

Blue Oak Charter School
450 W. East Avenue, Chico, CA 95926
FINANCE COMMITTEE
REGULAR MEETING

Join Zoom Meeting

<https://zoom.us/j/98347919501?pwd=ZXRYRHUybG5WMVRCbUg5bzZ2cVlwdz09>

Meeting ID: 983 4791 9501

Passcode: PUvR9p

Tuesday, July 13th - 4:15 pm

Vision: To be a model for successful education of the whole child.

Mission: To nurture and deepen each child's academic and creative capacities using methods inspired by Waldorf education in a public school setting.

Notice: Any person with a disability may request the agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting at, 450 W. East Ave., Chico, CA or by calling (530) 879-7483 between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday (at least 48 hours before the meeting). All efforts will be made for reasonable accommodations.

All times noted on the agenda are approximate and listed solely for convenience. The Board may hear items earlier or later than is noted and may move the order of agenda items.

Update: In Compliance with the Governor of California's "Safer-at-Home Order" due to COVID-19, the Blue Oak Charter Council will be conducting meetings virtually until further notice. This means there will be no specific physical meeting place; the meeting will be held remotely. Public participation continues to be welcomed and encouraged to those who join via Zoom and raise their hand. The chat bar will not be available to the public during the Zoom meetings to support the sanctity of the meeting.

Blue Oak Charter Council (BOCC) may tape, film, stream, or broadcast any open BOCC Meeting. The BOCC president may announce that a recording or broadcasting is being made at the direction of BOCC members and that the recording or broadcast may capture images and sounds of those attending the meeting. Any BOCC recording may be erased or destroyed 30 days after the meeting.

AGENDA

OPEN SESSION - 4:15 PM

1. OPENING

- 1.1. Call Meeting to Order
- 1.2. Roll Call of Committee Members and Establish Quorum
- 1.3. Invocation - School Verse Read

"This is our school, May peace dwell here, May the rooms be full of contentment. May love abide here, Love of one another, Love of our school, and Love of life itself. Let us remember that as many hands build a house, So many hearts build a school."

- 1.4. Audience to Address the Committee

This is the opportunity for members of the community to address the committee concerning items not on the agenda. Persons addressing the Committee will be allowed a maximum of three (3) minutes for their presentation. Persons may not yield their time to another speaker (Gov. Code § 54954.3)

- 1.5. Agenda Modifications
- 1.6. Approve Minutes from June 8th, 2021.

2. FINANCIAL REPORTS

- 2.1. Charter Impact Monthly Report
 - 2.1.1. Attendance and Enrollment
 - 2.1.2. Cash Flow
 - 2.1.3. Balance Sheet Detail
 - 2.1.4. Warrants/Aged Payable
 - 2.1.5. Actual to Budget Summary (*part of the Financial Forecast in the Charter Impact Report*)
- 2.2. Point of Sale Transactions/Check Register

3. BUSINESS

- 3.1. Sustainable School Task Force
- 3.2. EPA Resolution
- 3.3. School Nurse MOU from CCDC
- 3.4. Policy Review
 - 3.4.1. Fiscal Policies and Procedures
- 3.5. Executive Director's Report

4. NEXT MEETING - August 10th, 2021 at 4:15PM

5. ADJOURNMENT

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AGENDA

OPEN SESSION - 4:15 PM

1. OPENING

1.1. Call Meeting to Order

- Chelsea Parker called the meeting to order at 4:23PM.

1.2. Roll Call of Committee Members and Establish Quorum

- Present: Franki Boisseree, Nick Meier, Chairun Combs, Susan Domenighini, and Chelsea Parker
- Absent: Nick Meier and Maggie Buckley

1.3. Invocation - School Verse Read

"This is our school, May peace dwell here, May the rooms be full of contentment. May love abide here, Love of one another, Love of our school, and Love of life itself. Let us remember that as many hands build a house, So many hearts build a school."

- Chelsea Parker read the school verse.

1.4. Audience to Address the Committee

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- No audience members addressed the committee at this time.

1.5. Agenda Modifications

- No agenda modifications were made.

1.6. Approve Minutes from May 11th, 2021.

- Franki Boisseree made a motion to approve the minutes from May 11th, 2021. Susan Domenighini seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Chelsea Parker	X			
Franki Boisseree	X			
Chairun Combs	X			
Nick Meier				X
Maggie Buckley				X

- Vote passes.

2. FINANCIAL REPORTS

2.1. Charter Impact Monthly Report

Jim Weber, Charter Impact

- 2.1.1. Attendance and Enrollment
- 2.1.2. Cash Flow
- 2.1.3. Balance Sheet Detail
- 2.1.4. Warrants/Aged Payable
- 2.1.5. Point of Sale Transactions/Check Register
- 2.1.6. Actual to Budget Summary (*part of the Financial Forecast in the Charter Impact Report*)

- Jim Weber from Charter Impact presented the May Monthly Report via PowerPoint. There were not many changes to report since the last budget report. Later in the meeting, the BOFC will review the next school year's budget. Jim broke down the overall proposed funding for the 21/22 budget, reviewed compliance and reporting dates, and had nothing new to note about enrollment and ADA this year. Overall the cash balance is looking good.
- BOFC members reviewed the point of sale transactions as well.
- Chairun Combs made a motion to recommend that the BOCC approves the Charter Impact reports for May. Franki Boisseree seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Chelsea Parker	X			
Franki Boisseree	X			

Chairun Combs	X			
Nick Meier				X
Maggie Buckley				X

➤ Vote passes.

3. BUSINESS

3.1. Budget Review

- Jim Weber presented the multi-year forecast which included the proposed budget for the 2021/2022 school year; he noted any major changes from this year to the next and explained that we have received enough funding to spread it out over the next few years which is an improvement from previous years. Below are some questions that were answered about specific items on the proposal.
 - Susan Domenighini settled on the projection of 290 enrolled students for next year, which is what the budget is based on, after reviewing each class's current and projected enrollments. Many families will be returning although we are still in a period of fluctuation, however, for now 290 is a safe number. Additionally, with the full-day Kindergarten program on the horizon, we are starting to build a waiting list.
 - Currently, Waldorf stipends are absorbed into our pay schedule; the additional stipends listed are for the summer school program, co-chair, testing coordinator, masters, as a reserve for extra hours, etc.
 - IT costs were high last year due to a need for additional services during the pandemic; we are expecting not to need them as much in the upcoming year.
- Many BOFC were excited to see the multi-year forecast looking so healthy. It is good to know the additional funds coming in aren't just to keep us afloat but are able to be dispersed over the years. This has been one of the shortest and smoothest budget discussions in recent years; congratulations BOCS.
- Franki Boisseree made a motion to recommend the BOCC approve the budget for the 2021-2022 school year. Chairun Combs seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Chelsea Parker	X			
Franki Boisseree	X			
Chairun Combs	X			
Nick Meier				X
Maggie Buckley				X

➤ Vote passes.

3.2. LCAP Review

- Susan Domenighini reviewed the official LCAP document that will be sent to CDE and BCOE. All of the information included in this document has previously been presented to the BOFC.
- Other things to note is that the full budget is included in the LCAP this year, whereas in the past we only included supplemental funds. This is helpful in the parent reports, so they can see the full picture of how our school utilizes its finances. Finally, Jim and Susan did not include percentages this year so that spending is easier to track and less restrictive.
- Franki Boisseree made a motion to recommend that the BOCC approve the LCAP. Chairun Combs seconded the motion.
- No further discussion.
- Vote.

Name	Yes	No	Abstain	Absent
Susan Domenighini	X			
Chelsea Parker	X			
Franki Boisseree	X			
Chairun Combs	X			
Nick Meier				X
Maggie Buckley				X

- Vote passes.

3.3. Sustainable School Task Force

- The BOCC approved an addendum to the strategic plan recently to officially establish the BOFC as the Sustainable School Task Force although it has already been acting as such. This item will be included on all future agendas for updates as needed.

3.4. Executive Director's Report

Susan Domenighini

- Susan Domenighini reported that there was nothing to report; we have completed the budget, LCAP, and end of the school year.
- The seamlessness of the budget discussions today is a testament to the fiscal health of our school; thank you to Jim and Susan for all of your hard work to make this happen!

4. NEXT MEETING - July 13th, 2021 at 4:15PM

5. ADJOURNMENT

- Chelsea Parker adjourned the meeting at 5:00PM.

Minutes Taken By: Alexandra Archer

Approved by: _____ Date: _____

DRAFT

Blue Oak Charter School

Monthly Financial Presentation – June 2021

June Highlights

Highlights

- Early close surplus **\$603K**, includes PPP forgiveness, recommended to reserve surplus for future.
- Revenue exceeds budget, **+\$461K**. Excluding CARES Act and PPP timing **near breakeven**.
- Expenses below budget **\$44K**.
- Cash ended year **\$356K**, exceeding budget by **\$68K**.
- Funding included in 21/22 budget:
 - In-Person Instruction **\$88K**
 - Expanded Learning Opportunities **\$189K**
 - ESSER I and GEER **\$80K**
 - ESSER II **\$251K**
 - ESSER III **\$563K**

Compliance and Reporting

- Cares Act reporting completed July 7th.
- Consolidated Application for federal funding due July 22nd.
- Quarterly reporting will be submitted during July

Enrollment and Revenues

- 2020/21 funding is based on 2019/20 P-2 ADA (293.37), no ADA will be reported for 2020/21.
- 2020/21 CALPADS data maintained rolling UPP at 58%.

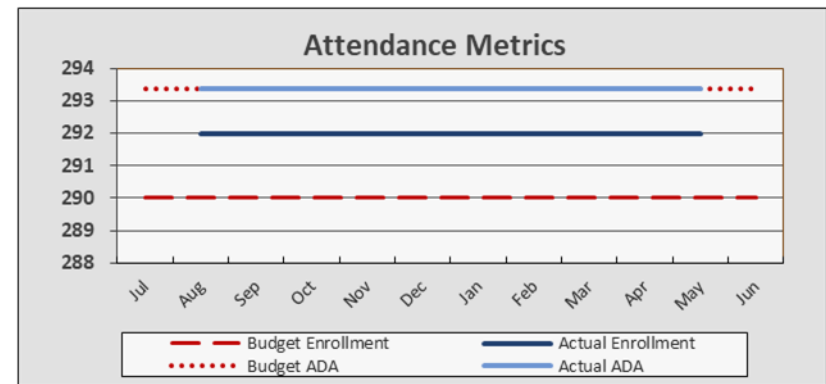
Attendance Data and Metrics



Enrollment and Per Pupil Data

<i>Enrollment & Per Pupil Data</i>			
	<i><u>Actual</u></i>	<i><u>Forecast</u></i>	<i><u>Budget</u></i>
Average Enrollment	292	292	290
ADA	293	293	293
Attendance Rate	100.5%	100.5%	101.2%
Unduplicated %		58.1%	58.0%
Revenue per ADA		\$14,141	\$12,570
Expenses per ADA		\$12,086	\$12,237

Attendance Metrics



2020/21 funding is based on 2019/20 P-2 ADA (293.37), no ADA will be reported for 2020/21.

Revenue

- June Updates
 - Approved PPP loan forgiveness \$529,920.
 - Reduced fundraising (\$25K).
 - Learning Loss Mitigation and ESSER Funds \$176K.

Revenue

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 2,676,144	\$ 2,678,690	\$ (2,546)
Federal Revenue	294,831	372,705	(77,874)
Other State Revenue	420,406	414,765	5,641
Other Local Revenue	199,059	221,543	(22,484)
Total Revenue	\$ 3,590,441	\$ 3,687,703	\$ (97,262)

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 2,676,144	\$ 2,678,690	\$ (2,546)
Federal Revenue	824,751	372,705	452,046
Other State Revenue	448,571	414,765	33,806
Other Local Revenue	199,059	221,543	(22,484)
Total Revenue	\$ 4,148,525	\$ 3,687,703	\$ 460,822



Expenses

- June Updates
 - Expenses below budget \$44K.
 - Increased expenses for educational supplies, nursing, IT, PD, public relations.

Expenses

	Year-to-Date		
	Actual	Budget	Fav/(Unf)
Certificated Salaries	\$ 1,351,455	\$ 1,428,037	\$ 76,582
Classified Salaries	340,756	399,225	58,469
Benefits	478,829	499,280	20,451
Books and Supplies	221,787	198,500	(23,287)
Subagreement Services	160,447	129,620	(30,827)
Operations	138,826	134,421	(4,405)
Facilities	603,991	611,404	7,413
Professional Services	230,182	169,988	(60,194)
Depreciation	19,426	19,426	0
Interest	5,334	-	(5,334)
Total Expenses	\$ 3,551,033	\$ 3,589,901	\$ 38,868

	Annual/Full Year		
	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 1,351,455	\$ 1,428,037	\$ 76,582
Classified Salaries	340,756	399,225	58,469
Benefits	478,829	499,280	20,451
Books and Supplies	221,787	198,500	(23,287)
Subagreement Services	160,447	129,620	(30,827)
Operations	138,826	134,421	(4,405)
Facilities	603,991	611,404	7,413
Professional Services	230,173	169,988	(60,185)
Depreciation	19,426	19,426	0
Interest	-	-	-
Total Expenses	\$ 3,545,690	\$ 3,589,901	\$ 44,211

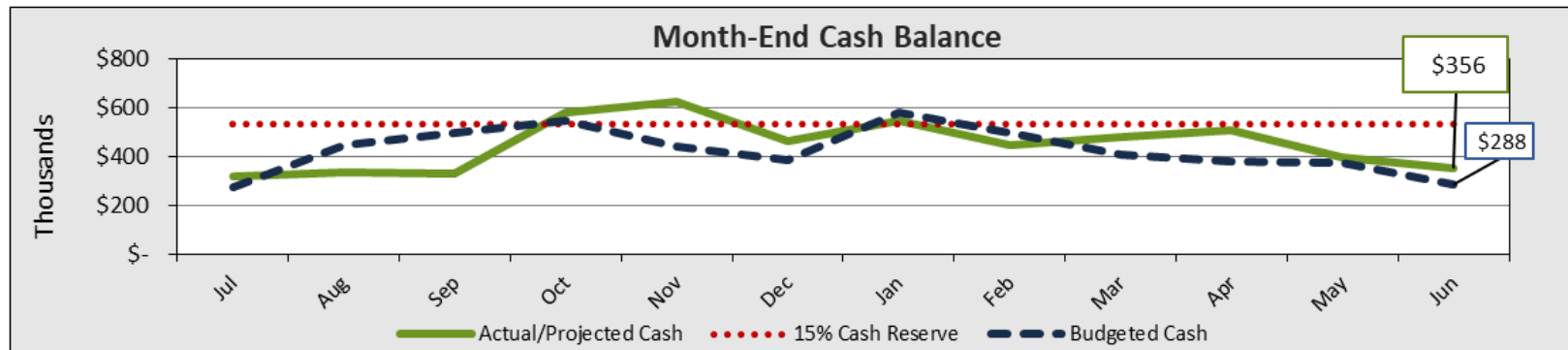
Surplus / (Deficit) & Fund Balance

- Early close surplus **+\$603K**.
- Fund balance forecast **\$1.1 million**, 32%, 117 days expenses.
- Deferred funding reduces fund balance available as cash reserves.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 39,407	\$ 97,802	\$ (58,395)	\$ 602,835	\$ 97,802	\$ 505,033
Beginning Fund Balance	<u>531,327</u>	<u>531,327</u>		<u>531,327</u>	<u>531,327</u>	
Ending Fund Balance	<u>\$ 570,735</u>	<u>\$ 629,129</u>		<u>\$ 1,134,162</u>	<u>\$ 629,129</u>	
<i>As a % of Annual Expenses</i>	16.1%	17.5%		32.0%	17.5%	

Cash Balance

- Cash ended year **\$356K**, improving on June 30, 2020 +\$38K.
- Increased funding of EPA (received in July) reduces payment deferrals \$250K+.
- Management and Charter Impact are monitoring activities to ensure adequate cash availability.



Compliance Deadlines (next 60 days)



Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Jul-07	CARES Act - 4th Quarter Expenditure Report - Reporting activity April 1, 2021 - June 30, 2021. The CARES Act includes multiple pots of federal funding to limit or defray the impact of COVID-19. The CARES Act Reporting application was created by the California Department of Education to gather required data for purposes of state and federal report on CARES Act and other COVID-19 related funds.	Charter Impact	No	No	https://www.cde.ca.gov/fg/cr/#reporting
FINANCE	Jul-15	Final Federal Expenditure and ERMHS Report (Special Education) - Financial reporting for year-end actuals are due for El Dorado Charter SELPA members.	Charter Impact	No	No	https://charterselpa.org/fiscal/
FINANCE	Jul-22	Complete Consolidated Application reporting - Spring - The Consolidated Application (ConApp) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Annually, in May, each local educational agency (LEA) submits the spring release of the application to document participation in these programs and provide assurances that the district will comply with the legal requirements of each program.	Charter Impact with BOCS support	Yes	No	https://www.cde.ca.gov/fg/aa/co/index.asp
DATA TEAM	Jul-30	CALPADS EOY 1, 2, 3, and 4 - Course Completion, Program Eligibility/Participation, Homeless Students, Student discipline, Cumulative Enrollment, Student Absence Summary and SpED	BOCS	No	Yes	https://www.cde.ca.gov/ds/sp/cl/
FINANCE	Jul-31	Federal Cash Management - Period 1 - The Title I, Part A; Title I, Part D, Subpart 2; Title II, Part A; Title III LEP; Title III Immigrant; and Title IV programs under the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the ESSA, will utilize the Federal Cash Management program. Charter schools that are awarded a grant under any of these programs must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/cm/
GOVERNANCE	Jul-31	Annual review of organization's Fiscal Policies - Board approved fiscal policies define the organization's financial operations and internal controls to ensure compliance with industry and government regulations. An annual review is recommended to ensure compliance with current procedures and annually updated regulations. If updates are necessary, revised policies may be documented and presented for Board approval.	Charter Impact with BOCS support	No	No	
DATA TEAM	Aug-01	Administer English Language Proficiency Assessment for California (ELPAC) Initial Assessment - Based on the results of the home language survey, every pupil in California whose native language is not English is required to be tested within 30 days of the start of school. Be sure to note your school's 30th day of instruction and test all ELPAC students before that date. This reporting is used for students' academic performance and state and federal accountability reporting requirements.	BOCS	No	No	https://www.cde.ca.gov/ta/tg/ep/
FINANCE	Aug-27	Mandate Block Grant Application - Mandate Block Grant funding is available to fund the costs of mandated programs and activities. The Mandate Block Grant application is the only option for charter schools to receive this funding. (2020/21 funding per PY ADA K-8 \$16.86, 9-12 \$46.87).	Charter Impact	No	No	https://www.cde.ca.gov/fg/aa/ca/mandatebg.asp
DATA TEAM	Aug-27	CALPADS EOY 1, 2, 3 and 4 Amendment Window Deadline - Course completion data for grades 7-12, CTE participants, concentrators, completers, program eligibility/participation, homeless student counts, student discipline, cumulative enrollment and student absence data must be submitted to CDE by 8/27/2021.	BOCS	No	No	https://www.cde.ca.gov/ds/sp/cl/rptcalendar.asp
FINANCE	Set by Authorizer	Unaudited Actual Reports - Annual unaudited financial statements for the preceding year are due by date set by the charter authorizer (no later than September 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/sf/fr/cs/alternative.asp

Appendices

As of June 30, 2021

- Cash Flow – Monthly and Annual Forecast
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flows
- Detailed Month and YTD Budget vs. Actual
- Accounts Payable Aging
- Check Register

Blue Oak Charter School

Financial Package

June 30, 2021

Presented by:



Monthly Cash Flow/Forecast FY20-21

Revised 07/12/2021

ADA = 293.37



Revenues

State Aid - Revenue Limit

8011	LCFF State Aid
8012	Education Protection Account
8019	State Aid - Prior Year
8096	In Lieu of Property Taxes

Federal Revenue

8181	Special Education - Entitlement
8290	Title I, Part A - Basic Low Income
8291	Title II, Part A - Teacher Quality
8296	Other Federal Revenue

Other State Revenue

8545	School Facilities (SB740)
8550	Mandated Cost
8560	State Lottery
8598	Prior Year Revenue
8599	Other State Revenue

Other Local Revenue

8689	Other Fees and Contracts
8699	School Fundraising
8792	Transfers of Apportionments

Total Revenue

Expenses

Certificated Salaries

1100	Teachers' Salaries
1170	Teachers' Substitute Hours
1175	Teachers' Extra Duty/Stipends
1200	Pupil Support Salaries
1300	Administrators' Salaries

Classified Salaries

2100	Instructional Salaries
2400	Clerical and Office Staff Salaries
2900	Other Classified Salaries

Benefits

3101	STRS
3202	PERS
3301	OASDI
3311	Medicare
3401	Health and Welfare
3501	State Unemployment
3601	Workers' Compensation
3901	Other Benefits

Books and Supplies

4100	Textbooks and Core Materials
4200	Books and Reference Materials
4302	School Supplies
4305	Software
4310	Office Expense
4311	Business Meals
4312	School Fundraising Expense
4400	Noncapitalized Equipment

Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Revised Budget	Favorable / (Unfav.)
														ADA = 293.37	
-	69,481	69,481	125,066	128,236	121,896	125,066	125,066	64,141	31,409	30,243	270,339	-	1,160,424	1,699,234	(538,810)
-	-	-	138,207	-	-	138,207	-	-	152,576	-	362,279	-	791,269	243,834	547,435
-	-	-	11,477	-	-	-	-	(1,265)	(620)	(597)	(8,998)	-	(3)	-	(3)
-	44,825	89,650	59,767	59,767	59,767	59,767	59,767	97,038	48,534	48,534	97,038	-	724,454	735,622	(11,168)
-	114,306	159,131	334,517	188,003	181,663	323,040	184,833	159,914	231,899	78,180	720,658	-	2,676,144	2,678,690	(2,546)
-	-	-	-	-	-	-	-	19,938	-	-	22,254	-	42,192	39,875	2,317
-	-	-	-	-	18,794	32,957	-	-	22,999	-	4,642	-	79,392	77,683	1,709
-	-	-	-	-	2,433	-	7,011	-	-	639	-	-	10,083	11,449	(1,366)
-	-	-	37,287	55,930	62,447	-	4,212	-	-	3,288	-	529,920	693,084	243,698	449,386
-	-	-	37,287	55,930	83,674	32,957	11,223	19,938	22,999	3,927	26,896	529,920	824,751	372,705	452,046
-	-	-	-	-	-	-	-	177,103	88,551	-	61,987	-	327,641	312,615	15,026
-	-	-	-	-	4,946	-	-	-	-	-	-	-	4,946	4,946	(0)
-	-	-	-	-	-	16,441	-	-	15,242	-	-	26,698	58,381	58,381	-
-	-	-	-	-	-	2,217	-	-	-	1,074	(420)	-	2,871	-	2,871
-	-	-	-	-	-	-	-	36,490	-	-	16,775	1,467	54,732	38,823	15,909
-	-	-	-	-	4,946	18,658	-	213,593	103,794	1,074	78,342	28,165	448,571	414,765	33,806
-	1,500	-	600	-	-	500	-	-	-	-	-	-	2,600	-	2,600
20	6,580	2,207	660	1,507	2,590	654	777	1,890	1,475	959	1,679	-	20,997	46,000	(25,003)
7,818	15,791	15,799	9,324	15,799	15,799	15,799	7,425	4,750	3,850	3,800	59,508	-	175,462	175,543	(81)
7,838	23,871	18,006	10,584	17,306	18,389	16,953	8,202	6,640	5,325	4,759	61,187	-	199,059	221,543	(22,484)
7,838	138,177	177,137	382,388	261,238	288,672	391,607	204,258	400,085	364,017	87,940	887,083	558,085	4,148,525	3,687,703	460,822
91,139	106,143	108,402	110,925	111,348	108,386	111,830	112,479	110,861	110,487	32,458	937	-	1,115,397	1,164,716	49,319
-	-	-	-	600	(240)	-	480	1,080	1,320	840	(120)	-	3,960	34,941	30,981
699	736	1,506	1,140	840	840	840	840	840	840	125	-	-	9,246	11,800	2,554
-	583	7,574	6,457	5,243	2,442	3,603	6,789	5,329	7,619	5,752	1,183	-	52,573	40,700	(11,873)
14,086	14,294	14,190	14,190	14,190	14,190	14,190	14,190	14,190	14,190	14,190	14,190	-	170,279	175,879	5,600
105,924	121,755	131,672	132,712	132,222	125,618	130,463	134,778	132,299	134,456	53,365	16,190	-	1,351,455	1,428,037	76,582
229	221	14,186	10,356	8,204	6,764	9,050	20,535	12,112	14,676	15,536	3,058	-	114,925	125,907	10,982
6,264	11,854	8,861	12,544	10,990	7,430	8,530	13,413	10,222	8,881	11,936	8,679	-	119,603	147,445	27,842
2,518	1,516	13,576	11,105	10,349	8,084	8,713	12,870	10,186	9,999	10,392	6,920	-	106,228	125,873	19,645
9,011	13,591	36,623	34,004	29,542	22,278	26,292	46,818	32,520	33,556	37,865	18,656	-	340,756	399,225	58,469
16,034	18,530	19,824	19,554	19,358	17,076	19,129	20,077	19,534	19,846	5,937	2,330	-	197,229	230,628	33,399
4,155	3,393	9,480	9,214	9,069	6,453	7,381	12,311	9,061	9,222	8,871	4,112	-	92,722	82,640	(10,082)
848	735	2,872	2,721	2,496	1,809	2,103	3,581	2,593	2,693	2,660	(212)	-	24,900	24,752	(148)
1,544	1,831	2,377	2,312	2,238	2,047	2,121	2,514	2,277	2,324	1,137	495	-	23,217	26,495	3,278
12,044	3,695	10,107	7,425	8,416	12,720	10,737	9,047	11,853	10,408	17,076	16,750	-	130,278	114,300	(15,978)
53	63	82	80	(566)	70	73	(127)	79	80	39	86	-	12	2,193	2,180
953	953	953	953	953	2,091	953	953	953	(790)	897	-	-	9,824	18,273	8,449
51	64	67	56	61	61	64	65	64	64	19	10	-	646	-	(646)
35,683	29,263	45,762	42,315	42,025	42,327	42,562	48,420	46,414	43,848	36,637	23,573	-	478,829	499,280	20,451
-	3,490	4,674	12,540	-	-	-	15,417	2,818	1,611	1,534	1,534	-	43,618	16,000	(27,618)
-	4,198	1,002	(4,707)	-	-	34	677	32	-	-	109	-	1,345	6,000	4,655
-	14,883	2,535	2,679	2,976	(80)	936	233	419	936	2,649	1,162	-	29,328	46,000	16,672
129	129	9,954	(768)	774	3,133	786	1,566	7,301	786	786	966	-	25,540	-	(25,540)
-	3,768	4,507	2,805	1,735	494	2,885	1,831	748	698	1,282	4,466	-	25,218	10,000	(15,218)
-	-	-	-	-	-	-	-	-	-	15	-	-	15	-	(15)
-	-	-	-	-	-	-	-	1,215	-	280	-	-	1,495	2,500	1,005
-	-	17,770	44,752	3,149	19,885	2,855	-	429	771	169	5,446	-	95,227	118,000	22,773
129	26,468	40,442	57,301	8,634	23,432	7,496	19,724	12,961	4,803	6,716	13,683	-	221,787	198,500	(23,287)

Blue Oak Charter School

Monthly Cash Flow/Forecast FY20-21

Revised 07/12/2021

ADA = 293.37



Subagreement Services

5101	Nursing
5102	Special Education
5105	Security

Operations and Housekeeping

5201	Auto and Travel
5300	Dues & Memberships
5400	Insurance
5501	Utilities
5502	Janitorial Services
5900	Communications
5901	Postage and Shipping

Facilities, Repairs and Other Leases

5601	Rent
5603	Equipment Leases
5610	Repairs and Maintenance

Professional/Consulting Services

5801	IT
5802	Audit & Taxes
5803	Legal
5804	Professional Development
5805	General Consulting
5806	Special Activities/Field Trips
5807	Bank Charges
5809	Other taxes and fees
5810	Payroll Service Fee
5811	Management Fee
5812	District Oversight Fee
5815	Public Relations/Recruitment

Depreciation

6900	Depreciation Expense
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Interest

7438	Interest Expense
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Total Expenses

Monthly Surplus (Deficit)

Cash Flow Adjustments

Monthly Surplus (Deficit)	(208,879)	(127,388)	(172,656)	11,522	(39,690)	(29,616)	86,639	(141,981)	71,264	63,342	(142,946)	669,797	563,427
Cash flows from operating activities													
Depreciation/Amortization	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-	
Public Funding Receivables	9,140	88,186	152,479	94,809	45,000	15,450	(6,505)	1,414	(2,300)	(38,241)	37,602	(806,961)	(552,751)
Grants and Contributions Rec.	9,909	12,248	3,957	-	-	-	-	-	-	(10,015)	11,550	9,968	-
Prepaid Expenses	3,279	7,801	(38,576)	1,779	19,131	(17,471)	5,165	(5,384)	1,158	6,373	24,519	(15,032)	-
Accounts Payable	(21,726)	-	-	-	33,116	(33,116)	1	(1)	-	-	-	(3,273)	(9)
Accrued Expenses	16,998	31,219	40,953	(21,936)	35,371	(45,413)	(12,471)	41,100	(26,152)	-	(23,063)	(5,845)	-
Summer Holdback	-	5,492	5,204	5,774	5,774	5,774	5,186	5,774	5,887	(20,153)	(30,484)	-	-
Deferred Revenues				154,694	(55,930)	(59,947)	4,140	89	(22,823)	-	-	138,401	-
Cash flows from investing activities													
Cash flows from financing activities													
Proceeds(Payments) on Debt	451	451	437	292	598	453	453	410	454	440	455	440	-

Total Change in Cash

Cash, Beginning of Month

Cash, End of Month

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Forecast	Revised Budget	Favorable / (Unfav.)
Subagreement Services																
5101 Nursing	-	-	3,958	1,979	-	1,979	3,958	1,979	1,979	1,979	1,979	1,979	-	21,766	-	(21,766)
5102 Special Education	-	150	4,530	14,437	13,717	12,762	8,284	13,857	13,044	12,988	11,503	29,801	-	135,074	128,120	(6,954)
5105 Security	-	-	428	-	-	428	-	1,897	428	-	-	428	-	3,607	1,500	(2,107)
	-	150	8,915	16,416	13,717	15,169	12,242	17,733	15,450	14,966	13,481	32,207	-	160,447	129,620	(30,827)
Operations and Housekeeping																
5201 Auto and Travel	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
5300 Dues & Memberships	-	-	50	885	-	2,950	-	-	-	-	-	-	-	3,885	1,000	(2,885)
5400 Insurance	2,175	922	5,541	3,643	3,643	3,553	3,554	3,553	3,711	3,600	3,604	3,603	-	41,102	38,421	(2,681)
5501 Utilities	5,081	5,387	8,318	4,775	4,913	3,136	4,490	4,859	5,157	4,199	2,061	7,183	-	59,561	70,000	10,439
5502 Janitorial Services	-	-	1,846	-	-	2,797	923	963	1,025	1,025	1,125	5,541	-	15,244	11,000	(4,244)
5900 Communications	652	742	563	240	1,112	7,910	463	1,506	1,321	979	183	1,139	-	16,810	10,000	(6,810)
5901 Postage and Shipping	-	533	433	193	18	78	258	50	242	18	79	323	-	2,225	1,000	(1,225)
	7,908	7,584	16,750	9,735	9,685	20,424	9,688	10,932	11,456	9,821	7,053	17,790	-	138,826	134,421	(4,405)
Facilities, Repairs and Other Leases																
5601 Rent	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	48,867	-	586,404	586,404	-
5603 Equipment Leases	1,395	1,524	962	786	1,376	896	1,666	863	1,983	1,245	1,504	1,884	-	16,083	17,400	1,317
5610 Repairs and Maintenance	-	120	50	240	-	268	76	85	128	-	538	-	-	1,504	7,600	6,096
	50,262	50,511	49,879	49,893	50,243	50,030	50,609	49,815	50,978	50,112	50,909	50,751	-	603,991	611,404	7,413
Professional/Consulting Services																
5801 IT	-	-	427	7,037	2,736	3,044	9,213	-	7,716	(10,015)	-	9,963	-	30,120	12,200	(17,920)
5802 Audit & Taxes	-	-	2,730	6,405	-	1,838	1,575	-	-	-	1,680	2,205	-	16,433	3,500	(12,933)
5803 Legal	-	-	416	296	624	-	-	-	-	-	-	-	-	1,336	7,500	6,164
5804 Professional Development	-	5,487	678	945	(75)	350	280	100	1,897	3,457	990	1,293	-	15,403	5,000	(10,403)
5805 General Consulting	-	375	5,087	1,696	2,071	1,696	1,696	2,329	1,825	2,433	2,775	2,050	-	24,031	20,347	(3,684)
5806 Special Activities/Field Trips	-	-	-	-	(640)	(300)	-	-	-	-	300	819	-	179	10,000	9,821
5807 Bank Charges	-	-	-	-	-	-	-	20	268	-	40	69	-	397	-	(397)
5809 Other taxes and fees	1	449	1,221	987	917	818	1,052	716	1,050	575	527	552	-	8,866	3,000	(5,866)
5810 Payroll Service Fee	150	555	578	718	439	675	579	896	606	598	580	1,246	-	7,620	4,900	(2,720)
5811 Management Fee	5,579	5,862	5,862	5,862	6,317	6,317	6,317	8,173	8,173	8,173	8,304	8,304	-	83,243	73,754	(9,489)
5812 District Oversight Fee	-	695	695	2,633	-	2,502	2,633	1,251	629	1,834	296	13,602	(9)	26,761	26,787	25
5815 Public Relations/Recruitment	-	750	-	-	255	-	200	2,505	2,505	-	7,295	2,275	-	15,785	3,000	(12,785)
	5,730	14,173	17,694	26,579	12,643	16,939	23,545	15,990	24,669	7,055	22,787	42,377	(9)	230,173	169,988	(60,185)
Depreciation																
6900 Depreciation Expense	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-	19,426	19,426	0
	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-	19,426	19,426	0
Interest																
7438 Interest Expense	451	451	437	292	598	453	453	410	454	440	455	440	(5,334)	-	-	-
	451	451	437	292	598	453	453	410	454	440	455	440	(5,334)	-	-	-
Total Expenses	216,717	265,565	349,794	370,866	300,929	318,289	304,969	346,239	328,820	300,674	230,886	217,286	(5,343)	3,545,690	3,589,901	44,211
Monthly Surplus (Deficit)	(208,879)	(127,388)	(172,656)	11,522	(39,690)	(29,616)	86,639	(141,981)	71,264	63,342	(142,946)	669,797	563,427	602,835	97,802	505,033
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(208,879)	(127,388)	(172,656)	11,522	(39,690)	(29,616)	86,639	(141,981)	71,264	63,342	(142,946)	669,797	563,427	602,835		
Cash flows from operating activities																
Depreciation/Amortization	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	1,619	-	19,426		
Public Funding Receivables	9,140	88,186	152,479	94,809	45,000	15,450	(6,505)	1,414	(2,300)	(38,241)	37,602	(806,961)	(552,751)	(962,678)		
Grants and Contributions Rec.	9,909	12,248	3,957	-	-	-	-	-	-	(10,015)	11,550	9,968	-	37,617		
Prepaid Expenses	3,279	7,801	(38,576)	1,779	19,131	(17,471)	5,165	(5,384)	1,158	6,373	24,519	(15,032)	-	(7,258)		
Accounts Payable	(21,726)	-	-	-	33,116	(33,116)	1	(1)	-	-	-	(3,273)	(9)	(25,008)		
Accrued Expenses	16,998	31,219	40,953	(21,936)	35,371	(45,413)	(12,471)	41,100	(26,152)	-	(23,063)	(5,845)	-	30,761		
Summer Holdback	-	5,492	5,204	5,774	5,774	5,774	5,186	5,774	5,887	(20,153)	(30,484)	-	-	(0)		
Deferred Revenues				154,694	(55,930)	(59,947)	4,140	89	(22,823)	-	-	138,401	-	158,624		
Cash flows from investing activities																
Cash flows from financing activities																
Proceeds(Payments) on Debt	451	451	437	292	598	453	453	410	454	440	455	440	-	5,334		
Total Change in Cash	(189,209)	19,628	(6,583)	248,552	44,989	(162,267)	84,226	(96,961)	28,994	29,404	(110,416)	(41,370)				
Cash, Beginning of Month	506,855	317,646	337,274	330,691	579,243	624,232	461,964	546,190	449,230	478,223	507,627	397,211				
Cash, End of Month	317,646	337,274	330,691	579,243	624,232	461,964	546,190	449,230	478,223	507,627	397,211	355,841				

Blue Oak Charter School
Statement of Financial Position

June 30, 2021

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 355,841	\$ 506,855	\$ (151,014)	-30%
Accounts Receivable	148	37,766	(37,617)	-100%
Public Funding Receivables	1,037,825	627,898	409,927	65%
Prepaid Expenses	77,578	70,320	7,258	10%
Total Current Assets	1,471,392	1,242,838	228,554	18%
Long-Term Assets				
Property & Equipment, Net	21,045	40,472	(19,426)	-48%
Deposits	28,000	28,000	-	0%
Total Long Term Assets	49,045	68,472	(19,426)	-28%
Total Assets	\$ 1,520,438	\$ 1,311,310	\$ 209,128	16%
Liabilities				
Current Liabilities				
Accounts Payable	\$ (3,273)	\$ 21,726	\$ (24,999)	-115%
Accrued Liabilities	258,081	227,320	30,761	14%
Deferred Revenue	158,624	-	158,624	0%
Notes Payable, Current Portion	235,711	235,711	-	0%
Total Current Liabilities	649,144	484,757	164,386	34%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	300,559	295,225	5,334	2%
Total Long-Term Liabilities	300,559	295,225	5,334	2%
Total Liabilities	949,703	779,983	169,720	22%
Total Net Assets	570,735	531,327	39,407	7%
Total Liabilities and Net Assets	\$ 1,520,438	\$ 1,311,310	\$ 209,128	16%

Blue Oak Charter School

Statement of Cash Flows

For the period ended June 30, 2021

	Month Ended 06/30/21	YTD Ended 06/30/21
Cash Flows from Operating Activities		
Change in Net Assets	\$ 669,797	\$ 39,407
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	1,619	19,426
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	(806,961)	(409,927)
Grants, Contributions & Pledges Receivable	9,968	37,617
Prepaid Expenses	(15,032)	(7,258)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	(3,273)	(24,999)
Accrued Expenses	(36,329)	30,761
Deferred Revenue	138,401	158,624
Total Cash Flows from Operating Activities	(41,811)	(156,348)
Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	440	5,334
Total Cash Flows from Financing Activities	440	5,334
Change in Cash & Cash Equivalents	(41,370)	(151,014)
Cash & Cash Equivalents, Beginning of Period	397,211	506,855
Cash and Cash Equivalents, End of Period	\$ 355,841	\$ 355,841

Blue Oak Charter School

Statement of Activities

For the period ended June 30, 2021

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 270,339	\$ 588,784	\$ (318,445)	\$ 1,160,424	\$ 1,699,234	\$ (538,810)	\$ 1,699,234
Education Protection Account	362,279	60,959	301,320	791,269	243,834	547,435	243,834
State Aid - Prior Year	(8,998)	-	(8,998)	(3)	-	(3)	-
In Lieu of Property Taxes	97,038	102,987	(5,949)	724,454	735,622	(11,168)	735,622
Total State Aid - Revenue Limit	720,658	752,729	(32,071)	2,676,144	2,678,690	(2,546)	2,678,690
Federal Revenue							
Special Education - Entitlement	22,254	19,938	2,316	42,192	39,875	2,317	39,875
Title I, Part A - Basic Low Income	4,642	19,421	(14,779)	79,392	77,683	1,709	77,683
Title II, Part A - Teacher Quality	-	2,862	(2,862)	10,083	11,449	(1,366)	11,449
Other Federal Revenue	-	18,494	(18,494)	163,164	243,698	(80,534)	243,698
Total Federal Revenue	26,896	60,714	(33,818)	294,831	372,705	(77,874)	372,705
Other State Revenue							
School Facilities (SB740)	61,987	78,154	(16,167)	327,641	312,615	15,026	312,615
Mandated Cost	-	-	-	4,946	4,946	(0)	4,946
State Lottery	-	29,190	(29,190)	31,683	58,381	(26,698)	58,381
Prior Year Revenue	(420)	-	(420)	2,871	-	2,871	-
Other State Revenue	16,775	8,000	8,775	53,265	38,823	14,442	38,823
Total Other State Revenue	78,342	115,344	(37,002)	420,406	414,765	5,641	414,765
Other Local Revenue							
Other Fees and Contracts	-	-	-	2,600	-	2,600	-
School Fundraising	1,679	-	1,679	20,997	46,000	(25,003)	46,000
Transfers of Apportionments	59,508	56,086	3,422	175,462	175,543	(81)	175,543
Total Other Local Revenue	61,187	56,086	5,101	199,059	221,543	(22,484)	221,543
Total Revenues	887,083	984,874	(97,791)	3,590,441	3,687,703	(97,262)	3,687,703
Expenses							
Certificated Salaries							
Teachers' Salaries	937	-	(937)	1,115,397	1,164,716	49,319	1,164,716
Teachers' Substitute Hours	(120)	1,747	1,867	3,960	34,941	30,981	34,941
Teachers' Extra Duty/Stipends	-	-	-	9,246	11,800	2,554	11,800
Pupil Support Salaries	1,183	2,035	852	52,573	40,700	(11,873)	40,700
Administrators' Salaries	14,190	14,657	467	170,279	175,879	5,600	175,879
Total Certificated Salaries	16,190	18,439	2,249	1,351,455	1,428,037	76,582	1,428,037
Classified Salaries							
Instructional Salaries	3,058	6,295	3,238	114,925	125,907	10,982	125,907
Clerical and Office Staff Salaries	8,679	12,669	3,990	119,603	147,445	27,842	147,445
Other Classified Salaries	6,920	12,124	5,204	106,228	125,873	19,645	125,873
Total Classified Salaries	18,656	31,089	12,432	340,756	399,225	58,469	399,225
Benefits							
State Teachers' Retirement System, certificated	2,330	2,978	648	197,229	230,628	33,399	230,628
Public Employees' Retirement System, classified	4,112	6,435	2,323	92,722	82,640	(10,082)	82,640
OASDI/Medicare/Alternative, certificated	(212)	1,927	2,139	24,900	24,752	(148)	24,752
Medicare/Alternative, certificated	495	718	223	23,217	26,495	3,278	26,495
Health and Welfare Benefits, certificated	16,750	9,525	(7,225)	130,278	114,300	(15,978)	114,300
State Unemployment Insurance, certificated	86	110	23	12	2,193	2,180	2,193
Workers' Compensation Insurance, certificated	-	495	495	9,824	18,273	8,449	18,273
Other Benefits, certificated positions	10	-	(10)	646	-	(646)	-
Total Benefits	23,573	22,189	(1,384)	478,829	499,280	20,451	499,280

Blue Oak Charter School

Statement of Activities

For the period ended June 30, 2021

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Books & Supplies							
Textbooks and Core Materials	1,534	-	(1,534)	43,780	16,000	(27,780)	16,000
Books and Reference Materials	109	-	(109)	1,183	6,000	4,817	6,000
School Supplies	1,162	3,833	2,671	29,328	46,000	16,672	46,000
Software	966	-	(966)	25,540	-	(25,540)	-
Office Expense	4,466	833	(3,633)	25,218	10,000	(15,219)	10,000
Business Meals	-	-	-	15	-	(15)	-
School Fundraising Expense	-	208	208	1,495	2,500	1,005	2,500
Noncapitalized Equipment	5,446	-	(5,446)	95,227	118,000	22,773	118,000
Total Books & Supplies	13,683	4,875	(8,808)	221,787	198,500	(23,287)	198,500
Subagreement Services							
Nursing	1,979	-	(1,979)	21,766	-	(21,766)	-
Special Education	29,801	11,647	(18,154)	135,074	128,120	(6,954)	128,120
Security	428	136	(291)	3,607	1,500	(2,107)	1,500
Total Subagreement Services	32,207	11,784	(20,424)	160,447	129,620	(30,827)	129,620
Operations & Housekeeping							
Auto and Travel	-	273	273	-	3,000	3,000	3,000
Dues & Memberships	-	83	83	3,885	1,000	(2,885)	1,000
Insurance	3,603	3,202	(401)	41,102	38,421	(2,681)	38,421
Utilities	7,183	5,833	(1,350)	59,561	70,000	10,439	70,000
Janitorial Services	5,541	917	(4,624)	15,244	11,000	(4,244)	11,000
Communications	1,139	833	(306)	16,810	10,000	(6,810)	10,000
Postage and Shipping	323	100	(223)	2,225	1,000	(1,225)	1,000
Total Operations & Housekeeping	17,790	11,241	(6,549)	138,826	134,421	(4,405)	134,421
Facilities, Repairs & Other Leases							
Rent	48,867	48,867	-	586,404	586,404	-	586,404
Equipment Leases	1,884	1,450	(434)	16,083	17,400	1,317	17,400
Repairs and Maintenance	-	633	633	1,504	7,600	6,095	7,600
Total Facilities, Repairs & Other Leases	50,751	50,950	200	603,991	611,404	7,413	611,404
Professional/Consulting Services							
IT	9,963	1,017	(8,946)	30,120	12,200	(17,920)	12,200
Audit & Taxes	2,205	-	(2,205)	16,433	3,500	(12,932)	3,500
Legal	-	625	625	1,336	7,500	6,164	7,500
Professional Development	1,293	500	(793)	15,403	5,000	(10,403)	5,000
General Consulting	2,050	2,035	(15)	24,031	20,347	(3,684)	20,347
Special Activities/Field Trips	819	-	(819)	179	10,000	9,821	10,000
Bank Charges	69	-	(69)	397	-	(397)	-
Other Taxes and Fees	552	300	(252)	8,866	3,000	(5,866)	3,000
Payroll Service Fee	1,246	408	(837)	7,620	4,900	(2,720)	4,900
Management Fee	8,304	6,146	(2,158)	83,243	73,754	(9,489)	73,754
District Oversight Fee	13,602	7,527	(6,075)	26,770	26,787	16	26,787
Public Relations/Recruitment	2,275	300	(1,975)	15,785	3,000	(12,785)	3,000
Total Professional/Consulting Services	42,377	18,858	(23,519)	230,182	169,988	(60,194)	169,988
Depreciation							
Depreciation Expense	1,619	1,619	-	19,426	19,426	-	19,426
Total Depreciation	1,619	1,619	-	19,426	19,426	-	19,426
Interest							
Interest Expense	440	-	(440)	5,334	-	(5,334)	-
Total Interest	440	-	(440)	5,334	-	(5,334)	-
Total Expenses	217,286	171,043	(46,242)	3,551,033	3,589,901	38,868	3,589,901
Change in Net Assets	669,797	813,831	(144,033)	39,407	97,802	(58,395)	97,802
Net Assets, Beginning of Period	(99,062)			531,327			
Net Assets, End of Period	\$ 570,735			\$ 570,735			

Blue Oak Charter School

Accounts Payable Aging

June 30, 2021

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Alba Miranda	MIRA060721	6/7/2021	6/7/2021	\$ -	\$ 200.00	\$ -	\$ -	\$ -	200
Brianna Lee	LEEX062821	6/28/2021	6/28/2021	-	124.67	-	-	-	124.67
Comcast	120428264	4/1/2021	5/1/2021	-	-	(10,015.46)	-	-	(10,015.46)
Comcast	COMC060721-2009	6/7/2021	6/29/2021	-	640.48	-	-	-	640.48
J C Nelson Supply Co	760701	6/22/2021	7/22/2021	203.78	-	-	-	-	203.78
J C Nelson Supply Co	760795	6/24/2021	7/24/2021	50.94	-	-	-	-	50.94
PG&E	PGEX061421-4816	6/14/2021	7/1/2021	<u>5,522.58</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,522.58</u>
Total Outstanding Invoices				<u>\$ 5,777</u>	<u>\$ 965</u>	<u>\$ (10,015)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (3,273)</u>

Blue Oak Charter School

Check Register

For the period ended June 30, 2021

Check Number	Vendor Name	Check Date	Check Amount
10594	Advanced Document Concepts for Business	6/4/2021	\$ 497.31
10595	Anthem Blue Cross	6/4/2021	15,359.06
10596	Blue Shield of California	6/4/2021	76.78
10597	Comcast	6/4/2021	315.24
10598	Humana Insurance Co	6/4/2021	2,049.40
10599	Office Depot Inc	6/4/2021	844.43
10600	PG&E	6/4/2021	3,421.58
10601	School Steps, Inc.	6/4/2021	6,600.00
10602	Sunbridge Institute	6/4/2021	570.00
10603	Jeep Trail Printshop	6/10/2021	408.00
10604	Certified/Fortress Security & Fire Systems	6/17/2021	427.50
10605	Daniel Packer	6/17/2021	225.00
10606	Confidential	6/17/2021	98.75
10607	Leen-Liberty Park	6/17/2021	48,866.97
10608	MC2 Design Group, Inc.	6/17/2021	2,275.00
10609	Millennial Child Inc.	6/17/2021	350.00
10610	Philadelphia Insurance Companies	6/17/2021	1,871.68
10611	Recology Butte Colusa Counties	6/17/2021	1,024.75
10612	School Improvement Group, LLC	6/17/2021	1,000.00
10613	Syncb/Amazon	6/17/2021	7,809.14
10614	TIAA Commercial Finance, Inc.	6/17/2021	323.61
10615	Advanced Document Concepts for Business	6/30/2021	397.47
10616	Anthem Blue Cross	6/30/2021	15,359.06
10617	California Water Service	6/30/2021	909.68
10618	Chico Country Day School	6/30/2021	1,978.74
10619	Humana Insurance Co	6/30/2021	2,049.40
10620	J C Nelson Supply Co	6/30/2021	832.95
10621	Lotus Educational Services, Inc.	6/30/2021	2,961.00
10622	ParentSquare, Inc.	6/30/2021	2,500.00
10623	School Steps, Inc.	6/30/2021	1,760.00
10624	TIAA Commercial Finance, Inc.	6/30/2021	665.19
7310	Cal Skate	6/11/2021	493.99
7311	Angie Ernest	6/14/2021	400.00
ACH	Parts Town	6/1/2021	117.93
ACH	Postal Plus	6/1/2021	69.80
ACH	Postal Plus	6/1/2021	235.55
ACH	Adobe Inc.	6/1/2021	179.88
ACH	Heinemann Books	6/1/2021	108.54
ACH	Golden Valley Bank	6/1/2021	34.99
ACH	Sprint	6/3/2021	33.21
ACH	Charter Impact	6/4/2021	699.50

Blue Oak Charter School

Check Register

For the period ended June 30, 2021

Check Number	Vendor Name	Check Date	Check Amount
ACH	Employment Development Dept	6/11/2021	252.49
ACH	Employment Development Dept	6/11/2021	289.90
ACH	Internal Revenue Services	6/11/2021	3,999.53
ACH	Benefit Resource, Inc	6/15/2021	104.00
ACH	Golden Valley Bank	6/15/2021	20.00
ACH	Charter Impact	6/17/2021	8,304.00
ACH	Full Circle Speech Therapy	6/17/2021	7,680.00
ACH	Employment Development Dept	6/28/2021	346.96
ACH	Employment Development Dept	6/28/2021	513.59
ACH	Internal Revenue Services	6/28/2021	4,261.00
ACH	Stamp.com	6/29/2021	17.99
ACH	Charter Impact	6/30/2021	546.00
ACH	Alliance for Public Waldorf Education	6/30/2021	372.94
ACH	Golden Valley Bank	6/30/2021	<u>13.92</u>
Total Disbursements Issued in June			<u><u>\$ 152,923.40</u></u>

Business Checking – XXXXX0889

Search transactions

Activity: Date range; Start date: Jun 01, 2021; End date: Jun 30, 2021; Type: Debits

Transactions

🕒 Pending ● Posted

Date ▼	Description ◇	Debit ◇	Credit ◇	Balance
● Jun 30, 2021	Analysis Charge	13.92		
● Jun 30, 2021	POS Purchase EB ALLIANCE FOR PUBLI 801-413-7200 CA #3136 <i>Professional Development</i>	372.94		
● Jun 29, 2021	<u>Check 10614</u>	323.61		
● Jun 28, 2021	ACH Payment IRS USATAXPYMT	4,261.00		
● Jun 28, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	513.59		
● Jun 28, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	346.96		
● Jun 25, 2021	<u>Check 10612</u>	1,000.00		
● Jun 25, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	21,969.42		
● Jun 25, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	9,878.73		
● Jun 25, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	6,999.54		
● Jun 25, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	4,067.39		
● Jun 25, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	1,562.77		
● Jun 24, 2021	<u>Check 10613</u>	7,809.14		
● Jun 24, 2021	<u>Check 10604</u>	427.50		
● Jun 23, 2021	<u>Check 10608</u>	2,275.00		
● Jun 23, 2021	<u>Check 10610</u>	1,871.68		
● Jun 23, 2021	<u>Check 10609</u>	350.00		
● Jun 21, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS	15,984.00		

Date ▾	Description ↕	Debit ↕	Credit ↕	Balance
● Jun 18, 2021	<u>Check 10600</u>	3,421.58		
● Jun 16, 2021	<u>Check 10603</u>	408.00		
● Jun 16, 2021	<u>Check 10587</u>	26.81		
● Jun 15, 2021	Stop Pmt Charge Stop Payment Charge	20.00		
● Jun 15, 2021	<u>Check 10601</u>	6,600.00		
● Jun 15, 2021	<u>Check 10583</u>	1,024.75		
● Jun 15, 2021	<u>Check 10599</u>	844.43		
● Jun 15, 2021	<u>Check 10602</u>	570.00		
● Jun 15, 2021	<u>Check 10592</u>	470.00		
● Jun 15, 2021	ACH Payment BENEFIT RESOURCE BRI XFER	104.00		
● Jun 14, 2021	<u>Check 10588</u>	1,089.70		
● Jun 14, 2021	<u>Check 7311</u>	400.00		
● Jun 14, 2021	POS Purchase GOOGLE *ADS31456 MOUNTAIN VIEW CA #3136	350.00		
● Jun 11, 2021	<u>Check 10598</u>	2,049.40		
● Jun 11, 2021	<u>Check 7310</u>	493.99		
● Jun 11, 2021	ACH Payment IRS USATAXPYMT	3,999.53		
● Jun 11, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	289.90		
● Jun 11, 2021	ACH Payment EMPLOYMENT DEVEL EDD EFTPMT	252.49		
● Jun 10, 2021	<u>Check 10593</u>	665.19		
● Jun 10, 2021	<u>Check 10594</u>	497.31		
● Jun 10, 2021	<u>Check 10597</u>	315.24		
● Jun 10, 2021	<u>Check 10573</u>	160.00		
● Jun 10, 2021	<u>Check 10551</u>	10.99		
● Jun 10, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	11,612.49		
● Jun 10, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	4,626.65		

*previous check issued
not cashed - ck. reversed*

Date ▾	Description ↕	Debit ↕	Credit ↕	Balance
● Jun 09, 2021	<u>Check 10595</u>	15,359.06		
● Jun 08, 2021	<u>Check 10596</u>	76.78		
● Jun 08, 2021	ACH Payment BLUE OAK CHARTER PAYMENTS	699.50		
● Jun 07, 2021	<u>Check 10585</u>	1,100.69		
● Jun 07, 2021	<u>Check 10548</u>	225.00		
● Jun 04, 2021	<u>Check 10581</u>	2,670.43		
● Jun 04, 2021	<u>Check 10586</u>	741.15		
● Jun 04, 2021	ACH Payment BLUE OAK CHARTER PAYROLL	4,820.16		
● Jun 03, 2021	<u>Check 10590</u>	1,409.40		
● Jun 03, 2021	<u>Check 10591</u>	514.80		
● Jun 03, 2021	ACH Payment SPRINT8006396111 ACHBILLPAY RPXVMA5NVATOMPAH	33.21		
● Jun 03, 2021	POS Purchase POSTAL PLUS 530-8911626 CA #3136	59.69		
● Jun 02, 2021	<u>Check 10589</u>	538.00		
● Jun 01, 2021	<u>Check 10571</u>	1,978.76		
● Jun 01, 2021	<u>Check 10584</u>	323.61		

Agenda Item: Sustainable School Task Force

Prepared by: Susan Domenighini

Finance Committee Date: 07/13/2021

Background Information:

From the May 2021 addendum to the Strategic Plan :

Goal 1: Continue the development of a sustainable school design.

The Finance Committee acting as the Sustainable School Design Task Force will

1. Review single and double track scenarios to be vetted through appropriate channels by or before **May 30, 2022**.
2. Review split looping and other strategies that might increase the sustainability of the school
3. Finalize the plan for a sustainable school and develop a transition plan by or before **December 31, 2022**.
4. Finalized the Blue Oak Charter school building options for a permanent home in regards to purchasing land to build, renewing a lease, etc. by **June 30, 2021**.
5. Blue Oak Charter School will have stable enrollment as defined by the sustainable school task force to support the financial needs of the school by **June 30, 2024**.

BLUE OAK CHARTER SCHOOL

RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT

WHEREAS, the voters approved Proposition 30 on November 6, 2012 and Proposition 55 on November 8, 2016;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012 (sun setting 12/31/2017), and Proposition 55 Article XIII, Section 36(e) to the California Constitution effective November 8, 2016 (commencing 01/01/2018);

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor, or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of Blue Oak Charter School;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the Blue Oak Charter School has determined to spend the monies received from the Education Protection Act as attached.

DATED: _____, 2021.

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Board Member

Blue Oak Charter School
Expenditures through: June 30, 2022
Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Local Control Funding Formula Sources	8010-8099	525,184.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
TOTAL AVAILABLE		525,184.00
EXPENDITURES AND OTHER FINANCING USES		
Certificated Salaries	1000-1999	447,460.17
Classified Salaries	2000-2999	0.00
Employee Benefits	3000-3999	77,723.83
Books and Supplies	4000-4999	0.00
Services, Other Operating Expenses	5000-5999	0.00
Capital Outlay	6000-6599	0.00
Other Outgo (excluding Direct Support/Indirect Costs)	7100-7299	
	7400-7499	0.00
Direct Support/Indirect Costs	7300-7399	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		525,184.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

**Memorandum of Understanding between
Blue Oak Charter School and Chico Country Day School**

This memorandum of understanding (“MOU” or “Agreement”) is between Blue Oak Charter School (Blue Oak) and Chico Country Day School (“CCDS”), which are referred to as the “parties”.

RECITALS:

- A. BLUE OAK is a charter school authorized by Chico Unified School District. (CUSD).
- B. CCDS is a charter school authorized by the Chico Unified School District.
- C. BLUE OAK wishes to contract with CCDS for CCDS’s provision of School Nursing services to BLUE OAK students, as more fully discussed in this MOU.

NOW, THEREFORE, in consideration of the promises and the mutual covenants and agreements herein set forth, the parties do hereby agree as follows:

1. Purpose

The purpose of the MOU is to ensure that BLUE OAK students are provided with nursing services by CCDS. It is agreed that BLUE OAK shall retain all financial and legal responsibilities under the Individuals with Disabilities Education Improvement Act (“IDEA”) and related federal and California laws for BLUE OAK students served by CCDS in accordance with this MOU. BLUE OAK shall remain liable for all complaints, mediations, due process matters and/or other litigation initiated by or on behalf of BLUE OAK students which arise under such laws. CCDS shall only be considered a service provider and not the responsible LEA for any BLUE OAK student and shall incur no costs associated with the provision of these services, all of which shall be paid by BLUE OAK as set forth in this MOU. Unless the parties agree otherwise in writing, CCDS is not required to provide anything beyond what is specifically identified in this MOU.

2. Services of the school nurse may include:

- (a) Assessing and evaluating student health and developmental status as part of the Individual Education Plan (IEP) or Section 504 Plan process;
- (b) Communicating with students, families, caregivers, and health care providers;
- (c) Interpreting assessments and medical information to school staff working with the students;
- (d) Designing and implementing an Individualized School Health Plan, Emergency Care Plan, Individual Educational Plan and/or Section 504 Plan related to health care needs or chronic illnesses;
- (e) Determining the appropriate level of care for students with specialized health care needs and training, monitoring and supervising licensed and unlicensed staff;
- (f) Providing school nursing case management services for students;

- (g) Counseling students and parents regarding health or school related issues and providing information and referral to community services;
- (h) Administering and training and supervising school staff in assisting students with routine and emergency medications;
- (i) Serving as a health consultant and providing in-service programs to staff on a variety of health topics;
- (j) Developing curriculum and assisting in delivery of comprehensive health education to students;
- (k) Promoting a healthy school environment for emotional and physical safety;
- (l) Performing federal and state mandated tasks including but not limited to emergency care; child abuse reporting; communicable disease control, prevention and follow up; and CHDP, audiometric, scoliosis and vision screening;
- (m) Providing routine direct healthcare services and referrals;
- (n) Maintaining, protecting and managing confidential electronic and written student health records.

3. Additional BLUE OAK Obligations

BLUE OAK shall:

- (a) Pay CCDS for services identified herein, consistent with the Fiscal Agreement set forth in paragraph 7 below.
- (b) Provide CCDS personnel with appropriate designated workspace for the delivery of services within BLUE OAK buildings as assigned.
- (c) Provide internet data connections in workspaces designated for CCDS personnel at the BLUE OAK site.
- (d) Store confidential health files at the BLUE OAK site.
- (e) Provide nurse with assessment plans upon signature so health and developmental history may be completed.
- (f) Maintain Commercial General Liability on an “occurrence basis” with a limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, for bodily injury, death, and property damage and provide a Certificate of Insurance to the CCDS business officer verifying the minimum coverage and naming CCDS as additional insured.

4. Dispute Resolution

In the event that either party disputes the meaning of the terms of this agreement, the parties shall attempt to resolve the dispute in good faith first through a joint meeting of their representatives. If an agreement cannot be reached through the joint meeting, then the parties agree to attempt to

resolve the dispute in a meeting with the El Dorado County Charter SELPA Director or their designee. If agreement cannot be reached with the assistance of the El Dorado County Charter SELPA, then any party may seek remedy in the appropriate court of law.

5. Due Process and/or Litigation

BLUE OAK assumes full responsibility for the provision of communication assessments and speech and language therapy services to BLUE OAK students. It shall be the financial and legal responsibility of BLUE OAK to handle any and all legal disputes and claims, including but not limited to, negotiating settlement agreements, mediations, due process hearings, compliance complaints and any and all other legal actions related to a student's educational program pursuant to this MOU. If CCDS is named as a party to a legal dispute, BLUE OAK will cooperate in dismissing, with prejudice, CCDS as a party. If BLUE OAK is unable to obtain dismissal of CCDS as a party to a dispute, BLUE OAK shall fully defend and indemnify CCDS in said proceedings in accordance with the Indemnification provision in paragraph 8 below. CCDS shall fully cooperate with BLUE OAK in any legal dispute, including making its employees and documents available.

6. Indemnification

BLUE OAK shall protect, defend, indemnify, forever hold harmless and assume the costs of defense, including attorneys' fees, of CCDS, its Board, officers, members, representatives, agents, guests, invitees, and/or employees, from and against any and all liabilities, claims, losses, judgments, damages, demands or expenses resulting from or related to the policies and procedures of the El Dorado County Charter SELPA, the requirements of the IDEA, California Education Code section 56000 and following sections, Title 5 of the California Code of Regulations section 3000 and following sections, the Americans with Disabilities Act, and/or Section 504 or any other causes of action, including but not limited to actions related to or arising from CCDS's obligations under this Agreement. BLUE OAK shall indemnify CCDS and its Board, officials, employees and agents against any remedies, including compensatory education, reimbursement, money damages, attorneys fees and/or costs that may be awarded or agreed to, for failure to provide appropriate and/or compliant special education and related services.

7. Fiscal Agreement

CCDS will bill BLUE OAK in advance for school nursing services on a monthly basis, for 10 months, at the rate of:

- School Nurse:
 - a. 0.20 FTE or equivalent of 38 days based on the employee's position on the CCDS Nursing Salary Schedule. Any additional days of work required by BLUE OAK shall be requested in writing and approved by both BLUE OAK and CCDS administrators. BLUE OAK will be billed at the employee's daily rate, daily benefit costs plus a 2% fee based on the daily amounts.
 - b. Twenty percent (20%) of the benefit cost of the employee, including PERS, payroll fees and other fees associated with an employee.
- Mileage rate equal to the IRS Standard Mileage Rates, if applicable.
- Actual costs of translation services as needed and requested by BLUE OAK for any reports and assessments performed by CCDS staff.

- 2% Administrative Fee based upon the salary and benefit rates listed above.

BLUE OAK has thirty (30) days from the date of billing to issue payment to CCDS.

8. Agreement / Term

- (a) This MOU constitutes the entire understanding between parties and supersedes any prior or concurrent agreement, oral or written, between or among CCDS and/or BLUE OAK concerning its subject matter. Any modification to this MOU shall be effective only if in writing and signed by all parties. If any provision or any part of this MOU is for any reason held to be invalid or unenforceable or contrary to public policy, law, or statute, and/or ordinance, the remaining provisions of this MOU shall not be affected thereby and shall remain valid and fully enforceable.
- (b) The term of this Agreement and services shall commence on July 1, 2021 and continue through June 30, 2022.
- (c) CCDS will seek advisement and input from BLUE OAK in regards to periodic program evaluation and evaluating delivery of nursing services. BLUE OAK retains the ability to perform an independent evaluation of the School Nurse services provided. CCDS retains the sole responsibility to perform staff evaluations of CCDS employees who implement services in accordance with this MOU; however, CCDS is invited to collaborate with BLUE OAK staff in this regard as needed.
- (d) This Agreement has been made and entered into the State of California and the laws of said State will govern the validity and interpretation of this Agreement.
- (e) The persons signing this MOU warrant that they are duly authorized to sign it on behalf of the persons and entities being bound.
- (f) This Agreement may be executed in counterparts, all of which, taken together, shall be deemed an original.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first above written.

On Behalf of Blue Oak Charter School

Date: _____ By: _____
BLUE OAK Director

On Behalf of Chico Country Day School

Date: _____ By: _____

CCDS Director of Student Support Services

Nursing Costs 2021-22 (0.20 FTE): Blue Oak, Inspire, CORE

Employee	Hourly Rate	Salary/Day**	Annual Estimate*	Benefits	Total
Natalie Wren	\$61.14	\$427.98	\$16,263.24	\$7,669.91	\$24,361.13

TOTAL	\$24,361.13
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2% administrative fee (est) \$487.22

BENEFITS

21/22 TOTAL	\$24,848.36
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CalPERS	\$	3,725.91
Medicare/Soc.	\$	1,236.01
SUI & ETT	\$	103.00
W/C	\$	205.00
Health Benefits***	\$	2,400.00

* estimated 1 day/week or 38 days per year

** estimated 7 hours/day

*** \$12,000 divided by 20%



BLUE OAK SCHOOL

A WALDORF-INSPIRED PUBLIC CHARTER (K-8)

Fiscal Policies and Procedures

July 2021

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Overview

The Blue Oak Charter Council (BOCC) as the Governing Board of BLUE OAK CHARTER SCHOOL has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of BLUE OAK CHARTER SCHOOL to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

The BOCC formulates financial policies and procedures, delegates administration of the policies and procedures to the Executive Director and reviews operations and activities on a regular basis.

The Executive Director has responsibility for all operations and activities related to financial management.

Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.

All administrative employees are required to take annual vacations of at least five (5) consecutive days.

The BOCC may appoint someone else to perform the Executive Director's responsibilities in the case of absence.

The BOCC will commission an annual financial audit by an independent third party auditor who will report directly to them. The BOCC will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the BOCC and the charter-granting agency.

Since Blue Oak is a non-profit organization and exceeds \$2 million revenue threshold, the compensation and benefits of its Chief Executive Officer and Chief Financial Officer will be reviewed and approved by the BOCC upon hiring, contract extension or modification.

Blue Oak Charter does not compensate its officers or BOCC members.

Blue Oak Charter will follow and adhere to both generally accepted accounting principles (GAAP) and Nonprofit Reporting Standards established by the Financial Accounting Standards Board (FASB).

BP 3010 – Budget Development

Policy

The Blue Oak Charter School BOCC recognizes the importance of having a timely and accurate budget, which supports and defines the educational goals of the School. The purpose of this policy is to ensure stakeholder participation in the development and revision of both a current year budget and a multi-year projection budget.

Oversight Calendar and Responsibilities

January - February

1. The ~~Back Office Provider~~ ~~Business Manager~~ (CSMC) works with the Executive Director to review the Governor's proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the school's upcoming fiscal year (July 1-June 30).
2. The Business Manager and Executive Director review/prepare a set of proposed budget development principles for BOCC review and approval.
3. ~~Develop a rough~~ ~~Develop rough~~ planning budget ~~for the upcoming~~ ~~for upcoming~~ fiscal year, including projected enrollment and any proposed staffing changes.
4. Develop three-year budget projection in accord with the school's established strategic and growth plans.
5. Continue ongoing monitoring and revision ~~of the current~~ ~~of current~~ year budget.
6. The ~~Back Office Provider~~ ~~Business Manager~~ and Executive Director review the P-1 attendance report, adjusting the budget as needed if P-1 materially varies from census day counts.

March - April

1. The ~~Back Office Provider~~ ~~Business Manager~~ and Executive Director develop a formal budget plan for the upcoming fiscal year.
2. No later than April 15th, the Second Interim Budget Report will be prepared by the ~~Back Office Provider~~ ~~Business Manager/Charter Impact~~ and the Executive Director and presented for Finance Committee and BOCC approval. This report will contain current year actuals through January 31st compared to both Initial Budget and Current Proposed Budget.
3. If necessary, the Finance Committee of the BOCC solicits bids for the annual audit and elects an auditor.

May - June

1. The ~~Back Office Provider~~ ~~Business Manager/Charter Impact~~ and Executive Director review revenue projections subsequent to the Governor's annual "May Revise" budget figures and fine-tunes the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections.
2. The ~~Back Office Provider~~ ~~Business Manager/Charter Impact~~ and Executive Director verify the budget ties in with LCAP spending.
3. The Finance Committee and BOCC reviews and formally adopts a budget and the Local Control Accountability Plan (LCAP) ~~for the upcoming~~ ~~for upcoming~~ fiscal year before June 15. A copy of the final budget is provided to the charter-granting agency.

4. Continue ongoing monitoring and revision of the ~~current~~ ~~current~~ year budget.

July - August

1. Books for prior fiscal year are closed, all transactions are posted, and records assembled for audit.
2. The budget is updated with actual enrollment information and is ensured to be aligned with the actual adopted governor's budget via the FCMAT calculator.
3. Independent auditor performs an audit of the just-closed fiscal year and prepares an audit report for submission to the Finance Committee and BOCC.

September - December

1. At the end of the first full week of school on census day and again after the P-1 attendance report is available, the Executive Director reviews the Charter School's actual attendance figures and notifies the BOCC if actual attendance is below budget projections. If needed, the school's budget is again revised to match likely revenues.
2. The BOCC reviews a copy of the audit. The ~~Back Office Provider-Business Manager~~ and the Executive Director address any audit exceptions or adverse findings. Audit ~~reports~~ ~~report~~ and any follow-up plans are submitted ~~to the charter-granting~~ ~~to charter-granting~~ agency.
3. No later than December 15th, a First Interim Budget Report will be prepared by the ~~Back Office ProviderBusiness Manager/Charter Impact~~ and the Executive Director and presented for BOCC approval. This report will contain current year actuals through October 31 as compared to both Initial Budget and Current Budget.
4. Ongoing monitoring and revision of current year budget.

BP 3020 – Fiscal Control

Policy

The Blue Oak Charter School BOCC is committed to fiscal responsibility and conservative fiscal management. This policy is adopted to ensure that, (1) expenditures are authorized by and in accord with amounts specified in the BOCC-adopted budget, (2) the school's funds are managed and held in a manner that provides a high degree of protection of the school's assets, (3) internal controls and segregation of duties are maintained and (4) all transactions are recorded and documented in an appropriate manner.

Procedures

1. Segregation of Duties, Accounts Payable & Oversight

- 1.1. All proposed expenditures shall be approved by the Executive Director.
- 1.2. Purchases shall be reviewed by the Executive Director for consistency with the BOCC-adopted budget prior to signing a Purchase Requisition form or Purchase Order.
- 1.3. The Executive Director must sign all requests for checks. ~~The Executive~~ Executive Director will review and authorize all invoices prior to payment and recorded as payables. Ongoing, regular invoices, such as utilities, can be pre-approved on an annual basis by the Executive Director as sanctioned by the BOCC.
- 1.4. All transactions will be posted in an electronic general ledger. Transactions will be posted to the general ledger by staff from the back office provider. To ensure segregation of recording and authorization, accounts payable personnel may not sign purchase requests, checks or purchase orders.
- 1.5. All expenditures will be reviewed monthly by both the Finance Committee and the BOCC of Directors in the form of a Check Register/Warrant Report.
- 1.6. Orders will be placed by the Business Office ~~personnel Assistant~~ to be delivered to the school site. When received, the requesting teacher or other staff will verify receipt of goods to the ~~purchase order, sales order or~~ invoice before disbursement.

2. Annual Financial Audit

- 2.1. The BOCC will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit for the prior year ending June 30.
- 2.2. The BOCC may elect to enter ~~into a contract with a~~ into a multi-year contract with an audit firm but must change site auditors at least every three years.
- 2.3. The audit shall include, but not be limited to:
- 2.4. An audit of the accuracy of the financial statements
- 2.5. An audit of the attendance accounting and revenue claims practices
- 2.6. An audit of the school's internal control practices

- 2.7. Fraud interviews with at least one BOCC member and 3 staff selected by auditor
- 2.8. If the Federal funding threshold is exceeded, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars
- 2.9. The Audit shall be completed, reviewed by the BOCC, and submitted to the charter granting agency, the County Office of Education, the Office of the State Controller and California Department of Education prior to December 15th of each year.

3. Budget Transfers

- 3.1. The Executive Director has the authority to transfer up to \$3,000 between unrestricted budget line items in order to facilitate continued operations. All such transfers will be reviewed by the Finance Committee and the BOCC at the next regularly scheduled meeting.

4. Banking Arrangements

- 4.1. The School will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or in the County's Pooled Money Investment Fund.
- 4.2. If funds are held in accounts outside of the County Treasury, the BOCC must appoint and approve all individuals authorized to sign checks or warrants in accord with these policies.
- 4.3. The BOCC will approve, in advance, the list of authorized signers on the school account. At least two individuals but no more than three will be authorized to sign checks. These signers will consist of the CEO, CFO and the Executive Director of Blue Oak Charter School.
- 4.4. The BOCC will authorize all transactions to open and close bank accounts.
- 4.5. The **Business Office personnel** and the Executive Director will be responsible for all blank checks and will keep them secured.
- 4.6. The School's back office provider will reconcile the school's ledger(s) with its bank accounts or accounts in the county treasury on a monthly basis and prepare (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement. The Finance Committee including the Treasurer and Executive Director and the BOCC will review these statements each month.
- 4.7. The School will deposit all funds received as soon as practical upon receipt and in no event later than seven days after receipt. Funds will be in a locked cabinet or safe while awaiting deposit.

5. Purchasing

- 5.1. A good faith effort will be made to obtain the lowest possible purchase price for goods and services of equivalent quality.
- 5.2. All purchases in excess of \$5,000 must be bid by a BOCC-approved process.

Documentation of this effort will be maintained along with purchasing documentation.

The bid process may be suspended in emergency circumstances. The BOCC will then be notified of the expenditure at the next regular meeting.

- 5.3. The Executive Director may authorize expenditures within the approved budget. The Finance Committee and the BOCC will review and accept all expenditures via review of a check register and **ACH debits**, which lists all checks and debits written during a set period of time and includes check #, payee, date, and amount.
- 5.4. Individuals other than the Executive Director are not authorized to make purchases without written pre approval. A Purchase Requisition must be prepared and approved in advance of any purchase requested on behalf of the school. The Executive Director must authorize and sign the purchase requisition prior to purchase. No other individual may authorize purchases. This includes members of the BOCC and subcommittees of the BOCC.
- 5.5. When approving purchases, the Executive Director must:
 - 5.5.1. Determine if the expenditure is budgeted
 - 5.5.2. Determine if funds are currently available for expenditures (i.e. cash flow)
 - 5.5.3. Determine if the expenditure is allowable under the appropriate revenue source
 - 5.5.4. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations.
 - 5.5.5. Determine if the price is competitive.
- 5.6. Any individual making an authorized purchase on behalf of the school must provide the business office with appropriate documentation of the purchase.
- 5.7. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be reimbursed by a bank check upon receipt of appropriate documentation of the purchase.

6. Cash on Hand

Other than the minimal cash needed to support fundraising, no cash will be kept on site.

7. Cash Receipts and Deposits

- 7.1. Segregation of Duties – Duties are to be separated when handling cash. A system of checks and balances in which tasks are performed by different individuals for adequate control will be implemented. For example, the same person is not to collect money from students or other payees, post receivables and other accounting records, and prepare and make the deposit.
- 7.2. It is the Executive Director's responsibility to scrutinize all documents to ensure that the amount being deposited includes everything that was collected.
- 7.3. Mail containing payments is to be opened and recorded in one central location by someone who will have no further involvement with the deposit or accounting for cash receipts. The person opening the mail will record all funds received in a pre-numbered, multi copy receipt book and place it in the business office lock box by the end of that business day. The business office staff will verify that the deposit reconciles with the receipt.
- 7.4. Necessary initial control for in-person or over the counter receipts requires the person who

receives the money to immediately prepare a record of the amount to establish accountability and a basis for proving that subsequent deposits include everything that was received. Pre- numbered, multi copy receipt books are acceptable methods of initial control.

- 7.5. All funds received will be kept in a locked box or safe until ready for deposit. Deposits will be made as soon as practical but at least once per week.

8. Returned (NSF) Check Policy

- 8.1. A returned-check processing fee will be charged for any checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by the business office or the Executive Director, payment of the NSF check and processing fee must be made by cash, money order or certified check.
- 8.2. In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
- 8.3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or BOCC.
- 8.4. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or BOCC.

9. Credit/Debit Cards

- 9.1. Credit or Debit cards usage will be limited, carefully controlled and monitored. Using a credit or debit card is the same as handling cash and is subject to the same precautions and requirements.
- 9.2. Credit or debit cards will only be issued to the Executive Director in both his/her name and Blue Oak Charter School upon approval of the BOCC. The Blue Oak Charter School Tax identification number will be used. Any new applications for credit/debit cards must have prior approval by the BOCC.
- 9.3. Credit/debit cards will only be used for traveling on school business or for a legitimate need to purchase goods and services online or in person when a vendor will not accept a purchase order or school check.
- 9.4. The credit card limit will not exceed \$3000.
- 9.5. Credit/debit card purchases will be minimal and infrequent and will not be used to bypass established purchasing procedures.
- 9.6. The school credit card shall be kept in custody on the school site.
- 9.7. The credit ~~card can only~~~~card-only~~ be used by the person authorized on the card, and only for such purchases that require a card.
- 9.8. Credit cards may not be used for cash advances or withdrawals at any time, even if the cash

is to be used for a school-related purpose.

- 9.9. Each charge to the credit card must be supported by a receipt of the expenditure and a concise description of the cost or activity and its school-related purpose. The receipt must contain detail of the item(s) purchased. If receipts are not available or are missing the individual making the charge will be held responsible for payment.
- 9.10. Credit card accounts shall be paid in full each month; a balance shall not be allowed to be carried over into the next billing cycle.

10. Authority to Enter Into Contracts and Agreements

- 10.1. Except as otherwise provided in these policies, the Executive Director may enter into contracts and agreements not to exceed \$ 3,000.00 without BOCC approval, provided funds sufficient for the contract or agreement are authorized and available within the school's adopted budget. The Finance Committee and BOCC will be notified at the next regular meeting.
- 10.2. Contracts and agreements in excess of \$ 3,000.00 must be submitted for BOCC approval and may be executed by the Executive Director, Chief Business Officer, or Chief Executive Officer after the BOCC has duly approved the contract or agreement.
- 10.3. Consideration will be made of in-house capabilities and volunteers to accomplish services before contracting for them.
- 10.4. ~~Executive Assistant and Business Office personnel~~ Office staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) ~~and the justification of need for any contracts over \$3,000.~~
- 10.5. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
- 10.6. Written contracts clearly defining work to be performed will be maintained in the business office for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- 10.7. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
- 10.8. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the business office personnel ~~office manager~~ will obtain a W-9 from the contract service provider prior to submitting any requests for payments to the business office.
- 10.9. The Executive Director will forward contracts and modifications over \$3,000 in writing to the Finance Committee and BOCC for approval prior to signing.
- 10.10. Contract service providers will be paid in accordance with approved contracts as work is performed.
- 10.11. The Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.

11. Record Keeping of Financial Documents

- 11.1. Transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be retained by school staff in a secure location for minimum of seven (7) years, or as long as required by applicable law, whichever is longer. At the discretion of the BOCC or Executive Director, certain documentation may be maintained for a longer period of time.
- 11.2. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure offsite location, separate from the school by back office provider.
- 11.3. Financial records will be shredded at the end of their retention period.

12. Asset Inventory

- 12.1. An asset is defined as all items, purchased or donated, with a value of \$1,000 or more and with a useful life of more than one year. The Executive Director shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$1,000.
- 12.2. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the school's assets.
- 12.3. All non-consumable school property lent to students shall be returned to the school no later than 5 working days ~~after the end~~ of the school year.
- 12.4. The ~~assigned staff member~~ ~~business office~~ will ~~take~~ a physical inventory of all assets at least 90 days before the end of each fiscal year, indicating the condition and location of the asset.
- 12.5. The Executive Director will immediately be notified of all cases of theft, loss, damage or destruction of assets.
- 12.6. The sale or auction of property owned by the school with a fair market value in excess of \$ 3,000.00 shall be approved in advance by the BOCC.

13. Payroll Services

- 13.1. An outside payroll service will prepare payroll checks, tax and retirement withholdings, tax statements, and perform other payroll support functions.
- 13.2. The Business ~~Office personnel~~ ~~Assistant~~ will establish and oversee a system to prepare time and attendance reports and ~~submits~~ payroll check requests.
- 13.3. All staff expense reimbursements will be on checks separate from payroll checks.
- 13.4. No checks for additional services will be paid outside of the payroll system.
- 13.5. Upon hiring of staff, a personnel file will be established with all appropriate payroll related documentation including a federal I-9 form, tax withholding forms, pay scale, retirement status, and an accounting of the use of sick leave.

14. Attendance Accounting

- 14.1. The Registrar ~~with the support of the~~ ~~Attendance Clerk~~ will establish and maintain an

appropriate attendance accounting system to record the number of days students are actually in attendance ~~at the School~~ and engaged in the activities required of them ~~by the School~~.

- 14.2. The annual audit will review actual attendance accounting records and practices to ensure compliance.
- 14.3. The attendance accounting practices will ~~be in conformance~~ with the Charter Schools Act and the applicable California Administrative Code sections defining Charter School Average Daily Attendance.
- 14.4. ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of instruction ~~by the School~~;
- 14.5. ~~The School's~~ Blue Oak's instructional calendar will include at least the minimum number of days of instruction as provided by the Administrative Code Regulation to avoid any fiscal penalties.
- 14.6. The master schedule, in combination with the annual instructional calendar will document that the school offers an amount of annual minutes of instruction as required pursuant to applicable law.
- 14.7. Independent study shall be in compliance with applicable laws.

15. Financial Reporting

- 15.1. The Executive Director, working in conjunction with the back office provider's ~~representative School Business Director (SBM)~~, will produce and submit to the charter granting agency any and all required fiscal, attendance, enrollment and other data reports as may be required by state or federal law, or mandated by the terms of the school's charter.
- 15.2. ~~The Executive~~Executive Director, ~~the~~ business office ~~personnel~~ and the SBM will prepare the annual financial budget for approval by the Finance Committee and the BOCC.
- 15.3. The ~~SBM~~ back office ~~representative~~ in conjunction with the business office ~~personnel~~ will prepare and submit the following reports for the Finance Committee and BOCC monthly:
 - 15.3.1. Budget to Actual with variance and remaining balance
 - 15.3.2. Cash flow
 - 15.3.3. Donations of \$500 or more
 - 15.3.4. Balance Sheet
- 15.4. The ~~SBM~~ back office representative or business office ~~personnel~~ will provide the Executive Director, the Finance Committee and/or BOCC with additional financial reports, as needed.

16. Loans and Lines of Credit

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

- 16.2. Once approved, a promissory note will be prepared and signed by the Executive Director and BOCC President before funds are borrowed.
- 16.3. Employee loans are not allowed.

17. Property and Liability Insurance

- 17.1. The Executive Director shall ensure that the school retains appropriate property and liability insurance coverage.
- 17.2. The Executive Director through ~~and~~ the business office **personnel** will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
- 17.3. The Executive Director and the business office **personnel** will carefully review insurance policies on an annual basis, prior to renewal.
- 17.4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the school's approved charter petition.

18. Capital Expenditure

- 18.1. Capital – The term capital shall mean equipment with a useful life of more than one year and valued at five thousand dollars (\$5,000) or more, including actual or estimated tax, shipping and handling, and land, buildings, and improvements. All items over five thousand dollars (\$5,000) with a useful life of more than one year shall be capitalized.
- 18.2. Equipment purchased with grant funds or required by the terms of the grant to be tracked as capital.
- 18.3. In addition to items specifically included in the ~~Charter School~~ Annual Budget, the Executive Director may purchase capital items costing up to three thousand dollars \$3,000. The purchase of capital equipment exceeding these limits, which has not received prior budget approval, must be approved by the BOCC.

19. Fundraising, Grant Solicitation, and Donation Recognition

- 19.1. The BOCC recognizes the importance of community support of school programs, including voluntary financial contributions, to assist the school in achieving its goals for student learning.
- 19.2. The BOCC is committed to the use of good business practices and internal controls in application to fundraisers and the use of those funds.
- 19.3. Donations and fundraising receipts will be accounted for under a separately coded account within the school accounting system.
- 19.4. The BOCC desires to work cooperatively with the parent community in determining the purposes for which funds may be used to meet the changing needs of the school and its students. The Parent Council ~~and its affiliated class level organization~~ is established as the primary fundraising organization within the school.
- 19.5. No pupil will be denied the opportunity to participate in any school activity because of

the inability to contribute to any fundraising campaign.

19.6. Fundraisers will align with one of the following categories:

19.6.1. Annual Giving Campaign – Designed to support across the BOCC programs or services which support Blue Oak’s public Waldorf program; including but not limited to high quality materials, Specialty needs, or playground equipment.

19.6.2. Classroom fundraisers – Designed to support specific classroom activities, i.e. field-trips. Funds raised are accounted for in individual Classroom Funds.

19.6.3. Parent Council Fundraisers - Designed to support specific projects as determined by the Parent Council. Funds raised are accounted for in the Parent Council Fund.

19.7. All fundraising activities, including online fundraisers, must be ~~approved in~~ **approved of** ~~in~~ writing by administration. With the consent of the Executive Director or designee, the Parent Council or other approved school group, may use the school's name, or any logo attributable to the school as appropriate.

19.8. A Fundraiser Application is to be filled out to initiate the approval process.

19.9. The Parent Council, the BOCC, and the Executive Director will develop a fundraising calendar at the beginning of the school year so that fundraising efforts can be coordinated. The BOCC shall be notified no later than the next regular BOCC meeting of any changes that are made to the fundraising calendar.

19.10. All fundraising or grant solicitation activities on behalf of the school must be approved in advance by the Executive Director and by the BOCC at the next regularly scheduled meeting.

19.11. The BOCC shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government.

19.12. The BOCC shall be notified no later than the next regular BOCC meeting of the award or receipt of any funds and shall approve the receipt of any grants, donations of more than \$500, or receipts of fundraising proceeds.

20. Fund Balance Reserve

20.1. Financial reserves are needed to manage cash flow and protect the school from unforeseen revenue shortfalls, unexpected costs and economic uncertainties. Financial reserves also allow the school to save for large purchases and reduce the cost of borrowing money.

20.2. Blue Oak Charter will maintain a fund balance reserve of at least 3% of the total unrestricted General Fund revenues.

20.3. It is the responsibility of the Executive Director to prioritize payments as needed. The Executive Director has responsibility for all operations and activities related to financial management.

21. Expense Reimbursements

Employee

- 21.1. Employees must obtain pre-approval from the Executive Director prior to purchasing an item or service utilizing a Purchase/Check Requisition Form.
- 21.2. Employees will be reimbursed for approved expenditures within ten (10) **business** days of presentation of reimbursement request along with appropriate documentation or when cash flow permits.
- 21.3. Receipts or other appropriate documentation will be required for all expenses to be reimbursed. The employee and the Executive Director/designee must sign a Request for Reimbursement Form.
- 21.4. Expenses greater than two months old will not be reimbursed.
- 21.5. Expense reimbursements requested by the Executive Director must be approved by the Chief Business Officer or Chief Executive Officer.

Volunteer

- 21.6. All volunteers will submit a **Request for Purchase** ~~Purchase/Check Requisition~~ Form to the Executive Director for all expenses prior to purchasing any item or incurring any expense.
- 21.7. Only items with prior written authorization from the Executive Director will be reimbursed upon completion of a Request for Reimbursement Form and proper receipts.

22. Parking Lot Liability

- 22.1. Parking lot related incidences are not covered under any insurance policy. The school assumes no liability for damage to cars parked in the parking lot during or after school hours.
- 22.2. The only exception to this policy will be when a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball)
- 22.3. Otherwise, liability is as follows:
- 22.4. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
- 22.5. If a parent or other visitor causes damage, that individual is responsible.
- 22.6. If an employee causes damage, the employee is responsible.
- 22.7. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

23. Telephone and Copy Machine Usage

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

- 23.2. Employees and volunteers will not make personal copies on the school copy machines without prior approval from a supervisor. Employees and volunteers will reimburse the school for all personal copies at the rate of \$.10 per page **black & white, \$.15 per page color copies.**

24. Political Contributions and Involvement

- 24.1. Contributing to political campaigns or making political donations may jeopardize the Blue Oak's nonprofit status. Blue Oak Charter will not take any position regarding any political candidate. School officials will not make political endorsements in their official capacity, and expenditure of charter funds for any political purpose is prohibited. However, charter school officials are not prohibited from making endorsements privately.
- 24.2. Prohibited Contributions, Expenditures, and Uses of Assets and Resources
- 24.3. Examples of prohibited political contributions, lobbying, and expenditures that support or oppose candidates for public office include, but are not limited to, the following:
- 24.3.1. Contributions to political parties or political action committees.
 - 24.3.2. Contributions to the campaigns of individual candidates for public office.
 - 24.3.3. Expenditures to print or assist in printing any political materials.
 - 24.3.4. Expenditures for political advertisements.
- 24.4. The use of any charter school assets or resources for any political activities. This includes such use by management, employees, BOCC members, or other representatives. Charter school managers, employees, BOCC members or other representatives may engage in political activities on their own time, using their personal assets and resources; however, they **maymany** not act or appear to be acting on behalf of the charter school and may not use any charter school resources to assist in political activities.
- 24.5. Blue Oak Charter will comply with all federal and state laws and regulations regarding political contributions, lobbying and expenditures. No federal funds, or assets obtained from federal funds, will be used for any political purposes whatsoever.

BP 3030 – Student Fees, Deposits, and Other Charges

Policy

Blue Oak School is a free, public K- 8 Charter School. The BOCC recognizes that California law requires that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. This policy is adopted by the Blue Oak School BOCC with the explicit intent to comply with AB 1575, which states that “A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law.”

1. Definitions

- 1.1. An educational activity is defined as an activity offered by a school, school Blue Oak Charter, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
- 1.2. A pupil fee is defined as a fee, deposit, or charge imposed on pupils, or a pupil’s parents or guardians, including, but not limited to:
- 1.3. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- 1.4. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
- 1.5. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

2. Declarations

- 2.1. All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.
- 2.2. A fee waiver policy shall not make a pupil fee permissible.
- 2.3. The School shall not establish a two-tiered educational system by requiring a minimum educational standard and also offering a second, higher educational standard which pupils may only obtain through payment of a fee or purchase of additional supplies that the School does not provide.
- 2.4. The School shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil’s parents or guardians. The School shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil’s parents or guardians did not or will not provide money or donations of goods or services to the School.

3. Fundraising Activities

Participation in fundraising activities which solicit donations for the benefit of the school is completely voluntary and will never be a requirement for participation in an educational activity.

4. Fees Authorized by Law

- 4.1. The prohibition on pupil fees as defined above does not prohibit imposition of a fee, deposit, or other charge otherwise allowed by law. As a charter school, Blue Oak Charter is subject to the prohibition on pupil fees and fewer fees authorized by law ~~delete space~~ apply to charter schools.
- 4.2. As a charter school, the School may, but is not required to, charge the following fees:
 - 4.2.1. Transportation – Fees for transportation to and from school, as long as:
 - 4.2.2. The fee does not exceed the statewide average non subsidized cost per pupil;
 - 4.2.3. There is a waiver provision based on financial need; and
 - 4.2.4. Fees are not charged to pupils with disabilities whose Individual Education Program (IEP) includes transportation as a related service necessary for them to receive a free, appropriate public education. (EC Section 39807.5(b), (d), and (f)).
- 4.3. Charges for food served to pupils, subject to free and reduced price meal program eligibility and other restrictions specified in law. (EC Sections 38082 and 38084).
- 4.4. Field Trips:
 - 4.4.1. Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no pupil is prevented from making the field trip or excursion because of a lack of sufficient funds. (EC Section 35330(b)).

5. Complaints

- 5.1. Blue Oak School shall make every effort to comply with laws and regulations regarding fees.
- 5.2. Students, parents or guardians with a complaint regarding fees or charges imposed by Blue Oak School are referred to Blue Oak School BOCC Policy 6090 Uniform Complaint Policy. This policy provides a formal process for expression and resolution of complaints.
- 5.3. If, during the complaint review process delineated in Blue Oak School BOCC Policy 6090 Uniform Complaint Policy, it is found that a complaint regarding a pupil fee or charge has merit, the Charter School shall reimburse the fee or charge to all affected pupils, parents, or guardians.

BP 3040 – Travel Expense and Reimbursement Policy

Policy

Blue Oak Charter School recognizes that school employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Executive Director shall authorize payment for actual and necessary travel expenses in accordance with the adopted budget and upon determining that the travel is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Blue Oak Charter School assumes no responsibility for personal automobiles used for business.

Procedures

1. Approval & Claims

- 1.1. An employee shall obtain approval from the Executive Director or designee prior to traveling.
- 1.2. The Executive Director must pre-approve all out of town travel.
- 1.3. All expense reimbursement claims shall be submitted on a Blue Oak Charter form, within 10 working days following return from travel. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet school policy criteria for reimbursement.
- 1.4. The Executive Director or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to Blue Oak Charter business.
- 1.5. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

2. Expenses

- 2.1. Reimbursement of travel expenses shall be based on actual expenses as documented by receipts.
- 2.2. Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, and lodging when Blue Oak Charter business reasonably requires an overnight stay, registration fees for seminars and conferences, and other necessary incidental expenses.

Mileage Reimbursement

- 2.2.1. Employees will be reimbursed for mileage when pre-approved by an Executive Director.
- 2.2.2. Reimbursement will be based on the standard mileage rate as authorized by the Internal Revenue Service in effect at the time of travel for the distance traveled, less the distance from the employee's residence to the school site for each direction traveled.

For incidental travel, mileage will only be reimbursed if the one-way mileage

exceeds 10 miles.

2.2.3. Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

2.2.4. The Blue Oak Charter shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, in-room telephone, in-room honor bar, expenses of any family member who is accompanying the employee on Blue Oak Charter-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on Blue Oak Charter business.

Meal Reimbursement

2.2.5. Employees may choose to be reimbursed ~~for the actual~~~~for actual~~ cost of meals while in training or conducting school business. Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the BOCC and based on the time of day that travel for school business begins and ends. To qualify for reimbursement the following leave and return times apply:

Breakfast: leave before 6:00 am;

Lunch: leave before 11:30 am or return after 1:30 pm

Dinner: leave before 4:00 pm or return after 6:30 pm.

For example, breakfast will not be reimbursed for single day training in Sacramento that begins at 9:00 am. It is assumed the employee will have breakfast at home before leaving for the training.

2.2.6. Any expense that exceeds the maximum rate of reimbursement established by the Blue Oak Charter shall be reimbursed only with the approval of the Executive Director.

2.2.7. A detailed receipt must be provided with the expense claim showing the cost of food, beverages and gratuity for each meal claimed. Unless automatically assessed by the restaurant, the gratuity should not exceed 18% of total pre-tax cost of meal.

Overnight Stays

2.2.8. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an Executive Director and the event is more than 100 miles from either the employee's residence or the school site.

2.2.9. Lodging arrangements should be based on convenience, and rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered.

2.2.10. If an employee is accompanied by a non-employee such as a family member or friend and as a result incurs additional costs, those additional costs are the responsibility of the employee.

Travel Advances

2.2.11. Travel advances are discouraged but if deemed necessary, a travel advance requires written approval from the Executive Director via a formal check request.

2.2.12. Travel advances require receipts for all advanced funds.

2.2.13. After the trip, the employee must enter all of the appropriate information on an expense Reimbursement Claim and submit it to the Executive Director for approval and then on to the business office for processing.

2.2.14. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check. Excess travel advance funds may not be carried forward to a future expense claim.

2.2.15. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee as soon as possible, with cash flow permitting, in accordance with the expense report.

Air Travel

2.2.16. Air travel paid by the employee cannot be reimbursed until after the event.

2.2.17. A brochure or flyer describing the event and reason for air travel must be submitted with the travel claim.

2.2.18. Supporting documentation from the airline must include travelers name, ticket number, departure/return dates, and amount of fare and method of payment.

Conference Registration & Materials

2.2.19. Conference fees paid by the employee will not be reimbursed until after the event and proof of attendance and payment have been submitted.

2.2.20. Original itemized receipts must be submitted for any materials purchased while attending a conference.

Lodging

2.2.21. Hotel bills paid by the employee will not be reimbursed until after the stay.

2.2.22. A brochure or flyer describing the reason for hotel stay must be submitted with the travel claim.

2.2.23. Finalized bill must include the hotel include hotel occupant's name, dates of stay and method of payment.

Taxi, Bus Shuttle Service, Parking, Tolls

2.2.24. Original receipts must be submitted.

2.2.25. If receipts cannot be obtained for these services, employees employee must document on paper the type of service, location, date and amount of expense.

Rental Cars

2.2.26. Car rental and fuel is allowable for out-of-Blue Oak Charter travel. Rental must be pre-approved by the Executive Director. No mileage reimbursement allowed.

3. Excluded Expenses

3.1. Excluded expenses include but are not limited to alcohol, entertainment, video rentals and laundry service.

3.2. Employees should request separate checks for alcohol and for expenses incurred by any individual they are accompanied by who is not employed by the School.



Fiscal Policies and Procedures

March 2018

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OVERVIEW

The Blue Oak Charter Council (BOCC) as the Governing Board of BLUE OAK CHARTER SCHOOL has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of BLUE OAK CHARTER SCHOOL to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

The BOCC formulates financial policies and procedures, delegates administration of the policies and procedures to the Executive Director and reviews operations and activities on a regular basis.

The Executive Director has responsibility for all operations and activities related to financial management.

Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.

All administrative employees are required to take annual vacations of at least five (5) consecutive days.

The BOCC may appoint someone else to perform the Executive Director's responsibilities in the case of absence.

The BOCC will commission an annual financial audit by an independent third party auditor who will report directly to them. The BOCC will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the BOCC and the charter-granting agency.

Since Blue Oak is a non-profit organization and exceeds \$2 million revenue threshold, the compensation and benefits of its Chief Executive Officer and Chief Financial Officer will be reviewed and approved by the BOCC upon hiring, contract extension or modification.

Blue Oak Charter does not compensate its officers or BOCC members.

Blue Oak Charter will follow and adhere to both generally accepted accounting principles (GAAP) and Nonprofit Reporting Standards established by the Financial Accounting Standards Board (FASB).

BP 3010 – Budget Development

Policy

The Blue Oak Charter School BOCC recognizes the importance of having a timely and accurate budget, which supports and defines the educational goals of the School. The purpose of this policy is to ensure stakeholder participation in the development and revision of both a current year budget and a multi-year projection budget.

Oversight Calendar and Responsibilities

January - February

1. The Business Manager (CSMC) works with the Executive Director to review the Governor's proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the school's upcoming fiscal year (July 1-June 30).
2. The Business Manager and Executive Director review/prepare a set of proposed budget development principles for BOCC review and approval.
3. Develop rough planning budget for upcoming fiscal year, including projected enrollment and any proposed staffing changes.
4. Develop three-year budget projection in accord with the school's established strategic and growth plans.
5. Continue ongoing monitoring and revision of current year budget.
6. The Business Manager and Executive Director review the P-1 attendance report, adjusting the budget as needed if P-1 materially varies from census day counts.

March - April

1. The Business Manager and Executive Director develop a formal budget plan for the upcoming fiscal year.
2. No later than April 15th, the Second Interim Budget Report will be prepared by the Business Manager and the Executive Director and presented for Finance Committee and BOCC approval. This report will contain current year actuals through January 31st compared to both Initial Budget and Current Proposed Budget.
3. If necessary, the Finance Committee of the BOCC solicits bids for the annual audit and elects an auditor.

May - June

1. The Business Manager and Executive Director review revenue projections subsequent to the Governor's annual "May Revise" budget figures and fine-tunes the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections.
2. The Business Manager and Executive Director verify the budget ties in with LCAP spending.
3. The Finance Committee and BOCC reviews and formally adopts a budget and the Local Control Accountability Plan (LCAP) for upcoming fiscal year before June 15. A copy of the final budget is provided to the charter-granting agency.
4. Continue ongoing monitoring and revision of current year budget.

July - August

1. Books for prior fiscal year are closed, all transactions are posted, and records assembled for audit.
2. The budget is updated with actual enrollment information and is ensured to be aligned with the actual adopted governor's budget via the FCMAT calculator.
3. Independent auditor performs audit of the just-closed fiscal year and prepares audit report for submission to the Finance Committee and BOCC.

September - December

1. At the end of the first full week of school on census day and again after the P-1 attendance report is available, the Executive Director reviews the Charter School's actual attendance figures and notifies the BOCC if actual attendance is below budget projections. If needed, the school's budget is again revised to match likely revenues.
2. The BOCC reviews a copy of the audit. The Business Manager and the Executive Director address any audit exceptions or adverse findings. Audit report and any follow-up plans are submitted to charter-granting agency.
3. No later than December 15th, a First Interim Budget Report will be prepared by the Business Manager and the Executive Director and presented for BOCC approval. This report will contain current year actuals through October 31 as compared to both Initial Budget and Current Budget.
4. Ongoing monitoring and revision of current year budget.

BP 3020 – Fiscal Control

Policy

The Blue Oak Charter School BOCC is committed to fiscal responsibility and conservative fiscal management. This policy is adopted to ensure that, (1) expenditures are authorized by and in accord with amounts specified in the BOCC-adopted budget, (2) the school's funds are managed and held in a manner that provides a high degree of protection of the school's assets, (3) internal controls and segregation of duties are maintained and (4) all transactions are recorded and documented in an appropriate manner.

Procedures

1. Segregation of Duties, Accounts Payable & Oversight

- 1.1. All proposed expenditures shall be approved by the Executive Director.
- 1.2. Purchases shall be reviewed by the Executive Director for consistency with the BOCC-adopted budget prior to signing a Purchase Requisition form or Purchase Order.
- 1.3. The Executive Director must sign all requests for checks. Executive Director will review and authorize all invoices prior to payment and recorded as payables. Ongoing, regular invoices, such as utilities, can be pre-approved on an annual basis by the Executive Director as sanctioned by the BOCC.
- 1.4. All transactions will be posted in an electronic general ledger. Transactions will be posted to the general ledger by staff from the back office provider. To ensure segregation of recording and authorization, accounts payable personnel may not sign purchase requests, checks or purchase orders.
- 1.5. All expenditures will be reviewed monthly by both the Finance Committee and the BOCC of Directors in the form of a Check Register/Warrant Report.
- 1.6. Orders will be placed by the Business Office Assistant to be delivered to the school site. When received, the requesting teacher or other staff will verify receipt of goods to the invoice before disbursement.

2. Annual Financial Audit

- 2.1. The BOCC will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit for the prior year ending June 30.
- 2.2. The BOCC may elect to enter into a contract with a multi-year contract with an audit firm but must change site auditors at least every three years.
- 2.3. The audit shall include, but not be limited to:
 - 2.4. An audit of the accuracy of the financial statements
 - 2.5. An audit of the attendance accounting and revenue claims practices
 - 2.6. An audit of the school's internal control practices

- 2.7. Fraud interviews with at least one BOCC member and 3 staff selected by auditor
- 2.8. If the Federal funding threshold is exceeded, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars
- 2.9. The Audit shall be completed, reviewed by the BOCC, and submitted to the charter granting agency, the County Office of Education, the Office of the State Controller and California Department of Education prior to December 15th of each year.

3. Budget Transfers

- 3.1. The Executive Director has the authority to transfer up to \$3,000 between unrestricted budget line items in order to facilitate continued operations. All such transfers will be reviewed by the Finance Committee and the BOCC at the next regularly scheduled meeting.

4. Banking Arrangements

- 4.1. The School will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or in the County's Pooled Money Investment Fund.
- 4.2. If funds are held in accounts outside of the County Treasury, the BOCC must appoint and approve all individuals authorized to sign checks or warrants in accord with these policies.
- 4.3. The BOCC will approve, in advance, the list of authorized signers on the school account. At least two individuals but no more than three will be authorized to sign checks. These signers will consist of the CEO, CFO and the Executive Director of Blue Oak Charter School.
- 4.4. The BOCC will authorize all transactions to open and close bank accounts.
- 4.5. The business office and the Executive Director will be responsible for all blank checks and will keep them secured.
- 4.6. The School's back office provider will reconcile the school's ledger(s) with its bank accounts or accounts in the county treasury on a monthly basis and prepare (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement. The Finance Committee including the Treasurer and Executive Director and the BOCC will review these statements each month.
- 4.7. The School will deposit all funds received as soon as practical upon receipt and in no event later than seven days after receipt. Funds will be in a locked cabinet or safe while awaiting deposit.

5. Purchasing

- 5.1. A good faith effort will be made to obtain the lowest possible purchase price for goods and services of equivalent quality.
- 5.2. All purchases in excess of \$5,000 must be bid by a BOCC-approved process.

Documentation of this effort will be maintained along with purchasing documentation.

The bid process may be suspended in emergency circumstances. The BOCC will then be notified of

the expenditure at the next regular meeting.

- 5.3. The Executive Director may authorize expenditures within the approved budget. The Finance Committee and the BOCC will review and accept all expenditures via review of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount.
- 5.4. Individuals other than the Executive Director are not authorized to make purchases without written pre approval. A Purchase Requisition must be prepared and approved in advance of any purchase requested on behalf of the school. The Executive Director must authorize and sign the purchase requisition prior to purchase. No other individual may authorize purchases. This includes members of the BOCC and subcommittees of the BOCC.
- 5.5. When approving purchases, the Executive Director must:
 - 5.5.1. Determine if the expenditure is budgeted
 - 5.5.2. Determine if funds are currently available for expenditures (i.e. cash flow)
 - 5.5.3. Determine if the expenditure is allowable under the appropriate revenue source
 - 5.5.4. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations.
 - 5.5.5. Determine if the price is competitive.
- 5.6. Any individual making an authorized purchase on behalf of the school must provide the business office with appropriate documentation of the purchase.
- 5.7. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be reimbursed by a bank check upon receipt of appropriate documentation of the purchase.

6. Cash on Hand

Other than the minimal cash needed to support fundraising, no cash will be kept on site.

7. Cash Receipts and Deposits

- 7.1. Segregation of Duties – Duties are to be separated when handling cash. A system of checks and balances in which tasks are performed by different individuals for adequate control will be implemented. For example, the same person is not to collect money from students or other payees, post receivables and other accounting records, and prepare and make the deposit.
- 7.2. It is the Executive Director's responsibility to scrutinize all documents to ensure that the amount being deposited includes everything that was collected.
- 7.3. Mail containing payments is to be opened and recorded in one central location by someone who will have no further involvement with the deposit or accounting for cash receipts. The person opening the mail will record all funds received in a pre-numbered, multi copy receipt book and place it in the business office lock box by the end of that business day. The business office staff will verify that the deposit reconciles with the

receipt.

- 7.4. Necessary initial control for in-person or over the counter receipts requires the person who receives the money to immediately prepare a record of the amount to establish accountability and a basis for proving that subsequent deposits include everything that was received. Pre- numbered, multi copy receipt books are acceptable methods of initial control.
- 7.5. All funds received will be kept in a locked box or safe until ready for deposit. Deposits will be made as soon as practical but at least once per week.

8. Returned (NSF) Check Policy

- 8.1. A returned-check processing fee will be charged for any checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by the business office or the Executive Director, payment of the NSF check and processing fee must be made by cash, money order or certified check.
- 8.2. In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
- 8.3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or BOCC.
- 8.4. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or BOCC.

9. Credit/Debit Cards

- 9.1. Credit or Debit cards usage will be limited, carefully controlled and monitored. Using a credit or debit card is the same as handling cash and is subject to the same precautions and requirements.
- 9.2. Credit or debit cards will only be issued to the Executive Director in both his/her name and Blue Oak Charter School upon approval of the BOCC. The Blue Oak Charter School Tax identification number will be used. Any new applications for credit/debit cards must have prior approval by the BOCC.
- 9.3. Credit/debit cards will only be used for traveling on school business or for a legitimate need to purchase goods and services online or in person when a vendor will not accept a purchase order or school check.
- 9.4. The credit card limit will not exceed \$3000.
- 9.5. Credit/debit card purchases will be minimal and infrequent and will not be used to bypass established purchasing procedures.
- 9.6. The school credit card shall be kept in custody on the school site.
- 9.7. The credit card only be used by the person authorized on the card, and only for such

- purchases that require a card.
- 9.8. Credit cards may not be used for cash advances or withdrawals at any time, even if the cash is to be used for a school-related purpose.
 - 9.9. Each charge to the credit card must be supported by a receipt of the expenditure and a concise description of the cost or activity and its school-related purpose. The receipt must contain detail of the item(s) purchased. If receipts are not available or are missing the individual making the charge will be held responsible for payment.
 - 9.10. Credit card accounts shall be paid in full each month; a balance shall not be allowed to be carried over into the next billing cycle.

10. Authority to Enter Into Contracts and Agreements

- 10.1. Except as otherwise provided in these policies, the Executive Director may enter into contracts and agreements not to exceed \$ 3,000.00 without BOCC approval, provided funds sufficient for the contract or agreement are authorized and available within the school's adopted budget. The Finance Committee and BOCC will be notified at the next regular meeting.
- 10.2. Contracts and agreements in excess of \$ 3,000.00 must be submitted for BOCC approval and may be executed by the Executive Director, Chief Business Officer, or Chief Executive Officer after the BOCC has duly approved the contract or agreement.
- 10.3. Consideration will be made of in-house capabilities and volunteers to accomplish services before contracting for them.
- 10.4. Office staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$3,000.
- 10.5. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
- 10.6. Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).
- 10.7. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Executive Director may also require that contract service providers list the school as an additional insured.
- 10.8. If the contract service provider is a sole proprietor or a partnership (including LP, and LLP), the office manager will obtain a W-9 from the contract service provider prior to submitting any requests for payments to the business office.
- 10.9. The Executive Director will forward contracts and modifications over \$3,000 in writing to the Finance Committee and BOCC for approval prior to signing.
- 10.10. Contract service providers will be paid in accordance with approved contracts as work is performed.
- 10.11. The Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.

11. Record Keeping of Financial Documents

- 11.1. Transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be retained by school staff in a secure location for minimum of seven (7) years, or as long as required by applicable law, whichever is longer. At the discretion of the BOCC or Executive Director, certain documentation may be maintained for a longer period of time.
- 11.2. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure offsite location, separate from the school by back office provider.
- 11.3. Financial records will be shredded at the end of their retention period.

12. Asset Inventory

- 12.1. An asset is defined as all items, purchased or donated, with a value of \$1,000 or more and with a useful life of more than one year. The Executive Director shall establish and maintain an inventory of all non-consumable goods and equipment worth over \$1,000.
- 12.2. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the school's assets.
- 12.3. All non-consumable school property lent to students shall be returned to the school no later than 5 working days after end of the school year.
- 12.4. The business office will take a physical inventory of all assets at least 90 days before the end of each fiscal year, indicating the condition and location of the asset.
- 12.5. The Executive Director will immediately be notified of all cases of theft, loss, damage or destruction of assets.
- 12.6. The sale or auction of property owned by the school with a fair market value in excess of \$ 3,000.00 shall be approved in advance by the BOCC.

13. Payroll Services

- 13.1. An outside payroll service will prepare payroll checks, tax and retirement withholdings, tax statements, and perform other payroll support functions.
- 13.2. The Business Assistant will establish and oversee a system to prepare time and attendance reports and submits payroll check requests.
- 13.3. All staff expense reimbursements will be on checks separate from payroll checks.
- 13.4. No checks for additional services will be paid outside of the payroll system
- 13.5. Upon hiring of staff, a personnel file will be established with all appropriate payroll related documentation including a federal I-9 form, tax withholding forms, pay scale, retirement status, and an accounting of the use of sick leave.

14. Attendance Accounting

- 14.1. The Registrar will establish and maintain an appropriate attendance accounting system to record the number of days students are actually in attendance at the School and

engaged in the activities required of them by the School.

- 14.2. The annual audit will review actual attendance accounting records and practices to ensure compliance.
- 14.3. The attendance accounting practices will be in conformance with the Charter Schools Act and the applicable California Administrative Code sections defining Charter School Average Daily Attendance.
- 14.4. ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of instruction by the School;
- 14.5. The School's instructional calendar will include at least the minimum number of days of instruction as provided by the Administrative Code Regulation to avoid any fiscal penalties.
- 14.6. The master schedule, in combination with the annual instructional calendar will document that the school offers an amount of annual minutes of instruction as required pursuant to applicable law.
- 14.7. Independent study shall be in compliance with applicable laws.

15. Financial Reporting

- 15.1. The Executive Director, working in conjunction with the back office provider's School Business Director (SBM), will produce and submit to the charter granting agency any and all required fiscal, attendance, enrollment and other data reports as may be required by state or federal law, or mandated by the terms of the school's charter.
- 15.2. Executive Director, the business office and the SBM will prepare the annual financial budget for approval by the Finance Committee and the BOCC.
- 15.3. The SBM in conjunction with the business office will prepare and submit the following reports for the Finance Committee and BOCC monthly:
 - 15.3.1. Budget to Actual with variance and remaining balance
 - 15.3.2. Cash flow
 - 15.3.3. Donations of \$500 or more
 - 15.3.4. Balance Sheet
- 15.4. The SBM or business office will provide the Executive Director, the Finance Committee and/or BOCC with additional financial reports, as needed.

16. Loans and Lines of Credit

- 16.1. The Finance Committee and the BOCC will approve all loans and Lines of Credit from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
- 16.2. Once approved, a promissory note will be prepared and signed by the Executive Director and BOCC President before funds are borrowed.
- 16.3. Employee loans are not allowed.

17. Property and Liability Insurance

- 17.1. The Executive Director shall ensure that the school retains appropriate property and liability insurance coverage.
- 17.2. The Executive Director and the business office will maintain the files of insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
- 17.3. The Executive Director and the business office will carefully review insurance policies on an annual basis, prior to renewal.
- 17.4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the school's approved charter petition.

18. Capital Expenditure

- 18.1. Capital – The term capital shall mean equipment with a useful life of more than one year and valued at five thousand dollars (\$5,000) or more, including actual or estimated tax, shipping and handling, and land, buildings, and improvements. All items over five thousand dollars (\$5,000) with a useful life of more than one year shall be capitalized.
- 18.2. Equipment purchased with grant funds or required by the terms of the grant to be tracked as capital.
- 18.3. In addition to items specifically included in the Charter School Annual Budget, the Executive Director may purchase capital items costing up to three thousand dollars \$3,000. The purchase of capital equipment exceeding these limits, which has not received prior budget approval, must be approved by the BOCC.

19. Fundraising, Grant Solicitation, and Donation Recognition

- 19.1. The BOCC recognizes the importance of community support of school programs, including voluntary financial contributions, to assist the school in achieving its goals for student learning.
- 19.2. The BOCC is committed to the use of good business practices and internal controls in application to fundraisers and the use of those funds.
- 19.3. Donations and fundraising receipts will be accounted for under a separately coded account within the school accounting system.
- 19.4. The BOCC desires to work cooperatively with the parent community in determining the purposes for which funds may be used to meet the changing needs of the school and its students. The Parent Council and its affiliated class level organization is established as the primary fundraising organization within the school.
- 19.5. No pupil will be denied the opportunity to participate in any school activity because of the inability to contribute to any fundraising campaign.
- 19.6. Fundraisers will align with one of the following categories:
 - 19.6.1. Annual Giving Campaign – Designed to support across the BOCC programs or

services which support Blue Oak's public Waldorf program; including but not limited to high quality materials, Specialty needs, or playground equipment.

19.6.2. Classroom fundraisers – Designed to support specific classroom activities, i.e. field-trips. Funds raised are accounted for in individual Classroom Funds.

19.6.3. Parent Council Fundraisers - Designed to support specific projects as determined by the Parent Council. Funds raised are accounted for in the Parent Council Fund.

19.7. All fundraising activities, including online fundraisers, must be approved of in writing by administration. With the consent of the Executive Director or designee, the Parent Council or other approved school group, may use the school's name, or any logo attributable to the school as appropriate.

19.8. A Fundraiser Application is to be filled out to initiate the approval process.

19.9. The Parent Council, the BOCC, and the Executive Director will develop a fundraising calendar at the beginning of the school year so that fundraising efforts can be coordinated. The BOCC shall be notified no later than the next regular BOCC meeting of any changes that are made to the fundraising calendar.

19.10. All fundraising or grant solicitation activities on behalf of the school must be approved in advance by the Executive Director and by the BOCC at the next regularly scheduled meeting.

19.11. The BOCC shall be informed of any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government.

19.12. The BOCC shall be notified no later than the next regular BOCC meeting of the award or receipt of any funds and shall approve the receipt of any grants, donations of more than \$500, or receipts of fundraising proceeds.

20. Fund Balance Reserve

20.1. Financial reserves are needed to manage cash flow and protect the school from unforeseen revenue shortfalls, unexpected costs and economic uncertainties. Financial reserves also allow the school to save for large purchases and reduce the cost of borrowing money.

20.2. Blue Oak Charter will maintain a fund balance reserve of at least 3% of the total unrestricted General Fund revenues.

It is the responsibility of the Executive Director to prioritize payments as needed. The Executive Director has responsibility for all operations and activities related to financial management.

21. Expense Reimbursements

Employee

21.1. Employees must obtain pre-approval from the Executive Director prior to purchasing an item or service utilizing a Purchase/Check Requisition Form.

21.2. Employees will be reimbursed for approved expenditures within ten (10) days of presentation of reimbursement request along with appropriate documentation or when

cash flow permits.

21.3. Receipts or other appropriate documentation will be required for all expenses to be reimbursed. The employee and the Executive Director/designee must sign a Request for Reimbursement Form.

21.4. Expenses greater than two months old will not be reimbursed.

21.5. Expense reimbursements requested by the Executive Director must be approved by the Chief Business Officer or Chief Executive Officer.

Volunteer

21.6. All volunteers will submit a Purchase/Check Requisition Form to the Executive Director for all expenses prior to purchasing any item or incurring any expense.

21.7. Only items with prior written authorization from the Executive Director will be reimbursed upon completion of a Request for Reimbursement Form and proper receipts.

22. Parking Lot Liability

22.1. Parking lot related incidences are not covered under any insurance policy. The school assumes no liability for damage to cars parked in the parking lot during or after school hours.

22.2. The only exception to this policy will be when a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball)

22.3. Otherwise, liability is as follows:

22.4. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.

22.5. If a parent or other visitor causes damage, that individual is responsible.

22.6. If an employee causes damage, the employee is responsible.

22.7. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

23. Telephone and Copy Machine Usage

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

23.2. Employees and volunteers will not make personal copies on the school copy machines without prior approval from a supervisor. Employees and volunteers will reimburse the school for all personal copies at the rate of \$.10 per page.

24. Political Contributions and Involvement

24.1. Contributing to political campaigns or making political donations may jeopardize the Blue Oak's nonprofit status. Blue Oak Charter will not take any position regarding any political candidate. School officials will not make political endorsements in their official capacity, and expenditure of charter funds for any political purpose is prohibited.

However, charter school officials are not prohibited from making endorsements privately.

24.2. Prohibited Contributions, Expenditures, and Uses of Assets and Resources

24.3. Examples of prohibited political contributions, lobbying, and expenditures that support or oppose candidates for public office include, but are not limited to, the following:

24.3.1. Contributions to political parties or political action committees.

24.3.2. Contributions to the campaigns of individual candidates for public office.

24.3.3. Expenditures to print or assist in printing any political materials.

24.3.4. Expenditures for political advertisements.

24.4. The use of any charter school assets or resources for any political activities. This includes such use by management, employees, BOCC members, or other representatives. Charter school managers, employees, BOCC members or other representatives may engage in political activities on their own time, using their personal assets and resources; however, they may not act or appear to be acting on behalf of the charter school and may not use any charter school resources to assist in political activities.

24.5. Blue Oak Charter will comply with all federal and state laws and regulations regarding political contributions, lobbying and expenditures. No federal funds, or assets obtained from federal funds, will be used for any political purposes whatsoever.

BP 3030 – Student Fees, Deposits, and Other Charges

Policy

Blue Oak School is a free, public K- 8 Charter School. The BOCC recognizes that California law requires that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. This policy is adopted by the Blue Oak School BOCC with the explicit intent to comply with AB 1575, which states that “A pupil enrolled in a school shall not be required to pay any fee, deposit, or other charge not specifically authorized by law.”

1. Definitions

- 1.1. An educational activity is defined as an activity offered by a school, school Blue Oak Charter, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
- 1.2. A pupil fee is defined as a fee, deposit, or charge imposed on pupils, or a pupil’s parents or guardians, including, but not limited to:
- 1.3. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- 1.4. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
- 1.5. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

2. Declarations

- 2.1. All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.
- 2.2. A fee waiver policy shall not make a pupil fee permissible.
- 2.3. The School shall not establish a two-tiered educational system by requiring a minimum educational standard and also offering a second, higher educational standard which pupils may only obtain through payment of a fee or purchase of additional supplies that the School does not provide.
- 2.4. The School shall not offer course credit or privileges related to educational activities in exchange for money or donations of goods or services from a pupil or a pupil’s parents or guardians. The School shall not remove course credit or privileges related to educational activities, or otherwise discriminate against a pupil, because the pupil’s parents or

guardians did not or will not provide money or donations of goods or services to the School.

3. Fundraising Activities

Participation in fundraising activities which solicit donations for the benefit of the school is completely voluntary and will never be a requirement for participation in an educational activity.

4. Fees Authorized by Law

- 4.1. The prohibition on pupil fees as defined above does not prohibit imposition of a fee, deposit, or other charge otherwise allowed by law. As a charter school, Blue Oak Charter is subject to the prohibition on pupil fees and fewer fees authorized by law apply to charter schools.
- 4.2. As a charter school, the School may, but is not required to, charge the following fees:
 - 4.2.1. Transportation – Fees for transportation to and from school, as long as:
 - 4.2.2. The fee does not exceed the statewide average non subsidized cost per pupil;
 - 4.2.3. There is a waiver provision based on financial need; and
 - 4.2.4. Fees are not charged to pupils with disabilities whose Individual Education Program (IEP) includes transportation as a related service necessary for them to receive a free, appropriate public education. (EC Section 39807.5(b), (d), and (f)).
- 4.3. Charges for food served to pupils, subject to free and reduced price meal program eligibility and other restrictions specified in law. (EC Sections 38082 and 38084).
- 4.4. Field Trips:
 - 4.4.1. Fees for field trips and excursions in connection with courses of instruction or school-related social, educational, cultural, athletic, or school band activities so long as no pupil is prevented from making the field trip or excursion because of a lack of sufficient funds. (EC Section 35330(b)).

5. Complaints

- 5.1. Blue Oak School shall make every effort to comply with laws and regulations regarding fees.
- 5.2. Students, parents or guardians with a complaint regarding fees or charges imposed by Blue Oak School are referred to Blue Oak School BOCC Policy 6090 Uniform Complaint Policy. This policy provides a formal process for expression and resolution of complaints.
- 5.3. If, during the complaint review process delineated in Blue Oak School BOCC Policy 6090 Uniform Complaint Policy, it is found that a complaint regarding a pupil fee or charge has merit, the Charter School shall reimburse the fee or charge to all affected pupils, parents, or guardians.

BP 3040 – Travel Expense and Reimbursement Policy

Policy

Blue Oak Charter School recognizes that school employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Executive Director shall authorize payment for actual and necessary travel expenses in accordance with the adopted budget and upon determining that the travel is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Blue Oak Charter School assumes no responsibility for personal automobiles used for business.

Procedures

1. Approval & Claims

- 1.1. An employee shall obtain approval from the Executive Director or designee prior to traveling.
- 1.2. The Executive Director must pre-approve all out of town travel.
- 1.3. All expense reimbursement claims shall be submitted on a Blue Oak Charter form, within 10 working days following return from travel. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet school policy criteria for reimbursement.
- 1.4. The Executive Director or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to Blue Oak Charter business.
- 1.5. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

2. Expenses

- 2.1. Reimbursement of travel expenses shall be based on actual expenses as documented by receipts.
- 2.2. Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, and lodging when Blue Oak Charter business reasonably requires an overnight stay, registration fees for seminars and conferences, and other necessary incidental expenses.

Mileage Reimbursement

- 2.2.1. Employees will be reimbursed for mileage when pre-approved by an Executive Director.
- 2.2.2. Reimbursement will be based on the standard mileage rate as authorized by the Internal Revenue Service in effect at the time of travel for the distance traveled, less the distance from the employee's residence to the school site for each direction traveled.

For incidental travel, mileage will only be reimbursed if the one-way mileage exceeds 10 miles.

2.2.3. Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

2.2.4. The Blue Oak Charter shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, in-room telephone, in-room honor bar, expenses of any family member who is accompanying the employee on Blue Oak Charter-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on Blue Oak Charter business.

Meal Reimbursement

2.2.5. Employees may choose to be reimbursed for actual cost of meals while in training or conducting school business. Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the BOCC and based on the time of day that travel for school business begins and ends. To qualify for reimbursement the following leave and return times apply:

Breakfast: leave before 6:00 am;

Lunch: leave before 11:30 am or return after 1:30 pm

Dinner: leave before 4:00 pm or return after 6:30 pm.

For example, breakfast will not be reimbursed for single day training in Sacramento that begins at 9:00 am. It is assumed the employee will have breakfast at home before leaving for the training.

2.2.6. Any expense that exceeds the maximum rate of reimbursement established by the Blue Oak Charter shall be reimbursed only with the approval of the Executive Director.

2.2.7. A detailed receipt must be provided with the expense claim showing the cost of food, beverages and gratuity for each meal claimed. Unless automatically assessed by the restaurant, the gratuity should not exceed 18% of total pre-tax cost of meal.

Overnight Stays

2.2.8. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an Executive Director and the event is more than 100 miles from either the employee's residence or the school site.

2.2.9. Lodging arrangements should be based on convenience, and rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered.

2.2.10. If an employee is accompanied by a non-employee such as a family member or friend and as a result incurs additional costs, those additional costs are the responsibility of the employee.

Travel Advances

2.2.11. Travel advances are discouraged but if deemed necessary, a travel advance requires written approval from the Executive Director via a formal check request.

- 2.2.12. Travel advances require receipts for all advanced funds.
- 2.2.13. After the trip, the employee must enter all of the appropriate information on an expense Reimbursement Claim and submit it to the Executive Director for approval and then on to the business office for processing.
- 2.2.14. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check. Excess travel advance funds may not be carried forward to a future expense claim.
- 2.2.15. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee as soon as possible, with cash flow permitting, in accordance with the expense report.

Air Travel

- 2.2.16. Air travel paid by the employee cannot be reimbursed until after the event.
- 2.2.17. A brochure or flyer describing the event and reason for air travel must be submitted with the travel claim.
- 2.2.18. Supporting documentation from the airline must include travelers name, ticket number, departure/return dates, and amount of fare and method of payment.

Conference Registration & Materials

- 2.2.19. Conference fees paid by the employee will not be reimbursed until after the event and proof of attendance and payment have been submitted.
- 2.2.20. Original itemized receipts must be submitted for any materials purchased while attending a conference.

Lodging

- 2.2.21. Hotel bills paid by the employee will not be reimbursed until after the stay.
- 2.2.22. A brochure or flyer describing the reason for hotel stay must be submitted with the travel claim.
- 2.2.23. Finalized bill must include hotel occupant's name, dates of stay and method of payment.

Taxi, Bus Shuttle Service, Parking, Tolls

- 2.2.24. Original receipts must be submitted.
- 2.2.25. If receipts cannot be obtained for these services, employee must document on paper the type of service, location, date and amount of expense.

RENTAL CARS

- 2.2.26. Car rental and fuel is allowable for out-of-Blue Oak Charter travel. Rental must be pre-approved by the Executive Director. No mileage reimbursement allowed.

3. Excluded Expenses

- 3.1. Excluded expenses include but are not limited to alcohol, entertainment, video rentals and laundry service.
- 3.2. Employees should request separate checks for alcohol and for expenses incurred by any individual they are accompanied by who is not employed by the School.

Agenda Item: 2021/2022 Enrollment**Prepared by: Susan Domenighini****Finance Committee Date: 07/13/2021****Background Information:**

Below is the most up to date information regarding enrollment at Blue Oak for the 2021/2022 available at this time:

Grade	Teacher	Students Confirmed	Totals	Waitlist
K	Susan	22	44	6
	Cheryl	22		
1st	Bryan Glennen	23	23	
2nd	McDonald	24	24	
3rd	Machek	28	28	3
4th	Moss	15	31	
	S Lee	16		
5th	Murray	18	36	
	Hamblin	18		
6th	B Lee	28	28	3
7th	Madera	22	45	
	Welch	23		
8th	Jones	25	25	
TOTAL			284	12



Executive Director's Report

Susan Domenighini

Finance Committee July 13, 2021

State Budget

As of June 28th the Legislature has approved a budget, it has not been signed by the Governor, and the details concerning education are not fully clear. I will attend a budget update session Wednesday morning July 14th and will have more detailed information in my report to the board on July 20th. Overall the anticipated changes to the budget are positive for Blue Oak.

PPP Loan Forgiveness

Jim Weber and I are working with Golden Valley Bank on the loan forgiveness process. We will report at the meeting if we have more information.

Audit, Closing the Books for 2020-21 & Offers on Employment

The month of June has a heavy workload for our business office. The audit is in full swing, we are closing the books for 2020-21 and processing Offers of Employment through payroll to get 2021-22 started. Thank you everyone, especially to Maggie and Alex for all your work.

Cash Flow

Increases in EPA and the received revenue have eliminated our concern for cash flow.