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Fiscal Policies and Procedures Handbook

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SAMUELI ACADEMY
FISCAL CONTROL POLICIES AND PROCEDURES

OVERVIEW

The Governing Board of Trustees ("Trustees") of Samueli Academy ("Academy") has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of the Academy to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Trustees formulate financial policies and procedures, delegate administration of the policies and procedures to the Head of School, Executive Director and Chief Financial Officer ("CFO") and review operations and activities on a regular basis.
2. The Head of School, Executive Director and CFO have responsibility for all operations and activities related to financial management.
3. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
4. All administrative employees are required to take annual vacations of at least five (5) consecutive days.
5. All documentation related to financial matters will be completed by computer or ink.
6. The Trustees will commission an annual financial audit by an independent third party auditor who will report directly to them. The Trustees will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Trustees and the charter-granting agency.
7. The Trustees can appoint someone else to perform the Head of School, Executive Director or CFO's responsibilities in the case of absence.

Defined Entities

1. The Academy is a separate 501c3 corporation that is responsible for running the charter school and is the entity that these fiscal policies are written for.
2. Orangewood Foundation ("Orangewood") is the entity that created the Academy and is the sole voting member of the Board of Trustees. The Academy has entered into a shared services agreement with Orangewood whereby Orangewood provides various strategic, accounting, HR, administrative and fundraising duties.
3. The Orange County Department of Education ("OCDE") is the granting charter agency for the Academy. (Charter #1419). The term of the charter is for 5 years beginning on July 1, 2013, and expiring on June 30, 2018. The Academy has a Memorandum of Understanding ("MOU") with OCDE that defines conditions to remain in compliance with the charter.
4. ExED is a back-office support organization that specifically works with charter schools. The Academy has engaged ExEd to provide financial statements, budgets and compliance reports to the Academy, local and state agencies monthly and as needed.

Annual Financial Audit

1. The Trustees will delegate to its Audit Committee the responsibility to engage an independent auditor by April 1 prior to the fiscal year end (June 30th).
2. Any persons with expenditure authorization or recording responsibilities within the school may not serve on the Committee.
3. The Committee will annually contract for the services of an independent certified public accountant to perform an annual fiscal audit.
4. The audit shall include, but not be limited to:
   a. An audit of the accuracy of the financial statements
   b. An audit of the attendance accounting and revenue accuracy practices
   c. An audit of the internal control practices
   d. If applicable an A-133 federal audit
5. In addition to the review and approval of the audit, the audit committee at the October meeting will review any potential conflicts of interest from board members and report at the October board meeting to the full board their findings.

PURCHASING

1. The Head of School, Executive Director and CFO may authorize capital and operating expenditures and may sign related contracts within the approved budget. The Governing Board and/or its Finance Committee must review the interim financial statements of the Academy on a regular basis to ensure the actual results of the operations are on budget. The Governing Board must also review and approve all contracts over $15,000
2. The Head of School, Executive Director and/or CFO must pre-approve all operating expenditures and capital purchases prior to incurring the obligation. The Head of School can pre-approve expenditures and capital purchases up to $5,000. For expenditures and capital purchases greater than $5,000 but less than $25,000, the Head and School and the Executive Director or CFO must approve those items. Purchase requests, that have not already been approved as part of the budget process, authorizing the purchase of items greater than $25,000 must be signed by the Head of School and the Executive Director or CFO and submitted to the Trustees for review and approval.
3. For standard, recurring expenditures such as utilities, medical premium payments, etc., pre-approval of the expenditure is not required by the Head of School and/or the Executive Director or CFO.
4. When approving purchases, the Head of School, Executive Director and/or CFO must:
    a. Determine if the expenditure is budgeted
    b. Determine if funds are currently available for expenditures (i.e. cash flow)
    c. Determine if the expenditure is allowable under the appropriate revenue source
    d. Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations
    e. Determine if the price is competitive and prudent. All purchases over $25,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services
5. Any individual making an authorized purchase on behalf of the school must provide the appropriate documentation of the purchase.
6. Individuals other than those specified above are not authorized to make purchases without pre-approval by the Trustees
7. Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly reimbursed by a bank check upon receipt of appropriate documentation of the purchase.

Credit Cards

1. The Head of School, Executive Director and CFO may authorize employees of the Academy to use a school credit card to make an authorized purchase on behalf of the school, consistent with guidelines provided by the Head of School, Executive Director and CFO and/or Trustees.
    a. The school card must be used for authorized school expenses only.
    b. If receipts are not available or are “missing”, the individual making the charge will be held responsible for payment. This can be waived with the approval of the Executive Director and CFO based upon the individual situation.

c. Credit cards will bear the names of the Head of School, Executive Director and/or CFO.
d. Debit cards are not allowed.

2. Each month, the Controller will send the Office Manager a listing of all credit card transactions in an excel template.
3. The Office Manager is required to fill in the expense code that the transaction should be charged to and an explanation of the expense.
4. The Office Manager should then affix the receipts to paper and attach this to the list of transactions for approval.
5. The Head of School and CFO will then sign off on approval of the transactions and the transactions will be uploaded into the financial accounting system.

Third Party Contracts

1. Consideration will be made of in-house capabilities to accomplish services before contracting for them. The Academy should also consider potential resources that are available at Orangewood Foundation.
2. The Trustees must also review and approve all contracts over $15,000.
3. Accounting staff will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over $15,000.
   a. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.
4. Per OCDE Guidelines, a written contract must provide the following components:
   a. For any contract services, describe criteria for the selection of a contractor or contractors that demonstrate necessary expertise and the procedure for selection of the contractor or contractors.
   b. School districts and community college districts are required to competitively bid any contracts for the lease or purchase of equipment, materials, supplies or services which do not constitute a "public project" and which are not exempted from competitive bidding and which involve an expenditure of more than $50,000, as adjusted.
   c. Education Code section 47604.3 Specify how prompt responses to reasonable inquiries for records and information regarding implementation of the contract will be provided to OCDE.
   d. A letter of assurance shall be provided to OCDE that Samueli Academy will make every effort to ensure that the vendor complies with all reasonable inquiries by OCDE for records and information related to the contract.
   e. Charter / Education Management Contracts must be reviewed and approved by OCDE prior to Samueli Academy entering the contract.

5. An OCDE approved checklist has been created for these contracts and must be submitted to the Board of Trustees for any contract. See Appendix
6. Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The Head of School and/or the Executive Director or CFO may also require that contract providers to list the school as an additional insured.

7. The School Office Manager will obtain a W-9 from the contract service provider prior to submitting any requests for payments.
8. The Head of School, Executive Director, or CFO will approve proposed contracts and modifications in writing after the appropriate review and approval by the various Committees and/or Board has been obtained, if applicable.
9. Contract service providers will be paid in accordance with approved contracts as work is performed.
10. The Head of School, Executive Director, CFO or School Office Manager will be responsible for ensuring the terms of the contracts are fulfilled.
11. Potential conflicts of interest will be disclosed upfront, and the Head of School, Executive Director, /CFO and/or Member(s) of the Trustees with the conflict will excuse themselves from discussions and from voting on the contract.

Business Services Contracts

1. For vendors that will provide business services (back-office services) to the Academy, the contract must comply with the requirements of Third-Party Contracts as described above, in addition, the Academy must provide to OCDE the following:
    a. A description of the vendor's roles and responsibilities for the management of the Academy and the internal controls that will be put in place to guide the relationship.
    b. A list of charter schools served by the vendor
    c. A list of and background of the vendor's leaders and board of directors
    d. Assurances of compliance with Public Contract Code requirements for public bidding and purchasing, unless an exemption applies.
    e. A letter of assurance from the Academy that it will make every effort to ensure that the vendor complies with all reasonable inquiries by the OCDE for records and information related to this contract.

Asset Inventory – Control Procedures

1. An asset is defined as all items, purchased or donated, with a value of $2,500 or more and with a useful life of more than one year.
2. Orangewood will maintain an inventory or log of all capitalized assets. The log will include the original purchase price and date, a brief description, and other information appropriate for documenting assets.
3. The School will take a physical inventory of all assets within 30 days of the end of each fiscal year, indicating the condition and location of the asset.
4. The Head of School, Executive Director or CFO will immediately be notified of all cases of theft, loss, damage, or destruction of assets.
5. The School Office Manager will submit to Orangewood written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

ACCOUNTS PAYABLE

Bank Check Authorization

1. All original invoices will immediately be forwarded to the employee responsible for incurring the expenditure or requesting the purchased items.
2. The responsible employee will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the employee should trace the merchandise to the packing list and note any items that were not in the shipment.
3. The employee will then input the check request into the Webportal for approval by the Head of School, Executive Director or CFO. (Appendix A – Webportal Entry Process) using the Academy Chart of Accounts for the expense codes. (Appendix B – Academy Chart of Accounts)
4. Supporting documentation is scanned into the Webportal, however if any items need to be sent to the accounting department as additional backup, this will be sent via interoffice mail at least weekly.
5. The Head of School, Executive Director or CFO may authorize Orangewood to pay recurring expenses (e.g. utilities) without the Head of School, Executive Director or CFO's formal approval (signature) on the invoice when dollar amounts fall within budget.

Bank Checks

1. The Trustees will approve, in advance, the list of authorized signers on the school account. The Head of School, Executive Director, CFO, the Board Treasurer, and any other employees authorized by the Trustees may sign bank checks within established limitations.
2. The CFO will be authorized to open and close bank accounts.
3. Orangewood and the CFO will be responsible for all blank checks and will keep them under lock and key.
4. If there is a need for a "rush" check to be issued, the School Office Manager can forward the specific check request with supporting documentation to the Orangewood Finance Department. The Orangewood Controller will review the items for accuracy and appropriate support and give it to the CFO for approval. Once approved, the Orangewood Finance Department will create the check and have it signed by the appropriate check signers.
5. Two authorized signers will co-sign manual checks in excess of $500 for all non-recurring items. All checks less than $500 require only the signature of either the Executive Director or CFO. Note that all checks must have a live signature and no computer-generated signatures are approved.
6. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
7. Orangewood will distribute the checks and vouchers as follows:
    a. Original – mailed or delivered to payee
    b. Duplicate or voucher – attached to the invoice and filed by vendor name by an Orangewood accountant.

c. Cancelled Checks – filed numerically with bank statements by an Orangewood accountant.
d. Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate who will attach any other related documentation as appropriate.

Bank Reconciliations

1. This includes all Cash Accounts (Academy General, Academy Community and Funds held at the County)
2. Bank statements will be received directly or printed directly from online banking by Orangewood.
3. Orangewood will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
4. An Orangewood accountant will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
5. The Orangewood accountant will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the CFO.
6. The Controller and CFO will sign off on the cash reconciliation.

REVENUE RECOGNITION

Accounts Receivable

1. Documentation will be maintained for accounts receivable and forwarded to ExED.
2. Accounts receivable will be recorded by Orangewood in the general ledger and collected on a timely basis.
3. Cash Receipts will be deposited into either the Academy Operations Bank Account or the Academy Fundraising Bank Account.
4. The Academy Operations Bank Account includes reimbursement from OCDE, the State and Federal agencies for school related instruction that is mandated.
5. The Academy Fundraising Bank Account includes all funds received from gifts that are used for anything that is not strictly school related instruction.

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected at the school, an employee of the Academy or Orangewood will be designated, and they will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
    a. This employee will maintain a record of each transaction, with a copy of the receipt provided to the donor for any transactions over $10. For school fundraisers where the item is less than $10, no receipt is required.
    b. The cash, checks, receipt log, must be given to the School Office Manager as soon as possible, preferably immediately.
    c. Both the Volunteer Coordinator and the School Office Manager will count the funds and provide dual verification of the amount in writing.
    d. If possible, the School Office Manager will prepare a bank deposit slip and deposit those funds into the fundraising bank account prior to the close of business that day. If the funds cannot be deposited into the bank that day, the funds should be stored in a secure, locked location for deposit the next school day.
2. Cash/checks dropped off at the school office will be placed directly into a lock box by the person dropping off the cash/checks.
    a. All funds are deposited into the lock box in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.
    b. The School Office Manager and Head of School or CFO will open the lock box to verify the cash/check amounts, and sign off on the amounts received.
    c. The lock box will be emptied at least two times per week or daily if the volume of activity dictates that frequency.

3. Cash/checks dropped off in the classroom will be brought to the School Office Manager immediately, or as soon as practical. Each morning, the homeroom teacher assigned to that classroom will collect all forms, payments, etc. that have been brought in by students that day and place them in a large envelope. Before lunchtime, the teacher should bring their envelope to the School Office Manager where they will be processed following the guidelines used for the lock box, above.
4. Mail (including anything official such as governmental notices, invoices and checks) received at the school must be opened by office staff members and stamped with a "received" stamp.
    a. For any cash or checks received in the mail, the School Office Manager will prepare a deposit packet itemizing the amount, source, and purpose of each payment, with a designated office staff member counting the funds and verifying this in writing.
5. Twice a week, the School Office Manager will log cash or checks received into electronic Revenue Log worksheet. Copies of Revenue Log should be sent to Orangewood with the mailing of Accounts Payable invoices to be paid.
6. All checks will be immediately endorsed with the school deposit stamp, containing the following information: "For Deposit Only; Samueli Academy; Bank Name; Bank Account Number, Date Received by the School."
7. A deposit slip will be completed by the School Office Manager and initialed by the Head of School for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.
8. Deposits totaling greater than $2,000 will be deposited within 48 hours by the designated school employee. Deposits totaling less than $2,000 will be made weekly by the designated school employee. All cash will be immediately put into a lock box.
9. The deposit receipt will be attached to the deposit documentation and forwarded to Orangewood to be filed and recorded weekly.

Returned Check Policy

1. A returned-check processing fee of $29.00 will be charged for checks returned as non-sufficient funds (NSF). Payment of the NSF check and processing fee must be made by money order or certified check.
2. In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.
3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year until payment is received, unless other mutually agreeable arrangements are approved by the Head of School, Executive Director, CFO and/or Trustees.
4. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the Head of School, Executive Director, CFO and/or Trustees.

PAYROLL / HUMAN RESOURCES

Personnel

1. The HR Manager and Head of School will be responsible for all new employees completing or providing all of the items on the attached Personnel File Checklist. (Appendix C)
2. The HR Manager will be responsible for maintaining this information in the format as shown on the Personnel File Checklist.
3. An employee's hiring is not effective until the employment application, form W-4, Arbitration Agreement, At-Will Employment Agreement and form I-9 have been completed.
4. A list of budgeted positions will be developed during budget season. Orangewood will notify the board of any variances to these positions throughout the year.

Timesheets

1. All non-exempt, classified employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will approve their completed timesheet using the ADP online system.
2. Incomplete timesheets will be returned to the signatory supervisor and late timesheets will be held until the next pay period. HR will work with the employee to determine the correct amount of time to be paid but cannot guarantee proper payment without a properly filled out time sheet.
3. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or completing their timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other arrangements for the timesheet to be completed. However, the employee must still complete and submit the timesheet upon return.

Overtime

1. Advanced approval in writing by the authorized supervisor is required for compensatory time and overtime.
2. Overtime only applies to non-exempt employees and is defined as hours worked in excess of eight hours a day and/or forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. No overtime will be paid without the approval of the employee's supervisor. Overtime will not be granted on a routine basis and is only reserved for extraordinary or unforeseen circumstances. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Head of School for further guidance.

Payroll Processing

1. For hourly employees, employees must complete and approve their timesheet to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The Head of School or School Office Manager will approve the timesheets. No overtime hours should be listed on timesheet without the supervisor's approval on the day on which overtime was worked. A summary report of hours worked will be sent to Orangewood who will verify the calculations for accuracy.
2. For salaried employees, employees must approve their timesheet to verify working days for accuracy.
3. Employees must request time off in advance through the ADP EZ Labor system. The School Office Manager will provide school employees with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.
4. The Head of School or School Office Manager will notify Orangewood of all authorizations for approved stipends and the hourly or daily rate.
5. Orangewood will prepare the payroll based on the summary report of timecards from the designated school employee.
6. The payroll checks (if applicable) will be delivered to the school. The School Office Manager will document receipt of the paychecks and review the payroll checks prior to distribution.

Payroll Taxes and Filings

1. Orangewood through ADP will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. Orangewood through ADP will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the Head of School or CFO, and submit the forms to the respective agencies.

Record Keeping

1. Written records of all full-time employees' use of sick leave, vacation pay, and any other unpaid time will be maintained in the ADP EZ labor system.
    a. The designated school employee will immediately notify the Head of School or CFO if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
    b. Records will be reconciled when requested by the employee. Each employee must maintain personal contemporaneous records.

State Teacher Retirement System (STRS) Reporting

1. Each pay period an amount for STRS is withheld from each Samueli Academy employees' check who participates in STRS.
2. The withholding and the employer match portion are then reported monthly on an excel sheet to OCDE.

3. The file location for this reporting is H:\Accounting\Academy\Payroll\STRS
4. There are various fields that must be entered, and these fields are detailed in **Appendix D**
5. Once this excel sheet is completed it is to be submitted to OCDE by no later than the 5th of the following month. (Currently: lhadley@ocde.us and retirement@ocde.us)
6. The liability for the STRS is recorded with the ADP download. Once this report is completed and accepted by OCDE, OCDE will automatically withdraw the funds from the OCDE Cash at County account.
7. Once this withdrawal is completed a bank entry is made to clear out the liability and the cash withdrawal. From time to time, there could be a variance between the liability and the cash amount withdrawn if there is a calculation error or a certain kind of pay is taxed at a different rate. In this case an adjusting entry will need to be made.

Expenses

Expense Reports

1. Employees will be reimbursed for expenditures within ten (10) days of presentation of appropriate documentation.
2. Employees will complete expense reports at least monthly to be submitted to Orangewood for processing. The check request documented in Appendix A is to be used for documentation purposes.
3. Receipts or appropriate documentation is required for all expenses to be reimbursed.
4. The employee, the Head of School or CFO must sign expense reports.
5. Head of School expense reports should be approved by the Chief Executive Officer, CFO or a member of the board.
6. Expenses greater than two months old will not be reimbursed.

Telephone Usage

1. Employees will not make personal long distance calls on the school's telephone equipment unless it is related to a specific educational purpose and the employee has received prior approval from the Head of School.
2. Employees will reimburse the school for all personal telephone calls if additional expense is incurred by the school.

Travel

1. Employees will be reimbursed for mileage when pre-approved by an administrator. Mileage will be reimbursed at the school-approved rate for the distance traveled, less the distance from the employee's residence to the school site for each direction traveled.
2. The Head of School, Executive Director or CFO must pre-approve all out-of-town travel.
3. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available. Employees

will be reimbursed their actual costs up to the established per diem limit of $35 per day for any breakfast, lunch, or dinner that is not included as part of the related event.

4. Travel advances require written approval from the CFO.
    a. Travel advances require receipts for all advanced funds.
    b. After the trip, the employee must enter all appropriate expenditure information on an employee expense report and submit it to the Head of School for approval and then on to Orangewood for processing.
    c. If the cash advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.
    d. If the cash advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.

OTHER POLICIES

Petty Cash

1. The School Office Manager will manage the petty cash fund.
2. The petty cash fund will be capped at $300 at the school site.
3. All petty cash will be kept in a locked petty cash box in a locked drawer, file cabinet or safe. Only the School Office Manager, Head of School, Executive Director, and CFO will have keys to the petty cash box and drawer or file cabinet.
4. All disbursements will require a completed and signed petty cash slip. A register receipt for all purchases must be attached to the petty cash slip.
5. Orangewood will ensure that the petty cash slip is properly completed and that a proper receipt is attached.
6. At all times, the petty cash box will contain receipts and cash totaling $300. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the School Office Manager within 48 hours of withdrawing the petty cash.
7. When expenditures total $200 (when cash balance is reduced to $100), the School Office Manager will total the disbursements, complete a Check Request form (Appendix A), and obtain the approval of the Head of School, Executive Director or CFO. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to Orangewood.
8. Petty cash fund reimbursement checks will be made payable to the Head of School to be cashed.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the CFO.
10. Loans will not be made from the petty cash fund.
11. Orangewood will conduct surprise counts of the petty cash fund from time to time.

Board of Trustees Compensation

1. Board members shall serve without compensation, but may be reimbursed for actual and necessary expenses. Expenses for travel necessary to attending board meetings and meetings of board committees need not be approved in advance by the board. All other expenses shall be approved in advance by the board. Travel expenses reimbursed shall not exceed levels that would be subject to federal or state income tax. All expenses reimbursed shall be documented by receipts and in no event may reimbursements exceed actual expenses.

Board of Trustees Expenses

1. The individual incurring authorized expenses while carrying out the duties of the school will complete and sign an expense report (See Appendix A).
2. The Head of School or CFO will approve and sign the expense report, and submit it to Orangewood for payment.

Volunteer Expenses

1. From time to time, volunteers may use their personal funds for Academy activities that have been pre-approved by the Head of School or other authorized Academy employee.
2. Volunteers will submit their receipts/supporting documentation for their expenses to the School Office Manager.
3. The School Office Manager will prepare a check request (Appendix A) to reimburse the volunteer for their Academy expenditures.
4. A reimbursement check will be produced using the normal Accounts Payable process through Orangewood.

FINANCE

Annual Budget

1. In consultation with the Head of School, Executive Director and Finance Committee, the CFO and ExED will prepare the annual financial budget for approval by the Trustees.
2. By May 1st, a preliminary budget for the following fiscal year will be prepared based on revenue assumptions, information received from the State Department of Education and historical expense profiles.
3. Each major school department will receive a copy of this preliminary budget and allowed fifteen business days to provide feedback and requests for department expense line adjustments. Requests for increased funding for any line item or movement of funds between expense lines must be accompanied with rationale for the requested modification.
4. 1st draft budget will be reviewed at the Academy Finance Committee meeting in May.
5. 2nd draft budget will be reviewed and approved at the Academy Finance Committee meeting in June. Budget will be recommended to the Academy Trustees at their June meeting for approval.

Local Control Accountability Plan (LCAP)

Each year the Academy is required to produce a LCAP that shows the use of Local Control Funding Formula (LCFF) dollars. Following are the steps in place to ensure this is completed and posted appropriately.

1. EXED to work with the Head of School and Assistant Heads of School to complete the annual LCAP that equals the LCFF dollars projected for the year.
2. The LCAP is to be approved by the Finance and Academic committees for final approval by the Board of Trustees.
3. The approved LCAP is to be submitted to OCDE and posted on the Academy website.

4. In any given year if there are supplemental or concentration grant funds that are awarded after the approval of the LCAP, an update to the LCAP will be completed and again approved by the Finance and Governance committees for final approval by the Board of Trustees and then posted to the Academy website.

Financial Reporting

1. Orangewood Finance will import all Raiser's Edge gifts, state and federal income into the Financial Edge Accounting system at least weekly to ensure all revenue is allocated properly.
2. Orangewood Finance will close each month's books for Accounts Payable by the 10th of the following month.to ensure all invoices for the month are placed in the Financial Edge accounting system on a timely basis.
3. Orangewood Finance will prepare financial statements compared to budget. From these financial statements an analysis will be completed to ensure that all invoices are received or to determine if accruals need to be made.
4. Upon completion of an internal review and approval of the CFO, Orangewood will submit the financial statements to ExED for their formatting and analysis.
5. Upon receipt of the financials from Orangewood, ExED will submit a monthly balance sheet and monthly revenue and expense summaries to the Head of School and CFO, including a review of the discretionary accounts and any line items that are substantially over or under budget. The report will be reviewed at the scheduled Finance Committee and Board meetings and action will be taken, if appropriate.
6. ExED will provide the Head of School, CFO and/or Trustees with additional financial reports, as needed.

Compliance Reporting

1. In addition to financial reporting, ExED and Orangewood will ensure that a compliance calendar is kept up to date and that all reports identified for filing with OCDE, the State of California and Federal are filed in a timely manner.

Financial Institutions

1. All funds will be maintained at a high-quality financial institution.
2. Physical evidence will be maintained on-site for all financial institution transactions.

Loans

1. The Executive Director, CFO, the Finance Committee, and the Trustees will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the Executive Director and CFO before funds are borrowed.

3. Employee loans, including salary advances, are not allowed.

Funds Balance Reserve

1. A funds balance reserve of at least 5% of the total budgeted operating expenses for the fiscal year will be maintained. The goal of the Board of Trustees is to accumulate a 20% funds balance reserve of the current operating expenses of the fiscal year. Progress towards this goal will be tracked via the monthly financial dashboard presented to the Finance and Board of Trustees monthly.
2. ExED will provide the Head of School/CFO with fund balance sheets on a monthly basis. It is the responsibility of the Head of School, CFO and the Trustees to understand the school's financial position and cash flow situation. It is the responsibility of the CFO to prioritize payments as needed. The Head of School and CFO have responsibility for all operations and activities related to financial management.

INVESTMENT POLICY

Investment Policy – Interest on Federal Funds

1. Title 2, *Code of Federal Regulations*, Section 200.305, requires grantees and sub-grantees to remit interest earned on advances to the federal agency. Grantees or sub-grantees may retain interest amounts up to $500 per year for related administrative expenses.

2. LEAs should remit to the CDE only the interest earned on federal program advances administered by the CDE; interest earned on non-CDE administered program advances should be calculated separately and remitted to the Federal Treasury via the appropriate state or federal agency. In addition, the cash balances of federal reimbursement programs should be omitted in calculating federal interest due to the Federal Treasury.

1. Investment Policy – Operating Reserves. The goal of the investment policy is to maintain principal and maximize interest without risking principal of operating reserves generated by school operations
2. All operating reserves generated by school operations will be maintained or invested in high quality, short maturity (less than one year), and liquid funds.
3. Examples of investments that would meet this definition might include Orange County Department of Education Treasury Account, Bank Money Market Accounts, Certificates of Deposit and Treasury Bills.

Investment Policy – Other Gifts

Periodically, donors may wish to make donations of other than cash. Any noncash donations will be subject to the Gift Acceptance Policy and will be invested per the donor instructions or the direction of the Finance Committee with the ultimate goal of maximizing the return.

GIFT ACCEPTANCE POLICY

Samueli Academy a nonprofit organization organized under the laws of the State of California, encourages the solicitation and acceptance of gifts to Samueli Academy for purposes that will help Samueli Academy to further its mission.

I. Purpose of Policies and Guidelines

The Board of Trustees of Samueli Academy and its staff and volunteers solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and mission of Samueli Academy. It is the purpose of these policies and guidelines to govern the acceptance of gifts by Samueli Academy and to provide guidance to prospective donors and their advisors when making gifts. The provisions of these policies shall apply to all gifts received by Samueli Academy for any of its programs or services.

II. Use of Legal Counsel

Samueli Academy has the authority to seek the advice of legal counsel in matters relating to acceptance of gifts where appropriate. Review by counsel is recommended for:

Review of closely held stock transfers.

Review of documents that might name Samueli Academy as Trustee.

Review of all gifts involving contracts, such as bargain sales or other documents requiring Samueli Academy to assume an obligation or debt.

Review of all transactions with potential conflict of interest of Board of Trustees, administrators or key volunteers.

Such other instances in which use of counsel is deemed appropriate by the Gift Acceptance Committee.

III. Gift Acceptance Committee

The gift acceptance committee shall consist of the Finance Committee of Samueli Academy:

The gift acceptance committee is charged with:

Screening and analyzing gifts of non-marketable property, as designated by these policies.
Making recommendations to the Board on gift acceptance of non-marketable property gifts where appropriate.

Ethics and Conflict of Interest

All prospective donors shall be strongly urged to seek the assistance of legal counsel and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences. Samueli Academy will comply with its Conflict of Interest Policies as well as the Model Standards of Practice for the Charitable Gift Planner promulgated by the National Committee on Planned Giving, shown as an appendix to this document, in the acceptance, management, and sale of gifts.

Restrictions on Gifts

Samueli Academy will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, ethics, purposes, and priorities. Samueli Academy will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the corporate charter, gifts that are too difficult to administer, or gifts for purposes outside the mission of Samueli Academy. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Gift Acceptance Committee of Samueli Academy upon the written recommendation of the Chief Financial Officer.

Types of Gifts

The following gifts are generally acceptable:

Cash
Tangible Personal Property
Securities
Real Estate
Remainder Interests in Property
Oil, Gas, and Mineral Interests
Bargain Sales
Life Insurance
Charitable Gift Annuities
Charitable Remainder Trusts
Charitable Lead Trusts
Retirement Plan Beneficiary Designations
Bequests
Life Insurance Beneficiary Designations
Other Miscellaneous Gifts

The following criteria govern the acceptance of each gift form:

1. **Cash:** Cash is acceptable in any form. Checks shall be made payable to Samueli Academy.

2. **Tangible Personal Property:** All other gifts of tangible personal property shall be examined in light of the following criteria:

If the property will be used by Samueli Academy, the cost of insurance, transportation, maintenance, and other expenses should be identified.
If the property will be sold, the market for sale should be determined, together with the costs of holding and delivering the property for sale.
If restrictions are placed on the use, display, or sale of the property, the committee should determine if those are reasonable.

The final determination on the acceptance of other tangible property gifts shall be made by the Gift Acceptance Committee upon the written recommendation of the Chief Financial Officer.

3. **Securities:** Samueli Academy can accept both publicly traded securities and closely-held securities.

Publicly Traded Securities: Publicly-Traded securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Audit and Finance Committee. In some cases marketable securities may be restricted by applicable securities laws; in such instance the final determination on the acceptance of the restricted securities shall be made by the Gift Acceptance Committee of Samueli Academy upon the written recommendation of the Chief Financial Officer.

Closely Held Securities: Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in LLPs and LLCs or other ownership forms, can be accepted subject to the approval of the Gift Acceptance Committee of Samueli Academy upon the written recommendation of the Chief Financial Officer. Criteria for review of the gift include the following questions:

The security should be reviewed for restrictions which prevent or hinder a timely sale of the asset.
A market for the security should be identified.
The form of the security should be reviewed to determine if the asset will generate unrelated business taxable income to Samueli Academy, or create an unanticipated tax result for the donor.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final determination on the acceptance of closely held securities shall be made by the Gift Acceptance Committee of Samueli Academy upon the written recommendation of the Chief Financial Officer and legal counsel where necessary.

4. **Real Estate**: Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, the donor shall provide Samueli Academy with an environmental inspection report (from a firm approved by Samueli Academy) reflecting that the property is not environmentally damaged. The cost of the environmental audit shall generally be an expense of the donor.

Where appropriate, a title binder shall be obtained by Samueli Academy prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor.

Prior to acceptance of the real property, the gift shall be approved by the Gift Acceptance Committee of Samueli Academy upon the written recommendation of the Chief Financial Officer and by Samueli Academy legal counsel. Criteria for acceptance of the property shall include:

If the property is to be used in operations or programs, Samueli Academy should determine the cash flow required to hold the property.
If the property is to be sold, an investigation of the marketability of the property should be made. Restrictions, reservations, easements, or other limitations associated with the property should be identified.
Carrying costs, including insurance, property taxes, mortgages, or notes, etc., associated with the property should be identified.
Samueli Academy should have a current environmental inspection report indicating that the property is environmentally clean.

5. **Remainder Interests in Property**: Samueli Academy will accept a remainder interest in a personal residence, farm, or vacation home subject to the provisions of paragraph 4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor, Samueli Academy may use the property or reduce it to cash. Where Samueli Academy receives a gift of a remainder interest, expenses for maintenance, real estate taxes, fees and any property indebtedness are to be paid by the donor or primary beneficiary.

6. **Oil, Gas, and Mineral Interests:** Samueli Academy may accept oil and gas property interests, where appropriate, provided however that Samueli Academy will not accept working interests. Prior to acceptance of an oil and gas interest the gift shall be approved by the Gift Acceptance Committee upon the written recommendation of the Chief Financial Officer, and if necessary, by the Foundation's legal counsel. Criteria for acceptance of the property shall include:

Gifts of surface rights should have a value of $20,000 or greater.
Gifts of oil, gas and mineral interests should generate at least $3,000 per year in royalties or other income (as determined by the average of the three years prior to the gift).
The property should not have extended liabilities or other considerations that make receipt of the gift inappropriate.
The donor must provide a legal and/or environmental review to ensure that Samueli Academy has no current or potential exposure to environmental liability.

Bargain Sales: Samueli Academy will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purposes of Samueli Academy. All bargain sales must be reviewed and recommended by the Gift Acceptance upon the written recommendation of the Chief Financial Officer. Factors used in determining the appropriateness of the transaction include:

Samueli Academy must obtain an independent appraisal substantiating the value of the property.

If Samueli Academy assumes debt with the property, the debt ratio must be less than 50% of the appraised market value
Samueli Academy must determine that it will use the property, or that there is a market for sale of the property allowing sale within 12 months of receipt
Samueli Academy must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.

8. **Life Insurance:** Samueli Academy must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, Samueli Academy will include the entire amount of the additional premium payment as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, Samueli Academy may:

Continue to pay the premiums.
Convert the policy to paid-up insurance.
Select an alternative investment option.
Surrender the policy for its current cash value.

9. **Charitable Gift Annuities**: Samueli Academy may offer charitable gift annuities. The minimum gift for funding shall be $10,000. Samueli Academy Chief Executive Officer may make exceptions to this minimum. The minimum age for life income beneficiaries of a gift annuity shall be 55. Where a deferred gift annuity is offered, the minimum age for life income beneficiaries shall be 55. No more than two life income beneficiaries will be permitted for any gift annuity.

Annuity payments may be made on a quarterly, semi-annual, or annual schedule. Samueli Academy Chief Executive Officer may approve exceptions to this payment schedule.

Samueli Academy will not accept real estate, tangible personal property, or any other illiquid asset in exchange for current charitable gift annuities. Samueli Academy may accept real estate, tangible personal property, or other illiquid assets in exchange for deferred gift annuities so long as there is at least a 5 year period before the commencement of the annuity payment date, the value of the property is reasonably certain, and the Chief Executive Officer of Samueli Academy approves the arrangement.

Funds contributed in exchange for a gift annuity shall be set aside and invested during the term of the annuity payments. Once those payments have terminated, the funds representing the remaining principal contributed in exchange for the gift annuity shall be transferred to the Samueli Academy endowment funds, or to such specific fund as designated by the donor.

10. **Charitable Remainder Trusts**: Samueli Academy may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Gift Acceptance Committee of

Samueli Academy upon the written recommendation of the Chief Financial Officer. Samueli Academy will not accept appointment as Trustee of a charitable remainder trust.

11. **Charitable Lead Trusts**: Samueli Academy may accept a designation as income beneficiary of a charitable lead trust with the approval of the Gift Acceptance Committee of Samueli Academy upon the written recommendation of the Chief Financial Officer. The Board of Samueli Academy will not accept an appointment as Trustee of a charitable lead trust.

Retirement Plan Beneficiary Designations: Donors and supporters of Samueli Academy shall be encouraged to name Samueli Academy as beneficiary of their retirement plans. Such designations shall not be recorded on the books of Samueli Academy until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

Bequests: Donors and supporters of Samueli Academy shall be encouraged to make bequests to Samueli Academy under their wills and trusts. Such bequests shall not be recorded on the books of Samueli Academy until such time as the gift to Samueli Academy is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

14. **Life Insurance Beneficiary Designations**: Donors and supporters of Samueli Academy shall be encouraged to name Samueli Academy as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded on the books of Samueli Academy until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

Miscellaneous Provisions

Securing appraisals and legal fees for gifts to Samueli Academy: It shall be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to Samueli Academy.

Valuation of gifts for development purposes: Samueli Academy shall record a gift received by Samueli Academy at its valuation for gift purposes on the date of gift.

Responsibility for IRS Filings upon sale of gift items: The Chief Financial Officer of Samueli Academy is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by Samueli Academy where the charitable deduction value of the item was greater than $5,000. Samueli Academy must file this form within 125 days of the date of sale or disposition of the asset. Form 8282 with Filing Instructions is attached as an appendix to these policies.

Acknowledgement of all gifts made to Samueli Academy and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Director of

Planned Giving. IRS Publication 561 ***Determining the Value of Donated Property*** and IRS Publication 526 ***Charitable Contributions*** are to these policies as an Appendix.

Changes to Policies

These policies and guidelines have been reviewed and accepted by the Board of Trustees of Samueli Academy. The Board of Trustees of Samueli Academy must approve any changes to or deviations from these policies.

National Committee on Planned Giving
MODEL STANDARDS OF PRACTICE FOR THE CHARITABLE GIFT PLANNER

Preamble

The purpose of this statement is to encourage responsible charitable gift planning by urging the adoption of the following Standards of Practice by all who work in the charitable gift planning process, gift planning officers, fund raising consultants, attorneys, accountants, financial planners, life insurance agents, and other financial services professions (collectively referred to hereafter as "Gift Planners"), and by the institutions that these persons represent.

This statement recognizes that the solicitation, planning and administration of a charitable gift is a complex process involving philanthropic, personal, financial and tax considerations, and often involves professionals from various disciplines whose goals should include working together to structure a gift that achieves a fair and proper balance between the interests of the donor and the purposes of the charitable institution.

Primacy of Philanthropic Motivation

The principal basis for making a charitable gift should be a desire on the part of the donor to support the work of charitable institutions.

Explanation of Tax Implications

Congress has provided tax incentives for charitable planning and the emphasis in this statement on philanthropic motivation in no way minimizes the necessity and appropriateness of a full and accurate explanation by the Gift Planner of those incentives and their implications.

Full Disclosure

It is essential to the gift planning process that the role and relationships of all parties involved, including how and by whom each is compensated, be fully disclosed to the donor. A Gift Planner shall not act or purport to act as a representative of any charity without the express knowledge and approval of the charity, and shall not, while employed by the charity, act or purport to act as a representative of the donor, without the express consent of both the charity and the donor.

Compensation

Compensation paid to Gift Planners shall be reasonable and proportionate to the services provided. Payment of finder's fees, commissions or other fees by a donor organization to an independent Gift Planner as a condition for the delivery of a gift are never appropriate. Such payments lead to abusive practices and may violate certain state and federal regulations. Likewise, commission based compensation for Gift Planners who are employed by a charitable institution is never appropriate.

Competence and Professionalism

The Gift Planner should strive to achieve and maintain a high degree of competence in his or her chosen area and shall advise donors only in areas in which he or she is professionally qualified. It is a hallmark of professionalism for Gift planners that they realize when they have reached the limits of their knowledge and expertise, and as a result, should include other professionals in the process. Such relationships should be characterized by courtesy, tact and mutual respect.

Consultation with Independent Advisers

A Gift Planner acting on behalf of a charity shall in all cases strongly encourage the donor to discuss the proposed gift with competent independent legal and tax advisers of the donor's choice.

Consultation with Charities

Although Gift Planners frequently and properly counsel donors concerning specific charitable gifts without the prior knowledge or approval of the donor organization, the Gift Planners, in order to insure that the gift will accomplish the donor's objectives, should encourage the donor, early in the gift planning process, to discuss the proposed gift with the charity to whom the gift is to be made. In cases where the donor desires anonymity, the Gift Planners shall endeavor, on behalf of the undisclosed donor, to obtain the charity's input in the gift planning process.

Explanation of Gift

The Gift planner shall make every effort, insofar as possible; to assure that the donor receives a full and accurate representation of all aspects of the proposed charitable gift. The consequences for the charity, the donor, and, where applicable, the donor's family, should be apparent, and the assumptions underlying any financial illustrations should be realistic.

Full Compliance

A Gift Planner shall fully comply with and shall encourage other parties in the gift planning process to fully comply with both the letter and spirit of all applicable federal and state laws and regulations.

Public Trust

Gift Planners shall, in all dealings with donors, institutions and other professionals, act with fairness, honesty, integrity and openness. Except for compensation received for services, the terms of which have been disclosed to the donor, they shall have not vested interests that could result in personal gain.

Adopted and subscribed to by the National Committee on Planned Giving and the American Council on Gift Annuities May 7, 1991; revised April 1999.

RECORDS RETENTION /INSURANCE

Retention of Records (Also addressed in a separate policy)

1. Financial records, such as transaction ledgers, canceled/duplicate checks, attendance and entitlement records, payroll records, and any other necessary fiscal documentation will be retained for a minimum of seven (7) years. At the discretion of the Trustees, Head of School or CFO, certain documentation may be maintained for a longer period of time.
2. ExED will retain records at their site for a minimum of two (2) years; after which, the remaining five years will be the responsibility of Orangewood and the School.
3. Financial records will be shredded at the end of their retention period.
4. Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure off-site location, separate from the school.

Insurance

1. The CFO will ensure that appropriate insurance is maintained at all times with high quality insurance carriers and will maintain the insurance policies, including an up-to-date copy of all certificates of insurance, insurance policies and procedures, and related claim forms.
2. The CFO will competitively bid insurance policies at least every three years or as needed if the insurance company is not performing as expected or can't meet Samueli Academy's insurance requirements.
3. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the school's approved charter petition.
4. Prior to renewal, the CFO will review with the Finance Committee annually the bids received for the renewal of the insurance policies. This recommendation will be submitted to the Trustees for approval.

Parking Lot Liability

1. Parking lot related incidences are not covered under any insurance policy. The school assumes no liability for damage to cars:
   a. Parked in the parking lot during school hours
   b. Parked in the parking lot before and after school hours
2. The only exception to this policy will be when a student is observed by an adult accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball)
3. Otherwise, liability is as follows:

a. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
b. If a parent or other visitor causes damage, that individual is responsible.
c. If an employee causes damage, the employee is responsible.
d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

APPENDIX A – WEBPORTAL ENTRY

Procedures for Check Request Processing in the Web-Portal

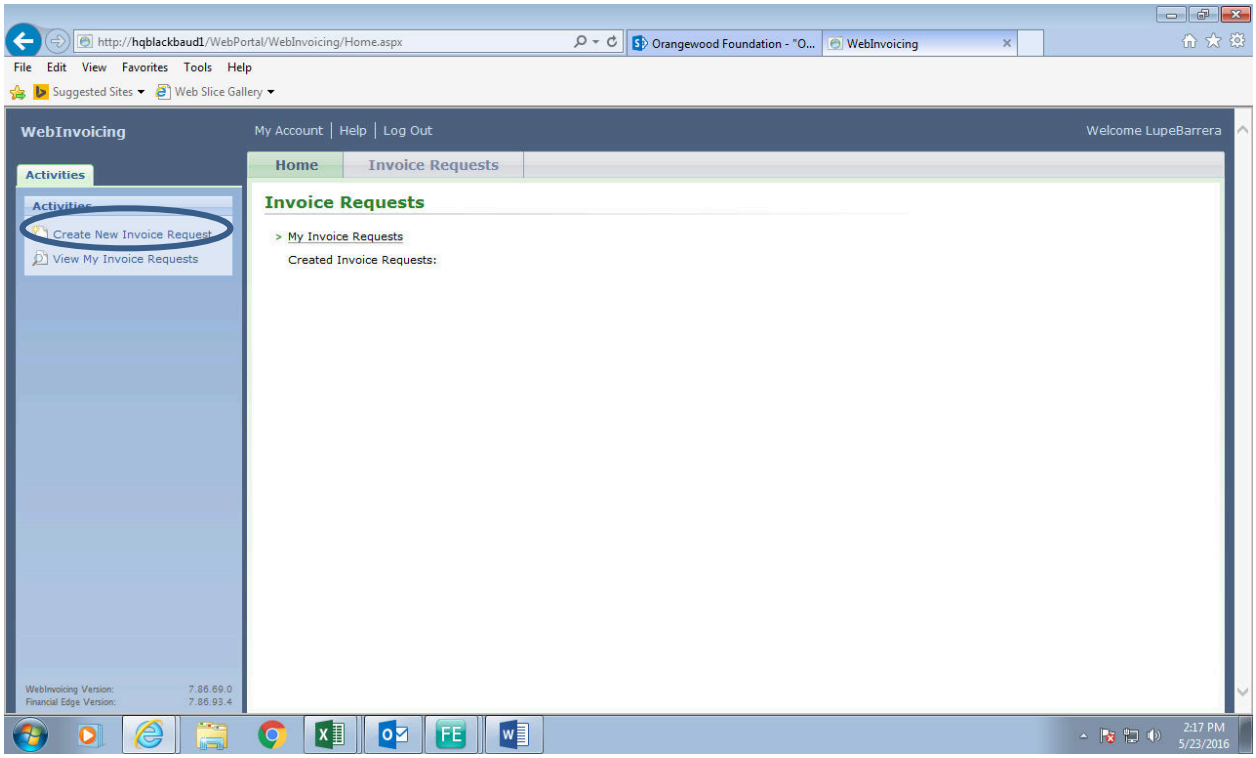
Prior to starting this task, you should have already scanned or saved a PDF version of your invoice or back up support.

Logging in

Use the link in O'Net for access to the Web-Portal. According to Blackbaud, the Web-Portal should work the same in Internet Explorer and Chrome, but our experience has been the IE is more accurate and has had less errors.

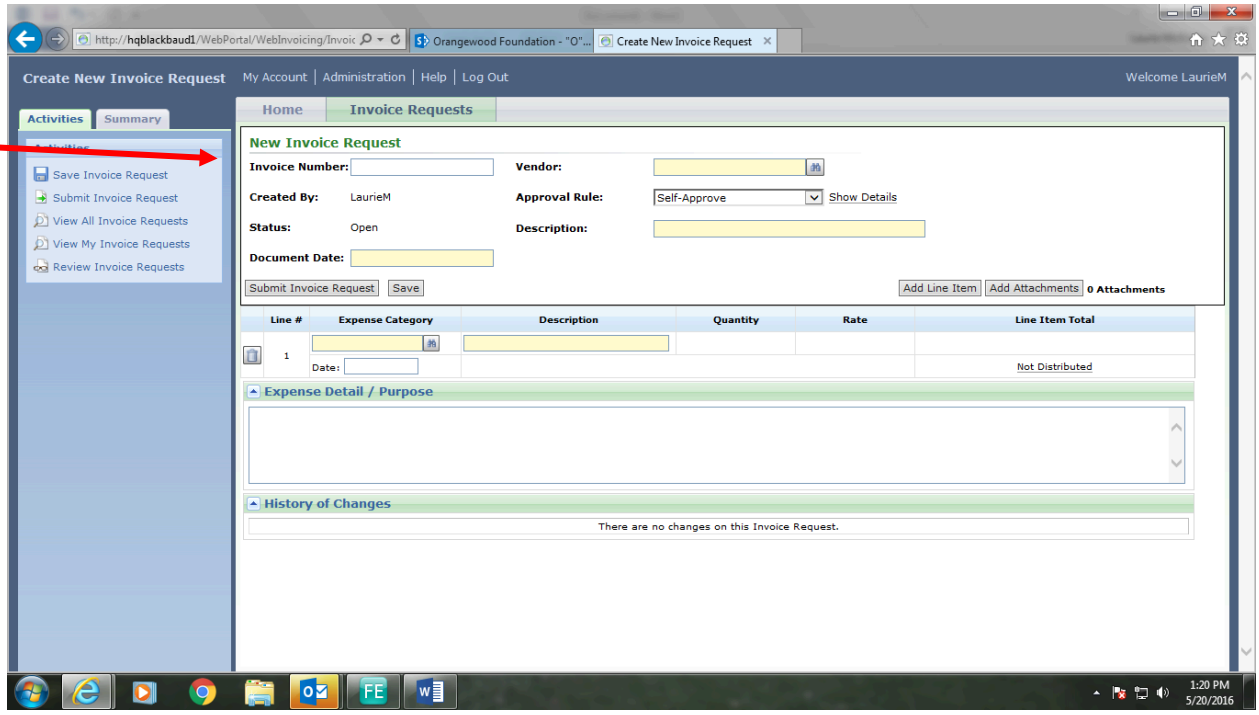
Maureen will provide you with a user name and password. PLEASE GUARD THIS PASSWORD SO THAT OTHERS CANNOT APPROVE YOUR CHECK REQUESTS WITHOUT YOUR KNOWLEDGE.

Once you log in, the website will look as follows:

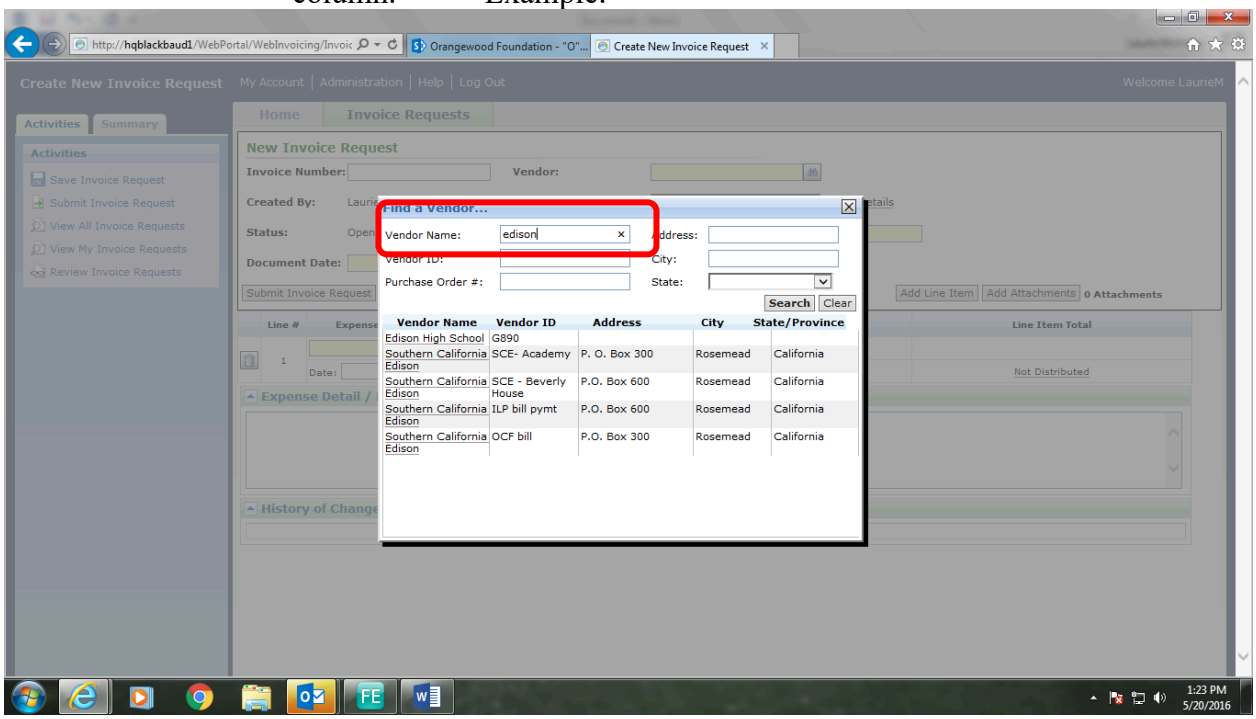


Go to Create New invoice Request

Invoice Number **:** From the Invoice. If no number, use the date of the invoice. For employee reimbursements, use the last day of the month of reimbursement.



Vendor: You can type in a couple letters and then hit the binoculars to search. When searching, please be aware of vendors that are specific to some program areas and select the correct one. You can look for more detail in the Vendor ID column. Example:

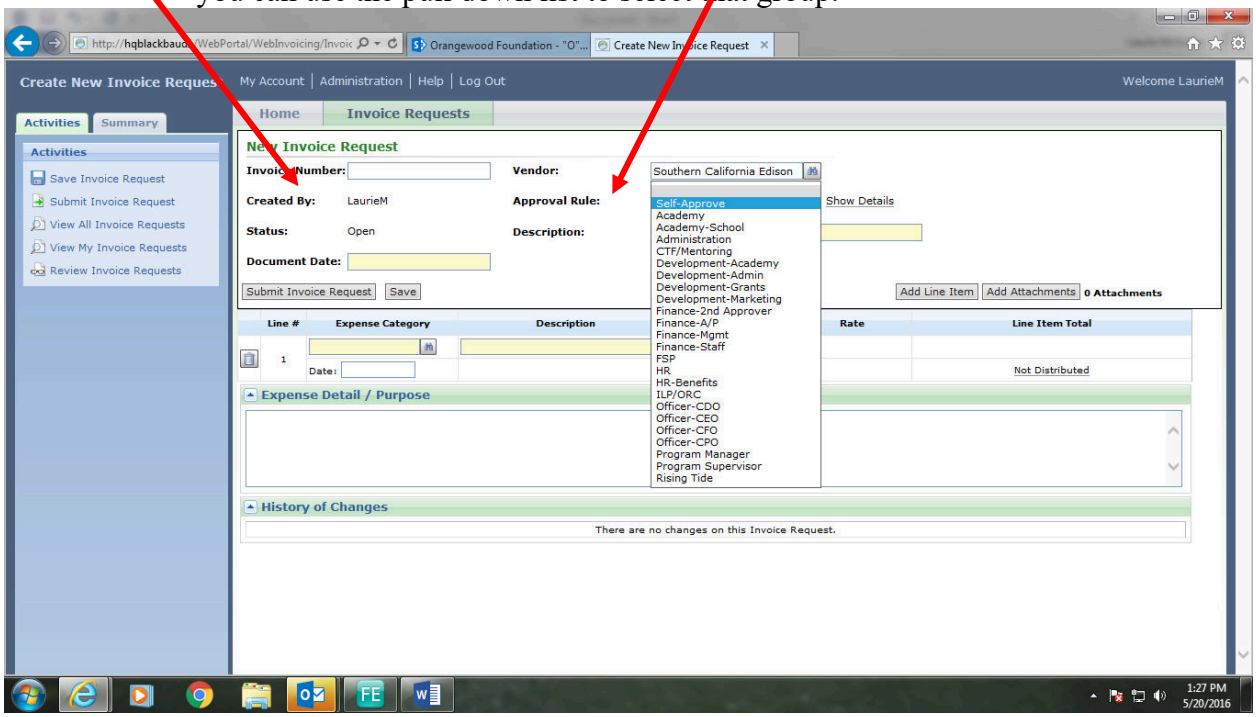


Select your vendor by double clicking on the name as underlined above and move to the next tab

If you don't find a vendor, then complete the Vendor Add Request and Maureen will create a vendor for you to use

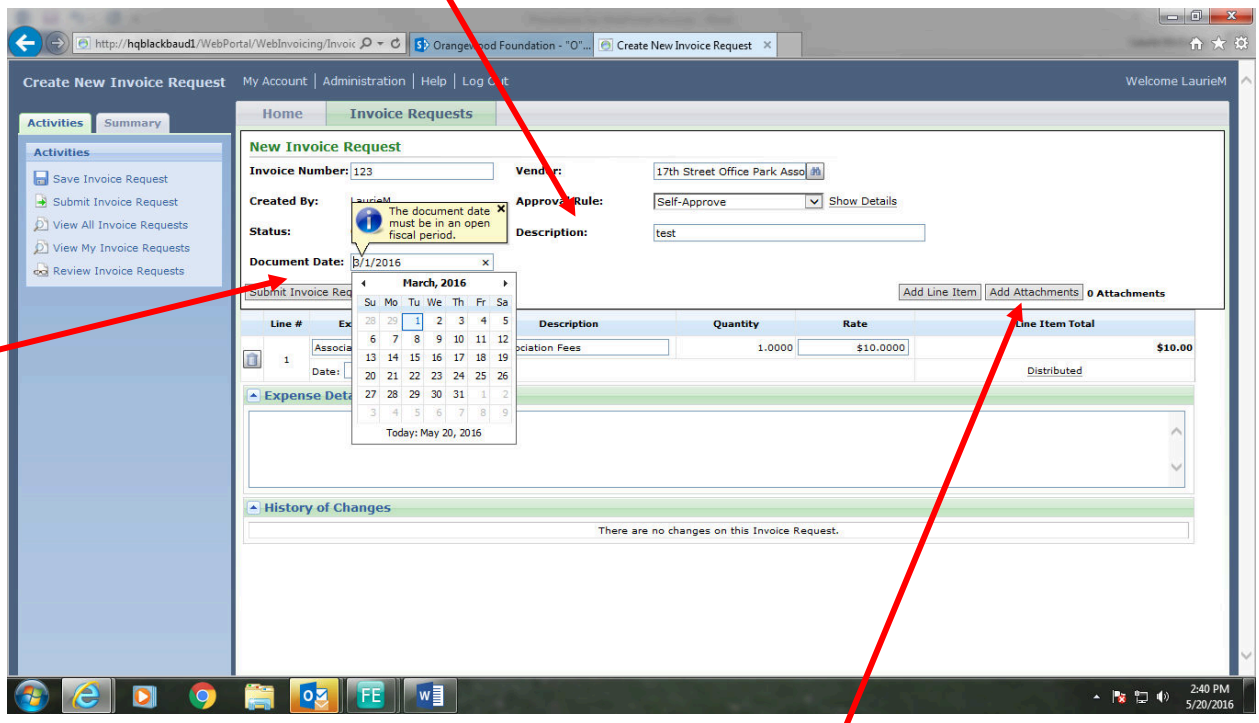
Created by: Will be automatically populated by the log in name of the person creating invoice

Approval Rule: A listing of approval groups will be provided to you. For most cases, the default group you are assigned to will appear. If you need a different approver, then you can use the pull down list to select that group.

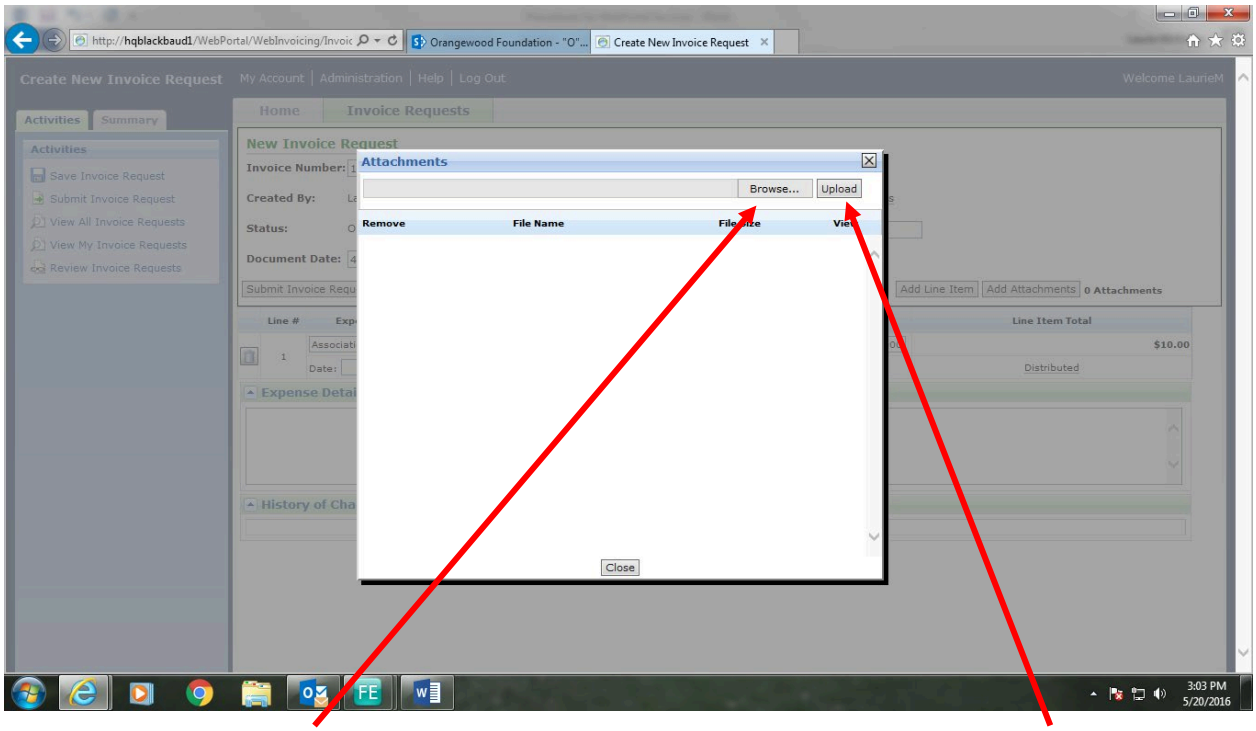


Description: Please use the first 30 characters of the section for the MOST important information. The rest of the information can be used for support, but only the first 30 characters show up on most reports. Example: Youth Meals-Success at ILP W/S …..Any other info can be added for clarity but will not likely show up on most reports

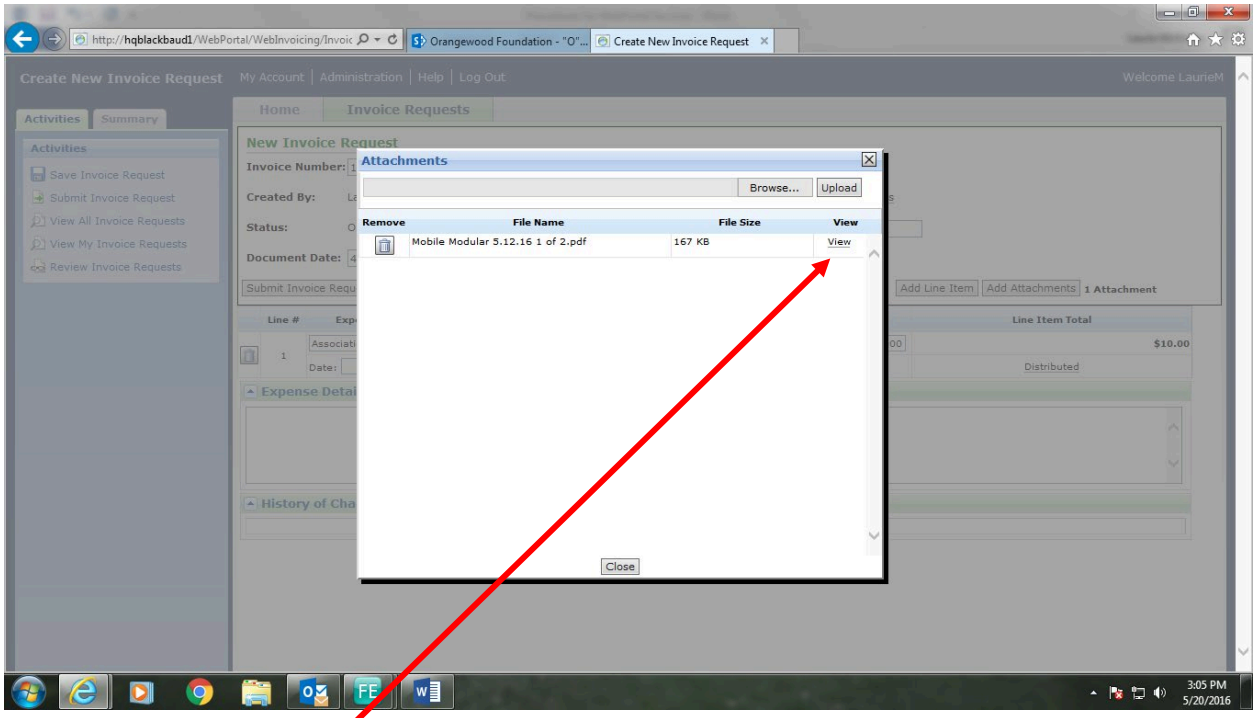
Document Date: This should be the invoice date, or the date of the reimbursement request for staff mileage and other staff reimbursements. This is the date that the invoice will show as an expense on your department reports. Dates are very important, so if you have a specific question on the dating of an entry, please contact Maureen, Laurie or Thu. ***NOTE:*** If the invoice date is a month that may be closed (a month in which we have already issued financial statements), you will not be able to save the invoice. In that case use the 1st day of the following month.



Now it is time to add the attachment. This could be the invoice, the receipts, a mileage form or any other back up to support the expense. In the middle section to the right you will see a button "Add Attachment".

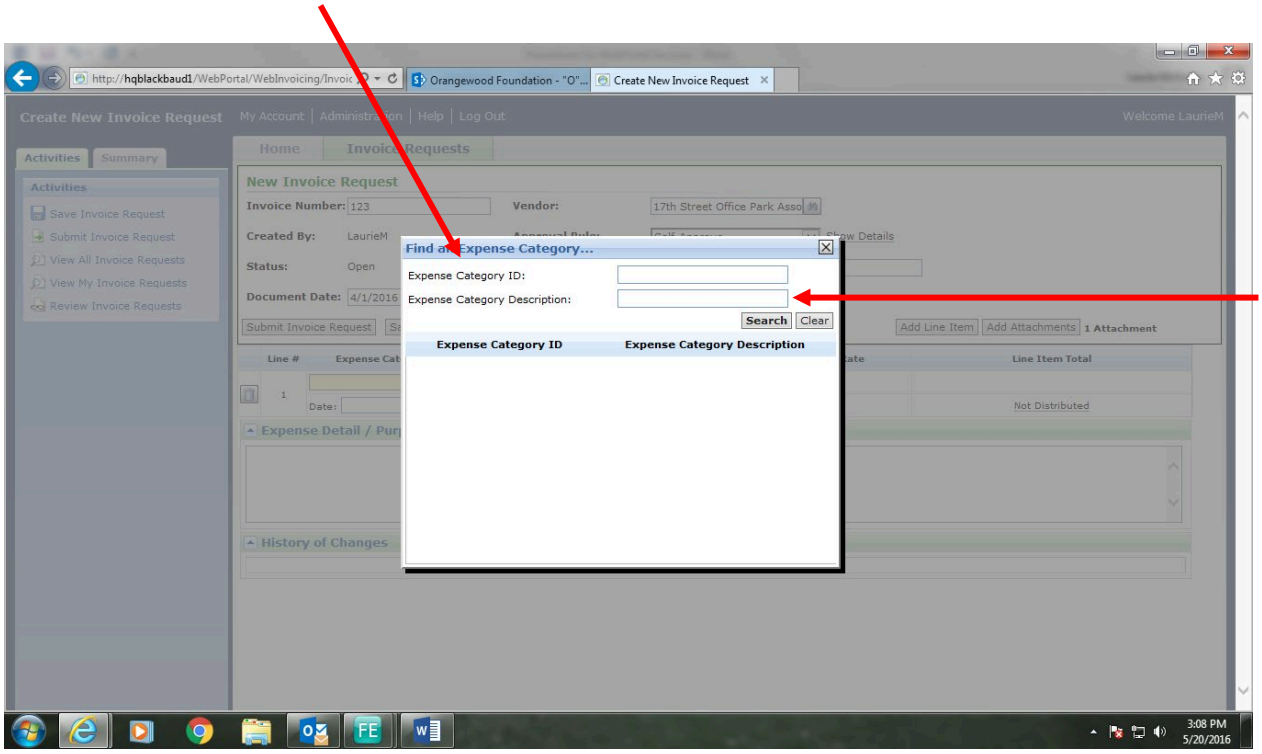


When you use the Browse button you can locate your invoice to attach. You also can attach multiple items if necessary. After you have found your document, then use the "Upload" button. The final result will look like this

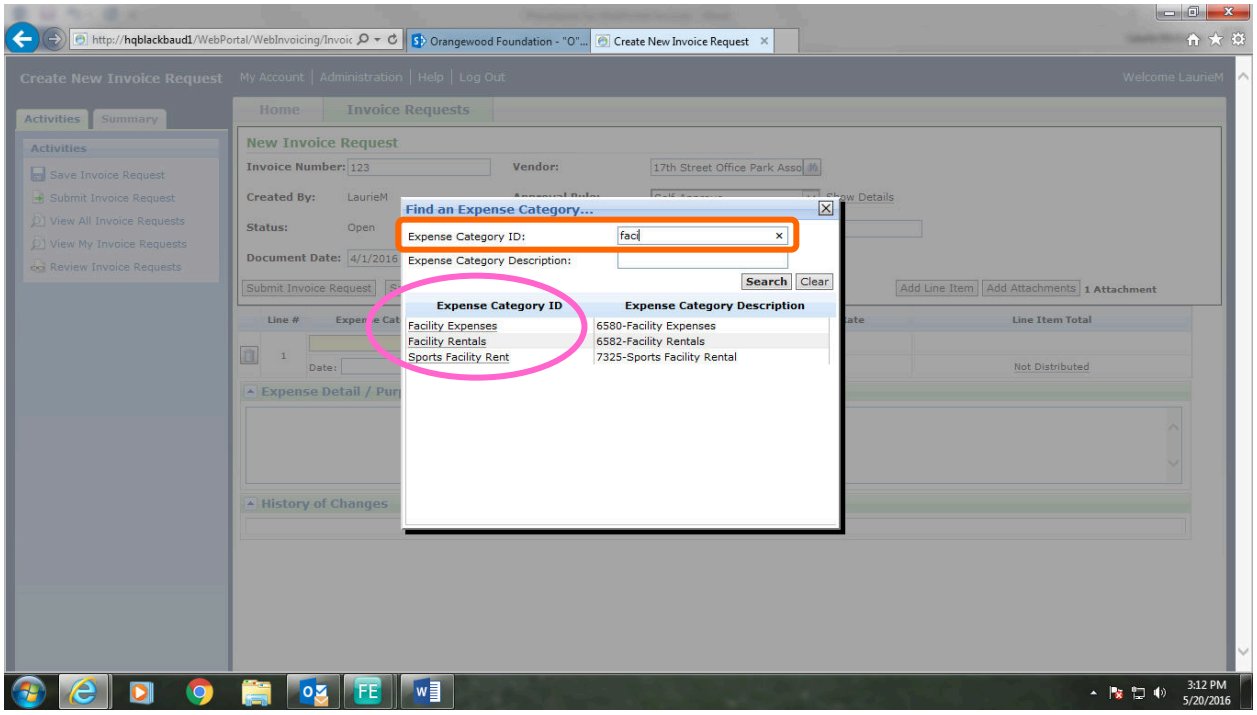


If you want to verify your upload, simply hit "View" and verify that you have attached the proper document. Note to REVIEWERS/APPROVERS, we are going to expect you to look over this document and verify it is the correct document, the amounts are correct and the invoice is for a valid purpose.

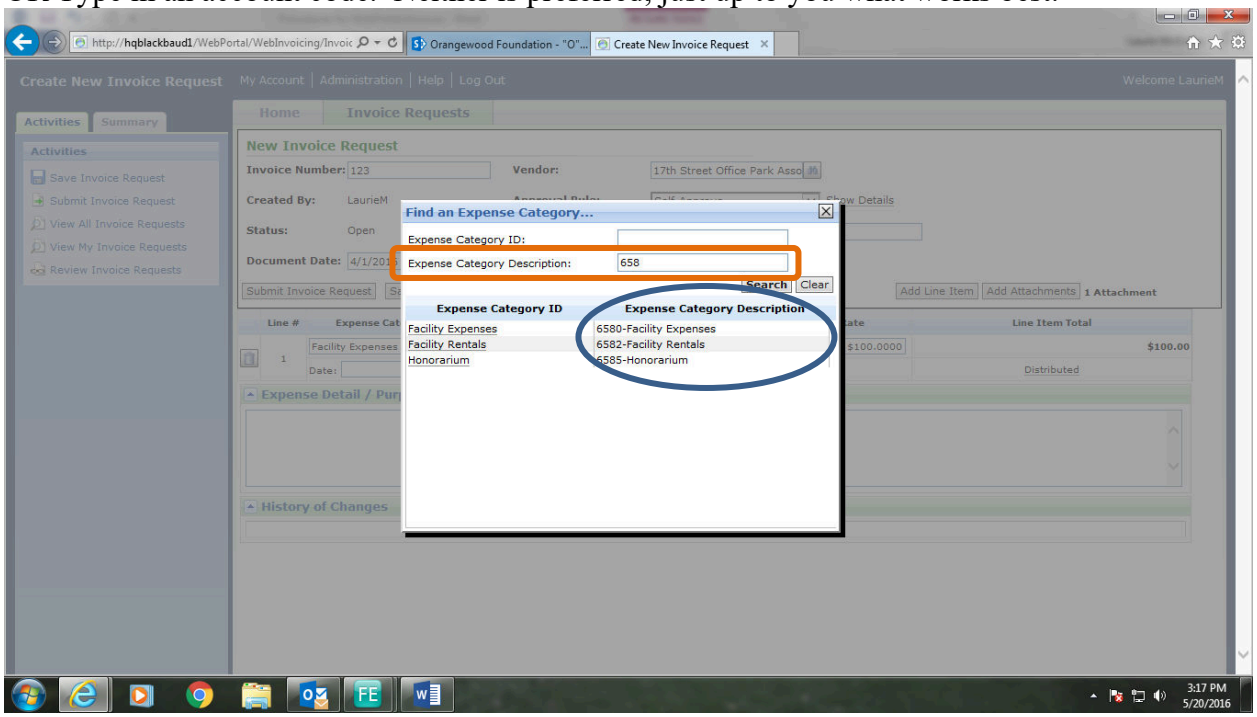
Next step will be to select the account code. Most staff have limited access to account codes available. You will be assigned a default department, and you will have access to account codes for your departments only. If you know the numbers of your accounts you can type the four digit account code in the second line "Expense Category Description". If you only have an idea what account to look for, just type a one word description in the Expense Category ID box below. When you type in either box, a selection of accounts will be available.



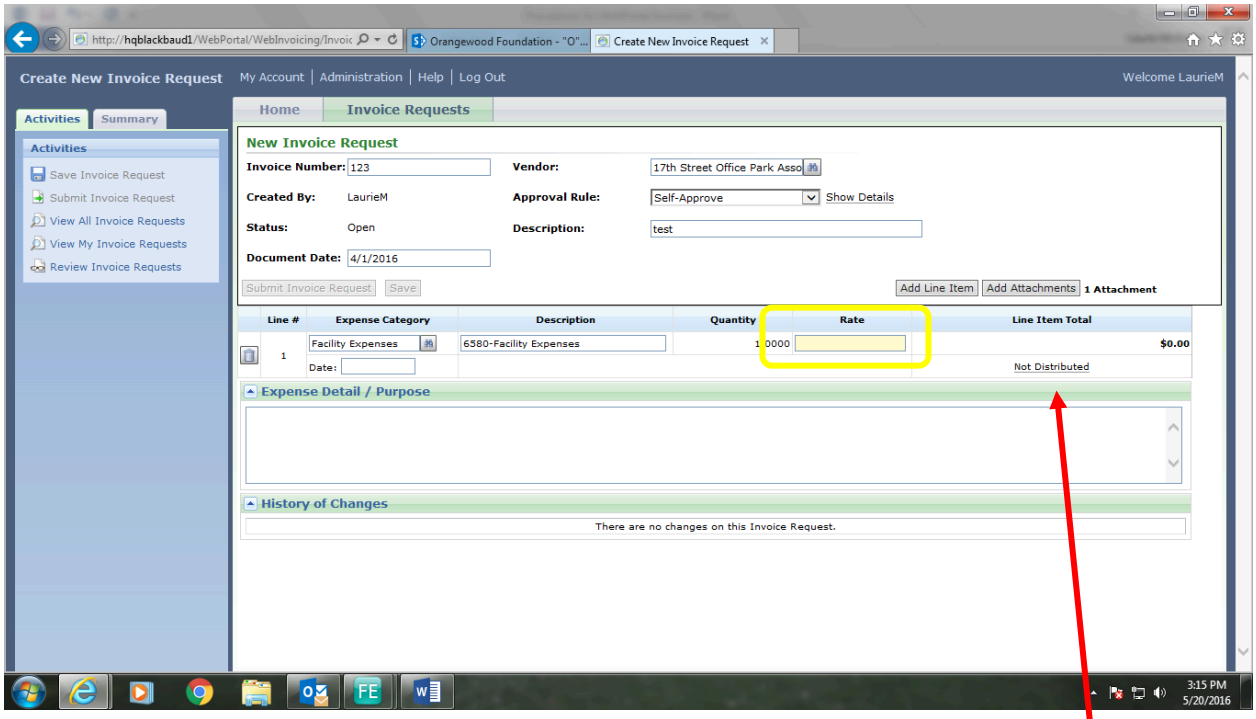
Typing a few letters that will search by account name



OR Type in an account code. Neither is preferred, just up to you what works best.

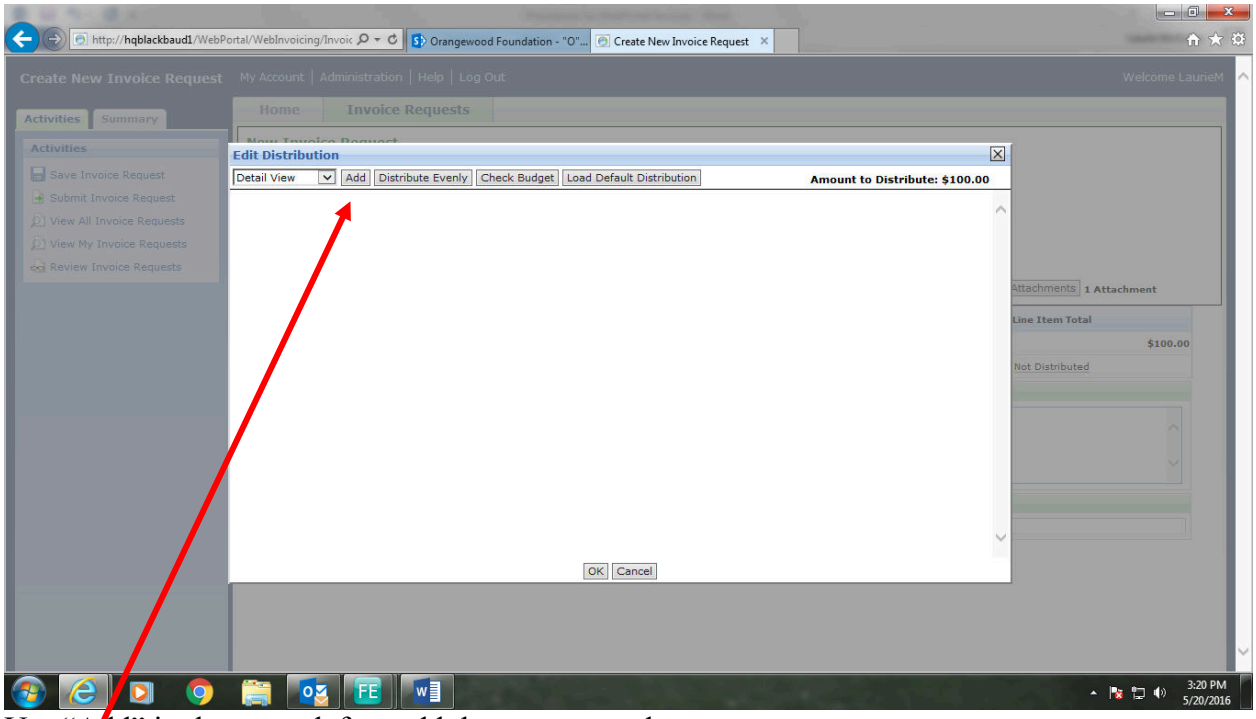


Once you select the account, it will be time to move to the RATE box which will be yellow.

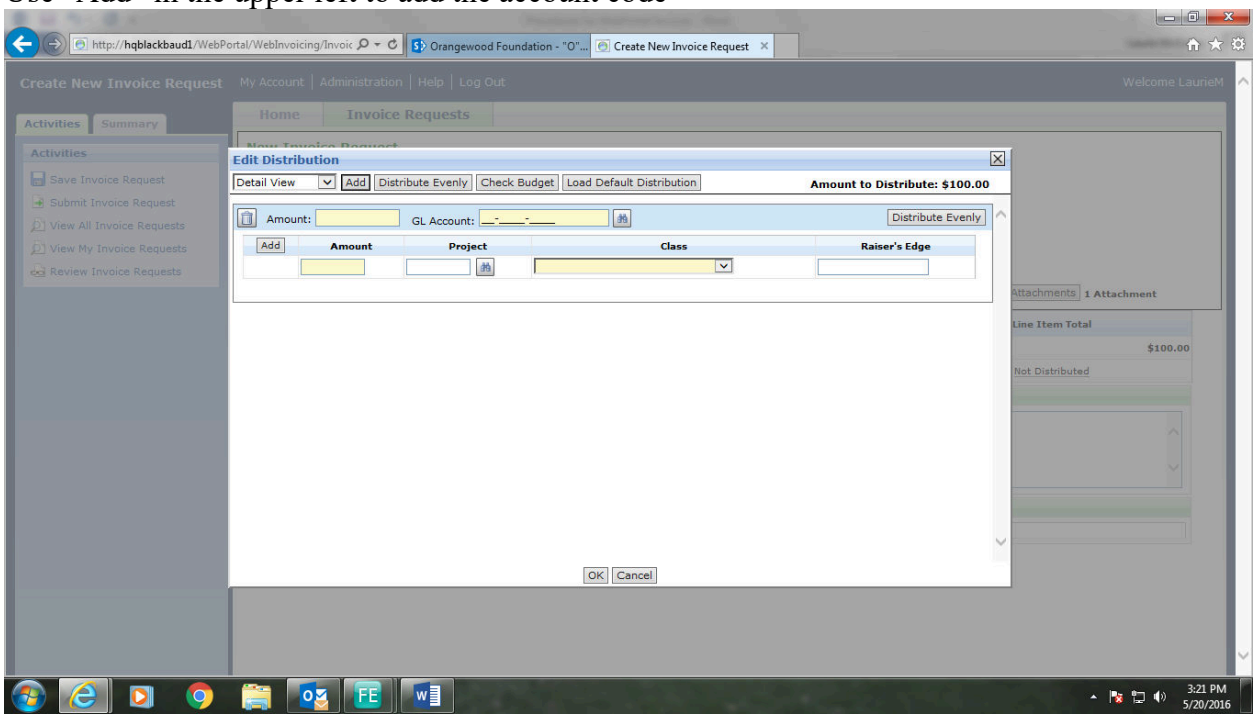


The rate is the invoice amount that you want to pay. Note it will show more than 2 decimal points, but don't worry about the extra zeros.

After you put the rate in, if the account is valid (must be a valid account code for your department), the area to the right of the rate will show Distributed. If the account code is not valid for your department (It may be a valid code, but not for your default department), it will remain Not Distributed. In that case double click on the NOT Distributed and you will see this screen

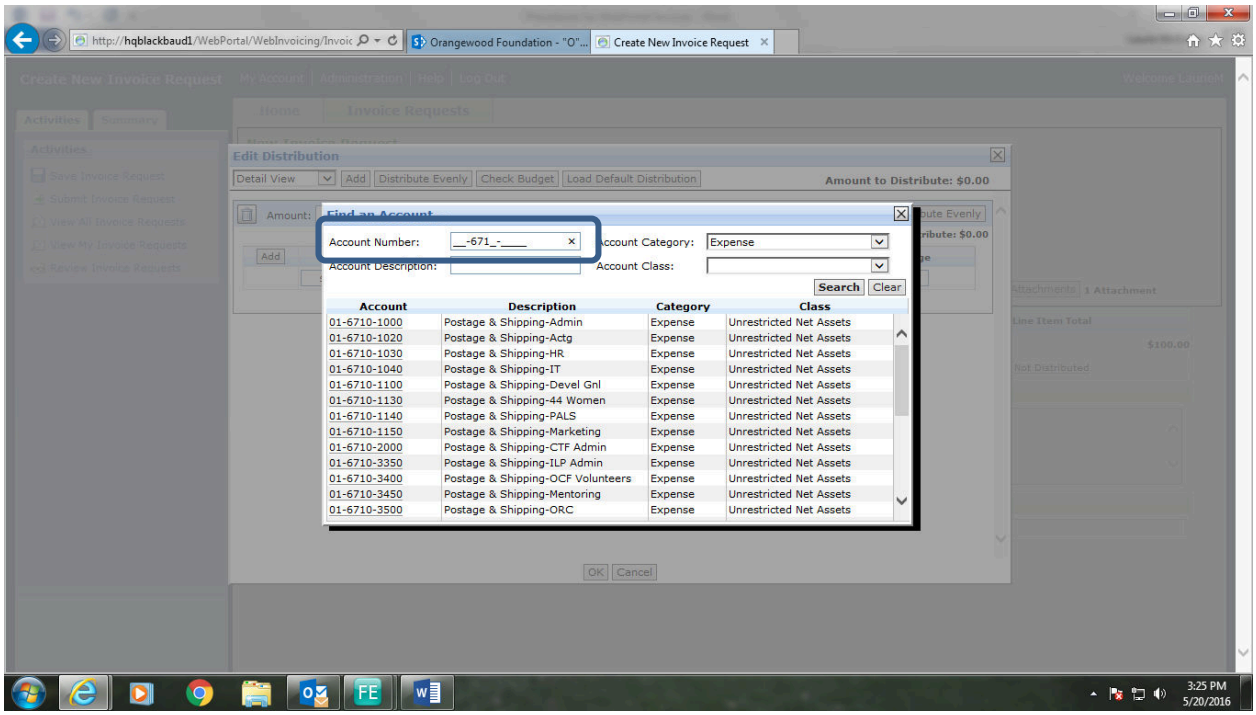


Use "Add" in the upper left to add the account code

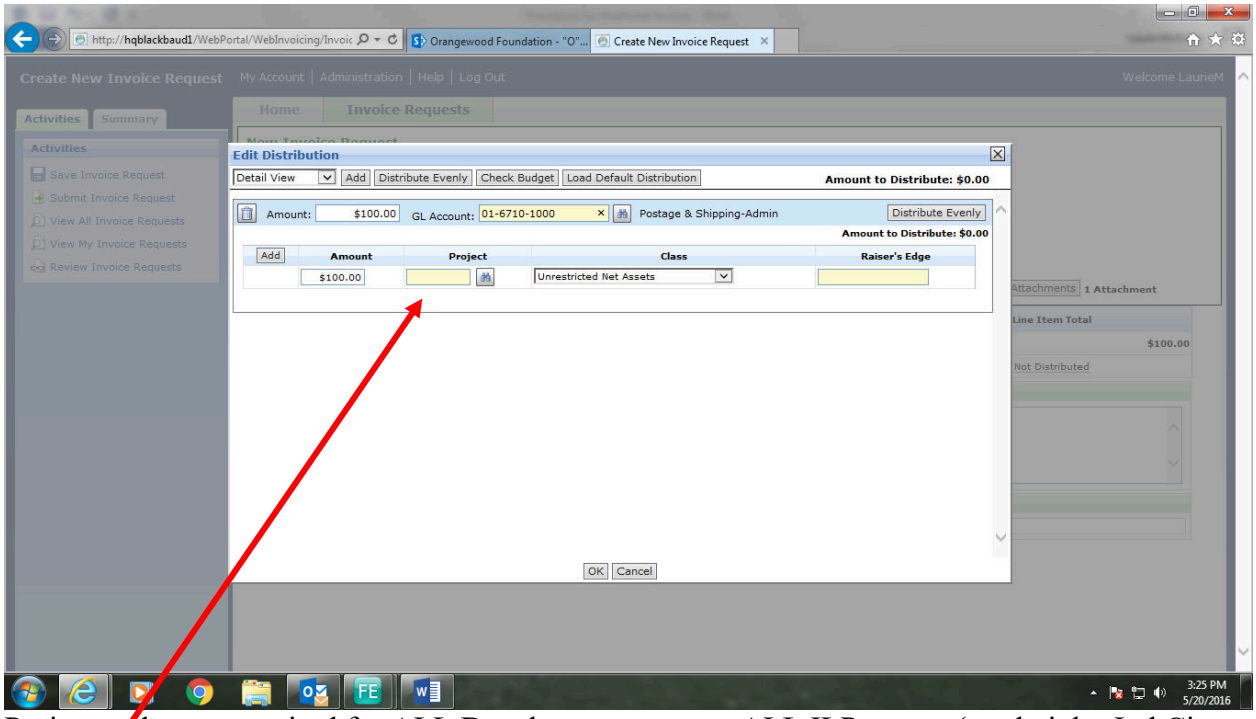


Now this section is ready to be input. Almost everything here will be similar to the prior check requests and each area has a look up feature.

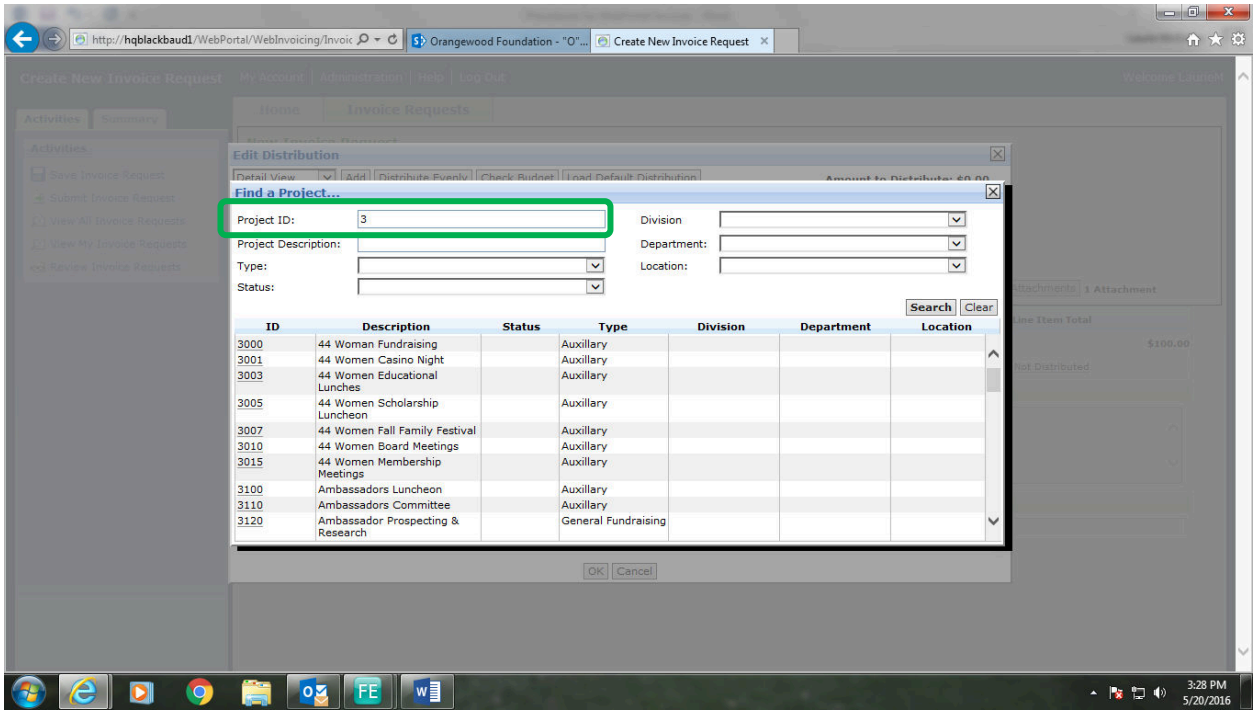
In GL account in the upper middle section, you can search based on the last four digits which are your department; the middle four digits which is the account code (printing/mileage/meals etc.); or you can search based on an account name.



Select your desired account—then you will select a project code from the drop down menu, or if no project code use 9000 which is the default

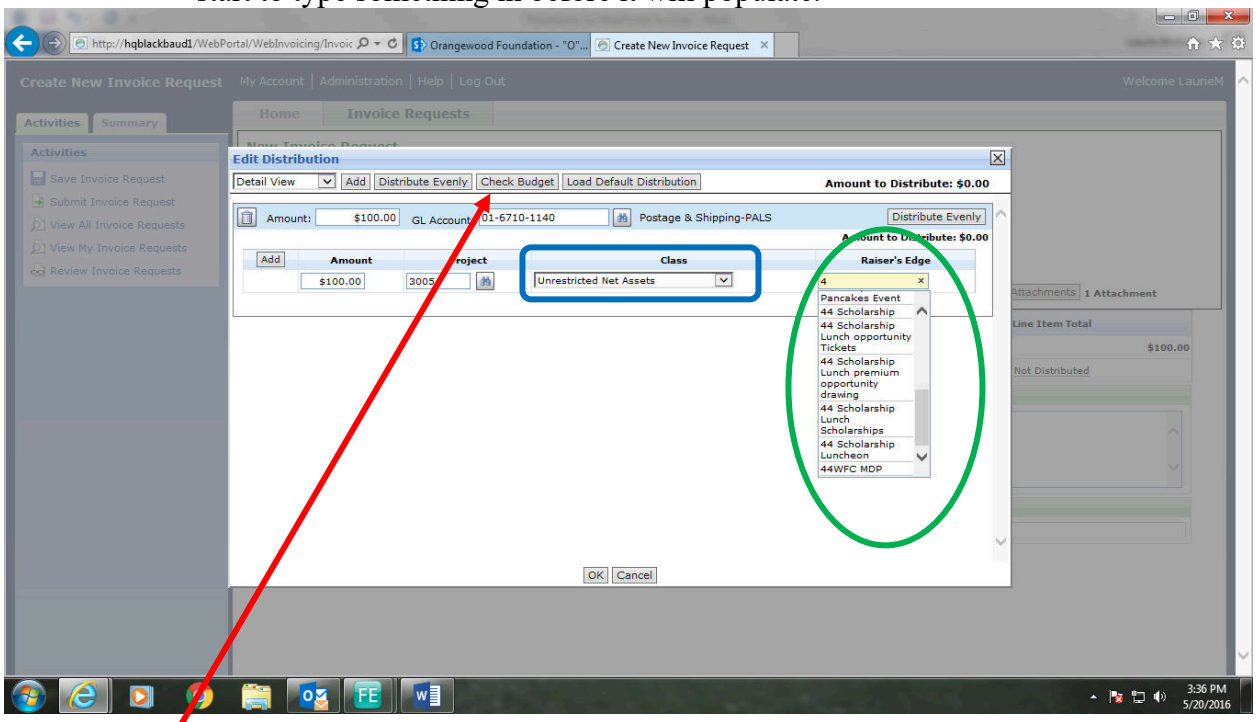


Project codes are required for ALL Development events; ALL ILP events (grad night; Ind City; Belle etc.); all school clubs or teams and several other areas.



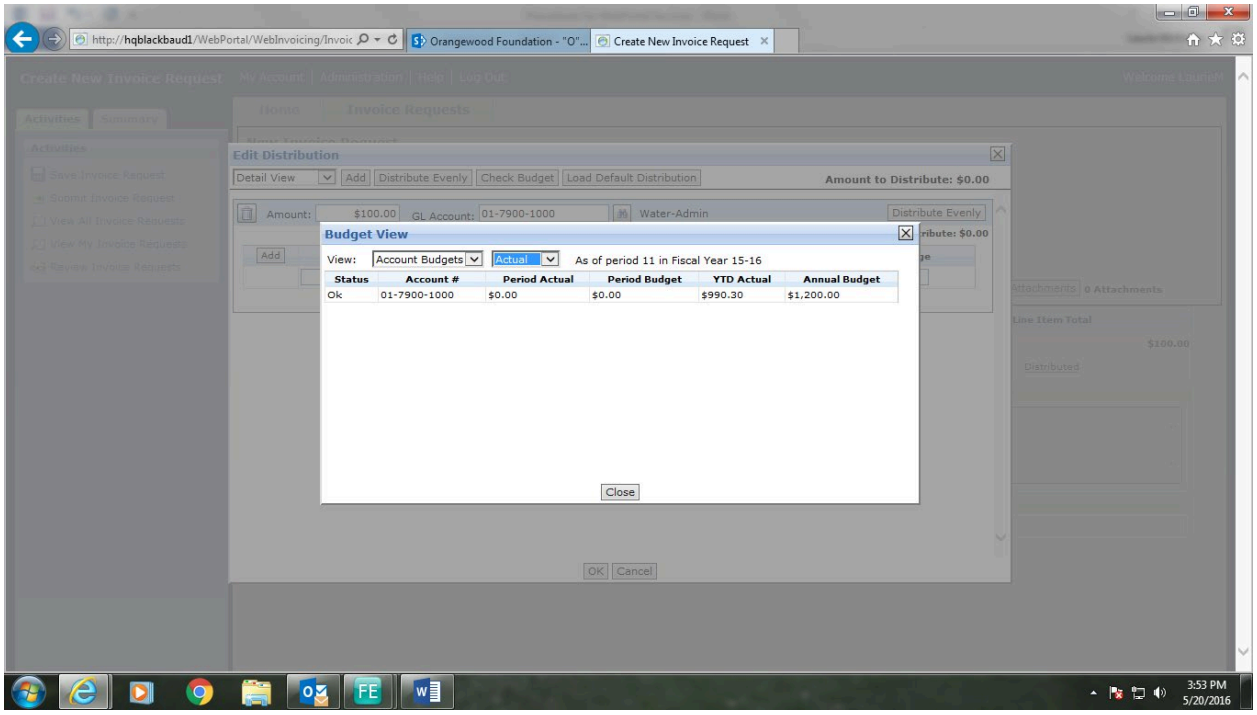
In almost all cases for Fund 1 (Core Operations) the "Class" will be Unrestricted Net Assets. For the School, or for Fund 4 Capital Camp, Fund 5 Orangewood Real Property and Fund 6 Residential, the class will be Temporarily Restricted Net Assets

Finally, you will select a Raisers Edge Code. In most cases it will be the Word "Default", but if you are charging costs for a fundraising event the name of the event will be required. There should be a drop down menu for this area, but sometimes it requires you to start to type something in before it will populate.

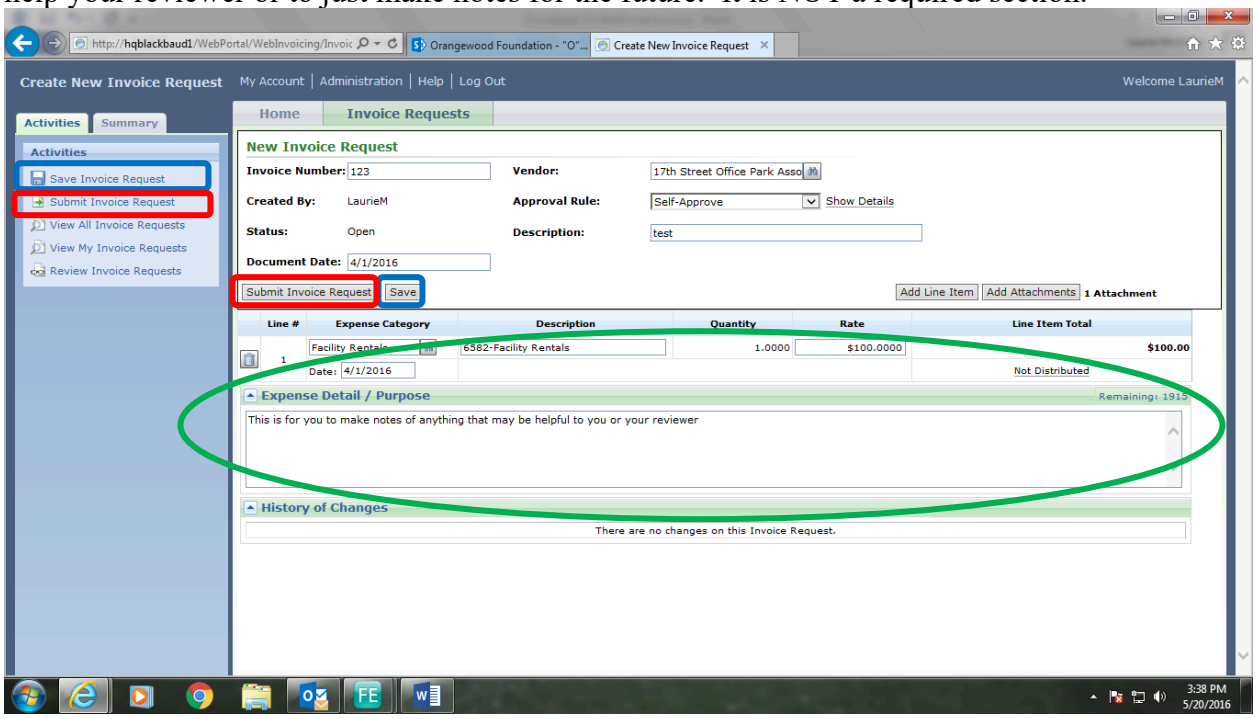


IN MANY CASES—the account code, the project code, the class and the Raisers Edge code will be populated after you select the expense category. Review the details as they will often not require adjustments.

Also note at the top of this page is a box showing "Check Budget". When you click here you can see some of the budget details for that account.



Expense Detail Purpose—This section can be used for anything to help you understand the cost, to help your reviewer or to just make notes for the future. It is NOT a required section.



As you are working we suggest you use the SAVE button (use it OFTEN during the process!!!). After you are done and satisfied then SUBMIT the invoice (middle left side of the page).

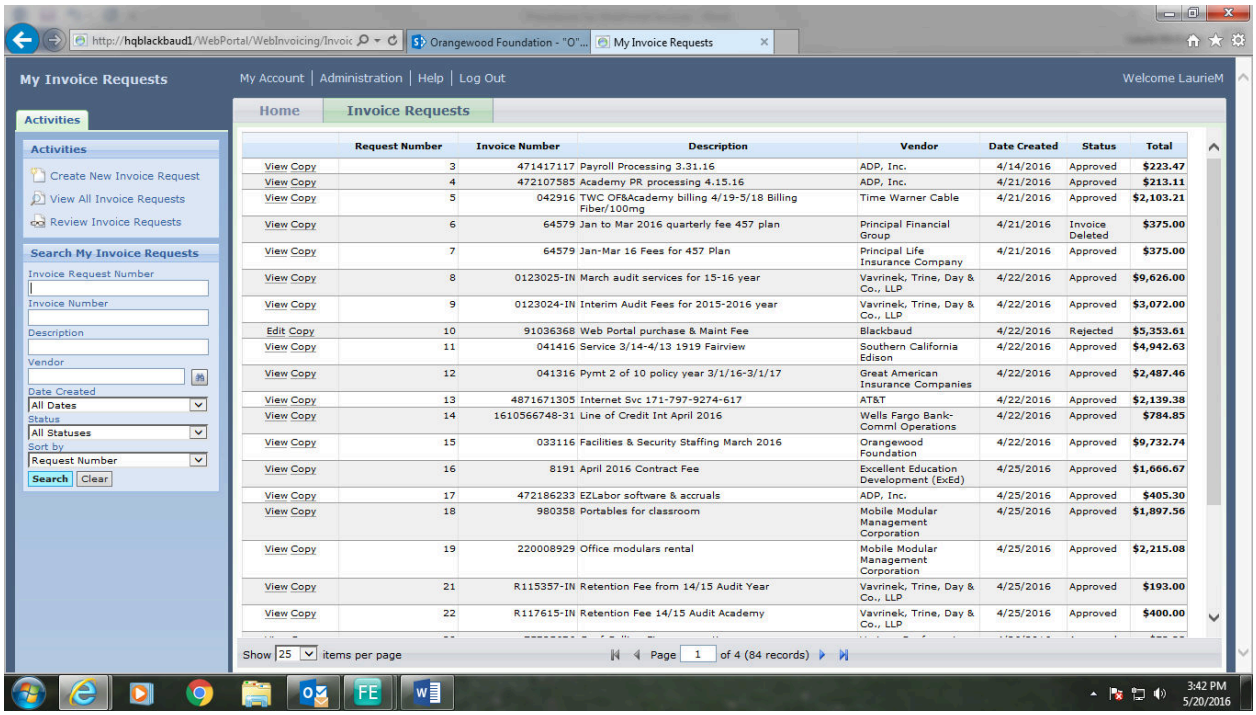
Your supervisor(s) will receive an email notifying them of the invoice for approval

Now that you are done with the invoice, you can look up your history. From this view you can select the order of the invoices including these popular ways:

- By Status showing you any open items
- By Vendor
- By request number ascending or descending

When you come back to the same vendor on an additional invoice, you can go to this screen, find that vendor and then COPY the invoice so you have less input to do the second time around.

You can also see the status of invoices that you have submitted and whether your supervisor has approved.



ANYTIME, you have a question, or an issue, please let us know. We are working through many people at many levels and have had a few quirks, so we are trying to limit these as best as possible. As you encounter issues, please do not get frustrated, but contact one of us for assistance.

Thank you for your time and effort in our new system.

APPENDIX B – CHART OF ACCOUNTS

Fund - Account Number - Department

Fund is always 07 for Samueli Academy

Account
Following are the main accounts used by the school for Purchase Orders.

07-6320-1300	Computer Hardware - Charter School
07-6360-1300	Computer Software - Charter School
07-6390-1300	Website and Web Consulting - Charter School
07-6520-1300	Communication/Telephone Equipment & Service - Charter School
07-6530-1300	Contract & Consultant Services - Charter School
07-6560-1300	Equipment/Activities Youth-Charter School
07-6580-1300	Facility Expenses-Charter School
07-6582-1300	Facility Rentals-Charter School
07-6610-1300	Mileage - Charter School
07-6660-1300	Office Supplies - Charter School
07-6665-1300	Program Supplies-Charter School
07-6710-1300	Postage & Shipping - Charter School
07-6720-1300	Printing and Copying-Charter School
07-6730-1300	Program Advertising/Marketing & Outreach Expenses-Charter Sc
07-6770-1300	Refreshments and Catering Costs - Charter School
07-6810-1300	Staff Development/Training/Cont. Education-Charter School
07-6820-1300	Staff Meals - Charter School
07-6840-1300	Uniforms and Shirts/Logo Wear-Charter School
07-6850-1300	Volunteer Recognition Event-Charter School
07-7005-1300	Advertising-Charter School
07-7550-1300	Business Meals - Charter School
07-7570-1300	Coffee & Beverage Service-Charter School
07-7610-1300	Dues & Subscriptions - Charter School
07-7645-1300	Insurance - Charter School
07-7650-1300	Janitorial & Cleaning Fees-Charter School
07-7660-1300	Leased Equipment Expense-Charter School
07-7670-1300	Legal and Professional Fees - Charter School
07-7710-1300	Parking - Charter School
07-7770-1300	Repairs/Maintenance-Charter School
07-7820-1300	Staff Recognition-Charter School
07-7850-1300	Travel Expenses - Airfare/Train - Charter School
07-7860-1300	Travel Expenses - Auto rental/taxi/shuttle - Charter School
07-7870-1300	Travel Expenses - Lodging - Charter School
07-7880-1300	Utilities-Charter School
07-7900-1300	Water-Charter School

Following are the Departments

1300	Charter School Administration
1310	Academy Programs
1320	Special Education
1330	After School Programs
1335	Sports Programs
1340	Food Service
1370	Fund Development
1375	Samueli Academy Fundraising Events

APPENDIX C – NEW PERSONNEL DOCUMENT CHECKLIST

Academy Personnel File Checklist

- ❑ Employment Application
- ❑ Resume
- ❑ Offer Letter
- ❑ W4 Form
- ❑ I-9 Form
- ❑ At-Will Employee Agreement
- ❑ Arbitration Agreement
- ❑ Employee Handbook Acknowledgment
- ❑ Conflict of Interest Policy
- ❑ Whistleblower Policy
- ❑ CalSTRS Forms (Certificated Employees Only)
- ❑ Worker's Compensation Forms

APPENDIX D – STRS REPORTING GUIDELINE

For excel sheet Samueli Academy STRS month.year.xls located at
H:\Accounting\Academy\Payroll\STRS

TAB1-REPORT	
UNIT_CODE	215 (provided by OCDE)
SSN	SS# of employee
EMPLOYEE_ID	Not Used
PAY_LINE_TYPE	06 (From ADP)
LAST_NAME	Last Name of Employee
FIRST_NAME	First Name of Employee
INITIALS	Middle Initial of Employee
FIRST_TWO_ASSIGNMENT_NO	XX (provided by OCDE)
TIME_SHEETS_PAY_PERCENT	1.0
TIME_SHEETS_PAY_TYPE	M
MEMBER_CODE	1=Participant, N/A=Non Participant
ASSIGNMENT_CODE	57 (provided by OCDE)
PAY_RATE	Amount per month regular salary And amount for other types of pay on separate line
PAY_CODE	2 (provided by OCDE)
EARNINGS	Actual earnings from payroll reports
CONTRIBUTION_RATE	Blank (provided by OCDE)
CONTRIBUTION_RATE	1=Regular Pay 6=Other Pay
AMOUNT	Blank (provided by OCDE)
EPMC_RATE	Either STRS or PEPRA Rate, employee chooses which to participate, rate changes annually in July
EPMC_AMOUNT	Calculation
SERVICE_PERIOD_START	First Day of Month
SERVICE_PERIOD_END	Last Day of Month
SOURCE_CODE	0030 (provided by OCDE)
REPORT_PERIOD	July=01, August=02, etc
EPMC_LINE	Blank (provided by OCDE)
CREDITABLE_EARNINGS_INDICATOR	* (provided by OCDE)
TYPE_CODE	L (provided by OCDE)
EMPR_CONTRIB_RATE	updated in July annually
EMPR_CONTRIB_AMOUNT	calculated
RETIREMENT_MEMBER_TYPE	STRS, PEPRA, Non Member
EMPLOYEE_TYPE	Regular PY, Stipend, Extra Duty, Substitute
TIME_SHEETS_PAY_CYCLE	01A=July, 02A=August, etc
PAY_FREQUENCY	11=11month employee, 12=12 month

CALSTRS_USE_ONLY	Blank (provided by OCDE)
PERIOD_END_DATE	Blank (provided by OCDE)
FISCAL_YEAR	2017=July2016-June 2017
ASSIGNMENT_NO	xxxx (provided by OCDE)
Notes	Any notes for OCDE

TAB2-NEW HIRES
For any new hires in the month, go to Tab 2 and fill in the appropriate information.

APPENDIX E – OCDE CONTRACT COMPLIANCE CHART

OCDE Contract Compliance Chart

Contract: Dual Enrollment Agreement – Santa Ana College

OCDE Requirement	Comply	Comments
Title 5 section 11967.5.1 For any contract services, describe criteria for the selection of a contractor or contractors that demonstrate necessary expertise and the procedure for selection of the contractor or contractors.	Yes	There are no contracted fees for this service. The college was chosen based upon our ongoing relationship and due to their expertise in these dual enrollment courses.
School districts and community college districts are required to competitively bid any contracts for the lease or purchase of equipment, materials, supplies or services which do not constitute a "public project" and which are not exempted from competitive bidding and which involve an expenditure of more than $50,000, as adjusted.	N/A	N/A
Education Code section 47604.3 Specify how prompt responses to reasonable inquiries for records and information regarding implementation of the contract will be provided to OCDE.	Yes	Samueli Academy will provide OCDE with responses to reasonable inquiries regarding implementation of the contract within 10 business days of receiving notice of inquiry.
A letter of assurance shall be provided to OCDE that Samueli Academy will make every effort to ensure that the vendor complies with all reasonable inquiries by OCDE for records and information related to the contract.	Yes	Samueli Academy will provide OCDE with a letter of assurance.
Charter / Education Management Contracts must be reviewed and approved by OCDE prior to Samueli Academy entering the contract.	N/A	