



CHARACTER • EQUALITY • EXCELLENCE
RESPONSIBILITY • TEACHABILITY

REGULAR BOARD MEETING AGENDA

November 17, 2022, 5:30 PM

info@creteacademy.org (323-791-1600)

Zoom Conference Link:

<https://ucihealth.zoom.us/j/96197345619?pwd=U1FIZytLU0ZXVEVuYUVOZDdTSGpBZz09&from=addon>

Dial: +1 669 900 9128

Meeting ID: 976 3852 8563 / Passcode: 907131

6103 Crenshaw Boulevard, Los Angeles, CA

1. **Welcome**
2. **Public Comment** info@creteacademy.org (323-791-1600)
3. **Adoption of AB361 findings to conduct Board meetings via**
 - a) Teleconference: Consideration of emergency circumstances due to Covid-19;
 - b) State and local officials' continuance of social distancing recommendation
4. **Review and Approval of October Board Meeting Minutes** BOARD REVIEW AND VOTE
Regular Board Meeting- October 11, 2022
5. **Review Board Terms** BOARD REVIEW AND VOTE
Ursula Worshman - terms ends 11/30/2022
6. **2022-2023 Fiscal Policies** BOARD REVIEW AND VOTE
7. **2022-2023 School Safety Plan** BOARD REVIEW AND VOTE
8. **Independent Study Option** BOARD REVIEW AND VOTE
9. **Suicide Prevention Policy** BOARD REVIEW AND VOTE
10. **ConApp** BOARD REVIEW AND VOTE
11. **MTD Fiscal Reports** BOARD REVIEW
YTD Actuals to Budget, Balance Sheet, Check Register

Public Comment: the meeting location is wheelchair accessible. Speakers needing any disability related or language accommodation should notify the board Secretary a minimum of 24 hours in advance of the meeting to arrange for accommodations, and inform the staff upon arrival.

REGULAR BOARD MEETING AGENDA

October 11, 2022, 5:30 PM

info@creteacademy.org (323-791-1600)

Zoom Conference Link:

<https://ucihealth.zoom.us/j/99707659052?pwd=VVlhNEFqOWphTUxrZnlyOUFzd2VFQT09&from=addon>

Dial: +1 669 900 9128

Meeting ID: 997 0765 9052/ Passcode: 295771

6103 Crenshaw Boulevard, Los Angeles, CA

1. Welcome

A welcome from board secretary was provided- The regular board meeting commenced at 5:30 p.m. with the board secretary presiding over the meeting as interim board president.

2. Public comment info@creteacademy.org (323-791-1600)

No member of the public was present for this meeting.

3. Adoption of AB361 findings to conduct Board meetings via

- a. Teleconference: Consideration of emergency circumstances due to Covid-19;
- b. State and local official's continuance of social distancing recommendation
Due to COVID-19 and the Omicron variant, the board is being extremely cautious in minimizing exposure in continuing to host board meetings via teleconference.

4. Introduction of New Crete Academy Board Member

Board Discussion

- a. Dr. Reginald Austin

Dr. Austin, a recent board member elect was invited to address the board for members he was not able to address at a prior meeting. The board welcomes Dr. Austin and believes his interests and talents are aligned well with the boards' goals/needs.

5. Review and Approval of September Board Meeting Minutes

Board Review and Vote

Regular and Special Board Meeting Minutes for Sept 15, 2022 and Sept 30, 2022 were **approved by unanimous board vote**

6. Independent Study Option

Board Review and Vote

Following discussion, the independent study option for Crete Academy was **approved by unanimous board vote**.

7. Contracts

Board Review and Vote

- a. Linda Harris

The contract for Linda Harris was reviewed, discussed and **approved by unanimous board vote**

8. Review of CalSAAS information

Board Review

Led by Crete Leadership, the board was provided information regarding the CalSAAS and utilization of this monitoring/reporting tool by Crete Academy. The discussion facilitated learned best practices and addressed questions posed by board members.

9. MTD Fiscal Reports

Board Review and Discussion

- a. August Financials (cash flow updates)
- b. Revised Budget with cash flow updates

Mrs. DeAnna Jones from Exed provided an overview of the financial dashboard for Crete and engaged in a discussion with board regarding overall fiscal health of Crete in addition to answering any questions as posed.

10. Closed Session – Crete Personnel Discussion

Board Discussion and Vote

- a. (Re-visit of School Year Contracts for: Mitchell, H)

Prior to closed session, the board was addressed by Dr. Hattie Mitchell in regards to her position and accomplishments while serving as a leader and co-founder of Crete Academy. The board discussed and **unanimously approved** a revision to the previously approved school year contract.

11. Resume Public Session

- a. Crete Academy Board – Leadership Position Board Discussion
Following closed session, the board shared the unanimous vote of approval for the contract revision of Dr. Hattie Mitchell following review and discussion of role, responsibilities, and continued leadership.

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FISCAL POLICIES & PROCEDURES

2021-2022

Board Approved September 8, 2021

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100 INTERNAL CONTROL POLICIES

101 *Introduction*

Internal control policies provide Crete Academy (the Charter School) with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. Additionally, as a publicly supported entity, the Charter School has additional responsibilities to ensure the public's confidence and the integrity of the School's activities.

102 COMPLIANCE WITH LAWS

The Charter School will follow all the relevant laws and regulations that govern the Charter School. Additionally, any Federal Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of the Charter School:

A. Political Contributions

No funds or assets of the Charter School may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of the Charter School for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited. The Charter School also cannot be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities:

1. Contributions by an employee that are reimbursed through expense accounts or in other ways.
2. Purchase by the organization of tickets for political fundraising events.
3. Contributions in kind, such as lending employees to political parties or using the School assets in political campaigns.

B. Record Keeping

To provide an accurate and auditable record of all financial transactions, the School's books, records, and accounts are maintained in conformity with generally accepted accounting principles as applicable to Charter Schools.

Further, the School specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the Charter School.
2. Receipts and disbursements must be fully and accurately described in the books and records.
3. No false entries may be made on the books or records nor any false or misleading reports issued.
4. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

200 Organizational Conflict of Interest or Self-Dealing (Related Parties)

The School will not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to the Charter School or members of its management, unless the private benefit is considered merely incidental. This private benefit preclusion will extend to:

- A. Sale or exchange, or leasing, of property between the agency and an affiliated or unaffiliated organization or a private or related individual.
- B. Lending of money or other extension of credit between an agency and an affiliated or unaffiliated organization or a private or related individual.
- C. Furnishing of goods, services or facilities between the agency and an affiliated or unaffiliated organization or a private or related individual.
- D. Payment of compensation, unless authorized by the Board of Trustees or its governing body, by the School to an affiliated or unaffiliated organization or a private or related individual.
- E. Transfer to, use by, or for the benefit of a private or related individual of the income or assets of the School.

201 *Organizational Conflict Of Interest Or Self-Dealing (Related Parties) - continued*

Thus, the Charter School will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s).

Related party transactions shall include transactions between a school and members of the board, management, contracted management organization, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father in law, mother in law, sister in law and brother in law of a board member or school employee.

202 *Board Of Trustees Authorities*

The Board of Trustees shall have the sole authority to approve and will incorporate into its own minutes such matters as (i) change of the School's name, with LAUSD pre-approval (ii) adoption of the annual operating and capital budgets, (iii) selection or termination of key employees (iv) key employees salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of property (ix) opening up or closing checking or savings accounts, and (x) selection of the Charter School's certified public accountants and (xi) other activities associated with the operations of the Charter School.

The Board of Trustees will meet at minimum quarterly to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, and subcommittee reports as applicable.

203 *Signature Authorities*

To properly segregate duties within the Charter School, the Board Treasurer and the Chief Executive Officer (CEO) and the Chief Operating Officer (COO) are the only individuals with signatory authority and are responsible for authorizing all cash transactions. Individual checks for non-recurring expenses greater than \$10,000 are pre-approved by the Board Treasurer and the CEO.

204 *Government Access to Records*

The CEO or contracted business back office services provider will provide access to the organization's records to the LAUSD CFO or his/her designee and provide supporting records, as requested, in a timely manner.

205 *Security of Financial Data*

- A. The system's accounting data must be backed up daily by the business back office services provider to ensure the recoverability of financial information in case of hardware failure. The back up will be stored in a fire safe area and properly secured.
- C. All other financial data, petty cash box, unused checks and unclaimed checks will be secured by the CEO or COO from unauthorized access.

206 *Security of School Documents*

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

- A. Charter and all related amendments
- B. Minutes of the Board of Trustees and subcommittees
- C. Banking agreements
- D. Leases
- E. Insurance policies
- F. Vendor invoices
- G. Grant and contract agreements
- H. Fixed asset inventory list

207 *Use of School Assets*

- A. No employee may use any of the School property, equipment, material or supplies for personal use.

208 *Use Of School Credit Cards*

- A. Charter School credit cards should only be issued with the formal approval of the Board of Trustee and with proper justification. The cost/benefit to the Charter School should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued they should be assigned to certain Charter School employees and should be used only for school-related expenditures. All charges must be supported by invoices or travel reports to be eligible for payment by the Charter School.
- B. Credit card statements are reconciled to invoices and travel reports and are approved by the Director of Operations/Executive Director, unless not deemed independent then the approval would be by the Board of Trustees. Statements are downloaded, reconciled and submitted to the back office for payment.
- C. Automated payments are established where applicable to avoid late fees.
- D. Director of Operations tracks all credit cards and monthly payments on an excel sheet to ensure timely payment of all credit cards.

209 *Use Of School Debit Card*

- A. In extraordinary circumstances, whereby the Charter School has no other way to make purchases, debit card use is allowable. If a debit card must be issued, it must be approved by the CEO and must be issued to certain Charter School employees and should be used only for school-related expenditures. All charges must be supported by invoices, receipts, and/or travel reports and must be reviewed and approved by the CEO.

300. FINANCIAL MANAGEMENT POLICIES

301. *Basis Of Accounting*

The Charter School will maintain their accounting records and related financial reports on the accrual basis of accounting.

302 *Accounting Policies*

The accounting policies and financial reporting adopted are consistent with the not-for-profit requirements of the Financial Accounting Standards Board (FASB). FASB is the recognized standard setting body for establishing not-for-profit accounting and financial reporting principles.

303 *Basis of Presentation*

The accounts of the Charter School are organized on a basis of the School Account Code Structure or SACS. The operations of the fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, net assets, revenues and expenditures. The Charter School uses the following fund:

Main Fund - This fund of the Charter School is used to account for all financial resources associated with the operation of the school. In addition, all activities relating to Student Activities should be separately identified and recorded within this fund.

304. *Revenues*

Under the accrual basis of accounting, revenues are recognized when earned.

305. *Expenditures*

Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

306 *Incurred Costs*

For the purposes of invoicing funding sources for allowable costs under cost reimbursement contracts, the term "costs incurred" is defined as follows:

- A. Costs related to items or services incurred directly for the contract and received at the time of the request for reimbursement and is not specifically disallowed by the funding source.

307 *Cash Management*

- A. The School maintains cash accounts at the following banks:
 - 1. Operating - Wells Fargo
 - 2. City National Bank

308 *Grant/Contract Invoicing*

- A. If applicable, invoices are submitted to the funding sources by dates specified in the grant or contract agreement.
- B. If applicable, the invoicing format is that specified by the funding source.

309 *Budgets*

- A. The Charter School prepares an annual operating budget of revenues and expenses, a cash flow projection, and a capital budget. These budgets and projections are reviewed and approved by the Board of Trustees, prior to June 30th each year and modified, as necessary.
- B. Financial statements displaying budget vs. actual results are prepared by the back-office services provider and reviewed by the CEO and COO and presented to the Board of Trustees at each monthly board meeting.

311. *Insurance and Bonding*

- A. The School maintains minimum levels of coverage, as deemed appropriate by the Board of Trustees, for the following policies:
 - 1. General liability
 - 2. Business & personal property (including auto/bus)
 - 3. Computer equipment
 - 4. Workers' compensation
 - 5. Personal injury liability
- B. The School requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Trustees.

312 *Record Retention and Disposal*

- A. Records are maintained for the following indicated minimum periods:
 - 1. Books, records, documents and other supporting evidence including paid, cancelled or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employees' timesheets and other public documents are retained for seven years after the original entry date.
- B. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.

312 *Record Retention and Disposal - continued*

- C. All financial records are maintained in chronological order, organized by fiscal year.
- D. In connections with the disposal of any records, a memorandum of record disposal is prepared by the COO listing the record or the class of records disposed of. The Board of Trustees certifies this memorandum of records disposal.

313. *Financial Reporting*

The back-office services provider maintains supporting records in sufficient detail to prepare the School's financial reports, including:

- A. Annually:
 - 1. Financial statements for audit
 - 2. Annual budget

B. Monthly:

1. Trial balance
2. Internally generated budget vs. actual financial statements
3. Updating the cash flow projection

C. Periodically:

1. IRS Forms 941 and payroll tax returns and comparable state taxing authority returns
2. Other reports upon request

314 *Audit*

The Board of Trustees arranges annually for a qualified certified public accounting firm to conduct an audit of the Charter School's financial statements in accordance with *Generally Accepted Accounting Principles* and the *Financial Accounting Standards Board*.

The audit reports will be submitted to the granting agency, (starting 2002) California Department of Education, (starting 2003) County Superintendent of Schools, and State Controller's Office by December 15 of each year. (Education Code 47605(m))

315 *Audit/Finance Committee*

The full Board of Trustees acts as the audit/finance committee. This committee will nominate the independent auditor and review the scope and results of the audit. The audit/finance committee also receives notice of any consequential irregularities and management letter comments that the auditor noted during the engagement. Additionally, the committee will develop a corrective action plan to address all relevant weaknesses noted by the auditor. The audit/finance committee will also review all financial information of the Charter School and provide recommendations to the Board of Trustees.

400 POLICIES RELATED TO ASSETS, LIABILITIES AND FUNDEQUITY

401 ASSETS

402 Bank Accounts

- A. Bank accounts for the indicated purpose and limitation(s) have been authorized by the Board of Trustees of the School at the indicated Federal Deposit Insurance Corporation (FDIC)-insured banks :

Wells Fargo Purpose/Limitation of Account -All Transactions

403 Petty Cash Payments

- A. Charter School does not have a petty cash account.

404 *LIABILITIES AND FUND EQUITY*

405 *Accounts Payable*

Only valid accounts payable transactions based on documented vendor invoices, receiving report or other approved documentation are recorded as accounts payable.

406 *Accounts Payable Payment Policy*

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

Director of operations tracks all recurring and one-time invoices, including credit cards, to ensure timely payment of all invoice and avoidance of any additional late fees.

407 *Accrued Liabilities*

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

408 *Liability For Compensated Absences*

A. Compensated absences arise from employees' absences from employment due to vacation leave. If compensated absences, such as vacation leave, is offered, the Charter School will expect to pay an employee for such compensated absences. A liability for the estimated probable future payments is accrued if all the following conditions are met:

1. The employee's right to receive compensation for the future absences is attributable to services already performed by the employee.
2. The employee's right to receive the compensation for the future absences is vested or accumulates.
3. It is probable that the compensation will be paid.
4. The amount of compensation is reasonably estimable.

B. Compensated absences not required to be paid upon employee termination is only recorded when paid.

409 *Debt*

A. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year and is recorded in the general ledger.

B. Loan agreements approved by the Board of Trustees should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

500. REVENUE

501. Revenue Recognition

The School records revenue on the accrual basis of accounting, consistent with generally accepted accounting principles applicable to not-for-profit units.

600 FACILITIES

601 Disposal of Property and Equipment

- A. No item of property or equipment shall be removed from the premises without prior approval from the COO.
- B. The School has adopted standard disposition procedures for Charter School staff to follow, which include an *Asset Disposal Form*, which identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset's book value, condition of the asset, and supervisory approval or denial.
- C. When property is retired, the appropriate asset in the fixed asset schedule will be adjusted and properly reflected in the general ledger.

700 PROCUREMENT POLICIES

701 The School adheres to the following objectives:

1. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
2. Make all purchases in the best interests of the School and its funding sources.
3. Obtain quality supplies/services needed for delivery at the time and place required.
4. Buy from responsible sources of supply.
5. Obtain maximum value for all expenditures.
6. Deal fairly and impartially with all vendors.
7. Maintain dependable sources of supply.
8. Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the Charter School supplier relationships.
9. Engage in competitive bidding for purchases exceeding \$25,000 to compare services/products cost by different vendors. For services exceeding \$25,000, the school will engage in competitive bidding by presenting at least 2 bids to the board of directors for the requested

services. The board of directors will work with the school leader to select the most comprehensive vendor.²

10. Charter school will ensure that the process for acquiring all goods is segregated to avoid and mitigate fraud and abuse. Charter school will also ensure contracts and bidding records are filed in the school's online file system.
 - A. The Charter School will execute a pre-approval for all purchases and it shall be approved by the CEO for purchases of \$25,000 or less and by the Board Treasurer if greater than \$25,000.

- B. The Charter School will execute a pre-approval for all contracts and it shall be approved by the CEO for contracts of \$10,000 or less and by the Board Treasurer if greater than \$10,000.
- C. All lease agreements will be evidenced by a lease or sublease agreement approved by the Board of Trustees and signed by the CEO. The agreement will identify all the terms and conditions of the lease.

800 TRAVEL POLICIES

801 Employee Mileage Reimbursement

- A. All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel. In addition, parking fees and tolls paid are reimbursable if supported by invoices and receipts.
- B. All employees requesting such mileage reimbursement are required to furnish a reimbursement request form containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by invoices, if applicable.

900 CONSULTANTS AND CONTRACTORS

901 Consultant Utilization

The utilization of all consultants and contract personnel are sufficiently evidenced by:

- A. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.
- B. As deemed appropriate by the Board of Trustees, invoices or billings submitted by consultants include sufficient detail as to the time expended and nature of the actual services performed.
- C. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement, contractor's compensation and the Charter School's rights to educational curricula and intellectual property developed.

902 Independent Contractors

The use of consultants is closely monitored so as not to vary from the rules of the Internal Revenue Code. In particular, consultants will:

- A. Not be controlled as to what services will be performed and how these services will be performed. Consultants will not have set hours of work.
- B. Adhere to a precise contract scope of services, recomputed or at least adjusted annually. This consultant agreement will specify the obligation of the consultant to pay his or her own self-employment taxes, if applicable.

- C. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
- D. Not be assigned a permanent workstation.

- E. Make their services available or work for a number of firms or persons at the same time.
- F. Will use his or her own stationery or time sheet in billing for services.

PART II

1000 - GENERAL ACCOUNTING PROCEDURES

In this section, procedures are described for the overall accounting system design, General Ledger activity and General Ledger closeout for the Charter School.

GENERAL LEDGER ACTIVITY

Control Objective

To ensure that all General Ledger entries are current, accurate and complete.

Major Controls

A. Timeliness of Entries

All entries are made soon after the underlying accounting event to ensure the financial records and reporting is current.

B. Support Documentation

All entries are supported by adequate documentation that clearly shows the justification and authorization for the transaction.

C. Audit Trail

A complete audit trail is maintained by use of reference codes from source documentation through the books of original entry and General Ledger, to periodic reporting statements.

Procedures

1. Financial data on source documentation is verified against original documents (e.g., invoice, purchase order, etc.) by the back-office services provider before entering into the accounting system.
2. Each entry in the accounting system is reviewed and approved by the back-office services provider.
3. Provision is made for using recurring General Journal entries for certain transactions, such as recording the monthly portion of prepaid insurance.
4. Non-recurring entries, such as for correcting entries, recording accruals and recording non-cash transactions, are prepared as circumstances warrant and on a monthly basis.
5. All entries in the books of original entry (e.g., cash receipts journal and checkbook) are made soon after the accounting event from authorized forms, and are prepared and reviewed by qualified accounting personnel.
6. The CEO has oversight ability and responsibility for all general journal entries.

GENERAL LEDGER CLOSE-OUT

Control Objective

To ensure the accuracy of financial records and reports.

Major Controls

A. Trial Balance

Monthly, a trial balance is prepared to ensure the accuracy of the General Ledger account balances.

B. Reconciliation of General Ledger Control Accounts with Subsidiary Ledgers

Reconciliations are prepared on a monthly basis.

Procedures

- 1. At the end of each month, a trial balance of all General Ledger accounts is prepared by the back-office services provider for the CEO and COO.
- 1. Reconciliation between the General Ledger control accounts and the subsidiary ledgers are completed by the back-office services provider.
- 2. At fiscal year end and after the annual audit, all income and expense accounts are closed out, and the general ledger balances are agreed to the audited financial statements.

1100 - CASH MANAGEMENT PROCEDURES

In this section, procedures are described for cash receipts, cash disbursements, and petty cash funds and prepaid items.

CASH RECEIPTS

Control Objective

To record cash receipts completely and accurately and to prevent the diversion of cash assets.

Major Controls

A. Cash Flow Projection

The Charter School annually prepares and updates monthly a cash flow projection for operations and capital cash needs to monitor and ensure adequate cash flow.

B. Cash Receipts Policies

The School has internal control systems in place to monitor cash receipts, and ensure that deposits are made in a timely manner. The School also uses electronic fund transfers to accelerate deposits. An officer from the school will issue receipts when cash is received,

and review total with another officer (dual counting) before signing off with confirmation on cash logs.

C. Internal Accounting Controls

- (i) Opening of mail assigned to an employee with responsibilities independent of access to files or documents pertaining to accounts receivable or cash accounts.
- (ii) Listed receipts and credits compared to accounts receivable and bank deposits.
- (iii) General Ledger control accounts reconciled with Accounts Receivable Subsidiary Ledger.

Procedures

A. General

- 1. Mail is opened by the Administrative Assistant or Director of Operations who sorts the checks and forwards them to the CEO or appropriate recipient.
- 2. School will make sure that all mail is delivered to 6103 Crenshaw Blvd. Los Angeles CA, 90043.
- 3. All checks are restrictively endorsed immediately by the CEO.
- 4. The back-office services provider prepares journal entries.
- 5. A copy of each check to be deposited is made and attached to copy of the deposit slip and filed to provide support for all deposits.
- 6. The back-office services provider reviews and signs off on journal entries.
- 7. The back-office services provider inputs journal entries.
- 8. The CEO makes deposits no later than on a weekly basis. If deposits are made other than daily, the deposit should be maintained in a secure area with limited access.
- 9. Reconciliation of cash receipts to deposit slips and bank statements are performed by the Director of Operations and the back-office services provider on a monthly basis.

CASH DISBURSEMENTS

Control Objective

To disburse cash for authorized purposes and record cash disbursements completely and accurately.

Major Controls

A. Cash Disbursement Policies

Check preparation and signatures are delayed until the due date, consistent with available discounts if available.

B. Internal Accounting Controls

- (i) Pre-numbered checks and special check protective paper.
- (ii) Match disbursement records against accounts payable/open invoice files.
- (iii) Bank statements reconciled to cash accounts and any outstanding checks verified by the back-office services provider, if applicable.
- (iv) Supporting documentation canceled to prevent resubmission for payment.
- (v) Detailed comparison of actual vs. budget disbursements on a periodic basis.
- (vi) Separation of duties to the extent possible for an organization the size of the School.
- (vii) Back-office services provider accounting system does not allow duplicate invoices to be input and each invoice must have an invoice number on it.
- (viii) Back office notifies school of stale checks of 30 days. School contacts vendor to inquire about the stale check. School requests cancellation of old check or ensures timely deposit of current check from vendor. School communicates with Back office to determine next steps.

Procedures

1. When the transaction is complete and payment is due, a pre-numbered check is prepared by the back-office services provider who attaches all supporting documentation: (e.g. vendor invoice, purchase order, purchase requisition, etc.) and submits the package to the CEO for approval.
2. All invoices submitted for payment will include approvals for payment, check stub with check number and date of payment visible.
3. The CEO approves checks, after examining the supporting documentation. All checks over \$25,000 must bear two approvals either manually or electronically, from the CEO and a member of the Board (except recurring payments that are detailed in the approved budget).
4. After having been approved and/or signed, the checks are mailed directly to the payee by back office services provider.
5. All supporting documents are filed by back office business services provider.
6. On a periodic basis, cash disbursement records are matched against accounts payable/open

invoice files for any discrepancies.

7. Bank statements are reconciled soon after receipt by either the back-office services provider and are available for review by the CEO.

PETTY CASH FUNDS

Control Objective

To control the use of petty cash funds for valid transactions.

Major Controls

A. Internal Accounting Controls

- (i) The Charter School does not use Petty Cash Funds.

1200 - PAYROLL PROCEDURES

Payroll procedures are organized under six categories: personnel requirements, personnel data, timekeeping, preparation of payroll, payroll payment, and payroll withholdings.

PERSONNEL REQUIREMENTS

Control Objective

To ensure that the School hires only those employees, full or part-time, it absolutely needs and exerts tight control over hiring new employees.

Major Controls

Payroll Policies

Procedures

New Employees

1. Requests for new employees are initiated by the CEO and compared with the approved annual personnel budget.
2. New employees complete an *Application for Employment*.
3. New employees complete all necessary paperwork for payroll.
4. Employee is fingerprinted and tested for tuberculosis (TB). Fingerprint and TB clearance must be received by the school before any employee may start work.

Vacation and Sick Pay

1. If applicable, employees accrue vacation time based on personnel policy of the Charter School.
2. If applicable, employee is required to provide at least two weeks advanced notice to supervisors for a vacation request.

3. If applicable, regular part-time employees will earn vacation time on a pro-rated basis based on personnel policy of the Charter School.
4. If applicable, employees' earned vacation balances are adjusted monthly to reflect vacation time earned and taken and reviewed by the CEO or COO.
5. Sick leave taken is monitored against each employee's available sick time on an electronic spreadsheet and reviewed by the CEO or COO. If planned in advance, sick leave is requested via a Sick Leave Request form, otherwise sick leave is requested via e-mail and approved by the CEO or COO.
6. If applicable, before vacation time is paid, a *Vacation Authorization Request* is to be prepared by the employee, which is reviewed and approved by the CEO or COO.
7. The back-office services provider monitors vacation and sick time by maintaining a log for each individual.
8. If applicable, a General Journal entry is prepared at year-end to record the accrued vacation liability.
9. If applicable, unused vacation time is based on personnel policy of the Charter School.

PERSONNEL DATA

TIMEKEEPING

Control Objective

To ensure that payment for salaries and wages is made in accordance with documented time records.

Major Controls

A. Timekeeping Policies

Employees are instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives.

B. Time Sheet

Labor hours are accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals, are documented.

C. Internal Accounting Controls

- (i) Reconciliation of hours charged on time sheets to attendance records.

Procedures

Time Sheet Preparation

1. Hourly employees prepare time sheets on a semi-monthly basis.
2. In preparing time sheets, employees:
 - (i) Enter hours in ink and sign the completed timekeeping record

- (ii) Make all corrections in ink by crossing out the error and initialing the change.
- (ii) Submit the completed time sheet to the Administrative Assistant.

Approval and Collection of Time Sheets

1. Each employee's time sheet is forwarded to the Administrative Assistant or Director of Operations on a monthly basis, which ensures all the timesheets are submitted in a timely manner. The Administrative or Director of Operations forwards the timesheets to the COO who reviews and approves them.
2. Authorized timesheets are collected by the COO and hours worked for each employee is provided to the back-office services provider for processing.

Reconciliation of Payroll to Time Sheets

1. Hours shown on time sheets are reconciled to the hours recorded on the Payroll Register by the COO or their designee for each time sheet period.

PREPARATION OF PAYROLL

Control Objective

To ensure that payment of salaries and wages is accurately calculated.

Major Controls

A. Internal Accounting Controls

- (i) Time records are periodically reconciled with payroll records.

Procedures

1. The Director of Operations forwards approved time sheets to the back-office services provider.
2. The total time recorded on time sheets and the number of employees is calculated by the back-office services provider.
3. Recorded hours from the monthly time sheets are accumulated by the back-office services provider and communicated to the Payroll Service.
4. The payroll documents received from the in-house payroll software (e.g., calculations, payrolls and payroll summaries) are compared with time sheets, pay rates, payroll deductions, compensated absences etc. by the back-office services provider.
5. The back-office business provider verifies gross pay and payroll deductions.
6. The total hours and number of employees are compared with the totals in the Payroll Register by the back-office services provider.
7. The Payroll Register is reviewed and approved by the CEO and COO.

PAYROLL PAYMENT

Control Objective

To ensure payment for salaries and wages by check, direct deposit, cash or other means is made only to employees entitled to receive payment.

PAYROLL WITHHOLDINGS

Control Objective

To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties.

Major Controls

A. Reconciliation of Payment and Payroll Withholdings

Payroll withholdings are recorded in the appropriate General Ledger control accounts and reconciled with payments made to third parties.

B. Internal Accounting Controls

The COO determines payroll withholdings and the back-office services provider verifies.

Procedures

1. The COO determines payroll withholdings and the back-office services provider verifies payroll withholdings for each employee. These are summarized by pay period and recorded in the General Ledger.
2. Payments for payroll withholdings are reconciled with the amounts recorded in the General Ledger control accounts by the back-office services provider.
3. The back-office services provider reviews the accuracy and timeliness of payments made to third parties for payroll withholdings.
4. Original withholding and benefit election forms, maintained in the employee file, are prepared by employee and reviewed and approved on a periodic basis by the back-office services provider.

1300 DEPRECIATION

Procedures

1. The School capitalizes all fixed assets when acquired, and records the historical cost of these items in the general ledger. In accordance with generally accepted accounting principles and under FASB guidelines, depreciation expense must be recorded in the statement of revenue, expenditures and changes in net assets. The Charter School will use the straight-line method of depreciation over the assets useful life as determined as follow:

| | |
|------------------|---------|
| Computers | 3 years |
| Office Equipment | 5 years |
| Vehicles | 5 years |

| | |
|------------------------|---|
| Office Furniture | 7 years |
| Leasehold Improvements | Life of lease or 5 years whichever is greater |
| Building Improvements | 20 years |
| Building | 30 years |

1400 EXPENSE REIMBURSEMENT

Control Objective

To ensure the School pays for only authorized business expenses.

A. Travel Policies

Travel expenses must be pre-approved by either the CEO.

B. Employee Expense Reimbursement Documentation

Employees are required to obtain and furnish documentation for individual expenses and company credit card purchases.

- Reimbursements shall be made only for actual and necessary business and school-related expenses.
- Reimbursements shall not be used as an alternative to the purchase requisition system.
- Reimbursement requests shall contain a receipt, invoice and/or record of sale, and other relevant documentation, such as prior approval and/or a purchase order.
- Purchases of the following items are not eligible for reimbursement by the Charter School. Any purchases of such items, if appropriate, shall be made through the schools' purchase requisition system (email approval).
 - Deposits or advances for services that have not been rendered;
 - Donations or sponsorships;
 - Personal cell phone purchases or monthly plans (these are handled by purchase orders, with minor accessory items allowed);
 - Alcoholic beverages
 - Individual items costing more than \$500, excluding travel
- Non-school-related purchases are prohibited. The use of the Charter Schools funds for personal use is prohibited, including the submission of any non-school-related purchases for reimbursement. Individuals who use or attempt to use the Charter Schools funds or seek reimbursement for non-school related purposes shall be subject to disciplinary action. Any individual who the CEO or his/her

designee determines has sought reimbursement for irregular or unauthorized transactions, whether personal or unauthorized business transactions, will be subject to disciplinary action.

C. Internal Accounting Controls

- (i) Justification for travel approved by CEO or COO
- (ii) Documentation for incurred employee expenses
- (iii) Documentation for company credit card purchase.

Expense Advance or Reimbursement

Expense Reimbursement:

1. Soon after traveling, but not exceeding 30 days, an employee who seeks reimbursement for authorized expenses completes a reimbursement request form detailing the expenses incurred, including detail of mileage driven, and attaching originals of supporting documentation.
2. All credit card purchases are supported by invoices in order to be reimbursed. Receipts must be original receipts, clearly legible and only contain items for which the employee is being reimbursed. Personal items should be purchased separately.
3. The employee's reimbursement request form and credit card purchase invoices are reviewed and approved by the CEO or COO.

1500 - MANAGEMENT REPORTING PROCEDURES

In this section, procedures are covered for supporting the annual budget, financial reporting and tax compliance.

ANNUAL BUDGET

Control Objective

To effectively support the preparation of the annual budget and its periodic review.

Major Controls

A. Budget Process

The CEO works with the back-office services provider and prepares the annual operating and capital budgets and cash flow projection, with input from the school's community. The budgets and projection are submitted to the Board of Trustees for approval.

B. Internal Accounting Controls

Accuracy and completeness of the budget and projections

Procedures

1. In preparation of the annual operating and capital budget and cash flow projection, the back-office services provider prepares a preliminary budget and projection for review by the CEO in consultation with stakeholders as appropriate.

2. To support budgets and projection estimates, the back-office services provider prepares current year-to-date financial data with projections of year-end totals.
3. The back-office services provider and the CEO review the budgets and projection submitted for completeness and reasonableness.
4. The Board of Trustees approves and adopts the final budgets and projection.
5. The adopted budget totals are entered in the General Ledger by the back-office services provider for the new fiscal year, in order to prepare budget to actual reports.

FINANCIAL REPORTING

Control Objective

To ensure the accuracy, completeness and timeliness of financial reporting to support decision-making.

Major Controls

A. Schedule

Monthly managerial reports are prepared based on a schedule.

B. Review and Approval

Financial reports are reviewed for accuracy and completeness.

C. Audit

The annual financial statements of the School are audited by a certified public accounting firm.

Procedures

1. The back-office services provider prepares monthly budget vs. actual financial reports and cash flow projection for the Board of Trustees meetings.
2. The Charter School submits to an audit of its financial statements by a qualified certified public accounting firm.
3. The School shall automatically submit all financial reports required under Education Code Section 47604.33 and 47605(m).

PAYROLL TAX COMPLIANCE

Control Objective

To accurately prepare and file required tax documents on a timely basis.

Procedures

1. The School maintains a schedule of required filing due dates for:

- (i) *IRS Form W-2* - Wage and Tax Statement.
 - (ii) *IRS Form W-3* - Transmittal of Income and Tax Statements.
 - (iv) *IRS Form 941* - Employer's Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes.
 - (v) *IRS Form 1099 MISC* (also *1099-DIV, 1099-INT, 1099-OID*) - U.S. Annual Information Return for Recipients of Miscellaneous Income.
 - (i) Quarterly and annual state(s) unemployment tax return(s).
2. Before submission, all payroll tax documents and the supporting schedules are reviewed and approved by the back-office services provider for accuracy and completeness.

Addendum to Cash Disbursement Section of Fiscal Policy

MANUAL CASH DISBURSEMENTS

Control Objective

To expedite cash disbursements for authorized purposes and record cash disbursements completely and accurately.

Major Controls

A. Manual Cash Disbursement Policies

Manual check preparation and signatures are processed upon receipt of the invoice and the satisfaction of paid duties.

B. Internal Accounting Controls

- (i) Pre-numbered checks and special check protective paper.
- (ii) Match disbursement records against accounts payable/open invoice files.
- (iii) Bank statements reconciled to cash accounts and any outstanding checks verified by the back-office services provider, if applicable.
- (iv) Supporting documentation canceled to prevent resubmission for payment.
- (v) Detailed comparison of actual vs. budget disbursements periodically.
- (vi) Separation of duties to the extent possible for an organization the size of the School.
- (vii) Back-office services provider accounting system does not allow duplicate invoices to be input and each invoice must have an invoice number on it.
- (viii) Back office notifies the school of stale checks of 30 days. School contacts the vendor to inquire about the stale check. School requests the cancellation of an old check or ensures the timely deposit of a current check from the vendor. The school communicates with the Back office to determine the next steps.

Procedures

1. When the transaction is complete and payment is due, the school will prepare a pre-numbered manual check and provide all supporting documentation to the Back office. (e.g. vendor invoice, purchase order, purchase requisition, W-9, etc.)
2. An authorized bank signer must sign the manual check. If the CEO does not sign the check, the invoice will be submitted through the Accounts Payable Online Platform for CEO approval. The invoice number will include the word "Paid" as an indicator that the payment was disbursed via manual check.

3. All checks over \$25,000 must bear two approvals, from the CEO and a member of the Board.
4. Back-office will clear the invoice as paid via manual check in the Online Platform after the CEO's approval.

2022–23 Application for Funding

CDE Program Contact:

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

Local Governing Board Approval

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

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

District English Learner Advisory Committee Review

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

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

Application for Categorical Programs

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

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

*****Warning*****

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.

CRETE ACADEMY - Financial Dashboard (September 2022)

1 Key Performance Indicators

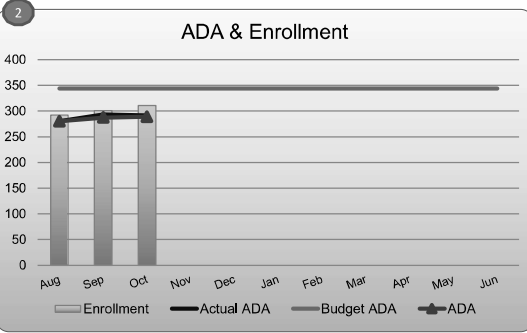
ADA vs. Budget Cash on Hand

Net Income / (Loss) Year-End Cash

KEY POINTS

Learning Recovery Emergency Block Grant - \$446,007
 To be used for learning recovery initiatives through the 2027-28 school year that, at a minimum, support academic learning recovery, and staff and pupil social and emotional well-being. Funds shall be spent for allowable purposes specified in EC 32526(c) including, but not limited to, extended learning time, accelerating progress to close learning gaps and integrated pupil supports.

Arts, Music, and Instructional Materials Discretionary Block Grant - \$137,072
 To obtain standards-aligned professional development and instructional materials in specified areas, obtain professional development on improving school culture, develop diverse and culturally relevant book collections, operational costs and COVID personal protective equipment. Funds are available for encumbrance through the 2025-26 fiscal year.



3 Average Daily Attendance Analysis

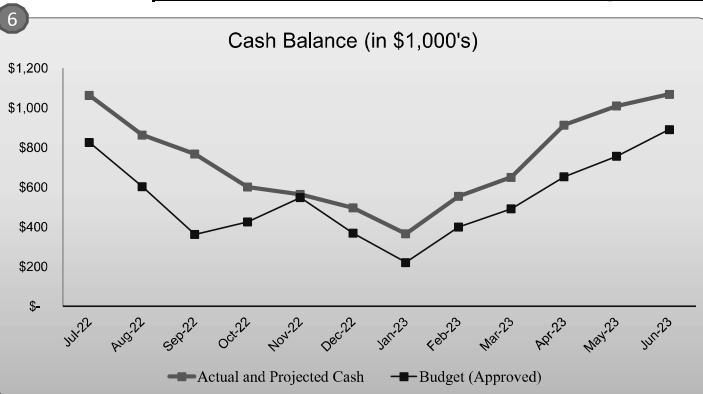
| Category | Actual through Month 3 | Forecasted P2 | Budgeted P2 | Better/ (Worse) | Prior Year P2 |
|------------|------------------------|---------------|-------------|-----------------|---------------|
| Enrollment | 311 | 311 | 362 | (51) | 212 |
| ADA % | 95.6% | 95.2% | 95.0% | 0.2% | 97.1% |
| ADA | 288.81 | 293.28 | 343.90 | (50.62) | 205.79 |

4 LCFF Supplemental & Concentration Grant Factors

| Category | Budget | Forecast | Variance | Prior Year |
|---------------------------|--------|----------|----------|------------|
| Unduplicated Pupil % | 85.6% | 87.9% | 2.3% | 92.9% |
| 3-Year Average % | 86.6% | 88.3% | 1.7% | 90.5% |
| District UPP C. Grant Cap | 85.6% | 85.6% | 0.0% | 85.6% |

5 INCOME STATEMENT

| INCOME STATEMENT | Forecast | VS. BUDGET | | Historical | |
|-------------------------------|------------------|------------------|-----------------|------------------|------------------|
| | As of 09/30/22 | FY 22-23 Budget | Variance B/(W) | FY 21-22 | FY 20-21 |
| Local Control Funding Formula | 3,968,556 | 4,343,072 | (374,516) | 2,467,050 | 1,879,286 |
| Federal Revenue | 224,302 | 224,302 | - | 921,374 | 417,092 |
| State Revenue | 786,858 | 474,238 | 312,620 | 329,685 | 243,316 |
| Other Local Revenue | 29,606 | 18,606 | 11,000 | 225,993 | 146,404 |
| Grants/Fundraising | 15,000 | - | 15,000 | - | - |
| TOTAL REVENUE | 5,024,323 | 5,060,218 | (35,895) | 3,944,103 | 2,686,099 |
| <i>Total LCFF per ADA</i> | <i>13,532</i> | <i>12,629</i> | <i>903</i> | <i>19,166</i> | <i>13,716</i> |
| Certificated Salaries | 1,704,210 | 1,760,915 | 56,704 | 1,107,919 | 739,906 |
| Classified Salaries | 611,819 | 727,582 | 115,763 | 449,107 | 282,398 |
| Benefits | 455,744 | 478,297 | 22,553 | 282,184 | 209,420 |
| Student Supplies | 501,530 | 481,030 | (20,500) | 453,929 | 165,583 |
| Operating Expenses | 1,636,172 | 1,566,959 | (69,213) | 1,000,530 | 578,928 |
| Uncategorized Expenses | 13,697 | - | (13,697) | - | - |
| Other | 26,052 | 30,363 | 4,311 | 173,538 | 140,206 |
| TOTAL EXPENSES | 4,949,225 | 5,045,146 | 95,921 | 3,467,207 | 2,116,441 |
| <i>Total per ADA</i> | <i>16,875</i> | <i>14,670</i> | <i>(2,205)</i> | <i>16,848</i> | <i>10,808</i> |
| NET INCOME / (LOSS) | 75,098 | 15,072 | 60,026 | 476,896 | 569,658 |



Year-End Cash Balance

| Projected | Budget | Variance |
|-----------|---------|----------|
| 917,920 | 891,839 | 26,080 |

7 Balance Sheet

| Balance Sheet | 6/30/2022 | 8/31/2022 | 9/30/2022 | 6/30/2023 FC |
|---------------------------------------|------------------|------------------|------------------|------------------|
| Assets | | | | |
| Cash, Operating | 895,126 | 864,324 | 768,834 | 917,920 |
| Accounts Receivable | 567,615 | 199,806 | 50,342 | 558,660 |
| Due From Others | 123,817 | 133,363 | 129,048 | 184,071 |
| Other Assets | 34,345 | 32,203 | 32,808 | 58,233 |
| Net Fixed Assets | 22,321 | 21,029 | 37,992 | 15,220 |
| Total Assets | 1,643,223 | 1,250,725 | 1,019,025 | 1,734,104 |
| Liabilities | | | | |
| A/P & Payroll | 96,311 | 154,806 | 109,291 | 119,042 |
| Deferred Revenue | 292,057 | 292,057 | 292,057 | 292,057 |
| Total Debt | 21,140 | 21,140 | 21,140 | 14,192 |
| Total Liabilities | 409,507 | 468,002 | 422,487 | 425,290 |
| Equity | | | | |
| Beginning Fund Bal. | 756,821 | 1,233,716 | 1,233,716 | 1,233,716 |
| Net Income/(Loss) | 476,896 | (450,993) | (637,178) | 75,098 |
| Total Equity | 1,233,716 | 782,723 | 596,538 | 1,308,814 |
| Total Liabilities & Equity | 1,643,223 | 1,250,725 | 1,019,025 | 1,734,104 |

| Days Cash on Hand | 92 | 64 | 57 | 68 |
|-------------------|-------|-------|-------|-------|
| Cash Reserve % | 25.3% | 17.6% | 15.6% | 18.6% |

GRETE ACADEMY

2022-23 Cash Flow Forecast

Prepared by ExEd. For use by ExEd and ExEd clients only. © 2022 ExEd

Actuals as of 9/30/2022

| | ACTUAL Jul-22 | ACTUAL Aug-22 | ACTUAL Sep-22 | Oct-22 | Nov-22 | Dec-22 | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Accrual | FORECAST Jul-22 - Jun-23 | Budget Variance Better / (Worse) | % Better / (Worse) |
|--|------------------|------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|----------------|-----------------------------|-------------------------------------|--------------------|
| Change in Other Long Term Assets | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Change in Other Long Term Liabilities | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Depreciation Expense | 1,266 | 1,281 | 733 | 2,530 | 2,530 | 2,530 | 2,530 | 2,530 | 2,530 | 2,530 | 2,530 | 2,530 | - | 26,052 | (4,311) | |
| Cash Flow from Investing Activities | - | (1,255) | (17,697) | - | - | - | - | - | - | - | - | - | - | (18,952) | 132,863 | |
| Capital Expenditures | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Cash Flow from Financing Activities | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Source - Sale of Receivables | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Use - Sale of Receivables | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Source - Loans | - | - | - | (2,316) | (2,316) | (2,316) | - | - | - | - | - | - | - | (6,948) | (6,948) | |
| Use - Loans | - | - | - | 601,625 | 564,308 | 496,979 | 366,231 | 554,810 | 651,070 | 914,406 | 1,010,048 | 1,066,753 | 917,920 | (6,948) | (6,948) | |
| Ending Cash Balance | 1,063,622 | 864,324 | 768,834 | 601,625 | 564,308 | 496,979 | 366,231 | 554,810 | 651,070 | 914,406 | 1,010,048 | 1,066,753 | 917,920 | (6,948) | (6,948) | |

**Crete Academy
Financial Analysis
September 2022**

Net Income

Crete Academy is projected to have a net income of \$75,098 in the fiscal year 2022-23. This is \$60,026 favorable when compared to the board-approved budget.

Balance Sheet

As of September 30, 2022, the school's cash balance was \$768,834.

As of September 30, 2022, the Accounts Receivable balance was \$50,342.

As of September 30, 2022, the Accounts Payable balance totaled \$109,291. This does not include \$68,272 of pending invoices currently in the AP system for September. These invoices were recently approved and are expected to be paid shortly.

Income Statement

Revenue

Total revenue for the fiscal year 2022-23 is projected to be \$5,024,323, which is \$35,895 less than the board-approved budget.

- LCFF is projected to be \$374,516 less than the budget. LCFF was calculated based on 311 enrollment and 293.28 ADA (or 95.2% ADA). The approved budget used an enrollment of 362 with 343.90 ADA (or 95% ADA).
- State Revenue is projected to be \$312,620 more than the budget due to an increase in one-time spending.

Expenses

Total expenses for the year are projected to be \$4,949,225. This is \$95,921 less than the budgeted amount.

- Salaries and Benefits are projected to be \$195,020 below the budgeted amounts due to adjustments made to the staff structure after the consolidation of the two campuses (Crenshaw and Budlong). Projections are based on current spending trends as well.
- Student Supplies are projected to be \$20,500 over budget due to a trend of increased Core Curriculum Materials, Food, and Other Supplies costs.
- Operating Expenses are projected to be \$69,213 over budget due to Vendor Repair cost current trends. These expenses include repair expenditures to the school's campus for flooring, hallway work, ceiling work, office wall work, and toilet replacements. Does not include a major renovation project.
- Uncategorized Expenses are currently \$13,697. This number represents the expenditures that do not have supporting documentation and the school has not identified as of September.

ADA

Year-end enrollment is expected to be 311 with an ADA of 288.81 based on the enrollment report from October 10, 2022, to November 4, 2022. The budgeted enrollment was 362 with an ADA of 343.90.

**Crete Academy
Check Register
From 09/01/2022 to 09/30/2022**

| Check # | Vendor Name | Date | Description | Amount |
|--------------|--|-----------|---|-------------------|
| 0121M | ARCHDIOCESE OF LOS ANGELES EDUCATION & WELFARE CORPORATION | 9/1/2022 | 09/22 - RENT | 15,000.00 |
| 0122M | 4717 CRENSHAW BLVD LLC | 9/1/2022 | 09/22 - OFFICE RENT | 2,650.00 |
| 0123M | R&M PAINTING | 9/9/2022 | UNCATEGORIZED EXPENSE | 2,975.00 |
| 0125M | AVIATOR BASKETBALL | 9/9/2022 | 08/22 - AFTER SCHOOL SERVICES - CRENSHAW | 1,750.00 |
| 0126M | VOID | 9/12/2022 | VOID | 0.00 |
| 0127M | | 9/12/2022 | 08/22/22-09/06/22 - STIPEND | 1,363.20 |
| 0128M | K.M.E. 23 LLC | 9/12/2022 | 08/23/22-09/01/22 - TRANSPORTATION SERVICES | 360.00 |
| 0129M | DAVID'S LOCK & KEY | 9/14/2022 | 09/14/22 - LOCK INSTALL & SERVICE CALLS | 300.00 |
| 0130M | ACCREDITING COMMISSION FOR SCHOOLS | 9/29/2022 | 09/22 - CTC APPLICATION | 100.00 |
| 0131M | ACCREDITING COMMISSION FOR SCHOOLS | 9/29/2022 | 09/22 - CTC APPLICATION | 100.00 |
| 0132M | ACCREDITING COMMISSION FOR SCHOOLS | 9/29/2022 | 09/22 - CTC APPLICATION | 100.00 |
| 1000060 | CHRISTOPHER GREENSLATE | 9/6/2022 | 08/22 - ACADEMIC CONSULTING SERVICES | 5,909.09 |
| 1000061 | SOCALGAS | 9/6/2022 | 07/19/22-08/17/22 - GAS CHARGES | 335.43 |
| 1000062 | TANESHA MCGREGOR | 9/6/2022 | MENTAL NOTE BY IMANI TAWFIG - GIFTS FOR TEACHERS | 448.00 |
| 1000063 | EASICLEAN | 9/6/2022 | 08/22 - JANITORIAL SERVICES | 1,375.00 |
| 1000064 | SGM MANAGEMENT SOLUTIONS, LLC | 9/6/2022 | 08/22 - CHIEF OF STAFF SERVICES | 11,250.00 |
| 1000065 | MICROSOFT CORPORATION | 9/6/2022 | 08/05/22-09/04/22 - OFFICE 365 MONTHLY SUBSCRIPTION | 130.00 |
| 1000066 | CHRISTY WHITE, INC, CHRISTY WHITE ASSOCIATES, CHARTER WISE | 9/6/2022 | FY21-22 - CHARTER SCHOOL AUDIT - 1ST PROGRES BILL 50% | 4,050.00 |
| 1000067 | REPUBLIC SERVICES #902 | 9/6/2022 | 09/22 - WASTE MANAGEMENT SERVICES | 966.77 |
| 1000068 | AVIATOR BASKETBALL | 9/12/2022 | 08/22 - AFTER SCHOOL SERVICES - BUDLONG | 1,750.00 |
| 1000069 | KRYSTAL ELAINE MCGEE | 9/12/2022 | 09/22 - HUMAN RESOURCES SERVICES | 1,625.00 |
| 1000070 | NASEEM MOUSSAVIAN | 9/12/2022 | CITY OF LOS ANGELES - TRAFFIC CITATION FEE | 75.00 |
| 1000071 | FIRST CITIZENS BANK | 9/12/2022 | 09/22 - COPIER LEASE | 376.68 |
| 1000072 | FRESHLUNCHES INC | 9/12/2022 | MEALS - BREAKFAST & LUNCH2 (3) TRASH CANS, (2) JUMBO COOLERS, (6) FOLDING TABLES, | 1,656.00 |
| 1000073 | ULINE, INC | 9/12/2022 | (2) CASHIER MATS, ETC | 13,997.03 |
| 1000074 | PROGRESS PREFERRED INSURANCE, INC LOS ANGELES DEPARTMENT OF WATER AND | 9/12/2022 | 08/14/22-08/28/22 - AUTO COVERAGE 08/04/22-09/01/22 - WATER, SEWER & FIRE SERVICE | 2,840.10 |
| 1000075 | POWER | 9/12/2022 | CHARGES | 500.05 |
| 1000076 | GARZA INDUSTRIES, INC. | 9/12/2022 | PAPER, GAS SURCHARGE | 162.47 |
| 1000077 | OPEN WORKS | 9/12/2022 | 09/22 - JANITORIAL SERVICES TOTE BAGS, SPORTS BOTTLES, NOTEPADS, ETC FOR | 3,854.00 |
| 1000078 | SWAG PROMO | 9/12/2022 | PROMOTION 08/22 - MANAGEMENT CONTRACT FEE, CALPADS & SIS | 3,283.10 |
| 1000079 | EXED | 9/12/2022 | SUPPORT SERVICES, UPS MAIL & TRACKING SERVICE | 8,397.55 |
| 1000080 | DAVID TOKOFSKY CONSULTING | 9/12/2022 | 08/22 - OUTREACH, NETWORK, SUPPORT & CONSULTING | 1,000.00 |
| 1000081 | GLOBAL EDUCATION SOLUTIONS, INC | 9/12/2022 | 08/22 - PROFESSIONAL CONSULTING | 3,000.00 |
| 1000082 | KAISER FOUNDATION HEALTH PLAN INC | 9/12/2022 | 10/22 - HEALTH PREMIUM | 10,242.01 |
| E007474 | CINTAS CORPORATION NO.3 | 9/26/2022 | SOAP, SIG SANT, AIR FRESHENER, ETC | 1,346.00 |
| P026664 | METHODOLOGY IT INC | 9/19/2022 | 09/22 - IT, SECURITY & NETWORK SERVICES | 8,005.52 |
| P026739 | FULL ACCESS CONTROL, INC | 9/20/2022 | (1) HIGH SECURITY LEVER, LOCK & KEYS, SERVICE CALL | 361.50 |
| P026740 | FRESHLUNCHES INC | 9/20/2022 | FRUITS (1) AMAZON - BASIC CASSETTE/CD/AM-FM LISTENING | 373.37 |
| P026741 | JENNIFER MACK | 9/20/2022 | CENTER 6 STATIONS | 209.13 |
| P026742 | OFFICECORP INC | 9/20/2022 | 08/05/22-09/04/22 - PRINTING METER | 341.89 |
| P026743 | EASICLEAN | 9/20/2022 | 09/22 - JANITORIAL SERVICES | 1,140.00 |
| P026744 | KRYSTAL ELAINE MCGEE | 9/20/2022 | 09/22 - HUMAN RESOURCES SERVICES | 1,625.00 |
| P026745 | MARK SHIELDS | 9/20/2022 | 08/22 - INTERNSHIP STIPEND, TB & LIVSCAN | 2,618.00 |
| P026746 | JEFFERY D. PAIGE | 9/20/2022 | FY20-22 - STAFF REFERRAL & HIRING | 2,000.00 |
| P026747 | VISION SERVICE PLAN | 9/20/2022 | 09/22 - VISION PLAN | 323.94 |
| P026748 | VISITU, LLC | 9/20/2022 | 09/07/22-09/07/23 - BASIC PLAN SUBSCRIPTION | 2,000.00 |
| P027209 | METHODOLOGY IT INC | 9/26/2022 | 08/22 - IT, SECURITY & NETWORK SERVICES | 5,070.00 |
| P027210 | EVELYN BAHURINSKY | 9/26/2022 | CITY OF LOS ANGELES - TRAFFIC CITATION FEE | 75.00 |
| P027211 | ARCO BUSINESS SOLUTIONS | 9/26/2022 | GAS FOR VAN | 326.07 |
| P027212 | DIANDRA BREMOND | 9/26/2022 | 08/24/22-09/20/22 - STRATEGIC PLANNING | 2,500.00 |
| P027213 | DOMAIN LISTINGS LLC | 9/26/2022 | 07/01/22-06/30/23 - WEBSITE DOMAIN HOSTING | 288.00 |
| P027214 | GUSTAVO ZERMENO JR | 9/26/2022 | 09/21/22 - MURAL WORK | 500.00 |
| P027215 | DAVID TOKOFSKY CONSULTING | 9/26/2022 | 09/22 - OUTREACH, NETWORK, SUPPORT & CONSULTING | 1,300.00 |
| P027216 | COSTCO WHOLESALE MEMBERSHIP, INC | 9/26/2022 | 11/22- 06/23 - MEMBERSHIP RENEWAL | 120.00 |
| P027217 | TASC | 9/26/2022 | 10/22 - PARTICIPANT FEE | 35.00 |
| P027218 | ORKIN PEST CONTROL | 9/26/2022 | 08/22 - MONTHLY PEST CONTROL | 378.00 |
| P027219 | ABIGAIL DIGRAZIA | 9/26/2022 | 08/22/22-09/12/22 - DANCE CLUB SESSION | 585.00 |
| P027220 | MARLIN LEASING CORPORATION | 9/26/2022 | 09/22 - COPIER LEASE | 103.09 |
| P027221 | EASICLEAN | 9/26/2022 | 09/22 - JANITORIAL SERVICES - BUDLONG | 3,000.00 |
| P027222 | PAMELA EUNICE WATTS | 9/26/2022 | 08/23/22-09/12/22 - DANCE CLASSES (2) FULL DUTCH DOORS, (1) REFRIGERATOR, ALUMINUM | 520.00 |
| P027223 | KATOM RESTAURANT SUPPLY, INC | 9/26/2022 | SHEET PANS FOR FREE & REDUCE LUNCH PROGRAM | 11,559.61 |
| P027224 | R&M PAINTING | 9/26/2022 | 09/11/22 - TOILET REPLACEMENT | 750.00 |
| Total | | | | 149,375.60 |



CHARACTER • EQUALITY • EXCELLENCE
RESPONSIBILITY • TEACHABILITY

Crete Academy
Suicide Prevention Policy
Board Approved 12/7/2021

Crete Academy

Suicide Prevention Policy

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Crete Academy Principal or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the Staff and Teachers at Crete Academy, the Principal or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health specialists, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students

https://achieve.lausd.net/cms/lib08/CA01000043/Centricity/Domain/338/SMH%20Suicide%20Prevention%20Awareness_Staff.pdf

https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/662/spip%20pdfs%202019/SMH_Self%20Injury%20Awareness_staff_eng2019.pdf

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

<https://www.suicideispreventable.org/>

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

Crete School Conduct & Core Values

Crete Anti-Bullying Policy

Positive School Climate

Nondiscrimination

Zero Tolerance Policy for Harassment/Sexual Harassment/Hate-Motivated Behavior

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis

https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/662/pdfs/suicide%20prevention/new%20files/attachments_2019-2020/Attachment%20G%20-%20Suicide%20Prevention%20Awareness_parent.pdf

https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/662/pdfs/suicide%20prevention/new%20files/attachments_2019-2020/Attachment%20H%20-%20Self-Injury%20Awareness_parent.pdf

5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions

<https://www.suicideispreventable.org/>

6. Crisis intervention procedures for addressing suicide threats or attempts

https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/662/pdfs/suicide%20prevention/new%20files/attachments_2019-2020/Attachment%20R%20-%20Resource%20Guide.pdf

<https://emmresourcecenter.org/resources/suicide-prevention-and-children-building-resilience-through-social-and-emotional-learning>

7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

https://achieve.lausd.net/cms/lib/CA01000043/Centricity/domain/662/pdfs/suicide%20prevention/new%20files/attachments_2019-2020/Attachment%20R%20-%20Resource%20Guide.pdf

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth.

The Board shall review, and update as necessary, this policy at least every five years.

