



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
3. **Amend August Board Meeting Minutes** BOARD REVIEW AND VOTE
4. **Executive Director Report**
 - a. Review of Academic Data
 - b. School Climate Update
 - c. Operations and Human Resources Update
5. **Review and Approval of Adding Additional Board Member** BOARD REVIEW AND VOTE
6. **Discussion of the Creation of Board Committees** BOARD REVIEW AND VOTE
7. **Review Revisions to the Fiscal Policies and Procedures** BOARD REVIEW AND VOTE
8. **Brown Act Training/Board Mini-Retreat** BOARD DISCUSSION
9. **2018-2019 Audit Review** BOARD DISCUSSION
10. **MTD Fiscal Reports:** BOARD REVIEW AND DISCUSSION
 - a. *YTD Actual to Budget, Balance Sheet, Check Register*
 - b. *First Interims* BOARD REVIEW AND VOTE
11. **Back Pay for Chief Operating Officer** BOARD FINAL REVIEW AND VOTE
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.



**REGULAR BOARD MEETING
AGENDA
November 1, 2019, 12:00 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 September Board Meeting Minutes

BOARD REVIEW AND VOTE

[September Board Meeting Minutes approved unanimously](#)

3. Review and Approval of Board Member Terms:

BOARD REVIEW AND VOTE

Mr. Sergio Martus; 2018-2019 Crete Board Treasurer

Mrs. Ursula Worsham; 2018-2019 Crete Board Secretary

Mr. Sergio Martus was recommended and approved by board vote for a one-year term for Crete Board Treasurer for the 2019-2020 year as of November 1, 2019.

Mrs. Ursula Worsham was recommend and approved by board vote for a one-year term for Crete Board Secretary for the 2019-2020 year as of November 1, 2019.

4. Brown Act Training

BOARD DISCUSSION

To date, all Crete Board Members have been Brown Act trained, however discussion concluded that CSMC would coordinate with Crete Board to host an additional Brown Act Training for interested members and ensure our newest members receive additional training by the end of the 2019 year. Consideration for including at the board mini retreat in 2019/2020 as well.

5. Uniform Complaint Procedures

ITEM FOR VOTE

The Uniform Complaint Procedures were approved unanimously.

6. Selection of Independent Auditor

BOARD VOTE

Item (6) on this agenda- Selection of Independent Auditor was not discussed/no vote- to be removed.

7. CDE Dashboard Review

BOARD DISCUSSION

Discussion regarding CDE dashboard, revealed that dashboard reflects the local indicators of LCAP which include the metrics that Crete and Leadership are aware of in compliance with dashboard metrics established by LAUSD.

8. MTD Fiscal Reports:

BOARD REVIEW AND DISCUSSION

Balance Sheet, Income Statement, Cash Flow

CSMC led discussion regarding MTD Financials- attendance enrollment is good. Currently at 93-96% Attendance. Opportunities to be conservative in finances will include efforts to decrease expenses in Transportation, extracurricular activities, and conservatively personnel hours. Consideration to maintain Resources for children with special needs and or mental health/wellness needs.

9. 2019-2020 Revised Operating Budget

ITEM FOR VOTE

The 2019-2020 Revised Operating Budget was approved unanimously.

10. Fiscal Policies & Procedures: Approve current policies/procedures

ITEM FOR VOTE

The Fiscal Policies & Procedures were approved unanimously.

11. List of Fiscal Reports Submitted to LAUSD

BOARD REVIEW

Board discussed the fiscal reports submitted to LAUSD.

12. Public Comment

During public comment, recommendations were made to remove fiscal policy and procedures from CEO approval as documented. Additional commentary for an annual review to include the FPP as well as a review of itemized receipts as part of review of fiscal reports.

13. Closed Session

Personnel contracts to be discussed/reviewed- all members of
The public will be asked to recuse themselves from the meeting.

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 MINUTES

August 5, 2019

10:00-11:00 AM

info@creteacademy.org

Conference Line: 641-715-3580; PIN: 173509

Locations: 6103 Crenshaw Blvd., Los Angeles, CA

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

7311 N Figueroa Street, Los Angeles, CA

2565 18th Place, Carson, CA 90810

1. Welcome

2. Review and Approval of June Board Meeting Minutes

REVIEW AND APPROVE

Board minutes from June meeting approved.

3. Review and Approval of Adding Additional Board Member:

REVIEW AND APPROVE

Mr. Dennis Johnson

Mr. Dennis Johnson expressed interest in joining the Crete Academy Board and was interviewed for the position by a majority of the Crete Board. Mr. Johnson is a doctoral candidate in Education and has a background in urban planning and community engagement, educational leadership and serving underserved populations in large urban communities. After review and discussion, the Crete Board, unanimously **voted to approve** the election of Mr. Dennis Johnson to a 1-year member term to the board.

4. Review and Approval of Chief Operating Officer & Founder Contract

REVIEW AND APPROVE

The Crete Board approved the Chief Operating Officer & Founder Contract by majority vote.

The board president was granted additional time (as defined by “a reasonable amount of time” </= 30 days) to review and comment on the approved contracts or otherwise the contracts would stand in full force as-is and approved by majority vote.

As part of the discussion, the board president would like to **further review** the payroll policies and review the by-laws. The board agreed to include the newly voted member (Mr. Dennis Johnson) into this review, however Mr. Johnson abstained from voting on the original COO and Founder Contract, as quorum and a majority decision by vote occurred. Upon review of the payroll policies and by-laws, no changes were brought forth which required additional review by the board president or the board, negating the need for a second vote.

5. Election of Crete Academy Board President

Dr. Alexander Robinson expressed interest in being considered for the Crete Board President position. Dr. Robinson has served on the Crete Board for at least a 1-year term and has provided

the board with leadership, council and partner engagement. Upon review, the board unanimously **voted to approve** the election of Dr. Alexander Robinson to a 1-year term as board president.

6. **Closed Session-** Board moved to closed session, asked the public to recuse.

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.

Year to Date Actual to Budget Summary

Crete Academy

July 2019 - October 2019

Account Description	October			July-October			2019-2020		
	Actual	Budget	Variance \$	Actual	Budget	Variance \$	Original Budget	Revised Operating Budget	Original vs Operating Budget
Revenue Limit	154,245	154,245	-	384,164	384,164	0	1,979,576	2,042,388	62,812
Federal Revenue	35,572	-	35,572	35,572	-	35,572	169,755	169,755	0
Other State Revenue	1,717	-	1,717	1,727	10	1,717	168,311	170,093	1,782
Local Revenue	16,832	809	16,023	31,291	15,269	16,023	-	21,740	21,740
Total Revenue	208,366	155,054	53,312	452,755	399,443	53,312	2,317,642	2,403,976	86,334
Certificated Salaries	75,533	74,489	(1,044)	243,474	242,429	(1,044)	697,050	825,931	128,881
Classified Salaries	33,713	25,624	(8,090)	112,848	104,758	(8,090)	367,269	307,920	(59,349)
Employee Benefits	26,167	14,451	(11,716)	74,124	62,408	(11,716)	151,133	178,015	26,882
Total Personnel Expenses	135,414	114,564	(20,850)	430,445	409,596	(20,850)	1,215,452	1,311,865	96,413
Books and Supplies	18,599	21,284	2,685	74,359	77,044	2,685	212,500	247,316	34,816
Services & Other Operating Expenses	46,397	45,483	(915)	205,258	204,343	(915)	524,075	551,383	27,308
Capital Outlay	-	3,556	3,556	-	3,556	3,556	32,000	32,000	-
Other Outgo	9,069	8,303	(766)	36,779	36,013	(766)	129,740	134,491	4,751
Total Operational Expenses	74,066	78,625	4,559	316,396	320,955	4,559	898,315	965,190	66,875
Total Expenses	209,479	193,189	(16,291)	746,841	730,551	(16,291)	2,113,767	2,277,055	163,288
Net Income	(1,113)	(38,135)	37,022	(294,086)	(331,108)	37,022	203,875	126,921	(76,954)
Beginning Balance, Net Assets	22,446			22,446			22,446	22,446	
Net Income	(1,113)			(294,086)			203,875	126,921	
Ending Balance, Net Assets	21,333			(271,640)			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			0.6
Assets			
Current Assets			
Cash	9120-010	Cash in Bank(s)	\$81,442
Accounts Receivables	9200-020	Accounts Receivables	\$488
Accounts Receivables	9290-020	Due from Grantor Governments	\$64,705
Total Current Assets			\$146,635
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			\$258,100
Liabilities And Net Assets			
Current Liabilities			
Accounts Payable	9500-010	Accounts Payable-System	\$152,259
Accounts Payable	9506-020	Credit Card Payable	\$12,241
Accounts Payable	9590-020	Due to Grantor Governments	\$13,168
Accrued Salaries, Payroll Taxes, Postemployment Benefits	9501-020	Accrued Salaries	\$65,106
Deposits held on behalf of other employees	9660-020	Voluntary Deductions	\$2,087
Deposits held on behalf of other employees	9661-020	Summer Holdback	\$9,951
Deferred Revenue	9650-020-02	Deferred Revenue	\$1,954
Deferred Revenue	9650-020-04	Deferred Revenue	\$2,500
Total Current Liabilities			\$259,267
Long Term Liabilities			
Loans Payable	9641-020	Loans Payable- Shuttle 8479	\$28,072
Loans Payable	9642-020	Loans Payable- Shuttle 7599	\$28,474
Loans Payable	9644-020	Wells Fargo Line of Credit	\$72,256
Loans Payable	9663-020	Revolving Loan Payable	\$141,671
Total Long Term Liabilities			\$270,473
Total Liabilities			\$529,740
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			(\$294,086)
Total Net Assets			(\$271,640)
Total Liabilities And Net Assets			\$258,100

Crete Academy

Check Register 10/1/2019 through 10/31/2019

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
10001212	10/4/2019	Time Warner Cable	Cleared	\$189.96	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Inv# 7773694082719 - Internet & Voice 08/27 - 09/26/19	\$189.96
10001208	10/4/2019	Jessica Capra	Outstanding	\$39.29	4315-020-00	Classroom Materials and Supplies	INVC#09/20/19- REIMB: Lakeshore Learning 9/12/19 Comp Books	\$39.29
10001214	10/4/2019	The Education Team	Cleared	\$301.02	5803-020-00	Banking and Payroll Service Fees	Finance Charges INV's # 390261, 391477 & 392247	\$301.02
10001207	10/4/2019	Terry Bordenave	Cleared	\$1,016.00	5500-020-00	Operation and Housekeeping Services	REIMB: 10/03/19 - LA DBS Fire Permit	\$1,016.00
10001215	10/4/2019	Wells Fargo	Cleared	\$443.00				
10001213	10/4/2019	Teach To Reach, LLC	Cleared	\$2,500.00	5810-020-00	Educational Consultants	INVC#00112 - Session #2 STEAM Enrichment 10/7/19 - 11/22/19	\$2,625.00
					5810-020-00	Educational Consultants	INVC#00112 - Session #2 STEAM Enrichment 10/7/19 - 11/22/19	\$2,625.00
10001210	10/4/2019	Los Angeles Department of Water and Power	Cleared	\$459.51	5501-020-00	Utilities	Inv# 09/03/19-3223 - Water, Sewer/Fire Charges 08/01-09/03	\$459.51
10001211	10/4/2019	Officecorp, Inc.	Cleared	\$665.15	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	INVC# 19846 - B&W Copies 7/4/19 - 8/4/19	\$97.39
					4300-020-00	Materials and Supplies	INVC# 20591 B&W Copies 8/4/19 - 9/4/19	\$567.76
10001209	10/4/2019	Imani Dixon	Cleared	\$94.53	5200-020-00	Travel and Conferences	I Teach Confrence 7/12/19 Lunch Black Tap	\$17.32
					5200-020-00	Travel and Conferences	I Teach Confrence 7/11/19 Lunch - Chicken Now	\$14.60
					5200-020-00	Travel and Conferences	I Teach Confrence 7/11/19 Dinner Eat's Italian	\$21.60
					5200-020-00	Travel and Conferences	I Teach Confrence 7/9/19 Lunch Eat's Italian	\$15.10
					5200-020-00	Travel and Conferences	I Teach Confrence 7/9/19 Lunch Dessert	\$16.17
					5200-020-00	Travel and Conferences	I Teach Confrence 7/10/19 Dessert Black Tap Las Vegas	\$9.74
10001216	10/7/2019	Republic Services #902	Cleared	\$1,167.69	5501-020-00	Utilities	Inv# 0902-008929205 - Trash Services 09/01 - 09/30/19	\$1,167.69
10001218	10/8/2019	Brianna Mims	Cleared	\$380.00	5810-020-00	Educational Consultants	INVC # 09/29/19-Crete Academy	\$380.00
10001217	10/8/2019	Global Education Solutions, Inc.	Cleared	\$750.00	5810-020-65	Educational Consultants	INVC # SEPT-2019 - SPED Consulting Services - Sept 2019	\$750.00
10001219	10/8/2019	Republic Services #902	Cleared	\$1,183.55	5501-020-00	Utilities	INVC# 0902-008990460 - Trash Services 10/01-10/31/19	\$1,183.55
10001220	10/8/2019	Wells Fargo	Cleared	\$1,470.00	9644-020	Wells Fargo Line of Credit	INVC # 09/17/19 - STMT- Current Charges	\$1,470.00
10001221	10/11/2019	Houghton Mifflin Harcourt	Cleared	\$2,000.00	4100-020-00	Approved Textbooks and Core Curricula Materials	Inv# 954470749 - Go Math! Online Teacher Dgtl Mgmt	\$1,063.80

Crete Academy

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		Publishing Co.			4100-020-00	Approved Textbooks and Core Curricula Materials	INVC# 954505376 - Go Math! K-6 Grade	\$5,335.67
10001224	10/11/2019	Vision Service Plan - CA	Cleared	\$402.29	3403-020-00	Health & Welfare Benefits	INVC# OCT-2019-807617472 - Vision Plan Charges	\$142.71
					3403-020-00	Health & Welfare Benefits	SEPT-2019-80743120 - Vision Plan Charges	\$259.58
10001225	10/11/2019	Learn 2 Code Live	Cleared	\$1,394.79	5810-020-00	Educational Consultants	INVC # 192038 - Intro to Scratch Programing Class 8/26-10/10	\$1,394.79
10001222	10/11/2019	Los Angeles Department of Water and Power	Cleared	\$290.86	5501-020-00	Utilities	INVC # 10/02/19-3223 - Acct # 165 276 3223	\$290.86
10001226	10/18/2019	Aviator Basketball	Cleared	\$2,800.00	5810-020-00	Educational Consultants	INVC# 10/14/19 -6 Week Training Session 2 Coaches	\$2,800.00
10001227	10/18/2019	Gloria Fortine	Outstanding	\$4.05	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	10/18/19 - REIMB - Postage on 8/22/19	\$4.05
10001229	10/18/2019	Steve Porch	Cleared	\$200.00	5500-020-00	Operation and Housekeeping Services	INVC #10/17/19-Painted Laundry Rm,Repaired Hole in classroom	\$200.00
10001228	10/18/2019	Kuoching Ngu	Outstanding	\$350.00	5810-020-00	Educational Consultants	INVC# 2 - September 2019 Coaching	\$350.00
10001233	10/21/2019	Christy White Associates	Cleared	\$1,000.00	5806-020-00	Audit Services	2018-19 Charter School Audit	\$1,338.75
10001230	10/21/2019	AFCO	Cleared	\$715.47				
10001231	10/21/2019	Ally	Cleared	\$685.60	7438-020-00	Debt Service - Interest	INVC # OCT- 2019- Interest	\$67.70
					9641-020	Loans Payable- Shuttle 8479	INVC # OCT- 2019- Note Principal	\$617.90
10001239	10/21/2019	Time Warner Cable	Cleared	\$192.80	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	INVC # 7773694092719 - Internet & Voice 09/27 - 10/26/19	\$192.80
10001240	10/21/2019	Wells Fargo Vendor Fin Serv	Cleared	\$143.95	5605-020-00	Equipment Rental/Lease Expense	Inv# #5006926181 - Copier Lease 08/13 - 09/12/2019	\$143.95
10001237	10/21/2019	Kaiser Foundation Health Plan Inc	Cleared	\$2,260.36	3403-020-00	Health & Welfare Benefits	Inv# OCT- 2019 - Medical Insurance Benefits	\$2,260.36
10001232	10/21/2019	Archdiocese of Los Angeles	Cleared	\$13,000.00	5600-020-00	Space Rental/Leases Expense	INVC # OCT - 2019 - Oct Rent for 8103 Crenshaw Blvd, LA	\$13,000.00
10001235	10/21/2019	DirectEd	Cleared	\$150.00	5810-020-00	Educational Consultants	NVC# DE47944 / Job ID: 550702 Substitute Teacher 8/30/19	\$150.00
10001236	10/21/2019	HopSkipDrive, Inc.	Cleared	\$500.00	5811-020-00	Student Transportation For Field Trips	INVC # 2549 Student Transportation - May 2019	\$1,427.59
10001234	10/21/2019	City National Bank	Cleared	\$1,000.00	5998-020-00	Unallocated Credit Card Expenses	Credit Card Purchases 5/7/19 - 6/4/19	\$15,714.00
10001241	10/21/2019	Charter School Management Corporation	Cleared	\$5,000.00	5873-020-00	Financial Services	INVC #38618 - August 2019 BBO & LCAP Support	\$5,000.00

Crete Academy

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10001242	10/25/2019	Peter DiGrazia	Outstanding	\$324.00	5810-020-00	Educational Consultants	INVC # 00002 Comics Class - 9/16 - 10/17/19	\$324.00
10001243	10/25/2019	SYNCB/AMAZON	Cleared	\$450.21	4315-020-00	Classroom Materials and Supplies	9/25/19 Inv. 473486669939 Reach For Reading	\$65.21
					4315-020-00	Classroom Materials and Supplies	9/25/19 Inv. 476838954668 Mini Display Port To VGA Monitor A	\$13.13
					4315-020-00	Classroom Materials and Supplies	9/25/19 Inv. 438967487887 Banker Boxes, Walking Rope & Commo	\$210.53
					4300-020-00	Materials and Supplies	9/12/19 Inv 695453655996 Coat & Hat Flared Tri Hooks	\$152.88
					4315-020-00	Classroom Materials and Supplies	9/16/19 Inv. 947668787756 Guts - Book	\$8.46
10001244	10/31/2019	CINTAS CORPORATION #427	Cleared	\$558.51	4381-020-00	Materials for Plant Maintenance	INVC# 4D32471605 - Maintenance Supplies	\$206.51
					4381-020-00	Materials for Plant Maintenance	INVC # 4028857116 - Maintenance Supplies	\$352.00
10001253	10/31/2019	Scholastic Inc.	Cleared	\$121.00	4315-020-12	Classroom Materials and Supplies	INVC# M6823827 - My big World books	\$121.00
10001255	10/31/2019	Scoot Education Inc.	Cleared	\$598.00	5810-020-00	Educational Consultants	INVC# 2740- Substitute Teacher 9/27/19 - Toni Moss	\$299.00
					5810-020-00	Educational Consultants	INVC# 2740- Substitute Teacher 9/27/19 - Carlin Watson	\$299.00
10001254	10/31/2019	Scoot Education Inc.	Cleared	\$598.00	5810-020-00	Educational Consultants	INVC# 2794 - Substitute Teacher 09/30 & 10/01/19	\$598.00
10001249	10/31/2019	Home Depot Credit Services	Cleared	\$515.88	5500-020-00	Operation and Housekeeping Services	08/18/19 - INV # 3104626 - Hose, Nozzle Pack, Markers	\$81.40
					5803-020-00	Banking and Payroll Service Fees	Finance Fees	\$38.00
					5500-020-00	Operation and Housekeeping Services	8/6/19 - INVC# 5973777 - Screws, Oak Wall Panel, Plastic Spread	\$31.78
					5500-020-00	Operation and Housekeeping Services	8/5/19 - INVC# 6972603 - Kilz Aerosol & Behr Paint	\$364.70
10001245	10/31/2019	DirectEd	Cleared	\$260.00	5810-020-00	Educational Consultants	INVC# DE48835 / Job ID: 565637 Substitute Teacher 09/18/19	\$260.00
10001246	10/31/2019	Document Systems	Cleared	\$44.15	5605-020-00	Equipment Rental/Lease Expense	INVC# 109996 - Usage Fee 09/30-10/30/19	\$44.15
10001250	10/31/2019	Kully Supply	Cleared	\$2,623.02	4400-020-00	Noncapitalized Equipment	Inv# 493558 - Drinking Fountain W/Bottle Filter	\$2,623.02
10001251	10/31/2019	Open Works	Cleared	\$3,854.00	5500-020-00	Operation and Housekeeping Services	INVC# INV922479 - Reg. Janitorial Services Sept 2019	\$3,854.00
10001252	10/31/2019	Rochester 100 Inc.	Cleared	\$135.00	4315-020-12	Classroom Materials and Supplies	Homework Folders	\$135.00
10001248	10/31/2019	Drain Pros Plus	Cleared	\$1,400.00	4381-020-00	Materials for Plant Maintenance	INVC # 40 - SVCS- Install GFI Breaker	\$1,400.00

Crete Academy

Check Register 10/1/2019 through 10/31/2019

Payment Number	Payment Date	Payee Name	Rec Status	Check Amount	Account	Account Description	Transaction Description	Invoiced GL Amount
10001247	10/31/2019	Document Systems	Cleared	\$44.15	5605-020-00	Equipment Rental/Lease Expense	Inv # 107107 - Usage Fee 08/31 - 09/29/19	\$44.15
10001256	10/31/2019	St. John the Evangelist Church	Cleared	\$1,126.72	5501-020-00	Utilities	INVC # August-2019- Electric Charges 8/1/19 - 8/31/19	\$1,126.72
Total Check Amount				\$55,402.51	Total GL Amount			\$77,373.85

Crete Academy

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	978385	11/30/2019	Y	\$489.08					
	978386	11/30/2019	Y	\$173.29					
	Vendor Totals			\$662.37					\$662.37
Archdiocese of Los Angeles	NOV-2019	11/1/2019	Y		\$13,000.00				
	Vendor Totals				\$13,000.00				\$13,000.00
Charter School Management Corporation	38912	10/25/2019	Y		\$5,000.00				
	38722	8/25/2019	Y				\$5,000.00		
	38828	9/25/2019	Y			\$5,000.00			
	Vendor Totals				\$5,000.00	\$5,000.00	\$5,000.00		\$15,000.00
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
CINTAS CORPORATION #427	4030846157	10/10/2019	Y			\$142.44			
	4031385682	11/10/2019	Y		\$208.51				
	4D33025374	11/10/2019	Y		\$352.00				
	4D33574045	11/10/2019	Y		\$206.51				
	4029836573	10/10/2019	Y			\$310.94			
	4030336585	10/10/2019	Y			\$206.51			
	4031923975	11/10/2019	Y		\$310.94				
	4034123882	12/10/2019	Y	\$310.94					
	4034714157	12/10/2019	Y	\$206.51					
	Vendor Totals			\$517.45	\$1,077.96	\$659.89			\$2,255.30
Christy White Associates	15442	11/27/2019	Y	\$2,677.50					
	15231	9/22/2019	Y			\$77.50			
	15265	9/26/2019	Y			\$1,150.00			
	Vendor Totals			\$2,677.50		\$1,227.50			\$3,905.00
	09/04/19 - STMT	10/30/2019	Y		\$1,071.00				
	10/04/19 - STMT	11/3/2019	Y		\$634.85				
	06/04/19 - STMT	7/4/2019	Y					\$5,870.94	

Crete Academy

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
City National Bank	07/05/19 - STMT	8/4/2019	Y					\$18,996.47	
	08/05/19 - STMT	9/4/2019	Y				\$11,248.59		
	11/04/19 - STMT	12/4/2019	Y	\$629.95					
	Vendor Totals			\$629.95	\$1,705.85		\$11,248.59	\$24,867.41	\$38,451.80
Department of Justice	411226	10/23/2019	Y		\$373.00				
	404735	9/25/2019	Y			\$277.00			
	Vendor Totals				\$373.00	\$277.00			\$650.00
DirectEd	DE50364	11/25/2019	Y	\$780.00					
	DE49845	11/11/2019	Y		\$260.00				
	Vendor Totals			\$780.00	\$260.00				\$1,040.00
Employment Development Dept	LETTER ID: L1469735776	10/23/2019	Y		\$1,403.79				
	Vendor Totals				\$1,403.79				\$1,403.79
Houghton Mifflin Harcourt Publishing Co.	954505376	9/11/2019	Y				\$4,399.47		
	Vendor Totals						\$4,399.47		\$4,399.47
Home Depot Credit Services	09/19/19-STMT	10/19/2019	Y			\$5,056.96			
	10/20/19-STMT	11/19/2019	Y		\$1,711.79				
	Vendor Totals				\$1,711.79	\$5,056.96			\$6,768.75
Kaiser Foundation Health Plan Inc	DEC-2019	12/4/2019	Y	\$8,155.74					
	Vendor Totals			\$8,155.74					\$8,155.74
MobyMax, LLC	141375-2	8/31/2019	Y				\$2,545.50		
	Vendor Totals						\$2,545.50		\$2,545.50
Kuoching Ngu	3 - 10/31/19	12/1/2019	Y	\$350.00					
	Vendor Totals			\$350.00					\$350.00
NWEA	21531	7/31/2019	Y					\$2,537.50	
	Vendor Totals							\$2,537.50	\$2,537.50
Officecorp, Inc.	21319	11/3/2019	Y		\$636.64				
	Vendor Totals				\$636.64				\$636.64
Office of Finance City of Los Angeles	0457995-27	11/24/2019	Y	\$26.00					
	CASE # UNP-7701782	11/12/2019	Y		\$1,016.00				
	CASE #UNP-7705279	12/10/2019	Y	\$1,439.01					

Crete Academy

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	\$1,016.00				\$2,481.01
Open Works	INV930486	10/31/2019	Y		\$3,854.00				
	INV937216	12/1/2019	Y	\$3,854.00					
	Vendor Totals			\$3,854.00	\$3,854.00				\$7,708.00
Powerful Choices Educational Consulting	1005	11/27/2019	Y	\$700.00					
	962	10/16/2019	Y			\$2,000.00			
	Vendor Totals			\$700.00		\$2,000.00			\$2,700.00
Regional Employees Benefit Council	108112019D	11/4/2019	Y		\$566.64				
	180-102019D	10/5/2019	Y			\$675.01			
	Vendor Totals				\$566.64	\$675.01			\$1,241.65
Revolution Foods	439731	10/30/2019	Y		\$13,402.30				
	440248	11/30/2019	Y	\$15,010.81					
	439233	9/30/2019	Y			\$4,214.60			
	Vendor Totals			\$15,010.81	\$13,402.30	\$4,214.60			\$32,627.71
Scholastic Inc.	W4217818BF	10/19/2019	Y			\$847.02			
	Vendor Totals					\$847.02			\$847.02
Staples Business Credit	7300867163-0-1	10/26/2019	Y		\$242.79				
	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					
	1625920324	10/25/2019	Y		\$288.13				
	1625506274	9/24/2019	Y			\$1,518.93			
	Vendor Totals			\$465.88	\$530.92	\$1,518.93			\$2,515.73
Scoot Education Inc.	3128	12/6/2019	Y	\$744.00					
	3082	11/28/2019	Y	\$299.00					
	2989	11/21/2019	Y	\$494.00					
	Vendor Totals			\$1,537.00					\$1,537.00
St. John the Evangelist Church	SEPTEMBER - 2019	11/8/2019	Y		\$1,528.67				
	OCTOBER - 2019	12/12/2019	Y	\$967.65					
	Vendor Totals			\$967.65	\$1,528.67				\$2,496.32
Wells Fargo Vendor Fin Serv	5007729731	11/16/2019	Y		\$108.95				

Crete Academy

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
Wells Fargo Vendor Fin Serv	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	62266	12/4/2019	Y	\$28.50					
	61100	9/1/2019	Y				\$1,932.21		
	61474	10/4/2019	Y			\$2,030.21			
	Vendor Totals			\$28.50		\$2,030.21	\$1,932.21		\$3,990.92
Totals				\$37,801.86	\$46,176.51	\$31,146.59	\$25,125.77	\$28,574.91	\$168,825.64

CRETE ACADEMY



FISCAL POLICIES & PROCEDURES 2019-2020

Board Approved December 7, 2019

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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 without the prior approval of the CEO or his/her designee.

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 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.

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.
- 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.

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	1,979,576.00	1,979,576.00	384,164.00	1,979,576.00	0.00	0.0%
2) Federal Revenue		8100-8299	169,755.00	169,755.00	35,572.22	169,755.00	0.00	0.0%
3) Other State Revenue		8300-8599	168,311.20	168,311.20	1,727.37	168,311.20	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	31,291.32	0.00	0.00	0.0%
5) TOTAL, REVENUES			2,317,642.20	2,317,642.20	452,754.91	2,317,642.20		
B. EXPENSES								
1) Certificated Salaries		1000-1999	697,049.97	697,049.97	243,473.56	697,049.97	0.00	0.0%
2) Classified Salaries		2000-2999	367,268.80	367,268.80	112,847.96	367,268.80	0.00	0.0%
3) Employee Benefits		3000-3999	151,133.28	151,133.28	74,123.96	151,133.28	0.00	0.0%
4) Books and Supplies		4000-4999	212,500.00	212,500.00	74,359.16	212,500.00	0.00	0.0%
5) Services and Other Operating Expenses		5000-5999	543,870.76	543,870.76	205,257.74	543,870.76	0.00	0.0%
6) Depreciation		6000-6999	32,000.00	32,000.00	0.00	32,000.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	109,944.20	109,944.20	36,778.98	109,944.20	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENSES			2,113,767.01	2,113,767.01	746,841.36	2,113,767.01		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			203,875.19	203,875.19	(294,086.45)	203,875.19		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			203,875.19	203,875.19	(294,086.45)	203,875.19		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	196,475.77	22,446.23		22,446.23	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			196,475.77	22,446.23		22,446.23		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Net Position (F1c + F1d)			196,475.77	22,446.23		22,446.23		
2) Ending Net Position, June 30 (E + F1e)			400,350.96	226,321.42		226,321.42		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	14,928.78		14,928.78		
b) Restricted Net Position		9797	0.00	975.00		975.00		
c) Unrestricted Net Position		9790	400,350.96	210,417.64		210,417.64		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	1,509,281.00	1,509,281.00	243,128.00	1,509,281.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	36,000.00	36,000.00	7,708.00	36,000.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	434,295.00	434,295.00	133,328.00	434,295.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			1,979,576.00	1,979,576.00	384,164.00	1,979,576.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	85,581.00	85,581.00	20,818.22	85,581.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	66,107.00	66,107.00	14,754.00	66,107.00	0.00	0.0%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Supporting Effective Instruction	4035	8290	8,067.00	8,067.00	0.00	8,067.00	0.00	0.0%
Title III, Part A, Immigrant Student Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3020, 3040, 3041, 3045, 3060, 3061, 3150, 3155, 3180, 3181, 3182, 3185, 4124, 4126, 4127, 4128, 5510, 5630	8290	10,000.00	10,000.00	0.00	10,000.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			169,755.00	169,755.00	35,572.22	169,755.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	8,788.00	8,788.00	1,717.37	8,788.00	0.00	0.0%
Mandated Costs Reimbursements		8550	5,803.20	5,803.20	0.00	5,803.20	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	36,720.00	36,720.00	0.00	36,720.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Charter School Facility Grant	6030	8590	117,000.00	117,000.00	0.00	117,000.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690, 6695	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	10.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			168,311.20	168,311.20	1,727.37	168,311.20	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	3,360.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	0.00	0.00	27,931.32	0.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	31,291.32	0.00	0.00	0.0%
TOTAL, REVENUES			2,317,642.20	2,317,642.20	452,754.91	2,317,642.20		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	417,589.98	417,589.98	157,358.86	417,589.98	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	19,038.45	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	279,459.99	279,459.99	67,076.25	279,459.99	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			697,049.97	697,049.97	243,473.56	697,049.97	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	79,328.97	79,328.97	27,150.70	79,328.97	0.00	0.0%
Classified Support Salaries		2200	125,017.83	125,017.83	17,582.07	125,017.83	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	162,922.00	162,922.00	53,609.19	162,922.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	11,847.05	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	2,658.95	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			367,268.80	367,268.80	112,847.96	367,268.80	0.00	0.0%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.00	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	81,420.39	81,420.39	26,965.25	81,420.39	0.00	0.0%
Health and Welfare Benefits		3401-3402	53,215.94	53,215.94	31,468.35	53,215.94	0.00	0.0%
Unemployment Insurance		3501-3502	1,596.48	1,596.48	1,580.04	1,596.48	0.00	0.0%
Workers' Compensation		3601-3602	14,900.47	14,900.47	8,376.29	14,900.47	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	5,734.03	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			151,133.28	151,133.28	74,123.96	151,133.28	0.00	0.0%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	13,500.00	13,500.00	13,862.34	13,500.00	0.00	0.0%
Books and Other Reference Materials		4200	7,000.00	7,000.00	1,113.65	7,000.00	0.00	0.0%
Materials and Supplies		4300	65,631.00	65,631.00	26,963.62	65,631.00	0.00	0.0%
Noncapitalized Equipment		4400	32,000.00	32,000.00	11,302.65	32,000.00	0.00	0.0%
Food		4700	94,369.00	94,369.00	21,116.90	94,369.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			212,500.00	212,500.00	74,359.16	212,500.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	15,000.00	15,000.00	11,018.33	15,000.00	0.00	0.0%
Dues and Memberships		5300	3,000.00	3,000.00	1,260.96	3,000.00	0.00	0.0%
Insurance		5400-5450	26,000.00	26,000.00	7,667.75	26,000.00	0.00	0.0%
Operations and Housekeeping Services		5500	72,000.00	72,000.00	31,483.72	72,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	184,000.00	184,000.00	65,291.03	184,000.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	236,370.76	236,370.76	86,167.86	236,370.76	0.00	0.0%
Communications		5900	7,500.00	7,500.00	2,368.09	7,500.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			543,870.76	543,870.76	205,257.74	543,870.76	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
DEPRECIATION								
Depreciation Expense		6900	32,000.00	32,000.00	0.00	32,000.00	0.00	0.0%
TOTAL, DEPRECIATION			32,000.00	32,000.00	0.00	32,000.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	98,944.20	98,944.20	31,722.29	98,944.20	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	11,000.00	11,000.00	5,056.69	11,000.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			109,944.20	109,944.20	36,778.98	109,944.20	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			2,113,767.01	2,113,767.01	746,841.36	2,113,767.01		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.00	0.00		

Resource	Description	2019/20
		Projected Year Totals
7311		975.00
Total, Restricted Net Position		975.00

Crete Academy
Budget Summary
Budget, 2019-20

	Enrollment	119	171	204	204	190
	ADA	110.66	154.15	187.50	191.76	191.76
SACS Ob Code Description	Actual	Actual	Revised Budget	Forecast	Forecast	
	17-18	18-19	2019-20	2020-21	2021-22	
Revenue						
LCFF	1,175,571	1,648,829	2,042,388	2,131,632	2,190,552	
Federal	551,354	193,205	169,755	172,586	175,308	
State	127,202	212,092	170,093	171,099	171,099	
Local	55,366	100,521	21,740.00	10,000.00	10,000.00	
Total Revenue	\$ 1,909,493	\$ 2,154,647	\$ 2,403,976	\$ 2,485,317	\$ 2,546,959	
Expenses						
1000 Certificated Salaries	448,387	592,517	825,931	860,709	884,809	
2000 Classified Salaries	269,309	458,680	307,920	317,157	326,038	
3000 Benefits	111,527	158,051	178,015	184,925	190,103	
4000 Books and Supplies	301,726	287,528	247,316	254,736	261,868	
5000 Services and Other Operating Expenses	397,848	786,579	551,383	567,924	583,826	
6000 Capital Outlay	24,648	32,051	32,000	32,960	31,000	
7000 Other Outgoing	73,530	118,296	134,491	138,055	138,314	
Total Expenses	\$ 1,626,975	\$ 2,433,700	\$ 2,277,055	\$ 2,356,466	\$ 2,415,958	
Surplus / (Deficit)	\$ 282,518	\$ (279,054)	\$ 126,921	\$ 128,851	\$ 131,001	
As a % of LCFF revenue	24.03%	-16.92%	6.21%	6.04%	5.98%	
As a % of Total expenses	17.36%	-11.47%	5.57%	5.47%	5.42%	
Beginning Balance, Net Assets	18,983	301,501	22,447	149,368	278,220	
Ending Balance, Net Assets	301,501	22,447	149,368	278,220	409,221	
Reserve Requirement, Net Assets						
As a % of Total expenses	18.53%	0.92%	6.56%	11.81%	16.94%	
Reserve Requirement						
Greater of 5% Total Expenditures or \$69,000	\$81,349	\$121,685	\$113,853	\$117,823	\$120,798	
Excess (Deficit) Reserve	\$220,152	(\$99,238)	\$35,516	\$160,396	\$288,423	

Crete Academy			Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected		
CASH FLOW-2019-20		Budget	JULY 2019	AUGUST 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	Total
	LCFF		5.00%	5.00%	37.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	100.00%
	In Lieu		6.00%	12.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	14.00%	7.00%	7.00%	6.00%	100.00%
	EPA		0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	100.00%
	Title 1		0.00%	0.00%	0.00%	0.00%	0.00%	45.00%	0.00%	28.00%	0.00%	0.00%	26.00%	1.00%	100.00%
	Title 2/3		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	25.00%	0.00%	0.00%	50.00%	100.00%
	Mandate		0.00%	0.00%	0.00%	0.00%	0.00%	43.00%	43.00%	0.00%	3.00%	11.00%	0.00%	0.00%	100.00%
	NSLP		0.00%	0.00%	0.00%	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	44.00%	100.00%
	Lottery		0.00%	0.00%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%	70.00%	100.00%
	SB740		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	25.00%	25.00%	100.00%
	Months Remain		12	11	10	9	8	7	6	5	4	3	2	1	
Revenue															
Revenue Limit Sources															
PY P-2 Amounts															
8011	00 LCFF State Aid	1,279,618	1,527,907	-	63,981	63,981	115,166	115,166	115,166	115,166	187,856	187,856	187,856	187,856	1,527,907
8012	30 EPA	30,830	37,500	-	-	-	7,708	-	7,708	-	11,042	-	-	11,042	37,500
8096	00 In Lieu of Property Taxes	392,142	476,981	23,529	47,057	31,371	31,371	31,371	31,371	31,371	80,566	33,389	33,389	70,825	476,981
Total Revenue Limit Sources		1,702,590	2,042,388	23,529	111,038	95,352	154,245	146,537	146,537	154,245	219,228	279,464	221,245	221,245	2,042,388
Federal Revenue															
8220	47 Federal Child Nutrition Programs	85,581	-	-	-	20,818	-	-	-	12,953	12,953	12,953	12,953	12,953	85,581
8181	65 Special Education - Federal Entitle	-	0	-	-	-	-	-	-	-	-	-	-	-	-
8182	66 Special Education - Mental Health	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8291	01 Title I	66,107	-	-	-	14,754	-	-	-	-	-	17,188	34,165	66,107	66,107
8292	02 Title II	8,067	-	-	-	-	-	-	2,017	-	2,017	-	-	4,034	8,067
8293	03 Title III	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8294	04 Title IV	10,000	-	-	-	-	-	800	800	800	800	800	800	5,200	10,000
8295	05 Title V	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8299	00 Prior Year Federal Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Federal Income		169,755	-	-	-	35,572	-	800	2,817	13,753	15,769	13,753	30,940	56,351	169,755
State Revenue															
8520	47 State Child Nutrition program	8,788	-	-	-	1,717	703	703	703	703	703	703	703	2,149	8,788
8550	00 Mandated Cost Reimburesments (K-8)	6,045	-	-	-	-	-	2,599	2,599	-	181	665	-	-	6,045
8560	12 Lottery	5,936	38,250	-	-	-	-	594	-	-	594	-	-	37,063	38,250
8590	00 Other State Revenues-One Time Mandates	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8591	12 SB 740 Rent re-imbursement program	117,000	-	-	-	-	-	-	-	58,500	-	-	29,250	29,250	117,000
8599	00 Prior Year State Income	10	-	10	-	-	-	-	-	-	-	-	-	-	10
Total State Revenue		170,093	-	10	-	1,717	703	3,896	3,302	59,203	1,478	1,368	29,953	68,462	170,093
Local Revenue															
8660	00 Interest	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8682	00 Foundation Grants/Donations	9,700	-	9,700	-	3,241	-	-	-	-	-	-	-	(3,241)	9,700
8791	00 Transfers of Apportionments from	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8639	00 Student Lunch Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8699	00 All Other Local Revenue	12,000	-	4,720	-	4,278	375	375	375	375	375	375	375	375	12,000
8685	00 School Site Fundraising Revenue	40	-	40	-	5,953	(744)	(744)	(744)	(744)	(744)	(744)	(744)	(744)	40
8650	00 Rental Income	0	-	-	-	3,360	-	-	-	-	-	-	-	(3,360)	-
Total Local Revenues		21,740	-	14,460	-	16,832	(369)	(369)	(369)	(369)	(369)	(369)	(369)	(6,969)	21,740
TOTAL REVENUE		2,403,976.08	23,529	125,508	95,352	208,366	146,871	150,864	159,995	291,815	296,342	235,997	281,770	387,567	2,403,976
EXPENSES															
Certified Salaries															
1100	00 Teachers' Salaries	549,241	-	46,614	45,856	52,476	50,537	50,537	50,537	50,537	50,537	50,537	50,537	50,537	549,241
1120	00 Substitute Expense	0	-	6,206	6,206	-	-	-	-	-	-	-	-	(12,413)	-
1200	00 Certificated Pupil Support Salaries	75,000	288	6,250	6,250	6,250	6,995	6,995	6,995	6,995	6,995	6,995	6,995	6,995	75,000
1300	00 Certificated Supervisor and Administrator Sal	201,690	16,654	16,808	16,808	16,808	16,827	16,827	16,827	16,827	16,827	16,827	16,827	16,827	201,690
1900	00 Other Certificated Salaries	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Certified Salaries		825,930.98	16,942	75,878	75,120	75,533	74,359	74,359	74,359	74,359	74,359	74,359	74,359	61,946	825,931
Classified Salaries															
2100	00 Instructional Aide Salaries	65,772	-	6,707	10,256	10,188	4,828	4,828	4,828	4,828	4,828	4,828	4,828	4,828	65,772

Crete Academy				Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected		
CASH FLOW-2019-20			Budget	JULY 2019	AUGUST 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	Total
2200	00	Classified Support Salaries	53,960	224	4,687	6,651	6,020	4,547	4,547	4,547	4,547	4,547	4,547	4,547	4,547	53,960
2300	00	Classified Supervisor and Administrator Salaries	159,460	13,744	13,288	13,288	13,288	13,231	13,231	13,231	13,231	13,231	13,231	13,231	13,231	159,460
2400	00	Clerical, Technical, and Office Staff Salaries	28,728	1,679	3,620	3,160	3,388	2,110	2,110	2,110	2,110	2,110	2,110	2,110	2,110	28,728
2900	00	Other Classified Salaries	0	110	991	729	829	829	829	829	829	829	829	829	(8,461)	-
Total Classified Salaries			307,919.58	15,757	29,295	34,083	33,713	25,545	25,545	25,545	25,545	25,545	25,545	25,545	16,255	307,920
Employee Benefits																
3101	00	STRS	0	-	-	-	-	-	-	-	-	-	-	-	-	-
3202	00	PERS	0	-	-	-	-	-	-	-	-	-	-	-	-	-
3313	00	OASDI	70,299	2,021	6,502	6,648	6,684	6,056	6,056	6,056	6,056	6,056	6,056	6,056	6,056	70,299
3323	00	Medicare	16,441	473	1,521	1,555	1,563	1,416	1,416	1,416	1,416	1,416	1,416	1,416	1,416	16,441
3403	00	Health & Welfare Benefits	56,693	10,077	4,735	1,541	15,116	3,153	3,153	3,153	3,153	3,153	3,153	3,153	3,153	56,693
3503	00	State Unemployment Insurance	1,701	16	52	1,457	54	15	15	15	15	15	15	15	15	1,701
3603	00	Worker Compensation Insurance	15,874	1,831	(1,165)	6,379	1,331	937	937	937	937	937	937	937	937	15,874
3903	00	Other Benefits	17,008	1,159	1,725	1,431	1,419	1,409	1,409	1,409	1,409	1,409	1,409	1,409	1,409	17,008
Total Employee Benefits			178,014.54	15,576	13,369	19,012	26,167	12,986	12,986	12,986	12,986	12,986	12,986	12,986	12,986	178,015
Personnel Expenses			1,311,865.10	48,275	118,542	128,215	135,414	112,890	112,890	112,890	112,890	112,890	112,890	112,890	91,187	1,311,865
Books and Supplies			-													
4100	00	Approved Textbooks and Core Curricula Materials	20,000	5,814	8,049	-	-	767	767	767	767	767	767	767	767	20,000
4200	00	Books and Other Reference Materials	7,000	-	267	847	-	736	736	736	736	736	736	736	736	7,000
4300	00	Materials and Supplies	40,947	2,545	6,431	1,986	961	3,628	3,628	3,628	3,628	3,628	3,628	3,628	3,628	40,947
4315	00	Classroom Materials and Supplies	20,000	2,480	6,137	1,091	767	1,191	1,191	1,191	1,191	1,191	1,191	1,191	1,191	20,000
4342	00	School Athletics Program	0	-	-	-	-	-	-	-	-	-	-	-	-	-
4381	00	Materials for Plant Maintenance	20,000	186	1,687	1,977	716	1,929	1,929	1,929	1,929	1,929	1,929	1,929	1,929	20,000
4382	00	Transportation Fuel and related parts for school buses	10,000	-	-	-	-	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	10,000
4400	00	Noncapitalized Equipment	7,000	2,920	-	487	1,583	251	251	251	251	251	251	251	251	7,000
4410	00	Software and Software Licensing	18,000	-	-	-	1,170	2,104	2,104	2,104	2,104	2,104	2,104	2,104	2,104	18,000
4430	00	Noncapitalized Student Equipment	10,000	1,135	4,008	-	-	607	607	607	607	607	607	607	607	10,000
4700	47	Food and Food Supplies	94,369	-	-	7,715	13,402	9,157	9,157	9,157	9,157	9,157	9,157	9,157	9,157	94,369
Total Books and Supplies			247,316.28	15,079	26,578	14,102	18,599	21,620	21,620	21,620	21,620	21,620	21,620	21,620	21,620	247,316
Services, Other Operating Expenses																
5200	00	Travel and Conferences	15,000	3,612	4,982	825	515	633	633	633	633	633	633	633	633	15,000
5210	00	Training and Development Expense	5,000	-	-	1,085	-	489	489	489	489	489	489	489	489	5,000
5300	00	Dues and Memberships	3,000	47	78	75	1,061	217	217	217	217	217	217	217	217	3,000
5400	00	Insurance	26,000	3,890	(554)	751	3,580	2,292	2,292	2,292	2,292	2,292	2,292	2,292	2,292	26,000
5500	00	Operation and Housekeeping Services/Supplies	50,000	1,801	723	13,680	6,941	3,357	3,357	3,357	3,357	3,357	3,357	3,357	3,357	50,000
5501	00	Utilities	22,000	2,453	1,653	2,413	1,820	1,708	1,708	1,708	1,708	1,708	1,708	1,708	1,708	22,000
5505	00	Student Transportation	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5600	60	Space Rental/Leases Expense	156,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	156,000
5601	00	Building Maintenance	20,000	4,699	4,745	-	-	1,320	1,320	1,320	1,320	1,320	1,320	1,320	1,320	20,000
5602	00	Other Space Rental	12,000	-	-	-	-	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	12,000
5605	00	Equipment Rental/Lease Expense	5,000	364	364	400	216	457	457	457	457	457	457	457	457	5,000
5610	00	Equipment Repair	5,000	-	2,504	-	-	312	312	312	312	312	312	312	312	5,000
5800	00	Professional/Consulting Services and Operating Expenses	17,500	7,500	(35)	387	350	1,162	1,162	1,162	1,162	1,162	1,162	1,162	1,162	17,500
5803	00	Banking and Payroll Fees	7,000	694	1,232	745	750	447	447	447	447	447	447	447	447	7,000
5805	00	Legal Fees	12,000	-	-	-	5,393	826	826	826	826	826	826	826	826	12,000
5806	00	Audit Services	7,000	1,339	2,489	-	2,678	62	62	62	62	62	62	62	62	7,000
5810	00	Educational Consultants	76,708	1,800	7,350	11,157	7,152	6,156	6,156	6,156	6,156	6,156	6,156	6,156	6,156	76,708
5811	00	Student Transportation--Non Bus Route	5,000	-	-	1,428	-	447	447	447	447	447	447	447	447	5,000
5812	00	Other Student Activities	175	-	-	-	-	22	22	22	22	22	22	22	22	175
5815	00	Advertising/Recruiting	12,000	259	-	-	-	1,468	1,468	1,468	1,468	1,468	1,468	1,468	1,468	12,000
5820	00	Fundraising Expense	3,000	-	-	2,673	-	41	41	41	41	41	41	41	41	3,000
5830	00	Student Transportation--Field Trip Expenses	5,000	-	-	-	-	625	625	625	625	625	625	625	625	5,000
5836	00	Student Transportation--Bus Route	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5850	00	Scholarships Awarded	10,000	196	1,579	-	-	1,028	1,028	1,028	1,028	1,028	1,028	1,028	1,028	10,000
5873	00	Financial Services	60,000	5,000	5,000	10,000	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
5874	00	Personnel Services	2,000	243	-	277	373	138	138	138	138	138	138	138	138	2,000
5877	00	IT Services	6,500	-	293	12	23	772	772	772	772	772	772	772	772	6,500
5890	00	Interest Expense / Misc. Fees	1,000	-	766	672	953	953	953	953	953	953	953	953	(8,062)	1,000
5891	00	Charter School Capital Fees	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5899	00	CMO Management Fees	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5900	00	Communications	7,500	780	876	438	274	641	641	641	641	641	641	641	641	7,500

Crete Academy			Actual	Actual	Actual	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
CASH FLOW-2019-20		Budget	JULY 2019	AUGUST 2019	SEPT 2019	OCT 2019	NOV 2019	DEC 2019	JAN 2020	FEB 2020	MARCH 2020	APRIL 2020	MAY 2020	JUNE 2020	Total
5999	00 Expenses Suspense	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Services, Other Operating Expenses		551,383.00	47,675	47,045	60,017	45,078	45,073	45,073	45,073	45,073	45,073	45,073	45,073	36,058	551,383
Capital Outlay															
6400	00 Buildings and Improvements of Buildings		-	-	-	-	-	-	-	-	-	-	-	-	-
6440	00 Equipment & Furniture		-	-	-	-	-	-	-	-	-	-	-	-	-
6900	00 Depreciation Expense	32,000	-	-	-	-	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	32,000
Total Capital Outlay		32,000.00	-	-	-	-	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	32,000
Other Outgoing Costs (Direct Support/Indirect Costs)			-	-	-	-	-	-	-	-	-	-	-	-	-
5875	00 District Oversight Fees	17,026	20,424	989	1,815	1,319	1,319	1,362	1,362	1,362	2,179	2,179	2,179	2,179	20,424
7141	65 Sped Encroachment	93,300	103,067	5,598	11,196	7,464	7,464	7,464	7,464	7,464	10,372	10,372	10,372	10,372	103,067
7438	00 Debt Service - Interest		11,000	2,080	259	1,113	1,605	743	743	743	743	743	743	743	11,000
Total Other Outgoing Costs (Direct Support/Indirect Costs)		134,490.76	8,668	13,270	9,896	10,388	9,569	9,569	9,569	10,386	13,294	13,294	13,294	13,294	134,491
TOTAL EXPENDITURES		2,277,055.13	119,697	205,435	212,231	209,479	193,152	193,152	193,152	193,969	196,877	196,877	196,877	166,160	2,277,055
		0													
SUB-NET		126,920.95	(96,168)	(79,927)	(116,879)	(1,113)	(46,281)	(42,288)	(33,156)	97,846	99,466	39,120	84,893	221,408	126,921
		0													
Net Income (Loss)		1819 Balance	(96,168)	(79,927)	(116,879)	(1,113)	(46,281)	(42,288)	(33,156)	97,846	99,466	39,120	84,893	221,408	
Accounts Receivable		323,977	176,915	47,861	-	34,009	-	-	-	-	-	-	-	(250,000)	315,192
Prepaid Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Assets		-	-	-	-	21,028	-	-	-	-	-	-	-	-	21,028
Accounts Payable		141,986	(17,656)	2,237	30,072	-	-	-	-	-	-	(10,000)	(10,000)	(10,000)	126,639
Accrued Salaries & Taxes		44,735	(10,349)	32,294	(1,302)	(272)	-	-	-	-	-	-	-	-	65,106
Deferred Revenue		-	-	-	-	4,454	-	-	-	-	-	-	-	-	4,454
Other Current Liabilities		-	(13,863)	5,541	4,177	2,271	-	-	-	-	-	-	-	-	12,038
Net Cash Provided/(used) by Operating Activities		-	38,879	8,006	(83,932)	60,377	(46,281)	(42,288)	(33,156)	97,846	99,466	29,120	74,893	(38,592)	
Capital Expenditures		111,465	-	-	-	-	-	-	-	-	-	-	-	-	111,465
Net Cash Provided/(used) by investing Activities		-	-	-	-	-	-	-	-	-	-	-	-	-	
Cash Flow Financing-Secured Debt		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Payable Shuttle		61,053	655	-	(618)	(570)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	51,960
Wells Fargo LOC		72,012	-	(3,259)	(43)	(429)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	56,281
Loan Payables--Revolving Loan		150,004	-	-	-	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	91,673
Net Cash Provided/(used) by Financing Activities		-	655	(3,259)	(661)	(9,333)	(10,903)	(10,903)	(10,903)	(10,903)	(10,903)	(10,903)	(2,570)	(2,570)	
Monthly Cash Balance		70,707.00	110,241.49	114,988.69	30,396.41	81,440.25	24,256.74	(28,933.81)	(72,993.22)	13,949.63	102,512.20	120,729.17	193,052.00	151,889.63	

Crete Academy				Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected			
CASH FLOW-2020-21			Budget	JULY 2020	AUGUST 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021	Total	
		LCFF In Lieu EPA Title 1 Title 2/3 Mandate NSLP Lottery SB740 Months Remain				37.00%			18.00%								
				5.00%	5.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	100.00%	
				6.00%	12.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	14.00%	7.00%	7.00%	6.00%	100.00%	
				0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	100.00%	
				0.00%	0.00%	0.00%	0.00%	0.00%	45.00%	0.00%	28.00%	0.00%	0.00%	26.00%	1.00%	100.00%	
				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	25.00%	0.00%	0.00%	50.00%	100.00%	
				0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	
				0.00%	0.00%	0.00%	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	44.00%	100.00%	
				0.00%	0.00%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%	70.00%	100.00%	
				0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	25.00%	25.00%	100.00%	
Revenue			12	11	10	9	8	7	6	5	4	3	2	1			
Revenue Limit Sources																	
		PY P-2 Amounts															
8011	00	LCFF State Aid	1,527,907	1,605,462	-	63,981	63,981	137,512	137,512	137,512	137,512	185,491	185,491	185,491	185,491	1,605,462	
8012	30	EPA	37,500	38,352	-	-	-	7,708	-	7,708	-	11,468	-	-	11,468	38,352	
8096	00	In Lieu of Property Taxes	476,981	487,818	23,529	47,057	31,371	38,158	38,158	38,158	38,158	72,866	34,147	34,147	53,908	487,818	
Total Revenue Limit Sources			2,042,388	2,131,632	23,529	111,038	95,352	183,378	175,670	175,670	183,378	223,649	269,825	219,638	219,638	250,867	2,131,632
Federal Revenue																	
8220	47	Federal Child Nutrition Programs	88,412	-	-	-	-	7,073	7,073	7,073	7,073	7,073	7,073	7,073	38,901	88,412	
8181	65	Special Education - Federal Entitlement	-	0	-	-	-	-	-	-	-	-	-	-	-	-	
8182	66	Special Education - Mental Health	-	0	-	-	-	-	-	-	-	-	-	-	-	-	
8291	01	Title I	66,107	-	-	2,017	-	-	-	-	-	-	-	17,188	46,902	66,107	
8292	02	Title II	8,067	-	-	-	-	-	-	2,017	-	2,017	-	-	4,034	8,067	
8293	03	Title III	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
8294	04	Title IV	10,000	-	-	-	-	-	4,500	-	2,800	-	-	2,600	100	10,000	
8295	05	Title V	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
8299	00	Prior Year Federal Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Federal Income			172,586	-	-	2,017	-	7,073	11,573	9,090	9,873	9,090	7,073	26,861	89,937	172,586	
State Revenue																	
8520	47	State Child Nutrition program	8,788	-	-	-	-	703	703	703	703	703	703	703	3,867	8,788	
8550	00	Mandated Cost Reimbursments (K-8)	6,182	-	-	-	-	-	6,182	-	-	-	-	-	-	6,182	
8560	12	Lottery	38,250	39,119	-	3,912	-	-	3,825	-	-	3,825	-	-	27,557	39,119	
8590	00	Other State Revenues-One Time Mandates	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
8591	12	SB 740 Rent re-imbursement program	117,000	-	-	-	-	-	-	-	58,500	-	-	-	29,250	117,000	
8599	00	Prior Year State Income	10	-	-	-	-	-	-	-	-	-	-	-	10	10	
Total State Revenue			171,099	-	-	3,912	-	703	10,710	703	59,203	4,528	703	29,953	60,684	171,099	
Local Revenue																	
8660	00	Interest	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
8682	00	Foundation Grants/Donations	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	
8791	00	Transfers of Apportionments from (0	-	-	-	-	-	-	-	-	-	-	-	-	-	
8639	00	Student Lunch Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
8699	00	All Other Local Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
8685	00	School Site Fundraising Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
8650	00	Rental Income	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Local Revenues			10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	10,000	
TOTAL REVENUE			2,485,317.45	23,529	111,038	101,281	183,378	183,446	197,953	193,171	292,725	283,442	227,414	276,452	411,488	2,485,317	
			-														
EXPENSES																	
Certified Salaries																	
1100	00	Teachers' Salaries	565,718	47,143	47,143	47,143	47,143	47,143	47,143	47,143	47,143	47,143	47,143	47,143	47,143	565,718	
1120	00	Substitute Expense	10,000	833	833	833	833	6,667	-	-	-	-	-	-	-	10,000	
1200	00	Certificated Pupil Support Salaries	77,250	6,438	6,438	6,438	6,438	6,438	6,438	6,438	6,438	6,438	6,438	6,438	6,438	77,250	
1300	00	Certificated Supervisor and Administrator Salaries	207,741	17,312	17,312	17,312	17,312	17,312	17,312	17,312	17,312	17,312	17,312	17,312	17,312	207,741	
1900	00	Other Certificated Salaries	0	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Certified Salaries			860,708.91	71,726	71,726	71,726	71,726	77,559	70,892	70,892	70,892	70,892	70,892	70,892	70,892	860,709	

[illegible]

Crete Academy			Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
CASH FLOW-2020-21		Budget	JULY 2020	AUGUST 2020	SEPT 2020	OCT 2020	NOV 2020	DEC 2020	JAN 2021	FEB 2021	MARCH 2021	APRIL 2021	MAY 2021	JUNE 2021	Total
5890	00 Interest Expense / Misc. Fees	1,030	86	86	86	86	86	86	86	86	86	86	86	86	1,030
5891	00 Charter School Capital Fees	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5899	00 CMO Management Fees	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5900	00 Communications	7,725	644	644	644	644	644	644	644	644	644	644	644	644	7,725
5999	00 Expenses Suspense	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Services, Other Operating Expenses		567,924.49	47,327	47,327	47,327	47,327	46,937	46,937	46,937	46,937	46,937	46,937	46,937	50,057	567,924
Capital Outlay		-	-	-	-	-	-	-	-	-	-	-	-	-	-
6400	00 Buildings and Improvements of Buildings	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6440	00 Equipment & Furniture	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6900	00 Depreciation Expense	32,960	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	32,960
Total Capital Outlay		32,960.00	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	32,960
Other Outgoing Costs (Direct Support/Indirect Costs)		-	-	-	-	-	-	-	-	-	-	-	-	-	-
5875	00 District Oversight Fees	20,424	21,316	1,225	2,451	1,634	1,634	1,634	1,634	1,894	1,894	1,894	1,894	1,894	21,316
7141	65 Sped Encroachment	93,300	105,409	5,598	11,196	7,464	7,464	7,464	7,464	7,464	10,958	10,958	10,958	10,958	105,409
7438	00 Debt Service - Interest	-	11,330	944	944	944	944	944	944	944	944	944	944	944	11,330
Total Other Outgoing Costs (Direct Support/Indirect Costs)		-	138,054.87	7,768	14,591	10,042	10,042	10,042	10,042	10,302	13,796	13,796	13,796	13,796	138,055
TOTAL EXPENDITURES		2,356,466.18	192,635	199,459	194,910	194,910	200,353	193,686	193,686	193,947	197,440	197,440	197,440	200,560	2,356,466
SUB-NET		128,851.27	(169,106)	(88,421)	(93,629)	(11,532)	(16,907)	4,267	(515)	98,779	86,002	29,974	79,012	210,928	128,851
19-20 Balance		0	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Income (Loss)		-	(169,106)	(88,421)	(93,629)	(11,532)	(16,907)	4,267	(515)	98,779	86,002	29,974	79,012	210,928	-
Accounts Receivable		315,192	157,596	78,798	78,798	-	-	-	-	-	-	-	-	(150,000)	150,000
Prepaid Expenses		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Assets		21,028	-	-	-	-	-	-	-	-	-	-	-	-	21,028
Accounts Payable		126,639	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	-	82,639
Accrued Salaries & Taxes		65,106	-	-	-	-	-	-	-	-	-	-	-	-	65,106
Deferred Revenue		4,454	-	-	-	-	-	-	-	-	-	-	-	-	4,454
Other Current Liabilities		12,038	-	-	-	-	-	-	-	-	-	-	-	-	12,038
Net Cash Provided/(used) by Operating Activities		-	(15,510)	(13,623)	(18,831)	(15,532)	(20,907)	267	(4,515)	94,779	82,002	25,974	75,012	60,928	-
Capital Expenditures		111,465	-	-	-	-	-	-	-	-	-	-	-	-	111,465
Net Cash Provided/(used) by investing Activities		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cash Flow Financing-Secured Debt		-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loan Payable Shuttle		51,960	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	39,120
Wells Fargo LOC		56,281	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	38,281
Loan Payables--Revolving Loan		91,673	-	-	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	(8,333)	-	25,009
Net Cash Provided/(used) by Financing Activities		-	(2,570)	(2,570)	(10,903)	(10,903)	(10,903)	(10,903)	(10,903)	(10,903)	(10,903)	(10,903)	(10,903)	(2,570)	-
Monthly Cash Balance		151,889.63	133,809.42	117,616.78	87,882.74	61,448.17	29,638.26	19,002.37	3,583.88	87,459.52	158,558.67	173,629.45	246,071.06	304,428.90	

Crete Academy CASH FLOW-2021-22			Budget	Projected JULY 2021	Projected AUGUST 2021	Projected SEPT 2021	Projected OCT 2021	Projected NOV 2021	Projected DEC 2021	Projected JAN 2022	Projected FEB 2022	Projected MARCH 2022	Projected APRIL 2022	Projected MAY 2022	Projected JUNE 2022	Total
			LCFF	5.00%	5.00%	37.00%	9.00%	9.00%	18.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	100.00%
			In Lieu	6.00%	12.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	14.00%	7.00%	7.00%	6.00%	100.00%
			EPA	0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	0.00%	0.00%	25.00%	100.00%
			Title 1	0.00%	0.00%	0.00%	0.00%	0.00%	45.00%	0.00%	28.00%	0.00%	0.00%	26.00%	1.00%	100.00%
			Title 2/3	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	25.00%	0.00%	25.00%	0.00%	0.00%	50.00%	100.00%
			Mandate	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	100.00%
			NSLP	0.00%	0.00%	0.00%	0.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%	44.00%	100.00%
			Lottery	0.00%	0.00%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%	10.00%	0.00%	0.00%	70.00%	100.00%
			SB740	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	50.00%	0.00%	0.00%	25.00%	25.00%	100.00%
			Months Remain	12	11	10	9	8	7	6	5	4	3	2	1	
Revenue																
Revenue Limit Sources																
PY P-2 Amounts																
8011	00	LCFF State Aid	1,664,462	1,664,382	80,273	80,273	144,492	144,492	144,492	144,492	156,276	156,276	156,276	156,276	156,276	1,664,382
8012	30	EPA	38,352	38,352	-	-	-	7,708	-	7,708	-	11,468	-	-	11,468	38,352
8096	00	In Lieu of Property Taxes	487,818	487,818	23,529	47,057	31,371	39,025	39,025	39,025	39,025	71,421	34,147	34,147	51,018	487,818
Total Revenue Limit Sources			2,131,632	2,190,552	103,802	127,330	175,863	191,225	183,517	183,517	191,225	195,301	239,165	190,423	218,762	2,190,552
Federal Revenue																
8220	47	Federal Child Nutrition Programs	91,134	-	-	-	-	7,291	7,291	7,291	7,291	7,291	7,291	7,291	40,099	91,134
8181	65	Special Education - Federal Entitlen	-	0	-	-	-	-	-	-	-	-	-	-	-	-
8182	66	Special Education - Mental Health	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8291	01	Title I	66,107	-	-	2,017	-	-	-	-	-	-	-	17,188	46,902	66,107
8292	02	Title II	8,067	-	-	-	-	-	-	2,017	-	2,017	-	-	4,034	8,067
8293	03	Title III	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8294	04	Title IV	10,000	-	-	-	-	-	4,500	-	2,800	-	-	2,600	100	10,000
8295	05	Title V	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8299	00	Prior Year Federal Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Federal Income			175,308	-	-	2,017	-	7,291	11,791	9,307	10,091	9,307	7,291	27,079	91,135	175,308
State Revenue																
8520	47	State Child Nutrition program	8,788	-	-	-	-	703	703	703	703	703	703	703	3,867	8,788
8550	00	Mandated Cost Reimburesments (K-8)	6,182	-	-	-	-	-	6,182	-	-	-	-	-	-	6,182
8560	12	Lottery	39,119	-	-	-	-	-	3,912	-	-	3,912	-	-	31,295	39,119
8590	00	Other State Revenues-One Time Mandates	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8591	12	SB 740 Rent re-imbursement program	117,000	-	-	-	-	-	-	-	58,500	-	-	29,250	29,250	117,000
8599	00	Prior Year State Income	10	-	10	-	-	-	-	-	-	-	-	-	-	10
Total State Revenue			171,099	-	10	-	-	703	10,797	703	59,203	4,615	703	29,953	64,412	171,099
Local Revenue																
8660	00	Interest	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8682	00	Foundation Grants/Donations	10,000	833	833	833	833	833	833	833	833	833	833	833	833	10,000
8791	00	Transfers of Apportionments from	-	0	-	-	-	-	-	-	-	-	-	-	-	-
8639	00	Student Lunch Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8699	00	All Other Local Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8685	00	School Site Fundraising Revenue	0	-	-	-	-	-	-	-	-	-	-	-	-	-
8650	00	Rental Income	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Local Revenues			10,000	833	833	833	833	833	833	833	833	833	833	833	833	10,000
TOTAL REVENUE			2,546,959.05	104,635	128,173	178,713	192,058	192,344	206,938	202,069	265,428	253,920	199,250	248,288	375,142	2,546,959
EXPENSES																
Certified Salaries																
1100	00	Teachers' Salaries	581,558	48,463	48,463	48,463	48,463	48,463	48,463	48,463	48,463	48,463	48,463	48,463	48,463	581,558
1120	00	Substitute Expense	10,280	857	857	857	857	857	857	857	857	857	857	857	857	10,280
1200	00	Certificated Pupil Support Salaries	79,413	6,618	6,618	6,618	6,618	6,618	6,618	6,618	6,618	6,618	6,618	6,618	6,618	79,413
1300	00	Certificated Supervisor and Administrator Salaries	213,557	17,796	17,796	17,796	17,796	17,796	17,796	17,796	17,796	17,796	17,796	17,796	17,796	213,557
1900	00	Other Certificated Salaries	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Certified Salaries			884,808.76	73,734	73,734	73,734	73,734	73,734	73,734	73,734	73,734	73,734	73,734	73,734	73,734	884,809
Classified Salaries																
2100	00	Instructional Aide Salaries	69,642	5,804	5,804	5,804	5,804	5,804	5,804	5,804	5,804	5,804	5,804	5,804	5,804	69,642
2200	00	Classified Support Salaries	57,134	4,761	4,761	4,761	4,761	4,761	4,761	4,761	4,761	4,761	4,761	4,761	4,761	57,134

Crete Academy			Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected		
CASH FLOW-2021-22		Budget	JULY 2021	AUGUST 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022	Total
2300	00 Classified Supervisor and Administrator Salaries	168,843	14,070	14,070	14,070	14,070	14,070	14,070	14,070	14,070	14,070	14,070	14,070	14,070	168,843
2400	00 Clerical, Technical, and Office Staff Salaries	30,418	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	2,535	30,418
2900	00 Other Classified Salaries	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Classified Salaries		326,037.57	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	326,038
Employee Benefits															-
3101	00 STRS	0	-	-	-	-	-	-	-	-	-	-	-	-	-
3202	00 PERS	0	-	-	-	-	-	-	-	-	-	-	-	-	-
3313	00 OASDI	6,256	6,256	6,256	6,256	6,256	6,256	6,256	6,256	6,256	6,256	6,256	6,256	6,256	75,072
3323	00 Medicare	17,557	1,463	1,463	1,463	1,463	1,463	1,463	1,463	1,463	1,463	1,463	1,463	1,463	17,557
3403	00 Health & Welfare Benefits	60,542	5,045	5,045	5,045	5,045	5,045	5,045	5,045	5,045	5,045	5,045	5,045	5,045	60,542
3503	00 State Unemployment Insurance	1,816	151	151	151	151	151	151	151	151	151	151	151	151	1,816
3603	00 Worker Compensation Insurance	16,952	1,413	1,413	1,413	1,413	1,413	1,413	1,413	1,413	1,413	1,413	1,413	1,413	16,952
3903	00 Other Benefits	18,163	1,514	1,514	1,514	1,514	1,514	1,514	1,514	1,514	1,514	1,514	1,514	1,514	18,163
Total Employee Benefits		190,102.87	15,842	15,842	15,842	15,842	15,842	15,842	15,842	15,842	15,842	15,842	15,842	15,842	190,103
Personnel Expenses		1,400,949.20	116,746	116,746	116,746	116,746	116,746	116,746	116,746	116,746	116,746	116,746	116,746	116,746	1,400,949
Books and Supplies															
4100	00 Approved Textbooks and Core Curricula Materials	21,177	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	21,177
4200	00 Books and Other Reference Materials	7,412	618	618	618	618	618	618	618	618	618	618	618	618	7,412
4300	00 Materials and Supplies	43,357	3,613	3,613	3,613	3,613	3,613	3,613	3,613	3,613	3,613	3,613	3,613	3,613	43,357
4315	00 Classroom Materials and Supplies	21,177	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	21,177
4342	00 School Athletics Program	0	-	-	-	-	-	-	-	-	-	-	-	-	-
4381	00 Materials for Plant Maintenance	21,177	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	21,177
4382	00 Transportation Fuel and related parts for school ow	10,588	882	882	882	882	882	882	882	882	882	882	882	882	10,588
4400	00 Noncapitalized Equipment	7,412	618	618	618	618	618	618	618	618	618	618	618	618	7,412
4410	00 Software and Software Licensing	19,059	1,588	1,588	1,588	1,588	1,588	1,588	1,588	1,588	1,588	1,588	1,588	1,588	19,059
4430	00 Noncapitalized Student Equipment	10,588	882	882	882	882	882	882	882	882	882	882	882	882	10,588
4700	47 Food and Food Supplies	99,922	8,327	8,327	8,327	8,327	8,327	8,327	8,327	8,327	8,327	8,327	8,327	8,327	99,922
Total Books and Supplies		261,868.37	21,822	21,822	21,822	21,822	21,822	21,822	21,822	21,822	21,822	21,822	21,822	21,822	261,868
Services, Other Operating Expenses															
5200	00 Travel and Conferences	15,883	1,324	1,324	1,324	1,324	1,324	1,324	1,324	1,324	1,324	1,324	1,324	1,324	15,883
5210	00 Training and Development Expense	5,294	441	441	441	441	441	441	441	441	441	441	441	441	5,294
5300	00 Dues and Memberships	3,177	265	265	265	265	265	265	265	265	265	265	265	265	3,177
5400	00 Insurance	27,530	2,294	2,294	2,294	2,294	2,294	2,294	2,294	2,294	2,294	2,294	2,294	2,294	27,530
5500	00 Operation and Housekeeping Services/Supplies	52,942	4,412	4,412	4,412	4,412	4,412	4,412	4,412	4,412	4,412	4,412	4,412	4,412	52,942
5501	00 Utilities	23,294	1,941	1,941	1,941	1,941	1,941	1,941	1,941	1,941	1,941	1,941	1,941	1,941	23,294
5505	00 Student Transportation	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5600	60 Space Rental/Leases Expense	165,179	13,765	13,765	13,765	13,765	13,000	13,000	13,000	13,000	13,000	13,000	13,000	19,119	165,179
5601	00 Building Maintenance	21,177	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	1,765	21,177
5602	00 Other Space Rental	12,706	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	12,706
5605	00 Equipment Rental/Lease Expense	5,294	441	441	441	441	441	441	441	441	441	441	441	441	5,294
5610	00 Equipment Repair	5,294	441	441	441	441	441	441	441	441	441	441	441	441	5,294
5800	00 Professional/Consulting Services and Operating Exp	18,530	1,544	1,544	1,544	1,544	1,544	1,544	1,544	1,544	1,544	1,544	1,544	1,544	18,530
5803	00 Banking and Payroll Fees	7,412	618	618	618	618	618	618	618	618	618	618	618	618	7,412
5805	00 Legal Fees	12,706	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	12,706
5806	00 Audit Services	7,412	618	618	618	618	618	618	618	618	618	618	618	618	7,412
5810	00 Educational Consultants	81,221	6,768	6,768	6,768	6,768	6,768	6,768	6,768	6,768	6,768	6,768	6,768	6,768	81,221
5811	00 Student Transportation--Non Bus Route	5,294	441	441	441	441	441	441	441	441	441	441	441	441	5,294
5812	00 Other Student Activities	185	15	15	15	15	15	15	15	15	15	15	15	15	185
5815	00 Advertising/Recruiting	12,706	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	1,059	12,706
5820	00 Fundraising Expense	3,177	265	265	265	265	265	265	265	265	265	265	265	265	3,177
5830	00 Student Transportation--Field Trip Expenses	5,294	441	441	441	441	441	441	441	441	441	441	441	441	5,294
5836	00 Student Transportation--Bus Route	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5850	00 Scholarships Awarded	10,588	882	882	882	882	882	882	882	882	882	882	882	882	10,588
5873	00 Financial Services	63,530	5,294	5,294	5,294	5,294	5,294	5,294	5,294	5,294	5,294	5,294	5,294	5,294	63,530
5874	00 Personnel Services	2,118	176	176	176	176	176	176	176	176	176	176	176	176	2,118
5877	00 IT Services	6,882	574	574	574	574	574	574	574	574	574	574	574	574	6,882
5890	00 Interest Expense / Misc. Fees	1,059	88	88	88	88	88	88	88	88	88	88	88	88	1,059
5891	00 Charter School Capital Fees	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5899	00 CMO Management Fees	0	-	-	-	-	-	-	-	-	-	-	-	-	-
5900	00 Communications	7,941	662	662	662	662	662	662	662	662	662	662	662	662	7,941
5999	00 Expenses Suspense	0	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Services, Other Operating Expenses		583,826.38	48,652	48,652	48,652	48,652	47,887	47,887	47,887	47,887	47,887	47,887	47,887	54,007	583,826

Crete Academy			Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
CASH FLOW-2021-22		Budget	JULY 2021	AUGUST 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MARCH 2022	APRIL 2022	MAY 2022	JUNE 2022	Total
Capital Outlay															
6400	00 Buildings and Improvements of Buildings			-	-	-	-	-	-	-	-	-	-	-	-
6440	00 Equipment & Furniture														
6900	00 Depreciation Expense	31,000	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	31,000
Total Capital Outlay		31,000.00	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	2,583	31,000
Other Outgoing Costs (Direct Support/Indirect Costs)															
5875	00 District Oversight Fees	21,316	21,906	1,279	2,558	1,705	1,705	1,705	1,705	1,908	1,908	1,908	1,908	1,908	21,906
7141	65 Sped Encroachment	93,300	105,409	5,598	11,196	7,464	7,464	7,464	7,464	7,464	10,958	10,958	10,958	10,958	105,409
7438	00 Debt Service - Interest		11,000	917	917	917	917	917	917	917	917	917	917	917	11,000
Total Other Outgoing Costs (Direct Support/Indirect Costs)			138,314.07	7,794	14,671	10,086	10,086	10,086	10,086	10,289	13,783	13,783	13,783	13,783	138,314
TOTAL EXPENDITURES			2,415,958.02	197,597	204,474	199,890	199,890	199,125	199,125	199,125	199,328	202,821	202,821	202,821	2,415,958
SUB-NET			131,001.03	(92,962)	(76,301)	(21,177)	(7,831)	(6,781)	7,814	2,944	66,100	51,099	(3,572)	45,466	131,001
			(0.00)												
20-21 Balance															
Net Income (Loss)			(92,962)	(76,301)	(21,177)	(7,831)	(6,781)	7,814	2,944	66,100	51,099	(3,572)	45,466	166,201	
Accounts Receivable		150,000	75,000	37,500	37,500	-	-	-	-	-	-	-	-	(140,000)	140,000
Prepaid Expenses		-													-
Other Assets		21,028													21,028
Accounts Payable		82,639	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)	34,639
Accrued Salaries & Taxes		65,106													65,106
Deferred Revenue		4,454													4,454
Other Current Liabilities		12,038													12,038
Net Cash Provided/(used) by Operating Activities			(21,962)	(42,801)	12,323	(11,831)	(10,781)	3,814	(1,056)	62,100	47,099	(7,572)	41,466	22,201	
Capital Expenditures		111,465	-	-	-	-	-	-	-	-	-	-	-	-	111,465
Net Cash Provided/(used) by investing Activities			-	-	-	-	-	-	-	-	-	-	-	-	111,465
Cash Flow Financing-Secured Debt			-												-
Loan Payable Shuttle		39,120	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	(1,070)	26,280
Wells Fargo LOC		38,281	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	(1,500)	20,281
Loan Payables--Revolving Loan		25,009			(8,333)	(8,333)	(8,333)	(10)							-
Net Cash Provided/(used) by Financing Activities			(2,570)	(2,570)	(10,903)	(10,903)	(10,903)	(2,580)	(2,570)	(2,570)	(2,570)	(2,570)	(2,570)	(2,570)	
Monthly Cash Balance		304,428.90	279,897.02	234,526.16	235,946.19	213,211.91	191,528.28	192,761.90	189,136.02	248,666.29	293,195.07	283,053.52	321,949.79	341,580.93	