

Sample Charter School Month End Report Finance, Federal, Human Resources and PEIMS September 30, 2017

Produced by Charter School Success

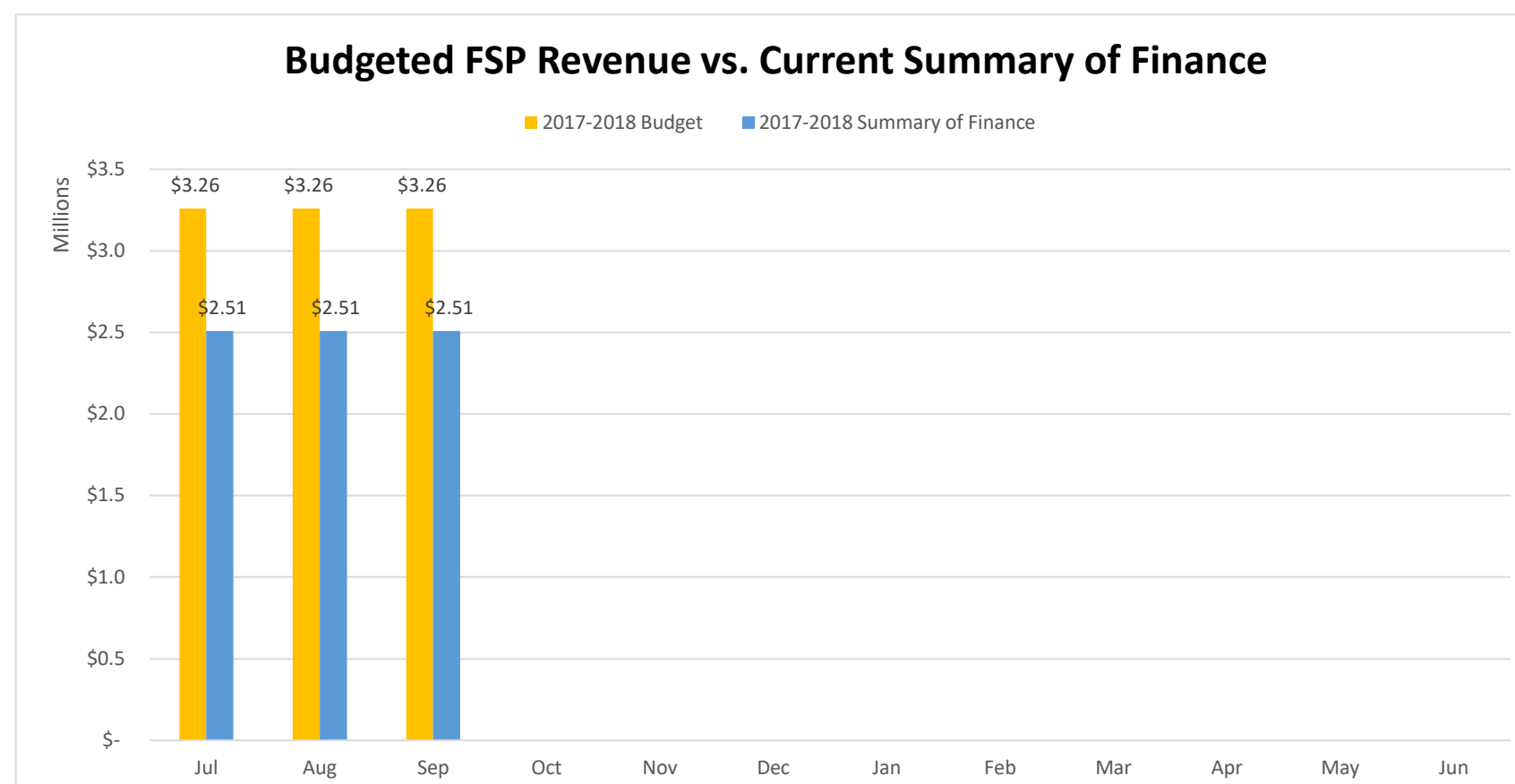
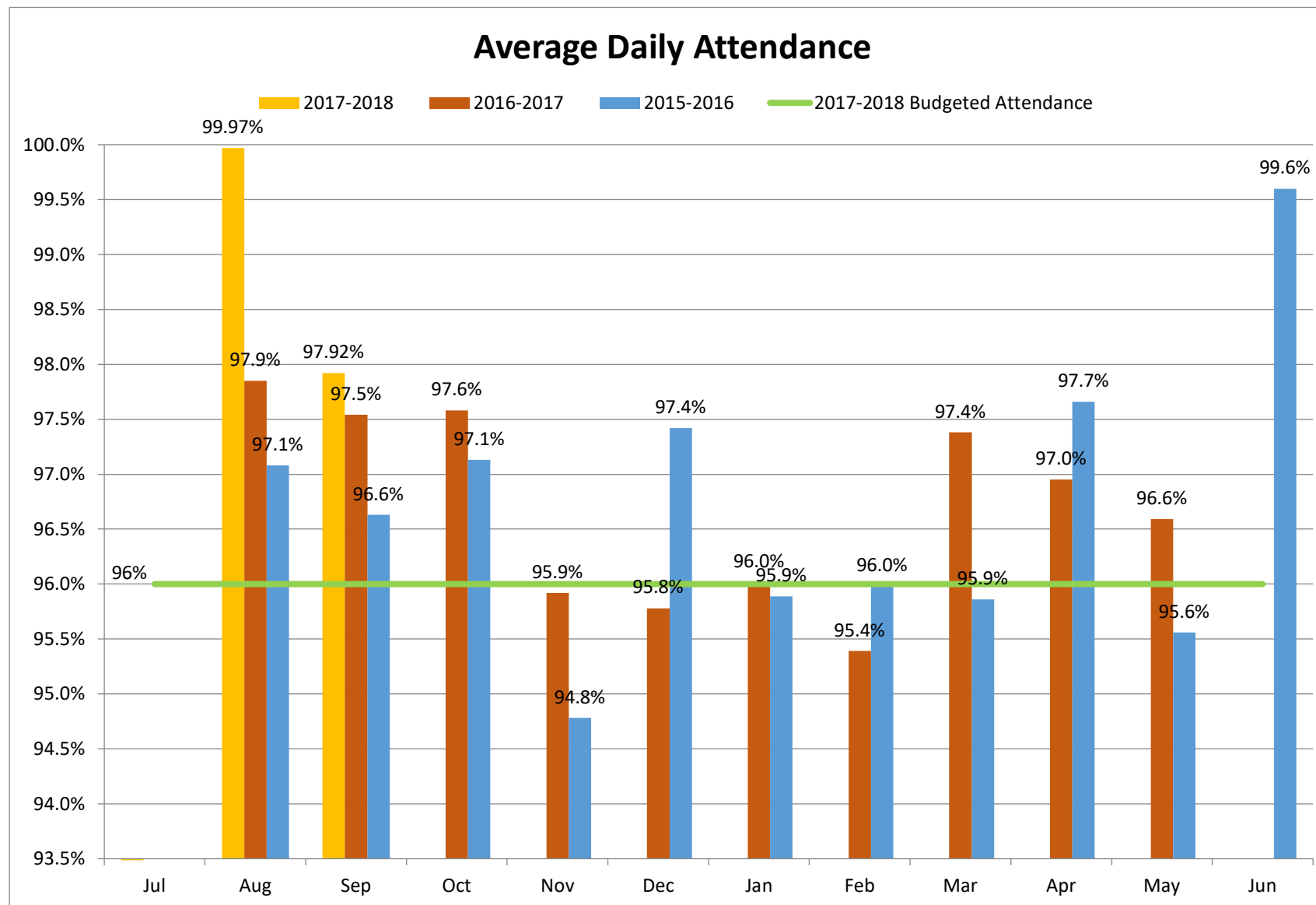
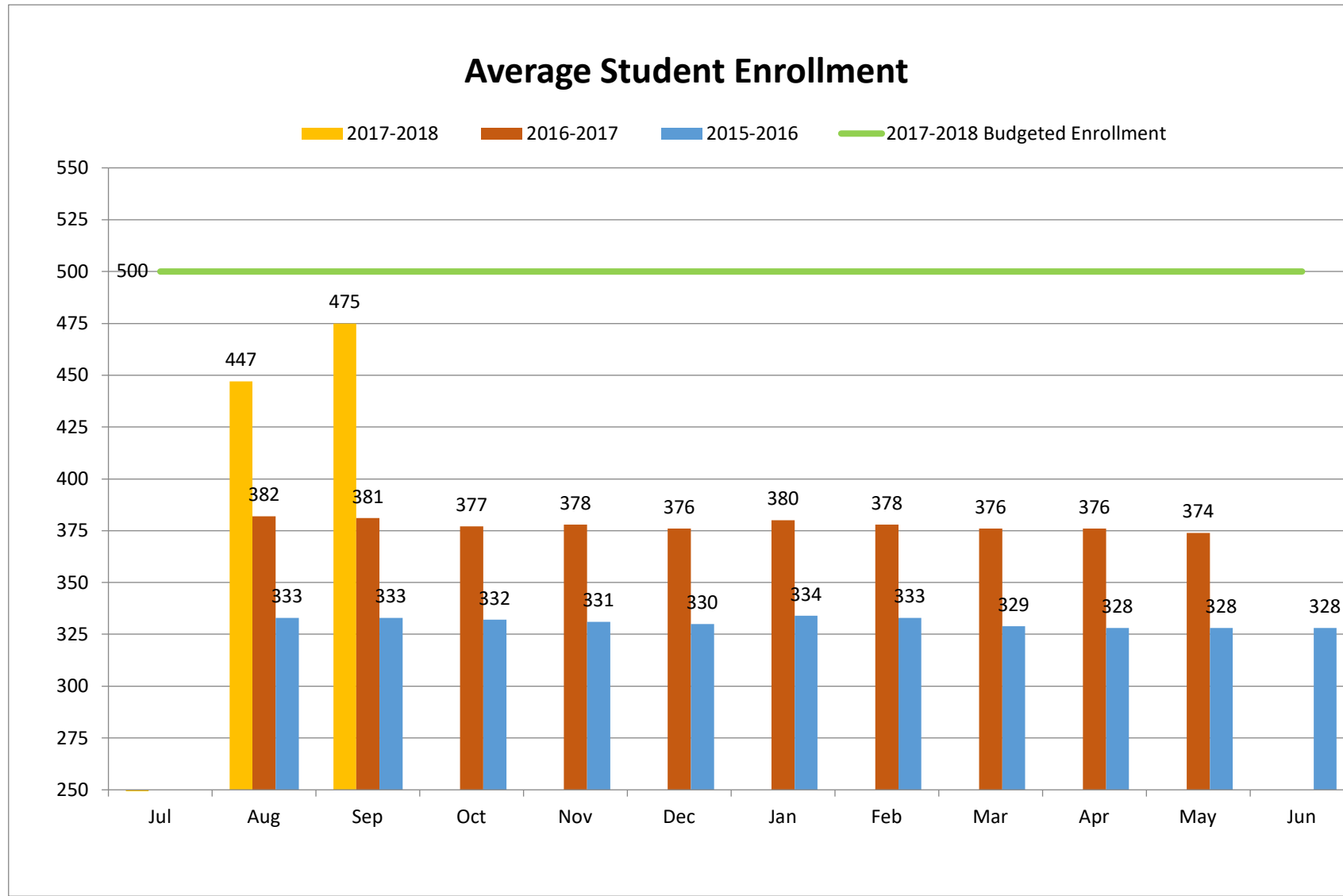
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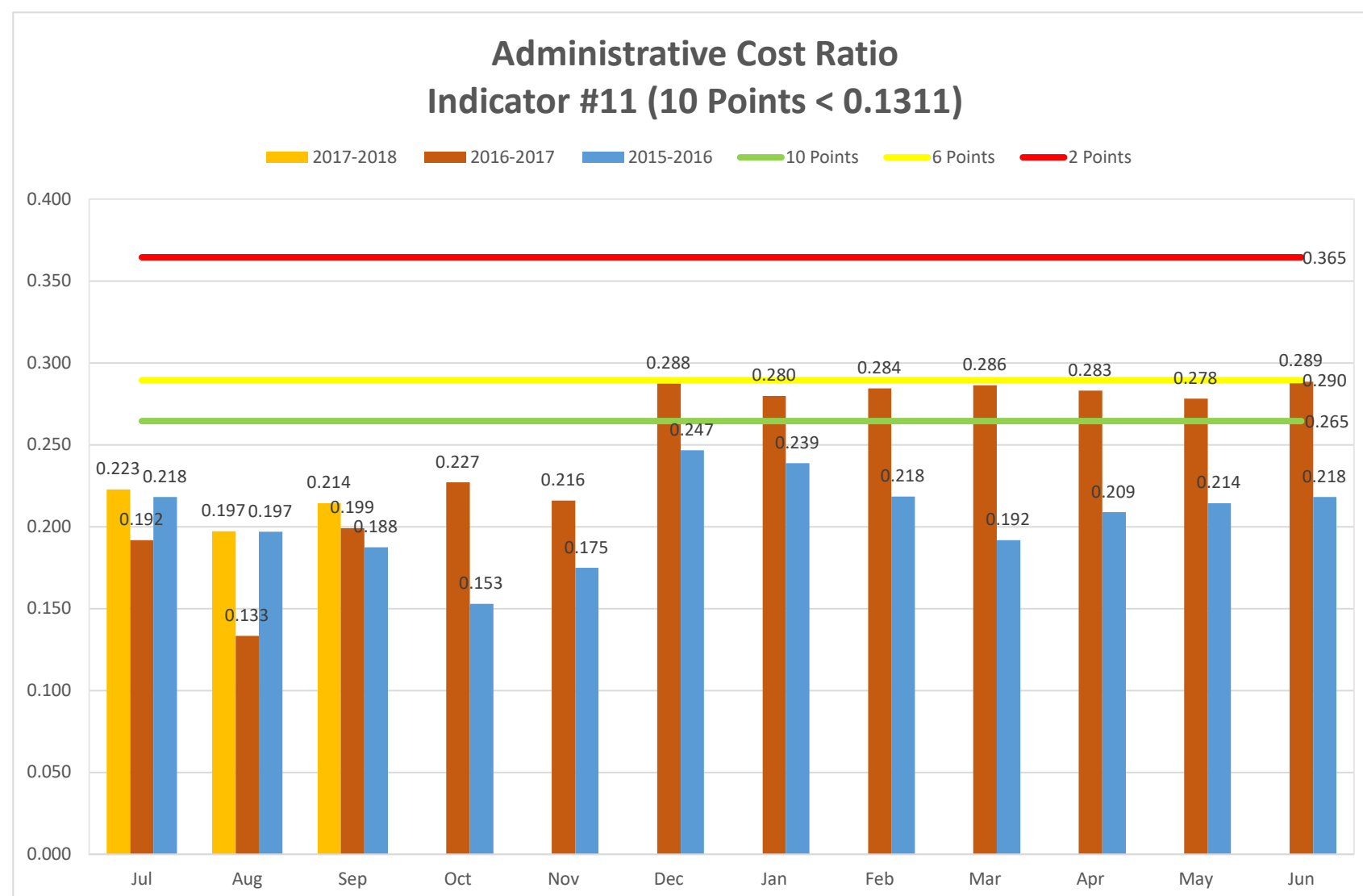
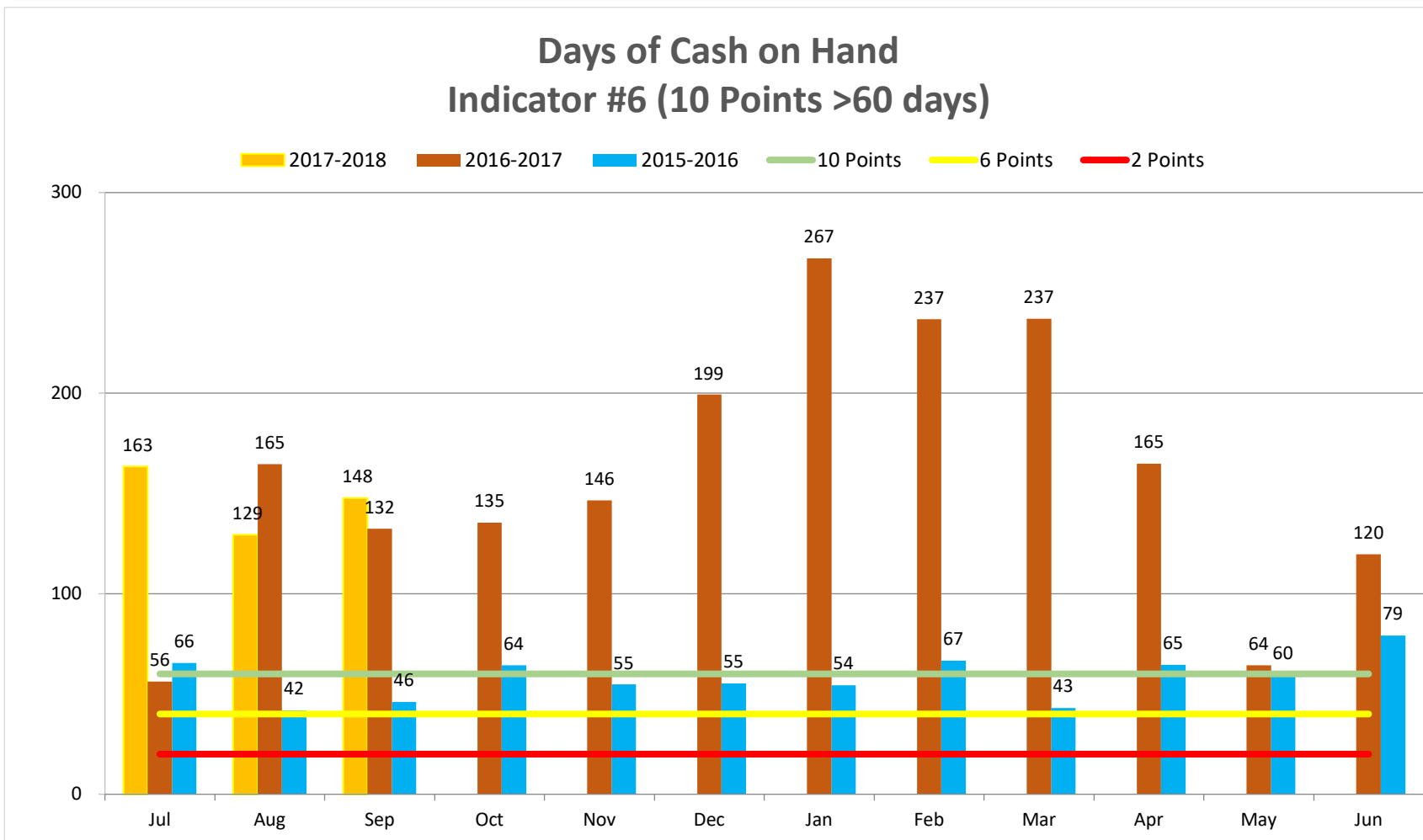
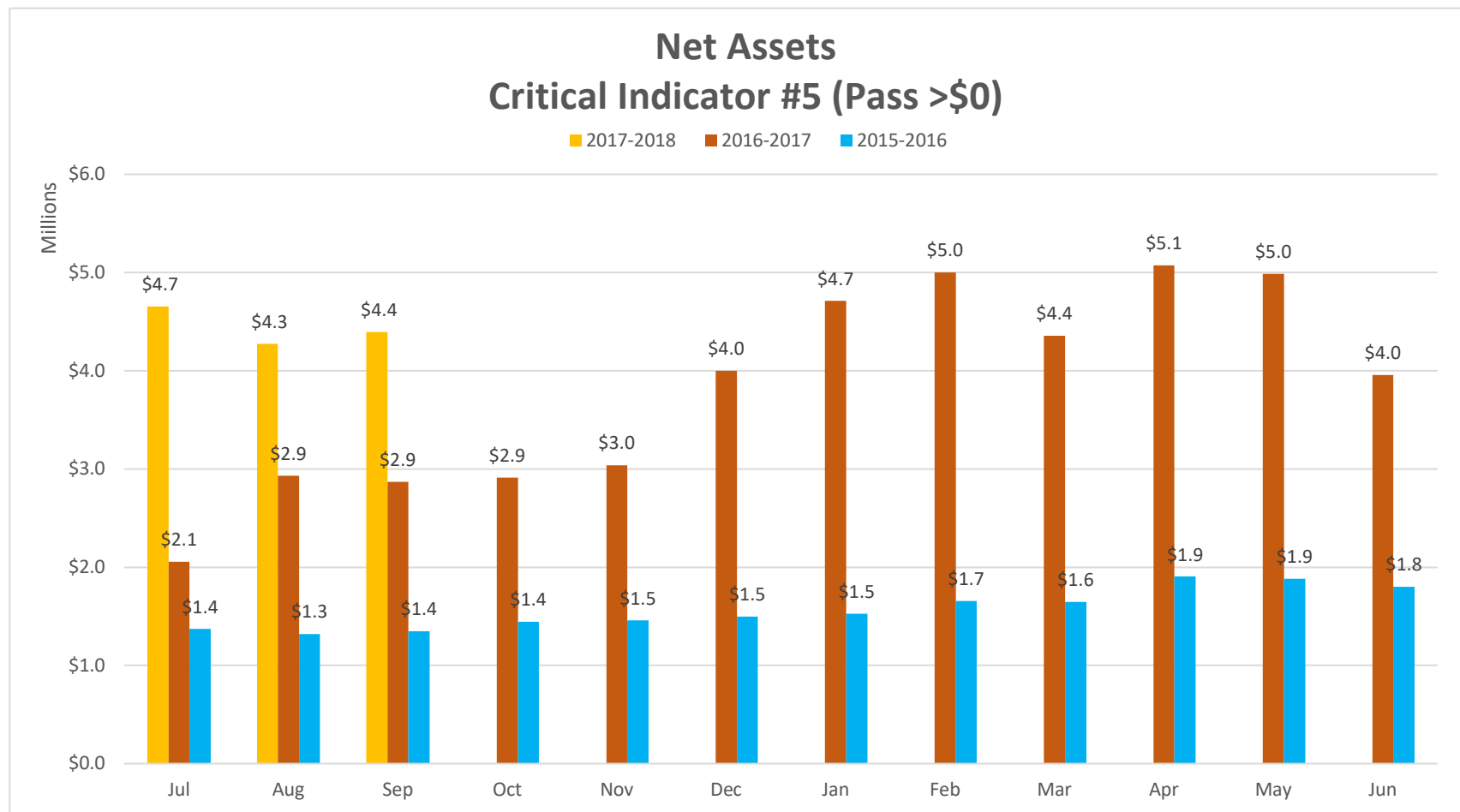


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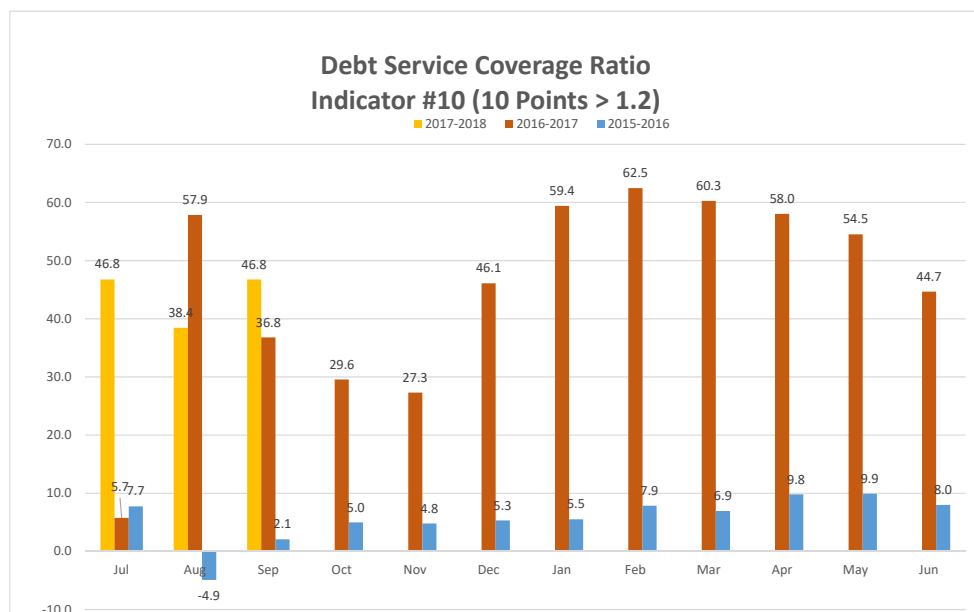
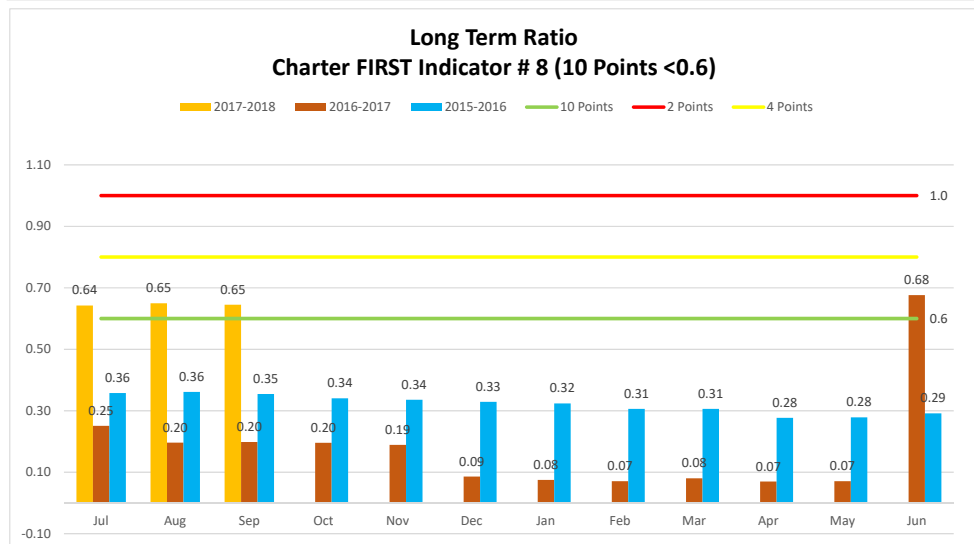
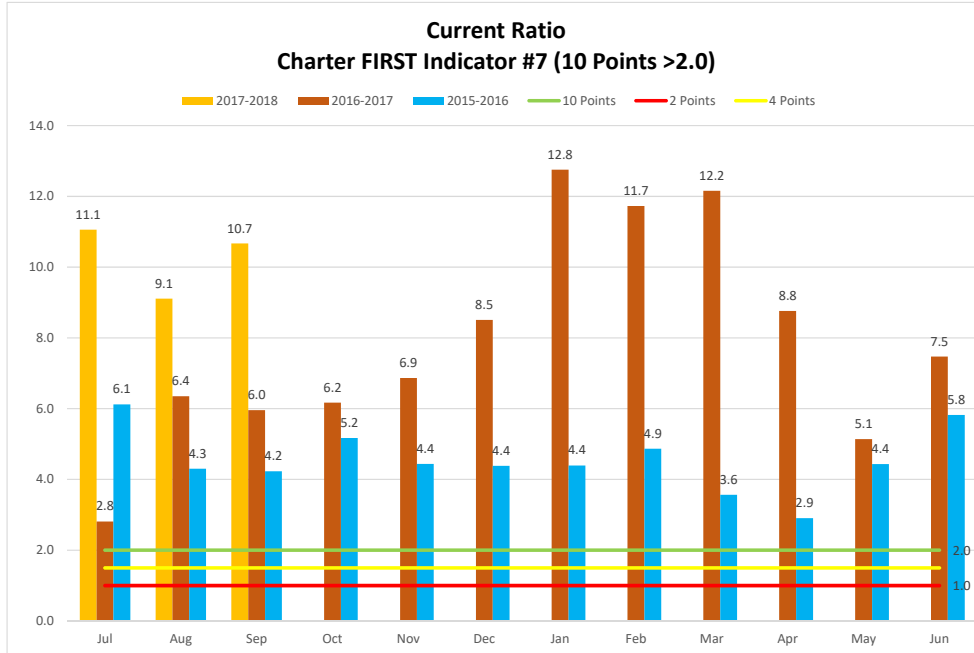
Sample Charter School Enrollment, Attendance & FSP Budget to Summary of Finance Graphs



Sample Charter School Charter FIRST Indicators #5, 6, & 11

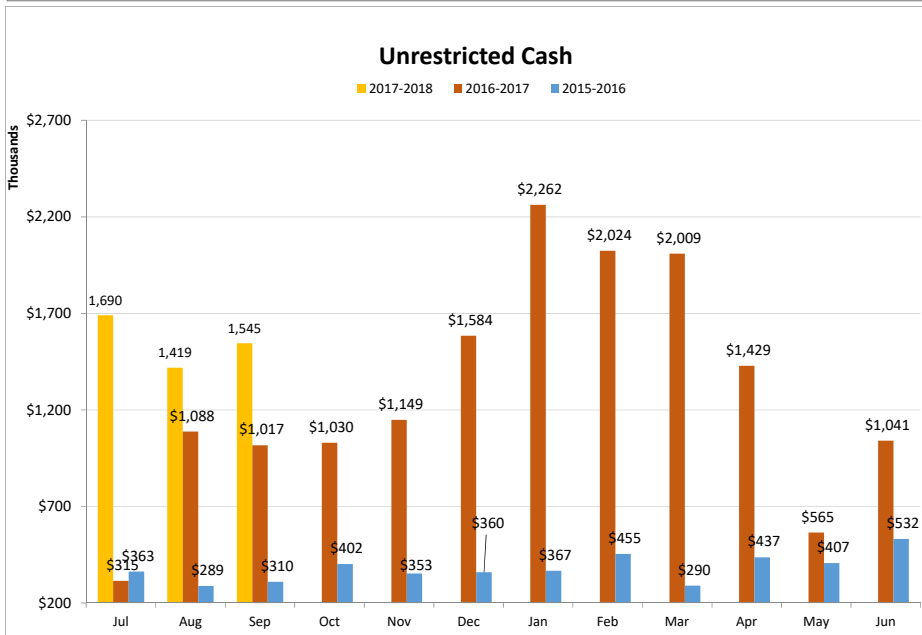
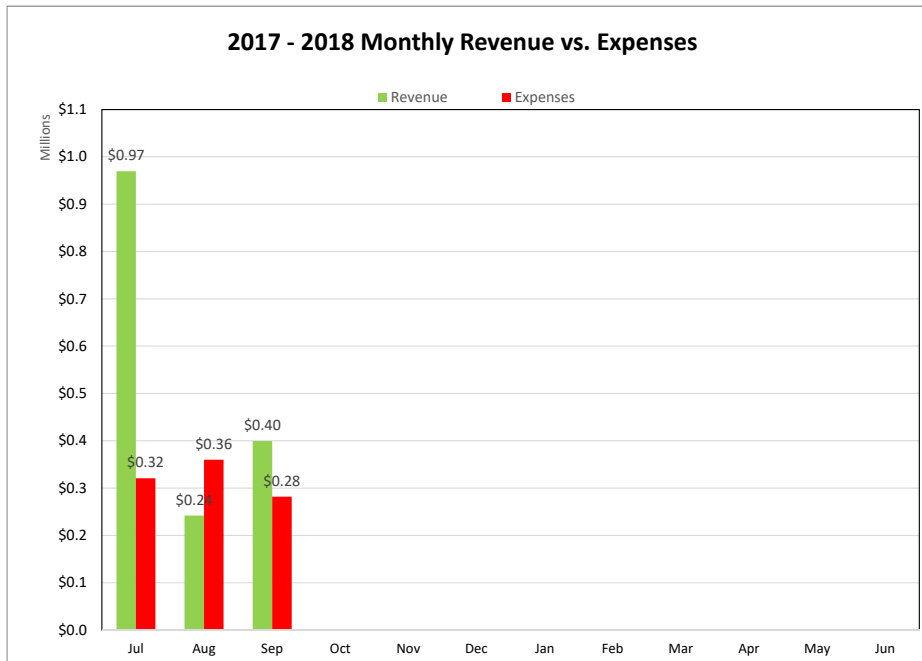
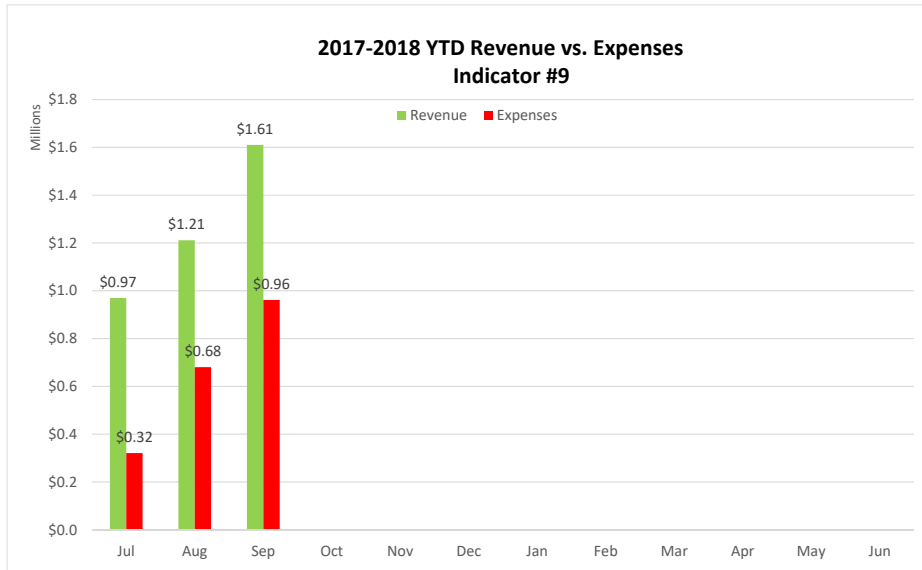


Sample Charter School Charter FIRST Indicators #7, 8 & 10



Sample Charter School

Charter FIRST Indicator #9, Revenue vs. Expense & Cash



Sample Charter School
2017-2018 Financial Trend Analysis

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Percent of Year Completed	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
Statement of Financial Position												
Current Assets	\$ 2,416,575	\$ 2,016,865	\$ 2,269,270									
Total Assets	\$13,630,118	\$13,474,338	\$13,580,134									
Current Liabilities	\$ 218,493	\$ 221,410	\$ 212,700									
Total Liabilities	\$ 8,977,969	\$ 8,980,886	\$ 8,972,176									
Statement of Activities												
Total Revenue YTD	\$ 969,517	\$ 1,211,162	\$ 1,610,646									
Total Expenses YTD	\$ 320,684	\$ 680,447	\$ 962,030									
Statistics												
Total Monthly Revenue	\$ 969,517	\$ 241,645	\$ 399,484									
Total Monthly Expenses	\$ 320,684	\$ 359,763	\$ 281,584									
Unrestricted Cash	\$ 1,690,372	\$ 1,418,876	\$ 1,545,244									
Cash Flow (Red if negative-Green if Positive)	\$ 649,538	\$ (271,496)	\$ 126,368									
Enrollment and Attendance												
Enrollment for the Month Budget 500	0	447	475									
Percent Attendance - 96%	0.0%	100.0%	97.9%									
Enrollment Budget to Actual	-	(53)	(25)									
Charter First Indicators												
Indicator #5, Net Asset Balance	\$ 4,652,148	\$ 4,493,452	\$ 4,607,958									
Indicator #6, Days of Cash on Hand	163.4	129.3	147.8									
Indicator #7, Current Ratio	11.06	9.11	10.67									
Indicator #8, Long Term Ratio	0.64	0.65	0.65									
Indicator #9, Revenue vs. Expenses	\$ 648,834	\$ 530,715	\$ 648,615									
Indicator #10, Debt Service Coverage Ratio	46.8	38.4	46.8									
Indicator #11, Administrative Cost Ratio <500 Students	0.2228	0.1973	0.2143									
Green would receive 80 - 100% of the total points												
Yellow would receive 40 - 60% of the total points												
Red would receive less than 40% of total points												

**Sample Charter School
Budget to Actual Report from Combined Board Report (All Funds)
September 30, 2017**

Fiscal Year 25% Complete

	Original Budget	Actual	% of Original
Revenues			
Total Local Funds	\$ 680,992	\$ 797,798	117.15%
Total State Funds	3,295,287	407,914	12.38%
Total Federal Funds	179,147	-	-
Transfer In	52,098	-	-
Total	\$ 4,207,524	\$ 1,205,712	28.66%
Expenses			
11 Instruction	\$ 2,002,870	\$ 585,742	29.2%
13 Curriculum and Staff Development	55,000	14,075	25.6%
21 Instructional Leadership	74,900	-	-
23 School Leadership	390,174	98,832	25.3%
31 Guidance and Counseling	93,890	1,032	1.1%
33 Health Services	60	15	25.0%
35 Food Service	112,437	41,818	37.2%
36 Cocurricular/Extracurricular Activities	69,076	7,012	10.2%
41 General Administration	761,520	137,691	18.1%
51 Plant Maintenance & Operations	501,586	73,841	14.7%
52 Security Monitoring	-	-	-
53 Data Processing Services	12,600	304	2.4%
61 Community Services	8,374	375	4.5%
71 Debt Services	478,413	14,075	2.9%
81 Fundraising	4,050	1,223	30.2%
00 Transfer Out	52,098	-	-
Total	\$ 4,617,047	\$ 976,035	21.14%
Change in net assets	<u>\$ (409,523)</u>	<u>\$ 229,677</u>	
Net Assets, beginning of year	\$ 3,954,495	\$ 3,954,495	
Net Assets, ending of year	<u><u>\$ 3,544,972</u></u>	<u><u>\$ 4,184,172</u></u>	

Variance Notes by Function:

- 1) Local Funds - Approximately, \$700K of grant funds were received in July. This is why the percent of actual to budget is at 117%.
- 2) State Funds - The revenue received to date appears low compared to budget approved for the 17-18 school year. The SOF will adjust once TEA processes the first six week report based on the increased enrollment.
- 3) Federal Funds - Grant applications for have been submitted and revenues will be drawn down in October.
- 4) Function 11 - the over-budget is primarily due to the purchase of replacement and new classroom materials in July for the start of the new school year. No budget amendment is considered necessary as this percentage will level out as the year continues.
- 5) Function 21 & 31 - These function have little or no expenses coded to them year-to-date and thus, CSS will research to determine the reasoning for the budget and ensure that items are properly being coded to the correct function.
- 6) Function 35 - It appears that the over-budget is associated with payroll and food costs. CSS will work with management to review the details to determine if a budget amendment is necessary.
- 7) Function 81 - Majority of the over-budget is due to the purchase of t-shirt inventory for sale. No budget amendment is considered necessary at this time.

Sample Charter School Special Program Intent Allotment & IDEA B Maintenance of Effort Compliance Report

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Percent of Year Completed	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%

IDEA-B Maintenance of Effort

<i>Test 2 - State and Local - Last year of compliance 2015-2016</i>	<i>\$ 67,176</i>	<i>\$ 67,177</i>	<i>\$ 67,178</i>
Test 2 - YTD Total Expenses - Fund 199/420 - PIC 23, 33	\$ 17,859	\$ 37,083	\$ 57,880
<i>Test 4 - Per-Capita S&L - Last year of compliance 2015-2016</i>	<i>\$ 7,310</i>	<i>\$ 7,311</i>	<i>\$ 7,312</i>
Test 4 - Per-Capita S&L - Total Expenses - Fund 199/420 - PIC 23, 33	\$ 850	\$ 1,766	\$ 2,756

Special Education Allotment

23-Special Education Adjusted Allotment (spend 52% of amount)	158,750	158,750	158,750
52% of Allotment	82,550	82,550	82,550
YTD Total Expenses - Fund 199/420 - PIC 23, 33	17,859	37,083	57,880
Percent Expended	22%	45%	70%

State Compensatory Education Allotment

24-Compensatory Education Allotment (spend 52% of amount)	205,127	205,127	205,127
52% of Allotment	106,666	106,666	106,666
YTD Total Expenses - Fund 199/420 - PIC 24, 30	-	5,654	25,456
Percent Expended	0%	5%	24%

Bilingual Education Allotment

25-Bilingual Education Adjusted Allotment (spend 52% of amount)	47,041	47,041	47,041
52% of Allotment	24,461	24,461	24,461
YTD Total Expenses - Fund 199/420 - PIC 25, 35	3,016	3,016	3,016
Percent Expended	12%	12%	12%

Projected Compliant		Compliant	
Projected Non-Compliant		Non-Compliant	

**Sample Charter Academy
August 30, 2017
Federal Program Fiscal Status**

Federal Risk Rating: High - Fiscal Year 25% Complete

Fund	Object Code	NOGA Exp.Reporting Budget	Budget Accounting System	YTD Expense	% Expended	YTD Revenue	% Revenue Received	NOTES/COMMENTS
211 TITLE I, PART A	6100	\$ 44,752.00	\$ 44,273.00	\$ 12,567.00	28%			211 TITLE I, PART A Notes
	6200	1,000.00	-	-	#N/A			
	6300	6,463.00	6,063.00	1,665.00	25%			
	6400	2,000.00	3,290.00	500.00	25%			
	INDIRECT COST	-	-	-	#N/A			
Total		\$ 54,215.00	\$ 53,626.00	\$ 14,732.00	27%	\$ 11,778.00	22%	
224 IDEA B	6100	\$ -	\$ -	\$ -	#N/A			224 IDEA B Notes
	6200	24,491.00	25,663.00	5,418.00	22%			
	6300	2,602.00	1,000.00	511.00	20%			
	6400	-	-	-	#N/A			
	INDIRECT COST	-	-	-	#N/A			
Total		\$ 27,093.00	\$ 26,663.00	\$ 5,929.00	22%	\$ 3,739.00	14%	
225 IDEA B PRE-K	6100	\$ -	\$ -	\$ -	#N/A			225 IDEA B PRE-K Notes
	6200	-	-	-	#N/A			
	6300	-	-	-	#N/A			
	6400	-	-	-	#N/A			
	INDIRECT COST	-	-	-	#N/A			
Total		\$ -	\$ -	\$ -	#N/A	\$ -	N/A	
255 TITLE II, PART A	6100	\$ 1,000.00	\$ 1,000.00	\$ 1,353.00	135%			255 TITLE II, PART A Notes
	6200	14,032.00	13,450.00		0%			
	6300	1,788.00	1,787.00	51.00	3%			
	6400	500.00	1,050.00	92.00	18%			
	INDIRECT COST	721.00	-	-	#N/A			
Total		\$ 18,041.00	\$ 17,287.00	\$ 1,496.00	8%	\$ 1300.00	7%	
240 CHILD NUTRITION	6100	\$ -	\$ 11,557.00	\$ 4,418.00	38%			240 CHILD NUTRITION Notes
	6200	-	-	-	#N/A			
	6300	-	111,625.00	34,354.00	31%			
	6400	-	50.00	18.00	36%			
	INDIRECT COST	-	-	-	#N/A			
Total		\$ -	\$ 123,232.00	\$ 38,790.00	31%	\$ 35,068.00	28%	

Color Coding Key	
	Greater than +/- 5%
	Within +/- 5%
	Fully Expended

Sample Charter School
June 30, 2018
Human Resource Status Report

HR Monthly Activity	June	YTD	Notes
Budgeted Positions	76		
Filled Positions	70		
New Applications	20	118	Teacher (14), Teacher Aide (1), Dance Instr. (1), Assistant Princ (3), Chief Op Director (1)
Offers Initiated	3	21	
Offers in Progress	0		
Offers Abandoned	0	1	
Offers Completed	1	18	Gonzales (Chief Op Director)
Compensation/Status Changes	25	163	Job title change (1), Stipend (23), PTO pay out (1)
Voluntary Terminations	2	13	Casco & Ali
Involuntary Terminations	2	8	Starks & Davis
Summer 2017 Activities	Status	Notes	
Job Descriptions Up to Date		All positions have a job description, signed by employees upon hire.	
HR Calendars		All positions have a unique calendar, tied to pay. Signed upon hire.	
Employee Manual Approved		Employee reviews and signs upon hire.	
Healthcare Provider Selected		Alamo Ins Grp continues to coordinate efforts with CSS, Beta, & carriers.	
Open Enrollment Complete		New plan year began. Employee enrollment & deduction setup complete.	
Ancillary Insurance Provider Selected		Alamo Ins Grp continues to coordinate efforts with CSS, Beta, & carriers.	
Ancillary Insurance Enrollment		New plan year began. Employee enrollment & deduction setup complete.	
Fingerprinting Audit		Complete and in-compliance.	
Staffing Budget Approved		Complete and implemented.	
Payroll Set up for New Year		First payroll of the new year was successfully processed 09.01	
Fall/Winter 2017 Activities	Status	Notes	
Fall PEIMS - Staff Data Prepared/Submitted		Completed.	
Prepare employee data for Year-end/W-2		Completed.	
Mid-Year PEIMS - Prepared/Submitted		Completed.	
W-2 preparation & submission		Completed.	
Spring 2018 Activities	Status	Notes	
New Year Positions Budgeted		Ongoing project: Assessment of Exempt vs. Nonexempt classifications, Job Description Accuracy Verification needed from Beta	
New Year Salary Decisions Complete			
Summer 2018 Activities	Status	Notes	
Job Descriptions Up to Date			
HR Calendars			
Employee Manual Approved		Requested from Beta. Will implement upon receipt.	
Healthcare Provider Selected			
Open Enrollment Complete		Will occur in August for plan year beginning Sept. 1	
Ancillary Insurance Provider Selected			
Ancillary Insurance Enrollment		Will occur in August for plan year beginning Sept. 1	
Fingerprinting Audit			
New Year Positions Budgeted & Approved		Nearly completed; Pending final approval	
New Year Salaries built in SIS		Will occur prior to first payroll of 2018-19	

New Year Salary Decisions Complete
Complete
In Progress
Delinquent
Not Applicable

**Sample Charter School
June 30, 2018
PEIMS Support Status**

Fall 2017 Activities			Summer 2018 Activities		
Beginning of Year Tasks	Status	Notes- To be completed before the end of the second week of school	PEIMS Summer Submission (SUB 3)	Status	Notes- Student, Discipline, Course completion, Staff, Graduation and Attendance
Initial Unique ID assignment file processed			Interchange files processing-errors sent to district		
Initial Unique ID enrollment tracking file processed			TSDS file- fatal free		
No Show Students removed from SIS			Data reviewed by district for integrity		
PEIMS Extended Year Resubmission (SUB 4)	Status	Notes- Extended school year data- SPED, LEP and Dual Credit	Submission complete		
Interchange files being processed-errors sent to district			PEIMS Summer Resubmission (SUB 3)	Status	Notes- Student, Discipline, Course completion, Staff, Graduation and Attendance
TSDS file- fatal free			Interchange files processing-errors sent to district		
Data reviewed by district for integrity			TSDS file- fatal free		
Submission complete			Data reviewed by district for integrity		
PEIMS Fall Submission (SUB 1)	Status	Notes- Student, Staff, Special Programs, Organization and Budget	Submission complete		N/A- Beta does not need a resubmission
Interchange files processing-errors sent to district			PEIMS Extended Year Submission (SUB 4)	Status	Notes- Extended school year data- SPED, LEP and Dual Credit
TSDS file- fatal free			Interchange files processing-errors sent to district		
Data reviewed by district for integrity			TSDS file- fatal free		
Submission complete			Data reviewed by district for integrity		
Cycle 1 Completion Tasks	Status	Notes	Submission complete		
Attendance balanced			ECDS Core Collection	Status	Notes- PK and Kindergarten reading assessment data submission
Six weeks FSP report submitted			Interchange files processing-errors sent to district		
Membership rosters complete			TSDS file- fatal free		
Leavers updated in SIS			Data reviewed by district for integrity		
Correct student coding (focus on special programs)			Submission complete		
Winter 2017 Activities			Rollover (MTGR)	Status	Notes- Process to transition SIS from one school year to the next
PEIMS Fall Resubmission (SUB 1)	Status	Notes- Student, Staff, Special Programs, Organization and Budget	Retentions properly coded in SIS		
Interchange files processing-errors sent to district			Required prep work complete		
TSDS file- fatal free			Calendars built in SIS		
Data reviewed by district for integrity			Master Schedule input in SIS		
Submission complete			Attendance Manual Updated		
Cycle 2 Completion Tasks	Status	Notes	Student Registration Packet Updated		
Attendance balanced			Ongoing Activities		
Six weeks FSP report submitted			Unique ID assignment		Required for all newly enrolled students
Cycle 3 Completion Tasks	Status	Notes	Unique ID enrollment tracking submission		Required weekly during the academic year
Attendance balanced					
Six weeks FSP report submitted					
Spring 2018 Activities					
Cycle 4 Completion Tasks	Status	Notes			
Attendance balanced					
Six weeks FSP report submitted					
Membership rosters complete					
Cycle 5 Completion Tasks	Status	Notes			
Attendance balanced					
Six weeks FSP report submitted					
Cycle 6 Completion Tasks	Status	Notes			
Attendance balanced					
Six weeks FSP report submitted					
CRDC (OCR) Submission	Status	Notes- Required every other school year			
Data reviewed by district for integrity		N/A for the 17/18 School Year			
Submission complete		N/A for the 17/18 School Year			
Calendar and Instructional Minute Audit		Marla has verified that the calendar meets minutes			

Color Coding Key:
Complete
In Progress
Delinquent
Not Applicable

Acronym Key
TSDS- Texas Student Data System
CRDC- Civil Rights Data Collection
SIS- Student Information System
FSP- Foundation School Program
ECDS- Early Childhood Data Systems
MTGR- Move to Grade Reporting

Color Coding Key:
Complete
In Progress
Delinquent
Not Applicable

Acronym Key
TSDS- Texas Student Data System
CRDC- Civil Rights Data Collection
SIS- Student Information System
FSP- Foundation School Program
ECDS- Early Childhood Data Systems
MTGR- Move to Grade Reporting

Sample Charter Month End Report Observations, Recommendations and Reminders September 30, 2017

Produced by Charter School Success

Observations and Recommendations:

Overall

1) Year-to-date net change in assets i.e. net income is approximately \$230K.

Cash

2) Days of cash on hand is at 148 days.

Compliance: FIRST, MOE and Special Program Intent Allotments

3) Indicator #8 - Long term ratio is currently yielding 8 points on Charter FIRST. The long-term debt ratio is a measurement representing the percentage of assets financed with loans or financial obligation lasting more than a year. Based on asset/liability holdings of the charter, this indicator will continue in the 4-8 point Charter FIRST range.

4) Special Program Intent Allotments for Bilingual Education currently is projected not to meet compliance. CSS will work with the school to identify allowable expenses and reallocate funds to this PIC to ensure compliance by the end of the fiscal year.

Budget

5) As of September 30th, the Fiscal Year is 25% complete and the school has expended 21% of the budget, 4% under budget. The revenues received are 28% for the year, 3% over budget. Overall expenses and revenue are within the planned budget.

Federal Grants & Human Resource Administration

6) All federal grants planning and grant application submittals have been submitted as of 09/08/2017. CSS will work with management to ensure compliance throughout the year. Draws will start up in October which are subsequent to when funds are expended as these are reimbursement grants.

7) All HR Summer 2017 activities are complete.

Reminders:

1) 2016-2017 Audit is currently underway and is required to be board approved and submitted to TEA with the required schedules on or before November 27, 2017.

2) All monthly supporting documentation to produce these reports including bank reconciliations, Statement of Financial Position and Statement of Activities for the month can be found in the client shared drobox for your convenience.



Charter School Success