

MONTHLY ENROLLMENT AND FINANCIAL REVIEWS PROCEDURE

This procedure establishes a detailed process for conducting enrollment and financial reviews that is consistent with the District's policy on Oversight and Evaluation.

1. The District shall meet with the Sponsored School's Governing Authority and/or Fiscal Officer and review the financial and enrollment records. Said records shall be provided to the District by the Sponsored School.
2. Financial records shall include the following: budget ledgers and transaction detail reports. At least one monthly review shall include a review of the five-year forecast.
3. Enrollment records shall include monthly enrollment records that allow the District to compare enrollment to the previous month.
4. For each review, the District shall provide written feedback ("Written Feedback") after reviewing financial and enrollment records. The District may use a model form for this purpose.
5. If a review indicates areas of financial concern, the District shall make proactive recommendations to the Sponsored School's Governing Authority regarding financial and enrollment decision making. Areas of financial concern include, but are not limited to, enrollment, revenue, and expense fluctuations. The District may use the model form for this purpose.
6. The District shall provide the Written Feedback to the Sponsored School's Fiscal Officer and Governing Authority.
7. The District shall maintain a copy of all monthly reviews on file for purposes of tracking performance and for documentation of Quality Practices.