

Mountain Song Community School

Financial Policies and Procedures

Revised 1/18/16

Contents

| | |
|---|----|
| Introduction | 3 |
| Board Responsibility | 3 |
| Accounting | 3 |
| Accounts Payable | 3 |
| Accounts Payable Procedures | 4 |
| Accounts Receivable Procedures | 4 |
| Funds Presented in Person | 5 |
| Funds Delivered via Mail | 5 |
| Funds Collected by Staff | 5 |
| Uncollectable Accounts | 6 |
| Allowability | 7 |
| Asset Protection | 8 |
| Inventory | 8 |
| Audit | 9 |
| Budgeting | 9 |
| Confidentiality | 10 |
| Conflict-of-Interest/Nepotism | 10 |
| Contracts | 10 |
| Competition..... | 11 |
| Exclusions | 11 |
| Financial Conditions | 12 |
| Payroll | 12 |
| Payroll Changes | 13 |
| Accrual..... | 13 |
| Payroll Liabilities..... | 13 |
| Purchasing | 14 |
| Purchase Procedures | 14 |
| Credit Card Procedures..... | 15 |
| Petty Cash..... | 15 |
| Travel/Entertainment..... | 16 |
| Receiving | 16 |
| Package Check-in..... | 16 |
| Packing list/Invoice Comparison..... | 16 |
| Reconciliations | 16 |
| Reporting | 17 |
| District & State Reporting..... | 17 |
| Reporting to the Board..... | 17 |
| Reporting to Parents..... | 18 |
| Reporting to the Director | 18 |
| Reporting to the Community..... | 18 |
| Revision Procedure | 18 |
| Appendix | 19 |
| Proof of Delivery for Contracted Services | 20 |
| Payroll/Status Change Notice..... | 21 |
| Money Collection Form | 22 |
| Requisition Request Form. | 24 |
| Reimbursement Request Form..... | 25 |

Introduction

Mountain Song Community School Financial Policies and Procedures shall align with the Code of Federal Regulations (C.F.R.) Part 200 and with the Colorado Department of Education's Financial Policies and Procedures Handbook (following Colorado Revised Statutes (C.R.S.) 22-44-201 through 206). The purpose of these policies and procedures is to ensure that the budgeting, accounting, reporting, auditing, investing, and cash managing of the school's finances are sound practices and adhere to local, state and federal requirements.

Board Responsibility

The financial health of the school is the fiscal responsibility of the Mountain Song Community School Board. Therefore, the Board shall only adopt a budget which spends money that is reasonably expected to be real income by the school. The Board Officers will be responsible for approving all contracts which obligate the school to spend money for more than a single fiscal year and/or which obligate the school to spend more than \$10,000; an exception does exist for recurring items. The initial budget for any fiscal year will be created by the Director with the input of the Board treasurer, School Accountability Committee, and Business Manager and/or Board Designee and the first draft will be presented to the Board on the Board meeting closest to February 28th of the previous fiscal year. Final proposed budget will be adopted no later than May 15th of the previous fiscal year. All TABOR requirements will be met.

*It is the responsibility of the Board to establish budget priorities that reflect the needs of the school **in advance** of the budgetary process.*

Accounting

Mountain Song Community School will, through its Board, Director, Business Manager or Board Designee follow the requirements set forth in CDE's Financial Policies and Procedures Handbook in accounting for and reporting on all income and expenditures.

Accounts Payable

The school will be given a budget at the beginning of the fiscal year. These funds are to be used for general school site expenditures and constitute the entire monies available for expenditures for the school site. The distribution of these funds is at the discretion of the Director and may be spent according to line item allocations in the Adopted Budget.

Accounts Payable Procedures

Invoices/Bills will be entered into the accounting system upon receipt in order to properly accrue obligations. The documents will be properly coded with object and program codes by the Business Manager or Board Designee. This coding will be done either on the invoice directly or on the [Requisition Request form](#) to the invoice. All grant expenditures will additionally have the grant name (or code) noted on the invoice to ensure proper coding in the accounting system. Payments will be made by the Business Manager or Board Designee. Each paid bill will have properly executed and coded back-up documentation that includes:

- Object and Program codes noted on the invoice
- The check voucher attached to the invoice.
- For checks to individuals, there must be an approved [Reimbursement Request form](#).
- For checks to companies, there must be an approved [Requisition Request form](#) (if applicable), a packing list showing receipt (if applicable), and an invoice.

The Business Manager or Board Designee will review supporting documentation before checks are signed.

- Checks will be generated by the Business Manager or Board Designee and signed by the Director or other authorized signer. Authorized signers shall be designated annually by board action and anytime during the year when there is a change of personnel. Proper segregation of duties shall be maintained. Individuals authorized to sign checks shall not prepare checks or reconcile bank accounts.

For auditing purposes, any item purchased before June 30th of any fiscal year, should be accrued in that fiscal year. Any item received on or before June 30th **may** be an obligation in that year, depending upon the intended use of the item. Items purchased on or after July 1 are obligations for the following fiscal year. All bills entered should be properly dated to avoid obligating funds in the wrong year.

Accounts Receivable Procedures

Customers (students, parents, staff, or other) shall be billed for all obligations owed to the school. Such obligations include, but are not limited to, cost recovery for damage to property, books, tuition for classes taken at post-secondary institutions and charges deemed to be for personal use rather than school business. Regardless of the obligation, the procedures for receiving funds will be followed based on the manner of delivery:

Funds Presented in Person

The Administrative Assistant will be responsible for accepting all payments at the front office. Individual receipts will be prepared for all payments collected at the school site; one receipt will be issued to the payer and a duplicate receipt will stay at the school.

- Cash will be attached to the duplicate of the issued receipt and placed in the safe outside the business office
- Checks will be stamped with the designated MSCS “For Deposit Only” stamp, and the check will be attached to the duplicate receipt and placed in the safe outside the business office.
- The Business Manager or Board Designee will account for all numbered receipts, will deliver deposits to the bank, will enter deposits into the accounting system using accurate source and class codes, and will file (in a location close to the bank reconciliations) a copy of the Deposit Summary (from the accounting system) with the internal receipt(s), the bank deposit receipt and (if applicable) check stubs.

Funds Delivered via Mail

The Administrative Assistant will be responsible for opening all school mail. When money is received via mail:

- Cash will be attached to a descriptive receipt and placed in the safe outside the business office
- Checks will be stamped with the designated MSCS “For Deposit Only” stamp, and the check will be attached to a descriptive receipt and placed in the safe outside the business office.
- The Business Manager or Board Designee will account for all numbered receipts, will deliver deposits to the bank, will enter deposits into the accounting system using accurate source and class codes, and will file (in a location close to the bank reconciliations) a copy of the Deposit Summary (from the accounting system) with the internal receipt(s), the bank deposit receipt and (if applicable) check stubs.

Funds Collected by Staff

All funds collected by school personnel must be properly safeguarded and stored in a locked drawer or file cabinet until submitted to the office.

- Teachers will use a [Money Collection Form](#) to track all funds (bills, coins, checks) received by a student and/or parent.
- The amount of money collected from the student(s)/parent(s) should be clearly identified and totaled at the bottom of the sheet. The total amount of funds listed must match the total money received.

- The teacher will submit the money and [Money Collection Form](#) in a bank bag or envelope to the Administrative Assistant, who will then verify that the amount received matches the amount listed on the form. Checks will be stamped with the designated MSCS “For Deposit Only” stamp.
- The Administrative Assistant creates a descriptive receipt for the amount collected and places the [Money Collection Form](#), receipt, and money in the safe outside the business office.
- The Business Manager or Board Designee will account for all numbered receipts, will deliver deposits to the bank, will enter deposits into the accounting system using accurate source and class codes, and will file (in a location close to the bank reconciliations) a copy of the Deposit Summary (from the accounting system) with the internal receipt(s), the bank deposit receipt and (if applicable) check stubs.
- Payment of any expenses may not be made out of money collected by staff; payment for any expense must follow the procedures outlined in the [Accounts Payable procedures](#).

Funds will be deposited whenever cash on hand exceeds \$200 and on the last workday of each week and each month. Someone independent of the cash collection, receipting and posting process will reconcile the deposits to the bank accounts.

Uncollectable Accounts

Established collection procedures must be followed when an account is not being paid. No accounts may be written off without approval of the Business Manager or Board Designee.

Federal Fund Reimbursements

Federal funds must be requested from the Charter School Institute quarterly at minimum only after the purchase has been completed. In order to receive Federal Fund reimbursements, the school shall incorporate the following procedures for requesting funds:

- After confirming that purchases are reasonable, allowable, and allocable (see [Allowability](#)), the following documents will be gathered:
 - For supplies and equipment, the invoice and the packing slip.
 - If the supply and/or equipment was purchased by a staff member who then received reimbursement, this will also include the [Reimbursement Request](#).
 - For contracted services, the invoice and the [Proof of Delivery for Contracted Services](#).
 - For employee services, the employee’s paystub for the given time period of work, and the payroll register/summary from the accounting system.

- Proof of Payment of the purchase:
 - If the payment was made by check, copies of the cleared check.
 - If the payment was made by debit card, copies of the bank statement containing the debit purchase.
 - If the payment was made by credit card, copies of the credit card statement containing the purchase, and a copy of the cleared check paying off the particular credit card statement.
- Either a summary sheet listing the purchases along with the appropriate object code OR the object code of the purchase noted on each invoice
- The total of all purchases is noted on the Charter School Institute-supplied cover sheet; all documents are then submitted via email to rff@csi.state.co.us
- Reimbursement funds that are deposited into the school's account must be coded as received from the specific grant in the accounting system.

Allowability

The Executive Director shall confirm the allowability of purchases made with Federal award funds (and apply the same scrutiny on all school purchases) such that purchases are:

- Necessary.
- Conforming with Federal, state, and local law, grant terms (if applicable), and state and local policies.
- In accordance with GAAP.
- Adequately documented.
- Made considering all applicable credits.

Further, purchases must also be reasonable and allocable, such that the school can verify that the purchases are:

- Ordinary and necessary for the proper and efficient performance of the given school project.
- Targeting a valid programmatic and/or administrative need.
- The minimum needed to accomplish the designated project.
- A fair cost.
- Able to implemented by the school (staff have the capacity to use what is purchased).
- In proportion to the value received by the school.

Asset Protection

The Business Manager or Board Designee, the Director, Administrators and the Board are responsible for ensuring that the school's assets are protected, adequately maintained, and protected from unnecessary risk.

Therefore, the Business Manager or Board Designee, the Director, Administrators and Board must:

- Adequately insure against theft and casualty losses.
- Prevent unbonded personnel access to material amounts of funds.
- Protect the building from improper wear or insufficient maintenance.
- Protect the organization, its Board, and Staff from unnecessary claims of liability.
- Ensure the Board has an up-to-date list of persons who have check-writing authorization.
- Monitor purchases for budget consistency.
- Avoid investing in or holding operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AAA rating, or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions or as otherwise required by applicable contracts.

Inventory

School Staff will conduct a physical inventory on an annual basis for all non-consumable items and report this inventory to the Business Office in a timely manner. The inventory shall document the following:

- Item Description
- Serial number or identification number
- Source of funding (including the Federal Award Identification Number)
- Holder of the title (in almost all cases, the school itself)
- Acquisition date
- Cost

If any equipment valued at over \$5000 needs to be disposed of, a note must be made on the inventory and the Charter School Institute must be consulted for disposition instructions.

Assets with a useful life of more than two years and a value of \$5,000 or more will be capitalized.

Audit

Mountain Song Community School will contract annually with an external independent Certified Public Accountant for an audit of the school's financial reports and accounting practices, as required by C.R.S 29-1-601 and 29-1-603, and C.F.R. 200.500 through 512. Additionally, Mountain Song Community School will comply with requests for assistance with documents or other matters during the single audit of the Colorado Charter School Institute.

Budgeting

Financial Planning for any fiscal year or the remaining part of any fiscal year must align with the Board's established goals and priorities, be derived from a multi-year plan, and avoid financial jeopardy. In order to meet these expectations, annual and long term school budgets will be created by the Director and/or his/her designee(s) (including 3rd party contractors) and then approved and adopted by a vote from the Board. The budget creation process will allow for recommendations from the school accountability committee. The budget will map out MSCS's financial operations by estimating proposed expenditures over a given time span and identifying sources of income to balance the expenditures. The budget may not be revised after January 31st unless new, additional revenue is becomes available; in this case, the Board and Director will follow CDE's guidelines for adopting a supplemental budget.

Accordingly, the Board and the Director will ensure the following:

- The timeline both to create and adopt the budget as well as to adopt a supplemental budget will adhere to CDE's required timeline outlined in the Colorado Department of Education Financial Policies and Procedures Handbook
 - During this timeline, notice publications for the submission of the proposed budget and the public meeting for the consideration of the budget will be issued appropriately.
- Costs in the adopted budget will be allowable, reasonable, and allocable.
- Income sources will be identified and will be applied following each source's authorized purpose.
- The adopted budget will contain adequate information to enable credible projection of revenue and expenses, cash flow, and disclosure of planning assumptions.
- The adopted budget will plan only for expenditures in any fiscal year that balances with income conservatively projected to be received in that period or saved from the previous years.
- The adopted budget will be the source of information that appears on financial reports. These reports will follow the Minimum Requirements set forth in the Colorado Department of Education Financial Policies and Procedures Handbook, and comply with Colorado Revised Statutes and GAAP reporting requirements

- The budget (including actual expenditures and revenues) will be monitored and analyzed periodically to ensure that funds are being managed in compliance with federal, state and local regulations
- The adopted budget will comply with TABOR and the school's contract with the Charter School Institute.
- The adopted budget will comply with financing agreements and any other relevant contracts.

Confidentiality

While all payroll information is private information, general budget and actual expense information is not. This is public information and must be made available to those who ask for it. Budgets and reports shall be generated (collapsed) which give the public information while protecting confidential information. Under no circumstances will the Business Manager or Board Designee or the Director violate anyone's privacy. Records will be kept securely.

Conflict-of-Interest/Nepotism

When the School is purchasing goods or services from outside vendors, Board and staff members shall operate without conflict-of-interest complications. Board members, staff members, immediate family members of the Board or staff, or partners/employers of the Board, staff, and/or immediate family members of the Board or staff may not be awarded contracts that are funded in part or whole with Federal awards. Should a Board Member or relative of Board or Staff be given a contract for providing outside goods or services to the school funded by state or local funds, proper records shall be kept showing competing bids (or sole source reasoning) and verification of non-Federal funding source(s). Potential conflict-of-interest(s) and/or violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting Federal awards shall be disclosed to the Charter School Institute in a timely manner. The school recognizes that failure to make these disclosures may make the school ineligible to receive Federal funds. This policy does not apply to nepotism or conflict(s)-of-interest regarding employment at the School. Another School policy addresses these issues in the employment context.

Contracts

The Board shall have the responsibility of reviewing contracts for the school and will have authority to approve such contracts, or pass the authority to approve to a Board designee. All contracts must include appropriate TABOR language, and must include a clause requiring the contractor to sign the [Proof of Delivery for Contracted Services](#) form upon completion of the services. The Executive Director (or his/her designee) shall maintain oversight of the services performed by outside contractors to ensure that services meet the terms, conditions, and specifications of the contract.

Oversight must include (but is not limited to) using the [Proof of Delivery for Contracted Services](#) form to ensure proof of delivery/completion of services.

Competition

The Board shall post a publicly-available Request for Proposals (RFP) for all contracts it seeks whose value meets or exceeds \$25,000; the Board may also post RFPs for contracts whose value is less than \$25,000 at the Board's discretion. Contractors may then submit proposals to the Board by the designated deadline for review. The Board will then review proposals at the next board meeting and will notify all contractors of their decision within three business days of the board meeting when the decision is made.

If a contractor submits a proposal in response to a Request for Proposal (RFP), is not awarded the contract, and disputes the lack of award, the Board shall follow protest procedures:

- The board shall request written notification of the dispute from the contractor; the notification must contain valid, verifiable reasons of dispute as well as a return address listed to which responses may be mailed.
- Upon receiving the written notification, the Board will then address the reasons beginning in the next Board meeting.
- The Board will mail its written responses to each reason for dispute to the contractor; the responses will be postmarked within 3 business days of the board meeting upon which the responses are completed.

Disputes must be announced within 90 days of the award.

Exclusions

Contractors that develop or draft specifications, requirements, statement of work, and invitations for bids or RFPs shall be excluded from competing in RFPs.

Contractors that are debarred, suspended or otherwise excluded from or ineligible for participation in Federal Assistance programs or activities shall be excluded from competing in RFPs. The school will use the System for Award Management's website to verify a contractor's debarment status prior to reviewing the contractor's submitted proposal.

Financial Conditions

With respect to the on-going financial activities and conditions of the school site, the Business Manager or Board Designee and the Director will operate within the school's budget so that actual expenditures align with Board priorities established in goal setting, and the development of fiscal jeopardy is avoided.

Accordingly, the Business Manager or Board Designee, the Director, and School Administrators shall:

- Ensure purchases are consistent with Mountain Song Community School goals, tenets, mission statement and core virtues.
- Expend funds that are available and within budget.
- Accrue income and expenses in the proper fiscal year.
- Settle payroll and debts in a timely manner and according to applicable law.
- File and pay tax payments or other government ordered payments timely and accurately.
- Pursue receivables after a ninety-day grace period.
- Develop, implement, analyze and revise financial policies and procedures which are compatible with a successful audit.
- Avoid indebtedting the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within ninety days.

Additionally, approval of the Board must be gained for the following:

- Use of any long-term reserves.
- Expending money outside the highest level of an object code on the approved budget.
- Acquiring, encumbering, or disposing of real property.
- Changing any curriculum (and, in turn, purchasing the new curriculum).
- Borrowing any money.

Payroll

Payroll will be completed by a Third Party. Payroll will be generated for distribution on the 28th day of the month.

Payroll Changes

A [Payroll/Status Change Notice](#) will be used to document all changes to compensation and/or benefits. The Business Manager or Board Designee will prepare this document for changes to salaries and other compensation rates; s/he will verify pay rates, confirm that extra time or extra duties are compensable under school/Board policies, and that funds are available in the budget. Approval or denial of the request will be documented and signed by the Executive Director. The Business Manager or Board Designee will then send the form to the Third Party Payroll for processing. Once compensation rates have been properly authorized and documented, timesheets and monthly paychecks may be processed using the approved rates.

Board approval will be required for any changes to compensation for the Director and Business Manager or Board Designee (as well as to immediate family members of the Director and Business Manager, should they be employed by the school). Any contracts negotiated with special benefits, including but not limited to, severance packages, compensation upon termination, buyout of other benefits must be approved by the Board. The Director will have the authority to approve compensation for other employees within the constraints of the approved budget.

Accrual

Official accrual for payroll obligations is the last day of the fiscal year (June 30th) based on work completed as of that date. For auditing purposes, it is imperative that correct payroll obligations be entered for the correct year and salary accruals are maintained for each respective year.

Payroll Liabilities

Payroll liabilities such as income tax, Public Employees' Retirement Association (PERA) withholdings, insurance, garnishments, and other obligations owed by the school will be paid in a timely manner. PERA withholdings will be adjusted accordingly each January 16th based on legislative and PERA changes; the employer contribution is 19.15% of their monthly gross salary (after insurance deductions) as of January 16, 2016 and the employee contribution is 8%.

The Mountain Song Community School Business Manager or Board Designee will maintain a calendar of dates required for payroll disbursement and liability payments (including but not limited to insurance payments, income tax payments and PERA contributions), and will ensure that funds are available to pay these obligations.

Purchasing

The Director may allocate funds in any manner so long as it remains in the correct budget line item approved by the Board. Any deviations from expenditures from the highest level of object codes in the adopted budget must be brought to and must be approved by the Board in advance. The Business Manager or Board Designee may authorize any expenditure that falls within the normal operating needs of the school; however, when such expenditure requires the approval of a contract not currently in place and extends over three months, Board approval must be obtained before any contract is final. The Business Manager or Board Designee must inform any vendor whose contract s/he approves that final Board approval is required for long term obligation. This final approval requirement must become a written part of the contract with said vendor.

Purchase Procedures

Prior approval for any purchase must be obtained from the Director and/or Business Manager or Board. Purchases, regardless of the payment method and the purchaser (staff, parent, volunteer, board member) must adhere to the following policies and procedures:

- Prior approval for any purchase must be obtained from the Director and/or Business Manager or Board Designee in the form of their signature on a Mountain Song Community School [Requisition Request](#) form.
 - The form must state the anticipated cost, department, and detailed vendor information
 - The Business Manager or Board Designee may then enter the purchase order into the accounting system.
 - If the purchase is made using personal funds, the purchaser must present the receipt for the purchase to the Business Manager or Board Designee along with a [Reimbursement Request](#) form; reimbursement shall be issued in the form of a check and in a timeframe that does not interfere with the school's cash flow.
- Each teacher is allocated \$500 (or other limit set annually by the Director) to spend on classroom purchases outside of general school supplies or curricular supplies.
- Staff may not shift their allocations to another staff member.
- Staff are responsible for bringing the appropriate tax-exempt document to their place of purchase; under no circumstances will any sales tax be reimbursed.
- Staff may not use the school's tax-exempt documents to make personal purchases.

- Items purchased with school funds (i.e. with a school check or credit card) or items purchased with personal funds that are then reimbursed by the school become property of Mountain Song Community School and, if non-consumable, must be included in the annual inventory.
- At least three quotes will be obtained for any purchase of goods or services over \$25,000 individually (see [Contracts](#)). Quotes may be as simple as clipping an advertised price or asking for a price over the phone. The person who is placing the order is responsible for obtaining the quotes. Quotes should be attached to and kept with the paid invoice of the item finally purchased. It will be available for the auditor.

Credit Card Procedures

The school credit card shall only be used when the normal purchasing procedure cannot reasonably be followed. The Director is responsible for issuing a school credit card to an appropriate individual. The individual is responsible for the card; s/he will:

- account for the location of the card at all times.
- use the card only for prior-authorized school purchases.
- use appropriate tax-exempt documentation with any credit card purchase.
- promptly provide original receipts from his/her purchases to the Business Manager or Board Designee.

The credit card numbers shall not be copied, recorded, or stored as an online payment method. Credit cards may be withheld from any individual at any time at the discretion of the Director and/or the Board.

Petty Cash

Petty cash shall not exceed \$200 and shall be properly safeguarded in a locked cash box in the Business Office.

- Petty cash purchases will be approved by the Business Manager or Board Designee for small purchases that are less than \$100, or for a bank of change for special events
- The Business Manager or Board Designee will issue a receipt for the total amount of cash given to the recipient.
- The recipient will have one week to return any change and a copy of the vendor receipt, or the entire bank of change, to the Business Manager or Board Designee.
- The Business Manager or Board Designee will track all petty cash transactions in the accounting system.

The Business Manager or Board Designee will be responsible for replenishing the petty cash as needed and reconciling the transactions monthly.

Travel/Entertainment

The Executive Director may approve travel costs for staff, students, Board members and volunteers; these costs may be charged on actual, per diem, mileage, or some reasonable combination thereof. Charging the costs must follow the [Purchasing Procedures](#) and the school's travel policies, and the costs must be reasonable. Costs of entertainment may not be reimbursed using federal award funds. The school shall retain documentation verifying the details and necessity of the costs of travel to and participation in conferences/trainings using Federal funds.

Receiving

Package Check-in

The person who opens an order received by the school or by a department shall check the items in the box against the packing list. If no packing list exists, then all items will be checked against the purchase requisition. If no purchase requisition exists, the items in the box will be inventoried and saved to match against the invoice. If there is a discrepancy between the packing list and the actual goods, a note of it will be put on the packing list and the vendor will be called by the Administrative Assistant. The check-in person signs each packing list with his/her name and date to show that all items have been received. The packing list is attached to the purchase requisition and sent to the Business Office for further processing.

Packing list/Invoice Comparison

The Business Manager or Board Designee stores the packing list in a file until the invoice arrives. The Business Manager or Board Designee shall check the invoice to see that the items billed match the items received. Each packing slip must have a check-in signature confirming the receipt of items. The Business Manager or Board Designee will then sign off on the invoice and ensure that the object and program codes are correct. No invoice shall be paid unless there is proper documentation to confirm receipt of items.

Reconciliations

Someone who does not prepare or sign checks or handle cash receipts shall be designated to complete bank reconciliations after receiving a bank statement for any account. The reconciliation will be completed using the accounting system; the system's summary report shall be attached to the bank statement and stored for review. The

cash amount on the month-end balance sheet should match the reconciled amount. This is most important on the June 30th statement, for auditing purposes.

The check register will be reviewed by the Mountain Song Community School Board treasurer who will then ask that the Board to vote and accept the register and place that acceptance in the Board minutes. This will be done after the monthly bank reconciliation is completed but no less than quarterly. No changes should be made to any reconciled account.

Reporting

District & State Reporting

The Business Manager or Board Designee is responsible for providing financial reports to the Charter School Institute or other appropriate chartering authority in a timely manner no less than quarterly, and reports will be formatted according to Financial Transparency Act requirements. Timely is defined as the last day of the month following the end of a quarter. The state occasionally changes reporting requirements. Budget and actual revenue and expenditure reports are due to the state by established due dates in prescribed formats. The Business Manager or Board Designee is responsible for monitoring changes to and ensuring compliance with all state reporting requirements. All financial information that is a part of the Financial Transparency Act will be recorded on the website in a timely manner.

Reporting to the Board

In addition to meeting with the Treasurer and the Director in a joint session once a month, the Business Manager or Board Designee will make available to the Board the following reports on a monthly or quarterly basis:

- Income and Expense - Monthly
- Balance Sheet - Monthly
- Cash Flow analysis when such a consideration is necessary
- Accounts Payable Register - Monthly
- Check Register - Monthly

Reporting to Parents

The Business Manager or Board Designee shall make available to the parent population, collapsed versions of the budget and actual expenses. Fiscal year Profit & Loss information and Fund Balances will be included in the annual “Report to the Community” brochure.

Reporting to the Director

The Business Manager or Board Designee will make available to the Director any and all budgeting and accounting information, including information that might be identified as confidential, that is needed to make reasonable decisions for the school site.

Reporting to the Community

Mountain Song Community School will, through its Board, Director, and Business Manager or Board Designee, follow the requirements set forth in the Public School Financial Transparency Act by using the templates and timeline provided by the Colorado Department of Education to ensure that required financial documents and reports are readily available on the school’s website.

Revision Procedure

The procedure for revising this document shall be to follow the Board’s by-laws regarding any policy change.

Appendix



Proof of Delivery for Contracted Services

Service Provider Acknowledgement:

I, _____, doing business as _____, have delivered the services to Mountain Song Community School outlined in the attached invoice dated _____ for the amount of \$_____._____.

Service Provider Signature _____ Date _____

School Employee Acknowledgement:

I, _____, acknowledge that the services outlined in the attached invoice described above have been provided.

School Employee Signature _____ Date _____

Payroll/Status Change Notice

Company Name _____

Effective Date of Change ____ / ____ / ____ New Hire Change Termination

Employee Name _____

Social Security # _____ Employee/Payroll# _____

New Hire Information

Address: _____
Street City State Zip Code

Telephone #: (____) _____ Date of Birth (for administrative use only) ____ / ____ / ____

Status: Full-Time Part-Time Full-Time Temp Part-Time Temp Other _____

Job Title: _____ Pay Rate _____ Salaried Hourly

Fed W-4 State W-4 I-9 Employee Notification Photo copy of state and federal ids

Change(s) for Current Employee (check the appropriate box and circle the applicable type)

| TYPE | FROM | TO | COMMENTS |
|---|------|----|----------|
| <input type="checkbox"/> Address Change | | | |
| <input type="checkbox"/> 401(k)/403(b) Contribution | | | |
| <input type="checkbox"/> Insurance Eligibility | | | |
| <input type="checkbox"/> Change of Insurance | | | |
| <input type="checkbox"/> Length of Service Increase | | | |
| <input type="checkbox"/> End of Introductory Period | | | |
| <input type="checkbox"/> Promotion/Demotion | | | |
| <input type="checkbox"/> Rehire | | | |
| <input type="checkbox"/> Resignation | | | |
| <input type="checkbox"/> Salary/Wage | | | |
| <input type="checkbox"/> Separation/Layoff | | | |
| <input type="checkbox"/> Shift Change | | | |
| <input type="checkbox"/> Transfer/Department Change | | | |
| <input type="checkbox"/> Union Scale | | | |
| <input type="checkbox"/> Other _____ | | | |

Leave of Absence Begin Leave ____ / ____ / ____ Return from Leave ____ / ____ / ____

Educational Personal Family/Medical Leave (incl. Pregnancy)
 Short-Term Disability Long-Term Disability Other _____

Termination Separation Date ____ / ____ / ____ Last Day Worked ____ / ____ / ____ Last Day Paid ____ / ____ / ____

Voluntary Separation Involuntary Separation

Additional Comments: _____

| | |
|---|------------|
| Employee Signature (Optional) _____ | Date _____ |
| <small>Name & Title</small> | |
| Supervisor/Designated Manager Signature _____ | Date _____ |
| <small>Name & Title</small> | |
| Payroll Manager Signature _____ | Date _____ |
| <small>Name & Title</small> | |

AMCHECK INTERNAL USE ONLY

Routing Payroll Human Resources Benefits Worker's Compensation
File Employee Client

Complete form and Fax or Scan and email directly to your AmCheck Representative. Need Help? Call (888) AMCHECK.

| Name | Check # | Check Amount | Cash Amount | Total |
|---------------|---------|--------------|-------------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Totals | | | | |



Reimbursement Request

For all purchases that are part an approved budget (i.e., specials, departments, specific programs), please attach either the original receipt or a copy of the receipt.

Sales Tax will NOT be reimbursed.

Employee Name: _____ Today's Date: _____

Name of Department/Budget: _____

| Vendor | Description | Acct Code (office) | Total |
|--------|-------------|--------------------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | Subtotal | |

Total _____