



## **SCHOOL POLICIES**

### **SECTION D: FISCAL MANAGEMENT**

Community**ED**

# Crater Lake Charter Academy

Charter Board Policy: DB

Adoption: August 18, 2014

## CHARTER SCHOOL BUDGET

The public charter school budget will serve as the financial plan of operation for the charter school and will include estimates of expenditures for a given period and purpose and the proposed means of financing the estimated expenditures. The public charter school may provide that the budget and budget documents be prepared on an annual or biennial basis.

The public charter school budget will be prepared in full compliance with Local Budget Law. The director will be designated as budget officer and will prepare the budget document.

**END OF POLICY**

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**Legal Reference(s):**

ORS 294.305 - 294.565 ORS 328.542 - 328.565 ORS 338.115(2)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL (2006).

# Crater Lake Charter Academy

Charter Board Policy: DBDB

Adoption: August 18, 2014

## FUND BALANCE

The Board recognizes its responsibility to establish an unreserved fund balance<sup>1</sup> in an amount sufficient to:

1. Protect the school from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding;

Consequently, the Board directs the Director to manage the currently adopted budget in such a way to ensure an ending fund cash balance of 7 to 10 percent of total adopted revenues.

In determining an appropriate unreserved fund balance, the Board will consider a variety of factors with potential impact on the school's budget including the predictability and volatility of its expenditures<sup>2</sup>; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds<sup>3</sup>; liquidity<sup>4</sup>; and designations<sup>5</sup>. Such factors will be reviewed annually. It is understood, that during times of extraordinary state revenue shortfalls the Board may elect to ensure an ending fund cash balance of less than 7 to 10 percent of total adopted revenues.

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<sup>1</sup>The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unreserved fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The Oregon Association of School Business Officials recommends, at a minimum, an unreserved ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

<sup>2</sup> Higher levels of unreserved fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

<sup>3</sup> The availability of resources in other funds may reduce the amount of unreserved fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unreserved fund balance be maintained in the general fund.

<sup>4</sup>The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

<sup>5</sup>The need to maintain a higher level of unreserved fund balance to compensate for any portion of unreserved fund balance already designated for a special purpose.

## END OF POLICY

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**Legal Reference(s):**

ORS 294.311(18)

ORS 294.371

ORS 332.107

# Crater Lake Charter Academy

Charter Board Policy: DD

Adoption: August 18, 2014

## FUNDING PROPOSALS AND APPLICATIONS

The public charter school may pursue federal, state or private grants or other such funds that will assist the charter school in meeting adopted Board and charter school goals.

Proposals for external funds will be submitted to the Board for evaluation and approval.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board, the director is authorized to use his/her judgment in approving it for submission. The director will review the proposal with the Board at its next regular meeting. The Board reserves the right to reject funds associated with any grant which has been approved.

The Board shall, before an acceptance of such funds, consider the charter school's obligations, expectations or encumbrances when the grant ceases.

## END OF POLICY

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**Legal Reference(s):**

ORS 294.100

ORS 294.305 - 294.565

ORS 338.115(2)

# Crater Lake Charter Academy

Charter Board Policy: DE

Adoption: August 18, 2014

## REVENUES FROM PRIVATE, STATE AND FEDERAL SOURCES

The Board may authorize, accept and use private, state or federal funds available to the charter school to carry out charter school educational programs. The public charter school will comply with all regulations and procedures required for receiving and using such funds.

**END OF POLICY**

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**Legal Reference(s):**

ORS 294.305 - 294.565

ORS 338.115(2)

# Crater Lake Charter Academy

Charter Board Policy: DFA

Adoption: August 18, 2014

## INVESTMENT OF FUNDS

The public charter school board may authorize the investment or reinvestment of funds which are not immediately needed for operation of the public charter school. Such investments will comply with state law and Oregon Administrative Rules.

The public charter school director will develop criteria for the appropriate investments of public charter school funds. A progress report of investments will be made to the public charter school board on a regular basis.

## END OF POLICY

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**Legal Reference(s):**

ORS 294.033

ORS 294.035

ORS 294.135(1)(a)

ORS 294.155

ORS 338.115

# Crater Lake Charter Academy

Charter Board Policy: DGA

Adoption: August 18, 2014

## AUTHORIZED SIGNATURES

The Board will, at its annual organizational meeting, or at other times deemed necessary by the Board, authorize the public charter school director along with the co-signer designated by the public charter school board to sign public charter school checks. The Board may authorize the use of facsimile signatures by those persons authorized to sign public charter school checks.

END OF POLICY

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### Legal Reference(s):

ORS 294.120

ORS 328.441

ORS 328.445

ORS 338.115(2)

# Crater Lake Charter Academy

Charter Board Policy: DH

Adoption: August 18, 2014

## BONDED CHARTER SCHOOL EMPLOYEES AND OFFICERS

All public charter school employees responsible for funds, fees, cash collections or inventory control will be bonded to protect the public charter school against loss in an amount determined by the Board and upon recommendation of the public charter school's agent-of-record. In compliance with Oregon statutes and administrative rules, the director custodian of funds and other individuals as deemed necessary by the Board will have fidelity bond coverage. The public charter school will pay the cost of such bonds.

END OF POLICY

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**Legal Reference(s):**

ORS 328.441

ORS 332.525

ORS 338.115(2)(13)



# Crater Lake Charter Academy

Charter Board Policy: DIC

Adoption: August 18, 2014

## FINANCIAL REPORTS AND STATEMENTS

The Board will receive and accept monthly financial reports that include estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the public charter school's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the Board or director.

The Board may receive a preaudit report from the public charter school's auditor recapping the year-end closure of financial statements prior to the annual audit.

Appropriate staff will be available at any Board meeting, upon the Board's request, to respond to questions and to present current financial information. The director will notify the Board at any time of substantial deviations in the anticipated revenues and/or expenditures.

## END OF POLICY

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### Legal Reference(s):

ORS 294.155 ORS 294.311 ORS Chapter 297 ORS 328.465 ORS 338.095(2)  
OAR 162-010-0000 to -0330 OAR 162-040-0000 to -0160 OAR 581-023-0037  
OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

### Cross Reference(s):

DIE - Audits

# Crater Lake Charter Academy

Charter Board Policy: DID

Adoption: August 18, 2014

## PROPERTY INVENTORIES

The public charter school will maintain a complete property inventory which lists all public charter school sites, buildings, equipment and supplies with a value greater than \$200. This inventory will be updated as necessary. The Board may authorize the employment of an appraisal company to assist with the inventory procedure.

To update these records, the public charter school will keep current records of equipment disposed of and purchased.

## END OF POLICY

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**Legal Reference(s):**

ORS 332.155

ORS 338.115(2)(8)

OR. DEP'T OF EDUC, PROGRAM BUDGET AND ACCOUNTING MANUAL.

**Cross Reference(s):**

DN - Disposal of Public Charter School Property

# Crater Lake Charter Academy

Charter Board Policy: DIE

Adoption: August 18, 2014

## AUDITS

An audit of all public charter school accounts will be made annually by an accountant selected by the Board from the roster of authorized municipal accountants maintained by the Oregon Board of Accountancy. The audit examination will be conducted in accordance with minimum auditing standards established by the Secretary of State.

A copy of the audit report will be presented to the Board. The director will submit a copy of the audit report to the sponsoring district, the state board of education and the Oregon Department of Education.

## END OF POLICY

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### Legal Reference(s):

ORS 294.155  
ORS Chapter 297  
ORS 327.137  
ORS 328.465  
ORS 338.095(2)  
OAR 581-023-0037

### Cross Reference(s):

DIC - Financial Reports and Statements

# Crater Lake Charter Academy

Charter Board Policy: DJ

Adoption: August 18, 2014

## PUBLIC CHARTER SCHOOL PURCHASING

The function of charter school purchasing is to serve the educational program by providing the necessary supplies, equipment and services. Items commonly used will be standardized whenever consistent with educational goals and in the interest of efficiency or economy.

The director is appointed by the Board to serve as purchasing agent. He/She will be responsible for developing and administering the public charter school's purchasing program.

Any officer or employee of the Board may incur no obligation unless that expenditure has been authorized in the budget or by Board action and/or Board policy. In all cases calling for the expenditure of public charter school money, except payrolls, an invoice system must be used.

No purchase will be authorized unless covered by an approved invoice. Purchases in excess of \$50,000 require board approval. No bills will be approved for payment unless purchases were made on approved orders.

The director or designee is authorized to enter into and approve payment on contracts obligating public charter school funds not to exceed \$50,000 for products, materials, supplies, capital outlay and services that are within current budget appropriations.

Two administrators will review bills due and payable for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the director will direct payment of the just claims against the public charter school. The director is responsible for the accuracy of all bills and vouchers. If during a regular board meeting a quorum is not present to approve purchases the director will first attempt an electronic board meeting to authorize purchases exceeding approval limits. If no electronic meeting can be established the director has the authority to approve purchases not to exceed \$50,000. The director will present all documentation for purchases in the following board meeting that quorum are present.

No Board member, officer, employee or agent of this public charter school shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the Board member or a relative is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the public charter school by any Board member, officer or employee of the public charter school is prohibited.

## END OF POLICY

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**Legal Reference(s):**

ORS 244.040 ORS 294.311

ORS Chapters 279, 279A, 279B 279C ORS 328.441 - 328.470

**Cross Reference(s):**

BBFA - Board Member Ethics and Conflicts of Interest

ORS 338.115(2) OAR 125-025-0040

# Crater Lake Charter Academy

Charter Board Policy: DLC

Adoption: August 18, 2014

## EXPENSE REIMBURSEMENTS

The public charter school will reimburse employees for authorized expenses incurred for professional growth and/or job requirements in accordance with administrative regulations developed by the director and consistent with Internal Revenue Service requirements.

Employee overnight stay, per diem and mileage rates will be established annually by the administrators and board of directors. The rates will be set for the academic year from July 1 through June 30 and published in the employee handbook annually. All overnight stay or per diem usage must be approved by supervisor prior to expenditure. Mileage and expense requests over \$1,000 must receive Board approval in a regular board meeting before reimbursement is granted.

## END OF POLICY

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**Legal Reference(s):**

ORS 294.155 ORS 338.115(2)

OAR 581-022-1660

I.R.C. 5 162 (2006); Business Expenses, 26 C.F.R. 1.162-1.

INTERNAL REVENUE SERVICE, PUBLICATION 463: TRAVEL, ENTERTAINMENT, GIFT AND CAR EXPENSES.

**Cross Reference(s):**

BHD - Board Member Compensation and Expense Reimbursement EEBB - Use of Private Vehicles for Public Charter School Business

# Crater Lake Charter Academy

Charter Board Policy: DN

Adoption: August 18, 2014

## DISPOSAL OF PUBLIC CHARTER SCHOOL PROPERTY

The Board may, at any time, declare public charter school property as surplus and authorize its disposal when such property is no longer useful to the public charter school, unsuitable for use, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the public charter school, the Board may dispose of them in another manner.

If the charter is terminated or a public charter school is dissolved, the assets of the public charter school that were purchased with public funds shall be given to the State Board of Education.

## END OF POLICY

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**Legal Reference(s):**

ORS 279B.055

ORS Chapters 279A, 279B and 279C ORS 332.155

ORS 338.105(6)

ORS 338.115(2)

**Cross Reference(s):**

DID - Property Inventories