are recorded as contributions at their estimated fair market value at the date of donation if a value can be reasonably determined. Such donations are reported as increases in unrestricted net assets unless the donor has restricted the donated asset to a specific purpose.

##### **F. Contributed Services**

During the year ended June 30, 2020, the value of contributed services meeting the requirements for recognition in the financial statements was not material and has not been recorded. In addition, many individuals volunteer their time and perform a variety of tasks that assist the Organization, but these services do not meet the criteria for recognition as contributed services.

##### **G. Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and revenues and expenses during the reporting period. Significant estimates include the lives used for depreciation of property and equipment and allocation of costs between the various programs and expense categories. Actual results could differ from those estimates.

**ENCORE EDUCATION CORPORATION**

*Notes to Financial Statements*

*June 30, 2020*

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**H. Income Taxes**

The Organization is a non-profit entity exempt from the payment of income taxes under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d. Accordingly, no provision has been made for income taxes. Management has determined that all income tax positions are more likely than not of being sustained upon potential audit or examination; therefore, no disclosures of uncertain income tax positions are required. The Organization files information returns in the U.S. federal jurisdiction, and the state of California. The statute of limitations for federal and California state tax purposes is generally three and four years, respectively.

**I. Cash**

The Organization considers certificates of deposit with a maturity date of 90 days or longer to be investments. At year-end and throughout the year, the Organization’s cash balances were deposited in one financial institution. As of June 30, 2020, the Organization did not hold any cash as investments.

**J. Custodial Credit Risk**

The Organization maintains its cash at one financial institution. Cash balances are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC). At various times during the year, the amount on deposit with a single financial institution may exceed federal depository insurance limits and be exposed to custodial credit risk. At June 30, 2020, the Organization had cash in the amount of \$503,981 which was exposed to this risk.

**K. Accounts Receivable**

Accounts receivable consists mainly of grants and contract payments from other public agencies. No allowance for uncollectable amounts has been estimated as creditworthiness of payors and industry experience provide evidence to support amounts as fully collectible.

**L. Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**M. Capital Assets**

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Items that, as a whole, create an asset with a combined cost exceeding \$5,000 have also been capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

	Estimated Useful Life in Years
Furniture, Equipment and Leasehold Improvements	3-25
Buildings	10-39

**ENCORE EDUCATION CORPORATION***Notes to Financial Statements**June 30, 2020*

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)****N. Fair Value Measurements**

In accordance with fair value measurements, the Organization categorizes its assets and liabilities measured at fair value into a three-level hierarchy based on the priority of the inputs to the valuation technique used to determine fair value. The fair value hierarchy gives the highest priority to quoted prices in active markets for identical assets or liabilities (Level 1) and the lowest priority to unobservable inputs (Level 3). If the inputs used in the determination of the fair value measurement fall within different levels of the hierarchy, the categorization is based on the lowest level input that is significant to the fair value measurement.

Financial assets and liabilities recorded on the balance sheet are categorized based on the inputs to the valuation techniques as follows:

*Level 1* – Inputs that reflect unadjusted quoted prices in active markets for identical investments, such as stocks, corporate and government bonds. The Organization has the ability to access the holding and quoted prices as of the measurement date.

*Level 2* – Inputs, other than quoted prices, that are observable for the asset or liability either directly or indirectly, including inputs from markets that are not considered to be active.

*Level 3* – Inputs that are unobservable. Unobservable inputs reflect the Organization's own assumptions about the factors market participants would use in pricing an investment, and is based on the best information available in the circumstances.

**O. Functional Allocation of Expenses**

The financial statements report certain categories of expenses that are attributable to more than one program or supporting function, as shown in the Statement of Functional Expenses. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. Such allocations are determined by management on an equitable basis.

The expenses that are allocated include the following:

<u>Expense</u>	<u>Method of Allocation</u>
Grants	Time and effort
Salaries and benefits	Time and effort
Occupancy / rent	Facilities square footage
Insurance	Policy type and nature of coverage
Utilities	Facilities square footage
Supplies	Time and effort
Depreciation	Facilities square footage
Amortization	Time and effort

**ENCORE EDUCATION CORPORATION***Notes to Financial Statements**June 30, 2020*

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**NOTE 2 – LIQUIDITY**

The Organization’s financial assets available within one year of the Statement of Financial Position date for general expenditure are as follows:

Cash and cash equivalents	\$	598,320
Accounts receivable		2,915,406
Prepaid expenses		50,186
Other current assets		130,408
Total current assets	\$	<u>3,694,320</u>

The Organization’s policy for liquidity management requires that it structure its financial assets to be available as its general expenditures, liabilities and other obligations come due.

**NOTE 3 – ACCOUNTS RECEIVABLE**

Accounts receivable as of June 30, 2020, consisted of the following:

Federal Government:		
Special education	\$	228,379
Title I		325,543
Title II		36,251
Title III		27,396
School lunch and breakfast program		434
State Government:		
LCFF		1,607,106
Special education		69,325
Lottery		163,252
Other state		442,662
Local:		
Other local		<u>15,058</u>
Total	\$	<u>2,915,406</u>

**NOTE 4 – DEFERRED RENT**

As described in Note 11, the Organization pays rent to 16955 Lemon Street LLC which owns the building used by the Hesperia campus for its school facilities. Amounts paid in excess of the straight-line amortized value of lease payments are recognized as a “deferred rent asset” in the amount of \$1,139,271 for the Hesperia campus and a “deferred rent liability” for the Riverside campus in the amount of \$46,230.

**ENCORE EDUCATION CORPORATION***Notes to Financial Statements**June 30, 2020***NOTE 5 – PROPERTY, PLANT, AND EQUIPMENT**

Property, plant, and equipment in the accompanying financial statements are presented net of accumulated depreciation. Depreciation expense for the year ended June 30, 2020 was \$332,508.

The components of property, plant, and equipment as of June 30, 2020 are as follows:

Building and Improvements	\$	1,282,820
Furniture, Fixtures, and Equipment		2,470,221
Less: Accumulated Depreciation		<u>(1,622,568)</u>
Total capital assets, net	<u>\$</u>	<u>2,130,473</u>

**NOTE 6 – DEBT**

A schedule of changes in debt payable for the year ended June 30, 2020 is shown below:

	Balance, July 1, 2019	Additions	Deductions	Balance, June 30, 2020	Current Portion
Factored receivables	\$ 7,709,085	\$ -	\$ 7,709,085	\$ -	\$ -
Line of credit	-	1,591,625	196,947	1,394,678	1,394,678
Revenue Anticipation Note	-	3,920,000	2,599,000	1,321,000	1,321,000
Note payable	-	2,500,000	418,916	2,081,084	2,081,084
Paycheck Protection Program loan	-	2,040,000	-	2,040,000	2,040,000
Capital lease	132,245	-	79,645	52,600	48,390
Revolving loan payable	100,002	-	100,002	-	-
Settlement payable	687,500	-	250,000	437,500	250,000
Totals	<u>\$ 8,628,832</u>	<u>\$ 10,051,625</u>	<u>\$ 11,353,595</u>	<u>\$ 7,326,862</u>	<u>\$ 7,135,152</u>

**A. Line of Credit**

During the year, the Organization established a line of credit through Charter Asset Management in the amount of \$2,250,000. Amounts borrowed against the line of credit are due on April 30, 2021 and carry an interest rate of 7.95%. The outstanding balance at June 30, 2020 was \$1,394,678.

**B. Revenue Anticipation Note**

On September 24, 2019 the Organization participated in the issuance of \$3,920,000 Revenue Anticipation Notes through the California School Finance Authority. The Authority loaned the proceeds of the notes to Encore to provide working capital for the Organization. The notes were due on August 15, 2020 and carried an interest rate of 4.0%. The outstanding balance at June 30, 2020 was \$1,321,000.

**C. Note Payable**

During the year, the Organization established a loan payable through Charter Asset Management in the amount of \$2,500,000. Repayments are due monthly through February 1, 2021 and carry an interest rate of 7.0%. The outstanding balance at June 30, 2020 was \$2,081,084.

**D. Paycheck Protection Program (PPP) Loan**

On April 24, 2020, the Organization received a PPP loan in the amount of \$2,040,000 from the Small Business Administration (SBA). The SBA will forgive the loan if all employee retention criteria are met and the funds are used for eligible expenses. The Organization expects to meet the criteria, at which time it will apply for forgiveness of the loan.

**ENCORE EDUCATION CORPORATION***Notes to Financial Statements**June 30, 2020***NOTE 6 – DEBT (continued)****E. Capital Lease**

The Organization leases certain equipment under a capital lease agreement with a capitalized cost of \$140,666. The lease matures on July 1, 2021 and bears an interest rate of 8.00%. The outstanding balance under this lease at June 30, 2020 was \$52,600.

Future minimum lease payments under the lease agreement are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2021	\$ 50,850
2022	4,238
Subtotal	<u>55,088</u>
Less: Interest	<u>(2,488)</u>
Total	<u><u>\$ 52,600</u></u>

The Organization will receive no sublease revenue on the equipment.

**F. Settlement Payable**

On January 22, 2018, the Organization entered into a Settlement Agreement with Gaines & Gaines APLC on behalf of current and former employees relating to three areas of wage/hour administrative requirement penalties, including (a) paying employees monthly vs. semimonthly or biweekly; (b) sufficiently itemized wage statements containing the full name of the nonprofit corporation as IRS employer as well as the charter school name and including hourly rate detail vs. total pay amount only; and (c) payment of final paycheck on regularly scheduled payday vs. within 72 hours of resignation. The total amount of the Settlement Agreement is \$1,000,000, payable in sixteen (16) quarterly payments of \$62,500 beginning June 15, 2018 and ending March 15, 2022. All payments have been made on time and in full. The outstanding balance on the Settlement Agreement as of June 30, 2020 is \$437,500.

The schedule of repayment of debt is as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2021	\$ 250,000
2022	<u>187,500</u>
Total	<u><u>\$ 437,500</u></u>

**NOTE 7 – NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions consisted of the following at June 30, 2020:

	Balance, July 1, 2019	Revenues	Amounts Released from Restrictions	Balance, June 30, 2020
Child nutrition	\$ -	\$ 55,889	\$ (55,889)	\$ -
Lottery: instructional materials	-	131,689	(89,810)	41,879
SB 117 COVID-19 LEA Response Funds	-	28,647	(15,614)	13,033
Low-Performing Students Block Grant	-	3,166	-	3,166
Totals	<u>\$ -</u>	<u>\$ 219,391</u>	<u>\$ (161,313)</u>	<u>\$ 58,078</u>

**ENCORE EDUCATION CORPORATION***Notes to Financial Statements**June 30, 2020*

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**NOTE 8 – EMPLOYEE RETIREMENT PLANS**

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the California State Teachers' Retirement System (CalSTRS), and classified employees are members of the California Public Employees' Retirement System (CalPERS). The Organization is a participant in the plans and its contributions do not exceed 5% of total plan-level contributions.

The details of each plan are as follows:

**A. California State Teachers' Retirement System (CalSTRS)****Plan Description**

The Organization contributes to the State Teachers Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by State statutes, as legislatively amended, within the State Teachers' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2019, annual actuarial valuation report, Defined Benefit Program Actuarial Valuation. This report and CalSTRS audited financial information are publicly available reports that can be found on the CalSTRS website under Publications at: <http://www.calstrs.com/actuarial-financial-and-investor-information>.

**Benefits Provided**

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age, and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0% of final compensation for each year of credited service.

The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program, and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the State is the sponsor of the STRP and obligor of the trust. In addition, the State is both an employer and non-employer contributing entity to the STRP. The Organization contributes exclusively to the STRP Defined Benefit Program; thus, disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2020, are summarized as follows:

	<b>STRP Defined Benefit Program</b>	
	On or before December 31, 2012	On or after January 1, 2013
Hire Date	December 31, 2012	January 1, 2013
Benefit Formula	2% at 60	2% at 62
Benefit Vesting Schedule	5 years of service	5 years of service
Benefit Payments	Monthly for life	Monthly for life
Retirement Age	60	62
Monthly Benefits as a Percentage of Eligible Compensation	2.0%-2.4%	2.0%-2.4%
Required Member Contribution Rate	10.25%	10.205%
Required Employer Contribution Rate	17.10%	17.10%
Required State Contribution Rate	10.328%	10.328%



**ENCORE EDUCATION CORPORATION***Notes to Financial Statements**June 30, 2020*

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**NOTE 8 – EMPLOYEE RETIREMENT PLANS (continued)****A. California State Teachers' Retirement System (CalSTRS) (continued)****Contributions**

Required member District and State of California contributions rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. In June 2019, California Senate Bill 90 (SB 90) was signed into law and appropriated approximately \$2.2 billion in fiscal year 2018–19 from the state's General Fund as contributions to CalSTRS on behalf of employers. The bill requires portions of the contribution to supplant the amounts remitted by employers such that the amounts remitted will be 1.03 and 0.70 percentage points less than the statutorily required amounts due for fiscal years 2019–20 and 2020–21, respectively. The remaining portion of the contribution is allocated to reduce the employers' share of the unfunded actuarial obligation of the DB Program.

The Organization's contributions to CalSTRS and required employer contribution rate for the last three fiscal years were as follows:

	Contribution	Required Contribution Rate
2019-20	\$ 762,477	17.10%
2018-19	\$ 785,803	16.28%
2017-18	\$ 685,076	14.43%

**On-Behalf Payments**

The State of California makes contributions to CalSTRS on behalf of the Organization. These payments consist of State General Fund contributions to CalSTRS pursuant to Sections 22954 and 22955.1 of the Education Code and Public Resources Code Section 6217.5. In addition, for the 2018-19 fiscal year, California Senate Bill No. 90 (SB 90) was signed into law on June 27, 2019, and appropriated supplemental contributions. Under accounting principles generally accepted in the United States of America, these amounts are reported as revenues and expenditures in the fund financial statements. The total amount recognized by the Organization for its proportionate share of the State's on-behalf contributions is \$587,095.

**B. California Public Employees Retirement System (CalPERS)****Plan Description**

Qualified employees are eligible to participate in the Organization's Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer defined benefit pension plan administered by CalPERS. Benefit provisions are established by State statutes, as legislatively amended, within the Public Employees' Retirement Law.

A full description of the pension plan regarding benefit provisions, assumptions (for funding, but not accounting purposes), and membership information is listed in the June 30, 2018 annual actuarial valuation report, Schools Pool Accounting Report. This report and CalPERS audited financial information are publicly available reports that can be found on the CalPERS website under Forms and Publications at: <https://www.calpers.ca.gov/page/employers/actuarial-resources/gasb>.

**ENCORE EDUCATION CORPORATION***Notes to Financial Statements**June 30, 2020***NOTE 8 – EMPLOYEE RETIREMENT PLANS (continued)****B. California Public Employees Retirement System (CalPERS) (continued)****Benefits Provided**

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor, and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after five years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or 52 for members hired on or after January 1, 2013), and has at least five years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2020, are summarized as follows:

	<b>Schools Pool (CalPERS)</b>	
	On or before December 31, 2012	On or after January 1, 2013
Hire Date		
Benefit Formula	2% at 55	2% at 62
Benefit Vesting Schedule	5 years of service	5 years of service
Benefit Payments	Monthly for life	Monthly for life
Retirement Age	55	62
Monthly Benefits as a Percentage of Eligible Compensation	2.0 – 2.5%	2.0 – 2.5%
Required Employee Contribution Rate	7.00%	7.00%
Required Employer Contribution Rate	19.721%	19.721%

**Contributions**

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers are determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are calculated through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The Organization is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contribution rates are expressed as a percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2020 are presented above.

The Organization's contributions to CalPERS for the last three fiscal years were as follows:

	Contribution	Required Contribution Rate
2019-20	\$ 718,972	19.721%
2018-19	\$ 709,146	18.062%
2017-18	\$ 769,089	15.531%

**C. Social Security**

As established by Federal law, all public sector employees who are not members of their employer's existing retirement system (CalSTRS or CalPERS) must be covered by social security or an alternative plan. The Organization has elected to use the Social Security as its alternative plan.

**ENCORE EDUCATION CORPORATION***Notes to Financial Statements**June 30, 2020***NOTE 9 – OPERATING LEASES**

The Organization occupies office and classroom space for its operations and educational programs under separate operating leases. Total expense for rental of space under operating leases was \$2,119,585 for the year ended June 30, 2020. The property is being financed by the issuance of \$17,440,000 in Charter School Revenue Bonds (the 2016 Revenue Bonds) through the California School Finance Authority.

Future minimum annual lease payments remaining under the lease terms outstanding are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2021	\$ 1,137,112
2022	980,250
2023	979,500
2024	983,250
2025	981,250
2025-2030	4,910,250
2030-2035	4,909,000
2035-2040	4,906,000
2040-2045	4,912,500
2045-2050	4,903,000
2050-2052	1,963,000
Total	<u>\$ 31,565,112</u>

**NOTE 10 – COMMITMENTS AND CONTINGENCIES****A. Litigation**

The Organization is involved in certain legal matters that arose out of the normal course of business. The Organization has not accrued a liability for any potential litigation against it because it does not meet the criteria to be considered a liability at June 30, 2020.

**B. Impact of COVID-19**

On March 13, 2020, a presidential emergency was declared due to the ongoing Coronavirus Disease 2019 (COVID-19) pandemic. The declaration made federal disaster assistance available through the Coronavirus Aid, Relief, and Economic Security (CARES) Act to the State of California to supplement the local recovery efforts by the K-12 education community. On that same date, Governor Newsom issued Executive Order N-26-20, guaranteeing continued State funding, holding LEAs harmless from several regulations, and providing guidelines for LEAs to operate under a “distance learning” environment.

In response, the Organization announced the closing of all schools in mid-March. With nearly all schools in California shut down to stem the spread of COVID-19, officials statewide hastily put in place plans to deliver “grab and go” meals with minimal contact between cafeteria staff, volunteers and families in need. In addition, the Organization worked to implement distance learning for all students for the remainder of the 2019-20 school year.

A companion bill to Executive Order N-26-20, Senate Bill 117 changed the method used by the Organization to calculate average daily attendance (ADA) for both the P-2 and Annual period apportionment to include all full school months from July 1, 2019 to February 29, 2020. As events unfold and changes are made on a daily basis, the future impacts of COVID-19 on the Organization’s operations are not fully known at this time.

## **ENCORE EDUCATION CORPORATION**

### *Notes to Financial Statements*

*June 30, 2020*

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#### **NOTE 10 – COMMITMENTS AND CONTINGENCIES (continued)**

##### **C. Closure of Riverside Campus**

On April 30, 2020, the Board of Directors voted to close the Encore High School for the Arts – Riverside at the end of the 2019-20 school year. The closure went into effect as of June 30, 2020, and all of that school's operations have been discontinued.

#### **NOTE 11 – RELATED PARTY TRANSACTIONS**

##### **Interested Parties**

The chief operations officer is the husband of the chief executive officer. Both have extensive backgrounds in business operations and management, and the chief operating officer is a veteran certificated teacher. There are other related parties that are employed by the Organization. However, pursuant to Encore Education policy, no such relationship exists between any employee of the Organization and a member of the board. Moreover, the board and unrelated employee supervisors oversee all such related employees, and all decisions related to their employment and compensation.

##### **Bonds Payable – Western Encore Properties**

On November 1, 2016, Western Encore Properties Incorporated, a California nonprofit public benefit corporation (the Borrower), borrowed a total of \$17,440,000 by issuing Charter School Revenue Bonds (the 2016 Revenue Bonds) through the California School Finance Authority.

The Borrower established 16955 Lemon Street, LLC (the LLC), a wholly owned subsidiary of the Borrower, to act as the holder of the Organization's main school campus located at 16955 Lemon Street in Hesperia, California (the Encore Facility). The LLC has no other activities. The LLC is expected to have no assets, other than holding title to the Encore Facility, and is expected to have no revenue other than payments received pursuant to the Lease Agreement described below.

At issuance, the entire proceeds of the 2016 Revenue Bonds were loaned to the LLC to i) finance certain costs of the acquisition, construction, improvement, equipping, and furnishing of the Encore Facility at 16955 Lemon Street, ii) fund a debt service reserve account, and iii) pay the costs of issuance for the 2016 Revenue Bonds.

Under the terms of the 2016 Revenue Bonds, the LLC then leased the campus to the Corporation pursuant to a Lease Agreement, dated November 1, 2016. The payments under this Lease Agreement match the principal and interest payments on the 2016 Revenue Bonds, and are automatically intercepted by the California School Finance Authority on a quarterly basis and transferred to US Bank Trust Company, the trustee for the 2016 Revenue Bonds. The trustee then applies all such payments semiannually to make the principal and interest payments to holders of the 2016 Revenue Bonds.

The Corporation has pledged all assets and revenues of its Hesperia campus towards payment of these lease payments. The Corporation's Riverside campus is not a member of the "obligated group" of these 2016 Revenue Bonds, which were used solely by the Hesperia campus and are paid from the Hesperia campus' revenues each year.

**ENCORE EDUCATION CORPORATION***Notes to Financial Statements**June 30, 2020***NOTE 11 – RELATED PARTY TRANSACTIONS (continued)****Bonds Payable – Western Encore Properties (continued)**

Future maturities of the bonds are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2021	\$ 355,000
2022	215,000
2023	225,000
2024	240,000
2025	250,000
2025-2030	1,455,000
2030-2035	1,855,000
2035-2040	2,365,000
2040-2045	3,025,000
2045-2050	3,850,000
2050-2052	1,825,000
Total	<u>\$ 15,660,000</u>

**NOTE 12 – ADJUSTMENTS FOR RESTATEMENT**

The Organization made certain adjusting journal entries during the year to reconcile various account balances that carried over from the 2018-19 fiscal year. A summary of the adjustments made and their effect on the beginning balances of net assets at July 1, 2019 are as follows:

	<u>Encore Jr./Sr. High School for the Performing &amp; Visual Arts</u>	<u>Encore High School for the Arts - Riverside</u>	<u>Total</u>
Adjustments to beginning net assets:			
2018-19 accounts receivable overreported	\$ (214,866)	\$ (110,418)	\$ (325,284)
2018-19 accrued payroll (under)/over reported	6,746	(43,218)	(36,472)
Adjustments for restatement totals	<u>\$ (208,120)</u>	<u>\$ (153,636)</u>	<u>\$ (361,756)</u>

**NOTE 13 – SUBSEQUENT EVENTS**

Events subsequent to June 30, 2020, have been evaluated through February 16, 2021, the date at which the Organization's audited financial statements were available to be issued.

**Economic Conditions**

At the end of the first quarter of calendar year 2020, the United States and global economy suffered a major decline due to the impact of the COVID-19 virus. This economic decline may affect the Organization's investment earnings and donor contributions for the remainder of 2020 and beyond. However, the potential impact to the Organization is unknown at this time.

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***Supplementary Information***

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## ENCORE EDUCATION CORPORATION

### *Organizational Structure*

*June 30, 2020*

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Encore Education Corporation (the “Organization”) was established in 2007 and is a nonprofit public benefit corporation organized to manage and operate public charter schools. For the year ended June 30, 2020, the Organization operated two public charter schools: Encore Jr./Sr. High School for the Performing & Visual Arts and Encore High School for the Arts – Riverside.

Encore Jr./Sr. High School for the Performing & Visual Arts began serving students in August 2008. The charter has been renewed for a term of five years beginning July 1, 2016 through June 30, 2021 and is sponsored by the Hesperia Unified School District. The charter number authorized by the state of California is 971.

Encore High School for the Arts – Riverside began serving students in August 2015. The charter was granted on December 8, 2014 by the Riverside Unified School District for a term of five years beginning July 1, 2015 through June 30, 2020. The charter number authorized by the state of California is 1747. This school was closed effective June 30, 2020.

#### **BOARD OF DIRECTORS**

<b>Member</b>	<b>Office</b>	<b>Term Expires</b>
Suzanne Cherry	President	May, 2022
Rob Gabler	Vice President	May, 2022
Kelly Ahmed	Board Secretary	May, 2022
Evelyn Rojas	Member	May, 2022
Mari Miller	Member	May, 2022
Paula Gharib	Member	May, 2022

#### **ADMINISTRATORS**

Denise Griffin,  
*Chief Executive Officer*

John Griffin,  
*Chief Operations Officer*

**ENCORE EDUCATION CORPORATION***Statement of Financial Position – Combining Charter Schools  
June 30, 2020*

	Encore Jr./Sr. High School for the Performing & Visual Arts	Encore High School for the Arts - Riverside	Intracompany Eliminations	Total
<b>ASSETS</b>				
Current Assets:				
Cash	\$ 575,858	\$ 22,462	\$ -	\$ 598,320
Accounts receivable	1,737,529	1,177,877	-	2,915,406
Prepaid expenses	50,186	-	-	50,186
Other current assets	-	130,408	-	130,408
Intracompany receivables	-	650,000	(650,000)	-
Total current assets	2,363,573	1,980,747	(650,000)	3,694,320
Non-current Assets:				
Deferred rent asset	1,139,271	-	-	1,139,271
Property, plant, and equipment, net	771,322	1,359,151	-	2,130,473
Total non-current assets	1,910,593	1,359,151	-	3,269,744
Total Assets	\$ 4,274,166	\$ 3,339,898	\$ (650,000)	\$ 6,964,064
<b>LIABILITIES AND NET ASSETS</b>				
<b>Liabilities</b>				
Current Liabilities:				
Accounts payable	\$ 412,306	\$ 379,238	\$ -	\$ 791,544
Accrued payroll and benefits	170,235	67,321	-	237,556
Deferred rent liability	-	46,230	-	46,230
Intracompany payables	650,000	-	(650,000)	-
Line of credit	1,394,678	-	-	1,394,678
Revenue Anticipation Note	1,321,000	-	-	1,321,000
Note payable	-	2,081,084	-	2,081,084
Paycheck Protection Program loan	-	2,040,000	-	2,040,000
Capital lease, current portion	24,195	24,195	-	48,390
Settlement payable, current portion	150,000	100,000	-	250,000
Total current liabilities	4,122,414	4,738,068	(650,000)	8,210,482
Long term liabilities:				
Capital lease, long-term portion	2,105	2,105	-	4,210
Settlement payable, long-term portion	137,500	50,000	-	187,500
Total long-term liabilities	139,605	52,105	-	191,710
Total Liabilities	4,262,019	4,790,173	(650,000)	8,402,192
<b>Net assets</b>				
Without donor restrictions	5,455	(1,501,661)	-	(1,496,206)
With donor restrictions	6,693	51,385	-	58,078
Total net assets	12,148	(1,450,276)	-	(1,438,128)
<b>Total Liabilities and Net Assets</b>	\$ 4,274,167	\$ 3,339,897	\$ (650,000)	\$ 6,964,064



**ENCORE EDUCATION CORPORATION**  
*Statement of Activities – Combining Charter Schools*  
*For the Fiscal Year Ended June 30, 2020*

	Encore Jr./Sr. High School for the Performing & Visual Arts	Encore High School for the Arts - Riverside	Total
<b>REVENUES, GAINS, AND OTHER SUPPORT</b>			
LCFF revenues	\$ 9,340,937	\$ 7,267,708	\$ 16,608,645
Federal revenues	540,776	209,034	749,810
State special education	352,799	352,223	705,022
Lottery	184,259	188,558	372,817
Other state revenues	1,353,515	1,094,549	2,448,064
Food services	6,362	6,362	12,724
Other local revenues	48,647	145	48,792
Total Revenues, Gains, and Other Support	<u>11,827,295</u>	<u>9,118,579</u>	<u>20,945,874</u>
<b>EXPENSES</b>			
Certificated salaries	2,706,636	2,120,026	4,826,662
Classified salaries	2,115,191	1,605,456	3,720,647
Benefits	2,150,287	1,613,183	3,763,470
Books and supplies	221,078	108,723	329,801
Noncapitalized equipment	3,952	105	4,057
Services, other operating expenses	3,681,585	2,961,367	6,642,952
Depreciation	211,589	120,919	332,508
Interest	371,230	881,829	1,253,059
Total Expenses	<u>11,461,548</u>	<u>9,411,608</u>	<u>20,873,156</u>
Change in net assets	<u>365,747</u>	<u>(293,029)</u>	<u>72,718</u>
<b>Net Assets</b>			
Beginning of year	(145,479)	(1,003,611)	(1,149,090)
Adjustment for restatements	<u>(208,120)</u>	<u>(153,636)</u>	<u>(361,756)</u>
Adjusted net assets, beginning of year	<u>(353,599)</u>	<u>(1,157,247)</u>	<u>(1,510,846)</u>
End of year	<u>\$ 12,148</u>	<u>\$ (1,450,276)</u>	<u>\$ (1,438,128)</u>

**ENCORE EDUCATION CORPORATION**  
*Statement of Cash Flows – Combining Charter Schools*  
*For the Fiscal Year Ended June 30, 2020*

	Encore Jr./Sr. High School for the Performing & Visual Arts	Encore High School for the Arts - Riverside	Intracompany Eliminations	Total
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
Change in net assets	\$ 365,747	\$ (293,029)	\$ -	\$ 72,718
Prior period restatement	(208,120)	(153,636)	-	(361,756)
Adjustments to reconcile increase (decrease) in net assets to net cash provided (used) by operating activities:				
Depreciation	211,589	120,919	-	332,508
(Increase) decrease in operating assets:				
Accounts receivable	(721,511)	451,658	-	(269,853)
Prepaid expenses	(18,608)	114,423	-	95,815
Other current assets	-	(130,408)	-	(130,408)
Intracompany receivables	-	(650,000)	650,000	-
Deferred rent asset	(282,768)	-	-	(282,768)
Increase (decrease) in operating liabilities:				
Accounts payable and accrued liabilities	(42,846)	(309,097)	-	(351,943)
Intracompany payables	650,000	-	(650,000)	-
Net cash provided (used) by operating activities	<u>(46,517)</u>	<u>(849,170)</u>	<u>-</u>	<u>(895,687)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
Purchase of equipment and building improvements	<u>(72,059)</u>	<u>(96,209)</u>	<u>-</u>	<u>(168,268)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
Payments on factored receivables	(3,951,742)	(3,757,343)	-	(7,709,085)
Line of credit - amounts borrowed	1,591,625	-	-	1,591,625
Line of credit - amounts repaid	(196,947)	-	-	(196,947)
Revenue Anticipation Note - amounts borrowed	3,920,000	-	-	3,920,000
Revenue Anticipation Note - amounts repaid	(2,599,000)	-	-	(2,599,000)
Borrowing on note payable	-	2,500,000	-	2,500,000
Repayment of principal on note payable	-	(418,916)	-	(418,916)
Paycheck Protection Program loan proceeds	-	2,040,000	-	2,040,000
Capital lease principal payments	(43,318)	(36,327)	-	(79,645)
Revolving loan principal payments	-	(100,002)	-	(100,002)
Payments on settlement payable	(125,000)	(125,000)	-	(250,000)
Net cash provided (used) by financing activities	<u>(1,404,382)</u>	<u>102,412</u>	<u>-</u>	<u>(1,301,970)</u>
Net increase (decrease) in cash	(1,522,958)	(842,967)	-	(2,365,925)
<b>Cash:</b>				
Beginning of year	2,098,817	865,428	-	2,964,245
End of year	<u>\$ 575,859</u>	<u>\$ 22,461</u>	<u>\$ -</u>	<u>\$ 598,320</u>
<b>SUPPLEMENTAL DISCLOSURE</b>				
Interest paid	<u>\$ 73,480</u>	<u>\$ 3,521</u>	<u>\$ -</u>	<u>\$ 77,001</u>

**ENCORE EDUCATION CORPORATION***Schedule of Average Daily Attendance**For the Fiscal Year Ended June 30, 2020***ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING & VISUAL ARTS**

	<b>Second Period Report</b>	<b>Annual Report</b>
	Certificate No. 3819E317	Certificate No. 2DDD873B
<b>Regular ADA:</b>		
Grades 7-8	342.10	342.10
Grades 9-12	557.17	557.17
Total	899.27	899.27
<b>Classroom-based ADA:</b>		
Grades 7-8	339.92	339.92
Grades 9-12	543.56	543.56
Total	883.48	883.48

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts and charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

**ENCORE EDUCATION CORPORATION**  
*Schedule of Average Daily Attendance (continued)*  
*For the Fiscal Year Ended June 30, 2020*

<b>ENCORE HIGH SCHOOL FOR THE ARTS- RIVERSIDE</b>				
	<b>Second Period Report</b>	<b>Annual Report</b>	<b>Second Period Report</b>	<b>Annual Report</b>
	Certificate No. 9458DF3C	Certificate No. DD58A484	Audited	Audited
<b>Regular ADA:</b>				
Grades 7-8	281.74	281.74	281.74	281.74
Grades 9-12	469.43	469.43	469.38	469.38
Total	751.17	751.17	751.12	751.12
<b>Classroom-based ADA:</b>				
Grades 7-8	278.84	278.84	278.84	278.84
Grades 9-12	459.96	459.96	459.96	459.96
Total	738.80	738.80	738.80	738.80

Average daily attendance (ADA) is a measurement of the number of pupils attending classes of the School. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts and charter schools. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

**ENCORE EDUCATION CORPORATION***Schedule of Instructional Time**For the Fiscal Year Ended June 30, 2020*


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<b>ENCORE JR./SR. HIGH SCHOOL FOR THE PERFORMING &amp; VISUAL ARTS</b>				
<b>Grade Level</b>	<b>Required</b>	<b>2019-20 Offered Minutes</b>	<b>Number of Days Traditional Calendar</b>	<b>Status</b>
Grade 7	54,000	68,844	179	Complied
Grade 8	54,000	68,844	179	Complied
Grade 9	64,800	68,844	179	Complied
Grade 10	64,800	68,844	179	Complied
Grade 11	64,800	68,844	179	Complied
Grade 12	64,800	68,844	179	Complied

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of Education Code Sections 47612 and 47612.5. The instructional time presented in this schedule includes the days that the School was closed due to the COVID-19 pandemic.

**ENCORE EDUCATION CORPORATION***Schedule of Instructional Time (continued)**For the Fiscal Year Ended June 30, 2020*


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<b>ENCORE HIGH SCHOOL FOR THE ARTS- RIVERSIDE</b>				
<b>Grade Level</b>	<b>Required</b>	<b>2019-20 Offered Minutes</b>	<b>Number of Days Traditional Calendar</b>	<b>Status</b>
Grade 7	54,000	72,827	182	Complied
Grade 8	54,000	72,827	182	Complied
Grade 9	64,800	72,827	182	Complied
Grade 10	64,800	72,827	182	Complied
Grade 11	64,800	72,827	182	Complied
Grade 12	64,800	72,827	182	Complied

This schedule presents information on the amount of instructional time offered by the School and whether the School complied with the provisions of Education Code Sections 47612 and 47612.5. The instructional time presented in this schedule includes the days that the School was closed due to the COVID-19 pandemic.

**ENCORE EDUCATION CORPORATION***Reconciliation of Annual Financial and Budget Report with Audited Financial Statements  
For the Fiscal Year Ended June 30, 2020*

This schedule provides the information necessary to reconcile the net assets reported on the Unaudited Actual financial report to the audited financial statements.

	Encore Jr./Sr. High School for the Performing & Visual Arts	Encore High School for the Arts - Riverside	Total
June 30, 2020, annual financial and budget report net assets	\$ 5,401	\$ (1,407,059)	\$ (1,401,658)
Adjustments and reclassifications:			
Increase (decrease) in total net assets:			
Accrued payroll and benefits	6,746	(43,216)	(36,470)
June 30, 2020, audited financial statement net assets	<u>\$ 12,147</u>	<u>\$ (1,450,275)</u>	<u>\$ (1,438,128)</u>

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***Other Independent Auditors' Reports***

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors  
Encore Education Corporation  
Hesperia, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Encore Education Corporation as of and for the year ended June 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated February 16, 2021.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Encore Education Corporation's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Encore Education Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Encore Education Corporation's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. However, as described in the accompanying schedule of findings and responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Organization's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying schedule of findings and responses as Findings 2020-002 and 2020-003 to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying schedule of findings and responses as Findings 2020-001 and 2020-004 to be significant deficiencies.

**Compliance and Other Matters**

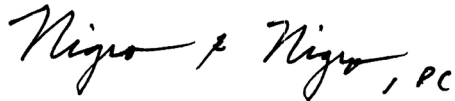
As part of obtaining reasonable assurance about whether Encore Education Corporation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Encore Education Corporation's Responses to Findings**

Encore Education Corporation's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. Encore Education Corporation's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Nigro & Nigro, PC".

Murrieta, California  
February 16, 2021



**INDEPENDENT AUDITORS' REPORT ON STATE COMPLIANCE**

Board of Directors  
 Encore Education Corporation  
 Hesperia, California

**Report on State Compliance**

We have audited Encore Education Corporation's compliance with the types of compliance requirements described in the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* that could have a direct and material effect on each of the Encore Education Corporation's state government programs as noted on the following page for the fiscal year ended June 30, 2020.

**Management's Responsibility**

Management is responsible for compliance with state laws, regulations, and the terms and conditions of its State programs.

**Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of Encore Education Corporation's state programs based on our audit of the types of compliance requirements referred to on the following page. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to on the following page that could have a direct and material effect on a state program occurred. An audit includes examining, on a test basis, evidence about Encore Education Corporation's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each state program. However, our audit does not provide a legal determination of Encore Education Corporation's compliance.

In connection with the audit referred to above, we selected and tested transactions and records to determine the Organization's compliance with the State laws and regulations applicable to the following items:

Description	Procedures Performed
School Districts, County Offices of Education, and Charter Schools:	
California Clean Energy Jobs Act	Not Applicable
After/Before School Education and Safety Program	Not Applicable
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study - Course Based	Not Applicable

Description	Procedures Performed
Charter Schools:	
Attendance	Yes
Mode of Instruction	Yes
Nonclassroom-Based Instruction/Independent Study	Yes
Determination of Funding for Nonclassroom-Based Instruction	Not Applicable
Annual Instructional Minutes – Classroom Based	Yes
Charter School Facility Grant Program	Yes

***Unmodified Opinion on Compliance with State Programs***

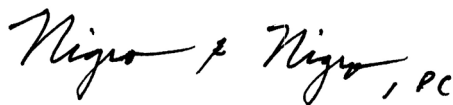
In our opinion, Encore Education Corporation complied, in all material respects, with the types of compliance requirements referred to above for the year ended June 30, 2020.

***Other Matter(s)***

The results of our auditing procedures disclosed instances of noncompliance with the compliance requirements referred to previously, which are required to be reported in accordance with the *2019-20 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*, and which are described in the accompanying schedule of findings as Findings 2020-005 and 2020-006. Our opinion on each state program is not modified with respect to these matters.

***District's Responses to Findings***

Encore Education Corporation's responses to the compliance findings identified in our audit are described in the accompanying schedule of findings. Encore Education Corporation's responses were not subjected to the auditing procedures in the audit of compliance and, accordingly, we express no opinion on the responses.



Murrieta, California  
February 16, 2021

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## *Findings and Responses*

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**ENCORE EDUCATION CORPORATION**  
*Schedule of Audit Findings and Responses*  
*For the Fiscal Year Ended June 30, 2020*

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**SECTION I - SUMMARY OF AUDITORS' RESULTS**

***Financial Statements***

Type of auditors' report issued	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>Yes</u>
Significant deficiency(s) identified not considered to be material weaknesses?	<u>Yes</u>
Noncompliance material to financial statements noted?	<u>No</u>

***Federal Awards***

The School expended less than \$750,000 in federal awards during the year; therefore, a Single Audit pursuant to Uniform Guidance was not performed.

***State Awards***

Type of auditors' report issued on compliance for state programs:	<u>Unmodified</u>
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**ENCORE EDUCATION CORPORATION***Schedule of Audit Findings and Responses**For the Fiscal Year Ended June 30, 2020*

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**SECTION II - FINANCIAL STATEMENT FINDINGS**

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with *Government Auditing Standards*. Pursuant to Assembly Bill (AB) 3627, all audit findings must be identified as one or more of the following categories:

Five Digit Code	AB 3627 Finding Types
10000	Attendance
20000	Inventory of Equipment
30000	Internal Control
40000	State Compliance
42000	Charter School Facilities Programs
43000	Apprenticeship: Related and Supplemental Instruction
50000	Federal Compliance
60000	Miscellaneous
61000	Classroom Teacher Salaries
62000	Local Control Accountability Plan
70000	Instructional Materials
71000	Teacher Misassignments
72000	School Accountability Report Card

**Finding 2020-001: Fiscal Challenges (30000, 60000)**

**Criteria:** Sound financial management, including understanding, establishing, implementing and monitoring proper internal controls and accounting policies and procedures, is essential to a charter school's ability to achieve its mission. Although charter schools are not required to file interim reports as positive, qualified, or negative as school districts are, understanding and using the certification definitions on interim reports to show whether the charter school is able to meet its financial obligations is a suggested best practice.

**Condition:** Although the Organization has improved its financial condition over each of the last two fiscal years, it continues to face fiscal challenges that must be closely monitored in order to prevent it from becoming insolvent in the near future. These challenges include:

- The net assets reported by the Schools at June 30, 2020 in this audit report are \$12,147 for Hesperia and (\$1,450,275) *negative* net assets for Riverside. The closure of the Riverside campus at the end of the fiscal year creates an opportunity to consolidate management, but the fiscal improvement plans relies on the assumption that the Paycheck Protection Program (PPP) loan of \$2,040,000 will be forgiven and be used to pay down the School's debt.
- In order to ensure adequate working capital, the Organization has entered into short-term debt through a variety of financing mechanisms. While this has allowed the Organization to continue to meet its financial obligations, borrowing costs and interest expense represent a substantial annual expenditure that reduces the amount available for programs.
- In addition, the 2016 tax-exempt conduit revenue bond issued by Encore to acquire its main school facility includes certain covenants to bondholders, including maintenance of a minimum 45 days cash on hand at the end of each fiscal year, which Encore has not met in the most recent two years.

## ENCORE EDUCATION CORPORATION

### *Schedule of Audit Findings and Responses*

*For the Fiscal Year Ended June 30, 2020*

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#### SECTION II - FINANCIAL STATEMENT FINDINGS (continued)

##### **Finding 2020-001: Fiscal Challenges (30000, 60000)**

###### **Condition (continued):**

- As a result of the COVID-19 pandemic, the Organization was forced to move to a distance learning environment and has seen a decline in enrollment. Funding in future years will be reduced if the enrollment does not recover as projected.

**Cause:** There was a long history of deficit spending for both the Hesperia and Riverside school campuses. While progress is being made towards fiscal solvency, the current administration will continue to face mounting challenges. Also, the Organization will have to address the rising cost of providing special education services, health and welfare benefits to employees, as well increasing pension contributions for STRS and PERS.

**Effect:** If revenues do not materialize as planned, or the closure of the Riverside campus affects the Organization negatively, the Organization could face fiscal insolvency if not closely monitored and resolved.

**Recommendation:** The Organization should closely monitor its budget and enrollment, as well as the close-out of the Riverside campus to ensure that the negative fund balance is recovered as planned. If assumptions change, the Organization needs to be able to implement budget cuts to maintain its fiscal health.

**Views of Responsible Officials:** We agree with this finding and the need to ensure fiscal solvency. As stated in this finding, we have already demonstrated improvement in our fiscal condition in each of the past two fiscal years. We have made continuing this fiscal improvement a top priority in the current 2020-21 fiscal year, with a projected additional improvement to net assets of \$1.017 million while completing the closure of the Riverside campus with all debtors and creditors paid in full. This will bring our net asset balance to \$1.022 million, or 9.0% of annual expenditures.

We have met all requirements for 100% forgiveness of the Organization's outstanding Paycheck Protection Program loan, including retaining staff during the initial critical months of COVID-19 and school closure, and anticipate forgiveness by February 2021. We are also reducing our reliance on short-term debt, which will in turn reduce borrowing costs and increase cash reserves. Lastly, we have been in close contact with our bond investors and have continued to fully disclose our path for corrective action and "Days Cash on Hand" covenant compliance to the investor group.

We concur that enrollment growth following post-COVID reopening will be very important. However, management and the Board are committed to continuing fiscal improvement through a variety of possible enrollment scenarios, and we are prepared to rapidly implement budget cuts if necessary, to continue meeting this goal.

##### **Finding 2020-002: Financial Reporting Errors (30000)**

*This is a repeat of Finding 2019-001.*

**Criteria:** Generally accepted accounting principles (GAAP) require that the year-end financial statement balances include all financial transactions as of the date of the financial statements. Good internal controls and prudent business practices require the Organization to establish and implement policies and procedures to ensure that the year-end closing process includes a timely reconciliation of all accounts to ensure accurate ending balances are reported.



## ENCORE EDUCATION CORPORATION

### *Schedule of Audit Findings and Responses*

*For the Fiscal Year Ended June 30, 2020*

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#### SECTION II - FINANCIAL STATEMENT FINDINGS (continued)

##### **Finding 2020-002: Financial Reporting Errors (30000) (continued)**

**Condition:** Several audit adjustments were necessary to properly report the balances of accounts receivable, accounts payable, and revenue accounts.

**Cause:** The Organization relied on an outside back-office consulting firm to assist with year-end closing but lacks the financial expertise to oversee those services and consistently provide accurate data.

**Effect:** The Organization's financial statements could be materially misstated without adjusting journal entries.

**Recommendation:** We recommend that the Organization update its year-end closing procedures to include additional review procedures to ensure account balances are reconciled before the audit.

**Views of Responsible Officials:** We agree with this finding, and with the importance of minimizing year-end closing adjustments. As stated, this Finding is a repeat of Finding 2019-001 from last year, but it is important to note that due to our improvement in year-end closing procedures, the total amount of audit adjustments for the 2018-19 fiscal year was \$357,146 in six stated areas, plus a restatement of an additional \$361,756 in net asset balance, while for this year the total adjustments to the 2019-20 year are \$36,470 in only one area, a 95% reduction. While our goal for total adjustments is of course zero, the implementation of new and expanded year-end closing procedures has indeed demonstrated substantial progress towards this goal.

To progress further towards this goal, we are retaining a full-time on-site Controller in early 2021 who will oversee all on-site financial operations, act as a liaison to the third-party backoffice provider, and directly oversee our year-end closing process for the 2020-21 fiscal year forward.

##### **Finding 2020-003: Student Services Account (30000)**

**Criteria:** The Organization maintains a student services debit account, which is used to pay for transportation, meals, testing, and student activities. The account activity should follow prudent business practices, including management oversight, regular financial reporting, and implementation of internal controls.

**Conditions:**

During our review of the internal controls over the account at the Hesperia campus, we noted the following:

- A budget is not prepared or adopted by the School.
- Minutes of Student Council meetings were not available to be reviewed by the auditors
- We tested a sample of 15 cash disbursements and found:
  - Thirteen disbursements were not approved until after the expense had been incurred.
  - Thirteen disbursements were lacking student approval altogether.
  - Fourteen disbursements were lacking supporting documentation, such as an invoice, bill, or receipt.
  - Twelve disbursements lacked evidence of receipt of goods or services prior to disbursement.
  - Three expenses appeared to be an inappropriate use of funds.

## ENCORE EDUCATION CORPORATION

### *Schedule of Audit Findings and Responses*

*For the Fiscal Year Ended June 30, 2020*

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#### SECTION II - FINANCIAL STATEMENT FINDINGS (continued)

##### **Finding 2020-003: Student Services Account (30000) (continued)**

###### **Conditions (continued):**

- Furthermore, we reviewed bank statements for the entire fiscal year and made the following observations:
  - The School wrote a total of 241 checks during the year for a total of \$233,200 and made 1,360 electronic debit transactions for a total of \$324,752.
  - The School paid a total of \$2,693 in bank card and other bank fees during the year.
  - It appears that multiple employees of the School have access to debit cards, as several separate card numbers were identified.
  - The School incurred numerous charges for items that appear to be personal in nature, such as gas stations, convenience stores, grocery stores, drug stores, and unspecified purchases from Amazon. Without conducting a more detailed forensic audit, we are unable to determine the nature and bona-fide business purpose of these expenses.
  - Bank statements are not properly and accurately reconciled. Although QuickBooks on-line is used for accounting purposes, reconciliations are done in Excel, and they do not properly reconcile the bank balance to the accounting records. Furthermore, the June reconciliation lists numerous outstanding checks.
- We tested a sample of 10 cash receipts and found:
  - Receipts did not have adequate supporting documentation from the point of collection to the point of deposit. Without supporting documentation, we cannot determine whether all cash collected was deposited in the bank.

**Cause:** The School lacks oversight over the accounting function and has not implemented controls to ensure that:

- Adequate accounting records and internal controls are maintained to ensure that revenues are collected and deposited appropriately, and;
- Funds are being used for the students' benefit.

**Effect:** The lack of internal controls and oversight by the business office could lead to loss or misappropriation of assets.

**Recommendation:** We recommend that the School assign an employee in the Business Office or its back-office service provider to be responsible for the oversight of the account. This position should review bank statements and reconciliations on a monthly basis.

We further recommend that the school site bookkeeper maintain all records associated with the account for proper control of the assets and to prevent misappropriation of assets. Furthermore, back-ups should be conducted at a minimum of once per month in order to limit the potential of lost data.

Finally, we recommend the following:

- We recommend that the School discontinue the use of electronic debit cards for the bank account, as all expenses should be paid for with checks. The use of electronic debit cards exposes the School to the risk of fraudulent activity.
- As a best practice, we recommend that expenditures be approved prior to incurring the cost.

## **ENCORE EDUCATION CORPORATION**

### *Schedule of Audit Findings and Responses*

*For the Fiscal Year Ended June 30, 2020*

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#### **SECTION II - FINANCIAL STATEMENT FINDINGS (continued)**

##### **Finding 2020-003: Student Services Account (30000) (continued)**

###### **Recommendation (continued):**

- We recommend that the School document a physical receipt of the goods or services on the corresponding invoice, packing slip, or other documentation, such as writing “ok to pay” or “received” and initialing the document prior to issuing the check for payment. This ensures that payment is not being made for items received incorrectly or not received at all.
- It is important for organizations to have adequate internal controls over their fundraising events, properly evaluate the effectiveness of those events, and account for a fundraiser’s financial activity. Revenue potentials are used as a budgeting and planning tool. The form serves as a sales plan that includes expected sales levels, sale prices per unit, expected cost, and net income. We recommend that revenue potentials be prepared for all major fundraising activities.
- We recommend that before any events are held, control procedures should be established that will allow for the reconciliation between money collected and fundraiser sales.
- Timely and accurate bank reconciliations are prudent and necessary to ensure that the accounting records match the amounts held on deposit. We recommend the bookkeeper perform monthly bank reconciliations within two weeks after the statement arrives. Furthermore, the Principal or Activities Advisor should review the bank reconciliation and initial and date the bank statement and reconciliation as evidence they were reviewed. Review of the bank reconciliations by someone other than the bookkeeper is an important internal control to detect errors and possible questionable or suspicious activity.

**Views of Responsible Officials:** We agree with this Finding, and are implementing the following:

1. Hiring of full-time on-site Controller position in early 2021;
2. Contracting with H&R Block or similar qualified local bookkeeping firm for a Student Services Account bookkeeper, directly responsible for student service accounts;
3. Debit card usage will be eliminated or minimized to critical purchases only under new procedure to be developed by Controller/bookkeeper;
4. All purchases from Student Services Accounts must be approved prior to purchase;
5. Required receipt (physical or electronic image) for all check payments;
6. Bookkeeper and Controller will develop revenue plans and cash control procedures for major fundraising activities;
7. Bank reconciliations for Student Services Accounts will be performed by bookkeeper and reviewed by Controller.

## **ENCORE EDUCATION CORPORATION**

### *Schedule of Audit Findings and Responses*

*For the Fiscal Year Ended June 30, 2020*

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#### **SECTION II - FINANCIAL STATEMENT FINDINGS (continued)**

##### **Finding 2020-004: Cash Disbursement Controls (30000)**

**Criteria:** The Organization should obtain approval through a purchase order prior to making any purchases. The Organization should ensure that expenditures are paid only with supporting documentation.

**Condition:** During our review of the Organization's cash disbursements, 15 of 20 expenses sampled did not receive approval prior to purchase. Furthermore, 5 of 20 expenses lacked adequate supporting documentation.

**Cause:** The Organization did not implement controls to ensure that every purchase was approved prior to being incurred.

**Effect:** Cash disbursements are at risk of being made for inappropriate purposes.

**Recommendation:** We recommend that the Organization implement controls to ensure that all disbursements are approved by purchase order or contract before being incurred. Furthermore, we recommend that all disbursements be supported by an original invoice or receipt documenting the purpose and amount of the expense.

**Views of Responsible Officials:** We agree with this Finding, and are implementing the following:

1. Hiring of full-time on-site Controller position in early 2021;
2. Controller will be responsible for developing and implementing controls to ensure that all disbursements are approved by purchase order or contract before being incurred.
3. Controller will implement process to ensure that disbursements are supported by original invoice or receipt documenting the purpose and amount of expense (for all School accounts).

## **ENCORE EDUCATION CORPORATION**

### *Schedule of Audit Findings and Responses*

*For the Fiscal Year Ended June 30, 2020*

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#### **SECTION III - FEDERAL AWARD FINDINGS AND RESPONSES**

This section identifies the audit findings required to be reported by the Uniform Guidance, Section 200.516 (e.g., significant deficiencies, material weaknesses, and instances of noncompliance, including questioned costs).

*The Organization expended less than \$750,000 in federal awards in 2019-20; therefore, a Single Audit was not performed.*

## ENCORE EDUCATION CORPORATION

### *Schedule of Audit Findings and Responses*

*For the Fiscal Year Ended June 30, 2020*

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#### SECTION IV - STATE AWARD FINDINGS AND RESPONSES

This section identifies the audit findings pertaining to noncompliance with state program rules and regulations.

##### **Finding 2020-005: Nonclassroom-Based Instruction (10000)**

**Criteria:** California Code of Regulations (CCR) Section 11960, defines "attendance," for use in calculating charter school ADA, as occurring when "charter school pupils [are] engaged in educational activities required of them by their charter schools on days when school is actually taught in their charter schools".

**Condition:** The Encore High School for the Arts – Riverside credited one pupil for 9 days of attendance credit, but did not document that the pupil was engaged in educational activities on 6 of those days.

**Context:** The error was found for one pupil out a sample of five pupils tested at the School.

**Cause:** The School site personnel failed to verify that daily educational activities were documented prior to crediting attendance.

**Effect:** As a result of this finding, the P-2 and Annual ADA must be reduced by 0.05. When multiplied by the School's "Derived Value of ADA in Grades 9-12" of \$10,258.31, the error results in a loss of \$513 in LCFF funding.

**Recommendation:** The School has closed effective June 30, 2020, so no further action is necessary.

**Views of Responsible Officials:** Following auditor guidance that no action is necessary, we will not plan on filing revised attendance forms for the 0.05 ADA (\$513) unless otherwise requested.

##### **Finding 2020-006: Unduplicated Pupil Counts (40000)**

*This is a partial repeat of Finding 2019-002.*

##### **Criteria:**

California Education Code section 42238.01 states, in part:

“Pupils of limited English proficiency” means pupils who do not have the clearly developed English language skills of comprehension, speaking, reading, and writing necessary to receive instruction only in English at a level substantially equivalent to pupils of the same age or grade whose primary language is English. “English learner” shall have the same meaning as provided for in subdivision (a) of Section 306 and as “pupils of limited English proficiency.”

California Education Code section 42238.02(b)(1) states:

For purposes of this section “unduplicated pupil” means a pupil enrolled in a school district or a charter school who is either classified as an English learner, eligible for a free or reduced-price meal, or is a foster youth. A pupil shall be counted only once for purposes of this section if any of the following apply:

- (A) The pupil is classified as an English learner and is eligible for a free or reduced-price meal.
- (B) The pupil is classified as an English learner and is a foster youth.
- (C) The pupil is eligible for a free or reduced-price meal and is classified as a foster youth.
- (D) The pupil is classified as an English learner, is eligible for a free or reduced-price meal, and is a foster youth.

**ENCORE EDUCATION CORPORATION**

*Schedule of Audit Findings and Responses*

*For the Fiscal Year Ended June 30, 2020*

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**SECTION IV - STATE AWARD FINDINGS AND RESPONSES (continued)**

**Finding 2020-006: Unduplicated Pupil Counts (40000) (continued)**

**Criteria (continued):**

California Education Code section 42238.02(b)(2) states:

Under procedures and timeframes established by the Superintendent, commencing with the 2013-14 fiscal year, a school district or charter school shall annually submit its enrolled free and reduced-price meal eligibility, foster youth, and English learner pupil-level records for enrolled pupils to the Superintendent using the California Longitudinal Pupil Achievement Data System.

California Education Code section 42238.02(b)(4) states:

The Superintendent shall make the calculations pursuant to this section using the data submitted by local educational agencies, including charter schools, through the California Longitudinal Pupil Achievement Data System. Under timeframes and procedures established by the Superintendent, school districts and charter schools may review and revise their submitted data on English learner, foster youth, and free or reduced-price meal eligible pupil counts to ensure the accuracy of data reflected in the California Longitudinal Pupil Achievement Data System.

**Condition:** During our review of the Organization’s Unduplicated Local Control Funding Formula (LCFF) Pupil Counts, we noted an error with two (2) students who were classified as English Learner (EL) eligible.

**Context:** The errors were noted only at the Riverside campus. The School reported two (2) pupils as eligible for FRPM and EL, but neither student qualified.

**Cause:** The School reclassified the pupils as not eligible for EL, but did not make the corrections in the CALPADS system.

**Effect:** The error results in a loss of apportionment of \$1,082. Refer to the summary chart below.

School Site	CALPADS Reported	Adjusted based on eligibility		Adjusted Total
		FRPM	EL	
Encore High School for the Arts - Riverside	315	-	(2)	313

Enrollment of 809 was not affected by this finding.

**Recommendation:** We recommend that the School implement controls to ensure that contemporaneous supporting documentation is maintained to support all students reported for the unduplicated pupil counts and implement policies and procedures to ensure that the CALPADS is updated with changes in students’ FRPM and EL designations.

**Views of Responsible Officials:** We are reviewing and revising our policies and procedures for CALPADS reporting of unduplicated pupils to ensure contemporaneous supporting documentation is maintained for all students reported.

**ENCORE EDUCATION CORPORATION***Summary Schedule of Prior Audit Findings**For the Fiscal Year Ended June 30, 2020*

<b>Original Finding No.</b>	<b>Finding</b>	<b>Code</b>	<b>Recommendation</b>	<b>Current Status</b>
<i>Finding 2019-001: Financial Closing Process</i>	<p><b>Encore Jr./Sr. High school for the Performing and Visual Arts #0971</b> <b>Encore High School for the Arts- Riverside # 1747</b></p> <p>Type of Finding:</p> <ul style="list-style-type: none"> <li>• Significant Deficiency in Internal Control over Financial Reporting</li> </ul> <p>During the course of the audit, the Organization had to make a significant amount of adjustments that were identified as a result of the audit.</p> <p>The closing process should include a timely reconciliation of accounts to ensure proper ending balances are being reported.</p>	30000	We recommend the Organization update its year end closing procedures to include additional review procedures to ensure accounts and transactions are reconciled before the audit.	Not Implemented. See Finding 2020-002.
<i>Finding 2019-002: Unduplicated Local Control Funding Formula Pupil Counts</i>	<p><b>Encore Jr./Sr. High school for the Performing and Visual Arts #0971</b></p> <p>Education code section 42238.02 (b)(2) requires a charter school to submit its enrolled free and reduced-price meal eligibility, foster youth and English learner pupil-level records for enrolled pupils using the California Longitudinal Pupil Achievement Data System (CalPADS). The CalPADS 1.17 and 1.18 reports should accurately report the number of students eligible for free and reduced price meals and those identified as “English Learners”.</p> <p>During testing we compared student’s family income per Free and Reduced Price Meal (FRPM) eligibility applications to the Income Eligibility Scales for 2018-19, and found that the School inaccurately reported students as eligible for free or reduced price meals.</p>		We recommend that the organization employ additional monitoring processes to review the Free and Reduced Price Meal (FRPM) eligibility data and English Learner data to ensure that reporting errors are minimized and corrections are made on a timely basis.	Partially Implemented; See Finding 2020-006.



**ENCORE EDUCATION CORPORATION***Summary Schedule of Prior Audit Findings**For the Fiscal Year Ended June 30, 2020*

<b>Original Finding No.</b>	<b>Finding</b>	<b>Code</b>	<b>Recommendation</b>	<b>Current Status</b>
<i>Finding 2019-002: Unduplicated Local Control Funding Formula Pupil Counts (continued)</i>	Two out of the twenty six samples selected for FRPM testing contained errors. During testing, we also verified student's English Learner classification by comparing their English Language Proficiency Assessments for California (ELPAC) results with the school's student reclassification policy. One out of the six samples selected contained errors. An error rate was applied to calculate the questioned costs below. Finding is related to Encore Jr./Sr. High school for the Performing and Visual Arts #0971.			
<i>Finding 2019-003: ADA Reporting</i>	<p><b>Encore Jr./Sr. High school for the Performing and Visual Arts #0971</b></p> <p><b>Encore High School for the Arts- Riverside # 1747</b></p> <p>Pursuant to the provisions of Education Code Section 19850, the Second Principal (P2) and Annual reports of attendance submitted to the California Department of Education should be supported by written contemporaneous records that document all pupil attendance included in the charter school's Average Daily Attendance (ADA) calculations.</p> <p>During our testing on ADA we calculated that the Schools' P2 Reports under-reported ADA for locations Encore Jr./Sr. High school for the Performing and Visual Arts #0971 and Encore High School for the Arts-Riverside # 1747.</p>		We recommend that the Organizations implement procedures to accurately report ADA in its P2 ADA Reports.	Implemented; however, see Finding 2020-005.

## Cover Sheet

### Consolidated Application- 2020-2021 Title I, Part A

**Section:** VI. Finance  
**Item:** F. Consolidated Application- 2020-2021 Title I, Part A  
**Purpose:** Discuss  
**Submitted by:** Paul Khoury  
**Related Material:** TitlePartASchoolAllocations.pdf  
TI\_PtASWPAAuth (1).pdf  
ESEAConsolidationofAdministrativeFunds.pdf

**BACKGROUND:**

2020-2021 Title I, Part A School Allocations report identifies the amount of funds to be allocated to eligible schools.

**RECOMMENDATION:**

Encore staff recommends approval of these items.

Encore Jr./Sr. High School for the Performing and Visual Arts (36 75044 0116707)

Status: Certified  
 Saved by: Karl Yoder  
 Date: 2/28/2021 5:12 PM

### 2020-21 Federal Transferability

Federal transferability of funds is governed by Title V in ESSA Section 5102. An LEA may transfer Title II, Part A and or Title IV, Part A program funds to other allowable programs. This transferability is not the same as Title V, Part B Alternative Uses of Funds Authority governed by ESEA Section 5211.

**Note:** Funds utilized under Title V, Part B Alternative Uses of Funds Authority are not to be included on this form.

**CDE Program Contact:**

Lisa Fassett, Standards Implementation Support Office, [LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov), 916-323-4963  
 Kevin Donnelly, Rural Education and Student Support Office, [KDonnelly@cde.ca.gov](mailto:KDonnelly@cde.ca.gov), 916-319-0942

**Title II, Part A Transfers**

2020-21 Title II, Part A allocation	\$30,330
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title IV, Part A	\$0
Transferred to Title V, Part B, Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B, Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title II, Part A funds transferred out	\$0
2020-21 Title II, Part A allocation after transfers out	\$30,330

**Title IV, Part A Transfers**

2020-21 Title IV, Part A allocation	\$17,477
Transferred to Title I, Part A	\$0
Transferred to Title I, Part C	\$0
Transferred to Title I, Part D	\$0
Transferred to Title II, Part A	\$0
Transferred to Title III English Learner	\$0
Transferred to Title III Immigrant	\$0
Transferred to Title V, Part B Subpart 1 Small, Rural School Achievement Grant	\$0
Transferred to Title V, Part B Subpart 2 Rural and Low-Income Grant	\$0
Total amount of Title IV, Part A funds transferred out	\$0
2020-21 Title IV, Part A allocation after transfers out	\$17,477

**\*\*\*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.

**California Department of Education****Consolidated Application**

Encore Jr./Sr. High School for the Performing and Visual Arts (36 75044 0116707)

Status: Certified  
Saved by: Karl Yoder  
Date: 2/28/2021 5:12 PM**2020–21 Title I, Part A LEA Allocation and Reservations**

To report LEA required and authorized reservations before distributing funds to schools.

**CDE Program Contact:**Sylvia Hanna, Title I Policy, Program, and Support Office, [SHanna@cde.ca.gov](mailto:SHanna@cde.ca.gov), 916-319-0948Rina DeRose, Title I Policy, Program, and Support Office, [RDerose@cde.ca.gov](mailto:RDerose@cde.ca.gov), 916-323-0472

2020–21 Title I, Part A LEA allocation (+)	\$228,013
Transferred-in amount (+)	\$0
Nonprofit private school equitable services proportional share amount (-)	\$0
2020–21 Title I, Part A LEA available allocation	\$228,013

**Required Reservations**

Parent and family engagement (If the allocation is greater than \$500,000, then parent and family engagement equals 1% of the allocation minus the nonprofit private school equitable services proportional share amount.)	\$0
School parent and family engagement	\$1,000
LEA parent and family engagement	\$1,000
Direct or indirect services to homeless children, regardless of their school of attendance	\$100

**Authorized Reservations**

Public school Choice transportation	\$0
Other authorized activities	\$0
2020–21 Approved indirect cost rate	5.00%
Indirect cost reservation	\$10,858
Administrative reservation	\$23,344

**Reservation Summary**

Total LEA required and authorized reservations	\$35,302
School parent and family engagement reservation	\$1,000
Amount available for Title I, Part A school allocations	\$191,711

**\*\*\*Warning\*\*\***

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**2020-21 Title II, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title II, Part A Supporting Effective Instruction.

**CDE Program Contact:**

Arianna Bobadilla (Fiscal), Division Support Office, [ABobadilla@cde.ca.gov](mailto:ABobadilla@cde.ca.gov), 916-319-0208

Lisa Fassett (Program), Standards Implementation Support Office, [LFassett@cde.ca.gov](mailto:LFassett@cde.ca.gov), 916-323-4963

2020-21 Title II, Part A allocation	\$30,330
Transferred-in amount	\$0
Total funds transferred out of Title II, Part A	\$0
Allocation after transfers	\$30,330
Repayment of funds	\$0
2020-21 Total allocation	\$30,330
Administrative and indirect costs	\$0
Equitable services for nonprofit private schools	\$0
2020-21 Title II, Part A adjusted allocation	\$30,330

**\*\*\*Warning\*\*\***

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**2020-21 Title IV, Part A LEA Allocations**

The purpose of this data collection is to calculate the total allocation amount available to the local educational agency (LEA) for Title IV, Part A and to report reservations.

**CDE Program Contact:**

Kevin Donnelly, Rural Education and Student Support Office , [KDonnelly@cde.ca.gov](mailto:KDonnelly@cde.ca.gov) , 916-319-0942

2020-21 Title IV, Part A LEA allocation	\$17,477
Transferred-in amount	\$0
Total funds transferred out of Title IV, Part A	\$0
2020-21 Title IV, Part A LEA available allocation	\$17,477
Indirect cost reservation	\$0
Administrative reservation	\$0
Equitable services for nonprofit private schools	\$0
2020-21 Title IV, Part A LEA adjusted allocation	\$17,477

**\*\*\*Warning\*\*\***

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Encore Jr./Sr. High School for the Performing and Visual Arts (36 75044 0116707)

Status: Certified  
 Saved by: Karl Yoder  
 Date: 7/31/2020 1:14 PM

**2020-21 Substitute System for Time Accounting**

This certification may be used by auditors and by California Department of Education 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:**

Jonathan Feagle, Fiscal Oversight and Support Office, [JFeagle@cde.ca.gov](mailto:JFeagle@cde.ca.gov), 916-323-8515

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 web at <https://www.cde.ca.gov/fg/ac/sa/>.

2020-21 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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**2020-21 Consolidation of Administrative Funds**

A request by the local educational agency (LEA) to consolidate administrative funds for specific programs.

**CDE Program Contact:**

Jonathan Feagle, Fiscal Oversight and Support Office, [JFeagle@cde.ca.gov](mailto:JFeagle@cde.ca.gov), 916-323-8515

Title I, Part A Basic SACS Code 3010	No
Title I, Part C Migrant Education SACS Code 3060	No
Title I, Part D Delinquent SACS Code 3025	No
Title II, Part A Supporting Effective Instruction SACS Code 4035	No
Title III English Learner Students - 2% maximum SACS Code 4203	No
Title III Immigrant Students SACS Code 4201	No
Title IV, Part A Student Support - 2% maximum SACS Code 4127	No
Title IV, Part B 21st Century Community Learning Centers SACS Code 4124	No

**\*\*\*Warning\*\*\***

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Encore Jr./Sr. High School for the Performing and Visual Arts (36 75044 0116707)

Status: Certified

Saved by: Karl Yoder

Date: 2/28/2021 5:12 PM

**2020–21 Title I, Part A Notification of Authorization of Schoolwide Program**

This report provides notification to the California Department of Education of a school's eligibility and local board approval to operate under and report as Schoolwide Program.

**CDE Program Contact:**Lana Zhou, Title I Policy, Program, and Support Office, [LZhou@cde.ca.gov](mailto:LZhou@cde.ca.gov), 916-319-0956Rina DeRose, Title I Policy, Program, and Support Office, [RDerose@cde.ca.gov](mailto:RDerose@cde.ca.gov), 916-323-0472

School Name	School Code	Authorized SWP	Low Income %	Local Board Approval Date SWP Plan (MM/DD/YYYY)	Local Board Approval Date SWP Waiver (MM/DD/YYYY)	SIG Approval Date (MM/DD/YYYY)
Encore Jr./Sr. High School for the Performing and Visual Arts	0116707	Y	47%	06/28/2012		06/28/2012

**\*\*\*Warning\*\*\***

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Encore Jr./Sr. High School for the Performing and Visual Arts (36 75044 0116707)

Status: Certified  
Saved by: Karl Yoder  
Date: 2/28/2021 5:12 PM**2020–21 Title I, Part A School Allocations**

This report identifies the amount of Title I, Part A funds to be allocated to eligible schools.

**CDE Program Contact:**Lana Zhou, Title I Policy, Program, and Support Office, [LZhou@cde.ca.gov](mailto:LZhou@cde.ca.gov), 916-319-0956  
Rina DeRose, Title I Policy, Program, and Support Office, [RDeros@cde.ca.gov](mailto:RDeros@cde.ca.gov), 916-323-0472**LEA meets small LEA criteria.**

An LEA is defined as a small LEA if, based on the school list and the data entered in School Student Counts, the LEA meets one or both of the following:

Is a single school LEA

Has enrollment total for all schools less than 1,000

If applicable, enter a Discretion Code. Use lower case only.

**Allowable Discretion Codes**

a - Below LEA average and at or above 35% student low income

d - Waiver for a desegregation plan on file

e - Grandfather provision

f - Feeder pattern

Low income measure

FRPM

Ranking Schools Highest to Lowest

Within each grade span group

LEA-wide low income %

50.82%

Available Title I, Part A school allocations

\$191,711

Available parent and family engagement reservation

\$1,000

School Name	School Code	Grade Span Group	Student Enrollment	Eligible Low Income Students Ages 5-17	Low Income Student %	Eligible to be Served	Required to be Served	Ranking	\$ Per Low Income Student	TIA School Allocation	2019–20 Carryover	Parent and Family Engagement	Total School Allocation	Discretion Code
Encore Jr./Sr. High School for the Performing and Visual Arts	0116707	3	858	436	50.82	*	*	1	439.70	191709.20	\$0	\$1,000	192709.20	

**\*\*\*Warning\*\*\***

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# Cover Sheet

## Chromebook Purchase

**Section:** VI. Finance  
**Item:** G. Chromebook Purchase  
**Purpose:** Vote  
**Submitted by:** Denise Griffin  
**Related Material:** New Chromebook Expense Approval Form IT.pdf

**BACKGROUND:**

Purchase of 250 new Chromebooks based on The Learning Loss Mitigation Funding (LLMF) Funding.

**RECOMMENDATION:**

Encore staff recommends approval of this item.



# EXPENSE APPROVAL FORM

Before any expense can be incurred, it must be formally approved. This form must have a signature as a form of approval and a copy of this form must be attached to the receipt or invoice after the purchase is complete. This form with the accompanying backup must be turned in to the central bookkeeper.

TEACHERS AND INSTRUCTORS: You have an annual approval of up to \$500 to be spent to decorate and prepare your classroom. This should be approved by one of your Deans.

TEAM ADVISORS: For purchases for your team that are under \$500, your approval can come from the ASB Advisor. Purchases over \$500 but less than \$3,000 can be approved by the General Executive Manager. Purchases between \$3,000 - \$10,000 can be approved by the CEO or COO. Purchases over \$10,000 require a Board member approval and approval by either the student council, CEO, or COO.

ALL STAKEHOLDERS: Purchases under \$500 can be approved by your Deans. Deans must verify approval through the CEO or Board member.

Requestor Name: Jim Barkdoll

(Circle One): Student  Staff  Parent  Other

Requested Expense: 250 Chromebooks

Reason for Expense: Replace dying inventory

Estimated Amount: \$53,750<sup>00</sup>

Is this an ASB Expense? Yes  No

What account should this expense be debited from? LLMF

Date of Expense: \_\_\_\_\_

If an ASB team expense, current fund balance? \_\_\_\_\_

How much of the current balance is restricted funds? \_\_\_\_\_

Will this expense use restricted funds? \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Corporate Office, 16955 Lemon Street, Hesperia, CA 92345. 760.949.2036. [www.encorehighschool.com](http://www.encorehighschool.com)



SIGN IN SHIPPING & PAYMENT GIFT OPTIONS PLACE ORDER

## Review your order

- i** There are 2 important messages about your order.
- Confirm presence of a receiving dock in the address settings to enable pallet...
  - If tax exemption is applied to this order, you acknowledge your tax exemption...

### Group

Information Technology (Encore Education Corporation)

Change

### Payment method Change

Pay by Invoice

### Promotional Codes:

Enter Code

Apply

### Shipping address Change

Encore High School  
18855 LEMON ST  
HEBERIA, CA 92345-5130  
United States  
Phone: 7606492035  
[Ship to multiple addresses](#)

### Place your order

By placing your order, you agree to the Amazon Business Accounts Terms and Conditions and Amazon's privacy notice.

### Order Summary

Items (250)	\$53,750.00
Shipping & handling	\$0.00
Total before tax:	\$53,750.00
Estimated tax to be collected*	\$0.00

**Order total: \$53,750.00**

[How are shipping costs calculated?](#)

### Business order information Change

PO number: 11MR03022021

Estimated delivery: Mar. 9, 2021 - Mar. 15, 2021



**Newest Flagship HP Chromebook, 11.6" HD (1366 x 768) Display, Intel Celeron Processor N3350, 4GB LPDDR2, 32GB eMMC, Chrome OS, HD Graphics 500, 11A-NH0013DX, Ash Gray**  
**\$215.00**

Quantity: 250 Change

Sold by: Cydison Electronics (One Day Shipping Available)

Gift options not available.

Tax Exemption Applied Remove

### Choose a delivery option:

- Tuesday, Mar. 9 - Monday, Mar. 15  
FREE Shipping
- Thursday, Mar. 4  
\$9.045 \$2 - Shipping
- Friday, Mar. 5  
\$5.177.12 - Shipping

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## Attachments

The following files are attached to this PDF: You will need to open this document in an application that supports attachments (i.e. [Adobe Reader](#)) in order to access these files.

Variable\_Term\_Waiver\_List 3.8.21.xlsx