



**Sequoia Grove Charter Alliance
Regular Board Meeting**

Date and Time: April 18, 2024
6:30 pm

Location: Join Zoom Meeting
<https://sequoiagrove-org.zoom.us/j/85013450695>
Meeting ID: 850 1345 0695

Agenda:

I. Opening items

- A. Record Attendance
- B. Call the Meeting to Order
- C. Approval of the Agenda
- D. Public Comments on agenda and non-agenda items
- E. Approval of Minutes
 - a. Board Meeting 3.14.24

II. Closed Session

- A. Closed Session: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1)
Title: Interim CEO

III. Director's Update

- A. Director's Report - Julie

IV. Operations

- A. Approval of 2023 Audit - Creative Back Office
- B. Budget Update - Creative Back Office
- C. Approval of Job Description - Governance Liaison

III. Closing items

A. Board of Director's Comments & Requests For Future Agenda Items

B. Announcement of Next Regular Scheduled Board Meeting

C. Adjourn Meeting

Public Comment Rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, Zoom. Zoom does not require the members of the public to have an account or login. Please either utilize the chat option to communicate to the administrative team of your desire to address the Board or simply communicate orally your desire to address the Board when the Board asks for public comments. Speakers may be called in the order requests are received. Comments are limited to 2 minutes each, with no more than 16 minutes per single topic. If a member of the public utilizes a translator to address the Board, those individuals are allotted 4 minutes each. If the Board utilizes simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: The Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Sequoia Grove Office at (916) 526-3794 at least 48 hours before the scheduled board meeting so every reasonable effort can be made to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 1213).



SGCA Regular Board Meeting Minutes March 14, 2024

I. Opening Items

A. Record Attendance

All Board Members were present at Rollcall:

- o Janeal Cimino
- o Glad Donahue
- o Rose Faramarzi-Rad
- o Gloria Maxwell
- o Bob McGuire

B. Bob McGuire called the meeting to order at 6:32 PM.

C. Approval of the Agenda

Glad Donahue made a motion to approve the Agenda.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

D. Public Comments:

Bob McGuire read a statement about public comments and the chat function was disabled after the public comment period.

Who spoke	Subject Matter
No Public Comments	

E. Approval of Board Meeting Minutes:

a. Special Board Meeting February 27, 2024

Glad Donahue motioned to approve the February 27, 2024 meeting minutes.

Rose Faramarzi-Rad seconded.

Rollcall vote was taken. Motion passed unanimously.



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b. Special Board Meeting February 29, 2024

Gloria Maxwell motioned to approve the February 29, 2024 meeting minutes.

Rose Faramarzi-Rad seconded.

Rollcall vote was taken. Motion passed unanimously.

c. Special Board Meeting March 5, 2024

Glad Donahue motioned to approve the February 27, 2024 meeting minutes.

Gloria Maxwell seconded.

Rollcall vote was taken. Motion passed unanimously.

II. Closed Session

A. Janeal Cimino made a motion to go into Closed Session.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

B. Janeal Cimino made a motion to come out of Closed Session.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

Action taken in Closed Session: Bob McGuire reported out that there was no reportable action taken during closed session.

III. Director's Update:

Julie Haycock gave an update on her first week as interim CEO. She has been busy meeting with staff. Staff have been positive, helpful and supportive. Julie gave a quick update on Payroll, and that she has been in communication with Pen Serve and Gallagher regarding benefits, and meeting with department heads. She then gave an



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update on AP, Ordering Team, Compliance Team, Enrichment Team, SIS & CalPad Teams, and Records Team. Hopes to have a more indepth update at the next meeting as she settles into the position.

IV. Operations

A. Budget Update - Creative Back Office

Have received a draft of the Audit and will be reviewing before presenting to the board at the next meeting. Will also present a revised budget at the next meeting. Presented an indepth look at present budget and financials. Is available to meet with Finance Committee at any time to answer questions or go into more detail.

B. Discussion and Possible Action - Approval of Interim CEO Employment Contract

Janeal Cimino motioned to approve the contract for Interim CEO with a compensation package of \$150,000 annualized prorated from date of hire to end of school year.

Glad Donahue seconded.

Rollcall vote was taken. Motion passed unanimously.

C. Discussion and Possible Action - Hiring of Governing Board Assistant

Julie Haycock suggested hiring a Governing Board Assistant to help with governance related items. The job would be estimated at 5 hours a week.

Suggested hiring Bryanna Brossman who has extensive experience and has worked with our schools in the past. Janeal Cimino motioned to hire Bryanna Brassman as Governing Board Assistant.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

D. Discussion and Possible Action - Hiring of Business Assistant

Janeal Cimino motioned to not take action on this item.



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Glad Donahue seconded.

Rollcall vote was taken. Motion passed unanimously.

E. Discussion and Possible Action - Addition of April Board Meeting

Glad Donahue motioned to add a board meeting April 18, 2024 at 6:30.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. Motion passed unanimously.

V. Closing Items

- A. Bob McGuire requested Brown Act Training since we have new members. Bob will talk with Julie about setting this up.
- B. Next regular scheduled Board Meeting is April 18, 2024 at 6:30 PM.
- C. Janeal Cimino motioned to adjourn the meeting. Glad seconded. Meeting adjourned at 8:23PM. Rollcall vote was taken. Motion passed unanimously.

CEO Report

April 18, 2024



CEO Update

Communication

Staff notified of working relationship with schools regarding transition

Payroll

Hourly Staff began using time clock this week

Leases

Working with realtor to review all building leases and considerations

Finance Committee

Ad Hoc Finance Committee commenced meetings this week

School Support

The CSO is providing financial support to students in need to allow them to attend prom

Staff Appreciation

End of year CSO Staff Appreciation events are being planned



Enrollment Team

The enrollment team has been working hard to process enrollments to over 5100 students for next year! They are currently at about 90% complete in the three schools, and we have around 500 students on the waitlist!

So proud of all their hard work!!

Compliance Team

Kudos to the team for all of their hard work on completing LP7 attendance and work samples in preparation for P2! Next week they will begin reviewing Master Agreements to ensure that families can pre-order in May!

Month of April	
Reviewed	
Document Type	Count
Attendance Claims	108
Assignment Work Record	6268
Grid Log Check	4203
StudentMA	12
StudentMAAddendum	220
Work Samples	5544
Total	16355

Ordering Team

The Vista Ordering System closed on 4/15 for the current school year. The team is now working on 5500 new orders to process. Congratulations to the team for their awesome work this year!

Order Type	Total	
Product	44,744	
Services	28,304	
COS	1,520	
All Access	2,692	
Ski Passes	629	
Total	77,889	4/16/2024



A/P Team

The team has been working hard, even
with one specialist less this month.
They are currently processing around 100
invoices a day, and about 47,000 to day!
So proud of their hard work!

Thank You!





SEQUOIA
GROVE
CHARTER
ALLIANCE

DRAFT

AUDIT REPORT

**FOR THE YEAR ENDED
JUNE 30, 2023**

A NONPROFIT PUBLIC BENEFIT CORPORATION

SEQUOIA GROVE CHARTER ALLIANCE
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JUNE 30, 2023

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INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Sequoia Grove Charter Alliance
Sacramento, California

Opinion

We have audited the accompanying financial statements of Sequoia Grove Charter Alliance which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Sequoia Grove Charter Alliance as of June 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Sequoia Grove Charter Alliance and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Change in Accounting Principle

As discussed in Note 1N to the financial statements, in 2022-23 Sequoia Grove Charter Alliance adopted new accounting guidance, ASU No. 2016-02, *Leases (Topic 842)*. Our opinion is not modified with respect to this matter.

Substantial Doubt about the Organization's Ability to Continue as a Going Concern

The accompanying financial statements have been prepared assuming the Organization will continue as a going concern. As discussed in **Note 13** to the financial statements, Sequoia Grove Charter Alliance has a negative undesignated net asset balance as of June 30, 2023. As a result, a substantial doubt exists about the entity's ability to continue as a going concern. Management evaluation of the events and conditions and management's plans regarding those matters are also described in **Note 13**. The financial statements do not include any adjustments that might result from the outcome of this uncertainty. Our opinion is not modified with respect to that matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Sequoia Grove Charter Alliance's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Sequoia Grove Charter Alliance's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about Sequoia Grove Charter Alliance's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated **March 5, 2024**, on our consideration of Sequoia Grove Charter Alliance's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Sequoia Grove Charter Alliance's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Sequoia Grove Charter Alliance's internal control over financial reporting and compliance.

San Diego, California
March 5, 2024

SEQUOIA GROVE CHARTER ALLIANCE
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2023

ASSETS

Current assets

Cash and cash equivalents	\$	146,789
Prepaid expenses		15,869
Total current assets		<u>162,658</u>

Noncurrent assets

Deposits		17,894
Right-of-use asset		175,426
Capital assets, net		<u>119,472</u>
Total noncurrent assets		<u>312,792</u>
Total Assets	\$	<u>475,450</u>

LIABILITIES AND NET ASSETS

Liabilities

Accounts payable	\$	176,631
Operating lease liability		168,601
Unearned revenue		<u>20,000</u>
Total liabilities		<u>365,232</u>

Net assets

Without donor restrictions		<u>110,218</u>
Total net assets		<u>110,218</u>
Total Liabilities and Net Assets	\$	<u>475,450</u>

The notes to the financial statements are an integral part of this statement.

SEQUOIA GROVE CHARTER ALLIANCE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2023

	<u>Without Donor Restrictions</u>
SUPPORT AND REVENUES	
Administrative support service fees	\$ 4,510,811
Total Support and Revenues	<u>4,510,811</u>
EXPENSES	
Program services	3,562,299
Management and general	800,538
Total Expenses	<u>4,362,837</u>
CHANGE IN NET ASSETS	147,974
Net Assets - Beginning	<u>(37,756)</u>
Net Assets - Ending	<u>\$ 110,218</u>

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The notes to the financial statements are an integral part of this statement.

SEQUOIA GROVE CHARTER ALLIANCE
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2023

	Program Services	Management and General	Total
EXPENSES			
Personnel expenses			
Salaries and wages	\$ 2,347,209	\$ 341,610	\$ 2,688,819
Pension plan contributions	84,525	12,451	96,976
Payroll taxes	195,187	28,752	223,939
Other employee benefits	251,344	37,024	288,368
Total personnel expenses	2,878,265	419,837	3,298,102
Non-personnel expenses			
Professional services	21,372	122,494	143,866
Advertising and promotion	-	1,196	1,196
Office expenses	171,166	35,290	206,456
Information technology	331,486	31,200	362,686
Occupancy	100,042	129,222	229,264
Travel	35,097	-	35,097
Conferences and meetings	24,871	-	24,871
Depreciation	-	25,169	25,169
Insurance	-	36,130	36,130
Total non-personnel expenses	684,034	380,701	1,064,735
Total Expenses	\$ 3,562,299	\$ 800,538	\$ 4,362,837

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The notes to the financial statements are an integral part of this statement.

SEQUOIA GROVE CHARTER ALLIANCE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2023

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets	\$ 147,974
Adjustments to reconcile change in net assets to net cash provided by (used in) operating activities	
Depreciation	25,169
Lease expense - amortization of right-of-use asset	(16,259)
(Increase) decrease in operating assets	
Accounts receivable	40,173
Prepaid expenses	3,752
Prepaid rent	(9,727)
Increase (decrease) in operating liabilities	
Accounts payable	292
Deferred revenue	(64,921)
Net cash provided by (used in) operating activities	<u>126,453</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of capital assets	(43,587)
Net cash provided by (used in) investing activities	<u>(43,587)</u>

NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS 82,866

Cash and cash equivalents - Beginning 63,923

Cash and cash equivalents - Ending \$ 146,789

SUPPLEMENTAL DISCLOSURE

Cash paid for interest	<u>\$ -</u>
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The notes to the financial statements are an integral part of this statement.

SEQUOIA GROVE CHARTER ALLIANCE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2023

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Sequoia Grove Charter Alliance (the “Organization” or “SGCA”) was formed as a nonprofit public benefit corporation on January 4, 2021 for the purpose of providing task-related administrative support to the following public charter schools operated by, and under the supervision and ultimate decision-making authority of, the nonprofit public benefit corporations established under the same name:

- Feather River Charter School (Charter No. 1801 authorized by Winship-Robbins Elementary School District)
- Clarksville Charter School (Charter No. 1891 authorized by Buckeye Union School District)
- Lake View Charter School (Charter No. 2069 authorized by Lake Elementary School District)

The supported organizations listed above are referred to as the partner or member schools. Funding sources primarily consist of service fees from the partner schools. The main focus of the Organization is to support and expand home teaching programs and educational opportunities for families enrolled in the member schools. The Organization’s board composition consists of one representative from each member school.

B. Basis of Accounting

The Organization’s policy is to prepare its financial statements on the accrual basis of accounting; consequently, revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed.

C. Financial Statement Presentation

The financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958. Sequoia Grove Charter Alliance reports information regarding its financial position and activities according to two classes of net assets:

Net assets without donor restrictions – These net assets generally result from revenues generated by receiving contributions that have no donor restrictions, providing services, and receiving interest from operating investments, less expenses incurred in providing program-related services, raising contributions, and performing administrative functions.

Net assets with donor restrictions – These assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires (that is until the stipulated time restriction ends or the purpose of the restriction is accomplished) the net assets are restricted. When a restriction expires, restricted net assets are reclassified to net assets without donor restrictions.

D. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures, such as depreciation expense and the net book value of capital assets. Accordingly, actual results could differ from those estimates.

E. Service Fee Revenue

The Organization has adopted FASB Accounting Standards Update (ASU) No. 2014-09, *Revenue from Contracts with Customers* (Topic 606). The core principle of this ASU is that an entity should recognize revenue to depict the transfer of goods and services to customers in an amount that reflects the consideration to which the entity expects to be entitled to in exchange for those goods or services. The standard provides a five-step model for revenue recognition.

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Service Fee Revenue (continued)

The Organization holds an administrative support services agreement with each member school that identifies the performance obligations and the transaction price for each performance obligation. The Organization recognizes service fee revenue when it has satisfied the stated performance obligation.

F. Contributions

Unconditional contributions are recognized when pledged and recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Conditional promises to give are recognized when the conditions on which they depend are substantially met. Gifts of cash and other assets are reported with donor restricted support if they are received with donor stipulations that limit the use of the donated assets.

When a restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported on the statement of activities as “net assets released from restrictions.” Donor-restricted contributions whose restrictions are met in the same reporting period are reported as net assets without donor restriction support. Contributions restricted for the acquisition of land, buildings, and equipment are reported as net assets without restriction upon acquisition of the assets and the assets are placed in service.

Non-cash contributions of goods, materials, and facilities are recorded at fair value at the date of contribution. Contributed services are recorded at fair value at the date of contribution if they are used to create or enhance a non-financial asset or require specialized skills, are provided by someone possessing those skills, and would have to be purchased by the organization if not donated.

G. Functional Expenses

The costs of providing services have been summarized on a functional basis in the statement of activities and detailed in the statement of functional expenses. Certain costs and expenses have been allocated between program and supporting services based on management’s estimates.

H. Cash and Investments

Sequoia Grove Charter Alliance considers all highly liquid deposits and investments with an original maturity of less than ninety days to be cash equivalents. The Organization’s method of accounting for most investments is the fair value method. Fair value is determined by published quotes when they are readily available. Gains and losses resulting from adjustments to fair values are included in the accompanying statement of activities. Investment return is presented net of any investment fees.

I. Receivables and Allowances

Accounts receivable are stated at the amount management expects to collect from outstanding balances. An allowance for doubtful accounts is established, as necessary, based on past experience and other factors which, in management’s judgment, deserve current recognition in estimating bad debts. Such factors include the relationship of the allowance for doubtful accounts to accounts receivable and current economic conditions. Based on review of these factors, the Organization establishes or adjusts the allowance for specific revenue sources as a whole. At June 30, 2023, an allowance for doubtful accounts was not considered necessary as all accounts receivable were deemed collectible.

SEQUOIA GROVE CHARTER ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2023

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

J. Capital Assets

Sequoia Grove Charter Alliance has adopted a policy to capitalize asset purchases over \$5,000. Lesser amounts are expensed. Donations of capital assets are recorded as contributions at their estimated fair value. Such donations are reported as net assets without donor restrictions. Capital assets are depreciated using the straight-line method over the estimated useful lives of the property and equipment or the related lease terms.

K. Unearned Revenue

Unearned revenue arises when potential revenue does not meet the criteria for recognition in the current period and when resources are received by the organization prior to the incurrence of expenses. In subsequent periods, when both revenue recognition criteria are met, the liability for unearned revenue is removed from the statement of financial position and revenue is recognized.

L. Income Taxes

Sequoia Grove Charter Alliance is a 509(a)(1) publicly supported nonprofit organization that is exempt from income taxes under Section 501(a) and 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation. The Organization is exempt from state franchise or income tax under Section 23701(d) of the California Revenue and Taxation Code. The Organization is required to register with the California Attorney General as a charity and adhere to annual registration filing requirements.

The Organization's management believes all of its significant tax positions would be upheld under examination; therefore, no provision for income tax has been recorded. The Organization's information and/or tax returns are subject to examination by the regulatory authorities for up to four years from the date of filing.

M. Fair Value Measurements

FASB ASC 820, *Fair Value Measurement*, establishes a fair value hierarchy that prioritizes inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. The three levels of the fair value hierarchy are described below:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets.
- Level 2 Inputs to the valuation methodology include quoted prices for similar assets and liabilities in active markets, and inputs that are observable for the asset or liability, either directly or indirectly, for substantially the full term of the financial instrument.
- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

N. Change in Accounting Principle

ASC 842 Leases

In February 2016, FASB issued ASU No. 2016-02, *Leases (Topic 842)*. The objective of the ASU is to increase transparency and comparability in financial reporting by requiring balance sheet recognition of leases and note disclosure of certain information about lease arrangements. The new FASB ASU topic on leases consists of five subtopics: overall, lessee, lessor, sale and leaseback transactions, and leveraged lease arrangements. ASU No. 2016-02 is applicable to any entity that enters into a lease. The new lease standard is effective for private nonprofits with fiscal years beginning after December 15, 2021.

SEQUOIA GROVE CHARTER ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2023

NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)

N. Change in Accounting Principle (continued)

ASC 842 Leases (continued)

Under FASB ASC 842, a right-of-use asset and a related lease liability must be recorded on the statement of financial position (balance sheet) for proper recognition of any operating lease. A right-of-use asset is an intangible asset that pertains to the lessee's right to occupy, operate, and hold a leased asset during the agreed rental period. A lease liability is the financial obligation for the payments required by the lease, discounted to present value.

The Organization has determined the impact and has reflected the significant change from this accounting principle within its financial statements for the 2022-23 fiscal year. Refer to Note 6 for additional information regarding the operating leases and the related right-of-use asset and operating lease liability held by the Organization.

NOTE 2 – CASH AND CASH EQUIVALENTS

Cash and cash equivalents, as of June 30, 2023, consists of cash in banks of \$146,789 held in non-interest bearing accounts. As of June 30, 2023, Sequoia Grove Charter Alliance's bank balance was not exposed to custodial credit risk as there were no deposits over \$250,000 in accounts at any one insured bank. Custodial credit risk is the risk that in the event of a bank failure, an organization's deposits may not be returned to it. Sequoia Grove Charter Alliance does not have a policy for custodial credit risk for deposits. The FDIC insures up to \$250,000 per depositor per insured bank.

NOTE 3 – PREPAID EXPENSES

Accounts receivable as of June 30, 2023, consists of \$15,869 related to prepaid health benefits.

NOTE 4 – CAPITAL ASSETS

A summary of activity related to capital assets during the year ended June 30, 2023 consists of the following:

	Balance July 1, 2022	Additions	Disposals	Balance June 30, 2023
Property and equipment				
Office furniture	\$ 36,428	\$ -	\$ -	\$ 36,428
Computer equipment	82,530	-	-	82,530
Vehicles	-	43,587	-	43,587
Total property and equipment	118,958	43,587	-	162,545
Less accumulated depreciation	(17,904)	(25,169)	-	(43,073)
Capital Assets, net	\$ 101,054	\$ 18,418	\$ -	\$ 119,472

SEQUOIA GROVE CHARTER ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2023

NOTE 5 – ACCOUNTS PAYABLE

Accounts payable consists of costs incurred but not yet paid for as of June 30, 2023. These costs relate to the following:

Salaries and benefits	\$ 106,659
Compensated absences	28,111
Vendor payables	23,638
Credit card liability	18,223
Total Accounts Payable	\$ 176,631

NOTE 6 – OPERATING LEASES

The Organization held three (3) operating lease agreements during the 2022-23 fiscal year:

1. In June 2021, the Organization entered into a lease agreement to occupy space located in Sacramento, California. The lease called for a security deposit of \$5,893, which has been recorded as a noncurrent asset on the statement of financial position. The lease agreement covers a term beginning July 1, 2021 through October 31, 2023.
2. Also in June 2021, the Organization entered into a lease agreement to occupy space located in Roseville, California. The lease called for a security deposit of \$10,019, which has been recorded as a noncurrent asset on the statement of financial position. The lease agreement covers a term beginning June 1, 2021 through August 31, 2024.
3. In July 2021, the Organization entered into a lease agreement to occupy space located in Sacramento, California. The lease called for a security deposit of \$1,982, which has been recorded as a noncurrent asset on the statement of financial position. The lease agreement covers a term beginning July 1, 2021 through October 31, 2023.

During the fiscal year ended June 30, 2023, the Organization paid \$208,435 in lease payments under these operating leases. At June 30, 2023, the right-of-use asset was \$165,699 and the operating lease liability was \$168,601. The Charter has accounted for its lease agreements using an implied discount rate of 4%. The associated asset and liability are amortized over the remaining terms of the leases as follows:

<u>Fiscal Year Ending June 30,</u>	<u>Operating Lease Liability</u>	<u>Right-of-Use Asset</u>
2024	\$ 151,711	\$149,166
2025	20,037	19,680
Subtotal	171,748	168,846
NPV adjustment	(3,147)	(3,147)
Prepaid rent	-	9,727
Total	\$ 168,601	\$ 165,699

NOTE 7 – UNEARNED REVENUE

Deferred revenue as of June 30, 2023, consists of \$20,000 for deposits held for member schools.

SEQUOIA GROVE CHARTER ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2023

NOTE 8 – NET ASSETS

As of June 30, 2023, the Organization did not hold any net assets with donor restrictions. Certain designations or reserves have been made for the use of net assets without donor restrictions either by the board, management or by nature of the financial assets held by the Organization. At June 30, 2023, the Organization's net assets without donor restrictions consists of the following:

Net investment in capital assets	\$ 119,472
Undesignated	(9,254)
Total Net Assets without Donor Restrictions	\$ 110,218

NOTE 9 – LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following table reflects the Organization's financial assets as of June 30, 2023, reduced by amounts not available for general expenditure within one year. Financial assets are considered not available for general use when illiquid or not convertible to cash within one year, consist of assets held for others or are held aside by the governing board for specific contingency reserves. Any board designations could be drawn upon if the board approves that action.

Financial Assets	
Cash and cash equivalents	\$ 146,789
Prepaid expenses	15,869
Financial Assets available to meet cash needs for expenditures within one year	\$ 162,658

NOTE 10 – RETIREMENT PLAN

Sequoia Grove Charter Alliance sponsors a defined contribution plan, which covers employees that the Organization determines to be eligible to participate each year. The plan provides for a discretionary contribution of the covered employees' eligible compensation. Contributions to the plan for the year ended June 30, 2023, were \$96,976.

NOTE 11 – RELATED PARTY TRANSACTIONS

Partner Schools

Sequoia Grove Charter Alliance participated in a joint venture with the four (4) partner charter schools listed in Note 1A. Currently, the Organization's board is comprised of one board member from the board of each partner charter school, with the exception of Feather River Charter School, whose position is vacant with the Organization as of June 30, 2023. The relationship between the Organization and the partner schools is such that the Organization is not financially inter-related to the partner schools for financial reporting purposes.

Administrative support service agreements with each partner school includes an annual flat fee for 2022-23. Fees collected and recognized as revenue for the Organization totaled \$4,510,811 for the fiscal year ended June 30, 2023. Service fee revenue by each partner school is as follows:

Feather River Charter School	\$ 2,143,752
Clarksville Charter School	1,697,137
Lake View Charter School	669,922
Total Administrative Support Service Fees	\$ 4,510,811

SEQUOIA GROVE CHARTER ALLIANCE
NOTES TO FINANCIAL STATEMENTS, continued
JUNE 30, 2023

NOTE 12 – COMMITMENTS AND CONTINGENCIES

Specific Concentrations

During the year ended June 30, 2023, Sequoia Grove Charter Alliance received 100% of its support and revenues from the three partner schools listed in Note 1A. A significant reduction in the level of support from these sources, if this were to occur, may have an effect on the Organization's program and activities.

Partner School Authorization

The charter schools that are partner or member schools of Sequoia Grove Charter Alliance are approved to operate as public charter schools through authorization by the school districts listed in Note 1A. As such, the charter schools are subject to the risk of possible non-renewal or revocation at the discretion of their respective authorizing agency if certain criteria for student outcomes, management, and/or fiscal solvency are not met.

Pending or Threatened Litigation

The Organization could become involved in various litigation arising from the normal course of business. In the opinion of management and legal counsel, the disposition of all litigation pending is not expected to have a material adverse effect on the overall financial position of the Organization as of June 30, 2023.

NOTE 13 – GOING CONCERN

At June 30, 2023, the Organization's undesignated net asset balance was a deficit \$9,254. The negative portion of net asset balance along with a specific concentration on the partner schools, for which 2024-25 contracts are not yet guaranteed, are key factors that raise substantial doubt about the Organization's ability to continue as a going concern. The accompanying financial statements have been prepared on a going concern basis and do not include any adjustments to reflect the possible future effects on the recoverability and classification of assets or the amounts and classifications of liabilities that may result should the Organization be unable to continue as a going concern.

Management's plans to mitigate the conditions and events that raise substantial doubt about the Organization's ability to continue as a going concern include: Sequoia Grove Charter Alliance's 2023-24 operating budget is projected to be produce net income of \$156,072, which will erase the negative undesignated net asset balance from the 2022-23 fiscal year and allow the organization to have a modest reserve as of June 30, 2024. It should be noted that 2022-23 was only the second year of operations for SGCA and the organization incurred a large amount of one-time expenses for start-up costs in Years 1 and 2 that are not considered to be on-going expenditures. Additionally, SGCA is working to secure operating agreements with the partner schools for the 2024-25 fiscal year.

These actions would bring the Organization's undesignated net assets to a positive balance. The Organization's ability to maintain its net asset balance to a surplus is mainly dependent on its ability to meet its operating budget goals; however, there have been no assurances that the Organization will be successful in its efforts.

NOTE 14 – SUBSEQUENT EVENTS

Sequoia Grove Charter Alliance has evaluated subsequent events for the period from June 30, 2023 through **March 5, 2024**, the date the financial statements were available to be issued. Management did not identify any transactions or events that require disclosure or that would have an impact on the financial statements.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER
MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Independent Auditors' Report

To the Board of Directors of
Sequoia Grove Charter Alliance
Sacramento, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Sequoia Grove Charter Alliance (the "Organization") as of and for the year ended June 30, 2023, and the related notes to the financial statements, which collectively comprise the Organization's basic financial statements and have issued our report thereon dated **March 5, 2024**.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Organization's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

San Diego, California

March 5, 2024

DRAFT

**SEQUOIA GROVE CHARTER ALLIANCE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2023**

PART I – SUMMARY OF AUDITORS’ RESULTS

Financial Statements

Type of auditors' report issued	<u>Unmodified</u>
Internal control over financial reporting:	
Material weakness(es) identified?	<u>No</u>
Significant deficiency(ies) identified not considered to be a material weakness?	<u>None Reported</u>
Noncompliance material to financial statements noted?	<u>None</u>

Federal Awards

The entity did not expend more than \$750,000 in federal awards; therefore, a Federal Single Audit under OMB Uniform Grant Guidance is not applicable.

PART II – FINANCIAL STATEMENT FINDINGS

There were no audit findings related to the financial statements for the year ended June 30, 2023.

PART III – SUMMARY OF PRIOR AUDIT FINDINGS

There was one audit finding related to the financial statements reported for the year ended June 30, 2022.

FINDING 2022-001: LACK OF WRITTEN FISCAL POLICIES AND PROCEDURES

Summary: The Organization should design, implement, and maintain internal controls relevant to its financial transactions. Written fiscal policies and procedures are used to establish an entity’s internal controls and for ensuring compliance with regulatory standards.

Upon inquiry of management personnel, it was noted that the Organization lacked written fiscal policies and procedures to document general business operations and cover major financial transactions. Internal procedures for oversight, evaluation, monitoring, and control of the Organization were informal and based primarily on knowledge from and were at the discretion of the Organization’s management staff and its external business services consultant. The Organization incurred a significant amount of start-up costs, which were recorded as fixed assets, yet no capital asset threshold had been established. Expenses did not appear to have a clear pre-approval process prior to being incurred.

The Organization was in its first year of operation and had not yet established such policies. Lack of written policies and procedures allows for the possibility of improper and inconsistent accounting for transactions as well as a disruption in operations should the Organization experience staff turnover.

Current Status: Implemented.

2023-24 SGCA Fiscal Update – April 18th, 2024**Sequoia Grove Budget Overview****Adopted Budget – July 2023**

Adopted Budget Revenue - \$4,669,390
Adopted Budget Expenditures - \$4,666,942
Adopted Budget Projected Year End Balance - \$2,448

Budget Update – Dec 2023

Adopted Budget Revenue - \$4,669,390
Updated Budget Expenditures - \$4,680,942 (\$14,000 increase)
Updated Budget Projected Year End Balance – (\$11,552) (\$14,000 decrease)

Budget Update – April 2024

Updated Budget Revenue - \$4,669,390 (\$0.00 change)
Updated Budget Expenditures - \$4,663,119 (\$17,823 decrease)
Updated Budget Projected Year End Balance - \$6,271 (\$17,823 increase)

Projected Cumulative Ending Balance

Beginning Balance 7/1/2023 - \$134,516 **Retained Earnings after Year 1 & 2*
2023-24 Projected Balance - \$6,271
Projected Cumulative Balance 6/30/2024 - \$140,787

Budget Update vs. Actuals thru 03/31/2024 Actual

Revenues Received - \$3,891,158
Actual Expenditures - \$3,523,100

Sequoia Grove Charter Alliance
Budget Overview: FY 2023-24 Working Budget - Apr 2024 - FY24 P&L
July 2023 - June 2024

	Total
Income	
Shared Services Agreement	4,669,390.00
Total Income	\$ 4,669,390.00
Gross Profit	\$ 4,669,390.00
Expenses	
2900 Salaries	2,815,792.56
2901 Salaries - Overtime	7,000.00
Total 2900 Salaries	\$ 2,822,792.56
3300 Medicare/ Social Security	209,098.00
3400 Health and Welfare Benefits	385,984.00
3500 Unemployment Insurance	19,354.00
3600 Workers Compensation	9,567.00
3900 403B	116,654.00
4300 Software	35,000.00
4315 Office Expense	45,000.00
4342 Business Meals	2,500.00
4400 Non-Cap Computers & Equipment	9,100.00
4500 Furniture	10,000.00
5200 Professional Development & Travel	
5210 Conferences	25,000.00
5211 Professional Development	6,500.00
5212 Staff Retreat	23,500.00
5213 Per Diem	5,000.00
5214 Travel	5,000.00
Total 5200 Professional Development & Travel	\$ 65,000.00
5301 Insurance & Registration	7,500.00
5302 Fuel	12,500.00
5303 Maintenance / Oil Changes	6,000.00
5400 General Liability Insurance	38,000.00
5501 Facility Security	4,000.00
5515 Custodial Service	0.00
5610 Facility Lease	246,566.00
5615 Repairs & Maintenance	8,000.00
5620 Equipment Lease	20,000.00
5803 Audit & Tax Return	10,740.00
5805 General Consulting	17,500.00
5812 Business Services	82,000.00
5840 Banking & Payroll Fees	14,000.00
5845 Legal Expenses	20,000.00
5851 Advertising/Marketing	2,000.00
5860 Fingerprinting/Personnel Fees	200.00
5869 Events & Supports	8,000.00
5870 New Arrival Package	500.00
5871 Founders Awards	1,000.00
5872 Community E. & D. - Staff Events & Team Building	9,000.00
5874 Community E. & D. - Staff Gear	3,500.00
5875 Community E. & D. - Staff Appreciation	1,500.00
5887 Tech Services	336,000.00
5890 Board Stipend	11,500.00
5910 Phone & Internet - Comcast Verizon	20,000.00
5911 Phone & Internet - Ring Central	20,000.00
5920 Postage	8,000.00
6900 Depreciation	25,065.00
Total Expenses	\$ 4,663,120.56
Net Operating Income	\$ 6,269.44
Net Income	\$ 6,269.44

Sequoia Grove Charter Alliance
Budget vs. Actuals: FY 2023-24 Working Budget - Apr 2024 - FY24 P&L
July 2023 - March 2024

	Total		
	Actual	Budget	% of Budget
Income			
Shared Services Agreement	3,891,158.30	4,669,390.00	83.33%
Total Income	\$ 3,891,158.30	\$ 4,669,390.00	83.33%
Gross Profit	\$ 3,891,158.30	\$ 4,669,390.00	83.33%
Expenses			
2900 Salaries	2,149,538.68	2,815,792.56	76.34%
2901 Salaries - Overtime	1,785.91	7,000.00	25.51%
2902 Salaries - Medical Opt Out	46,900.00		
Total 2900 Salaries	\$ 2,196,224.59	\$ 2,822,792.56	77.87%
3300 Medicare/ Social Security	157,896.90	209,098.00	75.51%
3390 Federal Income Tax Withheld	0.00		
3400 Health and Welfare Benefits	255,334.84	385,984.00	66.15%
3500 Unemployment Insurance	19,950.58	19,354.00	103.08%
3590 CA State Income Tax Withheld	0.00		
3600 Workers Compensation	8,731.00	9,567.00	91.26%
3900 403B	91,022.55	116,654.00	78.03%
4300 Software	9,079.16	35,000.00	25.94%
4315 Office Expense	22,836.87	45,000.00	50.75%
4342 Business Meals	1,267.77	2,500.00	50.71%
4400 Non-Cap Computers & Equipment	9,163.85	9,100.00	100.70%
4500 Furniture	7,504.21	10,000.00	75.04%
5200 Professional Development & Travel			
5210 Conferences	22,848.31	25,000.00	91.39%
5211 Professional Development	1,508.34	6,500.00	23.21%
5212 Staff Retreat	23,348.00	23,500.00	99.35%
5213 Per Diem	3,000.00	5,000.00	60.00%
5214 Travel	5,049.09	5,000.00	100.98%
Total 5200 Professional Development & Travel	\$ 55,753.74	\$ 65,000.00	85.77%
5301 Insurance & Registration	5,117.36	7,500.00	68.23%
5302 Fuel	7,368.06	12,500.00	58.94%
5303 Maintenance / Oil Changes	6,757.43	6,000.00	112.62%
5400 General Liability Insurance	37,528.56	38,000.00	98.76%
5501 Facility Security	3,396.20	4,000.00	84.91%
5515 Custodial Service		0.00	
5610 Facility Lease	202,690.97	246,566.00	82.21%
5615 Repairs & Maintenance	4,270.16	8,000.00	53.38%
5620 Equipment Lease	14,284.92	20,000.00	71.42%
5803 Audit & Tax Return		10,740.00	0.00%
5805 General Consulting	9,257.00	17,500.00	52.90%
5812 Business Services	61,847.50	82,000.00	75.42%
5840 Banking & Payroll Fees	10,053.61	14,000.00	71.81%
5845 Legal Expenses	10,129.05	20,000.00	50.65%
5851 Advertising/Marketing	1,309.76	2,000.00	65.49%
5860 Fingerprinting/Personnel Fees	100.00	200.00	50.00%
5869 Events & Supports	5,165.43	8,000.00	64.57%
5870 New Arrival Package	176.18	500.00	35.24%
5871 Founders Awards		1,000.00	0.00%
5872 Community E. & D. - Staff Events & Team Building	8,142.07	9,000.00	90.47%
5874 Community E. & D. - Staff Gear	2,320.72	3,500.00	66.31%
5875 Community E. & D. - Staff Appreciation		1,500.00	0.00%
5887 Tech Services	252,000.00	336,000.00	75.00%
5890 Board Stipend	8,200.00	11,500.00	71.30%
5899 Misc. Operating Services	268.08		
5910 Phone & Internet - Comcast Verizon	12,215.52	20,000.00	61.08%
5911 Phone & Internet - Ring Central	13,761.62	20,000.00	68.81%
5920 Postage	9,973.86	8,000.00	124.67%
6900 Depreciation		25,065.00	0.00%
Total Expenses	\$ 3,523,100.12	\$ 4,663,120.56	75.55%
Net Operating Income	\$ 368,058.18	\$ 6,269.44	
Net Income	\$ 368,058.18	\$ 6,269.44	

CASH FLOW	Budget	Projected	Projected	Projected	Total
		APRIL 2024	MAY 2024	JUNE 2024	
Revenue					
Revenue Limit Sources					
Shared Service Agreement - Clarksville	\$ 1,821,062	\$ 151,755	\$ 151,755	\$ 151,755	\$ 1,821,062
Shared Service Agreement - Feather River	\$ 2,147,919	\$ 178,993	\$ 178,993	\$ 178,993	\$ 2,147,919
Shared Service Agreement - Lakeview	\$ 700,408	\$ 58,367	\$ 58,367	\$ 58,367	\$ 700,408
Misc. Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 4,669,390	\$ 389,116	\$ 389,116	\$ 389,116	\$ 4,669,390
TOTAL REVENUE	\$ 4,669,390	\$ 389,116	\$ 389,116	\$ 389,116	\$ 4,669,390
EXPENSES					
2900 - Salaries	\$ 2,815,793	\$ 206,451	\$ 206,451	\$ 206,451	\$ 2,815,793
2901 - Overtime	\$ 7,000	\$ 1,738	\$ 1,738	\$ 1,738	\$ 7,000
Total Salaries	\$ 2,822,793	\$ 208,189	\$ 208,189	\$ 208,189	\$ 2,822,793
Employee Benefits					
3300 - Medicare/ Social Security	\$ 209,098	\$ 17,067	\$ 17,067	\$ 17,067	\$ 209,098
3400 - Health and Welfare Benefits	\$ 385,982	\$ 43,549	\$ 43,549	\$ 43,549	\$ 385,982
3500 - Unemployment Insurance	\$ 19,354	\$ (199)	\$ (199)	\$ (199)	\$ 19,354
3600 - Workers Compensation	\$ 9,567	\$ 279	\$ 279	\$ 279	\$ 9,567
3900 - 403B	\$ 116,654	\$ 8,544	\$ 8,544	\$ 8,544	\$ 116,654
Total Employee Benefits	\$ 740,655	\$ 69,240	\$ 69,240	\$ 69,240	\$ 740,655
General Supplies					
4300 - Software	\$ 35,000	\$ 8,147	\$ 8,147	\$ 8,147	\$ 35,000
4315 - Office Expense	\$ 45,000	\$ 7,822	\$ 7,822	\$ 7,822	\$ 45,000
4342 - Business Meals	\$ 2,500	\$ 177	\$ 177	\$ 177	\$ 2,500
4400 - Non-Cap Computers & Equipment	\$ 9,100	\$ (1,667)	\$ (1,667)	\$ (1,667)	\$ 9,100
4500 - Furniture	\$ 10,000	\$ 2,770	\$ 2,770	\$ 2,770	\$ 10,000
Total General Supplies	\$ 101,600	\$ 17,249	\$ 17,249	\$ 17,249	\$ 101,600
Services, Other Operating Expenses					
5210 Conferences	\$ 25,000	\$ 717	\$ 717	\$ 717	\$ 25,000
5211 Professional Development	\$ 6,500	\$ 1,664	\$ 1,664	\$ 1,664	\$ 6,500
5212 Staff Retreat	\$ 23,500	\$ 11	\$ 11	\$ 11	\$ 23,500
5213 Per Diem	\$ 5,000	\$ 707	\$ 707	\$ 707	\$ 5,000
5214 Travel	\$ 5,000	\$ (16)	\$ (16)	\$ (16)	\$ 5,000
5301 Insurance & Registration	\$ 7,500	\$ 794	\$ 794	\$ 794	\$ 7,500
5302 Fuel	\$ 12,500	\$ 1,711	\$ 1,711	\$ 1,711	\$ 12,500
5303 Maintenance / Oil Changes	\$ 6,000	\$ (252)	\$ (252)	\$ (252)	\$ 6,000
5400 General Liability Insurance	\$ 38,000	\$ 157	\$ 157	\$ 157	\$ 38,000
5501 Facility Security	\$ 4,000	\$ 201	\$ 201	\$ 201	\$ 4,000
5515 Custodial Service	\$ -	\$ -	\$ -	\$ -	\$ -
5610 Facility Lease	\$ 246,566	\$ 21,938	\$ 21,938	\$ (1)	\$ 246,566
5615 Repairs & Maintenance	\$ 8,000	\$ 1,243	\$ 1,243	\$ 1,243	\$ 8,000
5620 Equipment Lease	\$ 20,000	\$ 1,905	\$ 1,905	\$ 1,905	\$ 20,000
5803 Audit & Tax Return	\$ 10,740	\$ 3,580	\$ 3,580	\$ 3,580	\$ 10,740
5805 General Consulting	\$ 17,500	\$ 2,748	\$ 2,748	\$ 2,748	\$ 17,500
5812 Business Services	\$ 82,000	\$ 6,718	\$ 6,718	\$ 6,718	\$ 82,000
5840 Banking & Payroll Fees	\$ 14,000	\$ 1,315	\$ 1,315	\$ 1,315	\$ 14,000
5845 Legal Expenses	\$ 20,000	\$ 3,290	\$ 3,290	\$ 3,290	\$ 20,000
5851 Advertising/Marketing	\$ 2,000	\$ 230	\$ 230	\$ 230	\$ 2,000
5860 Fingerprinting/Personnel Fees	\$ 200	\$ 33	\$ 33	\$ 33	\$ 200
5869 Events & Supports	\$ 8,000	\$ 945	\$ 945	\$ 945	\$ 8,000
5870 New Arrival Package	\$ 500	\$ 108	\$ 108	\$ 108	\$ 500
5871 Founders Awards	\$ 1,000	\$ 333	\$ 333	\$ 333	\$ 1,000
5872 Community E. & D. - Staff Events & Team Building	\$ 9,000	\$ 286	\$ 286	\$ 286	\$ 9,000
5874 Community E. & D. - Staff Gear	\$ 3,500	\$ 393	\$ 393	\$ 393	\$ 3,500
5875 Community E. & D. - Staff Appreciation	\$ 1,500	\$ 500	\$ 500	\$ 500	\$ 1,500
5887 Tech Services	\$ 336,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 336,000
5890 Board Stipend	\$ 11,500	\$ 1,100	\$ 1,100	\$ 1,100	\$ 11,500
5899 - Misc. Operating Services	\$ -	\$ (89)	\$ (89)	\$ (89)	\$ -
5910 Phone & Internet - Comcast Verizon	\$ 20,000	\$ 2,595	\$ 2,595	\$ 2,595	\$ 20,000
5911 Phone & Internet - Ring Central	\$ 20,000	\$ 2,079	\$ 2,079	\$ 2,079	\$ 20,000
5920 Postage	\$ 8,000	\$ (658)	\$ (658)	\$ (658)	\$ 8,000
	\$ 973,006	\$ 84,286	\$ 84,286	\$ 62,347	\$ 973,006
Capital Outlay					
6900 - Depreciation	\$ 25,065	\$ -	\$ -	\$ -	\$ 25,065
Total Capital Outlay	\$ 25,065	\$ -	\$ -	\$ -	\$ 25,065
TOTAL EXPENDITURES	\$ 4,663,118	\$ 378,964	\$ 378,964	\$ 357,025	\$ 4,663,118
FY ENDING FUND BALANCE	\$ 6,272	\$ 10,152	\$ 10,152	\$ 32,091	\$ 6,272
	\$ 6,272	\$ 10,152	\$ 10,152	\$ 32,091	\$ 6,272
Change in Accounts Receivable	\$ -	\$ -	\$ -	\$ -	
Prepaid Expenses	\$ (25,596)	\$ -	\$ -	\$ -	
Accounts Payable	\$ (89,015)	\$ (77,584)	\$ -	\$ -	
Divvy	\$ 18,227	\$ (1,773)	\$ -	\$ -	
Accrued Salaries & Taxes	\$ -	\$ (123,145)	\$ -	\$ -	
Paid By Schools	\$ (10,517)	\$ (274,771)	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
Other Current Liabilities	\$ (42,694)	\$ -	\$ -	\$ -	
Net Cash Provided/(used) by Operating Activities	\$ (610,892)	\$ (467,122)	\$ 10,152	\$ 32,091	\$ 6,272
Capital Expenditures	\$ -	\$ -	\$ -	\$ -	
Other Investing Activities	\$ -	\$ -	\$ -	\$ -	
Net Cash Provided/(used) by Investing Activities	\$ 218,864	\$ -	\$ -	\$ -	\$ -
Deferred Rent	\$ -	\$ -	\$ -	\$ -	
Net Cash Provided/(used) by Financing Activities	\$ (148,596)	\$ -	\$ -	\$ -	\$ -
Monthly Cash Balance	\$ 111,518	\$ 100,612	\$ 110,764	\$ 142,855	
	Beginning Cash Balance 7/1/23		Projected Cash Balance 6/30/24		



Governance Liaison Job Description	
Job Title	Governance Liaison
Direct Report	CEO
FLSA Status	Non-Exempt
Salary Schedule	E - Classified - Manager/Coordinator
Classification	Classified - 225 day calendar

*NOTE: Part-time positions are subject to an increase or decrease in hours according to the CSO needs. Salary is prorated depending upon % of contract

SUMMARY OF POSITION

The Governance Liaison actively assists the CEO. The Governance Liaison actively fosters professional and effective collaboration between the Board members, CEO, and other CSO staff who may interface with the Board, providing vital governance and administrative guidance and support. The Governance Liaison ensures timely and accurate exchange of communications and information. The position also assists in the development of the Board and all Committees.

DUTIES AND RESPONSIBILITIES

- Work directly with the CEO to manage tasks as needed
- Provide high-level clerical assistance and administrative tasks such as composing, typing and editing letters
- Managing calendars and organizing meetings, appointments and board documents in relation to CSO governance
- Maintain school policies and procedures
- Prepare plans, reports, filing, agendas/packets, and organizing digital documents
- Attend board meetings and record meeting minutes (may be outside of established working hours)
 - Ensure that all SGCA Board meeting dates, agendas, and packets are posted to website
- Collaboration with SGCA Schools administration to ensure current board policies, governance and school-related documents are on websites
 - ❖ Assemble and distribute board meeting agendas and packets, including, but not limited

to reminders to the Board, collection of required documents prior to due dates ♦ Meets with CEO, Executive Director(s) of the schools, and Board Directors to prep for subsequent CSO and School Board meetings

- ♦ Schedule meetings for Board members and Directors who have complex and busy schedules.
 - ♦ Initial setup, setting up interviews, and fielding related questions for new Board member candidates
 - ♦ Onboarding of new Board members, including all onboarding documents, setting them up with Brown Act trainings
 - ♦ Offboarding of Board members
 - ♦ Possess a working knowledge of Brown Act
 - ♦ Provide or arrange for Brown Act Training
 - ♦ Have credibility with schools and other educational partners
 - ♦ Demonstrate ability to lead and manage change
 - ♦ Successfully work independently as well as in a team environment
 - ♦ Have a high degree of professionalism, integrity, and dependability ♦
- Communicate with individuals from varied educational and cultural backgrounds ♦
- Maintain accurate records
- ♦ Fosters positive working relationships with, educational partners, staff and administrative colleagues, and board members
 - ♦ Make decisions and perform on the job according to charter school standards
 - ♦ Communicate effectively and tactfully in both oral and written forms ♦ Meet schedules and timelines
 - ♦ Maintain high confidentiality with sensitive issues
 - ♦ Monthly review of new and emerging state and federal regulations
 - ♦ Other duties as assigned

QUALIFICATIONS

- ♦ Possess Computer literacy
 - ♦ Ability to stay organized in a fast-paced environment and meet deadlines
 - ♦ Comfortable with online tools including Google Drive, Zoom, Excel, etc. ♦
- Comfortable with online/virtual meeting platforms including Zoom
- ♦ Knowledge of operations, procedures, regulations, and management objectives with the ability to interpret and apply with good judgment
 - ♦ Ability to be proactive and innovative

Working Environment and Physical Demands:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Additional Requirements:

DOJ fingerprint Clearance

Right to Revise

This job description is not meant to be all-inclusive and the CSO reserves the right to revise this job description as necessary at any time with or without notice.