



REGULAR BOARD MEETING

AGENDA

January 29, 2020, 5:00 PM

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

Conference Line: 712-770-5505; PIN: 173509

6103 Crenshaw Boulevard, Los Angeles, CA

333 South Hope Street, 43rd Floor, Los Angeles, CA

7311 N Figueroa Street, Los Angeles, CA

1346 West Rosecrans Avenue, Gardena, CA

1. **Welcome**
2. **Brown Act Training with CSMC Leadership**
3. **Review and Approval of December Board Meeting Minutes** BOARD REVIEW AND VOTE
4. **Executive Director Report**
 - a. LAUSD Oversight Visit
 - b. Review of Academic Data
 - c. School Climate Update
 - d. Operations and Human Resources Update
5. **LCAP** BOARD REVIEW AND VOTE
6. **Revised Fiscal Policies and Procedures** BOARD REVIEW AND VOTE
 - a. Add Competitive Bidding Section
 - b. Edit Use of School Assets- Item #207
7. **Board Member Composition** BOARD DISCUSSION
8. **MTD Fiscal Reports:** BOARD REVIEW AND DISCUSSION
 - a. *YTD Actual to Budget, Balance Sheet, Check Register*
9. **Public Comment** info@creteacademy.org (323-791-1600)

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.



SPECIAL BOARD MEETING AGENDA

December 9, 2019, 5:00 PM

info@creteacademy.org

Conference Line: 712-770-5505; PIN: 173509

333 South Hope Street, 43rd Floor, Los Angeles, CA

7311 N Figueroa Street, Los Angeles, CA

1346 West Rosecrans Avenue, Gardena, CA

12100 Santa Monica Blvd, West Los Angeles, CA

1. **Welcome**
2. **Review and Approval of November Board Meeting Minutes** BOARD REVIEW AND VOTE

November board meeting minutes approved by unanimous vote.

3. **Amend August Board Meeting Minutes** BOARD REVIEW AND VOTE

Amended Board Meeting Minutes from August 5, 2019 amended and unanimously approved by board vote. Updated minutes reflect a quorum was established and majority vote deemed approved for the Chief Operating Officer & Founder Contracts respectively.

4. **Executive Director Report**
 - a. Review of Academic Data
 - b. School Climate Update
 - c. Operations and Human Resources Update

Executive Director (Founder) presented to the board, an overview of the current academic school climate, and operational updates pertinent to Crete. The board discussed the population served in regards to academic data, as the majority of Crete's students are entering the school with below grade level metrics. In reviewing the key data points related to Math and Reading, the focus continues to be on academic growth from the student's starting point, or disaggregated data. Additional data on growth will be available in March. School climate is currently positive, as all efforts are continuing to focus on instilling Crete's core values into all aspects of the school's academic and cultural framework. Additional mental health support will continue in January to increase efforts on student wellness and early interventions as needed.

5. **Review and Approval of Adding Additional Board Member** BOARD REVIEW AND VOTE

The vote for adding an additional board member will be moved to a subsequent meeting, as board members will need additional time to interview and discuss prospective candidate.

6. **Discussion of the Creation of Board Committees** BOARD REVIEW AND VOTE

Board discussed the creation of subcommittees and approved by unanimous vote the addition of two initial subcommittees focusing on development/fundraising and strategic/community partnerships.

7. **Review Revisions to the Fiscal Policies and Procedures** BOARD REVIEW AND VOTE

The board discussed and reviewed revisions to the Fiscal Policies and Procedures. The board approved by unanimous vote to approve the revisions for Section (700) A. of the Procurement Policies. The vote for Section (700) B. of the Procurement Policies was approved by majority vote with (5) Yes/(1) No.

8. **Brown Act Training/Board Mini-Retreat**

BOARD DISCUSSION

Board discussion for the planning of a mini-retreat and Brown Act Training refresher as part of the retreat. Board members asked to contribute information regarding preferred meeting time and location in preparation for meeting in early 2020. Board Secretary made note of preferences and will send out Doodle request in early 2020 for planning purposes.

9. **2018-209 Audit Review**

BOARD DISCUSSION

Audit due every year around or on December 15- no adjustments need-all was in order.

10. **MTD Fiscal Reports:**

BOARD REVIEW AND DISCUSSION

- a. *YTD Actual to Budget, Balance Sheet, Check Register*
- b. *First Interims*

BOARD REVIEW AND VOTE

MTD Fiscal Reports approved by unanimous vote. No additional feedback or questions regarding MTD numbers.

11. **Back Pay for Chief Operating Officer**

BOARD FINAL REVIEW AND VOTE

Board approved by unanimous vote to grant back pay for chief operating officer for additional responsibility of Dean of Discipline position duties. Board approved funds were calculated from February to June of 2019 and calculated for distribution as \$8,750.

12. **Public Comment**

13. **Executive Session**

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.

CRETE ACADEMY



FISCAL POLICIES & PROCEDURES 2019-2020

Board Approved January 29, 2020

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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. Monthly 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.

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

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 FUND EQUITY

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.

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.
-
- 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. Bids shall be requested 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.

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.

Year to Date Actual to Budget Summary

Crete Academy

July 2019 - December 2019

Account Description	December			July-December			2019-2020		
	Actual	Budget	Variance \$	Actual	Budget	Variance \$	Original Budget	Revised Operating Budget	Original vs Operating Budget
Revenue Limit	146,538	146,537	1	677,239	677,238	1	1,979,576	2,042,388	62,812
Federal Revenue	13,832	800	13,032	49,404	800	48,604	169,755	169,755	0
Other State Revenue	3,733	3,896	(163)	5,460	4,609	851	168,311	170,093	1,782
Local Revenue	36,203	809	35,394	68,010	16,887	51,123	-	21,740	21,740
Total Revenue	200,306	152,042	48,264	800,113	699,534	100,580	2,317,642	2,403,976	86,334
Certificated Salaries	62,659	74,489	11,830	377,726	391,408	13,682	697,050	825,931	128,881
Classified Salaries	26,840	25,624	(1,216)	164,879	156,006	(8,872)	367,269	307,920	(59,349)
Employee Benefits	19,908	14,451	(5,457)	110,196	91,310	(18,886)	151,133	178,015	26,882
Total Personnel Expenses	109,407	114,564	5,157	652,801	638,724	(14,077)	1,215,452	1,311,865	96,413
Books and Supplies	14,210	21,284	7,074	114,144	119,612	5,468	212,500	247,316	34,816
Services & Other Operating Expenses	45,914	45,483	(432)	291,185	295,308	4,123	524,075	551,383	27,308
Capital Outlay	-	3,556	3,556	-	10,667	10,667	32,000	32,000	-
Other Outgo	16,564	8,303	(8,261)	62,575	52,618	(9,957)	129,740	134,491	4,751
Total Operational Expenses	76,688	78,625	1,936	467,904	478,205	10,300	898,315	965,190	66,875
Total Expenses	186,096	193,189	7,093	1,120,705	1,116,928	(3,777)	2,113,767	2,277,055	163,288
Net Income	14,211	(41,147)	55,357	(320,592)	(417,395)	96,803	203,875	126,921	(76,954)
Beginning Balance, Net Assets	22,446			22,446			22,446	22,446	
Net Income	14,211			(320,592)			203,875	126,921	
Ending Balance, Net Assets	36,657			(298,146)			226,321	149,367	
Reserve Requirement Greater of 5% Total Expenditures or \$69,000								\$113,853	
Excess (Deficit) Reserve								\$35,514	
Enrollment Excluding ETK							200	190	
ETL (Early Transition Kindergarten)							0	14	
Total Enrollment with ETK							200	204	
ADA (Excludes ETK)							180.00	187.50	

Group Description	Account	Account Description	
Liquidity Ratio			0.4
Assets			
Current Assets			
Cash	9120-010	Cash in Bank(s)	\$51,976
Accounts Receivables	9200-020	Accounts Receivables	\$488
Accounts Receivables	9290-020	Due from Grantor Governments	\$64,705
Total Current Assets			\$117,169
Fixed Assets			
Buildings and Improvements	9420-020	Building/Leasehold Improvements	\$39,991
Computer Equipment	9441-020-05	Computer Equipment	\$15,370
Furniture and Fixtures	9440-020-05	Furniture Fixtures and Equipment	\$28,556
Transportation Equipment	9442-020	Transportation Equipment	\$84,248
Accumulated Depreciation	9445-020	Accumulated Depreciation - Furniture, Fixtures & Equipment	(\$4,079)
Accumulated Depreciation	9445-020-05	Accumulated Depreciation - Furniture, Fixtures & Equipment	(\$4,079)
Accumulated Depreciation	9446-020	Accumulated Depreciation - Computer Equipment	(\$5,123)
Accumulated Depreciation	9446-020-05	Accumulated Depreciation - Computer Equipment	(\$5,123)
Accumulated Depreciation	9447-020	Accumulated Depreciation - Transportation Equipment	(\$32,295)
Accumulated Depreciation	9448-020	Accumulated Depreciation - Building Improvements	(\$5,999)
Total Fixed Assets			\$111,465
Other Assets			
Total Other Assets			-
Total Assets			\$228,634
Liabilities And Net Assets			
Current Liabilities			
Accounts Payable	9500-010	Accounts Payable-System	\$190,947
Accounts Payable	9506-020	Credit Card Payable	\$7,447
Accounts Payable	9590-020	Due to Grantor Governments	\$13,168
Accrued Salaries, Payroll Taxes, Postemployment Benefits	9501-020	Accrued Salaries	\$43,398
Deposits held on behalf of other employees	9660-020	Voluntary Deductions	\$1,353
Deposits held on behalf of other employees	9661-020	Summer Holdback	\$15,933
Deferred Revenue	9650-020-02	Deferred Revenue	\$1,954
Deferred Revenue	9650-020-04	Deferred Revenue	\$2,500
Total Current Liabilities			\$276,701
Long Term Liabilities			
Loans Payable	9641-020	Loans Payable- Shuttle 8479	\$26,935
Loans Payable	9642-020	Loans Payable- Shuttle 7599	\$27,240
Loans Payable	9644-020	Wells Fargo Line of Credit	\$70,900
Loans Payable	9663-020	Revolving Loan Payable	\$125,005
Total Long Term Liabilities			\$250,080
Total Liabilities			\$526,780
Net Assets			
Restricted Net Assets	9780-020-73	Temporarily Restricted Fund Balance -Class Emp PD	\$975
Restricted Net Assets	9780-020-92	Temporarily Restricted Fund Balance -Enterprise Grant	\$10,000
Unrestricted Net Assets	9790-020	Undesignated Fund Balance	\$11,471
Profit/Loss YTD			(\$320,592)
Total Net Assets			(\$298,146)
Total Liabilities And Net Assets			\$228,634

Year to Date Actual to Budget Summary

Crete Academy

July 2019 - November 2019

Account Description	November			July-November			2019-2020		
	Actual	Budget	Variance \$	Actual	Budget	Variance \$	Original Budget	Revised Operating Budget	Original vs Operating Budget
Revenue Limit	146,538	146,537	1	530,701	530,701	0	1,979,576	2,042,388	62,812
Federal Revenue			-	35,572	-	35,572	169,755	169,755	0
Other State Revenue	-	703	(703)	1,727	713	1,014	168,311	170,093	1,782
Local Revenue	515	809	(294)	31,806	16,078	15,729	-	21,740	21,740
Total Revenue	147,053	148,049	(996)	599,807	547,492	52,315	2,317,642	2,403,976	86,334
Certificated Salaries	71,594	74,489	2,895	315,067	316,919	1,851	697,050	825,931	128,881
Classified Salaries	25,191	25,624	433	138,039	130,382	(7,656)	367,269	307,920	(59,349)
Employee Benefits	16,164	14,451	(1,713)	90,288	76,859	(13,429)	151,133	178,015	26,882
Total Personnel Expenses	112,949	114,564	1,615	543,394	524,160	(19,234)	1,215,452	1,311,865	96,413
Books and Supplies	25,575	21,284	(4,291)	99,934	98,328	(1,606)	212,500	247,316	34,816
Services & Other Operating Expenses	40,013	45,483	5,469	245,271	249,825	4,554	524,075	551,383	27,308
Capital Outlay	-	3,556	3,556	-	7,111	7,111	32,000	32,000	-
Other Outgo	9,232	8,303	(929)	46,011	44,315	(1,695)	129,740	134,491	4,751
Total Operational Expenses	74,820	78,625	3,805	391,216	399,580	8,364	898,315	965,190	66,875
Total Expenses	187,769	193,189	5,420	934,610	923,740	(10,870)	2,113,767	2,277,055	163,288
Net Income	(40,715)	(45,140)	4,424	(334,803)	(376,248)	41,445	203,875	126,921	(76,954)
Beginning Balance, Net Assets	22,446			22,446			22,446	22,446	
Net Income	(40,715)			(334,803)			203,875	126,921	
Ending Balance, Net Assets	(18,269)			(312,357)			226,321	149,367	
Reserve Requirement									
Greater of 5% Total Expenditures or \$69,000								\$113,853	
Excess (Deficit) Reserve								\$35,514	
Enrollment Excluding ETK							200	190	
ETL (Early Transition Kindergarten)							0	14	
Total Enrollment with ETK							200	204	
ADA (Excludes ETK)							180.00	187.50	

Group Description	Account	Account Description	
Liquidity Ratio			0.4
Assets			
Current Assets			
Cash	9120-010	Cash in Bank(s)	\$51,178
Accounts Receivables	9200-020	Accounts Receivables	\$488
Accounts Receivables	9290-020	Due from Grantor Governments	\$64,705
Total Current Assets			\$116,371
Fixed Assets			
Buildings and Improvements	9420-020	Building/Leasehold Improvements	\$39,991
Computer Equipment	9441-020-05	Computer Equipment	\$15,370
Furniture and Fixtures	9440-020-05	Furniture Fixtures and Equipment	\$28,556
Transportation Equipment	9442-020	Transportation Equipment	\$84,248
Accumulated Depreciation	9445-020	Accumulated Depreciation - Furniture, Fixtures & Equipment	(\$4,079)
Accumulated Depreciation	9445-020-05	Accumulated Depreciation - Furniture, Fixtures & Equipment	(\$4,079)
Accumulated Depreciation	9446-020	Accumulated Depreciation - Computer Equipment	(\$5,123)
Accumulated Depreciation	9446-020-05	Accumulated Depreciation - Computer Equipment	(\$5,123)
Accumulated Depreciation	9447-020	Accumulated Depreciation - Transportation Equipment	(\$32,295)
Accumulated Depreciation	9448-020	Accumulated Depreciation - Building Improvements	(\$5,999)
Total Fixed Assets			\$111,465
Other Assets			
Total Other Assets			-
Total Assets			\$227,836
Liabilities And Net Assets			
Current Liabilities			
Accounts Payable	9500-010	Accounts Payable-System	\$178,955
Accounts Payable	9506-020	Credit Card Payable	\$15,768
Accounts Payable	9590-020	Due to Grantor Governments	\$13,168
Accrued Salaries, Payroll Taxes, Postemployment Benefits	9501-020	Accrued Salaries	\$54,842
Deposits held on behalf of other employees	9660-020	Voluntary Deductions	\$1,924
Deposits held on behalf of other employees	9661-020	Summer Holdback	\$12,918
Deferred Revenue	9650-020-02	Deferred Revenue	\$1,954
Deferred Revenue	9650-020-04	Deferred Revenue	\$2,500
Total Current Liabilities			\$282,029
Long Term Liabilities			
Loans Payable	9641-020	Loans Payable- Shuttle 8479	\$27,501
Loans Payable	9642-020	Loans Payable- Shuttle 7599	\$27,889
Loans Payable	9644-020	Wells Fargo Line of Credit	\$69,435
Loans Payable	9663-020	Revolving Loan Payable	\$133,338
Total Long Term Liabilities			\$258,163
Total Liabilities			\$540,192
Net Assets			
Restricted Net Assets	9780-020-73	Temporarily Restricted Fund Balance -Class Emp PD	\$975
Restricted Net Assets	9780-020-92	Temporarily Restricted Fund Balance -Enterprise Grant	\$10,000
Unrestricted Net Assets	9790-020	Undesignated Fund Balance	\$11,471
Profit/Loss YTD			(\$334,803)
Total Net Assets			(\$312,357)
Total Liabilities And Net Assets			\$227,836

Crete Academy

	Cash Source / (Use)	July	August	September	October	November	December	January	February	March	April	May	June
		Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget
Operating Activities	Revenue	\$23,529	\$125,508	\$95,352	\$208,366	\$147,052	\$200,306	\$161,173	\$297,156	\$301,684	\$241,338	\$287,111	\$415,980
	Expenses	(\$119,697)	(\$205,435)	(\$212,231)	(\$209,479)	(\$187,769)	(\$186,096)	(\$193,189)	(\$193,997)	(\$196,905)	(\$196,905)	(\$196,905)	(\$182,224)
	Total Net (Loss)/Income	(\$96,168)	(\$79,927)	(\$116,879)	(\$1,113)	(\$40,716)	\$14,211	(\$32,016)	\$103,159	\$104,778	\$44,433	\$90,206	\$233,756
	Receivables	\$176,915	\$47,861	\$0	\$34,009	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Intracompany Receivables	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$130,000)
	Prepaid Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Current Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Accounts Payables	(\$17,656)	\$2,237	\$30,072	\$21,028	\$30,222	\$3,671	\$0	(\$34,521)	(\$34,521)	(\$34,521)	(\$34,521)	(\$34,521)
	Accrued Salaries and Taxes	(\$10,349)	\$32,294	(\$1,302)	(\$272)	(\$10,264)	(\$11,444)	\$0	\$0	\$0	\$0	\$0	\$0
	Short Term Loans	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Deferred Revenue	\$0	\$0	\$0	\$4,454	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Current Liabilities	(\$13,863)	\$5,541	\$4,177	\$2,271	\$2,804	\$2,444	\$0	\$0	\$0	\$0	\$0	\$0
	Net Cash provided/ (used) by Operating Activites	\$38,879	\$8,008	(\$83,932)	\$60,376	(\$17,955)	\$8,882	(\$32,016)	\$68,638	\$70,258	\$9,912	\$55,685	\$69,235
Investing Activities	Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Investing Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Equity Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Net Cash provided/ (used) by Investing Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Financing Activities	Cash Flow Financing - Secured Debt	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Loan Payables	\$655	(\$3,259)	(\$661)	(\$9,333)	(\$12,309)	(\$8,083)	(\$10,903)	(\$10,903)	(\$10,903)	(\$10,903)	(\$2,570)	(\$2,570)
	Deferred Lease Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Net Cash provided/ (used) by Financing Activities	\$655	(\$3,259)	(\$661)	(\$9,333)	(\$12,309)	(\$8,083)	(\$10,903)	(\$10,903)	(\$10,903)	(\$10,903)	(\$2,570)	(\$2,570)
	Cash at Beginning of Period	\$70,707	\$110,242	\$114,990	\$30,398	\$81,442	\$51,178	\$51,976	\$9,057	\$66,792	\$126,147	\$125,156	\$178,271
Net Increase/(Decrease) in Cash		\$39,535	\$4,748	(\$84,592)	\$51,043	(\$30,264)	\$799	(\$42,919)	\$57,735	\$59,355	(\$991)	\$53,115	\$66,665
Cash at end of Period		\$110,242	\$114,990	\$30,398	\$81,442	\$51,178	\$51,976	\$9,057	\$66,792	\$126,147	\$125,156	\$178,271	\$244,936

Crete Academy

Check Register 11/1/2019 through 11/30/2019

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
10001257	11/4/2019	Wells Fargo	Cleared	\$457.00	9506-020	Credit Card Payable	INVC #10/22/19-STMT - Acct #4856 2002 5915 1630 - Min Payment	\$457.00
10001264	11/5/2019	HopSkipDrive, Inc.	Cleared	\$927.59	5811-020-00	Student Transportation For Field Trips	INVC # 2549 Student Transportation - May 2019	\$1,427.59
10001268	11/5/2019	SoCalGas	Cleared	\$10.98	5501-020-00	Utilities	INVC# 08/15/19-09/16/19- Gas Charges	\$10.98
10001272	11/5/2019	Law Office of Young, Minney & Corr	Cleared	\$1,402.21	5805-020-00	Legal Services	INVC# 60705 - Legal Services Through 6/30/19	\$1,402.21
10001269	11/5/2019	The School Planner Company	Cleared	\$104.18	4315-020-00	Classroom Materials and Supplies	INVC #1585000 - Student Planners - Qty. 15	\$104.18
10001265	11/5/2019	Kaiser Foundation Health Plan Inc	Cleared	\$5,000.00	3403-020-00	Health & Welfare Benefits	INVC #NOV-2019 - Medical Benefits	\$15,335.59
10001259	11/5/2019	Ally	Cleared	\$685.60	7438-020-00	Debt Service - Interest	INVC #NOV-2019 - Interest	\$115.26
					9641-020	Loans Payable- Shuttle 8479	INVC #NOV-2019 - 2017 Chevy Express - Note Principal	\$570.34
10001258	11/5/2019	AFCO	Cleared	\$751.24	5400-020-00	Insurance	INVC #10/24/19-5906 - Acct # 03-06571859-06 - Auto Insurance	\$751.24
10001262	11/5/2019	CASCWA Southern Section	Cleared	\$105.00	5200-020-00	Travel and Conferences	INVC# 05648 - C.Gabor CASCWA Southern Section- Fall Worksho	\$105.00
10001267	11/5/2019	Regional Employees Benefit Council	Cleared	\$194.17	3403-020-00	Health & Welfare Benefits	Sept 2019 - Dental Insurance	\$194.17
10001271	11/5/2019	Wells Fargo Vendor Fin Serv	Cleared	\$108.95	5605-020-00	Equipment Rental/Lease Expense	INVC # 5007313912 - Copier Lease 9/13 - 10/13/19	\$108.95
10001270	11/5/2019	Wells Fargo Vendor Fin Serv	Cleared	\$1,495.00	9644-020	Wells Fargo Line of Credit	INVC #10/18/19- STMT - Current Charges	\$1,495.00
10001266	11/5/2019	Office of Finance City of Los Angeles	Cleared	\$1,432.12	5500-020-00	Operation and Housekeeping Services	LO49-Professions/Occupations	\$1,432.12
10001263	11/5/2019	DirectEd	Cleared	\$520.00	5810-020-00	Educational Consultants	INVC# DE49396/ Job ID: 578048 9/26/19 Retainer	\$260.00
					5810-020-00	Educational Consultants	INVC# DE49396/ Job ID: 577481 10/4/19 Jessica Capra	\$260.00
10001261	11/5/2019	City National Bank	Cleared	\$5,000.00	5998-020-00	Unallocated Credit Card Expenses	Credit Card Purchases 5/7/19 - 6/4/19	\$15,714.00
10001260	11/5/2019	Citizens One Auto Finance	Cleared	\$664.07	7438-020-00	Debt Service - Interest	INVC #10/19/19-STMT - Shuttle Van Loan Interest	\$79.89
					9642-020	Loans Payable- Shuttle 7599	INVC #10/19/19-STMT - Shuttle Van Loan Principal	\$584.18
10001273	11/8/2019	Synchrony Bank/Amazon	Cleared	\$320.26	4315-020-00	Classroom Materials and Supplies	09/04/19 Classroom Supplies - Amazon	\$44.88
					5300-020-00	Dues and Memberships	9/8/19 Membership - Amazon	\$16.41

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Check Register 11/1/2019 through 11/30/2019

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
					4315-020-00	Classroom Materials and Supplies	9/4/19 Classroom Supplies Amazon	\$150.44
					5890-020-00	Interest Expense/Fees	Amazon	\$44.52
					5300-020-00	Dues and Memberships	Amazon	\$33.38
					5300-020-00	Dues and Memberships	9/15/19 Dues & Membership - Amazon	\$30.63
10001276	11/14/2019	Christy White Associates	Cleared	\$1,600.00	5806-020-00	Audit Services	2018-19 Charter School Audit	\$1,338.75
					5806-020-00	Audit Services	2018-2019 Charter School Audit - 2nd Progress Bill	\$1,338.75
10001277	11/14/2019	City National Bank	Cleared	\$1,500.00	5998-020-00	Unallocated Credit Card Expenses	Credit Card Purchases 5/7/19 - 6/4/19	\$15,714.00
10001275	11/14/2019	CINTAS CORPORATION #427	Cleared	\$375.00	4381-020-00	Materials for Plant Maintenance	INVC # 4029444684 - Maintenance Supplies	\$206.51
					4381-020-00	Materials for Plant Maintenance	INVC # 4030846157 - Acct # 14182264	\$310.93
10001274	11/14/2019	Aflac	Cleared	\$463.63	3403-020-00	Health & Welfare Benefits	Inv# 555177 - Policy P0U5X0Y7 - STD	\$81.12
					3403-020-00	Health & Welfare Benefits	Inv# 555176 - Acct # MAF56 Voluntary Deductions	\$290.34
					3403-020-00	Health & Welfare Benefits	Inv# 555177 - Policy P0U6Z7L0 - ACC	\$25.09
					3403-020-00	Health & Welfare Benefits	Inv# 555177 - Policy P0V4F0B3 - ACC	\$67.08
10001279	11/14/2019	Global Education Solutions, Inc.	Cleared	\$750.00	5810-020-00	Educational Consultants	Inv# October 2019 - October Consulting Services	\$750.00
10001282	11/14/2019	Republic Services #902	Cleared	\$1,167.69	5501-020-00	Utilities	INVC #0902-009058309 - Trash Services - November 2019	\$1,167.69
10001284	11/14/2019	Scout Education Inc.	Cleared	\$299.00	5810-020-00	Educational Consultants	INVC# 2906 - Substitute Teacher 10/08/19	\$299.00
10001283	11/14/2019	Revolution Foods	Cleared	\$3,500.00	4700-020-47	Food and Food Supplies	INVC# 439233 Cust# C002132 August 2019 Breakfast/Lunch Meals	\$7,714.60
10001281	11/14/2019	Marlin Business Bank	Cleared	\$107.22	5605-020-00	Equipment Rental/Lease Expense	INVC# 17439127 - Acct #1610432 - Konica Minolta Lease	\$107.22
10001280	11/14/2019	Kaiser Foundation Health Plan Inc	Cleared	\$2,000.00	3403-020-00	Health & Welfare Benefits	INVC #NOV-2019 - Medical Benefits	\$15,335.59
10001278	11/14/2019	Document Systems	Cleared	\$44.15	5605-020-00	Equipment Rental/Lease Expense	INVC #113692 -Equip #RICH0/RIC DD3334 Charges 10/31-11/29/19	\$44.15
10001286	11/18/2019	Phillip Davis	Cleared	\$280.00	5500-020-00	Operation and Housekeeping Services	INVC #4 - 11/13/19-Cleaned Front of School,Playground,Tables	\$160.00
					5500-020-00	Operation and Housekeeping Services	INVC #3 - 11/05/19-Cleaned Front of School,Playground,Tables	\$120.00
10001285	11/18/2019	AFCO	Cleared	\$715.47	5400-020-00	Insurance	INVC #10/25/19 - 5906 - Acct #03-06571859-06 - Auto Insurane	\$715.47

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Check Register 11/1/2019 through 11/30/2019

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
10001288	11/18/2019	The Toll Roads Violation Department	Cleared	\$2.12	5811-020-00	Student Transportation For Field Trips	INVC # REFERENCE #24482185 - Violation #528023845-10/26/19	\$2.12
10001287	11/18/2019	Los Angeles Department of Water and Power	Cleared	\$268.79	5501-020-00	Utilities	INVC #11/01/19 - Water Charges - October 2019	\$268.79
10001289	11/20/2019	Kaiser Foundation Health Plan Inc	Cleared	\$8,335.59	3403-020-00	Health & Welfare Benefits	INVC #NOV-2019 - Medical Benefits	\$15,335.59
10001290	11/25/2019	SoCalGas	Cleared	\$72.32	5501-020-00	Utilities	INVC# 09/19/19-10/15/19 - Gas Charges	\$72.32
10001291	11/26/2019	Officecorp, Inc.	Cleared	\$636.64	4300-020-00	Materials and Supplies	INVC # 21319 - B&W Copies 9/4/19 - 10/4/19	\$636.64
10001292	11/27/2019	Wells Fargo	Cleared	\$3,007.00	9644-020	Wells Fargo Line of Credit	INVC# 11/17/19 - STMT Current Charges	\$1,512.00
					9644-020	Wells Fargo Line of Credit	INVC# 11/17/19 - STMT - Past Due Charges	\$1,495.00
10001293	11/27/2019	Kuoching Ngu	Cleared	\$350.00	5800-020-00	Professional/Consulting Services and Operating Expenditures	Inv# 3 - October 2019 Consulting Services	\$350.00
Total Check Amount				\$44,652.99	Total GL Amount			\$106,186.71

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Check Register 12/1/2019 through 12/31/2019

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
10001296	12/5/2019	City National Bank	Cleared	\$5,000.00	5998-020-00	Unallocated Credit Card Expenses	Credit Card Purchases 5/7/19 - 6/4/19	\$15,714.00
10001294	12/5/2019	Aflac	Cleared	\$662.37	3403-020-00	Health & Welfare Benefits	INVC #978385 - Account # MAF56 Employee Voluntary Deductions	\$489.08
					3403-020-00	Health & Welfare Benefits	INVC #978386 - Account #MAF56 - Employee Voluntary Deductions	\$173.29
10001297	12/5/2019	Scoot Education Inc.	Cleared	\$1,000.00	5810-020-00	Educational Consultants	INVC #3082 - Substitute Teacher E. Banks - 10/21/19	\$299.00
					5810-020-00	Educational Consultants	INVC #2989 - Substitute Teachers 10/17/19 - 10/18/19	\$494.00
					5810-020-00	Educational Consultants	Inv# 3128 - Substitute Teacher 10/28 - 10/29/19	\$744.00
10001295	12/5/2019	Archdiocese of Los Angeles	Cleared	\$13,000.00	5600-020-00	Space Rental/Leases Expense	INVC # NOV-2019 - November 2019 Rent For 8103 Crenshaw Blvd.	\$13,000.00
10001311	12/10/2019	Time Warner Cable	Cleared	\$382.76	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Internet & Telephone- 11/27/19 - 12/26/19	\$192.80
					5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Internet & Phone Charges - 10/27/19 - 11/26/19 Balance Due	\$189.96
10001306	12/10/2019	Ally	Cleared	\$719.88	9641-020	Loans Payable- Shuttle 8479	INVC # DEC-2019 - Principal	\$571.59
					7438-020-00	Debt Service - Interest	INVC # DEC-2019 - Interest	\$148.29
10001308	12/10/2019	City of Los Angeles	Cleared	\$26.00	5500-020-00	Operation and Housekeeping Services	Permit # 0457995-27	\$26.00
10001310	12/10/2019	Peter DiGrazia	Cleared	\$288.00	5810-020-00	Educational Consultants	Comics Class - 10/18/19 - 11/22/19	\$288.00
10001313	12/10/2019	SYNCB/AMAZON	Cleared	\$69.53	4300-020-00	Materials and Supplies	10/26/19 INV 534695363449 - Whiteboard,Eraser	\$69.53
10001309	12/10/2019	Phillip Davis	Cleared	\$461.57	5500-020-00	Operation and Housekeeping Services	Cleaned School Grounds & Fixed Water Fountain	\$461.57
10001307	12/10/2019	Citizens One Auto Finance	Cleared	\$665.74	7438-020-00	Debt Service - Interest	Shuttle Van Loan Interest	\$555.03
					9642-020	Loans Payable- Shuttle 7599	Shuttle Van Loan Principal	\$110.71
10001314	12/10/2019	Wells Fargo	Cleared	\$624.00	9644-020	Wells Fargo Line of Credit	Acct # 4856 2002 5915 1630 - Min. Payment- 11/21/19	\$624.00
10001312	12/10/2019	Warren Youngblood	Cleared	\$350.00	5601-020-00	Building Maintenance	Carpet Clean 1st Floor / Buffed Hallways	\$350.00
10001316	12/12/2019	Open Works	Cleared	\$3,854.00	5500-020-00	Operation and Housekeeping Services	INVC # INV930486 - Reg Janitorial Services Oct. 2019	\$3,854.00
10001315	12/12/2019	Houghton Mifflin Harcourt Publishing Co.	Cleared	\$1,000.00	4100-020-00	Approved Textbooks and Core Curricula Materials	INVC# 954505376 - Go Math! K-6 Grade	\$5,335.67
10001317	12/12/2019	Revolution Foods	Cleared	\$3,500.00	4700-020-47	Food and Food Supplies	INVC# 439233 Cust# C002132 August 2019 Breakfast/Lunch Meals	\$7,714.60
10001319	12/12/2019	Scoot Education Inc.	Cleared	\$537.00	5810-020-00	Educational Consultants	Inv# 3128 - Substitute Teacher 10/28 - 10/29/19	\$744.00

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Check Register 12/1/2019 through 12/31/2019

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
10001318	12/12/2019	Scholastic Inc.	Cleared	\$847.02	4200-020-00	Books and Other Reference Materials	INVC# W4217818BF - Scholastic Book Fair ID: 4217818	\$847.02
10001320	12/13/2019	Powerful Choices Educational Consulting	Cleared	\$2,000.00	5810-020-00	Educational Consultants	INVC#962 -Activity 1/2 Day-Writing Lab Workshop 9/3-9/4 K-6	\$2,000.00
10001321	12/16/2019	Charter School Management Corporation	Cleared	\$5,000.00	5873-020-00	Financial Services	INVC #38722 - September 2019 BBO & LCAP Support	\$5,000.00
10001322	12/16/2019	Houghton Mifflin Harcourt Publishing Co.	Cleared	\$500.00	4100-020-00	Approved Textbooks and Core Curricula Materials	INVC# 954505376 - Go Math! K-6 Grade	\$5,335.67
10001324	12/16/2019	Revolution Foods	Cleared	\$2,000.00	4700-020-47	Food and Food Supplies	INVC# 439233 Cust# C002132 August 2019 Breakfast/Lunch Meals	\$7,714.60
					4700-020-47	Food and Food Supplies	INVC # 439731 Cust# C002132 Sept 2019 Breakfast/Lunch Meals	\$13,402.30
10001323	12/16/2019	Powerful Choices Educational Consulting	Cleared	\$700.00	5810-020-00	Educational Consultants	INVC #1005 -Writing Workshop Guided Lesson Planning-10/23/19	\$700.00
10001325	12/17/2019	SoCalGas	Cleared	\$127.18	5501-020-00	Utilities	Gas Charges - 10/15/19-11/14/19	\$127.18
10001326	12/18/2019	David Tokofsky Consulting	Cleared	\$500.00	5810-020-00	Educational Consultants	INVC # 1335 - November 2019 Consulting Services	\$500.00
10001328	12/18/2019	Rhonda J Glynn	Cleared	\$120.00	4300-020-00	Materials and Supplies	INVC # 12/18/19 - Folding Chairs	\$120.00
10001327	12/18/2019	Global Education Solutions, Inc.	Cleared	\$750.00	5810-020-00	Educational Consultants	INVC # NOVEMBER 2019 - Consulting Services	\$750.00
10001330	12/18/2019	Officecorp, Inc.	Cleared	\$658.95	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	INVC # 22055 - B&W / Color Copies 10/4/19 - 11/4/19	\$658.95
10001329	12/18/2019	Kuoching Ngu	Cleared	\$350.00	5810-020-00	Educational Consultants	INVC # 4- 12/11/19 - November 2019 Consulting Services	\$350.00
10001331	12/23/2019	Aflac	Cleared	\$662.37	3403-020-00	Health & Welfare Benefits	INVC # 403201 - Account # MAF58-Employee Voluntary Deduction	\$173.29
					3403-020-00	Health & Welfare Benefits	INVC # 403200 - Account # MAF56-Employee Voluntary Deduction	\$489.08
10001335	12/23/2019	Revolution Foods	Cleared	\$10,000.00	4700-020-47	Food and Food Supplies	INVC # 439731 Cust# C002132 Sept 2019 Breakfast/Lunch Meals	\$13,402.30
10001336	12/23/2019	Wells Fargo	Cleared	\$7,000.00	9506-020	Credit Card Payable	See Stmt for CC Under G/L Trans-ACCT # 4856 2002 5915 1630	\$7,000.00
10001334	12/23/2019	Houghton Mifflin Harcourt Publishing Co.	Cleared	\$2,899.47	4100-020-00	Approved Textbooks and Core Curricula Materials	INVC# 954505376 - Go Math! K-6 Grade	\$5,335.67
10001333	12/23/2019	City National Bank	Cleared	\$1,949.00	9506-020	Credit Card Payable	Credit Card Purchases 06/2/19 - 7/3/19	\$18,996.47
					5998-020-00	Unallocated Credit Card Expenses	Credit Card Purchases 5/7/19 - 6/4/19	\$15,714.00

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Check Register 12/1/2019 through 12/31/2019

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
					5877-020-00	IT Services	12/24/19 Dropbox Plus - 11/24/19 - 12/24/19	\$11.99
					7438-020-00	Debt Service - Interest	12/14/19 - Purchase Finance Charge	\$516.81
10001332	12/23/2019	SYNCB/AMAZON	Cleared	\$6.98	4315-020-00	Classroom Materials and Supplies	11/26/19 - INV # 445889744975 - Home Alone Video	\$2.99
					4315-020-00	Classroom Materials and Supplies	11/27/19 - INV # 467636587684 - Home Alone 2 Video	\$3.99
10001337	12/27/2019	Home Depot Credit Services	Cleared	\$1,800.00	5500-020-00	Operation and Housekeeping Services	9/30/19-INVC# 09/19/19-STMT-Overpaymnet-Prior Period 8/16/19	(\$100.00)
					5500-020-00	Operation and Housekeeping Services	9/12/19 - INVC# 09/19/19-STMT - Returned Fan	(\$141.90)
					5500-020-00	Operation and Housekeeping Services	9/12/19 -INVC# 09/19/19-STM-Buckets,Swiffer Wet Jet,Fan, A/C	\$1,173.11
					5500-020-00	Operation and Housekeeping Services	9/4/19 - INVC# 09/19/19-STMT - Buckets	\$28.47
					5500-020-00	Operation and Housekeeping Services	8/27/19 - INVC# 09/19/19-STMT - Air Conditioner	\$1,507.82
					5500-020-00	Operation and Housekeeping Services	8/20/19 - INVC# 09/19/19-STMT - Air Conditioners & MilkCrate	\$2,589.46
Total Check Amount				\$70,011.82	Total GL Amount			\$156,358.39

Crete Academy

As of January 23, 2020

Vendor	Invoice	Due Date	On hold?	Current	1-30 days past due	31-60 days past due	61-90 days past due	Over 90 days past due	Total Payables
Aflac	826107	1/24/2020	Y	\$290.34					
	826108	1/24/2020	Y	\$106.21					
	Vendor Totals			\$396.55					\$396.55
AFCO	12/26/19 - 5906	1/25/2020	Y	\$715.47					
	Vendor Totals			\$715.47					\$715.47
Archdiocese of Los Angeles	JAN-2020	1/1/2020	Y		\$13,000.00				
	Vendor Totals				\$13,000.00				\$13,000.00
Charter School Management Corporation	39007	11/25/2019	Y			\$5,000.00			
	39103	12/25/2019	Y		\$5,000.00				
	39196	1/25/2020	Y	\$5,000.00					
	38828	9/25/2019	Y					\$3,200.00	
	Vendor Totals			\$5,000.00	\$5,000.00	\$5,000.00		\$3,200.00	\$18,200.00
California Charter Schools Association	10/06/19-MEM-34824	10/16/2019	Y					\$1,260.00	
	Vendor Totals							\$1,260.00	\$1,260.00
CharterSAFE	28156	10/19/2019	Y					\$6,379.47	
	Vendor Totals							\$6,379.47	\$6,379.47
Christy White Associates	15442	11/27/2019	Y			\$2,677.50			
	15265	9/26/2019	Y					\$1,150.00	
	Vendor Totals					\$2,677.50		\$1,150.00	\$3,827.50
Citi Cards	10/18/19-11/19/19	12/19/2019	Y			\$1,727.32			
	11/20/19 - 12/18/19	1/17/2020	Y		\$1,305.33				
	Vendor Totals				\$1,305.33	\$1,727.32			\$3,032.65
City National Bank	01/06/2020-STMT	2/5/2020	Y	\$1,279.06					
	09/04/19 - STMT	10/30/2019	Y				\$1,071.00		
	10/04/19 - STMT	11/3/2019	Y				\$634.85		
	11/04/19 - STMT	12/4/2019	Y			\$629.95			
	07/05/19 - STMT	8/4/2019	Y					\$15,581.21	
	08/05/19 - STMT	9/4/2019	Y					\$11,248.59	
	Vendor Totals			\$1,279.06		\$629.95	\$1,705.85	\$26,829.80	\$30,444.66
Department of Justice	411226	10/23/2019	Y					\$373.00	
	Vendor Totals							\$373.00	\$373.00

Crete Academy

As of January 23, 2020

Vendor	Invoice	Due Date	On hold?	Current	1-30 days past due	31-60 days past due	61-90 days past due	Over 90 days past due	Total Payables
DirectEd	DE49845	11/11/2019	Y				\$260.00		
	DE50364	11/25/2019	Y			\$780.00			
	Vendor Totals					\$780.00	\$260.00		\$1,040.00
Document Systems	119883	12/27/2019	Y		\$40.32				
	Vendor Totals				\$40.32				\$40.32
Phillip Davis	14	2/12/2020	Y	\$1,075.00					
	Vendor Totals			\$1,075.00					\$1,075.00
Employment Development Dept	LETTER ID: L1964565728	12/22/2019	Y			\$2,556.43			
	LETTER ID: L1469735776	10/23/2019	Y					\$1,403.79	
	LETTER ID: L1283784032	1/22/2020	Y		\$1,116.41				
	Vendor Totals				\$1,116.41	\$2,556.43		\$1,403.79	\$5,076.63
Global Education Solutions, Inc.	DECEMBER 2019	1/30/2020	Y	\$2,000.00					
	Vendor Totals			\$2,000.00					\$2,000.00
Home Depot Credit Services	09/19/19-STMT	10/19/2019	Y					\$3,256.96	
	10/20/19-STMT	11/19/2019	Y				\$1,711.79		
	Vendor Totals						\$1,711.79	\$3,256.96	\$4,968.75
Kaiser Foundation Health Plan Inc	JAN-2020	12/25/2019	Y		\$7,061.61				
	Vendor Totals				\$7,061.61				\$7,061.61
LACOE	62268	1/4/2020	Y		\$8,000.00				
	Vendor Totals				\$8,000.00				\$8,000.00
Los Angeles Department of Water and Power	01/07/2020 - 3223	1/7/2020	Y		\$182.75				
	Vendor Totals				\$182.75				\$182.75
MobyMax, LLC	141375-2	8/31/2019	Y					\$2,545.50	
	Vendor Totals							\$2,545.50	\$2,545.50
NWEA	21531	7/31/2019	Y					\$2,537.50	
	Vendor Totals							\$2,537.50	\$2,537.50
Officecorp, Inc.	23437	2/5/2020	Y	\$242.77					
	Vendor Totals			\$242.77					\$242.77
Office of Finance City of Los Angeles	0457995-27	11/24/2019	Y			\$26.00			
	CASE #UNP-7705279	12/10/2019	Y			\$1,439.01			

Crete Academy

As of January 23, 2020

Vendor	Invoice	Due Date	On hold?	Current	1-30 days past due	31-60 days past due	61-90 days past due	Over 90 days past due	Total Payables
	Vendor Totals					\$1,465.01			\$1,465.01
Open Works	INV945264	12/31/2019	Y		\$3,854.00				
	INV953875	1/31/2020	Y	\$3,854.00					
	INV937216	12/1/2019	Y			\$3,854.00			
	Vendor Totals			\$3,854.00	\$3,854.00	\$3,854.00			\$11,562.00
Regional Employees Benefit Council	108112019D	11/4/2019	Y				\$566.64		
	180-012020D	12/31/2019	Y		\$557.84				
	Vendor Totals				\$557.84		\$566.64		\$1,124.48
Republic Services #902	0902-009186035	1/22/2020	Y		\$1,242.49				
	Vendor Totals				\$1,242.49				\$1,242.49
Revolution Foods	441095	12/30/2019	Y		\$7,039.74				
	441624	1/30/2020	Y	\$8,049.79					
	FTI-000206	2/7/2020	Y	\$273.83					
	440248	11/30/2019	Y			\$15,010.81			
	Vendor Totals			\$8,323.62	\$7,039.74	\$15,010.81			\$30,374.17
Rotary Club of Inglewood / District 5280	11/14/19	12/14/2019	Y			\$1,000.00			
	Vendor Totals					\$1,000.00			\$1,000.00
Staples Business Credit	7302304348-0-1	12/25/2019	Y		\$295.58				
	1625920324	10/25/2019	Y				\$288.13		
	7301505437-0-1	11/24/2019	Y			\$367.83			
	7301505437-0-2	12/1/2019	Y			\$40.50			
	7301506006-0-01	11/24/2019	Y			\$57.55			
	Vendor Totals				\$295.58	\$465.88	\$288.13		\$1,049.59
Time Warner Cable	7773694122719	1/26/2020	Y	\$189.96					
	Vendor Totals			\$189.96					\$189.96
Synchrony Bank/Amazon	12/02/19-STMT	12/2/2019	Y			(\$142.20)			
	Vendor Totals					(\$142.20)			(\$142.20)
Scoot Education Inc.	3623	1/16/2020	Y		\$1,944.00				
	3443	12/26/2019	Y		\$1,794.00				
	3724	1/23/2020	Y	\$1,645.00					
	Vendor Totals			\$1,645.00	\$3,738.00				\$5,383.00

Crete Academy

As of January 23, 2020

Vendor	Invoice	Due Date	On hold?	Current	1-30 days past due	31-60 days past due	61-90 days past due	Over 90 days past due	Total Payables
St. John the Evangelist Church	NOVEMBER-2019	1/10/2020	Y		\$778.97				
	OCTOBER - 2019	12/12/2019	Y			\$967.65			
	Vendor Totals				\$778.97	\$967.65			\$1,746.62
Vision Service Plan - CA	DEC-2019 - 808074936	1/2/2020	Y		\$33.85				
	DEC-2019-808074943	1/2/2020	Y		\$156.28				
	JAN-2020-808379130	2/2/2020	Y	\$156.28					
	Vendor Totals			\$156.28	\$190.13				\$346.41
Wells Fargo Vendor Fin Serv	5008109127	12/17/2019	Y			\$108.95			
	Vendor Totals					\$108.95			\$108.95
Whetstone Education	1848	8/2/2019	Y					\$1,170.00	
	Vendor Totals							\$1,170.00	\$1,170.00
Law Office of Young, Minney & Corr	110001	1/2/2020	Y		\$656.50				
	63053	2/2/2020	Y	\$868.50					
	61474	10/4/2019	Y					\$2,030.21	
	62266	12/4/2019	Y			\$28.50			
	Vendor Totals			\$868.50	\$656.50	\$28.50		\$2,030.21	\$3,583.71
Totals				\$25,746.21	\$54,059.67	\$36,129.80	\$4,532.41	\$52,136.23	\$172,604.32