

Regular Meeting Agenda  
February 4, 2026

The February 4, 2026, Finance Committee meeting is being conducted in person and will be available to the public via teleconference through the Zoom platform.

**Finance Meeting Access Information**

**Date:** Wednesday, February 4, 2026  
**Time:** 5:00 p.m.  
**Primary Location:** Golden Valley Orchard, Room 19, 6550 Filbert Ave, Orangevale, CA 95662

**Remote Location:** Golden Valley River, Room 5, 9601 Lake Natoma Dr., Orangevale, CA 95662

**Virtual Location:** Topic: Finance Committee Meeting – 2026.02.04  
Time: Feb 4, 2026 05:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82977251193?pwd=empE2XdhxsOVKLxVc0O8ZpvjrgNKz1.1>

Meeting ID: 829 7725 1193

Passcode: 722817

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One tap mobile

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Join instructions

<https://us02web.zoom.us/join/82977251193/invitations?signature=icqqUMCUohpyrX1DFO16GasF5h3KhUKmFsb2kN3lv68>

Requests for disability-related modifications or accommodations to participate in this public meeting should be made 24 hours prior to the meeting by calling 916.597.1477. All efforts will be made for reasonable accommodations.

Agenda

1. **Call to Order** – 5:00 p.m.
2. **Roll Call** – 5:00 p.m.  
**Board Committee Members: Stephen Quadro, Ekaterina Khmelniker, James Stark**
3. **Minutes Approval** – 5:01 p.m.  
Action: Shall the committee approve the December 3, 2025, meeting minutes?
4. **Check Register Review** – 5:02 p.m.  
Discussion: The committee shall review the November and December 2025 check registers.

Regular Meeting Agenda  
February 4, 2026

5. **GVCS Fiscal Oversight Policy Review, Committee Feedback and Clarifications – 5:20 p.m.**  
Discussion: The committee shall discuss identified sections of the Fiscal Oversight Policy to provide feedback, additional detail, and note areas for clarification as directed by the Board.
  
6. **Recitation of the Motto of the Social Ethic – 5:50 p.m.**  
The healing social life is found  
When in the mirror of each human soul  
The whole community finds its reflection,  
And when, in the community,  
The virtue of each one is living.
  
7. **Adjournment of the meeting – 5:51 p.m.**

Regular Meeting Minutes  
December 3, 2025

1. **Interim Executive Director Jennifer Hoover called the meeting to order at 5:01 p.m.**

2. **Roll Call –**

**Board Committee Members: James Stark, Ekaterina Khmelniker, Stephen Quadro**  
**Guests: Jennifer Hoover, Becky Page(remote), Brittany Galles, Ryan Sutton**

3. **Minutes Approval –**

It was moved by Ekaterina Khmelniker and seconded by James Stark that the committee approve the November 5, 2025, meeting minutes.

(Ayes: 2, Noes: 0, Abstain: 1, S. Quadro)

NOTE: Due to the time restriction for presentation by Susan Lefkowitz, the committee reviewed the 2025-2026 first interim budgets for both schools prior to the check register review and the third read of the fiscal oversight policy.

4. **2025-2026 First Interim Budget, GVRS –**

The committee discussed the 2025-2026 First Interim Budget for Golden Valley River School.

Susan Lefkowitz presented the 2025-2026 First Interim Budget for Golden Valley River School. The committee and Susan discovered the GVRS budget line 5800 was incorrect only on the alternative form and Susan corrected live during the meeting. The restricted column reflected \$665,712. GVRS has a surplus of \$715,222 and a 5% reserve. Susan went through and double checked to make sure other expenditure columns were reflected correctly on the alternative form that will be submitted to San Juan Unified School District (SJUSD) and made sure GVRS summary matched up as well.

5. **2025-2026 First Interim Budget, GVOS –**

The committee discussed the 2025-2026 First Interim Budget for Golden Valley Orchard School.

Susan Lefkowitz presented the 2025-2026 First Interim Budget for Golden Valley Orchard School. Susan clarified the ERC payments of \$884,358 for GVOS and \$484,858 for GVRS equaling a total of \$1,369,216. Susan reminded the committee that on the alternative forms, part of that revenue is brought down below as another source in all other transfers, so it's transferred in as another source of revenue. This is reflected in section 7, all other transfers, transfers to other LEAs. Thus, part of the amount is in the revenue section, as well as in transfers. Susan confirmed that GVOS has \$884,358 in their budget in the alternative form with a surplus of \$822,078.

Stephen Quadro noted that a review of the budgets shows that total revenues and total expenses for both GVOS and GVRS are accurate.

The committee discussed possibly inviting Carol Evans to the next finance committee meeting to discuss finances surrounding field trips. Afterwards, a member of the finance committee may bring a report on the status of fiscal oversight to the following board meeting, as was done at the previous few board meetings for GVCS.

The committee and Susan confirmed that GVCS is submitting a one-year cash flow projection to SJUSD.

The committee would like to monitor and address line 3401 for GVOS health and welfare benefits with Eileen Worthing and Susan Lefkowitz before submitting the 2025-2026 first interim budget to SJUSD.

Regular Meeting Minutes  
December 3, 2025

Overall, edits were made to line 5800 for GVRS and line 3401 for GVOS prior to submitting both first interim budgets to SJUSD.

**6. Check Register Review –**

The committee reviewed the October 2025 check registers.

James Stark made a comment regarding charges written for CO or CMO showing up in both school check registers such as phone bills and utility bills. Jennifer Hoover explained that a portion of the expenses are split in half between the schools, which also was a previous request, to end up not being an overly large CMO fee at the end. The committee is overall happy with the visibility of cost that is now being presented to the district.

Stephen Quadro had a question on charges that were historically handled by the previous executive director's credit card that he no longer sees on the check registers and the status of those bills. Jennifer clarified that there are bills such as Dropbox that are on auto payment through the GVCS Wells Fargo checking account. Then there is a school employee credit card which is the CalCard. Stephen pointed out in the past these charges were budgeted against the CMO check register and a decent amount of charges flowed through it, but there was no understanding of visibility. Jennifer explained how since then, GVCS has been cracking down on CalCard purchases. There has been an overhaul to the entire CalCard purchasing system and the purchase request approval process.

**7. GVCS Fiscal Oversight Policy (Third Read) –**

The committee discussed the GVCS Fiscal Oversight Policy.

Stephen would like "various positions" outlined and possibly broken out into a separate box for description on page 5. Examples: classified, certificated, office staff.

Stephen and Jennifer recommend revisiting the cost of getting a full-time CPA for GVCS once the contract is up with the current financial vendor and once the budgets are evaluated.

Jennifer clarified that the Conflict of Interest Policy is part of governance.

James stated on page 14 under "commitment and purchase orders" there is a 25,000-reference missing the dollar sign "\$".

The committee commented on areas on page 14 where additional language was requested regarding purchases and the corrective actions to be taken in the event of a violation of the internal procedure of spending approvals. With these edits made, the Fiscal Oversight Policy will be brought to the GVCS January board meeting for the first read.

**8. The committee recited the Motto of the Social Ethic –**

**9. Interim Executive Director Jennifer Hoover adjourned the meeting at 6:35 p.m.**

Golden Valley  
 Check register  
 1/28/2026

GVC010--Golden Valley Home Office

Date	Bill date	Bill no.	Vendor	GL account or account label	Metho	Amount	Jnt applied	Memo	Restriction
<b>Account no: 5713372760</b>									
11/25/2025	10/15/2025	NOV 2025 - CMO Rent	V007874--C & J Leone, Inc.	560000--Space Rental/Leases Ex	Printed	2,751.00	2,751.00	November 2025 - CMO Rent	0000--0000-Unrestricted
11/6/2025	11/3/2025	August 2025 - STM1000001086	V027943--Sacramento County Office of Education - Payroll	950400--Accrued PERS	Printed	2.23	0.94	STRS Penalties & Interest - August 2025	0000--0000-Unrestricted
	11/3/2025	September 2025 - STM1000002404	V027943--Sacramento County Office of Education - Payroll	950400--Accrued PERS	Printed	2.23	1.29	STRS Penalties & Interest - September 2025	0000--0000-Unrestricted
11/25/2025	10/15/2025	10/15/25 - 4942	V011564--U.S. Bank Corporate Payment Systems	950600--Credit Card Payable	Printed	7,954.74	7,954.74	CC Charges - 10/15/25 STMT	0000--0000-Unrestricted
						<b>10,707.97</b>	<b>10,707.97</b>		

Golden Valley  
 Check register  
 1/28/2026

GVC010--Golden Valley Home Office

Date	Bill date	Bill no.	Vendor	GL account or account label	Method	Amount	Amount applied	Memo	Restriction
<b>Account no: 5713372760</b>									
12/9/2025	11/25/2025	106594	V012946--Aflac - PO Box 7402	966000--Voluntary Deductions	Printed Check	225.22	225.22	NOV25 - Voluntary Benefits - CMO	0000--0000-Unrestricted
12/23/2025	12/15/2025	Jan 2026 - CMRent	V007874--C & J Leone, Inc.	560000--Space Rental/Leases Ex	Printed Check	2,751.00	2,751.00	January 2026 - CMO Rent	0000--0000-Unrestricted
12/16/2025	11/15/2025	DEC 2025 - CMO Rent	V007874--C & J Leone, Inc.	560000--Space Rental/Leases Ex	Printed Check	2,751.00	2,751.00	December 2025 - CMO Rent	0000--0000-Unrestricted
12/30/2025	12/31/2025	December 2025 PERS FINAL	V004820--Sacramento County Office of Education	950400--Accrued PERS	Printed Check	66,505.91	66,505.91	December 2025 PERS FINAL	0000--0000-Unrestricted
12/30/2025	12/31/2025	December 2025 STRS FINAL	V004820--Sacramento County Office of Education	950300--Accrued STRS	Printed Check	68,645.04	68,645.04	December 2025 STRS FINAL	0000--0000-Unrestricted
12/2/2025	11/30/2025	November 2025 STRS EST	V004820--Sacramento County Office of Education	950300--Accrued STRS	Printed Check	69,067.70	69,067.70	November 2025 STRS EST	0000--0000-Unrestricted
12/2/2025	11/30/2025	November 2025 PERS EST	V004820--Sacramento County Office of Education	950400--Accrued PERS	Printed Check	64,974.63	64,974.63	November 2025 PERS EST	0000--0000-Unrestricted
12/18/2025	11/17/2025	11/17/25 - 4942	V011564--U.S. Bank Corporate Payment Systems	950600--Credit Card Payable	Printed Check	8,450.23	8,450.23	CC Charges - 11/17/25 STMT	0000--0000-Unrestricted
						<b>283,370.73</b>	<b>283,370.73</b>		

Golden Valley  
Check register  
1/28/2026

**GVC030--Orchard Charter School**

Date	Bill date	Bill no.	Vendor	GL account or account	Method	Amount	Amount applied	Memo	Restriction
<b>Account no: 5713372760</b>									
11/25/2025	11/15/2025	783561	V012946--Aflac - PO Box 7402	966000--Voluntary Deductions	Printed Check	225.22	225.22	OCT25 Voluntary Benefits - CMO	0000--0000-Unrestricted
11/25/2025	10/27/2025	10272025	V015220--Al St	581000--Educational Consultant	Printed Check	240.00	240.00	OCT25 Kinder Eurhythm - Orchard	0000--0000-Unrestricted
11/25/2025	11/4/2025	12214551	V007698--Aspire Behavior Consulting LLC	581000--Educational Consultant	Printed Check	6,028.75	5,370.00	OCT25 BCBA Consult/Supervision - River	6500--6500-SPED State/County/District
	11/4/2025	12214545	V007698--Aspire Behavior Consulting LLC	581000--Educational Consultant	Printed Check	6,028.75	658.75	OCT25 BCBA IEP Observation - Orchard	6500--6500-SPED State/County/District
11/25/2025	11/1/2025	2873596177 02X1109202 5	V003857--AT&T Mobility - Box 6463	590000--Communications (Tele.,	Printed Check	583.72	178.73	9/12-11/01/25 - Cell phones - Taxes & Service 1st bill - Orchard	0000--0000-Unrestricted
			V003857--AT&T Mobility - Box 6463	590000--Communications (Tele.,	Printed Check	583.72	404.99	9/12-11/01/25 - Cell phones - Taxes & Service 1st bill - CMO	0000--0000-Unrestricted
11/25/2025	10/26/2025	10/26/25 - 5320	V007514--AT&T-Box 5014	590000--Communications (Tele.,	Printed Check	70.00	70.00	OCT25 Internet - CMO 1st bill	0000--0000-Unrestricted
11/25/2025	11/6/2025	24326333	V003108--AT&T-Box 9011	590000--Communications (Tele.,	Printed Check	186.81	186.81	Monthly Charges - Monthly Charges - 10/6-11/5/25 - Telephone SVC - Orchard	0000--0000-Unrestricted
11/25/2025	10/24/2025	39422	V007551--B Street Theatre	583000--Field Trip Expenses	Printed Check	754.00	364.00	Tis the Season' - F.T. - Primrose 2-O	0000--0000-Unrestricted
			V007551--B Street Theatre	583000--Field Trip Expenses	Printed Check	754.00	390.00	Tis the Season' - F.T. - Jacaranda 2-O	0000--0000-Unrestricted
11/25/2025	11/1/2025	4964519	V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printed Check	25,400.54	3,220.25	DEC25 Medical Health Insurance Benefit - CMO	0000--0000-Unrestricted
			V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printed Check	25,400.54	1,912.36	Aug-Nov25 - Adjustments - CMO	0000--0000-Unrestricted
			V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printed Check	25,400.54	20,267.93	DEC25 Medical Health Insurance Benefit - Orchard	0000--0000-Unrestricted
11/25/2025	11/1/2025	44104-2	V000003--Charter School Management Corporation	587300--Financial Services	Printed Check	9,328.83	9,328.83	DEC25 Business Back Office support	0000--0000-Unrestricted
11/25/2025	12/1/2025	50668	V000032--CharterSAFE	540000--Insurance	Printed Check	5,248.71	5,248.71	DEC 25 - Pkg Premium Insurance	0000--0000-Unrestricted
11/25/2025	11/4/2025	3648	V003246--Department of Justice	587400--Personnel Services	Printed Check	89.50	89.50	OCT25 Fingerprint Apps	0000--0000-Unrestricted
11/25/2025	10/27/2025	13178	V009472--K12 Health-2	581000--Educational Consultant	Printed Check	345.00	345.00	IEP Health Assessments - River	6500--6500-SPED State/County/District
11/25/2025	11/5/2025	134	V014306--Le Ba	581000--Educational Consultant	Printed Check	1,836.25	1,836.25	AUG-NOV25 Faculty Mentoring	4035--4035-Title II Improving Teacher Quality
11/25/2025	10/30/2025	10302025	V014305--Ma Ba	520000--Travel and Conferences	Printed Check	16.38	16.38	REIMB: 10/20/25-10/30/25 Meal prep. To/From Casa	5310--5310-Child Nutrition School Program

11/25/2025	10/28/2025	10282025	V020425--Ma Ro	584200--Services Student Athle	Printed Check	150.00	150.00	Reimb. Cross Country Meet fee	0000--0000-Unrestricted
11/25/2025	9/15/2025	1971223862	V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printed Check	1,758.70	369.08	NOV25 - Dental & Vision Benefits - CMO	0000--0000-Unrestricted
			V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printed Check	1,758.70	13.63	Adj. - 2/1-10/1/25 - CMO	0000--0000-Unrestricted
			V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printed Check	1,758.70	1,375.99	NOV25 - Dental & Vision Benefits - Orchard	0000--0000-Unrestricted
11/25/2025	9/10/2025	4223 - Add'l Charge	V026415--Read Academy of Sacramento	580700--Legal Settlements	Printed Check	202.00	202.00	Add'l charge for District Pay- Pe	0000--0000-Unrestricted
11/25/2025	10/15/2025	NOV 2025 - Orchard Rent	V010802--San Juan Unified School District-2	560000--Space Rental/Leases Ex	Printed Check	28,457.00	28,457.00	NOV 2025 -Orchard Rent	0000--0000-Unrestricted
11/25/2025	11/4/2025	SIN071382	V010886--School Steps Inc	581000--Educational Consultant	Printed Check	3,335.00	1,015.00	OCT25 - OT SVC - Orchard	6500--6500-SPED State/County/District
	11/4/2025	SIN071390	V010886--School Steps Inc	581000--Educational Consultant	Printed Check	3,335.00	2,320.00	OCT25 - OT Direct and Collateral - Orchard	6500--6500-SPED State/County/District
11/25/2025	11/5/2025	20240111-151214079 11/5/25	V025629--Strategic Tax Planning LLC	580000--Professional/Consultin	Printed Check	12,500.00	12,500.00	11/5/2025 - ERC Claims Filing	0000--0000-Unrestricted
11/25/2025	11/8/2025	INV0108633 0	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	1,815.00	195.00	Substitute SVC 11/01/25-11/07/25 - ELOP/Aftercare-Orchard	0000--0000-Unrestricted
			V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	1,815.00	180.00	Substitute SVC 11/01/25-11/07/25 - GenEd-River	2600--2600-Expanded Learning Opportun. Prog
	10/18/2025	INV0107018 9	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	1,815.00	720.00	Substitute SVC 10/11/25-10/17/25 - ELOP/Aftercare - Orrchard	2600--2600-Expanded Learning Opportun. Prog
	11/1/2025	INV0108222 6	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	1,815.00	180.00	Substitute SVC 10/15/25-10/31/25 - ELOP/Aftercare-Orchard	2600--2600-Expanded Learning Opportun. Prog
	10/25/2025	INV0107813 8	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	1,815.00	540.00	Substitute SVC 11/01/25-11/07/25 - GenEd-River	2600--2600-Expanded Learning Opportun. Prog
11/25/2025	10/24/2025	1053417	V011341--The Education Team	581200--Other Student Activiti	Printed Check	2,584.50	1,173.00	Substitute SVC 10/13/2025 - 10/17/25 - Gen ED- Orchard	0000--0000-Unrestricted
			V011341--The Education Team	581200--Other Student Activiti	Printed Check	2,584.50	132.00	Substitute SVC 10/13/2025 - 10/17/25	2600--2600-Expanded Learning Opportun. Prog
	10/30/2025	1055351	V011341--The Education Team	581200--Other Student Activiti	Printed Check	2,584.50	955.50	Substitute SVC 10/20/2025 - 10/24/25 - GenEd - Orchard	0000--0000-Unrestricted
			V011341--The Education Team	581200--Other Student Activiti	Printed Check	2,584.50	99.00	Substitute SVC 10/13/2025 - ELOP/Aftercare 10/17/25	2600--2600-Expanded Learning Opportun. Prog
	10/31/2025	1055352	V011341--The Education Team	581200--Other Student Activiti	Printed Check	2,584.50	225.00	Substitute SVC 10/20/2025 - 10/24/25 - GenEd - Orchard	0000--0000-Unrestricted
11/25/2025	11/1/2025	9167	V011666--Valley Office Equipment-1750 Prairie City Rd	560500--Equipment Rental/Lease	Printed Check	3,242.16	1,001.04	Q2 2025-26 - Copier rentals/copies SVC - CMO	0000--0000-Unrestricted
			V011666--Valley Office Equipment-1750 Prairie City Rd	560500--Equipment Rental/Lease	Printed Check	3,242.16	2,241.12	Q2 2025-26 - Copier rentals/copies SVC - Orchard	0000--0000-Unrestricted
11/25/2025	10/27/2025	627107362	V000101--Verizon Wireless	590000--Communications (Tele.,	Printed Check	719.12	482.39	9/28-10/27/25 - Cell phones - Buy out - CMO	0000--0000-Unrestricted
			V000101--Verizon Wireless	590000--Communications (Tele.,	Printed Check	719.12	236.73	9/28-10/27/25 - Cell phones - Buy out - Orchard	0000--0000-Unrestricted

**105,117.19      105,117.19**

Golden Valley  
 Check register  
 1/28/2026

GVC030--Orchard Charter School

Date	Bill date	Bill no.	Vendor	GL account or account label	Method	Amount	Amount applied	Memo	Restriction
<b>Account no: 5713372760</b>									
12/9/2025	11/25/2025	106594	V012946--Aflac - PO Box 7402	966000--Voluntary Deductions	Printed Check	664.45	664.45	NOV25 - Voluntary Benefits - Orchard	0000--0000-Unrestricted
12/9/2025	12/2/2025	25-254	V028310--ARI Investigations Inc	580000--Professional/Consultin	Printed Check	960.00	960.00	NOV 25 H.R. Investigation	0000--0000-Unrestricted
12/30/2025	12/4/2025	12494625	V007698--Aspire Behavior Consulting LLC	581000--Educational Consultant	Printed Check	998.75	998.75	NOV26 - BCBA SVC - Orchard	6500--6500-SPED State/County/District
12/30/2025	12/1/2025	287359617702X12092025	V003857--AT&T Mobility - Box 6463	590000--Communications (Tele.,	Printed Check	238.26	238.26	NOV25 Cell phones	0000--0000-Unrestricted
12/30/2025	12/6/2025	24472668	V003108--AT&T-Box 9011	590000--Communications (Tele.,	Printed Check	193.08	193.08	Monthly Charges - 11/6/25 - 12/5/25 Phones - Orchard	0000--0000-Unrestricted
12/9/2025	10/2/2025	10/02/25 - Harriet Tubman 3/4/26	V007551--B Street Theatre	583000--Field Trip Expenses	Printed Check	325.00	325.00	Harriet Tubman & the Underground Railroad 3/4/26	0000--0000-Unrestricted
12/30/2025	12/1/2025	4989783	V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printed Check	23,518.59	20,267.92	JAN26 - Medical Ins. Benefits - Orchard	0000--0000-Unrestricted
			V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printed Check	23,518.59	3,250.67	JAN26 - Medical Ins. Benefits - CMO	0000--0000-Unrestricted
12/9/2025	12/1/2025	44112-5	V000003--Charter School Management Corporation	587300--Financial Services	Printed Check	9,328.83	6,530.18	Jan 2026 - Business Back Office Monthly Support	0000--0000-Unrestricted
			V000003--Charter School Management Corporation	587300--Financial Services	Printed Check	9,328.83	2,798.65	Jan 2026 - Business Back Office Monthly Support	0000--0000-Unrestricted
12/30/2025	12/26/2025	50948	V000032--CharterSAFE	540000--Insurance	Printed Check	7,195.50	5,187.00	JAN26 - Premium Ins	0000--0000-Unrestricted
			V000032--CharterSAFE	360300--Unallocated Worker's C	Printed Check	7,195.50	2,008.50	JAN26 - Worker's Comp	0000--0000-Unrestricted
12/30/2025	12/4/2025	10754	V003246--Department of Justice	587400--Personnel Services	Printed Check	49.00	49.00	NOV25 - Employee Fingerprint Apps	0000--0000-Unrestricted
12/30/2025	9/11/2025	15 - 40% Payment	V026843--Farthest Field Expeditions	583000--Field Trip Expenses	Printed Check	7,020.00	7,020.00	40% Sequoia 8th Grade Field Trip Payment	0000--0000-Unrestricted
12/30/2025	12/3/2025	12112026	V014957--Fratello Marionettes	583000--Field Trip Expenses	Printed Check	675.00	96.43	Show: The Frog Prince 02/11/26	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printed Check	675.00	96.42	Show: The Frog Prince 02/11/26	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printed Check	675.00	96.43	Show: The Frog Prince 02/11/26	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printed Check	675.00	96.43	Show: The Frog Prince 02/11/26	0000--0000-Unrestricted

			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printed Check	675.00	96.43	Show: The Frog Prince 02/11/26	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printed Check	675.00	96.43	Show: The Frog Prince 02/11/26	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printed Check	675.00	96.43	Show: The Frog Prince 02/11/26	0000--0000-Unrestricted
12/30/2025	12/14/2025	12/14/25 REIMB	V028536--Jo To	583000--Field Trip Expenses	Printed Check	360.00	360.00	REIMB: Field Trip Tickets - Sofia Theatre - 9/26/25	0000--0000-Unrestricted
12/30/2025	11/20/2025	11/20/25 - REIMB	V025632--Ka Bi	431500--Classroom Materials an	Printed Check	16.87	16.87	REIMB: Halloween Crafts for 3-0 Catalpa Class	6300--6300-Restricted Lottery
12/9/2025	11/18/2025	11/18/25 - REIMB	V014305--Ma Ba	520000--Travel and Conferences	Printed Check	16.38	16.38	REIMB: Mileage - Food Program prep/delivery - 10/31/25 - 11/14/25	5310--5310-Child Nutrition School Program
12/9/2025	11/18/2025	Bookings Ending 689/595/763/84 Deposit	V018494--Mother Lode River Trips, Ltd	583000--Field Trip Expenses	Printed Check	2,290.00	2,290.00	F.T. - Madronna - Gold Rush History - 30% deposit	0000--0000-Unrestricted
12/9/2025	11/11/2025	1985452068	V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printed Check	1,667.73	349.06	DEC25 Dental & Vision Benefits - CMO	0000--0000-Unrestricted
			V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printed Check	1,667.73	1,318.67	DEC25 Dental & Vision Benefits - Orchard	0000--0000-Unrestricted
12/30/2025	12/8/2025	4.51033E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printed Check	67.72	67.72	CMO Office supplies - copy paper	0000--0000-Unrestricted
12/9/2025	7/1/2025	2024-21220	V012923--ParentSquare, Inc.	441000--Software and Software	Printed Check	1,602.52	1,602.52	Annual Engage Premium - 7/1/25 - 6/30/26	0000--0000-Unrestricted
12/30/2025	8/27/2025	158448R	V010649--Rescue Training Institute Inc	441000--Software and Software	Printed Check	75.00	75.00	Reissue - AED Program Management 2025-26 - Orchard	0000--0000-Unrestricted
12/30/2025	12/17/2025	26-02512	V000081--San Joaquin County Office Of Education - PO 213030	441000--Software and Software	Printed Check	15.75	15.75	2025-26 SEIS/Aeries Integration maintenance	6500--6500-SPED State/County/District
12/30/2025	6/30/2025	INV25-00654	V023490--San Juan Unified School District - Fiscal Dept	587500--District Oversight Fee	Printed Check	32,063.23	32,063.23	2024-25 Charter School Oversight Fee - Orchard	0000--0000-Unrestricted
12/30/2025	12/8/2025	1st Qtr 2025-6 - Filbert/Orchard	V010802--San Juan Unified School District-2	550100--Utilities	Printed Check	4,248.33	4,248.33	1st Qtr 2025-26 Utilities - Orchard/Filbert	0000--0000-Unrestricted
12/23/2025	12/15/2025	JAN 2026 -Orchard Rent	V010802--San Juan Unified School District-2	560000--Space Rental/Leases Ex	Printed Check	28,457.00	28,457.00	JAN 2026 -Orchard Rent	0000--0000-Unrestricted
12/16/2025	11/15/2025	DEC 2025 - Orchard Rent	V010802--San Juan Unified School District-2	560000--Space Rental/Leases Ex	Printed Check	28,457.00	28,457.00	December 2025 -Orchard Rent	0000--0000-Unrestricted
12/30/2025	11/30/2025	Nutrition-GVO Nov25	V010801--San Juan Unified School District-Nutrition Serv	470000--Food and Food Supplies	Printed Check	11,550.00	11,550.00	NOV 25 - Food for meal program - Orchard	5310--5310-Child Nutrition School Program

12/9/2025	10/31/2025	Nutrition-GVO Oct25	V010801--San Juan Unified School District-Nutrition Serv	470000--Food and Food Supplies	Printed Check	19,760.00	19,760.00	OCT 25 - Food for meal program - Orchard	5310--5310-Child Nutrition School Program
12/9/2025	12/2/2025	SIN071988	V010886--School Steps Inc	581000--Educational Consultant	Printed Check	5,860.50	536.50	Nov 25 - Psy Direct and Collateral - River	6500--6500-SPED State/County/District
	12/2/2025	SIN071991	V010886--School Steps Inc	581000--Educational Consultant	Printed Check	5,860.50	3,526.00	NOV25 - SLPA - Orchard	6500--6500-SPED State/County/District
	12/2/2025	SIN071994	V010886--School Steps Inc	581000--Educational Consultant	Printed Check	5,860.50	58.00	NOV25 - TODHH - Orchard	6500--6500-SPED State/County/District
	12/2/2025	SIN071997	V010886--School Steps Inc	581000--Educational Consultant	Printed Check	5,860.50	1,740.00	NOV25 - OT Direct and Collateral - Orchard	6500--6500-SPED State/County/District
12/30/2025	12/10/2025	8252	V021702--Soil Born Farms	583000--Field Trip Expenses	Printed Check	368.00	368.00	Field Trip - Catalpa 3-O - 1/28/26	0000--0000-Unrestricted
12/30/2025	12/6/2025	20240111-151214079 12/06/25	V025629--Strategic Tax Planning LLC	580000--Professional/Consultant	Printed Check	46,200.00	46,200.00	12/5/2025 - ERC Claims Filing	0000--0000-Unrestricted
12/9/2025	11/15/2025	INV01092847	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	810.00	270.00	11/8/25-11/14/25 - Substitute SVC - Orchard ELOP	2600--2600-Expanded Learning Opportun. Prog
	11/22/2025	INV01096896	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	810.00	540.00	11/15/25-11/21/25 - Substitute SVC - Orchard ELOP	2600--2600-Expanded Learning Opportun. Prog
12/30/2025	11/28/2025	1063185	V011341--The Education Team	581200--Other Student Activiti	Printed Check	3,376.45	614.25	Substitute SVC 11/17/25-11/21/25 - Orchard - GenED	0000--0000-Unrestricted
	12/12/2025	1065866	V011341--The Education Team	581200--Other Student Activiti	Printed Check	3,376.45	156.00	Substitute SVC 12/01/25 - Orchard - ELOP/Aftercare	2600--2600-Expanded Learning Opportun. Prog
			V011341--The Education Team	581200--Other Student Activiti	Printed Check	3,376.45	2,606.20	Substitute SVC 12/01/25 - 12/05/25 - Orchard - GenED	0000--0000-Unrestricted
12/9/2025	10/17/2025	1051481	V011341--The Education Team	587400--Personnel Services	Printed Check	3,224.80	191.25	10/6/25-10/10/25 - Substitute SVC - Orchard - SpED	6500--6500-SPED State/County/District
			V011341--The Education Team	581200--Other Student Activiti	Printed Check	3,224.80	1,719.25	10/6/25-10/10/25 - Substitute SVC - Orchard - GenED, Office Asst.	0000--0000-Unrestricted
	11/7/2025	1057404	V011341--The Education Team	581200--Other Student Activiti	Printed Check	3,224.80	169.00	Substitute SVC 10/31/25 - Orchard - GenED	0000--0000-Unrestricted
	11/14/2025	1059288	V011341--The Education Team	581200--Other Student Activiti	Printed Check	3,224.80	399.75	Substitute SVC 11/5/25-11/6/25 - Orchard - IA - GenED	0000--0000-Unrestricted
	11/21/2025	1061260	V011341--The Education Team	581200--Other Student Activiti	Printed Check	3,224.80	745.55	Substitute SVC 11/12/25-11/14/25 - Orchard - GenED	0000--0000-Unrestricted
12/30/2025	12/17/2025	34414	V000018--Wilkinson Hadley King & Co. LLP	580600--Audit Services	Printed Check	1,700.00	1,700.00	Progress Bill for 2024-25 Audit	0000--0000-Unrestricted
						<b>243,353.74</b>	<b>243,353.74</b>		

Golden Valley  
 Check register  
 1/28/2026

GVC020--River Charter School

Date	Bill date	Bill no.	Vendor	GL account or account label	Method	Amount	Amount applied	Memo	Restriction
<b>Account no: 5713372760</b>									
11/25/2025	11/15/2025	783561	V012946--Aflac - PO Box 7402	966000--Voluntary Deductions	Printed Check	815.16	226.50	OCT25 Voluntary Benefits - River	0000--0000-Unrestricted
			V012946--Aflac - PO Box 7402	966000--Voluntary Deductions	Printed Check	815.16	588.66	OCT25 Voluntary Benefits - Orchard	0000--0000-Unrestricted
11/25/2025	11/1/2025	28735961770 2X11092025	V003857--AT&T Mobility - Box 6463	590000--Communications (Tele.,	Printed Check	494.36	89.36	9/12-11/01/25 - Cell phones - Taxes & Service 1st bill - River	0000--0000-Unrestricted
			V003857--AT&T Mobility - Box 6463	590000--Communications (Tele.,	Printed Check	494.36	405.00	9/12-11/01/25 - Cell phones - Taxes & Service 1st bill - CMO	0000--0000-Unrestricted
11/25/2025	10/26/2025	10/26/25 - 5320	V007514--AT&T-Box 5014	590000--Communications (Tele.,	Printed Check	70.00	70.00	OCT25 Internet - CMO 1st bill	0000--0000-Unrestricted
11/25/2025	11/6/2025	24326332	V003108--AT&T-Box 9011	590000--Communications (Tele.,	Printed Check	219.39	219.39	Monthly Charges -10/6/25-11/5/25 River phones	0000--0000-Unrestricted
11/25/2025	11/1/2025	4964519	V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printed Check	19,277.43	17,365.07	DEC25 Medical Health Insurance Benefit - River	0000--0000-Unrestricted
			V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printed Check	19,277.43	1,912.36	Aug-Nov25 - Adjustments - CMO	0000--0000-Unrestricted
11/25/2025	11/1/2025	44104-2	V000003--Charter School Management Corporation	587300--Financial Services	Printed Check	9,328.84	9,328.84	DEC25 Business Back Office support	0000--0000-Unrestricted
11/25/2025	12/1/2025	50668	V000032--CharterSAFE	540000--Insurance	Printed Check	5,248.72	5,248.72	DEC 25 - Pkg Premium Insurance	0000--0000-Unrestricted
11/25/2025	11/4/2025	3648	V003246--Department of Justice	587400--Personnel Services	Printed Check	89.50	89.50	OCT25 Fingerprint Apps	0000--0000-Unrestricted
11/25/2025	10/14/2025	10/14/25 - REIMB	V021416--Do No	520000--Travel and Conferences	Printed Check	16.24	16.24	REIMB: Mileage 10/20/25-10/24/25 Meal Prep. To/from Casa	5310--5310-Child Nutrition School Program
11/25/2025	11/5/2025	134	V014306--Le Ba	581000--Educational Consultant	Printed Check	503.75	503.75	AUG-NOV25 Faculty Mentoring	4035--4035-Title II Improving Teacher Quality
11/25/2025	11/6/2025	11062025	V019679--Le Lo	431500--Classroom Materials an	Printed Check	643.62	643.62	Reimb. Chestnut supplies	6300--6300-Restricted Lottery
11/25/2025	10/28/2025	10282025	V020425--Ma Ro	584200--Services Student Athle	Printed Check	150.00	150.00	Reimb. Cross Country Meet fee	0000--0000-Unrestricted

11/25/2025	9/15/2025	1971223862	V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printed Check	1,548.39	13.64	Adj. - 2/1-10/1/25 - CMO	0000--0000-Unrestricted
			V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printed Check	1,548.39	1,488.99	NOV25 - Dental & Vision Benefits - River	0000--0000-Unrestricted
			V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printed Check	1,548.39	45.76	NOV25 - Dental & Vision Benefits - CMO	0000--0000-Unrestricted
11/25/2025	10/31/2025	4.4113E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printed Check	203.06	192.90	River office supplies	0000--0000-Unrestricted
	11/3/2025	4.41178E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printed Check	203.06	10.16	River office supplies	0000--0000-Unrestricted
11/25/2025	10/30/2025	10302025	V028222--Ro Fo	587400--Personnel Services	Printed Check	53.00	26.50	Reimb. Live Scan fee	0000--0000-Unrestricted
			V028222--Ro Fo	587400--Personnel Services	Printed Check	53.00	26.50	Reimb. Live Scan fee	0000--0000-Unrestricted
11/25/2025	10/15/2025	NOV 2025 - River Rent	V010802--San Juan Unified School District-2	560000--Space Rental/Leases Ex	Printed Check	29,297.00	29,297.00	November 2025 -River Rent	0000--0000-Unrestricted
11/25/2025	11/4/2025	SIN071382	V010886--School Steps Inc	581000--Educational Consultant	Printed Check	10,408.50	1,015.00	OCT25 - OT SVC - River	6500--6500-SPED State/County/District
	11/4/2025	SIN071390	V010886--School Steps Inc	581000--Educational Consultant	Printed Check	10,408.50	2,320.00	OCT25 - OT Direct and Collateral - River	6500--6500-SPED State/County/District
	11/4/2025	SIN071389	V010886--School Steps Inc	581000--Educational Consultant	Printed Check	10,408.50	7,073.50	OCT25 SLPA - Orchard	6500--6500-SPED State/County/District
11/25/2025	11/5/2025	20240111-151214079 11/5/25	V025629--Strategic Tax Planning LLC	580000--Professional/Consultin	Printed Check	12,500.00	12,500.00	11/5/2025 - ERC Claims Filing	0000--0000-Unrestricted
11/25/2025	11/8/2025	INV01086330	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	2,827.50	555.00	Substitute SVC 11/01/25-11/07/25 - GenEd-River	0000--0000-Unrestricted
			V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	2,827.50	180.00	Substitute SVC 11/01/25-11/07/25 - ELOP/Aftercare-River	2600--2600-Expanded Learning Opportun. Prog
	10/18/2025	INV01070189	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	2,827.50	472.50	Substitute SVC 10/11/25-10/17/25 - GenEd-River	0000--0000-Unrestricted
			V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	2,827.50	450.00	Substitute SVC 10/11/25-10/17/25 - ELOP/Aftercare - River	2600--2600-Expanded Learning Opportun. Prog
	11/1/2025	INV01082226	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	2,827.50	360.00	Substitute SVC 10/15/25-10/31/25 - GenEd- Orchard-River	0000--0000-Unrestricted
			V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	2,827.50	720.00	Substitute SVC 10/15/25-10/31/25 - ELOP/Aftercare-River	2600--2600-Expanded Learning Opportun. Prog
	10/25/2025	INV01078138	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printed Check	2,827.50	90.00	Substitute SVC 11/01/25-11/07/25 - ELOP/Aftercare-River	2600--2600-Expanded Learning Opportun. Prog

11/25/2025	10/17/2025	1051482	V011341--The Education Team	581200--Other Student Activiti	Printed Check	810.00	307.50	Substitute SVC 10/10/2025-GenEd - River	0000--0000-Unrestricted
	10/31/2025	1055352	V011341--The Education Team	581200--Other Student Activiti	Printed Check	810.00	502.50	Substitute SVC 10/20/2025 - 10/24/25 - ELOP/Aftercare - River	2600--2600-Expanded Learning Opportun. Prog
11/25/2025	11/1/2025	9167	V011666--Valley Office Equipment-1750 Prairie City Rd	560500--Equipment Rental/Lease	Printed Check	2,718.91	1,001.03	Q2 2025-26 - Copier rentals/copies SVC - CMO	0000--0000-Unrestricted
			V011666--Valley Office Equipment-1750 Prairie City Rd	560500--Equipment Rental/Lease	Printed Check	2,718.91	1,717.88	Q2 2025-26 - Copier rentals/copies SVC - River	0000--0000-Unrestricted
11/25/2025	10/27/2025	627107362	V000101--Verizon Wireless	590000--Communications (Tele.,	Printed Check	703.84	482.39	9/28-10/27/25 - Cell phones - Buy out - CMO	0000--0000-Unrestricted
			V000101--Verizon Wireless	590000--Communications (Tele.,	Printed Check	703.84	221.45	9/28-10/27/25 - Cell phones - Buy out - River	0000--0000-Unrestricted
						<b>97,927.21</b>	<b>97,927.21</b>		

Golden Valley  
 Check register  
 1/28/2026

GVC020--River Charter School

Date	Bill date	Bill no.	Vendor	GL account or account label	Metho	Amount	Amount applied	Memo	Restriction
<b>Account no: 5713372760</b>									
12/9/2025	11/25/2025	106594	V012946--Aflac - PO Box 7402	966000--Voluntary Deductions	Printea	226.50	226.50	NOV25 - Voluntary Benefits - River	0000--0000-Unrestricted
12/30/2025	12/18/2025	12182025	V015220--AI St	581000--Educational Consultant	Printea	320.00	240.00	DEC25 Eurythmy with students - River	0000--0000-Unrestricted
			V015220--AI St	521000--Training and Development	Printea	320.00	80.00	DEC25 Eurythmy Teacher instruction - River	4035--4035-Title II Improving Teacher Quality
12/30/2025	12/4/2025	12494647	V007698--Aspire Behavior Consulting LLC	581000--Educational Consultant	Printea	3,777.50	3,777.50	NOV26 - BCBA SVC - River	6500--6500-SPED State/County/District
12/30/2025	12/1/2025	28735961770 2X12092025	V003857--AT&T Mobility -Box 6463	590000--Communications (Tele.,	Printea	238.26	238.26	NOV25 Cell phones	0000--0000-Unrestricted
12/30/2025	12/6/2025	24472667	V003108--AT&T-Box 9011	590000--Communications (Tele.,	Printea	223.79	223.79	Monthly Charges -11/6/25 - 12/5/25 Phones - River	0000--0000-Unrestricted
12/30/2025	12/1/2025	4989783	V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printea	24,400.52	18,626.67	JAN26 - Medical Ins. Benefits	0000--0000-Unrestricted
			V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printea	24,400.52	2,523.18	Adj. Nov. Dec. 2025 - Medical Benefits - River	0000--0000-Unrestricted
			V003512--CaliforniaChoice Benefit Administrators	340300--Unallocated Health Ins	Printea	24,400.52	3,250.67	JAN26 - Medical Ins. Benefits - CMO	0000--0000-Unrestricted
12/9/2025	12/1/2025	44112-5	V000003--Charter School Management Corporation	587300--Financial Services	Printea	9,328.84	6,530.19	Jan 2026 - Business Back Office Monthly Support	0000--0000-Unrestricted
			V000003--Charter School Management Corporation	587300--Financial Services	Printea	9,328.84	2,798.65	Jan 2026 - Business Back Office Monthly Support	0000--0000-Unrestricted
12/30/2025	12/26/2025	50948	V000032--CharterSAFE	360300--Unallocated Worker's C	Printea	7,195.50	2,008.50	JAN26 - Worker's Comp	0000--0000-Unrestricted
			V000032--CharterSAFE	540000--Insurance	Printea	7,195.50	5,187.00	JAN26 - Premium Ins	0000--0000-Unrestricted
12/30/2025	12/4/2025	10754	V003246--Department of Justice	587400--Personnel Services	Printea	49.00	49.00	NOV25 - Employee Fingerprint Apps	0000--0000-Unrestricted
12/30/2025	11/13/2025	11/13/25 - REIMB	V026135--Em Si	431500--Classroom Materials an	Printea	137.83	137.83	Reimb: Classroom supplies - SBK - Sarah's Silks	6300--6300-Restricted Lottery

12/9/2025	10/23/2025	10/23/25 - Jack & the Beanstalk	V014957--Fratello Marionettes	583000--Field Trip Expenses	Printea	675.00	86.46	Internal F.T. - Play "Jack and the Beanstalk" - River - Dragon	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printea	675.00	123.48	Internal F.T. - Play "Jack and the Beanstalk" - River - Sycamore	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printea	675.00	111.12	Internal F.T. - Play "Jack and the Beanstalk" - River - Chestnut	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printea	675.00	111.12	Internal F.T. - Play "Jack and the Beanstalk" - River - Manzanita	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printea	675.00	131.70	Internal F.T. - Play "Jack and the Beanstalk" - River - Banyon	0000--0000-Unrestricted
			V014957--Fratello Marionettes	583000--Field Trip Expenses	Printea	675.00	111.12	Internal F.T. - Play "Jack and the Beanstalk" - River - Eucalyptus	0000--0000-Unrestricted
12/9/2025	11/11/2025	1985452068	V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printea	2,439.93	349.06	DEC25 Dental & Vision Benefits - CMO	0000--0000-Unrestricted
			V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printea	2,439.93	1,716.17	DEC25 Dental & Vision Benefits - River	0000--0000-Unrestricted
			V003326--Mutual Of Omaha-PO 2147	340300--Unallocated Health Ins	Printea	2,439.93	374.70	Adjustments - Aug.-Nov. 25 - River	0000--0000-Unrestricted
12/30/2025	12/8/2025	4.51033E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printea	314.83	67.73	CMO Office supplies - copy paper	0000--0000-Unrestricted
	12/3/2025	4.48646E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printea	314.83	12.27	River Office supplies - Name Tag labels	0000--0000-Unrestricted
	12/3/2025	4.50492E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printea	314.83	234.83	River Office supplies - Binder, Post It, Correction Tape, Scotch Tape, Pencil Pouches, Copy Paper	0000--0000-Unrestricted
12/9/2025	11/14/2025	4.4848E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printea	245.48	73.81	River office supplies - Tape, Band-Aid, Batteries	0000--0000-Unrestricted
	11/13/2025	4.48489E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printea	245.48	60.51	River office supplies - Kleenex	0000--0000-Unrestricted
	11/19/2025	4.48592E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printea	245.48	97.97	River office supplies - Binder	0000--0000-Unrestricted
	11/19/2025	4.48646E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printea	245.48	6.64	River office supplies - Binder	0000--0000-Unrestricted
	11/19/2025	4.48646E+11	V006414--ODP Business Solutions LLC-PO Box 29248	430000--Materials and Supplies	Printea	245.48	6.55	River office supplies - Binder	0000--0000-Unrestricted
12/9/2025	7/1/2025	2024-21220	V012923--ParentSquare, Inc.	441000--Software and Software	Printea	1,602.53	1,602.53	Annual Engage Premium - 7/1/25 - 6/30/26	0000--0000-Unrestricted

12/30/2025	8/27/2025	158449R	V010649--Rescue Training Institute Inc	441000--Software and Software	Printea	75.00	75.00	Reissue - AED Program Management 2025-26 River	0000--0000-Unrestricted
12/30/2025	12/17/2025	26-02512	V000081--San Joaquin County Office Of Education - PO 213030	441000--Software and Software	Printea	15.75	15.75	2025-26 SEIS/Aeries Integration maintenance	6500--6500-SPED State/County/District
12/30/2025	6/30/2025	INV25-00655	V023490--San Juan Unified School District - Fiscal Dept	587500--District Oversight Fee	Printea	32,739.10	32,739.10	2024-25 Charter School Oversight Fee - River	0000--0000-Unrestricted
12/30/2025	12/9/2025	1st Qtr-River/Palisades	V010802--San Juan Unified School District-2	550100--Utilities	Printea	8,461.03	8,461.03	Q1-2025-26 Utilities - River/Palisades	0000--0000-Unrestricted
12/23/2025	12/15/2025	JAN 2026 - River Rent	V010802--San Juan Unified School District-2	560000--Space Rental/Leases Ex	Printea	29,297.00	29,297.00	JAN 2026 -River Rent	0000--0000-Unrestricted
12/16/2025	11/15/2025	DEC 2025 - River Rent	V010802--San Juan Unified School District-2	560000--Space Rental/Leases Ex	Printea	29,297.00	29,297.00	December 2025 -River Rent	0000--0000-Unrestricted
12/30/2025	11/30/2025	Nutrition-GVR Nov25	V010801--San Juan Unified School District-Nutrition Serv	470000--Food and Food Supplies	Printea	10,816.00	10,816.00	Nov 25 - Food for meal program - River	5310--5310-Child Nutrition School Program
12/9/2025	10/31/2025	Nutrition-GVR Oct25	V010801--San Juan Unified School District-Nutrition Serv	470000--Food and Food Supplies	Printea	19,436.00	19,436.00	OCT 25 - Food for meal program - River	5310--5310-Child Nutrition School Program
12/9/2025	12/2/2025	SIN071988	V010886--School Steps Inc	581000--Educational Consultant	Printea	1,580.50	536.50	Nov 25 - Psy Direct and Collateral - Orchard	6500--6500-SPED State/County/District
	12/2/2025	SIN071997	V010886--School Steps Inc	581000--Educational Consultant	Printea	1,580.50	1,044.00	NOV25 - OT Direct and Collateral - River	6500--6500-SPED State/County/District
12/30/2025	12/6/2025	20240111-151214079 12/06/25	V025629--Strategic Tax Planning LLC	580000--Professional/Consultin	Printea	19,800.00	19,800.00	12/5/2025 - ERC Claims Filing	0000--0000-Unrestricted
12/30/2025	12/6/2025	INV01105259	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printea	1,440.00	180.00	11/29-12/5/25 Substitute SVC - River - GenED	2600--2600-Expanded Learning Opportun. Prog
			V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printea	1,440.00	180.00	Substitute SVC 11/29/25-12/05/25 - River - ELOP/Aftercare	0000--0000-Unrestricted
	12/13/2025	INV01109853	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printea	1,440.00	180.00	Substitute SVC 12/06/25 - 12/12/25 - River - GenEd	0000--0000-Unrestricted
			V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printea	1,440.00	900.00	Substitute SVC 12/06/25 - 12/12/25	2600--2600-Expanded Learning Opportun. Prog
12/9/2025	11/15/2025	INV01092847	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printea	1,080.00	540.00	11/8/25-11/14/25 - Substitute SVC - River ELOP	2600--2600-Expanded Learning Opportun. Prog

	11/22/2025	INV01096896	V011235--Swing Education Inc - PO Box 92376	581200--Other Student Activiti	Printea	1,080.00	540.00	11/15/25-11/21/25 - Substitute SVC - River - IA - GenED	0000--0000-Unrestricted
12/30/2025	11/28/2025	1063186	V011341--The Education Team	581200--Other Student Activiti	Printea	532.00	352.00	Substitute SVC -11/17/25 - 11/19/25 - River - GenED	0000--0000-Unrestricted
	12/12/2025	1065867	V011341--The Education Team	581200--Other Student Activiti	Printea	532.00	180.00	Substitute SVC 12/05/25 - River - GenED	0000--0000-Unrestricted
12/9/2025	11/7/2025	1057405	V011341--The Education Team	581200--Other Student Activiti	Printea	612.00	132.00	Substitute SVC 10/29/25- River - ELOP	2600--2600-Expanded Learning Opportun. Prog
	11/14/2025	1059289	V011341--The Education Team	581200--Other Student Activiti	Printea	612.00	480.00	Substitute SVC 10/3/25- 11/4/25 - GenEd - River	0000--0000-Unrestricted
12/30/2025	12/17/2025	34414	V000018--Wilkinson Hadley King & Co. LLP	580600--Audit Services	Printea	1,700.00	1,700.00	Progress Bill for 2024-25 Audit	0000--0000-Unrestricted
						<b>208,056.89</b>	<b>208,056.89</b>		



GOLDEN VALLEY  
CHARTER SCHOOLS

# FISCAL POLICIES & PROCEDURES

Approved by Board of Trustees on:  
[Date]

# **INTERNAL CONTROL POLICIES**

## **INTRODUCTION**

Internal control policies provide **Golden Valley Charter Schools** with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations, and produce timely and accurate financial information. Additionally, as a publicly supported entity, **Golden Valley Charter Schools** has additional responsibilities to ensure the public's confidence and the integrity of the school's activities

## **COMPLIANCE WITH LAWS**

Golden Valley Charter Schools will follow all the relevant laws and regulations that govern the Charter School. Additionally, any Federal Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of Golden Valley Charter Schools:

### **I. Political Contributions**

No funds or assets of Golden Valley Charter Schools will be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of Golden Valley Charter Schools for political contributions in any form, whether in cash or other property, services, or the use of facilities, is strictly prohibited.

Golden Valley Charter Schools also, will not be involved with any committee or other organization that raises funds for political purposes.

The following are examples of prohibited activities:

- A. Contributions by an employee that are reimbursed through expense accounts or in other ways.
- B. Purchase by the organization of tickets for political fundraising events.
- C. Contributions in kind, such as lending employees to political parties or using the school assets in political campaigns.

### **II. Record Keeping**

To provide an accurate and auditable record of all financial transactions, the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as applicable to Charter Schools.

Further, the School specifically requires that:

- A. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of Golden Valley Charter Schools.
- B. Receipts and disbursements must be fully and accurately described in the books and records.
- C. No false entries may be made on the books or records, nor any false or misleading reports issued.
- D. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

### **ORGANIZATIONAL CONFLICTS OF INTEREST OR SELF-DEALING (RELATED PARTIES)**

Golden Valley Charter Schools will not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to Golden Valley Charter Schools or members of its management unless the private benefit is considered merely incidental. This private benefit preclusion will extend to:

1. Sale or exchange, or leasing, of property between the agency and an affiliated or unaffiliated organization or a private or related individual.
2. Lending of money or other extension of credit between an agency and an affiliated or unaffiliated organization or a private or related individual.
3. Furnishing of goods, services, or facilities between the agency and an affiliated or unaffiliated organization or a private or related individual.
4. Payment of compensation, unless authorized by the Board of Trustees or its governing body, by the school to an affiliated or unaffiliated organization or a private or related individual.
5. Transfer to use by, or for the benefit of a private or related individual of the income or assets of the school.

#### Organizational Conflict of Interest or Self-Dealing (Related Parties)

Thus, Golden Valley Charter Schools will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s).

Related party transactions shall include transactions between a school and members of the board, management, contracted management organization, employees, related individuals, and affiliated companies. Related individuals within the scope of this definition include spouses, parents, children, spouses of children, grandchildren, siblings, father-in-law, mother-in-law, sister-in-law and brother-in-law of a board member or school employee.

### Board of Trustees Authorities

The Board of Trustees shall have the sole authority to approve and will incorporate into its own minutes such matters as (i) change of the School's name, with the charter authorizer's pre-approval (ii) adoption of the annual operating and capital budgets, (iii) selection or termination of Executive Director (iv) Executive Director salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of property (ix) opening up or closing checking or savings accounts, and (x) selection of the Charter School's certified public accountants and (xi) other activities associated with the operations of the Charter School.

The Board of Trustees will meet monthly (with no meetings in July) to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, and subcommittee reports.

### Signature Authorities

To properly segregate duties within the Charter School, the Executive Director AND the Human Resource Manager OR the designated (approved by the Board of Trustees) Principal are the only individuals with signatory authority and are responsible for authorizing all cash transactions. Individual checks greater than \$25,000.00 will require two signatures prior to check issuance, checks less than \$25,000 require one signature from the approved signatories.

### Government Access to Records

The Business Systems Coordinator or contracted business back-office services provider will provide access to the organization's records to the San Juan Unified School District's Charter School Fiscal Unit and provide supporting records, as requested, in a timely manner.

### Security of Financial Data

The system's accounting data must be backed up daily by the business back-office services provider to ensure the recoverability of financial information in case of hardware failure. The backup will be stored in a fire safe area and properly secured.

All other financial data, unused checks and unclaimed checks will be secured by Golden Valley Charter Schools 's School Business Systems Coordinator from unauthorized access.

### Security of School Documents

Originals of the following corporate documents are maintained, and their presence is verified on a periodic basis:

1. Charter and all related amendments
2. Minutes of the Board of Trustees and subcommittees
3. Banking agreements
4. Leases
5. Insurance policies
6. Vendor invoices
7. Grant and contract agreements
8. Fixed asset inventory list

Use of School Assets

No employee may use any of the school property, equipment, material or supplies for personal use without the prior approval of Golden Valley Charter Schools 's School Executive Director.

Use of School Credit Cards

1. Charter School credit cards should only be issued with the formal approval of the Board of Trustees and with proper justification. The cost/benefit to the Charter School should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued, they should be assigned to certain Charter School employees and should be used only for school-related expenditures. All charges must be supported by invoices or travel reports to be eligible for payment by the Charter School.
2. Credit cards have been issued to the following Golden Valley Charter Schools administrators as approved by the Executive Board and with the corresponding purchasing threshold/ limit: The limits of some key personnel may be increased/decreased by the Executive Director or Board of Directors during certain times of the year based on potential upcoming projects.

<i>Title</i>	<i>Individual</i>	<i>Spending Threshold</i>
<i>HIGHEST LEVEL - WELLS FARGO</i>	Executive Director	\$25,000.00
<i>CALCARD</i>	Teacher	\$500.00
<i>CALCARD</i>	Executive Director and Business Systems Coordinator	\$5,000.00
<i>CALCARD</i>	Principals, SPED Director, HR Manager	\$1,000.00
<i>CALCARD</i>	Teacher, Specialists, Office Staff	\$500.00

3. Monthly credit card statements are reconciled to invoices and travel reports and are approved by the Business Systems Coordinator, unless not deemed independent than the approval would be by the Board of Trustees.

## **FINANCIAL MANAGEMENT POLICIES**

### Basis of Accounting

The Charter School will maintain their accounting records and related financial reports on the “modified cash” basis of accounting for monthly reporting and “Full Accrual” basis at year end.

### Accounting Policies

The accounting policies and financial reporting adopted are consistent with FASB – Financial Accounting Board.

### Basis of Presentation

The accounts of Golden Valley Charter Schools are organized on a basis of the School Account Code Structure or SACS. The operations of the fund are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, net assets, revenues, and expenditures. Golden Valley Charter Schools uses a Checking Account at Wells Fargo as its Main Fund. This main fund is used to account for all financial resources associated with the operation of the school. In addition, all activities relating to Student Activities should be separately identified and recorded within this fund.

### Revenues

Under the accrual basis of accounting, revenues are recognized when earned.

### Expenditures

Under the accrual basis of accounting, expenses are recognized when services are incurred, or goods are received.

### Incurred Costs

For the purpose of invoicing funding sources for allowable costs under cost reimbursement contracts, the term "costs incurred" is defined as follows: Costs related to items or services incurred directly for the contract and received at the time of the request for reimbursement and is not specifically disallowed by the funding source.

## Cash Management

The school maintains cash accounts at the following banks:

1. Golden Valley Charter Schools has two Operating Account(s) at – Wells Fargo, Wells Fargo
2. A schedule of aged accounts and grants receivable is prepared monthly and reviewed by the Executive Director for collection. Appropriate collection procedures are initiated, if necessary.

## Grants Receivable Aging Criteria

Accounts receivable outstanding is aged on a thirty, sixty, ninety, and over ninety-day basis.

## Grant/Contract Invoicing

- A. All invoices are submitted to the funding sources by dates specified in the grant or contract agreement.
- B. The invoicing format is that specified by the funding source.

## Budgets

- A. The Charter School prepares an annual operating budget of revenues and expenses, a cash flow projection, and a capital budget. These budgets and projection are reviewed and approved by the Board of Trustees, at the annual meeting and modified, as necessary.
- B. Financial statements displaying budget vs. actual results are prepared by the Business Manager or back-office services provider and reviewed by the Executive Director and presented to the Board of Trustees at each monthly board meeting.

## Insurance and Bonding

- A. The school maintains minimum levels of coverage, as deemed appropriate by the Board of Trustees, for the follow policies:
  1. General liability
  2. Business & personal property (including auto/bus)
  3. Computer equipment
  4. Workers' compensation
  5. Personal injury liability
- B. The school requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board of Trustees.

## Record Retention and Disposal

- A. Records are maintained for the following indicated minimum periods:
  - 1. Books, records, documents and other supporting evidence including paid, cancelled or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employees' timesheets and other public documents are retained for seven years after the original entry date.
  - 2. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for three years from the end of the fiscal year in which the records were originally prepared.
- B. All financial records are maintained in chronological order, organized by fiscal year.
- C. Electronic, scanned, or microfilm copies may substitute for paper if:
  - 1. The system prevents alteration or loss (Gov. Code §12168.7 “Trusted System”)
  - 2. Files remain readable and accessible for the full retention period.
  - 3. Quality-control checks verify accuracy of scanned images.
  - 4. Originals are not destroyed until after required audit and retention window.
- D. In connection with the disposal of any records, a memorandum of record disposal listing the record or the class of records to be disposed of. The Board of Trustees must certify this memorandum of records disposal before secure destruction of items.

## Financial Reporting

The back-office services provider maintains supporting records in sufficient detail to prepare the school's financial reports, including:

- I. Annually:
  - a. Financial statements for audit
  - b. Annual budget
- II. Monthly:
  - a. Trial balance
  - b. Internally generated budget vs. actual financial statements
  - c. Updating the cash flow projection
- III. Periodically:
  - a. IRS Forms 941 and payroll tax returns and comparable state taxing authority returns
  - b. Other reports upon request

### Audit

The Board of Trustees arranges annually for a qualified certified public accounting firm to conduct an audit of the Charter School's financial statements in accordance with FASB.

While the same audit firm may be used each year, every 3 years the Board of Trustees may select a new firm to complete the annual audit. To quality control the services and ensure that our annual audit is thorough and based on most recent guidelines, the results can then be compared, and the decision made to select the "best" firm to continue working with.

The audit reports will be submitted to the granting agency, (starting 2002) CA Department of Education, (starting 2003) County Superintendent of Schools, and State Controller's Office by December 15 of each year. (Education Code 47605(m)).

### Audit/Finance Committee

The Board of Trustees appoints an audit/finance subcommittee. This subcommittee will nominate the independent auditor and review the scope and results of the audit. The audit/finance subcommittee also receives notice of any consequential irregularities and management letter comments that the auditor noted during the engagement. Additionally, the subcommittee will develop a corrective action plan to address all relevant weaknesses noted by the auditor. The audit/finance subcommittee will also review all financial information of the Charter School and provide recommendations to the Board of Trustees.

## **POLICIES RELATED TO ASSETS, LIABILITIES AND FUND EQUITY**

### **ASSETS**

#### Bank Accounts

The Board shall authorize the establishment of commercial bank accounts for the purposes of school operations. Funds will be deposited in non-speculative accounts including federally insured savings or checking accounts or invested in non-speculative federally backed instruments.

The General Checking Account shall be the primary account for school needs. Authorized signatories to this account shall be the Executive Director, Human Resource Manager, and a designated (BOT approved) Principal. Checks above \$25,000 must be signed by two authorized, checks under \$25,000 require one signature from the approved signatories.

Bank Accounts for the indicated purpose and limitation(s) have been authorized by the Board of Trustees of the School at the indicated Federal Deposit Insurance Corporation (FDIC)-insured banks: **Wells Fargo**.

## **LIABILITIES AND FUND EQUITY**

### Accounts Payable

Only valid accounts payable transactions based on documented vendor invoices, receiving report or other approved documentation are recorded as accounts payable.

### Accounts Payable Payment Policy

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

### Accrued Liabilities

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

### Liability for Compensated Absences

- A. Compensated absences arise from employees' absences from employment due to vacation leave. When the Charter School expects to pay an employee for such compensated absences, a liability for the estimated probable future payments is accrued if all of the following conditions are met:
  1. The employee's right to receive compensation for the future absences is attributable to services already performed by the employee.
  2. The employee's right to receive the compensation for the future absences is vested or accumulates.
  3. It is probable that the compensation will be paid.
  4. The amount of compensation is reasonably estimable.
- B. Compensated absences not required to be paid upon employee termination is only recorded when paid.

### Debt

- A. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year and is recorded in the Enterprise Fund.
- B. Loan agreements approved by the Board of Trustees should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

## **REVENUES**

### Revenue Recognition

The school records revenue on the accrual basis of accounting, consistent with generally accepted accounting principles.

## **FACILITIES**

### Disposal of Property and Equipment

- A. No item of property or equipment shall be removed from the premises without prior approval from the Business Systems Coordinator.
- B. The school has adopted standard disposition procedures for Charter School staff to follow, which include an Asset Disposal Form (available in email format), which identifies the asset, the reason for disposition, and signature of the requester. The form also allows for an identification of the asset's book value, condition of the asset, and supervisory approval or denial.
- C. When property is retired, the appropriate asset in the fixed asset subsidiary will be adjusted and properly reflected in the Enterprise Fund.

## **PROCUREMENT POLICIES**

### The School adheres to the following objectives:

- A. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
- B. Make all purchases in the best interests of the school and its funding sources.
- C. Obtain quality supplies/services needed for delivery at the time and place required.
- D. Buy from responsible sources of supply.
- E. Obtain maximum value for all expenditures.
- F. Deal fairly and impartially with all vendors.
- G. Maintain dependable sources of supply.
- H. Be always above suspicion of unethical behavior; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the Charter School supplier relationships.

### Purchases

All purchases of goods and services shall be consistent with the approved budget. These purchases shall not require Board approved/executed contracts, with the exception of goods and services in annual amounts greater than \$25,000. The Administration is authorized to make payment of up to \$25,000 on individual items without prior approval from the Board in the following situations:

- Payment of an unexpected or unknown past due bill; e.g. prior year expenses

- Payment for a non-discretionary service already received such as a legal or utility bill
- Payment for necessary services such as a substitute or temp-worker
- Any other expenditure that is deemed imperative to the safe or legal operation of the school

If in the event of an immediate or emergency action where a purchase other than the exceptions is made over the \$25,000 limit/threshold without prior approval, the corrective action would be:

1. The Executive Director immediately notifies the Board Chair to get executive committee approval for the purchase.
2. The purchase is then agendized then it's agendized on the next board meeting for review, so it has the governance oversight that the executive committee saw it and gave approval.

The Business Manager or back-office service provider is required to make a report of any out-of-budget expenditures at the next Board and Budget Committee meetings.

### Contracts

Contracts for goods and services, including professional consulting exceeding \$10,000 on an annual basis shall be presented to the Board for approval prior to signing the contract. Length of contracts shall be at the discretion of the Board. In the event of an approved contract exceeding the approved amount, the additional expenses in excess of the approved amount must be approved by the Board.

Contracts exceeding \$25,000 shall be awarded after a bidding process of sufficient duration to ensure competition. The Board reserves the right to select whichever vendor it deems most prepared to provide the required goods/services without regard to the low bidder being the automatic selection. The Executive Director may make a finding to the Board for sole sourcing a contract exceeding \$10,000. Contracts up to \$5000 per year may be sole-sourced at the discretion of the Executive Director and do not require Board approval if funds are available in the budget. Contracts from \$5001 up to \$10,000 per year may be sole-sourced at the discretion of the Board.

### Commitments and Purchase Orders

Purchase orders over \$25,000 must be approved by the Board and by the Executive Director. Purchase orders up to \$25,000 must be approved by either the Executive Director or the Principal.

In the event of an approved purchase order exceeding the approved amount, the additional expenses in excess of the approved amount must be approved by the Board.

### Expense Reimbursements

In order to be reimbursed for the use of personal funds to pay for school-related purchases, all purchase requests must receive prior approval from the Business Systems Coordinator and be submitted with a purchase request form. Original receipts must be attached in order to be reimbursed. Reimbursements will be made in the form of a check. Some expenditures that are approved by the Business Systems Coordinator may be determined to be immaterial to

necessitate the purchase request process. It is up to the Business Systems Coordinator to decide if the form is needed.

### Lease Agreements

All lease agreements will be evidenced by a lease or sublease agreement approved by the Board of Trustees and signed by the Executive Director. The agreement will identify all the terms and conditions of the lease.

## **TRAVEL POLICIES**

### Employee Mileage Reimbursement

- A. All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service. Reimbursement is allowed for the use of their own vehicle for business-related travel over 5 miles.
- B. All employees requesting mileage reimbursement are required to furnish a Travel Report containing the destination of each trip, its purpose and the miles driven, parking fees and tolls paid. In addition, all reimbursements requests must be supported by invoices and receipts, where applicable.
- C. All paperwork is to be turned in within 1 week of the end of trip to receive reimbursement.

## **CONSULTANTS AND CONTRACTORS**

### Consultant Utilization

The utilization of all consultants and contract personnel are sufficiently evidenced by:

- A. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.
- B. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed.
- C. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement, contractor's compensation and the Charter School's rights to educational curricula and intellectual property developed.

### Independent Contractors

The use of consultants is closely monitored so as not to vary from the rules of the Internal Revenue Code. Consultants will:

- A. Not be controlled as to what services will be performed and how these services will be performed. Consultants will not have set hours of work.
- B. Adhere to a precise contract scope of services, recomputed, or at least adjusted annually. This consultant agreement will specify the obligation of the consultant to pay his or her own self-employment taxes, if applicable.
- C. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
- D. Not be assigned a permanent workstation.
- E. Make their services available or work for several firms or persons at the same time.
- F. Will use his or her own stationery or time sheet in billing for services.

## **GENERAL ACCOUNTING PROCEDURES**

In this section, procedures are described for the overall accounting system design, General Ledger activity and General Ledger closeout for Golden Valley Charter Schools is established.

### **GENERAL LEDGER ACTIVITY**

#### *Control Objective*

To ensure that all General Ledger entries are current, accurate and complete.

#### *Major Controls*

- A. **Timeliness of Entries**  
All entries are made soon after the underlying accounting event to ensure the financial records and reporting is current.
- B. **Support Documentation**  
All entries are supported by adequate documentation that clearly shows the justification and authorization for the transaction.
- C. **Audit Trail**  
A complete audit trail is maintained using reference codes from source documentation through the books of original entry and General Ledger, to periodic reporting statements.

#### *Procedures*

- A. Financial data on source documentation is verified against original documents (e.g., invoice, purchase order, etc.) by the Business Systems Coordinator or back-office business services provider before entering in the accounting system.
- B. Provision is made for using recurring General Journal entries for certain transactions, such as recording the monthly portion of prepaid insurance.
- C. Non-recurring entries, such as for correcting entries, recording accruals, and recording non-cash transactions, are prepared as circumstances warrant and monthly.

- D. All entries in the books of original entry (e.g., cash receipts journal and checkbook) are made soon after the accounting event from authorized forms and are prepared and reviewed by qualified accounting personnel.
- E. In the case of a stale check, defined as a check that has not been deposited by the payee within 90 days of issuance, the school will contact the payee that a stop payment has been placed on the previous check and a new check issued. This will prevent outstanding balances for longer than 90 days.

## **GENERAL LEDGER CLOSE-OUT**

### *Control Objective*

To ensure the accuracy of financial records and reports.

### *Major Controls*

- A. Trial Balance  
Monthly, a trial balance is prepared to ensure the accuracy of the General Ledger account balances.
- B. Reconciliation of General Ledger Control Accounts with Subsidiary Ledgers  
Reconciliations are prepared monthly.

### *Procedures*

- A. At the end of each month, a trial balance of all General Ledger accounts is prepared by the back-office business services provider to the Executive Director.
- B. Reconciliation between the General Ledger control accounts and the subsidiary ledgers are completed by the back-office business services provider.
- C. At fiscal year end and after the annual audit, all income and expense accounts are closed out, and the general ledger balances are agreed to the audited financial statements.

## **CASH MANAGEMENT PROCEDURES**

In this section, procedures are described for cash receipts, cash disbursements, and petty cash funds and prepaid items.

### **CASH RECEIPTS**

#### *Control Objective*

To record cash receipts completely and accurately and to prevent the diversion of cash assets.

#### *Major Controls*

- A. Cash Flow Projection

Golden Valley Charter Schools annually prepares and updates monthly a cash flow projection for operations and capital cash needs to monitor and ensure adequate cash flow.

**B. Cash Receipts Policies**

Golden Valley Charter Schools has internal control systems in place to monitor cash receipts and ensure that deposits are made in a timely manner. Golden Valley Charter Schools also uses electronic fund transfers to accelerate deposits.

**C. Internal Accounting Controls**

1. Opening of mail assigned to an employee with responsibilities independent of access to files or documents pertaining to accounts receivable or cash accounts.
2. Listed receipts and credits compared to accounts receivable and bank deposits.
3. General Ledger control accounts reconciled with Accounts Receivable Subsidiary Ledger

*Procedures*

- A. Mail is opened by Business Systems Coordinator who sorts the checks and forwards them to the Executive Director or the appropriate recipient.
- B. All checks are restrictively endorsed immediately by the Executive Director.
- C. The Office Manager makes copies, prepares deposit slips, and faxes a copy to the back-office business services provider for journal entries.
- D. A copy of each check to be deposited is made and attached to copy of the deposit slip and filed to provide support for all deposits.
- E. The back-office business services provider reviews and signs off on journal entries.
- F. The back-office business services provider inputs journal entries.
- G. The Executive Director, or his/her designee at each school makes deposits on a daily or bi-weekly basis. If deposits are made other than daily, the deposit is maintained in a secure area with limited access.
- H. Reconciliation of cash receipts to deposit slips and bank statements are performed by the Executive Director and the back-office business services provider monthly.

**CASH DISBURSEMENTS**

*Control Objective*

To disburse cash for authorized purposes and record cash disbursements completely and accurately.

*Major Controls*

**A. Cash Disbursement Policies**

Check preparation and signatures are delayed until the due date, consistent with available discounts if available.

## B. Internal Accounting Controls

1. Special check protective paper and accounting software that automatically assigns the next available check number
2. Match disbursement records against accounts payable/open invoice files
3. Bank statements reconciled to cash accounts and any outstanding checks verified by the back-office business services provider, if applicable
4. Supporting documentation canceled to prevent resubmission for payment
5. Detailed comparison of actual vs. budget disbursements on a periodic basis
6. Separation of duties to the extent possible for an organization the size of the school

### *Procedures*

- A. When the transaction is complete and payment is due, Business Systems Coordinator who attaches all supporting documentation: (e.g. vendor invoice, purchase order, purchase requisition, etc.) and submits the package to the Executive Director for approval. A check is prepared by the back-office business services provider and
- A. All invoices submitted for signature will include approvals for payment, expense account charged, check number and date of payment.
- B. The Executive Director approves checks, after examining the supporting documentation.
- C. After having been approved and/or signed, the checks are mailed directly to the payee by the back-office service provider.
- D. All supporting documents are canceled (i.e., stamped PAID) by the signatory and filed by back-office business services provider.
- E. On a periodic basis, cash disbursement records are matched against accounts payable/open invoice files for any discrepancies.
- F. Bank statements are reconciled soon after receipt by either the back-offices business services provider or reviewed by the Business Systems Coordinator.

## **PAYROLL PROCEDURES**

Payroll procedures are organized under six categories: personnel requirements, personnel data, timekeeping, preparation of payroll, payroll payment, and payroll withholdings.

### **PERSONNEL REQUIREMENTS**

#### *Control Objective*

To ensure that Golden Valley Charter Schools hires only those employees, full or part-time, it absolutely needs and exerts tight control over hiring new employees.

## *Major Controls - Payroll Policies*

### Procedures

#### **New Employees**

- A. Requests for new employees are initiated by the Executive Director and compared with the approved annual personnel budget.
- B. New employees complete an Application for Employment.
- C. New employees complete all necessary paperwork for payroll.  
Employee is fingerprinted. Fingerprint clearance must be received by the school before any employee may start work.

#### **Vacation and Sick Pay**

- A. Employees accrue vacation time based on personnel policy of the Golden Valley Charter Schools.
- B. Employee is required to provide at least two weeks advanced notice to supervisors for a vacation request.
- C. Regular part-time employees will earn vacation time on a pro-rated bases based on personnel policy of the Golden Valley Charter Schools.
- D. Employees' earned vacation balances are adjusted monthly to reflect vacation time earned and taken and reviewed by the Human Resources Manager.
- E. Sick leave taken is monitored against each employee's available sick time on an electronic spreadsheet and reviewed by the Human Resources Manager and Executive Director.
- F. Before vacation time is paid, a Vacation Authorization Request is to be prepared by the employee, which is reviewed and approved by the Executive Director.
- G. Vacation and sick leave are tracked in Paycom.
- H. A General Journal entry is prepared at year-end to record the accrued vacation liability.
- I. Unused vacation time is based on personnel policy of the Golden Valley Charter Schools.

## **PERSONNEL DATA**

### TIMEKEEPING

#### *Control Objective*

To ensure that payment for salaries and wages is made in accordance with documented time records.

#### *Major Controls*

- A. **Timekeeping Policies**

Employees are instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives.

**B. Time Keeping**

Labor hours are accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals, are documented.

**C. Internal Accounting Controls**

Time keeping is approved by the staff and their supervisor.

*Procedures*

Time Keeping

A. Hourly and salary employees use Paycom to record their time.

Approval and Collection of Time Sheets

A. Each employee's time is approved at the end of the period for accuracy.

B. The supervisor approves each employee at the end of the period for accuracy. Golden Valley Charter Schools will finalize the time keeping and notify the back-office service provider that payroll is ready to start processing.

**PREPARATION OF PAYROLL**

*Control Objective*

To ensure that payment of salaries and wages is accurately calculated.

*Major Controls*

Internal Accounting Controls

Time records are periodically reconciled with payroll records by Golden Valley Charter Schools.

*Procedures*

A. The total time recorded in time keeping and the number of employees is calculated by the back-office business services provider.

B. The back-office business services provider verifies gross pay and payroll deductions.

C. The total hours and number of employees are compared with the totals in the Payroll Register by the back-office business services provider.

D. The Payroll Register is reviewed and approved by Golden Valley Charter Schools.

## **PAYROLL PAYMENT**

### *Control Objective*

To ensure payment for salaries and wages by check, direct deposit, cash, or other means is made only to employees entitled to receive payment.

## **PAYROLL WITHHOLDINGS**

### *Control Objective*

To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties.

### *Major Controls*

- A. Reconciliation of Payment and Payroll Withholdings  
Payroll withholdings are recorded in the appropriate General Ledger control accounts and reconciled with payments made to third parties.
- B. Internal Accounting Controls  
The back-office business services provider validates and verifies payroll withholdings.

### *Procedures*

- A. The back-office business services provider determines and verifies payroll withholdings for each employee. These are summarized by pay period and recorded in the General Ledger.
- B. Payments for payroll withholdings are reconciled with the amounts recorded in the General Ledger control accounts by the back-office business services provider.
- C. The back-office business services provider reviews the accuracy and timeliness of payments made to third parties for payroll withholdings.
- D. Original withholding and benefit election forms, maintained in the employee file, are prepared by employee. The back-office business services provider will assist in the setting up of provided withholdings.

## **DEPRECIATION**

### *Procedures*

- A. The school capitalizes all fixed assets when acquired and records the historical cost of these items. In accordance with generally accepted accounting principles, depreciation expense must be recorded. The Charter School will use the straight-line method of depreciation over the assets useful life as determined as follow:

**COMPUTERS**

**3 YEARS**

<b>OFFICE EQUIPMENT</b>	5 years
<b>VECHICLES</b>	5 years
<b>LEASEHOLD IMPROVEMENTS</b>	Life of lease or 5 years whichever is greater
<b>BUILDING IMPROVEMENTS</b>	20 years
<b>BUILDING</b>	30 years

## **EXPENSE REIMBURSEMENT**

### *Control Objective*

To ensure the school pays for only authorized business expenses.

### *Major Controls*

- A. Travel Policies  
The school has adopted policies on travel reimbursement.
- B. Employee Expense Reimbursement Documentation  
Employees are required to obtain and furnish documentation for individual expenses.
- C. Internal Accounting Controls
  - 1. Justification for travel approved by Executive Director
  - 2. Documentation for incurred employee expenses
  - 3. Documentation for company credit card purchase.

### Expense Advance or Reimbursement

- B. Soon after traveling, but not exceeding one week, an employee who seeks reimbursement for authorized expenses completes a Travel Report detailing the expenses incurred, attaching originals of supporting documentation.
- C. All credit card purchases are supported by invoices to be reimbursed.
- D. The employee's Travel Report and credit card purchases invoices are reviewed and approved by the Business Systems Coordinator.

## **MANAGEMENT REPORTING PROCEDURES**

In this section, procedures are covered for supporting the annual budget, financial reporting and tax compliance.

## **ANNUAL BUDGET**

### *Control Objective*

To effectively support the preparation of the annual budget and its periodic review.

### *Major Controls*

#### A. Budget Process

The Executive Director works with the back-office business services provider and prepares the annual operating and capital budgets and cash flow projection, with input from the school's community. The budgets and projections are submitted to the Board of Trustees for approval.

#### B. Internal Accounting Controls

Accuracy and completeness of the budget and projections

### *Procedures*

- A. In preparation of the annual operating and capital budget and cash flow projection, the back-office business services provider prepares a preliminary budgets and projection for review by the Executive Director in consultation with the school staff.
- B. To support budgets and projection estimates, the back-office business services provider prepares current year-to-date financial data with projections of year-end totals.
- C. The back-office business services provider and the Executive Director review the budgets and projection submitted for completeness and reasonableness.
- D. The Board of Trustees approves and adopts the final budgets and projection.
- E. The adopted budgets totals are entered in the General Ledger by the back-office business services provider for the new fiscal year, in order to prepare budget to actual reports.

## **FINANCIAL REPORTING**

### *Control Objective*

To ensure the accuracy, completeness, and timeliness of financial reporting to support decision-making.

### *Major Controls*

#### A. Schedule

Monthly managerial reports are prepared based on a schedule.

#### B. Review and Approval

Financial reports are reviewed for accuracy and completeness.

#### C. Audit

The annual financial statements of the Golden Valley Charter Schools are audited by a certified public accounting firm.

### *Procedures*

- A. The back-office business services provider prepares monthly budget vs. actual financial reports and cash flow projection for the Board of Trustees meetings.
- B. Golden Valley Charter Schools submits to an audit of its financial statements by a qualified certified public accounting firm, in accordance with Governmental Auditing Standards
- C. The school shall automatically submit all financial reports required under Education Code Section 47604.33 and 47605(m).

## **PAYROLL TAX COMPLIANCE**

### *Control Objective*

To accurately prepare and file required tax documents on a timely basis.

### *Procedures*

- A. The school maintains a schedule of required filing due dates for:
  - 1. IRS Form W-2 - Wage and Tax Statement.
  - 2. IRS Form W-3 - Transmittal of Income and Tax Statements.
  - 3. IRS Form 941 - Employer's Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes.
  - 4. IRS Form 1099 MISC (also 1099-DIV, 1099-INT, 1099-OID) - U.S. Annual Information Return for Recipients of Miscellaneous Income.
  - 5. Quarterly and annual state(s) unemployment tax return(s).
- B. All payroll tax documents, and the supporting schedules are reviewed and approved by the back-office business services provider for accuracy and completeness.

The Board discussed the following revisions for the Fiscal Oversight Policy:

1. Add routine travel or repeated travel within a month period for meal transportation from Casa Roble to GVCS then expense it in the following month.
2. Page 19 payroll payment – has a control objective but needs to list more controls and procedures.
3. Page 17 bullet E, bullet G – vacation and sick leave being tracked in Paycom. Take out ‘spreadsheet’.
4. Can add – framework within procedures of the Finance Committee meeting to discuss and review before it goes to the Board. The Board would like to cross reference the Governance Policy to review for any overlap regarding this matter.
5. Katie has concerns regarding high charges for consultants in the past. Is there a process where if the Board approves a contract, does the amount approved get added to the budget? The Finance Committee will clarify with Susan Lefkowitz at the next Finance Committee Meeting.
6. Page 22 control section – add in the process or procedure to explain the Executive Director (ED) or the Board can adjust a teacher’s CalCard spending limit then immediately bring it back down in circumstances. Add what threshold the ED can approve and a threshold for what the Board needs to approve. Note that on Page 4 a \$25,000 spending limit is referenced for the ED at Wells Fargo.
7. Page 4 – there are two teacher references and needs to be corrected.
8. Adjust purchasing for kindergarten classes threshold to possibly \$1,000. Both faculty chairs will check in with kindergarten teachers to get feedback, numbers or a general consensus and will email this information to Jennifer.
9. Page 16 controlled objective – take out ‘absolutely needs’. Add verbiage to include full or part time, within budget, and exerts tight control over hiring new employees.