



El Camino Charter High School

Finance and Investment Committee Meeting

Date and Time

Thursday October 20, 2022 at 5:30 PM PDT

Location

ECRCHS Main Campus - Grieb Theater

5440 Valley Circle Boulevard
Woodland Hills, CA 91367

The Finance and Investment Committee is a standing committee of the Board of Directors of El Camino Real Alliance.

For committee meeting materials, please go to the school's main office, or call (818) 595-7500. Some board meeting materials are also posted in the school's website (<https://ecrchs.net> - click the ECR Board tab).

ATTENTION:

WE HAVE RETURNED TO "IN-PERSON" FINANCE AND INVESTMENT COMMITTEE MEETINGS.

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND OTHER MEETING ATTENDEES:

El Camino Real Alliance ("ECRA") welcomes your participation at ECRA's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of ECRA in public.

Your participation assures us of continuing community interest in our charter school. To assist you in the ease of speaking/ participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments."

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5. Any public records relating to an agenda item for an Open Session of the Board which are distributed to all, or a majority of all, of the Board members shall be available for public inspection at 5440 Valley Circle Blvd., Woodland Hills, California, 91367.

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Consent Agenda: All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion or more motions in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board vote(s) on the Consent Agenda item(s). The Executive Director recommends approval of all consent agenda items.

In compliance with the Americans with Disabilities Act (ADA) and upon request, El Camino Real Alliance may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Requests for disability related modifications or accommodations shall be made 24 hours prior to the meeting to David Hussey, in person, by email at comment@ecrchs.net, or by calling (818) 595-7500.

Agenda

	Purpose	Presenter	Time
I. Opening Items 5:30 PM			
Opening Items			
A. Call the Meeting to Order		Danielle Malconian	1 m
B. Record Attendance and Guests		Kurt Lowry	1 m
C. Pledge of Allegiance to the United States of America (USA)		David Hussey	1 m
Mr. Hussey will lead meeting participants in the Pledge of Allegiance to the United States of America (USA).			
D. Public Comments	Discuss	Danielle Malconian	30 m
E. CBO Report	Discuss	Gregory Wood	10 m
Mr. Wood, ECRCHS CBO, will provide his CBO Report to the Committee.			
II. Consent 6:13 PM			
A. Approve Minutes of September 15, 2022, Finance and Investment Committee Meeting	Approve Minutes	Danielle Malconian	1 m
III. Investment 6:14 PM			
A. Investment Update	Discuss	Gregory Wood	10 m
Mr. Wood, CBO, will present the September, 2022, ECRCHS Investment Update.			
IV. Finance 6:24 PM			
A. Financial Update	Discuss	G. Wood/A. Ilyas	10 m
Mr. Wood, CBO, and Ms. Ilyas, Director, Accounting and Finance, will present the September, 2022, Financial Update.			
B. Discussion and Vote to Recommend to the Full Board Approval of the September, 2022, Check Registers	Vote	Gregory Wood	10 m
Prior to the Vote to Recommend Approval, Mr. Wood, CBO, will review the September, 2022, check registers from ECRA's City National Bank. Accounts.			
C. Discussion and Vote to Recommend to the Full Board Approval of the September, 2022, Credit Card Charges.	Vote	Gregory Wood	10 m

	Purpose	Presenter	Time
	Prior to the Vote to recommend Approval, Mr. Wood, CBO, will review the September, 2022, credit card charges.		
D. Discussion and Vote to Recommend to the Full Board Approval of the ECRCHS CARES and ESSER Funds	Vote	G. Wood/A. Ilyas	15 m
Prior to the Vote to Recommend Approval, Mr. Wood, CBO, and Ms. Ilyas, Director of Accounting and Finance, will lead a discussion on the ECRCHS CARES and ESSER Funds.			
E. Discussion and Vote to Recommend to the Full Board Approval of ECRCHS's Fiscal Policies and Procedures	Vote	G. Wood/D. Malconian	20 m
Prior to the Vote to Recommend Approval, Mr. Wood, CBO, and Ms. Malconian, ECRA Boardmember and F & I Committee Chair, will discuss ECRCHS's Fiscal Policies and Procedures.			
V. Closing Items			7:29 PM
A. Adjourn Meeting	Vote	Danielle Malconian	1 m

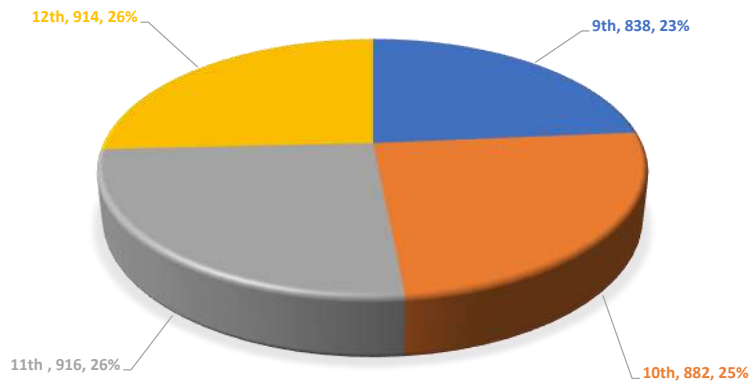
Coversheet

CBO Report

Section:	I. Opening Items
Item:	E. CBO Report
Purpose:	Discuss
Submitted by:	
Related Material:	I.E - ENROLLMENT ADA UPDATE - SEPT 2022.pdf I.E - CAFETERIA UPDATE SEPT 2022.pdf I.E. CBO Report EEBG Update.pdf

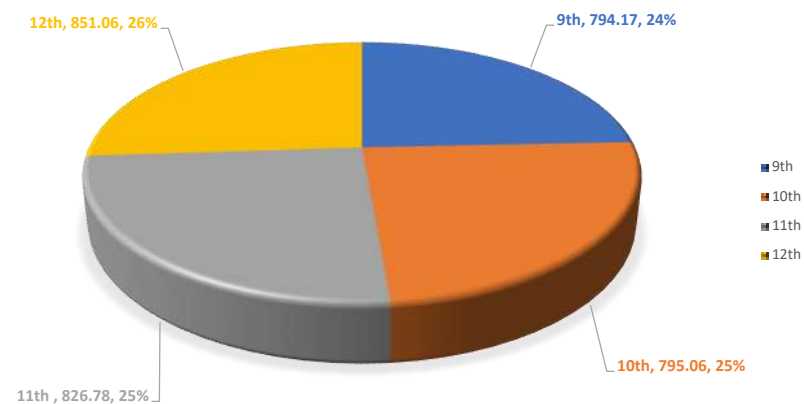
ECRCHS ADA - Sept 21 vs Sept 22 Enrollment, Sept 22 ADA and ADA by Type

ECRCHS - SEPT 2021 ENROLLMENT



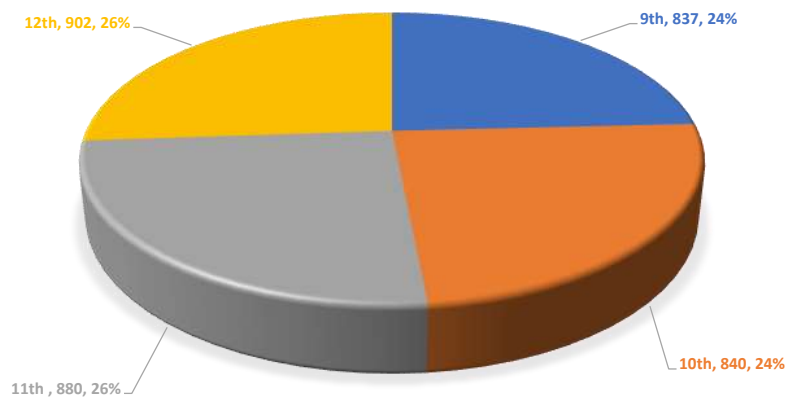
Grade	9th	10th	11th	12th	Total
Sept 2021 Enrollment	838	882	916	914	3550

ECRCHS - SEPT 2022 ADA



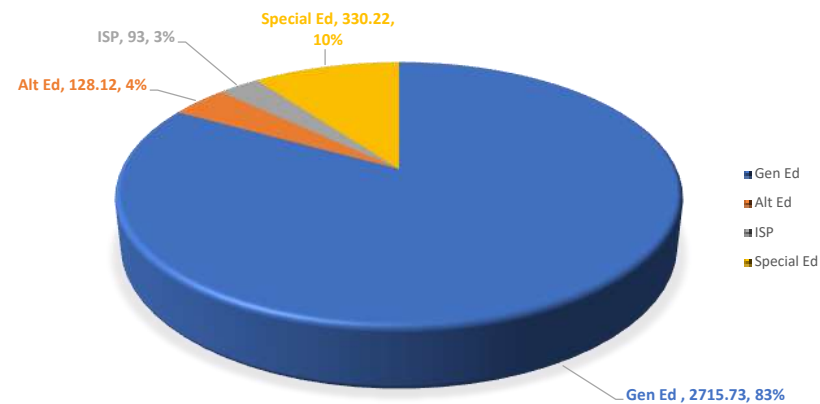
Grade	9th	10th	11th	12th	Total
Sept ADA	794.17	795.06	826.78	851.06	3267.07

ECRCHS - SEPT 2022 ENROLLMENT



Grade	9th	10th	11th	12th	Total
Sept 2022 Enrollment	837	840	880	902	3459

ECRCHS - SEPT 2022 ADA BY TYPE



Type	Gen Ed	Alt Ed	ISP	Special Ed	Total
Sept ADA	2715.73	128.12	93	330.22	3267.07

ECRCHS Cafeteria **Financial Summary** **SY 2023**

Beginning Balance					
# of Serving Days	21	18	19	180	180
# of Instructional Days	21	18	19	180	BUDGET
Month	July-22	August-22	September-22	FY 2023	FY 2023
Students Approved for FRPM	1,120	1,200		1,200	
Breakfast Count	257	13,287	17,765	31,309	
Lunch Count	2,465	20,447	24,538	47,450	
Total Meals Served	2,722	33,734	42,303	78,759	-
Avg. Meals/Day 22-23	130	1,874	2,226	2,050	#DIV/0!
Avg Meals/Day 21-22	223	913	1,234	1,073	
REVENUE:					
Federal Reimbursement	\$ 11,606	\$ 59,654	\$ 76,627	\$ 147,887	\$ 1,021,375
State Reimbursement	\$ 2,436	\$ 96,186	\$ 116,742	\$ 215,363	\$ 71,119
Kitchen Infrastructure				\$ -	
CNIPS Claim	\$ 14,042	\$ 155,840	\$ 193,368	\$ 363,250	
CNIPS (COVID rate increase)					
Snacks/Seconds	\$ 505	\$ 9,438	\$ 7,903	\$ 17,846	
Adult Meals	\$ 2	\$ 1,681	\$ 2,589	\$ 4,272	
Student A La Carte	\$ 506	\$ 11,119	\$ 10,492	\$ 22,117	\$ 68,779
Total Revenue	\$ 14,549	\$ 166,958	\$ 203,861	\$ 385,368	\$ 1,161,273
EXPENSES:					
Chartwells - Food Cost	\$ 4,737	\$ 53,554	\$ 65,863	\$ 124,153	\$ 443,206
Chartwells - Labor Cost	\$ 6,279	\$ 70,990	\$ 87,308	\$ 164,576	\$ 577,798
Chartwells Invoice-Gross	\$ 11,016	\$ 124,543	\$ 153,171	\$ 288,731	\$ 1,021,004
Commodities Credit	\$ -	\$ (7,915)	\$ (3,685)	\$ (11,601)	\$ (34,357)
Chartwells Invoice-NET	\$ 11,016	\$ 116,628	\$ 149,486	\$ 277,130	\$ 986,647
FDP/USDA - Food Shipping Invoice				\$ -	
Salary Expense	\$ 1,939	\$ 1,939	\$ 1,939	\$ 5,817	\$ 93,086
Other Expense					
Total Expense	\$ 12,955	\$ 118,567	\$ 151,425	\$ 282,947	\$ 1,079,733
Net Gain/Loss - (Learning Loss)	\$ 1,594	\$ 48,391	\$ 52,436	\$ 102,421	\$ 81,540
Net Per Meal	0.59	\$ 1.43	\$ 1.24	\$ 1.30	



California
DEPARTMENT OF
EDUCATION



2021–22 Educator Effectiveness Funds (EEF) Report

– Submission Record –

Submission ID: 1396

Submission Date: Friday, September 30, 2022 11:33 AM PT

LEA: El Camino Real Charter High (CDS Code: 19647331932623)

EEF Overview and Contact Info

Total EEF Allocation

\$ 591,871.00

Program Administrator

Please note the Program Administrator's email address will be used to notify the local educational agency (LEA) that your report has been received by the California Department of Education (CDE) after you submit.

First Name	Minita
Last Name	Clark
Title	Administrative Director
Office	Administrative Office
Telephone Number	818-595-7500
Extension (Optional)	7507
Email *	m.clark@ecrchs.net

* Please Note: This Program Administrator's email address will be used to notify the LEA that your report has been received by the CDE after you submit.

Fiscal Agent (Optional)

Please provide the name of the person who will serve as the Fiscal Agent of the EEF if this person is different from the Program Administrator. This person will be included on communications regarding budget and accounting for the EEF.

First Name	Gregory
Last Name	Wood
Title	Chief Business Officer
Telephone Number	818-595-7500
Extension (Optional)	7590
Email	g.wood@ecrchs.net

EEF Plan Adopted by Local Board or Governing Body

Date of Plan Adoption (Month/Day/Year):
12/16/2021

Provide a link to a posted EEF plan or minutes approving plan (**Optional**):

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.ecrchs.net/Board_Documents//2021-2022/2021-12-16%20Regular%20Board%20Meeting/2021-12-16%20Regular%20Board%20Meeting%20Minutes.pdf

EEF Services and Purchases Overview

Total EEF Services Offered

Report the overall number of participants served with EEF this fiscal year:

79

Report the number of total participants served with EEF funding this fiscal year:

Staff Type Served	Staff Count
Teachers	131
Administrators	3
Paraprofessionals	0
Other Classified Staff	14
Total Number Served	148

Books and Material Purchases

Identify purchases made with EEF that supported professional learning offerings. Only identify purchases in this category:

Purchase Type	Expenditure Amount
Books Please provide information about the materials purchased and the vendors they were purchased from: No response	\$ No response
Training Materials Please provide information about the materials purchased and the vendors they were purchased from: Breakfast and lunch for staff that attended all day trainings. Meals purchased from California Chicken Cafe & Corner Bakery .	\$ 4,747.00
Other Please provide information about the materials purchased and the vendors they were purchased from: MS Excel Training for staff (\$1,680)	\$ 1,680.00
Purchases Total	\$ 6,427.00

EEF Additional Expenditures

Please provide information about additional expenditures that were supported with the EEF:

Expenditure Type	Expenditure Amount
Staffing Salaries and Benefits Please provide information about existing staff salaries that were supported with EEF as well as their titles and basic duties: Certificated teachers participating in a school-wide PD before the start of school.	\$ 281,539.00
Travel and Per Diem Please provide expenditure amounts about existing staff travel expenditures that were supported by the EEF and adhere to the allowable uses.	\$ 0.00
Powered by BoardOnTrack	

Stipends	\$ 0.00
Please provide expenditure amounts about existing staff stipends that were supported by the EEF and adhere to the allowable uses for training that occurs outside of the attendee's normal working/paid hours.	
Substitutes	\$ 0.00
Please provide expenditure amounts for substitute costs that were supported by the EEF and allowed staff to attend trainings during the regular work day and adhere to the allowable uses of EEF.	
Additional Total	\$ 281,539.00

Major Activities Supported by EEF

What were your major activities that were supported by the EEF:

Teacher credentialing, certifications, trauma/mental health training for staff.

EEF Expenditure Category Selection

Please indicate which, if any, of the following categories had EEF expenditures for the current reporting year:

Fund Category	Were EEF Funds Expended?
Coaching and Mentoring	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Standards-Aligned Instruction	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pupil Reengagement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Pupil Wellbeing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Positive School Climate	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Inclusive Practices	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
English Learner Programs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Professional Learning Networks	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Ethnic Studies	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Early Childhood Development	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Coaching and Mentoring

Please provide information on the total number of staff served by staff type:

Staff Type	Number of Staff Served
Teachers	10
Administrators	1
Paraprofessionals	0
Other Classified Staff	0
Total Number Served	11

Please provide expenditure amounts for each category of allowable uses listed below:

Expenditure Category	Expenditure Amount
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El Camino Charter High School - Finance and Investment Committee Meeting - Agenda - Thursday October 20, 2022 at 5:30 PM

Beginning Teacher Induction	\$ 6,000.00
Beginning Administrator Induction	\$ 3,800.00
Coaches and Mentors	\$ 12,000.00
Teacher Retention	\$ 0.00
Efforts To Diversify The Teacher Workforce	\$ 0.00
Please describe your efforts to diversify the teacher workforce through coaching and mentoring: No response	
Other Expenditures (Optional)	\$ 0.00
Expenditures Total	\$ 22,700.00

Were services provided by a vendor?

☒ Yes ☐ No

If "Yes," please include information about vendors and providers, and the services they offered:

Ventura County Office of Education provides our teacher induction services.

Practices to Promote Positive School Climate

Please provide information on the total number of staff served by staff type:

Staff Type	Number of Staff Served
Teachers	194
Administrators	0
Paraprofessionals	0
Other Classified Staff	0
Total Number Served	194

Please provide expenditure amounts for each category of allowable uses listed below:

Expenditure Category	Expenditure Amount
Restorative justice	\$ 0.00
Implicit bias training	\$ 0.00
Positive behavioral support training	\$ 17,155.00
Valuing diverse culture and ethnic backgrounds	\$ 1,500.00
Preventing discrimination, harassment, bullying, and intimidation	\$ 0.00
Efforts To Diversify The Teacher Workforce	\$ 0.00
Please describe your efforts to diversify the teacher workforce through practices to promote positive school climate: No response	
Other Expenditures (Optional)	\$ 0.00
Expenditures Total	\$ 18,655.00

Were services provided by a vendor?

☒ Yes ☐ No

If "Yes," please include information about vendors and providers, and the services they offered:

New Professional Learning Networks

Please provide information on the total number of staff served by staff type:

Staff Type	Number of Staff Served
Teachers	0
Administrators	0
Paraprofessionals	0
Other Classified Staff	2
Total Number Served	2

Please provide expenditure amounts for each category of allowable uses listed below:

Expenditure Category	Expenditure Amount
New professional learning networks for educators not already engaged in an education-related professional learning network	\$ 3,238.00
Efforts To Diversify The Teacher Workforce Please describe your efforts to diversify the teacher workforce through new professional learning networks: No response	\$ 0.00
Other Expenditures (Optional)	\$ No response
Expenditures Total	\$ 3,238.00

Were services provided by a vendor?

☒ Yes ☐ No

If "Yes," please include information about vendors and providers, and the services they offered:

Our tech director went to conference hosted by California IT in Education to further learn about educational technology in schools. Our SIS coordinator also attended training through Aeries, our SIS vendor.

Final Summary

Total EEF Allocation

\$ 591,871.00

Total EEF Expenditures

Fund Category	Category's Total Expenditures
Professional Learning Supplies	\$ 287,966.00
Coaching and Mentoring	\$ 22,700.00
Standards-Aligned Instruction	\$ 0.00
Pupil Reengagement	\$ 0.00
Pupil Wellbeing	\$ 0.00
Positive School Climate	\$ 18,655.00

El Camino Charter High School - Finance and Investment Committee Meeting - Agenda - Thursday October 20, 2022 at 5:30 PM	
Inclusive Practices	\$ 0.00
English Learner Programs	\$ 0.00
Professional Learning Networks	\$ 3,238.00
Ethnic Studies	\$ 0.00
Early Childhood Development	\$ 0.00
Total Reported Expenditures	\$ 332,559.00

If this LEA's Total Reported Expenditures value was \$0 for this fiscal year (the above total), please provide narrative details as to why and when funds will be spent:
 No response

- Electronic Signature

Signature by Authorizing Official

The authorizing official should type their name in the field below, which will serve as a signature that certifies agreement with this statement:

I hereby certify that, to the best of my knowledge, the information in this application is correct and complete. I support the proposed project and commit my organization to completing all of the tasks and activities that are described in the application.

Authorizing Official's Full Name: Gregory Wood

Questions: Educator Effectiveness Funds 2021–2026 | EEF2021@cde.ca.gov | 916-445-7331

California Department of Education
 1430 N Street
 Sacramento, CA 95814

Web Policy

Coversheet

Approve Minutes of September 15, 2022, Finance and Investment Committee Meeting

Section: II. Consent
Item: A. Approve Minutes of September 15, 2022, Finance and
Investment Committee Meeting
Purpose: Approve Minutes
Submitted by:
Related Material:
Minutes for Finance and Investment Committee on September 15, 2022

DRAFT



El Camino Charter High School

Minutes

Finance and Investment Committee

Date and Time

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Main Campus in Grieb Theater

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Directors Present

Alexandra Ramirez, Danielle Malconian

Directors Absent

Daniela Lopez-Vargas

Guests Present

Gregory Wood, Kurt Lowry, a.ilyas@ecrchs.net

I. Opening Items**A. Call the Meeting to Order**

Danielle Malconian called a meeting of the board of directors of El Camino Charter High School to order on Thursday Sep 15, 2022 at 5:31 PM.

B. Record Attendance and Guests**C. Pledge of Allegiance to the United States of America (USA)**

Boardmember Malconian led members and guests in the Pledge of Allegiance to the United States of America (USA).

D. Public Comments

One member of the public, Mr. Daniel Osztreicher, made a public comment, summarized as follows:

* Mr. Osztreicher noted that he had had difficulty locating the Board Packet for the F& I Committee Meeting.

* Mr. Osztreicher inquired about the possibility of coding all expenses.

* Mr. Osztreicher inquired about the purchase of Wayside publishing expense for a Spanish curriculum item that had also included an invoice for Canvas. This was listed on p. 22 of 140 of the packet.

NOTE: Packets are posted on the website under "ECR Board" Tab, "Board Materials" tab for Regular and Special Board Meetings and under "Standing Committees" tab for Standing Committees such as today's Finance & Investment Committee Meeting.

NOTE: Packets are posted as soon as practicably possible after all appropriate attachments have been received by Dr. Lowry.

NOTE: Later in the meeting during the review of check registers, credit card statements, financial reports, there was discussion about the business office continuing to look for ways to organize and present information and reports on adjusted forms. While no specifics were discussed, the committee, along with Mr. Wood, CBO, and Mrs. Ilyas, Director, Accounting and Finance, acknowledged the need to continue to look for ways to present financial information.

E. Chief Business Officer (CBO) Updates

Mr. Wood, CBO, provided his CBO Update, with highlights summarized as follows:

1. Attendance and enrollment are down about 80 overall students to 3469 after our first month, from 3550 expected and budgeted coming into 2022-2023; attendance and enrollment are critical in terms of our overall funding; Freshmen and Seniors are holding steady as compared with last year, while 10th and 11th grades are below expectations (approximately 40 in each of those grades).
2. We "lock in" attendance after the 8th month of school.
3. Three sub-categories of students and their respective enrollment include:
 - * Students with Disabilities (SWDs) = 393 enrolled, which is a large population.
 - * Alternative Education = 79 enrolled (11th/12th)
 - * Independent Study Program = 135 enrolled (room for growth there)
4. Cafeteria is a source of pride; August 2022 average participation is 1874 meals, as compared with a participation rate of 913 meals from August 2021; overall revenues from the past 2021-2022 academic year were approximately \$140,000; this August, alone, we've received \$48K in revenue, which foretells possible great revenues anticipated; any revenues need to be reinvested in the cafeteria (decor, materials, equipment, staff, etc.); two staff members may be hired and a change in cafeteria management has already occurred; Ms. Malconian asked Mr. Wood if the breakfast or lunch carts are in use, to which Mr. Wood replied in the affirmative, that 1-2 a la carte items are provided on carts, once during the morning with possible expansion to two carts in the morning, and one cart during lunch selling primarily pizzas and other a la carte items; very excited about the bottom line and getting the kids excited about the menu, etc.
5. Mr. Wood noted that ECRCHS is looking into a new payment system for paying Athletics-related expenses; (games, referees, etc.) Arbiter System; concern is about extra work or the business office due to the automated system; the emphasis is on accountability and accuracy;

II. Consent

A. Approve Minutes of August 18th, 2022, Finance and Investment Committee Meeting

Alexandra Ramirez made a motion to approve the minutes of the August 18th, 2022, F&I Committee Meeting Finance and Investment Committee Meeting on 08-18-22.

Danielle Malconian seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Alexandra Ramirez	Aye
Daniela Lopez-Vargas	Absent
Danielle Malconian	Aye

III. Investment

A. Investment Update

Mr. Wood, CBO, provided the August, 2022, Investment Update, with highlights as follows:

OPEB Trust:

1. Starting point end of June \$20,459,440; end of July 22, \$21,711,610; end of Aug \$21,145,076;
2. 2 months of contributions = \$440K
3. Gains \$245,636 (1.2% Investment Change)
4. Current ending balance of \$21,145,076 = 3.4% Total Change

General Account - U.S. Bank Holdings:

1. US bank holds three different advisors = \$6,006,105 overall balance (Polen Capital, Fiduciary Management, Beacon Pointe)

Annuities:

1. Midland - \$393,644
2. Athene - \$389, 644

Total Combined General Account Balance End of August: \$6,789,016

Month-End COMBINED (OPEB + GENERAL) = \$27,934,092

IV. Finance

A. Financial Update

Mr. Wood, CBO, and Ms. Ilyas, Director, Acct. & Fin., provided the August 2022 Financial Update with highlights as follows:

- * First column (EA) includes estimated actuals
- * Second column includes unaudited actuals
- * Third column is what board adopted for 22-23
- * Fourth column is the 22-23 budget with updates due to new funding and salary increase

Regarding Revenues:

1. LCFF - Total Revenue in adopted 22-23 budget was \$38,575,151, but adjusted numbers reflecting lower ADA and salary increases, the updated budget reveals revenues of \$37,883,858.43.

2. Federal Revenue - Adopted Budget \$3,609,260.13; with adjusted federal revenue at \$3,408,946.01; updates to Title 1, 2, IV, and Spec. Ed. revenue (IDEA/Interagency Contracts).

3. Other State Revenues - Reflect an increase in State Lottery Revenue - from \$744,991.00 adopted to \$822,153.00; Total Other State Revenues 22-23 Adopted Budget \$1,439,530.37 and 22-23 adjusted Budget update with new funding/salary increase = \$1,516,692.37.

4. Other Local Revenues - Interagency Services Between LEAs show an increase from 22-23 adopted budget of \$4,697,685.45 to 22-23 Budget Updates with New Funding/Salary Increase projected amount of \$6,224,466.05.

TOTAL REVENUES adopted 22-23 budget = 48,321,626.95 while adjusted budget projects a revenue increase to \$49,033,962.86.

EXPENDITURES:

Mrs. Ilyas noted that there were not any changes other than the approved 3% on schedule salary increase for employees adopted on 8/25/22.

As the year continues, she noted, Mr. Wood and she will provide updates on the adopted budget to actuals, while also looking into possible changes in format for presenting the information to the board/committee.

Mr. Wood noted that the 22-23 adopted budget included a projected surplus of over \$451K in the reserve, and even after the adjustments and salary increase adopted, the 22-23 adjusted budget still reflects a projected surplus of approximately \$277K in reserves.

We will use enrollment and ADA to note changes in projected ADA and revenue.

3% salary increases were provided for August on 31 August. Retroactive checks were provided for July and any other hours owed for employees.

B. Review and Vote to Recommend to the Full Board the Approval of the July and August 2022 Check Registers

Danielle Malconian made a motion to recommend to the full board the approval of the July and August 2022 Check Registers.

Alexandra Ramirez seconded the motion.

Prior to the vote, Mrs. Ilyas reviewed the July and August 2022 Check Registers.

The board **VOTED** to approve the motion.

Roll Call

Danielle Malconian	Aye
Daniela Lopez-Vargas	Absent
Alexandra Ramirez	Aye

C. Review and Vote to Recommend to the Full Board the Approval of the June, July, and August 2022 Credit Card Statements

Alexandra Ramirez made a motion to recommend to the Full Board the approval of the June-July-Aug 2022 Credit Card Statements.

Danielle Malconian seconded the motion.

Prior to the vote, Mrs. Ilyas reviewed the June, July, and August 2022 Credit Card Statements.

The board **VOTED** to approve the motion.

Roll Call

Danielle Malconian	Aye
Daniela Lopez-Vargas	Absent

D. Review and Vote to Recommend to the Full Board the Approval of the 2021-2022 Unaudited Actuals Budget(s).

Danielle Malconian made a motion to recommend to the Full Board the approval of the 2021-2022 Unaudited Actuals Financial Reports.

Alexandra Ramirez seconded the motion.

Prior to the vote, Mr. Wood, CBO, and Ms. Ilyas, Director, Accounting and Finance, reviewed the 2021-2022 Unaudited Actuals Financial Reports, with highlights as follows:

* estimated where we thought we'd land for year end and the form that we submit to the State based on unaudited actuals.

* Significant increase in projected reserves, based on two major occurrences:

1. Actuarial favorable review which reduced OPEB liability rate (see lines on report 3701 and 3702). OPEB expense had been projected to be \$3M. We had negative expenses, coupled with investment downturn, reflecting losses that need to be reported. (See line 8662).

2. Report is due December 15th; auditors' deadline to receive report;

3. Mr. Wood and Ms. Ilyas reviewed Form 62; standard form that summarizes types of forms; State requires this form which provides a top level look at where the school ended up as of June 30th, 2022, and then compares the actuals; this form will need to be approved next week.

Also prior to the final vote to recommend, Mr. Wood and Ms. Ilyas confirmed that the proper nomenclature for this item should be "...2021-2022 Unaudited Actuals Financial Reports" and not "...Budget(s)."

Accordingly, the motion was reworded and then the vote was held.
The board **VOTED** to approve the motion.

Roll Call

Danielle Malconian	Aye
Daniela Lopez-Vargas	Absent
Alexandra Ramirez	Aye

E. Review and Vote to Recommend to the Full Board the Approval of the 2022-2023 ECRCHS Consolidated Application for Federal Funding

Alexandra Ramirez made a motion to recommend to the Full Board the Approval of the 2022-2023 ECRCHS Consolidated Application for Federal Funding.

Danielle Malconian seconded the motion.

Prior to the vote, Mr. Wood, CBO, and Ms. Ilyas, Director, Acct. and Finance, provided a review of the Consolidated Application, with highlights as follow:

1. Reporting information and Funding assurances on our part to follow the funding guidelines;

2. Our Yes or No responses on Titles 1, 2, 3, 4; We have Yeses on all except our Title III Immigrant population; we do not seek federal funds for this categorical demographic due to not having a significant (eligible) number of students in this demographic category.

3. Title III English Learners - we reported having 64 students who are currently classified as English Learners (EL); we are thus eligible for \$8,006 in federal Title III funding. We partner(ed) with another school and will likely partner with Palisades CHS again to receive the full amount of \$10K and we'd then share the funding.

4. 2022-23 LCAP Federal Addendum Certification - in order to receive initial funding, the school must have an LCAP and ConApp; this certifies that we have met the LCAP requirement.

5. Protected Prayer - Students are allowed to pray within federal guidelines; this page provides certification of such assurance.
The board **VOTED** to approve the motion.

Roll Call

Daniela Lopez-Vargas Absent

Danielle Malconian Aye

Alexandra Ramirez Aye

F. Discussion on ECRCHS Current Fiscal Policies and Procedures

Mr. Wood, CBO, Ms. Ilyas, and Ms. Malconian, led a discussion on ECRCHS Current Fiscal Policies and Procedures, with highlights as follows:

Need new language in some areas of the FPPs:

- * Equity and Clarity needed; reimbursement processes
- * Relationship with back office has changed as we have started to re-acquire some functions;
- * Give stakeholders opportunity to weigh in and provide input ahead of a more detailed next meeting
- * Preliminary Areas of need for adjustments include:
 - * p. 11 - Purchasing Flow Chart - recommended edit to state that anything \$50K that has not already been approved and budgeted already is subject to committee/board approval;
 - * p. 12 - Reimbursements and Expense Requests - recommended lowered amount limited to \$5K to ensure consistency with other referenced FPPs language; Anything over \$10K would recommend special consideration by Executive Director and CBO.
 - * p. 17 - Need a formal and clear policy on Field Trips; Travel section; for example: charter buses language needs clarification to determine need based on mileage, numbers of students, etc. Teams and/or others can fund raise and/or use their trust funds. Getting language in the FPPs will make processes easier and accessible.
 - * P. 22 - Student Awards - Cash or cash equivalent discussion presents an area of concern; need clarity; use of public funds; we need to review and address this language;

Mr. Wood would like for the F&I committee and administration to review the FPPs and specifically, the language in this document.

Ms. Malconian requested examples of when students may have been given cash or cash equivalent awards pursuant to the current FPPs.

Ms. Malconian asked about the Supplies budget to which Mr. Wood and Ms. Ilyas replied that departments have budgets for Instructional Materials. Ms. Malconian asked how much teachers are spending for which they are not being reimbursed, to which Mr. Wood and Ms. Ilyas replied that they are to go through the department chair and the business office. The Business office supports out of pocket expenses for reimbursement as long as purchases are within the

respective department budgets and are aligned with allowable purchases from respective supplies and/or IMA budgets.

The Board discussed meals allowances and the need to use funds for meals that are associated with the provision of a purpose such as during Professional Development.

Mrs. Ramirez noted that reimbursements/checks need to be signed off of and approved at the executive level by Mr. Hussey and/or Mr. Wood, with a designated administrator only in the absence of Mr. Hussey and/or Mr. Wood. She noted that administrative directors should not be signing off on these reimbursements.

Mr. Wood again invited stakeholder comments prior to a return to next month's Finance and Investment Committee Meeting.

Mr. Wood noted that this item will be discussed briefly during the Regular Board Meeting and again during the next F&I Committee Meeting.

V. Closing Items

A. Adjourn Meeting

Alexandra Ramirez made a motion to Adjourn the meeting.

Danielle Malconian seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Alexandra Ramirez Aye

Daniela Lopez-Vargas Absent

Danielle Malconian Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:41 PM.

Respectfully Submitted,
Kurt Lowry

Coversheet

Investment Update

Section:	III. Investment
Item:	A. Investment Update
Purpose:	Discuss
Submitted by:	
Related Material:	III.A. Investment Update-September 30th.pdf

EL CAMINO REAL CHS

INVESTMENTS REVIEW

FISCAL YEAR 2022-2023

2022-2023

2022-2023		Year End	Contributions								
			Jul-22	Aug-22	Sep-22		Executive Summary-OPEB				
		Jun-22									
			(a)								
		Contributions	\$ 220,000	\$ 220,000	\$ -	10/17/2022	\$ (1,185,619)	Gains/Losses	-5.8%	Invest. Change	
El Camino Real CHS	OPEB Trust	\$ 20,459,440	\$ 21,711,610	\$ 21,145,076	\$ 19,713,821	20,013,200	\$ 19,713,821	Current Ending	-3.6%	Total Change	
Investment Managers:			6%				Month	YTD			
Polen Capital Mgt		\$ 1,788,785	\$ 1,964,839	\$ 1,857,591	\$ 1,665,581	-10.3%	-6.9%	Advisor under Review			
Fiduciary Mgt		\$ 2,039,390	\$ 2,294,276	\$ 2,178,340	\$ 2,034,321	-6.6%	-0.2%				
Beacon Pointe		\$ 16,631,265	\$ 17,452,495	\$ 17,109,145	\$ 16,013,919	-6.4%	-3.7%				
							-3.6%				
El Camino Real CHS	General										
Investment Managers:						Month	YTD				
Polen Capital Mgt		\$ 336,879	\$ 369,908	\$ 349,737	\$ 313,506	-10.4%	-6.9%	Advisor under Review			
Fiduciary Mgt		\$ 419,037	\$ 443,824	\$ 421,636	\$ 393,889	-6.6%	-6.0%				
Beacon Pointe		\$ 5,221,631	\$ 5,362,882	\$ 5,234,732	\$ 4,997,945	-4.5%	-4.3%				
US Bank Holdings		\$ 5,977,546	\$ 6,176,614	\$ 6,006,105	\$ 5,705,341	-5.0%	-4.6%	5,697,876			
Annuity	3 Yr. (8/23)Fixed @ 2.40%	Midland	\$ 382,505	\$ 392,374	\$ 393,267	\$ 393,983	0.2%	2.8%			
	3 Yr. (9/23)Fixed @ 1.95%	Athene	\$ 380,858	\$ 388,985	\$ 389,644	\$ 390,284	0.2%	2.3%			
Combined		\$ 6,740,909	\$ 6,957,973	\$ 6,789,016	\$ 6,489,607	-2.4%	0.7%				
Month End -Combined		\$ 27,200,349	\$ 28,669,583	\$ 27,934,092	\$ 26,203,429						

NOTES: (a)- September Contribution issued/cleared in October

Coversheet

Financial Update

Section:	IV. Finance
Item:	A. Financial Update
Purpose:	Discuss
Submitted by:	
Related Material:	IV.A - Financial Updates Sept 2022-SF-009995380957 (1).pdf

ECRCHS - Financial Updates as of 9/30/22

		21-22 Unaudited Actuals	21-22 Post Unaudited Actuals Adjustments	2022-2023 Adopted Budget	2022-23 Actuals to Date	2022-23 Projection Updates, 9/30/22			Comments
Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMAT- 10/22
	Obj Code			Total	9/30/2022	Unrestricted	Restricted	Total	
A. Revenues									
LCFF/Revenue Limit Sources									
State Aid	8011	11,693,777	11,693,777	18,613,303	3,567,654	15,944,242		15,944,242	
Education Protection Act	8012	13,088,623	13,088,623	9,938,853	2,629,747	10,329,694		10,329,694	
State Aid (Prior Years)	8019	305,993	305,993	-				-	
In Lieu of Propety Tax	8096	10,352,629	10,352,629	10,022,995	2,691,683	12,471,980		12,471,980	
Total, LCFF/Revenue Limit Resources		35,441,022	35,441,022	38,575,151	8,889,084	38,745,916	-	38,745,916	2021-22 Hold Harmless ADA Adjustment TBD
Federal Revenues									
Special Education - IDEA	8181	922,255	980,246	975,839	207,851		782,680	782,680	SpED Revenue Adj Post UAR
Child Nutrition - Federal	8220	1,107,315	1,107,315	1,021,375	157,538		1,021,375	1,021,375	
Donated Food Commodities	8221	34,482	34,812					-	
Other Federal								-	
Title I	8290	315,828	315,828	384,238			384,238	384,238	
Title II	8290	79,469	79,469	78,930			78,930	78,930	
Title III - English Learners	8290			7,839			7,839	7,839	
Title IV	8290	27,503	27,503	26,948			26,948	26,948	
ELC COVID Testing Award	8290	354,385	354,385	-				-	
ESSER I (COVID-19 Grant)	8290	43,745	43,745	-				-	
ESSER II (COVID-19 Grant)	8290	64,133	64,133	-	206,343		206,343	206,343	
ESSER III (COVID-19 Grant)	8290	758,897	758,897	-				-	
ELO ESSER II State Reserve (3216)	8290			353,713	88,428		353,713	353,713	
ELO GEER II (3217)	8290			81,180	20,295		81,180	81,180	
ELO ESSER III State Reserve Emergency Needs (3218)	8290			230,580	57,645		230,580	230,580	
ELO ESSER III State Reserve Learning Loss (3219)	8290	15,284	15,284	397,480	84,086		397,480	397,480	
Learning Loss & Mitigation (CRF)	8290			-				-	
Learning Loss & Mitigation (GEER)	8290	75,672	75,672	-	37,836		37,836	37,836	
Other Federal Revenues	8290	36,327	100,065	51,138	93,384		51,138	51,138	
Total, Federal Resources		3,835,295	3,957,354	3,609,260	953,406	-	3,660,280	3,660,280	
Other State Revenues									
Child Nutrition - State	8520	97,260	97,260	71,119	98,622		71,119	71,119	
Mandated Cost Reimbursement	8550	161,596	161,596	169,447		163,114		163,114	
State Lottery (Non Prop 20)	8560	537,623	635,756	529,973		543,928		543,928	2021-22 4th Qtr Lottery Adjustments
State Lottery (Prop 20)	8560	189,406	303,073	218,889			214,372	214,372	2021-22 4th Qtr Lottery Adjustments
Kitchen Infrastructure & Equipment	8590	25,000	25,000	-				-	

ECRCHS - Financial Updates as of 9/30/22

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Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMAT- 10/22
	Obj Code			Total	9/30/2022	Unrestricted	Restricted	Total	
A-G Completion Grant: A-G Access/Success Grants	8590	258,788	258,788	86,262			86,262	86,262	
A-G Completion Grant: Learning Loss & LEA Medi-Cal Billing	8590	97,019	97,019	32,339			32,339	32,339	
CTE	8590	57,816	57,816	-				-	
All Other State Revenue	8590			-				-	
In-Person Instruction Grant	8590	616,200	609,117	335,372	205,351		335,372	335,372	
Expanded Learning Opportunities Grant	8590	227,031	227,031	-	71,704		71,704	71,704	
Educator Effectiveness	8590	139,480	139,480	-				-	
	8590	473,497	473,497	-				-	
Total, State Revenues		2,880,716	3,085,433	1,443,401	375,677	707,042	811,167	1,518,209	
Other Local Revenues									
Special Education - AB602	8311	2,861,642	3,032,539	2,778,617	831,606		3,131,488	3,131,488	SpED Revenue Adj Post UAR
Food Service Sales	8634	72,984	72,984	68,779	20,332		68,779	68,779	
Leases & Rentals	8560	39,053	39,053	37,500	5,493	37,500		37,500	
Other Local Revenue	8600	15,376	15,441	605,000	(28,930)	605,000		605,000	
Interest	8660	138,490	138,491	340,000		340,000		340,000	
Dividends	8661	386,815	386,815	400,000		400,000		400,000	
Net Increase (Decrease) in the Fair Value of Investments	8662	(4,812,005)	(4,812,005)					-	
Gain (Loss) Sale on Investmenets	8664	371,452	371,452					-	
LAUSD SpEd Option 3 Grant	8679	-		-				-	
Fundraising	8699	336,369	336,369	317,789	1,621	317,789		317,789	
Tution	8710	1,409,619	1,409,619	-	(7,000)	1,107,430		1,107,430	Foreign Exchange (Refunds)/ 1st Interim Adj
ASB Revenues	8804	106,281	106,281	150,000	37,746	150,000		150,000	
Total, Other Local Revenues		926,076	1,097,039	4,697,685	860,868	2,957,719	3,200,267	6,157,986	
Total Revenues		43,083,109	43,580,848	48,325,498	11,079,035	42,410,678	7,671,715	50,082,393	
B. Expenditures									
Certificated Salaries									
Teachers' Salaries-Full-Time	1100	13,953,250	13,953,250	16,780,251	3,467,916	14,260,024	1,848,635	16,108,659	Reclass to Counselors 1200 Budget
Cert Pupil Supp Sal-Counselors	1200	2,186,953	2,186,953	1,017,301	521,499	1,717,820	500,000	2,217,820	Reclass Counselors from 1100 Budget
Cert Administrators	1300	1,160,358	1,160,358	1,314,260	291,800	1,197,603	156,085	1,353,688	
Total, Certificated Salaries		17,300,561	17,300,561	19,111,812	4,281,215	17,175,446	2,504,720	19,680,166	
Classified Salaries									
Non-certificated Instructional Aides' Salaries	2100	1,261,847	1,261,847	1,024,695	227,901	-	1,055,436	1,055,436	

ECRCHS - Financial Updates as of 9/30/22

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Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMAT- 10/22
	Obj Code			Total	9/30/2022	Unrestricted	Restricted	Total	
Non-certificated Support Salaries	2200	1,637,537	1,637,537	1,720,802	475,487	1,772,426		1,772,426	
Non-certificated Supervisors' and Administrators' Sal.	2300	683,528	683,528	767,118	189,439	790,132		790,132	
Clerical and Office Salaries	2400	961,962	961,962	1,049,373	261,047	1,080,854		1,080,854	
Other Non-certificated Salaries	2900	67,001	67,001	254,975	2,958	262,624		262,624	
Total, Classified Salaries		4,611,875	4,611,875	4,816,963	1,156,832	3,906,036	1,055,436	4,961,472	
Employee Benefits									
State Teachers Retirement System (STRS) , Certificated Positions	3111	2,988,885	2,988,885	3,752,071	790,155	3,385,276	478,402	3,863,678	
State Teachers Retirement System (STRS), Classified Positions	3112	101,859	101,859	24,685	29,955	25,426		25,426	
Public Employees Retirement System (PERS), Certificated Positions	3211	46,106	46,106	13,550	14,726	13,957		13,957	
Public Employees Retirement System (PERS), Classified Positions	3212	853,745	853,745	1,014,255	214,917	776,919	267,764	1,044,683	
OASDI, Certificated Positions	3311	198,184	198,184	2,755	200	2,837		2,837	
OASDI, Classified Positions	3312	291,261	291,261	298,652	59,484	278,057	65,437	343,494	
Medicare, Cert Positions	3331	265,056	265,056	277,121	65,736	249,044	36,318	285,362	
Medicare, Class Positions	3332	66,872	66,872	104,684	16,774	56,638	15,304	71,941	
Hlth & Wlfr Benefits, Cert	3411	2,625,572	2,625,572	2,977,948	648,601	2,738,819	239,129	2,977,948	
Hlth & Wlfr Benefits, Class	3412	1,052,782	1,052,782	1,195,895	286,111	1,009,829	186,066	1,195,895	
State Unemploy Insur, Cert Pos	3511	68,099	68,099	97,190	23,149	87,557	12,524	100,081	
State Unemploy Insur, Clas Pos	3512	15,764	15,764	24,399	9,831	20,008	5,123	25,131	
Worker Comp Insur, Cert Pos	3611	131,782	131,782	156,994	131,127	156,994		156,994	
Worker Comp Insur, Class Pos	3612	38,451.58	38,451.58	71,279	17,841	71,279		71,279	
OPEB, Allocated, Certificated	3701	(4,840,920)	(4,840,920)	2,113,622	556,948	2,438,209		2,438,209	Accrue September 2022/Add SISC Payments
OPEB, Allocated, Classified	3702	(1,282,745)	(1,282,745)	527,578	140,863	635,774		635,774	Accrue September 2022/Add SISC Payments
Lifetime Retiree Benefits, Cert	3911			-		-		-	
Lifetime Retiree Benefits, Class	3912	9,517	9,517	8,000	-	8,000		8,000	PARS
Total, Employee Benefits		2,630,268	2,630,268	12,660,677	3,006,419	11,954,624	1,306,066	13,260,690	
Supplies									
Approved Textbooks & Core Curricula Materials	4100	257,844	257,844	718,482	77,835		718,482	718,482	
Books & Other Reference Materials	4200	7,652	7,652	10,882	766		10,882	10,882	
Materials & Supplies	4300	59,604	59,604	32,454	9,851	32,454		32,454	
Instructional Materials & Supplies	4325	420,572	420,572	397,950	146,093		397,950	397,950	
Office Supplies	4330	95,743	95,743	93,311	48,651	93,311		93,311	

ECRCHS - Financial Updates as of 9/30/22

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Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMAT- 10/22
	Obj Code			Total	9/30/2022	Unrestricted	Restricted	Total	
Non Instructional Student Materials & Supplies	4345	586,829	630,700	506,915	656,518	506,915		506,915	Reclass Current Exp to other Objects (1st Interim updates)
ASB Supplies	4350	74,177	74,177	-	220			-	
Noncapitalized Equipment	4400	1,421,116	1,421,116	592,250	95,432	100,000	492,250	592,250	
Student Food Services	4710	454,461	454,461	460,178	5,235		460,178	460,178	
Total, Supplies		3,377,998	3,421,869	2,812,422	1,040,600	732,680	2,079,742	2,812,422	
Services									
Services & Other Operating Expenses	5000		562	32,294		32,294		32,294	
Subagreements for Services	5100			61,800		61,800		61,800	
Travel & Conferences	5200	47,044	42,421	30,947	5,249	10,000	20,947	30,947	
Conferences and Professional Development	5210	28,277	28,277	77,250	2,879	20,000	57,250	77,250	
Dues & Memberships	5300	319,294	324,568	297,255	342,553	100,000	347,255	447,255	New Expenses due to CARES needs
Insurance	5400	348,671	340,376	513,296	371,761	513,296		513,296	
Operations & Housekeeping	5500	601,965	601,965	428,849	318,833	378,849	50,000	428,849	
Security	5520	488,955	503,874	518,000	93,277	518,000		518,000	
Rentals, Leases, & Repairs	5600	19,736	19,736	-		-	-	-	
Equipment Leases	5605	51,061	51,061	103,014	33,063	103,014		103,014	
Rent	5610	1,400	1,400	5,835	-	5,835		5,835	
Repairs and Maintenance - Computers	5616	30,004	30,004	14,533	1,332	14,533		14,533	
Utilities	5620	709,279	794,615	691,518	72,529	691,518		691,518	Post UAR LAUSD Utility Adj
Other Rentals, Leases and Repairs 1	5631	9,251	9,251	4,244	-	4,244		4,244	
Other Services & Operating Expenses	5800	34,892	34,892	44,213	2,040	44,213		44,213	
Investment Taxes	5807	15,221	15,221	25,750	-	25,750		25,750	
Investment Fees	5808	212,542	212,542	277,688	-	277,688		277,688	
Banking Fees	5809	24,159	24,159	36,050	14,543	36,050		36,050	
Business Services	5812	48,000	48,000	98,880	-	98,880		98,880	
Consultants - Instructional	5815	1,760,551	1,760,551	1,494,625	46,263		1,494,625	1,494,625	
Consultants - Non Instructional - Custom 1	5820	1,313,630	1,652,038	1,066,449	85,797	1,066,449		1,066,449	Fulgent COVID Testing \$338,408 to Post UAR
District Oversight Fees	5824	357,346	351,350	-	-	-	-	-	2022-23 Budgeted/Recorded in Acct 7299
ASB Consultants	5825	4,930	4,930	-	-	-	-	-	
Field Trips Expenses	5830	233,587	233,587	207,830	51,091	207,830		207,830	
Fines and Penalties	5833		1,615	530	-	530		530	
ASB Events or Field Trip	5835	1,615	2,191	-	700	-	-	-	
Professional Development	5840	2,251	60	5,150	1,197		5,150	5,150	
Legal Fees	5845	336,651	336,651	246,660	76,802	214,660	32,000	246,660	
Licenses and Other Fees	5848	24,691	24,691	15,914	-	15,914		15,914	

ECRCHS - Financial Updates as of 9/30/22

		21-22 Unaudited Actuals	21-22 Post Unaudited Actuals Adjustments	2022-2023 Adopted Budget	2022-23 Actuals to Date	2022-23 Projection Updates, 9/30/22			Comments
Enrollment				3,532			3,459		Month 2 Enrollment
ADA				3,267			3,200		Using 92.5% Budgeted ADA % Budget
Per Student funding				\$ 11,806			\$ 12,178		Rev. LCFF Rate from FCMAT- 10/22
	Obj Code			Total	9/30/2022	Unrestricted	Restricted	Total	
Marketing and Student Recruiting	5851	50,469	50,469	92,700	2,458	92,700		92,700	
Payroll Fees	5857	102,626	102,626	78,733	36,603	78,733		78,733	
Prior Yr Exp (not accrued)	5861			-	-			-	
LAUSD Special Education Fee	5872	706,680	752,450	703,272	207,890		703,272	703,272	
Substitutes	5884	641,451	667,446	410,692	63,135	369,623	41,069	410,692	
Bad Debt Expense	5898	1,175	1,175	515	-	515	-	515	
Other Expenses	5899	-	-	-					
Communications	5900	136,687	140,172	130,442	13,420	130,442	-	130,442	
Total, Services		8,664,092	9,164,927	7,714,928	1,843,414	5,113,360	2,751,568	7,864,928	
Captial Outlay									
Sites & Improvement	6100								
Buildings & Improvement	6200			-					
Equipment & Technology	6400			-					
Equipment/Furniture Replacement	6500			-					
Total, Captial Outlay		-	-	-	-	-	-	-	
Depreciation Expense (Financial Reporting Basis)	6900	293,021	293,021	359,748	89,937	359,748		359,748	
Other Outgo									
Indirect Cost (LAUSD)	7299			391,966	91,351	387,459		387,459	2021-22 Posted to 5824
Interest	7438			-					
Total, Other Outgo		-	-	391,966	91,351	387,459	-	387,459	
Total Expenditures (Financial Reporting Basis)		36,877,816	37,422,523	47,868,516	11,509,768	39,629,353	9,697,532	49,326,886	
Total Expenditures (Cash Reporting Basis)		36,584,794	37,129,501	47,508,768	11,419,831	39,269,605	9,697,532	48,967,138	
C. Ending Balance: Excess (Deficiency) - Financial Reporting Basis		6,205,293	6,158,326	456,982	(430,733)	2,781,324	(2,025,817)	755,507	
C. Ending Balance: Excess (Deficiency) - Cash Reporting		6,498,315	6,451,347	816,730	(340,796)	3,141,072	(2,025,817)	1,115,255	
D. Net Increase (Decrease)		6,205,293	6,158,326	456,982	(430,733)	2,781,324	(2,025,817)	755,507	

Coversheet

Discussion and Vote to Recommend to the Full Board Approval of the September, 2022, Check Registers

Section: IV. Finance
Item: B. Discussion and Vote to Recommend to the Full Board
Approval of the September, 2022, Check Registers
Purpose: Vote
Submitted by:
Related Material: IV.B - Checking Account Register - Sept 2022.pdf
IV.B - Vendor YTD - Sept 2022.pdf
IV.B - General Account Register - Sept 2022.pdf
IV.B - ASB Account Register - Sept 2022.pdf
IV.B - ASB Trust Balances - Sept 2022.pdf

Check Register

Account: 1796 General

El Camino Real HS

Sept 2022

Grand Total: 680,253.26

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/1/2022	16749	Itinera Docentia, LLC	inv 6148 Walton AP Training	0.00	Sep 2022	Title II	Conferences	Voided
9/1/2022	16750	Steven Bash	XLR to 3.5mm cable for orientation	20.79	Sep 2022	General: Tech	supplies	
9/1/2022	16751	City of Los Angeles Fire Dept. - CUPA	IN0329096 Fire Prevention	1,796.00	Sep 2022	General Operations	Repairs	
9/6/2022	16752	Jonathan Harveson	OUr Town Fall Play Supplies	634.02	Sep 2022	General Academic	Supplies - Drama	
9/6/2022	16753	Kyle Lee	Student Store Water Sales Inventory / Mileage	60.44	Sep 2022	General Operations	Supplies - ASB	
9/6/2022	16754	Itinera Docentia, LLC	inv 6148 Walton AP Training	1,075.00	Sep 2022	Title II	Conferences	
9/7/2022	16755	Vita Galvan-Roth	APSI Sacramento State Conference	2,302.80	Sep 2022	Title II	Conferences	
9/7/2022	16756	Jim Russell	09/08/2022 JR Umpire Girls Volleyball	150.00	Sep 2022	General Athletics	Non Academic Consulting	
9/7/2022	16757	Marko Jankovic	9/7/2022 MJ Girls Volleyball Official	143.00	Sep 2022	General Athletics	Non Academic Consulting	
9/7/2022	16758	Sweetwater Sound Inc.	8107928 Band Equipment	1,187.03	Sep 2022	General Academic	Non Cap Equipment	
9/7/2022	16759	McGraw-Hill Education, Inc.	inv 123445860001 Physical Science Textbooks	20,966.24	Sep 2022	General Academic	Textbooks	
9/7/2022	16760	New Tangram, LLC	Phase 1 of Construction project for Hallway/Foyer modernization deposit	107,388.99	Sep 2022	General Operations	Capitol	
9/8/2022	16761	Cambrass Corp. DBA Stomvi USA	INV 00018616 Sales Tax	3,660.71	Sep 2022	General Academic	Supplies	
9/8/2022	16762	ECOBEE LTD	inv CB-IN10599 Thermostat control for school year 2022	240.00	Sep 2022	General Operations	Supplies	
9/8/2022	16763	Mike Brown Grandstands, Inc.	INV 12887 portable bleachers for graduation 2022	37,400.00	Sep 2022	General Operations	Rentals	
9/9/2022	16764	818 Cleaners	131164 Uniform Cleaning - 9/1-9/2	804.00	Sep 2022	General Athletics	Non Academic Consulting	
9/9/2022	16765	Aeries Software	RW-16082 6/13/2022:CALPADS Basics – Year End Closing	100.00	Sep 2022	General Operations	Conferences	
9/12/2022	16766	Roberto D Magallon		300.00	Sep 2022			
9/12/2022	16767	J Schnelldorfer PSAD	2022-2023 Competition Registration Fees	750.00	Sep 2022	General Athletics	Fees	
9/12/2022	16768	J Schnelldorfer PSAD	2022-2023 Competition Registration Fees	275.00	Sep 2022	General Athletics	Fees	
9/12/2022	16769	NoRedInk Corp.	INV 172338 NoRedInk annual Renewal 2022-2023	11,000.00	Sep 2022	General Academic	Subscriptions	
9/12/2022	16770	Law Offices of Young, Minney & Corr, LLP	78232 Legal Services	19,550.75	Sep 2022	General Operations	Legal	
9/12/2022	16771	Lindsey C. Surendranath Granted, Inc	304 CTE Program Development	2,500.00	Sep 2022	CTE	Non Academic Consulting	
9/12/2022	16772	Accrediting Commission for Schools	1313258 Annual Accreditation Membership fee	1,610.00	Sep 2022	General Operations	Subscriptions	
9/13/2022	16773	Student Exchange	2022-2023 Tuition Refund	13,500.00	Sep 2022	General Scholastic Groups	Tuition Refund	
9/14/2022	16774	Student Management	2022-2023 Tuition Refund Aurora Drago	7,000.00	Sep 2022	General Scholastic Groups	Tuition Refund	
9/13/2022	16775	Educatus International (Attn Paul McLaughlin)	2022-2023 Tuition Refund	13,500.00	Sep 2022	General Scholastic Groups	Tuition Refund	
9/13/2022	16776	International Cultural Exchange Service (ICES)	2022-2023 Tuition Refund	13,500.00	Sep 2022	General Scholastic Groups	Tuition Refund	
9/13/2022	16777	AKD Ink/AKidzdream Inc	inv 33384 Bag Tags	225.86	Sep 2022	General Athletics	Supplies	
9/13/2022	16778	Careers through Culinary Arts Program, Inc.	04-2223-027 CCAP Program Fee	3,640.00	Sep 2022	CTE	Subscriptions	
9/13/2022	16779	LACOE, Los Angeles County Office of Education	23*0208 Professional Development (C22426)	7,500.00	Sep 2022	Title II	Conferences	
9/13/2022	16780	AUDRA HERRERA	SD Cards for Yearbook Class	160.00	Sep 2022	General Academic	Supplies	
9/13/2022	16781	Richard Yi	SoCal CIF Regionals - Boys Basketball	191.05	Sep 2022	General Athletics	Fees	
9/13/2022	16782	Alison Yedor	Cue conference	250.02	Sep 2022	Title II	Conferences	
9/14/2022	16783	SCSBOA	INV 12258-10538-54089 Competition Registration Fees	1,625.00	Sep 2022	General Academic	Fees	
9/14/2022	16784	PowerSchool Holdings LLC (PowerSchool Group LLC)	INV322569 License and Subscription Fee	30,091.25	Sep 2022	General Tech	Subscriptions	
9/14/2022	16785	Countdown Printables	31106 Team Supplies	460.77	Sep 2022	General Athletics	Supplies	
9/14/2022	16786	Bilingual Foundation of the Arts	INV 004-2022 Student Play Tickets	1,215.00	Sep 2022	General Academic	Fees - World Languages	
9/14/2022	16787	Bargreen Ellingson Inc	Slim Jim cans for Cafeteria	241.72	Sep 2022	Cafeteria	Supplies	
9/14/2022	16788	Bargreen Ellingson Inc	010520862 Slim Jim cans for Cafeteria	1,145.43	Sep 2022	Cafeteria	Supplies	
9/14/2022	16789	Bargreen Ellingson Inc	INV 010549531 Cafeteria Equipment	6,865.51	Sep 2022	Cafeteria	Non Cap Equipment	
9/14/2022	16790	818 Cleaners	INV 131511 Uniform Cleaning - 9/9 JV & Varsity	748.00	Sep 2022	General Athletics	Non Academic Consulting	
9/14/2022	16791	Bargreen Ellingson Inc	Cafeteria Equipment	8,095.84	Sep 2022	Cafeteria	Non Cap Equipment	
9/14/2022	16792	Brooks Transportation Inc.	17223 Trip to JA Finance Park	475.00	Sep 2022	General Operations	Field Trip	
9/16/2022	16793	Woodbridge High School	1623178 Cross country meet	470.00	Sep 2022	General Athletics	Fees	
9/16/2022	16794	Bargreen Ellingson Inc	INV 010481911, 010480199, 101489957 & 01050034 Cafeteria Small wares supplies	5,775.89	Sep 2022	Cafeteria	Supplies	
9/16/2022	16795	W.W. Norton & Company, Inc.	INV 716744 Books for History	3,915.76	Sep 2022	General Academic	Textbooks	
9/16/2022	16796	Valley Industry Commerce Association	INV14910 Membership dues 2022-2023	1,210.00	Sep 2022	General Operations	Fees	
9/19/2022	16797	DTASC	Fall 202224 DTASC	766.00	Sep 2022	General Academic	Fees	

Check Register

Account: 1796 General

El Camino Real HS

Sept 2022

Grand Total: 680,253.26

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/20/2022	16798	California Chicken Cafe	INV 000013 VAPA retreat meals	85.99	Sep 2022	General Operations	Supplies	
9/20/2022	16799	Sedi Amirkhani	9/15/22 Volleyball Ref vs Cleveland	93.00	Sep 2022	General Athletics	Non Academic Consulting	
9/20/2022	16800	Rajan Dosaj	9/20/22 Girls Volleyball Official vs Taft	143.00	Sep 2022	General Athletics	Non Academic Consulting	
9/20/2022	16801	Kirk A West	9/20/22 Girls Volleyball Ref vs Taft HS	150.00	Sep 2022	General Athletics	Non Academic Consulting	
9/20/2022	16802	Bargreen Ellingson Inc	INV 010520680 Cafeteria Equipment	7,914.53	Sep 2022	Cafeteria	Non Cap Equipment	
9/20/2022	16803	Bargreen Ellingson Inc	Cafeteria Equipment	2,060.58	Sep 2022	Cafeteria	Non Cap Equipment	
9/21/2022	16804	E.G. Brennan & Co Corp	INV i60058 Paper cutter service call	275.00	Sep 2022	General Operations	Repairs	
9/21/2022	16805	Guy Z Prihar APC	22001 Final invoice Legal Services	3,000.00	Sep 2022	General Operations	Legal	
9/21/2022	16806	Law Offices of Young, Minney & Corr, LLP	INV 78205 Legal Services through 7/31/22	4,606.00	Sep 2022	General Operations	Legal	
9/22/2022	16807	Quick Uniform	INV 61623 Safety Officer Uniforms	295.60	Sep 2022	General Operations	Non Academic Consulting	
9/23/2022	16808	Long Beach Forensics (California State University, Long Beach)	543303 9/24-9/26 Jack Howe Memorial Invitational 2022 Entry Fees	220.00	Sep 2022	General Academic	Fees	
9/23/2022	16809	818 Cleaners	INV 131928 Uniform Cleaning - 9/16 JV & Varsity	800.00	Sep 2022	General Operations	Non Academic Consulting	
9/23/2022	16810	City-Wide Fire Protection, Inc	103703 City-Wide	100.50	Sep 2022	General Operations	Repairs	
9/27/2022	16811	Hardwoods Specialty Products US LP	INV 0009530979 Wood Student Supplies	6,316.60	Sep 2022	CTE	Supplies - Career/Voc Ed	
9/28/2022	16812	James Gillis	Officials Volleyball Referee 9/28/2022	83.00	Sep 2022	General Athletics	Non Academic Consulting	
9/28/2022	16813	International Academy of Science(CybrSchool LLC)	INV 88569 SSS-Credit recovery for students with disabilities	12,500.00	Sep 2022	Special Ed	Subscriptions	
9/28/2022	16814	JW Pepper & Son, Inc	INV 364458633, INV 364457889 Music for winter concert for chorus	101.94	Sep 2022	General Academic	Supplies - VAPA	
9/28/2022	16815	Palmer Hamilton LLC	INV 0000126564 Cafeteria Design Book	3,500.00	Sep 2022	Cafeteria	Non Academic Consulting	
9/28/2022	16816	Law Offices of Young, Minney & Corr, LLP	09/2022 Legal Services INV 78394	1,762.50	Sep 2022	General Operations	Legal	
9/28/2022	16817	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 682727037 custodial	1,795.80	Sep 2022	General Operations	Supplies	
9/28/2022	16818	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 682727029 custodial	4,464.97	Sep 2022	General Operations	Supplies	
9/28/2022	16819	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 690216411 Utilities Supplies	449.80	Sep 2022	General Operations	Supplies	
9/28/2022	16820	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 684838527 Utilities Supplies	2,416.23	Sep 2022	General Operations	Supplies	
9/28/2022	16821	Efren Avila	Boys Water Polo Officials 9/28/2022	73.00	Sep 2022	General Athletics	Non Academic Consulting	
9/28/2022	16822	Efren Avila	Officials for boys water polo 9/22/22	83.00	Sep 2022	General Athletics	Non Academic Consulting	
9/29/2022	16823	Marko Jankovic	Volleyball Referee 9/29/2022 ECR vs Granada	143.00	Sep 2022	General Opearations	Non Academic Consulting	
9/29/2022	16824	Lee Barnathan	Volleyball Referee 9/28/2022 ECR vs Granada Hills	150.00	Sep 2022	General Opearations	Non Academic Consulting	
9/29/2022	16825	Karmann Hillman	04/06/22 Volleyball Officials	60.00	Sep 2022	General Opearations	Non Academic Consulting	
9/29/2022	16826	Samuel Crutcher	04/06/22 Volleyball Officials	55.00	Sep 2022	General Opearations	Non Academic Consulting	
9/29/2022	16827	Weissman's Theatrical Supplies	INV 234020937 Competition Costumes	1,584.74	Sep 2022	General Academic	Supplies - VAPA	
9/30/2022	16828	Sacred Heart High School (Cross Country)	1652950 Cross Country Fee	400.00	Sep 2022	General Athletics	Fees	
9/30/2022	16829	Barbara Stanoff	Wrestling CIF Supervision	199.15	Sep 2022	General Athletics	Fees	
9/30/2022	16830	Dean Bennett	Mileage for Shoup Campus	26.88	Sep 2022	General Academic	Mileage	
9/30/2022	16831	Fernando Delgado	National Charter School Conference 2022	1,758.77	Sep 2022	General Operations	Conferences	
9/30/2022	16832	Rockler Companies, Inc.	INV 9988081 Equipment Replacement	0.00	Sep 2022	General Operations	Non Cap Equipment	Voided
9/30/2022	16833	Robotics Education and Competition Foundation, Inc	INV 62050992 VRC Team Registration 2022-2023 Robotics	350.00	Sep 2022	General Academic	Fees	
9/30/2022	16834	Epic Sports, Inc.	INV 6408335 Soccer Team Supplies	975.66	Sep 2022	General Athletics	Supplies	
9/30/2022	16835	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 692670722 WOOD BLOCKS	7.14	Sep 2022	CTE	Supplies - Career/Voc Ed	
9/30/2022	16836	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 690356787 DIVIDED MOP BUCKET	897.07	Sep 2022	General Operations	Supplies	
9/30/2022	16837	Home Depot U.S.A., Inc. (The Home Depot Pro)	inv 691739528 custodial	1,057.33	Sep 2022	General Operations	Supplies	
9/1/2022	33178	City of Los Angeles Fire Dept. - CUPA	IN0329096 Fire Prevention	0.00	Sep 2022	General Operations	Repairs	Voided
9/1/2022	33179	Wespac Plan Services, LLC	INV 8757 Quarterly Recordkeeping Fees-457(B) Plan	250.00	Sep 2022	General Operations	Subscriptions	
9/2/2022	33180	The Print Spot	INV 5424 Replenishment of Envelopes all staff use	3,071.48	Sep 2022	General Operations	Supplies	
9/2/2022	33181	The Print Spot	INV 5633 Name Plate	89.42	Sep 2022	General Operations	Supplies	
9/7/2022	33182	GraceNotes LLC	INV xreq3x Subscription Tool	513.00	Sep 2022	General Academic	Subscriptions	
9/7/2022	33183	Mutual of Omaha	INV Voluntary Disability Insurance /	1,254.65	Sep 2022	General Operations	Benefits	
9/8/2022	33184	The Print Spot	inv 5519 Names Plates ordered for Zasha Endres	368.64	Sep 2022	General Operations	Supplies	
9/8/2022	33185	Conrad Sun LLC (Ren Athletics)	INV 370 Girls Volleyball: Uniforms 2022-23 Trust	2,862.25	Sep 2022	General Athletics	Supplies	
9/8/2022	33186	School Gate Guardian	Sex offender lookups for campus visitors	475.00	Sep 2022	General Operations	Subscriptions	
9/8/2022	33187	Figdesign Inc	inv 3399 Construction signs for the Hallway/Media Center	273.70	Sep 2022	General Operations	Supplies	

Check Register

Account: 1796 General

El Camino Real HS

Sept 2022

Grand Total: 680,253.26

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/8/2022	33188	Phase II Systems (Public Agency Retirement Services - PARS)	06/22 INV 51132 PARS ARS Fees Plan A5 - ARS11A	350.54	Sep 2022	General Operations	Benefits	
9/8/2022	33189	WM Corporate services, INC	INV 0497262-4801-3 Waste Management Services on Shoup	811.56	Sep 2022	General Operations	Utilities	
9/8/2022	33190	ICON School Management	08/22 INV 1084 Charter School Consulting	8,000.00	Sep 2022	General Operations	Non Academic Consulting	
9/12/2022	33191	The Print Spot	inv 5567 Welcome Week Signage	560.60	Sep 2022	General Operations	Supplies	
9/12/2022	33192	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	08/22 403(B) Plan 2563-4428 Charles Schwab	7,975.00	Sep 2022	General Operations	Benefits	
9/15/2022	33193	SoCalGas	08/22 Gas Charges for Shoup Acct 163 513 3769 2	21.96	Sep 2022	General Operations	Utilities	
9/15/2022	33194	Yantzer brothers heating and air inc	I-2133-2 B&G	155.70	Sep 2022	General Operations	Capitol	
9/16/2022	33195	Birmingham Community Charter High School	INV 22-00034 Pool rental fees for January-April 2022	11,590.00	Sep 2022	General Operations	Rentals	
9/19/2022	33196	BYU Continuing Education Independent Study	inv DCE-00011726 World Language Class	289.00	Sep 2022	General Academic	Subscriptions	
9/19/2022	33197	The Print Spot	Business Cards For Mr. Camp and Brad Wright	331.60	Sep 2022	General Operations	Supplies	
9/19/2022	33198	The Print Spot	inv 5460 ECR Pocket Folders for welcome week	2,372.83	Sep 2022	General Operations	Supplies	
9/23/2022	33199	Sunbelt Controls, Inc	INV 67497 Heating system temporary repair	21,450.00	Sep 2022	General Operations	Repairs	
9/28/2022	33200	Child and Family Guidance Center	07/22 Special Ed Services Northpoint	4,490.55	Sep 2022	Special Ed	Instructional Consulting	
9/28/2022	33201	Department of Justice (State of CA)	07/22 Fingerprint Apps	128.00	Sep 2022	General Operations	Fingerprinting	
9/28/2022	33202	LADWP	09/22 6968788886 Shoup Utilities	5,287.26	Sep 2022	General Operations	Utilities	
9/28/2022	33203	Soccer.com (Sports Endeavors, Inc.)	9400782466 Boys soccer Items	1,456.73	Sep 2022	General Athletics	Supplies	
9/28/2022	33204	JW Pepper & Son, Inc	INV 364429910 Music for Fall 2022	190.42	Sep 2022	General Academic	Supplies - VAPA	
9/29/2022	33205	U.S Bank PARS Account #6746022400	08/22 #6746022400 PARS Contributions	711.70	Sep 2022	General Opearations	Benefits	
9/29/2022	33206	Aeries Software	11/07/22 AeriesCon Virtual Summit Fall 2022	199.00	Sep 2022	General Tech	Conferences	
9/29/2022	33207	Verizon Wireless	08/22 INV# 9912925786 Communication Services	468.85	Sep 2022	General Opearations	Communications	
9/29/2022	33208	Purchase Power (Pitney Bowes)	7/20/22 Return Check Fee Acct # 8000 9090 0876 5336	39.00	Sep 2022	General Opearations	Postage	
9/29/2022	33209	AFSCME District Council 36	08/22 Union Dues	1,997.87	Sep 2022	General Opearations	Fees	
9/29/2022	33210	RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	9/15/22 403(B) Plan 2563-4428 Charles Schwab	150.00	Sep 2022	General Opearations	Benefits	
9/30/2022	33211	Department of Justice (State of CA)	08/22 INV 604544 Fingerprint Apps	608.00	Sep 2022	General Operations	Fingerprinting	
9/30/2022	33212	AT&T 0810	22-Sept 818 716-0810 246	221.49	Sep 2022	General Operations	Communications	
9/30/2022	33213	Flinn Scientific Inc.	inv 2747395 instructional supplies	3,039.11	Sep 2022	General Academic	Supplies - Science	
9/30/2022	33214	Merit Oil Company	07/22 inv 724783 Gasoline, Delivery Fee, Fuel Surcharge	944.49	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH917	Amazon	inv 1TL9-PLF7-LWTK Camera equipment for sports photography program (ESSER III)	4,704.14	Sep 2022	3213 - ESSER III	Non Cap Equipment	
9/2/2022	SPACH918	Amazon	inv 14X3-VXC6-VTDP AP office and Main Office Supplies	66.42	Sep 2022	General Academic	Supplies	
9/2/2022	SPACH919	Amazon	inv 1X9C-VMVM-YVWC Business Office & Student Store Supplies	227.12	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH920	Amazon	inv 1FLH-Q6Y4-L3L9 Portable Power and Solar Generator	750.00	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH921	Amazon Web Services	INV 1092354245 AWS monthly subscription 07/22	2,389.46	Sep 2022	General: Tech	Subscriptions	
9/2/2022	SPACH922	Amazon	INV 17R4-FFJC-YQFQ Yoga Mats	465.52	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH923	Amazon	inv 133C-QW79-X7C9 Supplies for HR office	376.48	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH924	Amazon	inv 14JN-D1W7-L9LG desk shields and clamps for counseling office	428.98	Sep 2022	General Academic	Supplies	
9/2/2022	SPACH925	Amazon	INV 1HHW-X9PX-XN9M Supplies for the Media Center	309.07	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH926	Amazon	inv 1KHX-XVVN-HN7X Classroom Supplies	102.38	Sep 2022	General Operations	Supplies	
9/2/2022	SPACH927	Amazon	inv 1TL9-PLF7-LQ1D Scantrons	153.40	Sep 2022	General Academic	Supplies	
9/7/2022	SPACH928	Allied Private Investigations & Security Services, LLC	INV ELC 2052 Security Services Graduation 06/03/22	2,745.43	Sep 2022	General Operations	Non Academic Consulting	
9/7/2022	SPACH929	Allied Private Investigations & Security Services, LLC	INV ELC 2056 Security Services 07/01-07/22	6,940.71	Sep 2022	General Operations	Non Academic Consulting	
9/7/2022	SPACH930	Vista Paint Corporation	2022-641925-00 Buildings and Ground	284.55	Sep 2022	General Operations	Supplies	
9/8/2022	SPACH931	Amazon	inv 1M3F-WJLT-FP94 Replenishment of Copy Media Supplies -low stock	329.75	Sep 2022	General Operations	Supplies	
9/8/2022	SPACH932	Allied Private Investigations & Security Services, LLC	INV ELC 2055 Covid Security Services 07/01-07/29/22	2,469.11	Sep 2022	General Operations	Non Academic Consulting	
9/8/2022	SPACH933	Amazon	Student Store Covid Supplies- Student Safety	513.64	Sep 2022	ESSER III	Supplies	
9/8/2022	SPACH934	Amazon	INV 1CF3-H4QH-GK3X Office Supplies	355.92	Sep 2022	General Operations	Supplies	
9/8/2022	SPACH935	Smart & Final	Acct# 512005 P07447 Foods Class Charges 7/18-8/16/22	515.42	Sep 2022	General Academic	Supplies - Career/Voc Ed	

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El Camino Real HS

Sept 2022

Grand Total: 680,253.26

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/8/2022	SPACH936	Amazon	inv 1GT4-H4Q4-KPG1 Face mask	1,133.45	Sep 2022	ESSER III	Supplies	
9/10/2022	SPACH937	WGY Solutions LLC	ECR-2022-08 Network consulting services	2,160.00	Sep 2022	General Tech	Non Academic Consulting	
9/10/2022	SPACH938	Amazon	inv 17R4-FFJC-WVTT Boxes for Ms. Clark in the AP Office	124.90	Sep 2022	General Operations	Supplies	
9/10/2022	SPACH939	Amazon	inv 1QLX-LNKM-HRWH Classroom Supplies	73.94	Sep 2022	General Academic	Supplies	
9/10/2022	SPACH940	Amazon	inv 1CF3-H4QH-HKPL Laminating Machine	524.39	Sep 2022	General Operations	Supplies	
9/10/2022	SPACH941	Amazon	INV 1C9X-K9VQ-JVTG OFFICE TEACHER SUPPLIES	400.37	Sep 2022	General Academic	Supplies	
9/10/2022	SPACH942	Amazon	inv 1YTQ-XTP3-V9JT Headphones for English Dept	1,253.80	Sep 2022	General Academic	Supplies - English	
9/10/2022	SPACH943	Amazon	inv 1FD6-D1NV-HNXX AP office and nursing Office	39.98	Sep 2022	General Academic	Supplies -Health Office	
9/12/2022	SPACH944	Self Insured Schools of California	08/22 SISC Flex FSA Fees	4,274.80	Sep 2022	General Operations	Benefits	
9/12/2022	SPACH945	Harrow Sports, Inc. (Next Level Resource Partners, LLC)	INV 580672 Softball Equipment	2,543.83	Sep 2022	General Athletics	Non Cap Equipment	
9/12/2022	SPACH946	WGY Solutions LLC	ECR-2022-06 June Network Consulting Services	2,400.00	Sep 2022	General Tech	Non Academic Consulting	
9/12/2022	SPACH947	Brett A Schwab	09/07/2022 Actuarial Services	4,000.00	Sep 2022	General Operations	OPEB	
9/12/2022	SPACH948	Nettime Solutions LLC	INV 128058 Stratustime Monthly Subscription	50.00	Sep 2022	General Tech	Subscriptions	
9/12/2022	SPACH949	Golden Star Technology, Inc	INV 90322 Senior Picnic Class of 2023Video Game Design Equipment	880.94	Sep 2022	CTE	Supplies	
9/13/2022	SPACH950	Vista Paint Corporation	2022-628168-00 Buildings and Ground	461.67	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH951	Amazon	inv 1KH-XVVN-KQFD Camera equipment for sports photography program (ESSER III)	95.54	Sep 2022	ESSER III	Supplies	
9/13/2022	SPACH952	Amazon	inv 1Q7R-CGXT-QMJQ SSS General Order	561.47	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH953	Amazon	inv 1KYJ-1WCF-PTYC Department Office Supplies Replenishment	980.39	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH954	Vista Paint Corporation	2022-652760-00 Buildings & Ground	491.32	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH955	Amazon	inv 1F9G-CKTM-MMCG Classroom Supplies	161.74	Sep 2022	General Operations	Supplies	
9/13/2022	SPACH956	Amazon	inv 1GXJ-L4JQ-GQ7P Counseling Office Supplies	56.67	Sep 2022	General Academic Counseling	Supplies	
9/13/2022	SPACH957	Amazon	inv 1R1W-Y7HY-JJ9P Face masks for Staff and Students	2,995.85	Sep 2022	ESSER III	Supplies	
9/13/2022	SPACH958	Amazon	inv 1L73-3YRL-N4VW Woodshop Instruction Supplies Replenishment	451.17	Sep 2022	CTE	Supplies	
9/15/2022	SPACH959	TNG, LLC	INV #22003 & INV #22004 Legal Services 07/07/2022	1,228.83	Sep 2022	General Operations	Legal	
9/16/2022	SPACH960	Newsela, Inc.	INV27510 Learning Loss: Newsela 2022-2023 school site license renewal	11,000.00	Sep 2022	GEER II (Learning Loss)	Subscriptions	
9/16/2022	SPACH961	ORACLE Enterprises	INV 1376930 Netsuite Services	20,298.30	Sep 2022	General Operations	Subscriptions	
9/23/2022	SPACH962	Scout Education Inc	19231 Subs for may	17,523.00	Sep 2022	General Operations	Substitutes	
9/23/2022	SPACH963	U.S. Bank National Association	CC payment 6539 08/25/2022	34,797.49	Sep 2022	General Operations	Various - see credit card report	
9/23/2022	SPACH964	Scout Education Inc	20184 Long term Sub Sped 5/31-6/03/22	1,326.00	Sep 2022	General Operations	Substitutes	
9/26/2022	SPACH965	Amazon	inv 1FLH-Q6Y4-G66G P.E.T Tutor identification supplies	36.13	Sep 2022	General Operations	Supplies	
9/26/2022	SPACH966	Amazon	inv 1CF3-H4QH-HMF7 Lab & Science drawer organization	75.45	Sep 2022	General Academic	Supplies - Science	
9/26/2022	SPACH967	Amazon	1VDM-MDHW-GXFJ Office Supplies	43.75	Sep 2022	General Operations	Supplies	
9/26/2022	SPACH968	Amazon	INV 1FLH-Q6Y4-H7N9 HBS Supplies	345.48	Sep 2022	General Operations	Supplies	
9/26/2022	SPACH969	Amazon	inv 16L6-1JVQ-K4KM office supplies	1,560.24	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH970	Amazon	inv 16K9-1NJ1-H4VJ Classroom Supplies	658.61	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH971	Vista Paint Corporation	2022-720637-00 B&G Supplies	301.62	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH972	Amazon	inv 1NPG-QGLQ-DVR1 Supplies	133.78	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH973	Amazon	inv 1M3F-WJLT-KKVM Doorstops For Assistant Principals Office	7.53	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH974	Amazon	inv 1VY6-MDT3-WHMK surgical mask based on lowest price	588.00	Sep 2022	ESSER III	Supplies	
9/27/2022	SPACH975	Amazon	inv 1VMD-VQYD-PC9Y Office Supplies	186.44	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH976	Amazon	INV 1MKM-9JXJ-LLV9 Office supplies for clerical staff and classrooms	112.72	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH977	Amazon	inv 16K9-1NJ1-FNJW STEAM Student Instructional Supplies	203.42	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH978	Amazon	inv 1GDC-ML1D-MM6Q Project Lead the Way- Lab Coats for HBS	346.86	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH979	Amazon	inv 1PIF-YTJQ-J977 custodial	295.65	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH980	Amazon	inv 1TXQ-4FFG-VHFD Classroom Supplies	328.37	Sep 2022	General Academic	Supplies	
9/27/2022	SPACH981	Amazon	inv 1NKD-W7X7-LNKC Office Supplies-kiamanesh	588.51	Sep 2022	General Academic	Supplies - Science	

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El Camino Real HS

Sept 2022

Grand Total: 680,253.26

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account	Status
9/27/2022	SPACH982	Amazon	inv 19DN-V9VR-NKN6 supplies Business Office	543.63	Sep 2022	General Operations	Supplies	
9/27/2022	SPACH983	Amazon	inv 1LLW-HV9X-C93P Health office supplies	482.93	Sep 2022	General Academic	Supplies - Health	
9/27/2022	SPACH984	Amazon	inv 1GXJ-L4JQ-GWT9 Bullhorn	21.89	Sep 2022	General Operations	Supplies	
9/28/2022	SPACH985	CDW LLC	INV BL96269 Capital Improvement - Digital Displays for the main hallway	13,998.11	Sep 2022	General Tech	Non Cap Equipment	
9/28/2022	SPACH986	CDW LLC	INV CL23180 Adobe creative cloud license renewal 2022-2023	7,323.00	Sep 2022	General Tech	Subscriptions	
9/28/2022	SPACH987	Inspire Communication, Inc	INV EC2022831 Speech-Language Services	17,255.00	Sep 2022	Special Ed	Instructional Consulting	
9/29/2022	SPACH988	Self Insured Schools of California	9/15/22 CBR El Camino FSA	278.33	Sep 2022	General Operations	Benefits	
9/29/2022	SPACH989	TNG, LLC	Inv 22172 Legal Services 8/29/22	5,208.87	Sep 2022	General Operations	Legal	
9/30/2022	SPACH990	American Fidelity Assurance Company	07/22 INV# D472057 Supplemental Employee Benefits	3,442.21	Sep 2022	General Operations	Benefits	
9/30/2022	SPACH991	Allied Private Investigations & Security Services, LLC	INV ELC 2059 Security Services 00/00-0/00/00	124.20	Sep 2022	General Operations	Non Academic Consulting	
9/30/2022	SPACH992	Scoot Education Inc	21190 Substitutes 8/03-8/05/22	1,317.00	Sep 2022	General Operations	Substitutes	
9/30/2022	SPACH993	American Fidelity Assurance Company	08/22 INV# D482794 Supplemental Employee Benefits	4,147.93	Sep 2022	General Operations	Benefits	
9/30/2022	SPACH994	American Fidelity Assurance Company	06/22 INV# D460819 Supplemental Employee Benefit	3,442.21	Sep 2022	General Operations	Benefits	

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
360 Custom Commercial Kitchen		\$ 23,100.00
818 Cleaners	\$ 2,352.00	\$ 5,650.00
Abdon Rosales		\$ 5,150.00
Accrediting Commission for Schools	\$ 1,610.00	\$ 1,610.00
Administrative Services CO-OP Dba Yellow Cab		\$ 529.20
Adobe Systems Incorporated		\$ 1,800.00
Adrian Medellin Salcedo		\$ 975.00
Aeries Software	\$ 299.00	\$ 24,648.05
AFSCME District Council 36	\$ 1,997.87	\$ 5,971.17
AKD Ink/AKidzdream Inc	\$ 225.86	\$ 225.86
Alison Tran		\$ 250.00
Alison Yedor	\$ 250.02	\$ 250.02
Allied Private Investigations & Security Services, LLC	\$ 12,279.45	\$ 133,253.54
Amanda N Sanchez		\$ 438.50
Amazon	\$ 24,195.87	\$ 34,531.12
Amazon Web Services	\$ 2,389.46	\$ 10,506.67
American Choral Directors Association		\$ 125.00
American Fidelity Assurance Company	\$ 11,032.35	\$ 11,032.35
American Scholastic Evaluation/ American Scholastic Mathematics Assn		\$ 100.00
Anthony Corona		\$ 188.00
AP fbo EdLogical Group Corp		\$ 55,973.07
Arthur J. Gallagher & Co. Insurance Brokers of CA., Inc.		\$ 10,516.42
AT&T (CALNET)		\$ 471.82
AT&T 0810	\$ 221.49	\$ 883.52
AT&T 3635		\$ 220.72
AT&T 4152		\$ 220.72
AT&T 6340		\$ 439.77
AT&T 8815		\$ 794.20
AT&T 9132		\$ 7,126.00
AT&T 9221		\$ 439.52
AUDRA HERRERA	\$ 160.00	\$ 160.00
AV Masters, Inc		\$ 2,632.45
Aviata Sports LLC		\$ 212.50
AVID Center		\$ 4,809.00
Barbara Stanoff	\$ 199.15	\$ 210.30
Bargreen Ellingson Inc	\$ 32,099.50	\$ 45,603.80
Bilingual Foundation of the Arts	\$ 1,215.00	\$ 1,215.00
Birmingham Community Charter High School	\$ 11,590.00	\$ 11,590.00
Box Six		\$ 1,850.00
Brett A Schwab	\$ 4,000.00	\$ 4,000.00
Brooks Transportation Inc.	\$ 475.00	\$ 22,000.00
Bryan Vadhin		\$ 1,000.00
BSN Sports LLC		\$ 11,033.77
BYU Continuing Education Independent Study	\$ 289.00	\$ 289.00
Calabasas Custom Catering		\$ 3,227.00
California Chicken Cafe	\$ 85.99	\$ 225.74
California Department of Education		\$ 497.88
Cambrass Corp. DBA Stomvi USA	\$ 3,660.71	\$ 3,660.71
Canon Solutions America, Inc		\$ 2,215.46

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
Canyon HS ASB		\$ 400.00
Careers through Culinary Arts Program, Inc.	\$ 3,640.00	\$ 3,640.00
Carolina Biological Supply Co.		\$ 3,976.24
Cascade Athletic Supply Co Inc		\$ 1,860.13
CDW LLC	\$ 21,321.11	\$ 21,321.11
Chartwells Division Services		\$ 147,357.69
Chatsworth High School		\$ 1,100.00
Child and Family Guidance Center	\$ 4,490.55	\$ 17,479.08
ChildCare Careers, LLC (The Education Team)		\$ 7,483.00
CIF LA City Section		\$ 11,667.00
Cimarron Sign Services, Inc.		\$ 517.35
City National Bank		\$ 7.23
City of Los Angeles Fire Dept. - CUPA	\$ 1,796.00	\$ 1,796.00
City-Wide Fire Protection, Inc	\$ 100.50	\$ 100.50
College Board		\$ 1,120.60
Colson Phillip		\$ 305.00
CONFIDENTIAL		\$ 11,083.00
Conrad Sun LLC (Ren Athletics)	\$ 2,862.25	\$ 2,862.25
Corner Bakery		\$ 2,482.75
Countdown Printables	\$ 460.77	\$ 460.77
Coutin School LLC		\$ 18,211.08
Daniel Chang		\$ 980.00
David Lee		\$ 94.24
Davis Publications, Inc		\$ 3,128.85
Dean Bennett	\$ 26.88	\$ 101.94
Department of Justice (State of CA)	\$ 736.00	\$ 992.00
Donna Bennett		\$ 41.16
Douglas Fabrick		\$ 399.00
DS Honda Construction Management, Inc		\$ 8,590.28
DTASC	\$ 766.00	\$ 766.00
E.G. Brennan & Co Corp	\$ 275.00	\$ 275.00
ECOBEE LTD	\$ 240.00	\$ 240.00
Educatus International (Attn Paul McLaughlin)	\$ 13,500.00	\$ 13,500.00
Efren Avila	\$ 156.00	\$ 229.00
Enome, Inc. (Goalbook)		\$ 11,685.00
Enrique Velarde		\$ 188.00
Epic Sports, Inc.	\$ 975.66	\$ 975.66
Eric A Johnson-Greer		\$ 960.00
Esha E Mathew		\$ 250.00
Fence Factory		\$ 11,861.50
Fernando Delgado	\$ 1,758.77	\$ 2,099.23
Figdesign Inc	\$ 273.70	\$ 273.70
Flinn Scientific Inc.	\$ 3,039.11	\$ 6,527.80
Fresno County Superintendent of Schools		\$ 9,500.00
Front Porch. Inc dba Get More Math		\$ 21,000.00
Fulgent Genetics		\$ 55.00
Garbanzo		\$ 1,490.00
Golden Star Technology, Inc	\$ 880.94	\$ 605,885.58
Golden West Sash Door, LLC		\$ 825.63

EI Camino Real Charter High School
AP Vendor Month/YTD
September 2022

Vendor	Sept 2022	YTD
Goodheart-Willcox Publisher		\$ 67,317.91
GOODSUITE (Copier Headquarters, Inc)		\$ 420.48
Gordon Rees Scully Mansukhani. LLP (Gordon & Rees LLP)		\$ 9,248.80
GraceNotes LLC	\$ 513.00	\$ 513.00
Grad Awards LLC		\$ 251.14
Grover Cleveland High School		\$ 1,119.73
Guy Z Prihar APC	\$ 3,000.00	\$ 3,000.00
Hakop Kaplanyan		\$ 73.00
Hal Leonard LLC (Noteflight LLC)		\$ 849.00
Hardwoods Specialty Products US LP	\$ 6,316.60	\$ 6,316.60
Harrow Sports, Inc. (Next Level Resource Partners, LLC)	\$ 2,543.83	\$ 2,543.83
Healy Awards		\$ 1,895.94
Herff Jones LLC		\$ 7,464.13
Home Depot U.S.A., Inc. (The Home Depot Pro)	\$ 11,088.34	\$ 11,088.34
Human Rights Campaign Foundation		\$ 7,100.00
ICON School Management	\$ 8,000.00	\$ 24,000.00
Imagists Inc		\$ 10,250.00
Impact Philanthropy Group (Sage SoCal)		\$ 57,000.00
Infinity Communications & Consulting, Inc		\$ 3,400.00
Infobase Holdings, Inc.		\$ 11,023.36
In-N-Out Burger		\$ 2,634.44
Inspire Communication, Inc	\$ 17,255.00	\$ 22,142.50
Instructure, Inc		\$ 27,840.00
International Academy of Science(CybrSchool LLC)	\$ 12,500.00	\$ 12,500.00
International Cultural Exchange Service (ICES)	\$ 13,500.00	\$ 13,500.00
Interquest Detection Canines		\$ 175.00
Itinera Docentia, LLC	\$ 2,150.00	\$ 2,150.00
J Schnelldorfer PSAD	\$ 1,025.00	\$ 1,025.00
J Thayer Company		\$ 1,777.86
Jack Balock		\$ 337.22
Jacquelyn Mendoza		\$ 26.50
JAM Fire Protection, Inc.		\$ 1,285.08
James Gillis	\$ 83.00	\$ 156.00
Jason Camp		\$ 240.81
Jason Sabolic		\$ 384.54
Jim Russell	\$ 150.00	\$ 150.00
Jive Communications, Inc. (LogMeIn Communications)		\$ 2,673.96
Joe Aranda		\$ 190.00
Jonathan Harveson	\$ 634.02	\$ 634.02
Jones School Supply Co Inc		\$ 165.88
Jose Chavez		\$ 136.00
Jose Maldonado		\$ 1,240.00
Jostens, Inc		\$ 9,899.91
Judy McLean		\$ 7,300.00
Jules Seltzer Associates		\$ 41,225.00
JW Pepper & Son, Inc	\$ 292.36	\$ 1,453.09
Kami		\$ 7,500.00
Karl Weingartner		\$ 150.00
Karmann Hillman	\$ 60.00	\$ 60.00

EI Camino Real Charter High School
AP Vendor Month/YTD
September 2022

Vendor	Sept 2022	YTD
Kelly Services, Inc.		\$ 77,544.38
Kena Worthen		\$ 270.35
Kevin Thurow		\$ 950.00
Kirk A West	\$ 150.00	\$ 150.00
Kuta Software LLC		\$ 1,022.00
Kyle Lee	\$ 60.44	\$ 60.44
LACOE, Los Angeles County Office of Education	\$ 7,500.00	\$ 14,235.00
LADWP	\$ 5,287.26	\$ 15,130.51
Lauri Spero		\$ 45.00
LAUSD - Maintenance & Operations		\$ 223,357.64
Law Offices of Young, Minney & Corr, LLP	\$ 25,919.25	\$ 62,144.89
Learn by Doing, Inc.		\$ 14,062.00
Lee Barnathan	\$ 150.00	\$ 150.00
Lenovo (United States) Inc.		\$ 1,058.53
Les Anderson		\$ 143.00
LightSpeed Solutions, LLC (Lightspeed Systems)		\$ 81,812.50
Lindsey C. Surendranath Granted, Inc	\$ 2,500.00	\$ 8,750.00
LogMein USA, Inc.		\$ 8,175.63
Long Beach Forensics (California State University, Long Beach)	\$ 220.00	\$ 220.00
Los Angeles County Department of Public Health		\$ 197.00
M & S Technology Group, LLC (The Circle)		\$ 2,725.06
M&M Paper Co.		\$ 3,985.25
Marko Jankovic	\$ 286.00	\$ 286.00
McCalla Company		\$ 596.00
McGraw-Hill Education, Inc.	\$ 20,966.24	\$ 20,966.24
Merit Oil Company	\$ 944.49	\$ 944.49
Michael Consoletti		\$ 1,435.00
Michael Fishman		\$ 81.00
Michael Robinson		\$ 339.86
Mike Brown Grandstands, Inc.	\$ 37,400.00	\$ 37,400.00
Mixtus Inc dba Mustang Marketing		\$ 2,457.84
Moon Grad Services		\$ 2,413.95
MRC Smart Technology Solutions(SoCal Office)		\$ 3,027.66
Mutual of Omaha	\$ 1,254.65	\$ 4,923.07
N2Y LLC		\$ 8,325.98
Nasco Education LLC		\$ 173.01
NASSP		\$ 385.00
National Speech & Debate Association		\$ 149.00
Nearpod Inc.		\$ 4,000.00
Nettime Solutions LLC	\$ 50.00	\$ 150.00
New Tangram, LLC	\$107,388.99	\$ 107,388.99
Newsela, Inc.	\$ 11,000.00	\$ 11,000.00
Nicole Gamez		\$ 87.94
NoRedInk Corp.	\$ 11,000.00	\$ 11,000.00
Northwest Evaluation Association		\$ 46,000.00
OnSolve Intermediate Holding Company		\$ 5,747.33
OnTrack and Field, Inc		\$ 614.81
ORACLE Enterprises	\$ 20,298.30	\$ 20,298.30
Oscar Cabrera		\$ 188.00

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
Palmer Hamilton LLC	\$ 3,500.00	\$ 3,500.00
PBWS Architects, LLP		\$ 13,624.30
Phase II Systems (Public Agency Retirement Services - PARS)	\$ 350.54	\$ 1,409.17
Piece of Mind Care Services		\$ 148,849.25
PowerSchool Holdings LLC (PowerSchool Group LLC)	\$ 30,091.25	\$ 30,091.25
Project Lead The Way, Inc.		\$ 12,592.23
Purchase Power (Pitney Bowes)	\$ 39.00	\$ 1,559.99
Quick Uniform	\$ 295.60	\$ 295.60
Rachel M Markenson		\$ 500.00
Rajan Dosaj	\$ 143.00	\$ 143.00
Realityworks, Inc.		\$ 22,506.64
Respondus, Inc.		\$ 4,045.00
Richard A Lozano		\$ 222.00
Richard Yi	\$ 191.05	\$ 191.05
Roberto D Magallon	\$ 300.00	\$ 300.00
Robotics Education and Competition Foundation, Inc	\$ 350.00	\$ 505.00
Rocio Castaneda		\$ 85.38
Rockler Companies, Inc.	\$ 15,870.01	\$ 31,740.02
Roy Vincent		\$ 150.00
RPS El Camino Real Charter HS Charles Schwab & Co, Inc. 2563-4428	\$ 8,125.00	\$ 31,150.00
Ryan Guinto		\$ 50.00
Sacred Heart High School (Cross Country)	\$ 400.00	\$ 400.00
Samuel Crutcher	\$ 55.00	\$ 193.00
San Joaquin County Office of Education		\$ 1,200.00
Sara Gutierrez		\$ 50.00
Sara Warford		\$ 545.91
Savvas Learning Company LLC		\$ 16,170.32
School Gate Guardian	\$ 475.00	\$ 475.00
School Outfitters LLC		\$ 9,345.30
School Services of California, Inc.		\$ 500.00
SchoolMart		\$ 55.80
Scoot Education Inc	\$ 20,166.00	\$ 142,873.35
Scott A Sterling (Sterling Construction)		\$ 1,968.00
SCSBOA	\$ 1,625.00	\$ 1,625.00
Sedi Amirkhani	\$ 93.00	\$ 93.00
Self Insured Schools of California	\$ 4,553.13	\$ 676,061.88
Self Insured Schools of California - Flex Plan		\$ 4,689.80
Shaw Contract Flooring Services Inc (Spectra Contracting Flooring)		\$ 11,277.00
Smart & Final	\$ 515.42	\$ 3,196.95
SoCalGas	\$ 21.96	\$ 91.79
Soccer.com (Sports Endeavors, Inc.)	\$ 1,456.73	\$ 1,456.73
Softchoice Corporation		\$ 18,124.00
Spectrum Enterprise 4201		\$ 3,822.00
Spectrum Enterprise 7801		\$ 11,359.75
Splashtop Inc.		\$ 1,596.00
Staples Business Advantage		\$ 1,168.87
Startup Guides LLC		\$ 1,980.00
Stephanie Franklin		\$ 729.79
Steven Bash	\$ 20.79	\$ 20.79

**El Camino Real Charter High School
AP Vendor Month/YTD
September 2022**

Vendor	Sept 2022	YTD
Steven C Kalan		\$ 550.00
Student Exchange	\$ 13,500.00	\$ 13,500.00
Student Management	\$ 7,000.00	\$ 7,000.00
Sunbelt Controls, Inc	\$ 21,450.00	\$ 21,450.00
Suzanne Lee Schuster		\$ 133.16
Sweetwater Sound Inc.	\$ 1,187.03	\$ 1,187.03
Telemedia Trainco Holdings LLC (eFoodHandlers)		\$ 2,720.00
TGP Enterprises, Inc. (Trans Gas Propane)		\$ 154.40
The CLM Group Inc.		\$ 960.86
The Cruz Center		\$ 1,937.50
The Home Depot		\$ 18,875.03
The Print Spot	\$ 6,794.57	\$ 16,921.53
The Shredders		\$ 1,297.00
Thomas W. O'Mara Plumbing Inc		\$ 18,658.00
TNG, LLC	\$ 6,437.70	\$ 26,610.87
Trees 'N Things		\$ 4,650.00
Turnitin, LLC		\$ 37,573.35
U.S Bank PARS Account #6746022400	\$ 711.70	\$ 5,442.26
U.S. Bank National Association	\$ 34,797.49	\$ 41,981.35
ULINE, INC.		\$ 4,805.68
UTLA		\$ 60,495.18
V.V. Concrete		\$ 1,300.00
Valley Industry Commerce Association	\$ 1,210.00	\$ 1,210.00
Verizon Wireless	\$ 468.85	\$ 937.70
Vincent Ramirez		\$ 143.00
Vista Paint Corporation	\$ 1,539.16	\$ 1,689.66
Vita Galvan-Roth	\$ 2,302.80	\$ 2,302.80
W.W. Norton & Company, Inc.	\$ 3,915.76	\$ 3,915.76
Walsworth Yearbooks		\$ 525.00
Wayside Publishing		\$ 12,188.23
Weissman's Theatrical Supplies	\$ 1,584.74	\$ 1,584.74
Wellavita, Inc		\$ 2,580.00
Wespac Plan Services, LLC	\$ 250.00	\$ 250.00
WGY Solutions LLC	\$ 4,560.00	\$ 6,960.00
White's Studios, Inc.		\$ 136.59
William Sollima		\$ 293.00
WM Corporate services, INC	\$ 811.56	\$ 2,700.17
Wolcott, Chuck		\$ 73.00
Woodbridge High School	\$ 470.00	\$ 470.00
Yantzer brothers heating and air inc	\$ 155.70	\$ 4,050.96
Zasha Endres		\$ 210.09
Grand Total	\$697,198.27	\$4,147,398.73

Check Register

Account: 1761 General

El Camino Real HS

Sept 2022

Grand Total: **444,861.52**

Date	Check#	Name	Memo	Amount	Period	Fund/Program	Account
9/7/2022	ACH220907-01	CharterSafe	CHARTERSAFE - SEPT 2022 PREMIUM	63,459.00	Sep 2022	General Operations	Workers Comp/Insurance
9/9/2022	ACH220909-01	PenServ Plan Services	PENSERV - AUG 2022	30,425.00	Sep 2022	General Operations	403B
9/16/2022	ACH220916-01	Texas Life Insurance Company	TEXAS LIFE - AUG 2022	257.75	Sep 2022	General Operations	Supplemental Life Insurance
9/21/2022	ACH220921-01	California Department of Tax & Fee Administration	Sales & Use Tax - Q1 2022	2,859.01	Sep 2022	General Operations	Sales & Use Tax
9/21/2022	ACH220921-02	PenServ Plan Services, Inc.	PENSERV - SEPT 2022	792.50	Sep 2022	General Operations	403B
9/23/2022	ACH220923-01	Self Insured Schools of California	SISC HEALTH - SEPT 2022	347,068.26	Sep 2022	General Operations	Benefits

Check Register

Account: 1826 ASB

El Camino Real HS

Sept

2022

Grand Total: 38,568.56

Date	Check Number	Name	Memo	Trust Account	Amount	Period	VOID
9/1/2022	2042	Hype Socks, LLC	INV 7051 Spirit Pack - Game Socks Reissue	Trust- Football	3,792.81	Sep 2022	
9/1/2022	2043	Amazon	inv 1M6P-DYJY-KLTW Mountain Bike Supplies	Trust- Mountain Bike Club	363.69	Sep 2022	
9/7/2022	2044	Love to Snack, LLC	inv 35217 Student Store Snack Inventory	ASB General	490.06	Sep 2022	
9/7/2022	2045	Sweetwater Sound Inc.	8107928 Band Equipment	Trust- Marching Band	997.50	Sep 2022	
9/8/2022	2046	Team Play Events	INV 90322 Senior Picnic Class of 2023	Trust- Grad Class of 2023	15,127.24	Sep 2022	
9/13/2022	2047	Michael Consoletti	NJROTC Trust Account	Trust - NJROTC	3,709.29	Sep 2022	
9/13/2022	2048	SUSAN MOCHIRFATEMI	SHF Cords	Trust - French Club	123.75	Sep 2022	
9/16/2022	2049	Chartwells Division Services	inv 4034900130 8/26/22 Gameday meals for JV/Varsity players	Trust - Football	339.50	Sep 2022	
9/20/2022	2050	Love to Snack, LLC	9/16/22 Student Store Snack Inventory	ASB General	600.00	Sep 2022	
9/23/2022	2051	Dave & Buster's Entertainment, Inc.	102522 Deposit- Dave & Buster's Senior Halloween Event	Trust- Grad Class of 2023	4,948.25	Sep 2022	
9/27/2022	2052	Cascade Athletic Supply Co Inc	inv 270656 Helmets, Baseballs	Trust - Baseball	5,312.49	Sep 2022	
9/30/2022	2053	Pyro Spectaculars	INV 200 Deposit for homecoming fireworks and permit fee	ASB General	2,654.00	Sep 2022	
9/7/2022	ACH220907-01	Solupay Merchant	xx4210 merchant fees	ASB General	54.99	Sep 2022	
9/7/2022	ACH220907-02	Solupay Merchant	xx4210 merchant fees	ASB General	54.99	Sep 2022	

ECRCHS - ASB Trust Balances

Sept 2022

Trust Account	Account Balance
TRUST - A Capella	\$ 123.88
TRUST - AVID	\$ (517.50)
TRUST - AcaDeca	\$ (599.97)
TRUST - Active Minds	\$ 34.88
TRUST - American Cancer	\$ 50.00
TRUST - Asian Appreciation Club	\$ 72.00
TRUST - Athletic Director	\$ 31.84
TRUST - Band	\$ 13,272.28
TRUST - Baseball	\$ 42,062.21
TRUST - Beyond the Books	\$ 164.00
TRUST - Black Student U	\$ 1,044.98
TRUST - Boys Basketball	\$ 7,245.01
TRUST - Boys Golf	\$ 2,917.57
TRUST - Boys Lacrosse	\$ 6,863.74
TRUST - Boys Soccer	\$ 4,990.07
TRUST - Boys Volleyball	\$ 2,440.65
TRUST - C2BK Cool 2 B Kind	\$ 397.75
TRUST - CEA	\$ 1,427.61
TRUST - CHIRLA	\$ 65.75
TRUST - CSF	\$ 35,582.33
TRUST - Cheerleaders	\$ 3,740.69
TRUST - Choir	\$ 3,851.98
TRUST - Claws for a Cause	\$ 17.88
TRUST - Club Girl Up	\$ (35.58)
TRUST - College Counseling	\$ 758.44
TRUST - Creative Writing	\$ 2,117.38
TRUST - Cross Country	\$ 8,011.12
TRUST - Cultural Club	\$ (6.69)
TRUST - DECA	\$ 978.40
TRUST - Dance	\$ 3,128.83
TRUST - Drama	\$ 38,911.16
TRUST - Drill Team	\$ 10,861.39
TRUST - ECR Community Leaders	\$ 256.95
TRUST - Environmental	\$ 71.16
TRUST - Falling Whistles	\$ 376.00
TRUST - Fashion Club	\$ 252.36
TRUST - Football	\$ 36,940.47
TRUST - French Club	\$ 93.80
TRUST - Friendship Circle	\$ 430.78
TRUST - Future Homemakers	\$ 1,001.88
TRUST - Ganssle Memorial Schol	\$ 1,500.00
TRUST - Girls Basketball	\$ 12,791.74
TRUST - Girls Golf	\$ 1,579.58
TRUST - Girls Lacrosse	\$ 1,444.31
TRUST - Girls Soccer	\$ 5,407.10
TRUST - Girls Volleyball	\$ 10,308.54
TRUST - Girls Water Polo	\$ 651.89
TRUST - Grad Class 2020	\$ -
TRUST - Grad Class 2021	\$ 23.51
TRUST - Grad Class 2022	\$ 27,267.33
TRUST - Grad Class 2023	\$ 14,522.36
TRUST - Grad Class 2024	\$ 3,249.71
TRUST - Grad Class 2025	\$ 1,867.00
TRUST - Grad Class 2026	\$ 76.61
TRUST - Graphic Arts	\$ 3,130.52
TRUST - Great Films Club	\$ 20.00
TRUST - Helping Hands	\$ 632.00

ECRCHS - ASB Trust Balances**Sept 2022**

Trust Account	Account Balance
TRUST - Humanitas	\$ 1.73
TRUST - Jewish Club	\$ 65.50
TRUST - KPOP Club	\$ 305.00
TRUST - Key Club	\$ 270.32
TRUST - Knitting for a Cause	\$ 44.05
TRUST - La Familia	\$ 143.81
TRUST - Local Charity Outreach	\$ 92.00
TRUST - Local Vocals	\$ 679.00
TRUST - MACS Club	\$ 40.00
TRUST - MESA Club	\$ 120.00
TRUST - Marching Band	\$ -
TRUST - Medical Club	\$ 10,249.01
TRUST - Milton Goffman Scholarship	\$ (1,195.00)
TRUST - Mock Trial	\$ 385.00
TRUST - Model United Natn	\$ 836.00
TRUST - Mountain Bike Club	\$ 836.99
TRUST - NJROTC	\$ 37,127.82
TRUST - National Honors Soc	\$ 4,810.20
TRUST - Newspaper Interns Club	\$ 396.16
TRUST - Operation Smile	\$ 49.00
TRUST - Persian Club	\$ 128.00
TRUST - Philosophy Club	\$ 41.00
TRUST - Physics Club	\$ 590.04
TRUST - Ping Pong Club	\$ 28.60
TRUST - Recycle for Research	\$ 148.24
TRUST - Robotics	\$ 16,068.27
TRUST - Rotary Interact Club	\$ 323.24
TRUST - Sand Volleyball	\$ 1,314.36
TRUST - Save Promise	\$ 79.00
TRUST - Save the Waves	\$ 126.00
TRUST - Schship JHarrison	\$ 9,253.61
TRUST - Science Bowl	\$ 1,990.23
TRUST - Science National Honors Society	\$ 119.90
TRUST - She's The First	\$ 1,595.57
TRUST - Softball	\$ 3,054.71
TRUST - Spanish Honor Soc	\$ 701.00
TRUST - Speech & Debate	\$ 167.68
TRUST - Step	\$ 5,076.27
TRUST - Student Council	\$ 104,596.13
TRUST - Students Demand Action	\$ 149.00
TRUST - Swimming & Diving	\$ 4,741.07
TRUST - The MESS	\$ 109.19
TRUST - Thespians Club	\$ 1,395.84
TRUST - Track & Field	\$ 3,306.05
TRUST - True Crime Club	\$ 11.81
TRUST - UNICEF	\$ 302.01
TRUST - Vegan Peace Club	\$ 94.18
TRUST - WE Club	\$ 161.27
TRUST - Wrestling	\$ 3,881.30
TRUST - You Can Do This SCHLR	\$ 500.00
Total Trust Accounts	\$ 529,209.84
ASB Income	\$ 37,745.50
ASB Expense	\$ (919.96)
Inventory expense	\$ (2,327.50)
Total	\$ 563,707.88

ECRCHS - ASB Trust Balances
Sept 2022

Trust Account		Account Balance
Pending acc transfer	\$	31,420.86
Bank Balance from statement	\$	532,287.02
End Bank Balance 9/2022	\$	563,707.88

Coversheet

Discussion and Vote to Recommend to the Full Board Approval of the September, 2022, Credit Card Charges.

Section: IV. Finance
Item: C. Discussion and Vote to Recommend to the Full Board
Approval of the September, 2022, Credit Card Charges.
Purpose: Vote
Submitted by:
Related Material: IV.C - Credit Card - Sept 2022.pdf

El Camino Real Charter High School
Credit Card Reconciliation Form
For the Period of: 8/27/2022 - 9/27/2022

Date	PO#	Vendor	Description of Expense	Cardholder	Requested By	Amount	Resource	Budget Category
2022/08/26		THE HOME DEPOT #6632	ATHLETIC FANS	DAVID HUSSEY	J CAMP	\$ 240.81	General	Supplies - Athletics
2022/09/02		THE HOME DEPOT 6632	ATHLETIC FANS (REFUND)	DAVID HUSSEY	J CAMP	\$ (240.81)	General	Supplies - Athletics
2022/09/07		YOU CAN BOOK.ME	Attendnace office calendar system	DAVID HUSSEY	Z ENDRES	\$ 98.00	General	Subscriptions
2022/09/08	PO7713	DIGICERT INC	TECHNOLOGY	DAVID HUSSEY	R .GUINTO	\$ 1,232.00	General	Subscriptions
2022/09/12		SQ *ARRAY EPROMO	Books Business technology	DAVID HUSSEY	M.Wbster	\$ 2,504.16	General	Supplies - Athletics
2022/09/12	PO7666	AMAZON.COM*1F2T66UL1	Senior Picnic-Breathalizers	DAVID HUSSEY	Z.Endres	\$ 711.70	TRUST	breathalizers
2022/09/13		AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$ 189.85	General	Operations
2022/09/19		AGUAVIDA PREMIUM WATER	Staff water	DAVID HUSSEY	J CAMP	\$ 189.85	General	Operations
2022/09/26	PO7832	ROBOTICS EDUCATION & COMP	Robotics team entry fee	DAVID HUSSEY	K LEE	\$ 175.00	TRUST	Robotics
2022/09/26	PO7832	ROBOTICS EDUCATION & COMP	Robotics team entry fee	DAVID HUSSEY	K LEE	\$ 175.00	TRUST	Robotics
2022/09/26	PO7832	ROBOTICS EDUCATION & COMP	Robotics team entry fee	DAVID HUSSEY	K LEE	\$ 155.00	TRUST	Robotics
					HUSSEY TOTAL	\$ 5,430.56		
2022/09/06		NYLAS	Communications data	GREGORY WOOD	F DELGADO	\$ 495.78	General	Subscriptions
2022/09/09	PO7675	AMZN MKTP US*1V2SE7UW2	tech supplies	GREGORY WOOD	R.GUINTO	\$ 92.61	General Tech	tech supplies
2022/09/12	PO7675	AMZN MKTP US*1F9V75ED0	tech supplies	GREGORY WOOD	R.GUINTO	\$ 158.88	General Tech	tech supplies
2022/09/13		MAILCHIMP	E-mail communications blast	GREGORY WOOD	F DELGADO	\$ 205.00	General	Subscriptions
2022/09/14	PO7603	AMAZON.COM*1F6XP4VU2	classroom supplies	GREGORY WOOD	D.SUKI	\$ 27.57	academic	IMA- Science
2022/09/14	PO7693	AMZN MKTP US*1F9IL49J0	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 24.42	academic	IMA- Science
2022/09/15	PO7693	AMZN MKTP US*1F21B1Q22	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 4.37	academic	IMA- Science
2022/09/15	PO7693	AMZN MKTP US*1M9BG8AD1	classroom supplies	GREGORY WOOD	r.MONTAGUE	\$ 436.17	academic	IMA- Science
2022/09/15	PO7693	AMZN MKTP US*1F3EH8DS2	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 15.49	academic	IMA- Science
2022/09/19	PO7585	AMAZON.COM*1M5218271 AMZN	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 168.63	academic	IMA- VAPA
2022/09/19	PO7585	AMZN MKTP US*1M0LB7JJ2	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 8.75	academic	IMA- VAPA
2022/09/19	PO7585	AMZN MKTP US*1M3Z20T52	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 67.90	Academic	IMA- VAPA
2022/09/20	PO7585	AMAZON.COM*1M2BL6KT0 AMZN	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 15.33	academic	IMA- VAPA
2022/09/20	PO7660	AMZN MKTP US*1M8XA9QF0	classroom supplies	GREGORY WOOD	E.COLEMAN	\$ 396.22	academic	IMA- Alt Ed
2022/09/20	PO7660	AMZN MKTP US*1M91R0UY1	classroom supplies	GREGORY WOOD	E.COLEMAN	\$ 14.22	academic	IMA- Alt Ed
2022/09/20	PO7660	AMZN MKTP US*1M8503DP0	classroom supplies	GREGORY WOOD	E.COLEMAN	\$ 11.38	academic	classroom supplies
2022/09/21	PO7571	THE HOME DEPOT #1070	stoves	GREGORY WOOD	N.GAMEZ	\$ 3,955.69	CTE	stoves
2022/09/21	PO7571	THE HOME DEPOT #1070	stoves	GREGORY WOOD	N.GAMEZ	\$ 3,955.69	CTE	stoves
2022/09/21	PO7571	THE HOME DEPOT #1070	stoves	GREGORY WOOD	N.GAMEZ	\$ 1,444.27	CTE	stoves
2022/09/20	PO7585	AMZN MKTP US*1M4OP7X32	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 19.84	ACADEMIC	IMA- VAPA
2022/09/21	PO7614	AMAZON.COM*1M71C6622 AMZN	classroom supplies	GREGORY WOOD	K.LEE	\$ 67.04	academic	IMA -Math
2022/09/23	PO7585	AMZN MKTP US*1U14Q5JV1	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 73.20	academic	IMA - VAPA
2022/09/23	PO7585	AMZN MKTP US*1U99J1TN1	classroom supplies	GREGORY WOOD	K.GOOZE	\$ 809.97	Academic	IMA - VAPA
2022/09/26	PO7697	AMZN MKTP US*1U65T2FW2	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 102.92	academic	IMA - Science
2022/09/26	PO7697	AMZN MKTP US*1U5982M11	classroom supplies	GREGORY WOOD	R.MONTAGUE	\$ 50.87	academic	IMA - Science
2022/09/26	PO7575	AMAZON.COM*1U5X868C1 AMZN	classroom supplies	GREGORY WOOD	J.WASSER	\$ 355.50	Special Ed	IMA - SPED
2022/09/26	PO7756	AMZN MKTP US*1U7236TL2 AM	classroom supplies	GREGORY WOOD	J.LIN	\$ 14.22	academic	IMA - Science
2022/09/26	PO7638	AMZN MKTP US*1U5M728F1	classroom supplies	GREGORY WOOD	J.WASSER	\$ 241.90	Special Ed	IMA - SPED
					WOOD TOTAL	\$13,233.83		

Previous Balance	\$ 41,981.35
Monthly Total	\$ 18,664.39
Credits	\$ (240.81)
Payments	\$ (7,183.36)
Statement Total	\$ 53,461.88



P.O. BOX 6343
FARGO ND 58125-6343



000001379 01 SP 106481559494017 S
EL CAMINO REAL CHS
ATTN DAVID HUSSEY
5440 VALLEY CIRCLE BLVD
WOODLAND HILLS CA 91367-5949

ACCOUNT NUMBER 4866 9145 5552 6539
STATEMENT DATE 09-26-2022
AMOUNT DUE \$53,461.88
NEW BALANCE \$53,461.88
PAYMENT DUE ON RECEIPT

AMOUNT ENCLOSED

\$

Please make check payable to "U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

4866914555526539 005346188 005346188

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

EL CAMINO REAL CHS 4866 9145 5552 6539	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$41,981.35	\$18,905.20	\$0.00	\$0.00	\$0.00	\$240.81	\$7,183.86	\$53,461.88

CORPORATE ACCOUNT ACTIVITY

EL CAMINO REAL CHS
4866-9145-5552-6539

TOTAL CORPORATE ACTIVITY
\$7,183.86 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-29	08-28	74798262241000000000147	PAYMENT - THANK YOU 00000 C	7,183.86 PY

NEW ACTIVITY

DAVID HUSSEY 4866-9110-0013-3507 CREDITS \$240.81 PURCHASES \$5,671.37 CASH ADV \$0.00 TOTAL ACTIVITY \$5,430.56

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-26	08-24	24943012237010183433472	THE HOME DEPOT #6632 WOODLAND HLS CA	240.81
09-02	08-31	74692162244105829488526	THE HOME DEPOT 6632 WOODLAND HILL CA	240.81 CR
09-07	09-06	74208472249000011895106	YOU CAN BOOK ME BEDFORD	98.00
09-08	09-07	24910592250700977374831	DIGICERT INC DIGICERT.COM/ UT	1,232.00
09-12	09-09	24692162252101825002597	SQ *ARRAY EPROMO GOSQ.COM CA	2,504.16

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4866-9145-5552-6539

STATEMENT DATE

09/26/22

DISPUTED AMOUNT

.00

ACCOUNT SUMMARY

PREVIOUS BALANCE 41,981.35
PURCHASES &
OTHER CHARGES 18,905.20

CASH ADVANCES .00

CASH ADVANCE FEES .00

LATE PAYMENT
CHARGES .00

CREDITS 240.81

PAYMENTS 7,183.86

ACCOUNT BALANCE 53,461.88

SEND BILLING INQUIRIES TO:

U.S. Bank National Association

C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

53,461.88



Company Name: EL CAMINO REAL CHS

Corporate Account Number: 4866 9145 5552 6539

Statement Date: 09-26-2022

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-12	09-11	24692162254102938783550	AMAZON.COM*1F2T66UL1 AMZN.COM/BILL WA	711.70
09-13	09-13	24692162256104159233982	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
09-19	09-19	24692162262108530217921	AGUAVIDA PREMIUM WATER 747-444-9637 CA	189.85
09-26	09-23	24492152266713233762690	ROBOTICS EDUCATION & COMP 903-457-0431 TX	175.00
09-26	09-23	24492152266743233463510	ROBOTICS EDUCATION & COMP 903-457-0431 TX	175.00
09-26	09-23	24492152266745233196263	ROBOTICS EDUCATION & COMP 903-457-0431 TX	155.00

GREGORY WOOD
4866-9133-3444-7280CREDITS
\$0.00PURCHASES
\$13,233.83CASH ADV
\$0.00TOTAL ACTIVITY
\$13,233.83

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-06	09-05	24011342248000040639747	NYLAS NYLAS.COM CA	495.78
09-09	09-09	24692162252101363696016	AMZN MKTP US*1V2SE7UW2 AMZN.COM/BILL WA	92.61
09-12	09-09	24692162252101544527270	AMZN MKTP US*1F9V75ED0 AMZN.COM/BILL WA	158.88
09-13	09-12	24204292255000100613628	MAILCHIMP 000-0000000 GA	205.00
09-14	09-13	24692162256104353890207	AMAZON.COM*1F6XP4VU2 AMZN.COM/BILL WA	27.57
09-14	09-13	24692162256104454057433	AMZN MKTP US*1F9IL49J0 AMZN.COM/BILL WA	24.42
09-15	09-14	24692162257105072434846	AMZN MKTP US*1F21B1Q22 AMZN.COM/BILL WA	4.37
09-15	09-14	24692162257105177441365	AMZN MKTP US*1M9BG8AD1 AMZN.COM/BILL WA	436.17
09-15	09-14	24692162257105393224397	AMZN MKTP US*1F3EH8DS2 AMZN.COM/BILL WA	15.49
09-19	09-18	24431062261083306572412	AMAZON.COM*1M5218271 AMZN AMZN.COM/BILL WA	168.63
09-19	09-18	24692162261108161860677	AMZN MKTP US*1M0LB7JJ2 AMZN.COM/BILL WA	8.75
09-19	09-18	24692162261108271858843	AMZN MKTP US*1M3Z20T52 AMZN.COM/BILL WA	67.90
09-20	09-19	24431062263083724343865	AMAZON.COM*1M2BL6KT0 AMZN AMZN.COM/BILL WA	15.33
09-20	09-19	24692162262108803137277	AMZN MKTP US*1M8XA9QF0 AMZN.COM/BILL WA	396.22
09-20	09-19	24692162262108831061135	AMZN MKTP US*1M91R0UY1 AMZN.COM/BILL WA	14.22
09-20	09-19	24692162262108972145291	AMZN MKTP US*1M8503DP0 AMZN.COM/BILL WA	11.38
09-20	09-20	24692162263109285636215	AMZN MKTP US*1M4OP7X32 AMZN.COM/BILL WA	19.84
09-21	09-20	24431062264083338728559	AMAZON.COM*1M71C6622 AMZN AMZN.COM/BILL WA	67.04
09-21	09-19	24943012263010187368051	THE HOME DEPOT #1070 WEST HILLS CA	3,955.69
09-21	09-19	24943012263010187368473	THE HOME DEPOT #1070 WEST HILLS CA	3,955.69
09-21	09-19	24943012263010187368481	THE HOME DEPOT #1070 WEST HILLS CA	1,444.27
09-23	09-22	24692162265100882013724	AMZN MKTP US*1U14Q5JV1 AMZN.COM/BILL WA	73.20
09-23	09-22	24692162265100882074775	AMZN MKTP US*1U99J1TN1 AMZN.COM/BILL WA	809.97
09-26	09-25	24431062268083709782066	AMAZON.COM*1U5X868C1 AMZN AMZN.COM/BILL WA	355.50
09-26	09-25	24431062268083714685593	AMZN MKTP US*1U7236TL2 AM AMZN.COM/BILL WA	14.22
09-26	09-24	24692162267102161508992	AMZN MKTP US*1U65T2FW2 AMZN.COM/BILL WA	102.92
09-26	09-24	24692162267102590468271	AMZN MKTP US*1U5982M11 AMZN.COM/BILL WA	50.87
09-26	09-25	24692162268103379536212	AMZN MKTP US*1U5M728F1 AMZN.COM/BILL WA	241.90

Department: 00000 Total:
Division: 00000 Total:\$18,664.39
\$18,664.39

Coversheet

Discussion and Vote to Recommend to the Full Board Approval of the ECRCHS CARES and ESSER Funds

Section: IV. Finance
Item: D. Discussion and Vote to Recommend to the Full Board
Approval of the ECRCHS CARES and ESSER Funds
Purpose: Vote
Submitted by:
Related Material: IV.D - CARES ACT SPENDING SUMMARY- YTD (1).pdf
IV.D - CARES ACT REPORTING- CDE.pdf

El Camino Real Charter High School
CARES Act Reporting
At 09/30/2022

Name of Grant	Allocation	YTD Spent	Amount Left	Spending Deadline
ESSER I	\$ 308,063.00	\$ 308,063.00	\$ -	9/30/2022
GEER I	\$ 151,344.00	\$ 151,344.00	\$ -	9/30/2022
ESSER II	\$ 1,219,961.00	\$ 1,124,758.78	\$ 95,202.22	9/30/2023
ESSER II - State Reserve	\$ 353,713.00	\$ 168,464.00	\$ 185,249.00	9/30/2023
GEER II	\$ 81,180.00	\$ 30,000.00	\$ 51,180.00	9/30/2023
ELO Grant (10% for Paraprofessionals)	\$ 239,929.00	\$ 239,929.00	\$ -	9/30/2024
ELO Grant	\$ 1,099,410.00	\$ 1,099,410.00	\$ -	9/30/2024
ESSER III - State Reserve	\$ 230,580.00	\$ 60,000.00	\$ 170,580.00	9/30/2024
ESSER III - State reserve for Learning Loss	\$ 397,480.00	\$ 29,162.00	\$ 368,318.00	9/30/2024
ESSER III	\$ 2,193,920.00	\$ 889,127.00	\$ 1,304,793.00	9/30/2024
ESSER III - 20% reserve for learning loss	\$ 548,480.00	\$ 54,832.00	\$ 493,648.00	9/30/2024
In- Person Instruction Grant	\$ 921,676.00	\$ 921,676.00	\$ -	9/30/2024
Educator Effectivness Block Grant	\$ 591,871.00	\$ 332,559.00	\$ 259,312.00	6/30/2026
A-G Completion Grant: Access/Success	\$ 345,050.00	\$ -	\$ 345,050.00	6/30/2026
A-G Completion Grant: Learning Loss Mitigation	\$ 129,358.00	\$ -	\$ 129,358.00	6/30/2026
Arts, Music, & Instructional Materials Discretionary				
Block Grant	\$ 2,176,757.00	\$ -	\$ 2,176,757.00	6/30/2026
Learning Recovery Emergency Block Grant	\$ 2,702,302.00	\$ -	\$ 2,702,302.00	6/30/2028
Totals	\$ 13,691,074.00	\$ 5,076,765.78	\$ 8,614,308.22	

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief II (ESSER II) Fund: Resource Code 3212

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Your data have been saved.

Fund Overview

[Help - ESSER II Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 1219961

Total Received Amount:

\$ 392472

Previous Expended Amount:

\$ 270476

Current Expended Amount:

\$

Funds Expended

[Help - ESSER II Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended Amount + Current Expended Amount**).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- Please add a "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

1) Any activity authorized by the ESEA of 1965, IDEA, the Adult Education and Family Literacy Act, the Perkins Act, or subtitle B of title VII of McKinney-Vento Homeless Assistance Act:

%

2) Coordinating preparedness and response efforts of LEAs with other entities:

%

3) Resources necessary to address the needs of their individual schools:

%

4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth:

%

5) Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs:

%

6) Staff training and professional development on sanitation and minimizing the spread of infectious diseases:

%

7) Purchasing cleaning supplies:

%

8) Planning for and coordinating on long-term closures:

%

9) Purchasing educational technology:

18 %

10) Providing mental health services and supports:

0 %

11) Summer learning and supplemental afterschool programs:

0 %

12) Addressing learning loss among students:

0 %

13) School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs:

0 %

14) Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities:

0 %

15) Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff:

0 %

16) Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA:

0 %

Total Percentage:

100 %

Contact Information

Help - ESSER II Contact Information

First Name:

Greg

Last Name:

Wood

Title:

Chief Business Officer

E-mail:

g.wood@ecrchs.net

Telephone Number:

818-595-7500

Telephone Extension:

7590

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Questions: Government Affairs Division | EDReliefFunds@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Resource Code 3213

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Your data have been saved.

Fund Overview

[Help - ESSER III \(3213\) Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 2193920

Total Received Amount:

\$ 904591

Previous Expended Amount:

\$ 801667

Current Expended Amount:

\$ 87460

Funds Expended

[Help - ESSER III \(3213\) Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended Amount + Current Expended Amount**).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- Please add a "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

1) Any activity authorized by the ESEA of 1965, IDEA, the Adult Education and Family Literacy Act, the Perkins Act, or subtitle B of title VII of McKinney-Vento Homeless Assistance Act:

%

2) Coordination of preparedness and response efforts of LEAs:

%

3) Resources necessary to address the needs of their individual schools:

%

4) Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth:

%

5) Developing and implementing procedures and systems to improve the preparedness and response efforts of LEAs:

%

6) Staff training and professional development on sanitation and minimizing the spread of infectious diseases:

%

7) Purchasing cleaning supplies:

%

8) Planning for and coordinating on long-term closures:

%

9) Purchasing educational technology:

12 %

10) Providing mental health services and supports:

21 %

11) Summer learning and supplemental afterschool programs:

0 %

12) Addressing learning loss among students:

22 %

13) School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs:

0 %

14) Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities:

0 %

15) Developing strategies and implementing public health protocols including, to the greatest extent practicable, policies in line with guidance from the Centers for Disease Control and Prevention for the reopening and operation of school facilities to effectively maintain the health and safety of students, educators, and other staff:

0 %

16) Other activities that are necessary to maintain the operation of and continuity of services in LEAs and continuing to employ existing staff of the LEA:

0 %

Total Percentage:

100 %

Contact Information

Help - ESSER III (3213) Contact Information

First Name:

Greg

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Title:

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Questions: Government Affairs Division | EDReliefFunds@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief III (ESSER III) Fund: Resource Code 3214

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Your data have been saved.

Fund Overview

[Help - ESSER III \(3214\) Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 548480

Total Received Amount:

\$ 226148

Previous Expended Amount:

\$ 54832

Current Expended Amount:

\$

Funds Expended

[Help - ESSER III \(3214\) Funds Expended](#)

Please use the following guidelines to report funds expended:

- Report your expenditures based on the **total** expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. **Previous Expended Amount + Current Expended Amount**).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate the approximate percentage of funds expended for each category.
- Please add a "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.

1) Summer learning or summer enrichment:

%

2) Extended day:

%

3) Comprehensive afterschool programs:

%

4) Extended school year programs:

%

5) Evidence-based high dosage tutoring:

%

6) Full-Service Community Schools:

%

7) Mental health services and supports:

%

8) Adoption or integration of social emotional learning into the core curriculum/school day:

%

9) Other evidence-based interventions:

%

Total Percentage:

100 %

Contact Information

Help - ESSER III (3214) Contact Information

First Name:

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Questions: Government Affairs Division | EDReliefFunds@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief II (ESSER II) State Reserve Fund: Resource 3216

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Your data have been saved.

Fund Overview

[Help - ELO-G Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 353713

Total Received Amount:

\$ 88428

Previous Expended Amount:

\$ 40000

Current Expended Amount:

\$ 128464

Funds Expended

Please use the following guidelines to report funds expended:

- Report your expenditures based on the total expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. Previous Expended Amount + Current Expended Amount).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate approximate percentage of funds expended for each strategy.
- Please add "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.
- **Reminder:** A LEA must use at least 85% of its apportionment for expenditures related to providing in-person services allowable pursuant to California Education Code (EC) Section 43522(b). An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

1) Extending instructional learning time

93 %

2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

0 %

3) Integrated student supports to address other barriers to learning:

0 %

4) Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:

0 %

5) Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility:

0 %

6) Additional academic services for students:

7 %

7) Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

0 %

Total Percentage:

100

%

Contact Information

First Name:

Greg

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Telephone Extension:

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Questions: ELO Grants | ELOGrants@cde.ca.gov

Stimulus Funding Reporting



Governor's Emergency Education Relief II (GEER II) Fund: Resource Code 3217

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Your data have been saved.

Fund Overview

[Help - ELO-G Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 81180

Total Received Amount:

\$ 20295

Previous Expended Amount:

\$ 30000

Current Expended Amount:

\$

Funds Expended

Please use the following guidelines to report funds expended:

- Report your expenditures based on the total expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. Previous Expended Amount + Current Expended Amount).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate approximate percentage of funds expended for each strategy.
- Please add "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.
- **Reminder:** A LEA must use at least 85% of its apportionment for expenditures related to providing in-person services allowable pursuant to California Education Code (EC) Section 43522(b). An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

1) Extending instructional learning time

%

2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

%

3) Integrated student supports to address other barriers to learning:

%

4) Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:

%

5) Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility:

%

6) Additional academic services for students:

%

7) Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

%

Total Percentage:

100

%

Contact Information

First Name:

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Questions: ELO Grants | ELOGrants@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief III (ESSER III) State Reserve Emergency Needs: Resource 3218

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Fund Overview

[Help - ELO-G Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 230580

Total Received Amount:

\$ 57645

Previous Expended Amount:

\$ 60000

Current Expended Amount:

\$

Funds Expended

Please use the following guidelines to report funds expended:

- Report your expenditures based on the total expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. Previous Expended

Amount + Current Expended Amount).

- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate approximate percentage of funds expended for each strategy.
- Please add "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.
- **Reminder:** A LEA must use at least 85% of its apportionment for expenditures related to providing in-person services allowable pursuant to California Education Code (EC) Section 43522(b). An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

1) Extending instructional learning time

%

2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

%

3) Integrated student supports to address other barriers to learning:

%

4) Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:

%

5) Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility:

%

6) Additional academic services for students:

%

7) Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

%

Total Percentage:

100 %

Contact Information

First Name:

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Title:

Chief Business Officer

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Telephone Extension:

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Questions: ELO Grants | ELOGrants@cde.ca.gov

Stimulus Funding Reporting



Elementary and Secondary School Emergency Relief III (ESSER III) State Reserve Learning Loss: Resource 3219

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

Your data have been saved.

Fund Overview

[Help - ELO-G Fund Overview](#)

- Please report totals in whole numbers without decimals, commas, or other punctuation.
- Reported totals should be for the period July 1, 2022, to September 30, 2022.

Total Allocated Amount:

\$ 397480

Total Received Amount:

\$ 99370

Previous Expended Amount:

\$ 0

Current Expended Amount:

\$ 29162

Funds Expended

Please use the following guidelines to report funds expended:

- Report your expenditures based on the total expended by the end of the reporting period, including any amount expended during previous reporting periods (i.e. Previous Expended Amount + Current Expended Amount).
- Do not factor in any amount obligated, but not expended.
- Please use whole numbers to indicate approximate percentage of funds expended for each strategy.
- Please add "0" for any category where funds were not expended.
- The Total Percentage value should equal 100% (or 0% if the expended total is 0) when you are finished.
- **Reminder:** A LEA must use at least 85% of its apportionment for expenditures related to providing in-person services allowable pursuant to California Education Code (EC) Section 43522(b). An LEA may use up to 15 percent (15%) of its apportionment to increase or improve services for students participating in distance learning or to support activities intended to prepare the LEA for in-person instruction, before in-person instructional services are offered.

1) Extending instructional learning time

%

2) Accelerating progress to close learning gaps through the implementation, expansion, or enhancement of learning supports:

%

3) Integrated student supports to address other barriers to learning:

%

4) Community learning hubs that provide students with access to technology, high-speed internet, and other academic supports:

%

5) Supports for credit deficient students to complete graduation or grade promotion requirements and to increase or improve students' college eligibility:

%

6) Additional academic services for students:

%

7) Training for school staff on strategies to engage students and families in addressing students' social-emotional health and academic needs:

%

Total Percentage:

100 %

Contact Information

First Name:

Greg

Last Name:

Wood

Title:

Chief Business Officer

E-mail:

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Telephone Number:

818-595-7500

Telephone Extension:

7590

Save Data

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Your data have been saved.

Questions: ELO Grants | ELOGrants@cde.ca.gov

Stimulus Funding Reporting



ESSER III Plan Links

American Rescue Plan Act of 2021 (ARP Act), Elementary and Secondary School Emergency Relief III (ESSER III) Fund Required local educational agency (LEA) Plans

El Camino Real Charter High

CDS Code: 19647331932623

Charter Number: 1314

DUNS Number: 054727762

LEA Safe Return to In-Person and Continuity of Services Plan

1. Has your LEA created and/or updated a Safe Return to In-Person Instruction and Continuity of Services Plan as required by Section 2001(i) of the ARP Act?

☒ Yes ☐ No

2. Interim Final Requirements published by the U.S. Department of Education require an LEA to review, and if appropriate, revise a Safe Return to In-Person Instruction and Continuity of Services Plan no less than once every 6 months until September 2023. In addition, LEAs are required to seek public input and take such input into account when determining whether revisions are necessary and in making any revisions.

Please provide the link to where your most recent Safe Return to In-Person Instruction and Continuity of Services Plan is posted on your LEA's website and input the date it was last revised, or if different/more recent, the date it was last reviewed in accordance with the Interim Final Requirements:

Safe Return Plan Link:

<https://www.ecrchs.net/apps/pages/in>

Safe Return Plan Reviewed Date:

1/28/2022

≤	October 2022						≥
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>1</u>	
<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	
<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>14</u>	<u>15</u>	
<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>	<u>20</u>	<u>21</u>	<u>22</u>	
<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	
<u>30</u>	<u>31</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	

LEA ESSER III Expenditure Plan

- Has your LEA created and/ or updated an ESSER III Expenditure Plan?
☒Yes ☐No
- Please provide the link to where your most recent ESSER III Expenditure Plan is posted on your LEA’s website and input the date it was last updated:

Expenditure Plan Link:

https://www.ecrchs.net/Board_Docum

Expenditure Plan Reviewed Date:

10/28/2021

≤	October 2022						≥
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
<u>25</u>	<u>26</u>	<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>	<u>1</u>	
<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	
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Certification

- ☒ By completing this certification and the information below, I hereby confirm that I am the authorized representative, with the fiscal and legal authority, to certify on behalf of this LEA. In addition, to the best of my knowledge and belief, all the information in this certification is true and correct.

Contact Information

[Help - Contact Information](#)

First Name:

Gregory

Last Name:

Wood

Title:

CBO

E-mail:

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Save Data

[Back to Main Menu](#)

Questions: Government Affairs Division | EDReliefFunds@cde.ca.gov

Coversheet

Discussion and Vote to Recommend to the Full Board Approval of ECRCHS's Fiscal Policies and Procedures

Section: IV. Finance
Item: E. Discussion and Vote to Recommend to the Full Board
Approval of ECRCHS's Fiscal Policies and Procedures
Purpose: Vote
Submitted by:
Related Material:
IV.E - 200908 ECR Fiscal Policies & Procedures - revised 10.19.22 (1).pdf

EL CAMINO REAL ALLIANCE

FISCAL POLICIES AND PROCEDURES HANDBOOK

Style Definition: TOC 1: Tab stops: 6.49", Right, Leader: ...

Revision Board Approved & Effective: ~~May 28, 2020~~
October 27, 2022 Effective: ~~May 28, 2020~~

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ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

OVERVIEW

The Governing Board (“Board”) of El Camino Real Alliance (“ECRA”), a California nonprofit public benefit corporation, has reviewed and adopted the following Fiscal Policies and Procedures (“FPP”) to ensure the funds of ECRA are appropriately budgeted, accounted for, expended, and maintained.

1. The Board holds ultimate authority over all fiscal matters. The Executive Director and/or Chief Business Officer (“CBO”) of El Camino Real Charter High School (“ECRCHS” or the “Charter School”) shall report to the Board and, in particular, the Board Chair regarding all fiscal matters.
2. The Board oversees the administration of the fiscal policies and procedures and delegates administration of the policies and procedures to the CBO.
3. ECRA may commission a Back-office Services Provider (e.g., ICON School Management). If ECRA does so elect to utilize a Back-office Services Provider, the Back-office Services provider will report to both the administration and the Board. The financial compilations presented to the Board ~~will be~~ may be compiled by the Back-office Services Provider, and may also include input from ECRA staff.
4. The CBO has responsibility for all business operations.
5. The Director-Human Resources & Compliance (“DHRC”) ~~Chief Compliance Officer (“CCO”)~~ will work with the Executive Director and the CBO and Business Office staff to enforce the FPP.
6. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
7. All documentation related to financial matters must be completed by computer, word processor, typewriter, or ink.
8. The Board will commission an annual financial audit by an independent third party auditor who will report directly to the Board. The Board will approve the final audit report, and a copy will be provided to the charter-authorizing entity. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Board and be in compliance with GAAP and/or related laws and regulations.
9. The Board may appoint someone else to perform the CBO's responsibilities in the case of absence.

As used in the FPP, the term “Authorizing Personnel” includes: Executive Director, CBO, Assistant Principals, and Board Chair or Vice Chair.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Safeguarding of Financial Assets

ECRA is committed to safeguarding public funds. ECRA's financials are overseen by the following entities:

1. Charter School Authorizer (i.e. LAUSD's Charter Schools Division) reviews financials annually;
2. Independent Certified Public Accountant conducts annual financial audit;
3. Back-office Services Provider (e.g., ICON School Management), as applicable, ensures segregation of duties and fiscal compliance; and
4. Board of Directors.

In addition, ECRA/ECRCHS does the following:

1. Presents monthly financial updates at regular Board meetings;
2. Seeks Board approval of check registers and all major financial documents (e.g. interim financials, budget, Local Control and Accountability Plan ("LCAP"), etc.);
3. Provides financial information to the staff through presentations;
4. Posts major Board approved financial documents on ECRA's website, including Approved Budget, Interim Reports, ~~Tax Returns~~ Tax Returns and Annual Audit; and
5. Has written policies identifying its investment policies and strategies. The written policies, titled Investment Policy Statement ("IPS"), applies to both the retirement healthcare benefits trust and the general account, and are reviewed and adopted by the Board (including any revisions or amendments thereto). The IPS identifies that all investments with ECRA assets should be reasonably and prudently invested, and also notes the scope and types of permitted investments in which the School may engage as well as guidelines for the composition of the investment portfolio. The IPS for both the lifetime healthcare benefits trust and the School's general account shall be posted on the School's website.

Annual Financial Audit

1. ECRA will select an independent auditor to conduct an independent audit of ECRA's finances. The independent auditor will be selected by the Board ~~at-on~~ or before the March Board meeting in those years when a new auditor is to be selected. The Board will appoint an Audit Committee no later than the January board meeting for those years when an auditor is to be selected.
2. Audit Committee members, like all ECRA Directors, must be fiscally independent of ECRA.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

3. The CBO and other necessary staff will assist Audit Committee members.
4. ECRA will select a new auditor at least every three (3) years; however, the same auditing firm may be retained as long as a different ~~auditor~~ audit partner within that firm is retained every 5 years.
5. The audit shall include, but will not be limited to:
 - a. An audit of the accuracy of the financial statements;
 - b. An audit of the attendance accounting and revenue accuracy practices; and
 - c. An audit of the internal control practices.

Key Personnel Financial Responsibilities

Approve Contracts

- Executive Director
- CBO
- Board

Approve Purchases for Payment – Including Purchase Orders and Reimbursement Requests

- Executive Director
- CBO
- Program Director
- Program Manager

Check Signers

- Executive Director
- CBO
- Two Designated Administrative Director

Record Transactions

- Accounting staff (non-senior)
- ~~Analysts~~

Reconcile Transactions

- ~~Back-office Services Provider~~
- Director of Finance & Accounting

Role of Key Financial Staff (Segregation of Duties)

- Executive Director - Authorizing
- CBO – Authorizing, Reporting and Analysis, Compliance
- Director-Human Resources & Compliance ~~Chief Compliance Officer – Compliance~~
- Back-office Services Provider - Recording, Reconciling and Reporting
- ~~Program Administrative~~ Director – Purchase Approver, Reviewing Budgets

**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

- Director of Finance & Accounting ~~Manager/Controller~~ Authorizing and Reconciling (of cash receipts, bank accounts)
- Program Managers – Purchase Approver, Reviewing
- ~~Analysts – Recording and Analysis~~
- Accountants - Recording, Purchasing and Custody

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Financial Instruments

Debit Cards

- Use is not permitted.

Credit and Charge Cards

- Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the CBO and the Executive Director. The cards are kept in the possession of the Executive Director and the CBO.
- Must have established Board-approved spending limits (currently, ~~\$100,000~~ within a monthly statement period; ~~textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period~~).
- “Platinum” or similar luxury status credit cards cannot be taken out under ECRA’s account.
- Vendor-specific credit cards for teachers (limited to Home Depot and Smart and Final) have the following limits within a monthly statement period: ~~\$500-1,000~~ per month for Home Depot, and \$1,000 per month for Smart and Final.
- Any additional, vendor-specific credit or charge cards must be approved by the ECRA Board with the same limits as above.

Bank Check Signing Authority

- Board-approved personnel, as noted above under Key Personnel Financial Responsibilities; specifically, the Executive Director, CBO, and two designated ~~Assistant Principals~~ Administrative Directors.
- ~~Check signing authority will be given to the Executive Director and the CBO and two designated Assistant Principals.~~
- Checks may not be written to cash, bearer, or petty cash.
- Under no circumstance will any individual sign a blank check.
- Individual staff members who process vendor payments and/or payroll, write checks, or perform any other tasks associated with cash transactions cannot be a check signer.
- A formal list of those authorized as check signers should be prepared, and the Board will approve all check signers.
- The CBO or Director or ~~Manager~~ Director of Accounting and Finance or designee will ensure that the Charter School’s bank is notified whenever authorized signatories are changed.
- Approved check signors should never sign a check made out to themselves (e.g., check for reimbursement).

Check Stock

- Held in student store.

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Prohibition on Purchase of Alcohol and Marijuana

**ECRAA/ECRCHS
FISCAL POLICIES AND PROCEDURES**

- Use of Charter School, state, and federal funds ~~may never be used~~ for the purchase of alcohol, or any items related to the consumption of alcohol or purchase of marijuana, or marijuana-related products or paraphernalia is prohibited.
- ~~Charter School, state, and federal funds may never be used for the purchase of marijuana, or marijuana-related products or paraphernalia.~~

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

PAYMENT / REIMBURSEMENT POLICIES

ECRA employees must receive pre-approval for all purchases for goods and/or services. Pre-approvals can be received through the Charter School's Approved ~~ERP-Financial~~ system (e.g. ~~NetSuiteNetSuite~~) to which employees have access.

Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

All staff members making financial choices on behalf of ECRA must factor in time and quantitative/qualitative factors before each purchase. Below are a few examples:

- Staff members should not spend significant time to save the Charter School a de minimis amount. For example, s/he should not incur reimbursable mileage expenses from driving around to different stores to save the Charter School a few dollars on school supplies.
- Staff should look beyond quantitative factors, such as cost, and evaluate the qualitative factors such as reliability, warranty, reputation, durability, environmental impact, maintenance costs, etc. For example, LED products may be more expensive initially, but they require less maintenance, use less energy and have a lower environmental impact. ~~Also, technology equipment being considered for purchase should be reviewed or consulted vetted with the by the~~ IT Department. Some devices or equipment considered may not fit the existing Charter School's platform of Technology ~~plan~~.
- Staff should look at total services provided, not just the product price. For example, some vendors will also assist ~~with design~~ with design and planning. This can save the Charter School additional time and money spent doing such work itself, or from making costly mistakes.
- All purchases must have a legitimate business purpose and must be for the benefit of and use by the Charter School. Purchases for personal use are strictly prohibited.
- Staff must ~~avoid conflicts of interests at all times~~ always avoid conflicts of interests. A conflict of interest arises when an employee, officer, agent, or any member of their immediate family, a partner, or an organization that employs or is about to employ any immediate family member, has a financial or other interest in, or would gain a tangible personal benefit from, a firm considered for a contract. Should a potential conflict of interest arise or exist, staff must disclose the conflict, in writing, to the Executive Director and the CBO.

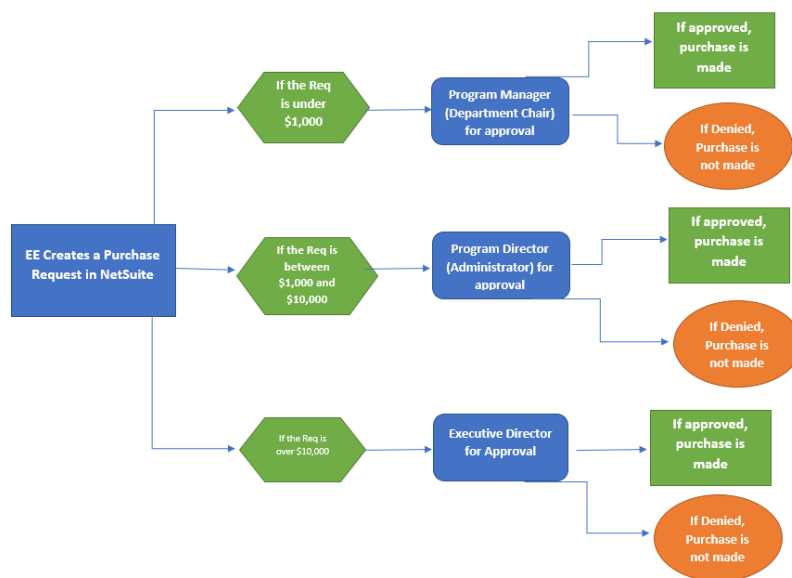
Failure to comply with the policies and procedures as described herein, may result in a delay in reimbursement being paid to the employee or, in some instances, a denial of a reimbursement request in whole or in part.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Purchasing Flow Charts ~~REDO~~ Flow Chart

Regular Purchases

- Purchases done through NetSuite involve different approvers depending on the spend amount.
 - Under \$1,000, these will go to a Program Manager (Dept. Chairs) for approval.
 - Spend requests between \$1,000 and \$10,000 will go to Program Directors (Administrators).
 - Anything over \$10,000 will go directly to the CBO and/or ED for approval.
 - Requests (Unbudgeted) over \$50,000 will be brought before the Board for approval.



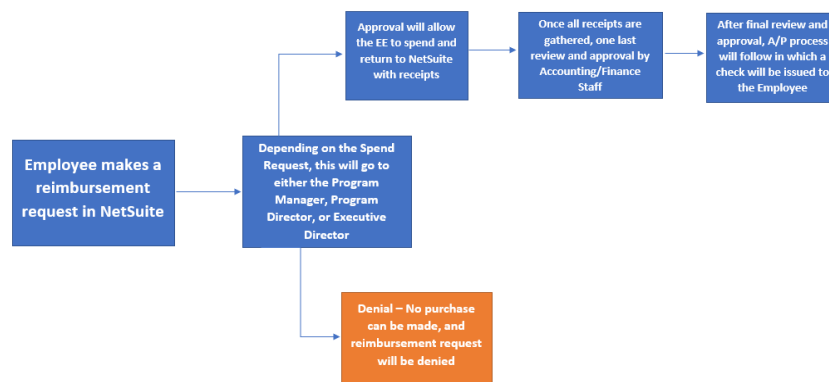
ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

Reimbursement Requests or Expense Requests are subject to approval. All Reimbursement requests must have pre-approval. The maximum for cumulative total reimbursements in a fiscal year is \$5,000.00. Any personal amounts in excess of the stated annual limit require the pre-approval of the Executive Director

- These requests submitted in NetSuite involve different approvers depending on the spend amount requested.
 - ~~Under \$1,000, these will go to a Program Manager for approval.~~
 - ~~Spend r~~Requests ~~between \$1,000 and under \$10,000~~ \$1,000 & \$5,000-will go to Program Directors/Administrative Directors (“AD”).
 - Requests over \$10,000 will go to the AD’s directly and subsequently to the CBO or ED for final approval.
 - After approval, employee may make the purchase.
 - Employee will go back into the system to request final approval of their expenditures.
 - Final approval is given by CBO after review by accounting staff.

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Purchases w/o Approved Purchase Orders, Reimbursement Requests or Travel Reimbursement Requests.

ECRAA/ECRCHS FISCAL POLICIES AND PROCEDURES

- Items are subject to review by an administrator. If purchase(s) are rejected, they are the responsibility of the employee.
- Only the Charter School address may be used on the sales order prior to processing payments.

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Employee Receipts/Substantiation

1. All purchases made by an employee must be accompanied by an original, itemized receipt. The individual making the charge or requesting reimbursement shall be held responsible for the amount if a receipt is not provided within 30 days. ~~Additionally, reimbursements to employees for items charged on personal cards should be supported by a copy of the Employee's Credit Card or Credit Card Statement. A copy of the credit card must ~~can~~ be kept on file by the Accounting Department (redacted copy showing name and last four digits of card number used).~~ The only exceptions are for parking meters and gratuities given to taxi drivers (within the limit set herein).

2. When receipts are lost, employees must retrieve a copy of the receipt or provide a document with comparable detail. ~~There is no recourse for lost receipts.~~ There are a few exceptions for which credit card receipts or cancelled checks may be considered sufficient. Below are a few examples:

- a. Taxi fares incurred while traveling for ECRCHS;
- b. ~~b.~~ Parking fees incurred the day employee attended workshops or other work events.

~~3.~~ If a receipt is lost and an acceptable replacement is not provided, the employee ~~will has to complete a lost receipt affidavit and have their administrator sign off on the form. not be reimbursed. When receipts are lost and a lost receipt affidavit is not provided, ECRA will not reimburse employee costs and will require employee payment of credit card or vendor-specific card charges.~~

~~4-3.~~ For all meals, detailed receipts are a requirement (see "Meals" on the following page for more details).

~~5-4.~~ The ~~Director of Finance & Accounting~~ ~~Director/Manager/CBO~~ or designee shall be responsible for enforcing this policy.

Employee Lost Receipts

~~When receipts are lost or not provided, ECRA will not reimburse employee costs and will require employee payment of credit card or vendor-specific card charges.~~

Gratuity

Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary. Any incremental excess is the responsibility of the employee.

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Employee Reimbursements and Expense Reports

This policy is to ensure that individuals who incur valid business expenses are reimbursed in a fair and equitable manner, that business expenses are properly recorded, reconciled, and reimbursed in a consistent manner, and that ECRA complies with all applicable federal, state and local rules and regulations.

Reimbursement expenses should be dedicated for those occasions when other procurement methods (e.g. Purchase Order, Purchase Request) are not a viable option.

Employees may be reimbursed for purchases made with personal funds for goods and/or services in special circumstances where items are needed immediately and/or with short notice and the purchase of such items by staff may be unavoidable.

Every effort should be made to purchase goods and/or services through established ECR purchasing vendors.

An individual employee can be reimbursed for expenses up to a maximum of \$5,000 per school (fiscal) year. If an employee should need to exceed the \$5,000 per school (fiscal) year maximum, prior approval from the Executive Director ~~and CBO~~ is required.

1. Employees will be reimbursed for expenditures within fifteen (15) days after the submission of all required documentation.
 - a. Whenever possible, original, itemized receipts must be provided. (See “Employee Receipts/Substantiation” above.)
 - b. Electronic receipts are considered original, itemized receipts.
 - c. In certain cases, supporting documentation such as email confirmations may be accepted as a receipt.
 - d. To be reimbursable, Purchases of tangible products (as opposed to items such as subscriptions) should be delivered to the Charter School’s address, not a personal address.
2. Employees shall submit, for each reimbursement request, a signed copy of an Expense Report substantiating:
 - a. Who the expenditure was for;
 - b. What the expenditure was for;
 - c. Where the expenditure was made;
 - d. Why the expenditure was made; and
 - e. When the expenditure was made.

A copy of the Expense Request Form is attached as Appendix III. A copy of the Purchase Request Form is attached as Appendix IV.

3. The employee must sign expense report to certify the expenditures.
4. Authorizing personnel must sign expense report for reimbursement.

5. The Business Office will email a copy of the Executive Director's expense report to the Board Chair when processed for payment. For expense reports greater than \$300 in single month, the Board Chair and one other Board member, or Board Vice Chair and one other Board member, must approve.

6. Non-reimbursable Expenses

Some expenses are not considered valid business expenses, yet may be incurred for the convenience of the traveling individual. Because these are not expenses for the Charter School, they are not reimbursable. Examples of non-reimbursable expenses include, but are not limited to, the following:

- a. Alcohol
- b. Tobacco and all nicotine-related products
- c. Marijuana
- d. Theft or loss of personal property
- e. Parking or traffic tickets or car towing if illegally parked
- f. Airline travel insurance
- g. Airport lounge clubs
- h. Dry cleaning
- i. Movies or personal entertainment
- j. Books, magazines or newspapers (unless specific to education or the employee's job)
- k. Doctor bills, prescriptions, or other medical services
- l. Health club membership, even if for one day or short-term use
- m. Babysitter or pet care fees
- ~~n.~~ [Gift cards](#)

Reimbursements – Digital Payments

The use of digital payments, such as 'Apple Pay' or Venmo (or similar) are not a preferred method of payment and should be used only when other forms of payment such as check, ACH transfer, or ECRCHS credit card are unavailable.

When an employee seeks reimbursement for an allowable reimbursement expense paid with their personal 'Apple Pay' or Venmo (or similar), the requestor must include a copy of their bank/card statement showing the amount paid. The proof of payment must be attached to the reimbursement request.

Purchases made via digital payment are subject to the same criteria and requirements as all other purchases.

1. Employee shall submit, prior to the purchase being made, for each digital payment transaction, a signed copy of the appropriate purchasing form substantiating:

- a. Who the expenditure is for;

- b. What the expenditure is for;
- c. Where the expenditure is made;
- d. Why the expenditure is made; and
- e. When the expenditure is made.

Personal Use of School Items

Personal use only applies to non-de minimis use consumption. For example, using an ECRA computer for personal use can be considered de minimis unless it creates noticeable wear and tear.

1. Employees will avoid the personal use of ECRA owned items without prior approval from a supervisor.
2. Employees will reimburse the Charter School for all ECRA-owned items that are consumed. For example, if the Charter School incurs additional expense as a result of personal telephone calls, employees must reimburse the Charter School for these calls.

Supplies

All ECRA employees are allowed to spend the following ~~without pre-approval?~~ for items deemed essential to carry out assigned duties or related to curriculum, subject to administrative review when reimbursement is approved:

1. ~~\$50/semester limit for non-classroom staff~~
2. ~~\$100/semester limit for classroom staff~~

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Note, for higher thresholds, teachers/staff must submit a purchase requisition in the Approved ERP software system. As outlined in the 2nd paragraph on Page 8: Any items purchased without pre-approval should be kept in new condition so that item(s) can be returned to the vendor in the event the approving administrator denies the purchase.

~~Only the Charter School address may be used on the sales order prior to processing payments. It is the responsibility of the finance office to ensure that this policy is followed. Supplies are defined as items classified in the California School Accounting Manual under the following codes: Object Code 4100, Textbooks, Object Code 4200, Other Books and Reference Materials, Object Code 4300, Materials and Supplies (IMA), and Object Code 4400, Non-capitalized Equipment as found in Procedure 770. The use Distinguishing distinguishing between Supplies and Equipment.~~

Meals

~~1. Except in connection with out of town travel or Charter School approved events where students are present, meals chargeable to or reimbursable by ECRA may not occur outside of the ECRCHS campus.~~

~~2.1.~~ School-related meals (ie. for Professional Development) occur on a regular basis. If the meal is not pre-approved, the employee runs the risk of bearing the full cost of the

meal if it is ultimately denied. For meals to be charged to ECRA or reimbursable to an employee, the ECRA employee must provide the following information:

- a. Purpose of the meeting or agenda;
 - b. Itemized and detailed receipt(s);
 - c. Number of individuals in the party; and
 - d. Names of all attendees or a sign-in sheet.
- ~~d.e.~~ Meal order 48 hours in advance for payment to be processed by ECRA directly to the vendor

~~3.2.~~ On professional development, non-school days, ECRA may purchase meals for staff for meetings lasting three or more hours.

~~4.~~ Each department has a budget of \$50/employee/year for meals for team building and morale.

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~~5.3.~~ The Charter School may cater in food and snacks for ECRA Board meetings, community meetings, staff meetings, etc., but they require pre-approval by the Executive Director, CBO or Assistant Principal through the NetSuite system.

Mileage

Employees will be reimbursed for mileage when the event is school-related and requires employees to travel outside of their normal commute. Mileage will be reimbursed at the IRS-approved rate for the distance traveled.

Reimbursable travel starting from or ending at a residence cannot include the normal commute miles to/from work. Below are some examples:

1. Home to/from school is not reimbursable.
2. Home to/from school event/meeting is partially reimbursable.
 - a. If the mileage to/from home to school-related event/meeting exceeds the regular commute to/from school, then employee can claim the incremental difference.
 - b. School to/from school event/meeting is 100% reimbursable.
 - c. Home to/from non-school event/meeting is not reimbursable. For example, driving around to purchase non-essential supplies, driving around to purchase essential supplies on a non-school day, or commuting to a non-school sponsored staff meeting.

Travel

The following travel policy is designed to provide guidelines and best practices when making travel arrangements, advances, and reimbursements.

1. Travel must receive the following approvals:

- a. Employees requesting in-state travel must receive approval from the **designated authorizing personnel (specify)** with a summary of the purpose of travel, educational or professional benefit, number of employees attending and estimated cost.
 - b. Employees requesting out-of-state travel must also present the ECRA Board Travel Committee, which consists of three (3) ECRA Board members, with a summary of the purpose of travel, educational or professional benefit, number of employees attending, and estimated cost.
2. All expenses must be pre-approved prior to travel for an event or meeting through the [financial accounting system](#) ~~Approved ERP~~ software system or an approved travel form. The approver cannot be the traveler. All supported documentation follows the specific rules in the Fiscal Policies and Procedures.
3. Unless charter school administrators consider something an emergency, it is encouraged that travel arrangements should be made at least 15 days in advance to obtain better pricing.
4. ECRA ~~does not allow daily per diem rates~~ [uses published GSA \(General Services Administration rates as a guideline for per diem rates\)](#)
5. Chargeable and Reimbursable Expenditures:
 - a. Only pre-approved coach class, economy, "Wanna Get Away," or promotional discounted airfare ticketing will be paid by ECRA for documented school-related travel. It is incumbent on all ECRA employees, when arranging school related air travel, to seek the most reasonable and logical airfare accommodation available at the time of booking, and to provide contemporaneous documentation to substantiate the same.
 - b. First class, business class, economy plus, and other similar fare classes will not be paid for or reimbursed by ECRA.
 - c. Upgrade or non-emergency changes in flights are the exclusive responsibility of the ECRA employee. For non-medical/emergency changes or cancellations of a flight, the out-of-pocket cost is the responsibility of the employee.
 - d. All employee-initiated changes to airfare ticketing that are made on an ECRA credit or charge card must be reimbursed by the employee within five (5) business days of the conclusion of travel. Personal charges are not permitted on ECRA credit or charge cards.
 - e. Air travel requiring special accommodations due to a personal medical issue will require a signed note from the employee's treating physician attesting to the medical necessity of an upgraded airfare accommodation, which must be submitted

prior to travel. ECRA strongly respects the medical privacy of its employees. Therefore, the note from the treating physician does not need to disclose the specific medical ailment or injury of the employee. The medical note from the treating physician only needs to state the medical necessity for an accommodation and if the travel accommodation will need to be temporary or permanent.

f. ECRA's policy is a reflection of the FCMAT Best Practices Manual as it applies to ECRA.

g. The Board shall annually review this policy to ensure consistency with state and federal reimbursement standards.

h. Hotels/motels are allowable when the event is more than 50 miles from either the employee's residence or the school site and the requesting employee has received approval from ECRA administration prior to booking the hotel. Specific rules include:

- i. Reservations will be made by ECRA business office staff, where tThe hotel room selected must be the least expensive available room offered within the hotel.
- ii. Hotels should be chosen for the following reasons:
 - 1) Total cost relative to the other nearby hotels near the venue. Total cost includes parking fees, wireless fees, free breakfast, and other relevant fees. These costs need to be considered because the total cost of a hotel stay with a less expensive room rate may end up being higher than the total cost of a hotel stay with a more expensive room rate.
 - 2) Qualitative costs should be considered, as these may impact the total travel costs and employee wellbeing. For example, access to public transportation, safety, and walkability to event location. However, these considerations should be balanced with prudence and reason.

iii. Hotel rates exceeding an average of \$~~25000~~500/night (when not ordered by the Business Office), not including taxes and fees, must be accompanied with an explanation as to why the specific hotel was chosen. If the reason is denied by the authorizing personnel, and the employee still chooses the room rate, then employee will be responsible for the incremental cost over \$~~25000~~500/night plus applicable taxes and fees. Pre-approval is required of all ECRCHS employees for hotels over \$200250/night.

iii. Employees must provide an itemized receipt from the hotel that details all charges and dates, and clearly indicates for whom the lodging was provided.

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- v. The ECRA Board of Directors shall review this policy annually to ensure consistency.
 - vi. Meals are reimbursed up to the ~~published GSA rate published General Services Administration (“GSA”) rate~~ for the event location, based on the receipt documentation provided. Employees must seek the applicable GSA rate from the CBO or designee. The applicable GSA rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.
 - i. Other customary and reasonable travel-related expenses, such as Internet, cab fares, rental car (with prior approval from Authorizing Personnel), and mileage for using an employee’s own car, gasoline are reimbursable.
 - j. The Board shall review and update these rates annually in accordance with the IRS and GSA schedules for Los Angeles County.
6. Below are approved travel days:
- a. The day before the event if it starts before 11am.
 - b. The day after the event if it ends after 12pm.
 - c. An additional non-event travel day may be permitted due to flight scheduling.
- ~~7. Travel advances, before the actual travel, may be permissible, but employee must show proof that travel actually occurred after the event.~~
- ~~a. If the advance exceeds the amount of the receipts, the employee will pay the difference immediately in the form of a check.~~
 - ~~b. If the advance is less than the amount of the receipts, the difference will be reimbursed to the employee in accordance with the expense report.~~
- ~~8.7.~~ After the trip, the employee must enter all of the appropriate information on an expense report and submit it to the Authorizing Personnel for approval.
- ~~9.8.~~ Documents should include any itemized receipts for parking, tolls, car rentals, taxis, food and other expenditures related to the travel for which the employee obtained prior approval
- ~~10.9.~~ Excessive and unreasonable costs, such as valet parking, in-room telephone, and food from the honor bar in hotel rooms, shall not be reimbursed. Payment for internet service will only be reimbursed if preapproved by an administrator, and then only if deemed necessary for work.

Governing Board Expenses

- 1. The individual incurring authorized expenses while carrying out the duties of the Charter School will complete and sign an expense report.

2. The completed expense report will be submitted to the Business Office for review and initial approval. Once approved by the Business Office, the completed expense report will follow the same workflow as other Purchase Orders. The approved expense report will then be submitted to the Business Office for payment.

Tuition Costs for Non-Teaching Staff

The tuition reimbursement program aims to encourage staff to gain new workplace skills.

1. Classes must be pre-approved.
2. Tuition will be subsidized for staff who do not receive additional compensation tied to units when s/he takes approved courses in education, business, or technology.
 - a. 100% for up to one class per quarter (for a total of four courses per year) at UCLA Extension. Employee may request reimbursement for up to two classes in any one quarter during a calendar year. As ECRA has a special agreement with UCLA Extension, ECRA pays for these classes directly and there is no employee reimbursement required.
 - b. \$700/class ~~for non-UCLA~~ all Extension courses must be Pre-approved by the HR Department with a \$1,400 cap for any one academic period and a \$2,800 cap per calendar year. Employees must submit an expense report with supporting documentation (e.g. tuition bill).
3. All classes must be taken for a grade or pass/fail. A grade must be provided at the end of the course.
 - a. A failing grade, or the failure to report a grade, will prevent the employee from taking another subsidized class for 12 months.

Classes/Conferences/Workshops/Seminars (“Course”) for All Staff

All staff **are** encouraged to take advantage of opportunities to improve their craft. If the Charter School is subsidizing any of the cost, the employee cannot use the attained credit for salary advancement other than for a degree differential (e.g. master's degree).

1. Course must be pre-approved by an administrator.
2. Employee must complete an Expense Report and provide all receipts.
3. Employee will not be compensated for his/her time if employee made the request to attend the class/conference/workshop/seminar.

Tuition Costs for BTSA

ECRA provides Beginning Teacher Support and Assessment (“BTSA”) through Ventura County Department of Education. For those employees who would like to complete their BTSA elsewhere, ECRA will reimburse up to \$4,000. Employee will be required to do the following:

1. Employee must notify an administrator that Teacher Inductions courses are being completed elsewhere.
2. Upon completion of Teacher Induction coursework, employee must go through the reimbursement process (i.e. expense report).
 - a. Substantiation must include the copy of tuition paid since ECRA will only reimburse up to \$4,000/employee.

Professional Dues and Costs

ECRA encourages all employees to maintain membership in professional organizations. If the dues and costs are associated with the employee’s job responsibilities, the employee may seek reimbursement from an administrator through the Expense Report process. **This reimbursement is limited to the membership or dues cost only.**

Student Awards

For ECRA school sponsored activities, the Charter School is authorized to spend up to \$300/student/activity/year for individuals and teams that win city, state and/or national athletic or academic competition(s).

1. A school sponsored activity is any activity that a school employee receives compensation to oversee.
2. The recommendation process will be based on input from the relevant staff and Assistant Principal(s). The Executive Director will make the final decision.
3. For teams, the \$300/student/activity/year limit can be used for flowers, candy, awards (e.g. trophies, rings, etc.), ceremonies w/up to two guests per student, etc.
4. ~~For individuals, the \$300/student/activity/year limit can also be used for a cash equivalent award that can be used on educational related expenses.~~
 - a. ~~Financial need will be strong consideration for cash equivalent awards.~~
 - b. ~~A signed release form stating the cash equivalent will go towards education related expenses must be signed by the student and parent/guardian (see Appendix I – Student Gift Acknowledgement).~~

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Policy for Use of Credit Cards

1. Credit cards are held by Board-approved personnel only. Only one general card account in the name of ECRA is authorized by the Board. There are two cards that are issued in the name of the CBO and the Executive Director. These credit cards will be kept in the custody of the CBO and Executive Director.

2. The Executive Director's and CBO's credit or card privileges may be revoked by the Board.

3. Purchases made using a credit card are subject to the same criteria and requirements as all other purchases.

4. Prior to issuance of a credit card to an employee, the employee shall review and sign the "Credit Card Responsible Use Form." (Appendix II.)

5. All cardholders should report the loss or theft of the school credit card immediately to the credit card company and the CBO, even if the loss or theft occurs on a weekend or holiday. If a credit card is stolen, the cardholder should file a police report, and a copy of the report should be maintained for insurance purposes.

6. The credit card and vendor-specific charge cards must be board approved before being issued to an employee. Below is a list of outstanding credit and store charge cards, by departments, as of **September 1, 2020**:

- a. Home Depot for Woodshop and Drama
- b. Smart and Final for Family and Consumer Studies

c. **CalCard American Express**

d. **Visa/Mastereard (pending Board approval)**

e. _____

7. The Board shall review a list of all credit card Charter School-authorized users and associated expenditures monthly.

8. Cardholders should be made personally liable for all inappropriate charges and personally responsible for settling any dispute over any purchase from a vendor.

9. Any charter school credit card holder may have their card revoked for violation of the preapproval process if it is determined there was enough time to request and receive approval for a purchase order using normal purchasing procedures.

10. Board-approved spending limits are currently, ~~\$100,250,000~~ within a monthly statement period ~~(textbook purchases are exempt from this limit, and shall not exceed \$250,000 within a monthly statement period)~~ for American Express, \$500-1,000 for Home Depot, and ~~\$12,000~~ for Smart and Final). The Charter School-authorized user shall be responsible for verifying that limits are not exceeded.

11. ECRA uses **CalCARD American Express** as its credit card vendor. Credit card charges in excess of \$50,000 require approval of the expense by two Board members. Such approval is required as part of the supporting documentation prior to payment processing.

~~12. Threshold amounts include: \$.99 (online subscriptions).~~

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~~13.12.~~ The types of transactions to be charged on the credit card include: advance purchase or arrangement of approved employee travel and accommodations, school supplies, instructional materials, pupil transportation, technology, assistive technology, furniture, athletic equipment, school food, dues, subscriptions, and other items related to Charter School operations. Authorized expenses that do not fall under this Credit Card Use Policy shall be submitted and paid through the check disbursement process.

~~14.13.~~ Credit card points accrued by ECRA employees using ECRA's credit cards are the property of ECRA. **Cash Rewards program paid Quarterly**

- a. Credit card points can be converted only and exclusively for the benefit of the Charter School and with the permission of the Executive Director and Board of Directors.
- b. Prior to the conversion of any specific school-related use of accrued points, ECRCHS shall provide a memorandum to the ECRA Board of Directors for approval.
- c. Records of how the converted credit card points were used must be maintained.

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~~15.14.~~ Personal use of the school's credit card is prohibited. Credit cards shall not be used for personal expenses, gift cards, equipment, communication devices, institutional memberships, or computer software or hardware. Cardholders shall not make personal use of a credit or debit card, assign to someone else the use of a credit or debit card, or pay for another employee's or person's expenses with the credit card.

State laws prevent the unauthorized loaning and/or misappropriation of public funds. Accidental personal use of ECRA's credit card must be brought to the immediate attention of the employee's direct administrative supervisor and will be dealt with on a case-by-case basis. In all cases, reimbursement for accidental charges shall be paid in full within 30 days of the purchase. Reimbursement of the personal expense in this manner is required, but shall not prevent ECRA from taking further action against the employee. Interest charges will accrue at the then-applicable IRS-established rate when reimbursement is not made in 30 days from the personal charge.

~~16.15.~~ Employee is responsible for maintaining all receipts. If a receipt is missing, then the employee must request copies of the receipt from the credit card company at his/her expense. See "Employee Receipts/Substantiation" for exceptions to the receipts requirement.

~~17.16.~~ If the Business Office identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the Executive Director, CBO, and/or CCO for review. The Executive Director, CBO, and/or CCO will discuss with the cardholder any charges of concern, and the cardholder will be required to reimburse the school immediately for any inadvertent personal charges or unauthorized charges. The Executive Director, CBO, and/or CCO will determine whether to revoke the cardholder's credit privileges and whether any disciplinary actions will be taken.

~~18.17.~~ Employee shall submit, prior to the purchase being charged on the credit card, for each credit card transaction, a signed copy of the "Credit Card Expenditure Form" substantiating:

- a. Who the expenditure was for;
- b. What the expenditure was for;
- c. Where the expenditure was made;
- d. Why the expenditure was made; and
- e. When the expenditure was made.

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ACCOUNTING

Key Accounting Thresholds

1. Checks over \$10,000 require two approvers/signatures.
 - a. Note, credit card transactions over \$10,000 do not require two signers since paying the monthly statement will require two check approvers/signatures.
2. Non-budgeted contracts that exceed (or are likely to exceed) \$50,000 during a calendar year or which last beyond an academic year require Board approval.

~~3. Request for Proposals are required for projects that will be financed with bond funds that are subject to Public Contract Code § 20111(a) and (b).~~

Purchasing in the ~~Enterprise Resource Planning~~Financial Accounting System (ERPFAS)

1. School will use an ~~ERP-FAS~~ system to store all financial transactional data.
2. Employees will make purchase requisitions in the ~~ERPFAS~~. Purchase Requisitions can be created using the following information provided by the vendor:
 - An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
 - Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the ~~ERP FAS~~ system.
3. The Business Office will review the purchase requisition to ~~determine check~~ whether the Charter School has adequate resources (i.e. cash) ~~and is within budget~~.
4. If the expenditure is in the approved budget, or the Charter School has adequate resources to make the purchase, the Business Office will forward the purchase requisition to the authorized supervisors (e.g. department head and authorizing administrator). The authorized supervisors must:
 - Determine if the expenditure is allowable under the appropriate revenue source.
 - Determine if the expenditure is appropriate and consistent with the Charter School's mission, approved charter petition, school policies and procedures, and any related laws or applicable regulations.
 - Determine if the price is competitive and prudent. All purchases over \$100,000 must be Board approved and must include documentation of a good faith

effort to secure the lowest possible expected cost¹ for comparable goods or services. If the purchase does not represent the lowest cost option, a business purpose must be provided.

~~5. If the purchase order is approved, the purchase can be made by the employee through the reimbursement process or by the Charter School on behalf of the employee.~~

~~6.5.~~ When the supplier/vendor submits ~~to ECRA~~ the final invoice to the ECRA Business Office, or when an employee submits an expense report, the Charter School will make the payment by requesting a check or credit card ~~or by paying by credit card~~.

~~7.6.~~ Since goods and services are sometimes received after payment, the employee making the purchase or shipping and receiving staff must certify that the product has been received, or that service has been provided, before closing the purchase in the Approved ~~ERP-FAS~~ software (NetSuite).

If a vendor is a sole proprietor or a partnership, a valid W-9 form (or foreign equivalent) must be submitted prior to payment. Employee requesting a vendor or vendors, must submit a vendor information form.

~~8.7.~~ The name of the vendor/business must reflect the same name and address as will appear on invoices submitted. Please include DBA ('doing business as'), if applicable.

All vendors must submit their Taxpayer Identification Number (TIN), commonly known as Employer Identification Number (EIN) / Federal Tax ID, Social Security Number (SSN), or foreign equivalent for those vendors who are conducting business as individuals.

~~9.8.~~ The Board approved credit card holders may authorize an individual to use the school credit card to make an authorized purchase on behalf of the Charter School, consistent with guidance provided by the FPP.

- a. The Charter School Credit Cards are in the custody of the CBO and Executive Director. Any authorized person who uses this card must return it within three (3) hours of use, unless authorized otherwise by the card holder.
- b. The other school vendor-specific charge cards will be kept under supervision of the board approved card holders
- c. If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.
- d. Credit and vendor-specific charge cards will bear the names of both El Camino Real Alliance and the board approved card holder(s).

¹ Expected cost considers the product's price, quality, life, future maintenance costs, salvage value, environmental impact, school's mission, source and materials.

Petty Cash

ECRCHS will maintain a petty cash account for small and emergency purchases, generally costing \$100 or less. When presented with a request for petty cash, the petty cash custodian should verify whether the item to be purchased is available in the organization's stock of supplies. If it is, the petty cash reimbursement is unnecessary; if it is not, the custodian can initiate a petty cash disbursement by doing the following:

1. The Business Office will manage the petty cash fund from the student store.
2. The petty cash fund will be capped at \$1,000 at the school site, but it will typically hold \$500. This does not include cash held for school events.
3. All petty cash will be kept in the Charter School's safe. Only select Business Office personnel will have access to the petty cash box.
4. All disbursements will require a completed and signed petty cash request form, as well as a register receipt for all purchases.
5. The Business Office will ensure that the petty cash slip is properly completed and that a proper receipt is attached.
6. At all times the petty cash box will contain receipts and cash totaling \$500. A register receipt must support the petty cash slip. The individual using the petty cash to make a purchase is responsible for submitting the receipt for the petty cash slip to the Business Office within 48 hours of withdrawing the petty cash.
7. When expenditures total \$300 (when cash balance is reduced to \$200), the Business Office will total the disbursements, complete a petty cash reimbursement form, and obtain the approval of the Assistant Principal. This should be done on at least a quarterly basis. The petty cash slips and supporting receipts will be attached to the reimbursement request form and forwarded to the Business Office.
8. Petty cash fund reimbursement checks will be made payable to ECRA.
9. Any irregularities in the petty cash fund will be immediately reported in writing to the CBO.
10. Loans will not be made from the petty cash fund.
11. The CBO or designee may conduct surprise counts of the petty cash fund.

Cash Boxes

Currently the school has five (5) portable cash boxes which are controlled by the Business Office and used to collect money at fundraising activities, ticket sales and other events or activities.

Individuals who collect cash for fundraisers and activities for which a cash box is issued collect the cash and recorded the total on a cash count form. Two individuals will count the cash together, and both will sign and date the cash count form and remit the funds to the Business Office.

Every effort is made to turn in the cash the same day as fundraiser or activity. Any funds collected but not turned in to the Business Office for the final counting and deposit to the bank should never be taken home or left in any unprotected environment. When the principal or the Business Office receives the cash box funds, the funds will be counted again by a Business Office staff member and another witness. Each will sign the cash count form as verification of their confirmation. The cash and the verified cash count form will be placed in and secured in a locked, fireproof safe until the cash is deposited.

No funds will be left in the cash box.

Alternative Payment Methods – Third-Party Processors

Third-Party Processor – A third-party processor is a company that can accept payments over the internet on behalf of an individual or another merchant (i.e., PayPal).

The use of third-party processors such as PayPal (or similar) is not a preferred method of payment and should be used only when a merchant will not accept a check, ACH transfer, or ECRA credit card. Purchases made via a third-party processor are subject to the same criteria and requirements as all other purchases. Employee shall submit, prior to the purchase being made, for each third-party purchase made, a signed copy of the appropriate purchasing form substantiating:

- a. Who the expenditure is for;
- b. What the expenditure is for;
- c. Where the expenditure is made;
- d. Why the expenditure is made; and
- e. When the expenditure is made.

The use of third-party processors is not intended to avoid or bypass appropriate purchasing or payment procedures.

Payments made to service providers via a third-party processor are subject to the same criteria and requirements as all other contracts. A third-party processor may not be used for payments to an individual for services.

Personal third-party processor accounts should not be used to transact ECRA business.

When using a third-party processor, employees will make purchase requisitions in [the FAS ERP](#). Purchase Requisitions can be created using the following information provided by the vendor:

- a. An invoice or estimate prepared by the vendor, but which has not yet been processed for sale by the vendor.
- b. Sales quotation provided by the vendor for use by the employee to assist in decision making and subsequent creation of a purchase requisition in the [FAS ERP](#) system.

Third-party processors often do not include detailed information about the item(s) purchased. In the event this occurs, a copy of the web page that identifies the item(s) purchased and the web receipt from the third-party processor must be included in the [FAS ERP](#) record.

Third-party processor payments will be made by the Business Office after all required documents are submitted and approvals obtained. The Business Office will use a dedicated ECRA account, such as PayPal, to make purchases.

Any email address linked to a third-party processing account must be a valid ECRA email address.

Contracts

1. The following may sign school-related contracts within the approved budget:

- Authorizing Personnel

The Board must also approve the following contracts:

- Non-Public Contracts - \$50,000 or more for construction, equipment, materials, supplies, non-professional services and repairs.
- Public Contracts (i.e. public bonds):
 - Annual Bid limit under Public Contract Code § 20111(a) for ~~2020~~ **2022** is ~~\$95,200~~ **\$99,100** or more for equipment, materials, supplies, services and repairs.
 - Bid limit under Public Contract Code § 20111(b) of \$15,000 or more for construction contracts.

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2. Consideration will be made of in-house capabilities before contracting for outside services. Below are considerations:

- a. Whether the services needed is for a limited time period.
- b. Whether the contract service provider has expertise not otherwise available to the Charter School.
- c. Whether the current staff has capacity to do the work.
- d. Whether the contract service provider's core competency would lead to long-term savings.
- e. Whether the utilization of the contract service provider would cost less than a comparable employee with benefits.

3. The Business Office will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$100,000.

ECR will maintain a copy of all signed contracts, regardless of the amount or duration.

Written contracts clearly defining the 'Scope of Work' (SOW) to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors).

A SOW must be submitted by the consultant, independent contractor, or subcontractor and reviewed by the Executive Director, ~~CCO~~ DHRC and the CBO prior to the commencement of services.

The elements of a SOW can vary with the objective, complexity, size, and nature of the work to be performed. A SOW should be drafted in clear, simple, and concise statements. There should never be a question as to what work is to be completed, or what the contractor is obligated to do.

To the fullest extent possible, a SOW should include the following:

- (a) A general statement of the scope or extent of the work to be performed.
- (b) The period of performance of the work.
- (c) The site location of the work to be performed.
- (d) Reference documents, procedures, or specifications governing the work to be performed.
- (e) The specific work requirements:
 - (i) A detailed statement of the purpose, objective or goals to be undertaken by the vendor.
 - (ii) The job classification or approximate skill level of the personnel to be made available by the vendor.
 - (iii) An identification of all significant data deliverables and material to be developed by the vendor and delivered to the school.
 - (iv) An identification of all significant data or materials to be delivered by the to the school to the contractor.
 - (v) An estimated time schedule for the provisioning of these services by the vendor.
 - (vi) Completion and Acceptance criteria for the work to be performed.
 - (vii) Management or administrative requirements of the work.
 - (viii) Compliance or Progress Reporting requirements.
 - (ix) Completion or Close-out requirements.

Requirements should be clearly stated to easily determine compliance to the contract. All requirements should be described in sufficient detail to assure clarity.

Deliverables / Data / Proprietary Rights

It is important to include where applicable data or proprietary rights will be stored. For example: “Contractor in performance of its duties described within the scope of services agreed upon between the school or office and the contractor, acknowledges that the school holds all exclusive and proprietary rights to the deliverables produced under the referenced agreement (contract or purchase order). i.e., photographs taken as part of the scope of work; programs, software, lines of code written for a specific development project; intellectual properties developed as a part of a school paid/funded contract or project; documents written as a deliverable under an agreed upon project; etc.” “Contractor acknowledges that the school has exclusive and unlimited rights to such deliverables, which the contractor

shall not have any rights to use, reuse, sell, resell, re-engineer, reverse engineer, provide to others, or maintains copies for work or archival purposes. Upon completion of the contract and within thirty (30) days from acceptance of final deliverables by the school, contractor shall provide written certification that it has purged and destroyed all copies of the deliverables (hard and electronic copies) from their possession, including subcontractors and those affiliated with the performance of duties under the agreement.”

Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker’s compensation insurance currently in effect. The CBO or designee may also require that contract service providers list ECRA as an additional insured.

4. If the contract service provider is a sole proprietor or a partnership (including limited partnerships or limited liability partnerships), the Business Office must obtain or receive a W-9 (or foreign equivalent) from the contract service provider prior to submitting any requests for payment.

5. The Executive Director or CBO will approve proposed contracts and modifications in writing.

6. Contract service providers will be paid in accordance with approved contracts as work is performed.

7. The CBO and Executive Director will be responsible for ensuring the terms of the contracts are fulfilled.

8. Potential conflicts of interest will be disclosed upfront, and the Executive Director, [DHRC CCO](#), CBO, Assistant Principal(s) and/or Member(s) of the Board with the conflict will not participate in any manner in the preliminary discussions, negotiations, compromises, reasoning, planning and solicitation for applications for the contracts. If an ECRA Board member is financially interested in a contract, the entire Board is prohibited from voting on the contract. Financially interested employees shall disclose the conflict in writing and are prohibited from participating in, influencing, or attempting to influence the making of the contract.

9. ECRA may not recognize “After the Fact” contracts which occur when a contractor is authorized to commence services or ship products prior to a valid, fully executed contract or Purchase Order having been submitted and approved prior to commencement of the work or products being purchased.

10. Contractors who provide services or goods without a fully executed contract or Purchase Order may not be paid.

11. Splitting contracts to avoid a stated accounting threshold is strictly prohibited. According to the California Public Contract Code, “It shall be unlawful to split or separate

into smaller work orders or projects any work, project, service, or purchase for the purpose of evading the provisions of this article requiring contracting after competitive bidding.”

12. An employee cannot issue multiple contract requests (or low-dollar Purchase Orders) for smaller sections of the total requirement to avoid going thru the competitive process, or to avoid obtaining the required approvals.

Donations and Fundraising

ECRCHS may receive donations of cash, supplies or equipment. **Donations will be deposited in a separate Bank Account** and amounts **> \$1,000** will be reported to the Board. Donations are for the exclusive use of the school, and may not be used to influence any person or decision made at the school.

A donor can choose to state a specific purpose for which the funds (or other) are being donated. If a donation is given for a specifically stated purpose, the donated funds may be used only for that purpose. When supplies or equipment are purchased using donated funds, the supplies or equipment become the property of the charter school. All equipment and supplies purchased by a donor for the school must be shipped to the charter school’s address. The donor’s address may not be used for purchases made for the charter school using donated funds.

Supplies

All supplies purchased by the school should be tracked sufficiently to help prevent theft, spoilage, over- or under-stocking, and obsolescence. For example, obsolescence can occur when an organization purchases toner cartridges but replaces the laser printers before the cartridges are used and cannot use the cartridges in the new laser printers.

Supplies include educational and office supplies and cleaning and maintenance supplies. Educational supplies may include textbooks and laptops checked out to students. Supplies should be safeguarded in a secure area and inventoried. The cost value of the supplies should be adjusted in the accounting records at the end of each fiscal year.

Professional Development

Professional development can improve employees’ performance in their present positions and help them obtain skills, knowledge, and abilities that may improve their opportunities for advancement within the organization. Professional development should be preapproved by the administration and by the Executive Director and the Business Office to ensure adequate funding exists.

Professional development opportunities include seminars, educational courses and degree programs that will help an employee perform their essential job functions and increase the employee’s contribution to the charter school. Other professional development expenses that can be reimbursed under this policy are membership fees to professional organizations; registration fees for meetings, conferences, workshops and seminars; and fees and subscriptions for scholarly journals, books, and computer-based resources.

Employees must submit documentation of the completion of any professional development within 10 days after receiving the documentation. Failure to do so may result in the employee being required to reimburse the school for the costs of the training or coursework.

ACCOUNTS PAYABLE

Bank Check Authorization

1. All original, itemized invoices will immediately be forwarded to the Business Office for scanning and then sent to the Authorizing Personnel for approval.
2. The authorizing personnel will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not included in the shipment. ~~The packing list should be submitted with the invoice.~~ The Business Office will adjust the invoice for any missing items noted on the packing list before processing for payment. In the case goods are received after payment, or documentation showing receipt is missing, the Business Office will verify with the employee that goods have been received.
3. Once approved by the Authorizing Personnel, the Business Office will trace by use of the ~~ERP-FAS~~ in most cases, all documentation from the invoice to either the original purchase requisition or budget item. Then s/he will prepare the Supplier Invoice for approval/validation by the Authorizing Personnel for payment.
- ~~4. The student store personnel will prepare the checks from the approved Supplier Invoice and send a report to the Back office Services Provider for the bank reconciliation.~~
- ~~5.4.~~ Payment of all invoices should, whenever possible, be made in a timely manner to avoid the imposition of late fees or other penalties by the vendor.

Bank Checks

1. The Board will approve, in advance, the list of authorized signers on the Charter School's account. The Executive Director, and any other employee/board member authorized by the Board, may sign bank checks within established limitations.
2. The Board will be authorized to open and close bank accounts.
3. The student store personnel will be responsible for all blank checks and will keep them under lock and key.
4. When there is a need to generate a bank check, the Authorized Personnel will send appropriate approved documentation to the Business Office.
5. Once approved by the Authorizing Personnel, the Business Office processes the check for signatures.
 - a. Two authorized check signers will co-sign checks in excess of \$10,000 for all ~~non-recurring~~ items.

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- b. All checks less than \$10,000 require the signature of only one authorized check signer.
- c. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.

6. The Business Office will record the check transaction(s) into the approved ~~ERP~~ FAS software (NetSuite) system.

7. Business Office personnel will distribute the checks and vouchers as follows:

- a. Original – mailed or delivered to payee;
- b. Duplicate or voucher – attached to the invoice and filed by vendor name by the Business Office;
- c. Cancelled Checks – Report is submitted to the ~~staff/b~~ Back-office Services Provider performing the bank reconciliation;
- d. Voided checks will have VOID ~~written in ink~~ Stamped on the Check.

Bank Reconciliation

1. Bank statements will be received directly or printed directly from online banking by the Business Office and forwarded to the Personnel assigned (either the Director of Finance/Accounting or Back-office Services Provider).

2. ~~Back-office Services Provider~~ The Personnel Assigned will examine all paid checks for date, name, cancellation, and endorsement. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.

3. The Personnel Assigned ~~Back-office Services Provider~~ will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.

4. The Personnel Assigned ~~Back-office Services Provider~~ will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Financial Leader at Back-office Services Provider assigned to the Charter School and the CBO.

5. **Completed Bank reconciliation will then be sent to CBO for approval and follow up, if needed.**

Timely Payment of Credit and Store Charge Card Statements

1. Timely payment of statements is required in order to avoid the imposition of late fees or other penalties by the card issuer. The employee responsible for providing any necessary documentation for payment (receipts, etc.) is required to pay any applicable late fees and/or interest.

2. Accounting personnel will access the school's account on the card issuer's website and register for electronic statements using an ECRCHS email address coordinated in the

Business Office. If only one email address may be the recipient of the monthly statement, that employee will set up an email forwarding rule to automatically copy another key employee on the statement.

3. On the day the statement is received, the assigned employee will note the due date and begin matching available documentation for the included charges. All documentation will be generated from the ERP system and employee receipts.

4. Accounting personnel will work diligently to obtain all necessary documentation supporting charges prior to paying each statement by its due date.

5. If unsubstantiated charges remain on the statement when it is paid, accounting personnel will keep and maintain a log of these charges. The CBO and Executive Director will review the list and follow the procedure under "Employee Receipts/Substantiation."

ACCOUNTS RECEIVABLE

Documentation will be maintained for accounts receivable and forwarded to the Personnel assigned (either the Director of Finance/Accounting or Back-office Services Provider) Back-office Services Provider.

Accounts receivable will be recorded by the the Personnel assigned Back-office Services Provider in the general ledger and collected on a timely basis.

Cash Receipts (Cash and Checks)

1. For each fundraising or other event in which cash or checks will be collected, a coordinator will be designated, who will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.

a. The coordinator will complete a cash a deposit form to account for the amount of cash and checks turned into the business office, and indicate what trust (if applicable) account to deposit the funds to.

1.

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b. The Business Office will record the transaction in the approved FAS-ERP software (Netsuite) at the time the transaction is made, with a copy of the receipt provided to the donor.

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b.a. The cash, checks, receipt book, and deposit summary must be given to the ECRA Business Office, who will immediately put the funds in a secure, locked location.

e.b. The Business Office and either the Event Coordinator, volunteer, or Assistant Principal will count the deposit and verify the amount of the funds in writing.

2. Cash/checks dropped off at the Charter School office will be placed directly into the student store safe by the person dropping off the cash/checks.

a. All funds are deposited into the safe in a sealed envelope, along with any notes, forms, or other descriptions of how the funds are to be used.

b. Verification of the cash/check amounts collected and held in the safe must always be done under dual custody, one of which will always be a member of the Business Office, and sign off on the amounts received.

c. The safe will be emptied at least two times per week when school is in session, corresponding to days when deposits are made. When school is not in session, the safe will be emptied within 48 hours when cash and checks exceed \$5K.

~~3. Cash/checks dropped off in the classroom will utilize the classroom envelopes. Each morning, the homeroom teacher assigned to the classroom will collect all forms, payments, etc. Before lunchtime, an office staff member and a second staff member (who may be an office staff member or an aide) shall collect all envelopes from each classroom and bring them to the student store, where they will be processed following the guidelines used for cash receipts, outlined above.~~

~~4.3. Mail (including anything official such as governmental notices, invoices and checks) received at the Charter School must be opened and converted into an electronic document for the Back office Services Provider.~~

a. For any cash or checks received in the mail, the funds will be deposited into the Student Store. The personnel there will follow the guidelines used for cash receipts.

~~5.4. All checks will be immediately endorsed with the Charter School deposit stamp, containing the following information: "For Deposit Only; El Camino Real Alliance; Bank Name; Bank Account Number."~~

~~6.5. A deposit slip will be completed by the Business Office for approval to deposit. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.~~

~~7.6. The deposit receipt will be attached to the deposit documentation, and forwarded to the Back office Services Provider.~~

Returned Checks and Improper Checks

~~The school will attempt to deposit returned checks a second time; if the check does not clear on the second attempt, the payment will be returned to the vendor.~~ ECRCHS will notify its Back-office Services Provider so that the general ledger account to which it was applied adjusted.

The school will not cash personal checks.

1. A returned-check processing fee will be charged for checks returned due to non-sufficient funds (NSF). Unless otherwise pre-approved by Authorizing Personnel, payment of the NSF check and processing fee must be made by money order or certified check.

2. In the event that a second NSF check is received by any individual, the Charter School will no longer accept checks from that individual. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.

3. In the case of NSF checks written by parents of students, failure to pay may result in the withholding of report cards/transcripts at the end of the semester and/or school year

until payment is received, unless other mutually agreeable arrangements are approved by the Executive Director and/or the Board.

4. If unsuccessful in collecting funds owed, the Charter School may initiate appropriate collection and/or legal action at the discretion of the Executive Director and/or Board.

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Personnel Information

1. The ~~business~~ **Human Resources & Payroll Department** personnel will maintain all employee information in ECRA's ~~approved ERP software (Netsuite)~~ **Payroll** system **Paycom**.
2. An employee's hiring is not effective until the candidate has:
 - a. Completed the employment application
 - b. Passed a TB Test
 - c. Passed the LIVESCAN background check
 - d. Submitted a form W-4
 - e. Completed an I-9.
3. An employee's hiring date is the first day the employee works, not when s/he has been offered the position.
4. The Human Resource Staff will maintain a position control list and notify the Executive Director, CBO, and CCO of any variances to the position control throughout the year.

Stipend Volunteers

1. These individuals are ECRA volunteers who earn a small stipend for assisting with school programs (e.g. Athletics).
2. These volunteers receive stipends through the Charter School's payroll system. The stipends are either paid out in a lump sum or in even amounts by pay periods for the scheduled period of service.

Electronic Timesheets

1. All employees will be responsible for clocking in and out, including (as appropriate) clocking in and out for meal breaks, using the School-provided electronic timekeeping system. All employees will also complete all forms (such as the Absence Form) identifying all missed work periods, including for vacation or sick leave; such forms must be signed by the employee and the appropriate supervisor.
2. All forms will be submitted to the Payroll Staff by the payroll period deadline designated by the Back-office Services Provider.
3. Incomplete forms will be returned to the signatory supervisor and late forms may delay payroll into the next period. No employee will be paid until a correctly completed timesheet is submitted.

4. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in any absence forms (such as when an employee misses work due to illness), the employee is responsible for notifying the signatory supervisor or for making other arrangements for any forms to be submitted. However, the employee must still complete and submit all necessary forms upon return.

Overtime

1. All employees must seek pre-approval of unscheduled time (e.g., overtime) from their authorized supervisor in the Charter School's payroll system (i.e., Paycom).
2. Overtime only applies to non-exempt employees and is defined as hours worked in excess of eight hours a day and/or forty (40) hours within a five-day period of time. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the Executive Director or CBO for further guidance.

Payroll Processing

1. Hourly employees must electronically approve their time records to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. No overtime hours should be listed without proper authorization or explanations as to why they occurred. The signatory supervisor will submit a summary report of time and attendance records. The Business Office and Payroll Service provider will verify all records for accuracy.
2. Salaried employees must sign in and out using the time clock system to verify working days for accuracy. A person from the Business Office will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.
3. The Business Office and Payroll Service provider will process all authorizations for approved stipends and the hourly or daily rate.
4. ~~Back-office Services Provider~~ Business Office will prepare the payroll worksheet for review and approval by the ~~Accounting Manager/Accounting Director/Controller~~ CBO/ Director of Finance before final submission into the payroll system. These payroll hours are exported by designated payroll staff, in the form of a report out of the ~~Time and Attendance Software~~ Payroll System used to track hours.
5. The payroll checks (if applicable) will be printed by the Charter School. The Business Office will document each printed check and review the payroll checks prior to distribution.

6. The Payroll Staff and the Business Office will ensure that payroll is made in a timely manner, in accordance with appropriate Labor Code provisions.

Payroll Taxes and Filings

1. ~~Back-office Services Provider~~The Payroll Department will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries.
2. ~~Back-office Services Provider~~Business Office will prepare the state and federal quarterly and annual payroll tax forms, review the forms with the CBO or Executive Director, and submit the forms to the respective agencies.

Record Keeping

Designated Payroll Staff will maintain records in the Time and Attendance Software of all employees' use of sick leave, vacation pay, and any other unpaid time and collect signed and approved paperwork for back-up documentation.

- a. Payroll Staff will immediately notify the authorized supervisor if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
- b. Records will be reconciled when requested by the employee. Every employee must maintain personal contemporaneous records.

FINANCE/RESERVES/INSURANCE/LIABILITIES/ASSETS

Financial Reporting

1. In consultation with the CBO and Finance Committee, Back-office Services Provider will prepare the annual financial budget for approval by the Board.
2. Back-office Services Provider will submit a monthly balance sheet and monthly revenue and expense summaries to the CBO, including a review of the discretionary accounts and any line items that are substantially over or under budget. The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.
3. Back-office Services Provider will provide the CBO and/or the Board with additional financial reports, as needed.

Financial Institutions

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

Loans

1. Any and all loans from third parties must be approved by the Executive Director, CBO, and the Board prior to execution of any loan documents or any other documentation which bind or obligate ECRA. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.
2. Once approved, a promissory note will be prepared and signed by the Executive Director before funds are borrowed.
3. Employee loans, including salary advances, are not allowed.

Retention of Records

1. Financial records will be maintained indefinitely in original or electronic format.
2. Financial records will be shredded once they are converted into electronic format.
3. Appropriate back-up copies of electronic and paper financial and attendance accounting data will be regularly prepared and stored in a secure on-site location.

Cash Balance Reserve

1. The following minimum cash balance reserve must be maintained:

- a. Economic Uncertainties - At least 5% of the total unrestricted General Funds.
- b. LAUSD Insurance Deductible - \$1,000,000.
- c. Retiree Benefits: ECRA is setting aside funds to meet its projected unfunded liability.

2. Back-office Services Provider will provide the CBO with balance sheets on a monthly basis. It is the responsibility of the CBO and the Board to understand the Charter School's cash situation. It is the responsibility of the Authorizing Personnel to prioritize payments as needed. The CBO will have responsibility for all operations and activities related to financial management.

Insurance

1. ~~Back-office Services Provider will work with~~ The CBO and ~~CCO-DHRC~~ to ensure that appropriate insurance is maintained at all times with high quality insurance providers.
2. The Business Staff and the ~~CCO-DHRC~~ will maintain the files of insurance policies, certificates of insurance, insurance policies and procedures, and related claim forms.
3. The ~~CCO-DHRC and~~ CBO, ~~and Back-office Services Provider~~, will carefully review insurance policies on an annual basis, prior to renewal. A request for proposal must be done at least every five years.
4. Insurance will include general liability, worker's compensation, student accident, professional liability, and directors' and officers' coverage. Supplementary coverage will cover the after-hours and weekend activities. Coverage will be in line with the limits listed in the Charter School's approved charter petition.

Asset Inventory

1. An asset is defined as all items, purchased or donated, with a value of \$5,000 or more and with a useful life of more than one year.
2. The Business Office will file all receipts for purchased asset.
3. Reconciling Personnel will maintain an inventory or log of all assets. The log will include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting assets.
4. The Charter School will take a physical inventory of all District and ECRA assets, separately, within 90 days of the end of each fiscal year, indicating the condition and location of the asset.

5. The ~~Assistant Principal~~Administrative Directors(s) will immediately be notified of all cases of theft, loss, damage or destruction of assets.
6. The ~~Administrative Directors~~Assistant Principal(s) will submit to Reconciling Personnel written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

Parking Lot Liability

1. Parking lot related incidences are not covered under any insurance policy unless there is a witness. The Charter School assumes no liability for damage to cars:
 - a. Parked in the parking lot during school hours;
 - b. Parked in the parking lot before and after school hours.
2. Otherwise, liability is as follows:
 - a. If a student willfully causes damage (i.e., not in an accidental manner), the student's parent or guardian is responsible.
 - b. If a parent or other visitor causes damage, that individual is responsible for the damage.
 - c. If an employee causes damage, the employee is responsible for the damage.
 - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

APPENDIX I – STUDENT GIFT ACKNOWLEDGMENT

Student Gift Acknowledgement and Release of Liability

El Camino Real Charter High School ("ECRCHS" or the "Charter School") supports and encourages student participation in extracurricular activities and believes in recognizing exemplary individual achievement when appropriate. Therefore, on occasion, ECRCHS rewards individual students for accomplishments in extracurricular activities by presenting the student with a monetary reward (e.g., a gift card) intended to be used for educational purposes.

Student Agreement

As a condition of receiving of a monetary equivalent reward, I acknowledge that (please initial):

- ☐ I am receiving a monetary equivalent reward for an individual accomplishment.
- ☐ I intend to use the reward for educational purposes.
- ☐ I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

Parent/Legal Guardian Agreement

As a condition my student receiving of a monetary equivalent reward, I acknowledge that (please initial):

- ☐ My student is receiving a monetary equivalent reward for an individual accomplishment.
- ☐ I understand that my student shall use the reward only for educational purposes and I will help ensure this occurs.
- ☐ I voluntarily waive, release, and discharge any and all claims for damages against ECRCHS, El Camino Real Alliance, its officers, employees, and agents which I may have, or which hereafter may accrue, arising out of or related to use of this reward.

Reward Recipient Name: _____

Purpose of Reward: _____

Reward Description and Amount: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

ECRCHS Representative Signature: _____ Date: _____

APPENDIX II – CREDIT CARD RESPONSIBLE USE FORM

ECRA SCHOOL'S CREDIT CARD RESPONSIBLE USE FORM

Usage Term _____ (academic year)
For Credit Card _____ (last four numbers only)
Employee Information: Name _____
Position _____

By signing below, you agree that you have read, reviewed and will abide by the terms of the Credit Card Responsibility Use Form. User agrees to the following:

- Employee must receive pre-approval before using the card for a specific purpose.
- Employee may not make any personal charges.
- Employee is responsible for maintaining all receipts. Along with the receipts, an appropriate description of each purchase must be provided.
- Employee is responsible for any late fees and/or interest the credit card company charges for failing to provide document within 10 days of the credit card statement's closing date.
- Employee must report any fraudulent, lost or stolen card immediately to the credit card company and ECRA

Employee Signature

Employee Name

Executive Director's Signature

Executive Director's Name

APPENDIX III – EXPENSE REIMBURSEMENT REQUEST FORM



El Camino Real Charter High School
Expense Report/ Reimbursement Form
2022 Calendar Year

Name: _____

Date: _____

P.O. # _____

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Office Supplies</u>	<u>Classroom Materials</u>	<u>Confer- ences</u>	<u>Comm/ Postage</u>	<u>Other*</u>	<u>Business Miles</u>	<u>Rate Per Mile</u>	<u>Total Mileage</u>
			4350	4310	5220	5920				5210
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
									0.625	-
Total			-	-	-	-	-	-	0.625	-

Grand Total	\$ -
Charged Amount	
Net Due Employee	\$ -

Employee Signature: _____

Approved By: _____

Date: _____

Department/Program Name & #: _____

*-Provide full description on amounts in this column to allow for proper identification

Please submit original receipts for reimbursement. Reimbursement forms must be submitted within 30 days of purchase.

APPENDIX IV – PURCHASE REQUEST FORM



EL CAMINO REAL CHARTER HIGH SCHOOL

Purchase Request Form

(To be used if ECRCHS is to issue payment to directly to the vendor)

Purchase Request Information

PO# (from Netsuite): _____

Your Name: _____

Vendor Name: _____

Department: _____

Program: _____

Reason/Description for the Purchase:

Purchase Instructions:

☐ I will contact the vendor myself.

☐ I want ECR Purchasing to contact Vendors on my behalf.

Please attach a quote, or print out of your cart, flyer, etc to this document as back up to your request.

Signature

Date

Program Manager/Director Approval

☐ Approved

☐ Rejected

Comments:

Manager Signature

Date

PRINT MANAGER NAME: _____ TITLE: _____

****Payment Method***

Payment method: ☐ PO ☐ Automated Check ☐ Credit Card ☐ Manual Check (Requires 3-5 day notification to Business Office)

Please check in NetSuite for approval/rejection of your request.