



Title: Financial Policies and Procedures

Effective Date: 7.17.19

Review Date: 10/14/20

Definitions:

Purpose: The financial objective of Georgetown Community School will be to conduct the operations and business with sound fiscal management.

Policy Statement:

RESPONSIBLE PARTIES

Financial management of the School shall be the responsibility of the following:

The Board of Directors
GCS School Director
The Finance Committee
Administrative Coordinator

The ultimate responsibility for financial management rests with the Board of Directors.

INTERNAL CONTROLS

The Finance Committee shall be responsible for the installation and supervision of effective internal control systems. The Director will install and supervise internal controls on behalf of the Finance Committee. Internal controls shall facilitate management of the following:

- Receipt and deposits of moneys
- Payment of salaries and wages as adopted by the Board
- Timely payment of bills
- Accurate posting of transactions and reconciliation of accounts
- Responsible administration of employee benefits
- Procurement of assets

- Execution of the annual budget
- Other financial items deemed appropriate by the Finance Committee.

ANNUAL BUDGETS

The annual budget is the financial plan for the operation of the School. It provides the framework for both expenditures and revenues for the year and translates into financial terms the educational programs and priorities of the School.

The Board assigns to the Director,, Board Treasurer and Finance Committee overall responsibility for budget preparation and budget presentation.

Insofar as possible, the budgets adopted by the Board shall be sufficient to implement all programs and policies that have had Board approval.

Legal Ref.: C.R.S. 22-44-101 through 22-44-117; C.R.S. 22-44-203 and 22-44-204 (3)

BUDGET PLANNING, PREPARATION AND SCHEDULES

Timelines

1. Each month the BOD shall review the financial reports as presented by the school accountant for the previous months activities to the Finance Committee. This report shall include a financial summary comparing the budget to year to date expenditures, income statement, balance sheet, projected change in year end fund balance information and check registry.
2. During March and April the Finance Committee will meet for the purpose of developing the budget for the following fiscal year.
3. The Board Treasurer and Director shall present the proposed new budget to the Board of Directors during the month of May, with the preliminary budgets to be given to the District by May 30th unless a later date is acceptable and approved by the District.

FINANCIAL EMERGENCIES

If the Board determines, during any budget year, that the amounts appropriated for expenditure in the budget exceed actual revenues available plus available Fund Balance, the Board may declare a fiscal emergency. Such declaration shall require the affirmative vote of two-thirds of the members of the Board.

The Board will determine if the formation of a special committee is appropriate and what actions should be taken.

Legal Ref.: C.R.S. 22-44-115.5

REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS

All Board funds are allocated to a specific use, but surplus funds shall be invested by a designee of the School Director in accordance with Colorado statutes and in a manner designed to accomplish the follow objectives:

- a. To insure the legality and safety of all Board funds. The Board will not enter into investment transactions which will expose itself to undue credit risk of an issuer or broker/dealer.
- b. To insure that adequate funds are available at all times to promptly pay all of the Schools' financial obligations. Transactions entered into will consider the liquidity needs of the Schools and minimize exposure to interest rate risks.
- c. To earn maximum return possible on the funds available for investment while complying with state statutes and Board policies, while maintaining adequate liquidity and safety.

In order to effectively make use of the School's cash resources, all funds needed for general obligations will be pooled for investment purposes. The income derived from any pooling will be distributed to the various funds as directed by the Board in accordance with state statutes.

Legal Ref.: C.R.S. 11-10.5-101 et seq.
C.R.S. 11-47-101 et seq.
C.R.S. 24-75-601 et seq.
C.R.S. 24-75-701 et seq.

REVENUES FROM INVESTMENTS

In order to achieve the cash management objectives established by the Board, the following regulations are to be followed in implementing the Board policy.

Eligible Depositories

1. All state and national banks with offices in Colorado which are insured by the Federal Depository Insurance Corporation (FDIC) and which are approved as eligible public fund depositories by the State of Colorado Division of Banking. C.R.S. 11-10.5-103(6)
2. All state and federal chartered savings and loan associations with headquarters in Colorado which are insured by the FDIC and which are approved as eligible public fund depositories by the State of Colorado Division of Banking. (11-47-103(6))

Eligible Securities Broker/Dealers

1. Securities dealers and banks which are designated as reporting dealers by the Federal Reserve Bank of New York (Primary Dealers) or regulated by the National Association of Securities Dealers, maintain a local office in Colorado, and are approved by the CCO.
2. National and state banks, state and federally chartered savings and loan which have been approved by the Colorado Banking Board and/or the Division of Financial Services as an eligible public depository in the State of Colorado and which may be approved by the Board.
3. Securities dealers which are not designated reporting dealers by the Federal Reserve Bank of New York and are approved by the board

Annually, the designee may require each approved securities dealer to provide audited financial statements demonstrating financial stability and verifying the required capitalization as prescribed by NASD.

Eligible Investments

At the drafting of this document, GCS is currently invested in the following brokerage houses

1. *Colostrust
*CSAFE
2. Under the Colorado Public Deposit Protection Act (PDPA), certificates of deposit which exceeded the insured amount (\$250,000) shall be collateralized by eligible government securities having a market value equal to or exceeding 102 percent of the difference between the insured amount and each of the Schools' total deposits.

Safekeeping of Securities

The School will establish a safekeeping account with the bank or registered securities dealer to be a custodian for marketable securities owned by the Schools. Securities shall be held

by the custodian in the Schools' name and segregated from each institution's own securities. The custodian shall provide the School with safekeeping receipts and/or monthly statements detailing all securities held for the School.

Institutions issuing certificates of deposit will hold the certificates of deposit and send the School a safekeeping receipt.

Local Participation

The Board will make every reasonable effort to support the financial institutions located in the local community. Investments in institutions located outside of the local community will be made when competitive rates, lack of collateral available, allocation of assets or financial stability from the community's financial institutions make this decision in the best interest of the School.

Competitive Participation

The designee shall seek competitive quotes on investments. The designee shall determine the current level of interest rates available in the market prior to purchasing investments, insuring that purchases are made at competitive rates.

Documentation

All purchases and sales of investments will be authorized or confirmed in writing with the issuer/dealer. Internal controls will be implemented, including separation of duties, balancing of internal records against custodian statements and tracking of cash flow and interest income. Any investment with a maturity greater than three years will be reviewed by the Finance Committee with recommendations made to the Board of Directors. The Board of Directors will authorize all investments with maturities greater than three years and including the results of the authorization and vote in the meeting minutes.

Auditing

The School shall conduct regular and/or unscheduled reviews of all of the investment transactions. Problems or concerns found in these reviews will be reported to the appropriate personnel.

Reporting

The Board Treasurer will receive a monthly report of investment earnings, as a part of the financial reports, which shall be provided by the designee.

DEPOSITORY OF FUNDS

All revenue received by the Schools shall be deposited in an official bank or banks as designated by the Board. Such financial institutions must qualify as eligible public depositories in accordance with state law. The operation goal is to have less than \$500 of cash on hand and make deposits frequently enough to ensure that level of cash on hand is maintained.

All moneys belonging to the School shall be deposited by the person designated most appropriate by the School Director (official custodian) in a depository or depositories as designated by the Board.

The School Designee or official custodian shall comply with all requirements of state law regarding the deposit of funds.

LEGAL REFS.: C.R.S. 24-75-601 Legal Investment of Public Funds
C.R.S. 11-10.5-101 et seq. (relates to deposits of public funds in banks)
C.R.S. 11-47-101 et seq. (relates to deposits of public funds in savings and loan institutions)
C.R.S. 22-32-104 (4) (c)
C.R.S. 22-32-107 (3), (4), (6)
C.R.S. 22-32-109 (1) (g)
C.R.S. 22-32-110 (1) (x)
C.R.S. 22-40-104 (related to county treasurer)
C.R.S. 22-40-105
C.R.S. 22-45-104 (relates to collection and deposit of fees and fines)
C.R.S. 23-71-404 (1)

BONDED EMPLOYEES AND OFFICERS

All employees of the School who are responsible for money shall be covered by a blanket form of surety bond. This bond shall be in an amount not less than \$10,000.

The cost of bonding shall be borne by the School.

LEGAL REFS.: C.R.S. 22-32-104 (4)(b)(c)
C.R.S. 22-32-109 (1)(h)

INVENTORIES

The School shall maintain a system for an annual inventory of all items costing \$5,000 or more and having a life expectancy of over one year and all Technology Equipment including but not limited to computers, laptops, projectors and smart boards. The School Director shall develop procedures for conducting annual inventories of School property.

Classroom content lists, needed for insurance purposes, will be prepared by the teachers prior to the end of the School year. Lists for all other building areas will be prepared by the School Director or their designee. These content lists will at a minimum include a room number, description of all contents and the quantity.

Responsibility for the inventory system shall lie with the School Director and shall be accountable for the maintenance of proper inventory in their School.

LEGAL REF.: C.R.S. 29-1-506(2)

FINANCIAL RECORD RETENTION

Financial records for the school, including but not limited to, check registers, audits, tax records, payroll records, budgets, financial and bank statements, PERA statements, investment statements, etc. will be kept for a minimum of seven years but no longer than ten years. Documents will be destroyed in accordance with FDIC recommended procedures using a third party shredding company.

AUDITS

In accordance with state law, all funds and accounts of the School shall be audited annually, following the close of the fiscal year.

The Finance Committee shall appoint an independent auditor licensed to practice in Colorado and knowledgeable in government accounting to conduct the audit. The independent auditor also shall audit all accounts of the School and the report will be provided to the District and the Colorado Department of Education (the CDE).

Competitive bidding shall be utilized to assist the Board in selecting an audit firm whose services and fees best meet the needs of the School. The independent auditor shall serve at the discretion of the Board. The Board may choose to use an auditor from a previous year instead of repeating the bidding process.

The audit report shall contain, among other information:

- a. Financial statements prepared in conformity with Generally Accepted Governmental Accounting Principles and GASB 34. (The financial statements are the representation of the School, whether prepared by the Schools or by the auditor.)
- b. Disclosures in accordance with the Financial Policies and Procedures Handbook. The supplemental schedules of receipts and expenditures for each fund shall be in the format prescribed by the CDE and shall be in agreement with the audited financial statements of the School.
- c. All funds and activities of the School.
- d. Budget to actual comparisons for each fund and activity.

- e. The auditor's opinion on the financial statements. If the opinion is anything other than unqualified, the reason must be explained. The opinion shall include general fixed assets.
- f. Disclosure of all instances of noncompliance with state law, including the Public School Finance Act of 1988, irrespective of materiality.
- g. A supplemental listing of all investments held by the School at the date of the financial statements.

The auditor also shall make recommendations to the Board concerning its accounting records, procedures and related activities, as may appear necessary or desirable, and shall perform such other related services as may be requested by the Board.

The audit report must be completed and submitted by the auditor to the School District within four months after the close of the fiscal year unless a request for an extension of time is granted by the District. Within 30 days after receiving the audit, the School shall submit copies to the District, the State Auditor and the State Commissioner of Education.

The Board reserves the right to request an audit at more frequent intervals if desired.

LEGAL REF.: C.R.S. 22-32-109 (1)(k)
C.R.S. 24-75-601.3
C.R.S. 29-1-601 et seq.

PURCHASING AND PURCHASING AUTHORITY

The School Director, shall be responsible for the installation and supervision of proper internal control systems for purchasing, including but not limited to, a purchase order system, proper verification of purchases, payment documentation and bidding procedures.

LEGAL REFS.: C.R.S. 22-32-109 (1) (b)
C.R.S. 24-17-201

PURCHASE ORDERS

1. The School Director will be responsible for the review and approval of purchase orders originating from within their scope of budgetary authority. A purchase order (a PO) request will be completed by the individual requesting a purchase for the School. The individual will submit the PO to the School Director for approval.
2. Any purchase order exceeding \$1000 will need approval from the Board of Directors. There will be an exception for emergency situations and items specifically or previously approved by the Board in the annual budget.

3. Original invoices will be paid after verification goods or services have been rendered. Invoices will be paid by the administrative coordinator and include all documentation to support payment of said invoice
4. The purchasing power of the School shall not be used to obtain goods or services for the private use of any employee.
5. Any employee who charges any item without an authorized PO will be held personally liable for that purchase.
6. Purchasing items via credit or debit card should follow the normal P.O process.

PETTY CASH

1. A petty cash fund of \$500 is made available for the purchase of miscellaneous items or occasional services.
2. Petty cash will be kept in a locked strong box. One person will be given responsibility for all disbursements, with the ultimate responsibility for petty cash falling on the School Director.
3. Merchandise that is purchased with cash shall require the purchaser to obtain a receipt from the vendor. Sales tax exemption certificates are available and should be used.
4. The purchaser is reimbursed from the petty cash fund upon presentation of a vendor's receipt and by signing a petty cash voucher.
5. The vendor's receipt is attached to the signed petty cash voucher and placed with the petty cash fund. The sum of the signed petty cash vouchers and the sum of cash on hand shall equal the total petty cash fund at all times.
6. To replenish the petty cash fund, a petty cash fund balancing sheet must be completed with all petty cash expense forms and receipts attached and forwarded to the School Director for issuance of a fund replenishment check.
7. Petty cash shall not be loaned or used for check cashing services or for any other reason that is for the personal benefit of an individual.

PAYMENT PROCEDURES

All items submitted for payment must be supported by a Purchase Order or request for check, as appropriate, along with all necessary supporting documentation. Payments will be made in a timely manner to avoid penalties and late or carrying charges.

1. Invoices are reviewed by the Administrative Coordinator and matched to Purchase Order when applicable and then forwarded to the School Director for approval.
2. Upon receipt of the approved invoice a check is processed for payment by the Administrative Coordinator.
3. Checks are forwarded to the BOD for approval and two signatures.
4. Checks and invoices are returned to the Administrative Coordinator for disbursement to the vendors.
5. Personal credit card and personal check use is strongly discouraged. Personal credit cards and checks are to be used only when no other method of payment is available. Reimbursement will only be made when a Request for Payment is accompanied by an original receipt and approved by the School Director.
6. See appendix A for a listing of current signers.

ON-LINE PAYMENTS

On-line payment is set up to pay the following recurring bills: insurance coverage, telephone bills, utility bills, credit cards, payroll contributions, and payroll service fee. Any additional on-line payments must be approved by the School Director.

1. When the above bills are received the Administrative Coordinator will stamp them and send to the School Director for approval.
2. Upon receipt of the approved invoice the Administrative Coordinator will submit the payment on-line.

USE OF CASH

From time to time it is necessary to issue cash to individuals for the purpose of making change at a School site for payment of fees during enrollment or for an activity where admission is charged or goods sold.

1. A cash activity fund should be established by a check written against the activity fund account, and these funds should remain intact for the period needed.
2. Cash should be established and handled in the same manner as petty cash funds.
3. Cash should be retained in the School office and the amount "checked out" as needed using a cash fund form with explanation of purpose.

4. A copy of the cash fund form should be completed in duplicate with the original copy placed with the cash and a copy given to the authorized individual or organization checking out the funds.
5. When the funds are returned, the original copy of the form is removed from the box and both copies are marked "cash returned." The duplicate copy is then retained by the individual or organization to serve as a receipt for the return of the money.
6. No cash is to be held by a teacher or in a classroom for an amount of time more than needed to transport the cash to the School office.
7. The School Director or designee will be responsible to make deposits or transport cash to the Bank or Bookkeeping Office.
8. See Parent-Teacher Organization cash handling policy for additional details for PTO specific events.

DEBIT CARD

Credit cards will only be issued to the School Director. All use of the cards must be accounted for by some form of receipt.

At times the card may be loaned out, but a receipt must be turned in to the Office for all transactions. Cards must be signed out and signed in on an appropriate log.

BIDDING POLICY

The School Director as authorized by Board policy shall secure written bids on all single item purchases exceeding \$1,000 and on all other purchases of supplies, equipment and projects when in the best interest of the School. Purchases valued at less than \$10,000 but more than \$1,000 shall be based upon at least three (3) written, faxed or oral quotations whenever feasible.

Contracts and competitive purchases shall be awarded to the lowest responsible qualified supplier, taking into consideration the quality of materials (services) desired and their contribution to program goals.

When time is of the essence, bid procedures may be waived provided prudent measures are taken to obtain the best price available under the circumstances (phone, quotations, etc.)

Every effort will be made to secure at least three bids or quotations. If this is not possible, the School Director will provide an explanation as to why this was not possible.

This shall not apply to professional services. If the School needs to procure professional services in the area of, but not limited to, psychological testing, accounting, auditing, legal

counsel, educational counseling, special education support, architectural or maintenance work, human resources or other professional services it deems necessary, and believes that the best qualified services can be obtained without bidding for those services, then the School may contract for these services without complying with a competitive bidding process.

In the case of items available only from one source, purchases may be made based on negotiations with that source.

The Board shall have the authority to reject any or all bids.

LEGAL REFS.: C.R.S. 22-32-109 (1)(b)
 C.R.S. 24-17-201

CROSS REF.: BCB, Board Member Conflict of Interest
 DJB, Purchasing Procedures

MULTI-YEAR CONTRACTS

The Schools may enter into contracts for a term exceeding one year provided that funds for the School's performance during the fiscal year in which the contract term commences are certified as being available. All contracts will contain TABOR language and be subject to annual budget appropriation by the Board. Reservations of Fund Balance will be made for those amounts paid beyond the current fiscal year.

The School's payment and performance obligations for succeeding fiscal years after a multi-year contract shall be subject to the availability of funds lawfully appropriated.

VENDOR RELATIONS

No favoritism shall be extended to any vendor. All employees of the School must exercise sound judgment in avoiding conflicts of interest or the appearance of impropriety in dealing with vendors. Gifts or gratuities of other than nominal value or which might obligate a School employee in any manner shall be politely and firmly refused.

No employee or any person officially connected with the School shall be an agent for the sale of any textbooks, School apparatus or supplies of any kind for use in the School. Anyone violating this policy may be subject to disciplinary action up to and including termination.

This policy shall not prevent any person from receiving royalties upon the sale of any textbook of which he is the author.

LEGAL REF.: C.R.S. 24-17-104

CROSS REFS.: BC, Board Member Conduct
GBEB, Staff Conduct
GBEBC, Staff Gifts and Solicitation

EMPLOYEE/BOARD RELATED TRANSACTIONS

No employee of the School, Board member, member of the employee's immediate family, Board member's immediate family, firm owned by an employee of the School their immediate family, or firm owned by a Board member or their immediate family, will be allowed to sell to the School or to students of the School, goods or services of any kind without the expressed prior written consent of the Board. Service contracts should be reviewed by the Board at least annually.

PAYDAY SCHEDULES

Regular and overtime wages of employees shall be paid no later than the last business day of each month, as determined by the off-site contracted payroll provider.

Time sheets must be approved by the immediate supervisor or the School Director. Checks may be delayed if time sheets have not been documented properly or submitted timely.

Any employee who resigns shall be paid on the regular payday. A terminated employee shall be paid on the final day worked if possible, or within 24 hours of termination or the next business day at the latest.

LEGAL REF.: C.R.S. 22-63-106

PAYROLL PROCEDURES

The School Director and Administrative Coordinator will follow the payroll procedures as outlined in this section.

1. Receive and review timesheets and prepare the necessary data for computer input.
2. Review data entry and make necessary changes to assure an accurate payroll. In the event of a discrepancy, the School Director will be notified prior to payroll being processed for the month.
3. Prepare and review payroll register and other reports necessary for payroll documentation.

4. The payroll company will complete payroll process and all payments are funded through electronic deposit.
5. In the event the electronic deposit is rejected, due to no fault of the payroll provider or employer, employer will have five (5) business days to resolve.

Beyond correcting mistakes or payroll oversights, under no circumstances will the Office make any additions, deletions or modifications to payroll data concerning employees without having received prior written directives from the School Director or the Board.

These directives should be received by the office on a timely basis so that they will not interfere with the normal monthly processing of the School's payroll.

Anything unusual will be brought to the attention of the Financial committee for investigation.

The Administrative Coordinator shall reconcile computer payroll detail to all billings for employee deductions and benefits and prepare all required end-of-month checks and reports. In addition, the Administrative Coordinator is responsible for updating the payroll system with current tax tables, clearing system totals, etc. The Office is responsible for the preparation of various required federal and state reports relating to payroll (unemployment report, 941's, etc.) or ensuring that the company contracted to perform such work is doing so on a timely basis.

Advances of pay will not be made under any circumstances. Any earned pay will not be processed prior to the normal payroll schedule unless a change of employment has occurred. Payroll advances do not include travel advances.

CROSS REF.: DGA, Authorized Signatures

SALARY DEDUCTIONS

Deductions shall be made from the paychecks of all employees for retirement and federal, Medicare and state income tax in keeping with federal and state requirements.

Salary deductions shall be made for absences not covered by leave policies adopted by the Board. Such deductions shall be calculated on the basis of the employee's per diem rate.

All other types of deductions shall require approval by the School Director and written permission of the employee.

All employees are entitled to take advantage of the provisions of Section 401(k) and 125 Plans of the Internal Revenue Code of 1954, as amended, whereby a public School employee may have his pay reduced by an amount which is placed into his account.

The School Director shall develop procedures and guidelines for such support.

CROSS REFS.: Employee handbook revised 2019

EXPENSE REIMBURSEMENTS

5. The following procedures shall apply to expense reimbursements:
 - a. Pre-Authorized Official travel.
 - Actual travel expense shall be reimbursed and mileage shall be reimbursed at the current federal rate per mile when personal automobiles are used.
 - Travel expenses shall be kept to a minimum whenever possible.
 - The Board encourages the use of car pools and School vehicles whenever possible.
 - b. Pre-Authorized Conference expenses. Conference expenses, including meals, lodging, travel, conference fees and miscellaneous associated expenses shall be either paid by the School or reimbursed to the employee if:
 - The proper forms are submitted with sufficient documentation (travel expense form or mileage reimbursement report).
 - The forms are approved by the individual with budget authority.
 - There is sufficient budgeted money available.
 - c. Pre-Authorized Mileage reimbursements. The mileage expense report is to be completed by any employee who is requesting reimbursement for expenses incurred while using a privately-owned vehicle on School business.
 - The form should be completed and signed by the employee, approved by the immediate supervisor and forwarded to the School Director then forwarded to the Office for payment.
 - Employees are not reimbursed between home and first and last duty assignment each day.
 - Reports received more than 90 days after the due date may be denied.
 - The reimbursement rates should mirror the current IRS regulations.
 - d. Pre-Authorized Meal expenses. Meal expenses shall be reimbursed with original receipts. The maximum amount allowed for meals per person shall be as follows:

<input type="checkbox"/>	Breakfast	\$13.00
<input type="checkbox"/>	Lunch	\$14.00
<input type="checkbox"/>	Dinner	\$23.00
<input type="checkbox"/>	Incidentals	\$ 5.00
<input type="checkbox"/>	Daily Per Diem not to exceed	\$55.00

- e. Authorization must come from the School Director or their designee.
6. Employees may receive travel advances when properly authorized by the individual with budget authority. Advances shall not exceed an amount that can be substantiated by the employee based upon the length of anticipated travel. Employees receiving such travel advances shall complete and submit expense vouchers, accompanied by receipts, to the Bookkeeping Office as soon as practical upon their return from travel. If actual reimbursable expenses exceed the employee's advance, the School shall reimburse the difference. However, if the advance exceeds the actual reimbursable expenses incurred, the employee shall immediately reimburse the School for the difference. Receipts not received may become the expense of the employee.
 7. Mileage and other expense reimbursement will be distributed along with other non-payroll checks following normal procedures. Reimbursements require approval/authorization by the School Director or his/her designee.

SCHOOL PROPERTIES DISPOSAL

The Board has the authority to sell or lease any property which may not be needed in the foreseeable future upon such terms and conditions as it may approve.

The property should be offered to a public school, state agency or political subdivision of the state, before any offer is made to a private individual, business or organization.

LEGAL REFS.: C.R.S. 22-32-109 (1) (e)
C.R.S. 24-17-202

FUNDRAISING ACTIVITIES

1. School Fundraisers. All school fundraising programs must be approved by the School Director.
2. PTO Fundraisers. PTO fundraising programs must be approved by the PTO executive committee. Disbursement of funds generated from PTO fundraisers will be voted on by the PTO. All monies generated from PTO fundraisers must be indicted by a separate chart of accounts maintained by the Administrative Coordinator.

PRESENTATION OF FINANCIAL REPORTS

At each scheduled Finance meeting, the School Director shall present the check registers for approval of accounts payables checks sent out during the prior month's accounting period. The registers will be open for discussion and approval by the Finance Committee. The reports should be sent to the Finance Committee Members via mail or email prior to the meeting. Questions regarding the registers may be directed to the School Director or Administrative Coordinator for clarification.

Monthly summary reports on the overall financial condition of the School will be available and reviewed by the Finance Committee Members and the School Director. These reports will summarize the balance sheet accounts with a year-end projection for revenues and expenses. School Director is designated as the Schools' representative to the District and State for all finance questions and clarifications.

Appendix A

Current Authorized Signers

- Tully Gibbons
- Yianni Tousimis
- Amanda Cooper
- David Neill
- Liz Kultgen