



**Sequoia Grove Charter Alliance
Regular Board Meeting**

Date and Time: February 20, 2025
6:30 pm

Location: Join Zoom Meeting
<https://sequoiagrove-org.zoom.us/j/83006798906?pwd=7dkuARGK1NTb9bj4lbUfPeDXBEDdb6.1>

**Meeting ID: 830 0679 8906
Passcode: 171736**

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 12-19-24

II. Closed Session

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).)

Title: Chief Executive Officer

III. Director's Update

- A. Director's Report - Desiree Miller

IV. Finances

- A. Budget Update - Creative Back Office
- B. Discussion and Potential Action on Adding and Removing Check Signers from Bank Account

V. Operations

- A. Discussion and Potential Action on the Library Services Coordinator Job Description

VI. Closing Items Operations

- 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)).



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I. Opening Items:

A. Record Attendance

The following Board Members were present at Rollcall:

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

B. Janeal Cimino called the meeting to order at 6:32 PM.

C. Approval of the Agenda

Gloria Maxwell made a motion to approve the Agenda.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

D. Public Comments:

Janeal Cimino 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:

i. Regular Board Meeting November 14, 2024

Gloria Maxwell motioned to approve the November 14, 2024 minutes.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

II. Directors Update - Desiree Miller

Desiree Miller gave a short update to the board about the following:



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- The lending library is all caught up on orders.
- They are moving forward with the Brivo and security camera install after winter break.
- Holly Jolly Week at the resource center was a huge success.
- Lastly, she shared that the Director Updates will be smaller moving forward due to the new size of the CSO and also the settling of things now that the transition of items back over to the schools is complete.

III. Finances:

A. Financial Training – Creative Back Office

Matt Butler and Cory Cavanah from Creative Back Office presented to the board the financial training.

Matt Butler shared that Sequoia Grove is different from a Charter School and the unique structure. Sequoia Grove has fixed income, no financial reporting, no audit deadline requirements, but does have audits. While Charter Schools have variable income, 1st interim and 2nd interim budgets approvals, and unaudited actual approvals.

Cory Cavanah expanded on this topic and shared with the board some of the detailed reporting that is required of charter schools but does not apply to Sequoia Grove.

Matt Buler continued to explain that the CSO also provides support for the schools with larger purchases of items that are then billed back to the school. This allows the schools to get a better deal because it can be done in larger numbers. This is why there are large checks that are cut from Sequoia Grove's account for things like health benefits, zoom, and other items.

Matt Butler showed the invoices that are sent to the schools on a monthly basis for the Sequoia Grove. Janeal Cimino asked about the calculation for the amounts on the invoices and how they are calculated, and if it is calculated based on attendance.. Matt shared that previously the invoice amount was based on a percentage of the school's budget . Now it is based on the actual costs of items such as technology, leases, and the CSO staff. Janeal Cimino asked for clarity on why the schools have different amounts if it is no longer based on a percentage. Cory



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Cavanah clarified that the costs of these items can fluctuate throughout the year and from school to school.

Matt Butler presented an example of the Sutter Health bill that is then billed back to the member schools. He described the process that they go through to bill back those bills to the schools, and that this is a big portion of the work that is done by Sequoia Grove.

Gloria Maxwell asked for clarity on how often the schools pay the CSO. Matt explained that the schools make payments to the CSO weekly. This is necessary because there are a lot of invoices that come and go throughout the month, and so monthly would not be fast enough. Gloria asked if each school has a financial person who oversees the payments to the CSO. Matt shared that there is a team at the schools but that team is overseen by Dr. Fernandez.

Matt Butler continued to talk through the 2022-2023 audit as part of the training and what Board Members should look at with the audit report that is coming. The CSO received the 2022-2023 audit in March of 2024, and it is looking like it would be a similar timeline for the 2023-2024 school year.

Cory Cavanah explained that an audit is not just a financial audit. It looks through the organization as a whole including governance items such as board meeting agendas, packets etc. It looks at the fiscal policies and procedures and are those policies and procedures being presented to the board, approved, and followed through. They comb through the financial reporting documents and will ask for proof on selected transactions to make sure there was an invoice and appropriate procedures being followed.

Cory focused on the Statement of Financial Position that shared the assets versus the liabilities of the organization. He explained that the CSO net assets are all unrestricted. He then focused on the Note II - Related Party Transactions. Cory explained that we have this note listed in the audit because the CSO relationship with the schools is a related party relationship. The CSO supports only the member schools. Lastly, he focused on the Note I3 - Going Concern. Cory explained that the auditor is sharing with the board through this note that a one year contract is not necessarily a long term sustainable model. However, that is what the CSO structure has been. Janeal Cimino wanted to clarify about Note I3 because the CSOs purpose



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is not to make a profit, but to provide a service to the schools.

Matt Butler went on to explain the LCFF calculator that the schools are required to use when calculating their funding based on the schools average daily attendance.

Janeal Cimino wanted to follow-up on the general liability insurance and if that cost is going to go down or not. Desiree Miller shared that she has been working with Gallagher Insurance and that they are waiting on the 2023-2024 audit and those numbers will then be recalculated. Matt Butler shared that there was already a credit that came back. Desiree Miller clarified that it came back from Inland Marine due to removing the computer storage.

B. Discussion and Potential Action on the Mid-Year Budget Revision- Creative Back Office

Matt Butler presented the Mid-Year Budget Revision. He shared that there is now a net change of \$252,531 from the adopted budget in June of 2024. This increase is being used to cover the 6% on-time COLA payments. Matt Butler explained that the first installment is scheduled to go out in the next December pay period.

Matt Butler continued to explain to the board that there are a few things the board should be looking at each month. He started drawing the board's attention to the Workers Compensation line item of the budget to explain how Creative Back Office helps track the financial status of each line item throughout the year to make sure things are being spent throughout the year. He shared that the cashflow should always match the balance sheet.

Janeal Cimino asked about the Professional Property Services line and the various payments that are being made to Dani Tal. Desiree Miller shared that these payments have to do with the leases and there are some catch-up payments in this month's check registry.

Matt wrapped up by stating that the mid-year services agreement review with the schools was very positive. They have been working to finalize what costs should be in the CSO.

Gloria Maxwell motioned to approve the Mid-Year Budget Revision.
Rose Faramarzi-Rad seconded the motion.



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Rollcall vote was taken. The motion passed unanimously.

C. Update on Unaudited Actuals – Creative Back Office

Matt Butler shared that the audit is looking to come back in the next few months. Last year, it came in March but we are hoping that it could be here by February. He also reminded the board that Sequoia Grove does not have the unaudited actual reporting requirements that the schools do, and the auditor is most likely prioritizing the school's audits due to that fact.

IV. Operations

A. Discussion and Potential Action on the Employee Handbook

Desiree Mille presented the changes to the Employee Handbook. She shared there were some updates made to the PTO and Sick Time policy. Desiree explained there was some confusion. She shared that the changes would front load the PTO and Sick time to employees who started on July 1st. Any employees who started after July 1st would have a prorated balance. These changes were made to align with the policies of the school. It included the changes to the roll-over of sick leave.

Desiree Miller shared that the plan is to do a deep dive in the spring to make sure that everything is streamlined and cleaned up in the handbook. The current employee handbook has been patched together over the years, but needs to be reexamined.

Gloria Maxwell asked if sick leave rolls over for teachers at the school. Desiree Miller did not believe so. Gloria Maxwell shared that this is something that does happen in school districts.

Gloria Maxwell asked about people who get extremely sick with something such as cancer. She is wondering about sick leave not rolling over could create a challenge for people. Julie Haycock-Cavender shared that the schools could better answer that question. In addition, there is a practice in place where people can donate their sick time to other employees.



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Bob McGuire motioned to approve the revision to the employee handbook as presented.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

V. Governance:

A. Discussion and Potential Action on the CSO Reporting Out to Member Schools

Julie Haycock-Cavender shared that the CSO board reports out to the school boards about how things are going at the CSO. Previously, the board members were given some talking points / shared reports that they took to their individual school board.

Janeal Cimino asked if they could do their report via zoom. Julie Haycock shared that the school meetings were taking place in person, but there was a zoom portion of the meeting that the CSO board members could participate in via zoom.

Glad Donahue shared that she thought it would be best for the board members to make a presentation to their board.

Rose shared that she is not able to attend her school boards meeting, and wanted to know if their school board presidents could instead come to the CSO meeting. Julie Haycock shared that the practice has been for the CSO to report to the school boards.

Bob McGuire asked if there could be a presentation that was made for consistency. Julie Haycock Cavender shared that yes that is something that Julie and Desiree could help with. Bob McGuire shared that possibly attending quarterly could spread out the responsibility.

Janeal Cimino expressed the consistent message to all the boards as being very important and having a presentation would be important. Janeal also expressed that with the restructure there may not be a lot of information to present on a quarterly basis.

Gloria Maxwell asked for clarity on the representation for the school. Bryanna Brossman clarified that there are two representatives for Feather River, two representatives for Clarksville, and one representative for Lake View.



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Janeal Cimino suggested that the representatives for each school should reach out to their individual board presidents to ask about how often they would like to present.

Bob McGuire asked if other board members received the communication from Darcy Belleza about attending and presenting at the school board meetings. The board members confirmed that they have received this communication.

The board shared that with the recent changes to the organization, the Board Members would reach out to their individual school boards to seek clarification on the desire of the school boards and what they would like from the CSO board members about attendance and presentations.

Julie Haycock shared that she could also get clarification from the school leadership about what they are also looking for with presentations from the CSO.

The item was tabled until Julie Haycock and Desiree Miller are able to speak to the school leadership team to seek clarification.

B. Discussion and Potential Action on January Board Meeting

It was shared that there does nothing currently on the agenda for the January meeting, especially as the audit will most likely not be in until February or March. The Board was in favor of cancelling the January meeting if there were no agenda items for the meeting.

VI. Closing Items

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

Janeal Cimino asked if they could receive an email about the tabled agenda item.

B. Announcement of Next Regular Scheduled Board Meeting

Janeal Cimino announced that the next regular scheduled board meeting will be held on February 20, 2025 at 6:30pm due to the board's agreement to cancel the January meeting.

C. Adjourn Meeting

Gloria Maxwell motioned to adjourn the meeting at 8:09 pm.



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Glad Donahue seconded the motion.
Rollcall vote was taken. The motion passed unanimously.

Noted by:

Board Secretary

Director's Report

Sequoia Grove Charter Alliance





Meet Brooklyn! Our new Office Manager at the Sacramento Office. She has hit the ground running since day one and has already been a fantastic addition to our team!

Exciting News!



The Brivo System is now
installed at the Clarksville
Resource Center!

The Sacramento office is in
progress...

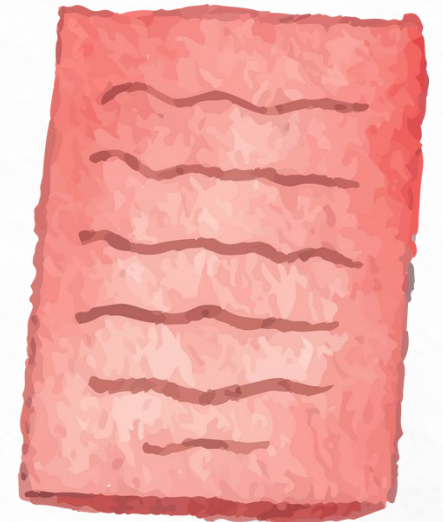
Safety First!

- Our first practice fire drill at the Clarksville Resource Center took place on February 12th and was a success. The team feels much more prepared.
- Deputy Campora will lead an emergency and active shooter training session at the Clarksville Resource Center on March 6th from 1:00 to 3:00 PM.
- This training is designed to equip participants with the knowledge and skills needed to respond effectively to an active violence or active shooter scenario.
- As part of the training, we will also conduct a walkthrough of the facility to identify potential hazards, assess vulnerabilities, and collaborate on proactive measures to enhance preparedness and the safety of our staff, families, and students.
- Our library team, resource center staff, and I will be participating in this training.



items in the process for 2025-2026

- Draft budget
 - Purchasing third library van
 - Staffing-Hiring an additional library driver
- Working on next year's calendar
- Updated salary schedule





Thank you!

2024-25 SGCA Budget Overview – February 20, 2025

February 2025 Updates

- 1st COLA installment processed 12/24/24 for earnings from July 2024– November 2024
- Monthly COLA payments scheduled for last pay date of month for prior months earnings
- Partner Schools processed catch up payments to CSO in January 2025
- Currently developing 2025/2026 Budget with partner schools

Budget Update vs. Actuals thru 1/31/2025

- Revenue Received - \$1,235,065
- Actual Expenditures- \$1,142,311
- Current Year Surplus / (Deficit) - \$92,753

Budget Revision January 2025

- 2024-25 Mid-Year Draft Budgeted Revenue - \$2,117,255
- 2024-25 Mid-Year Draft Expenditures- \$2,117,255
- 2024-25 Mid-Year Draft Projected Year End Balance \$0.00
- Net Change of \$252,531 (6% COLA Installments)

Adopted Budget July 2024

- 2024-25 Adopted Budgeted Revenue - \$1,864,723
- 2024-25 Adopted Budgeted Expenditures- \$1,864,723
- 2024-25 Adopted Budget Projected Year End Balance \$0.00

Projected Cumulative Ending Balance

- Beginning Balance 7/1/2024 -\$196,785*Retained Earnings after Year 1-3
- 2024-25 Projected Balance - \$0.00
- Projected Cumulative Balance 06/30/2025 - \$196,785

Sequoia Grove Charter Alliance

Budget Overview: FY 2024-25 Mid Year Revision Budget - FY25 P&L

July 2024 - June 2025

	Total
Income	
Shared Services Agreement - Clarksville	825,730.00
Shared Services Agreement - Feather River	952,765.00
Shared Services Agreement - Lakeview	338,760.00
Total Income	\$ 2,117,255.00
Gross Profit	\$ 2,117,255.00
Expenses	
2900 Salaries	777,072.00
3300 Medicare/ Social Security	58,185.00
3400 Health and Welfare Benefits	91,627.00
3500 Unemployment Insurance	7,181.00
3600 Workers Compensation	8,594.00
3900 403B	50,703.00
4315 Office Expense	60,000.00
4500 Furniture	3,000.00
5200 Professional Development & Travel	
5211 Professional Development	500.00
Total 5200 Professional Development & Travel	\$ 500.00
5301 Insurance & Registration	10,000.00
5302 Fuel	15,000.00
5303 Maintenance / Oil Changes	10,000.00
5400 General Liability Insurance	38,857.00
5501 Facility Security	22,000.00
5610 Facility Lease	281,119.00
5615 Repairs & Maintenance	10,000.00
5616 Security Deposit Zin	27,977.00
5620 Equipment Lease	30,000.00
5803 Audit & Tax Return	10,740.00
5805 General Consulting	20,000.00
5812 Business Services	80,000.00
5840 Banking & Payroll Fees	10,000.00
5845 Legal Expenses	10,000.00
5851 Advertising/Marketing	1,000.00
5860 Fingerprinting/Personnel Fees	200.00
5869 Events & Supports	6,000.00
5870 New Arrival Package	1,500.00
5871 Founders Awards	1,000.00
5872 Community E. & D. - Staff Events & Team Building	2,000.00
5874 Community E. & D. - Staff Gear	1,200.00
5875 Community E. & D. - Staff Appreciation	2,000.00
5878 403B Set Up Fee	4,000.00
5887 Tech Services	352,800.00
5889 Moving Cost	20,000.00
5890 Board Stipend	12,000.00
5910 Phone & Internet - Comcast Verizon	36,000.00
5911 Phone & Video Calling -Zoom	10,000.00
5920 Postage	35,000.00
Total Expenses	\$ 2,117,255.00
Net Operating Income	\$ 0.00
Net Income	\$ 0.00

Sequoia Grove Charter Alliance
Budget vs. Actuals: FY 2024-25 Mid Year Revision Budget - FY25 P&L
July 2024 - January 2025

	Actual		Budget		Total	Remaining	% of Budget
Income							
Shared Services Agreement		1,235,065.22		2,117,255.00		882,189.78	58.33%
Total Income	\$	1,235,065.22	\$	2,117,255.00	\$	882,189.78	58.33%
Gross Profit	\$	1,235,065.22	\$	2,117,255.00	\$	882,189.78	58.33%
Expenses							
2900 Salaries		407,306.49		777,072.00		369,765.51	52.42%
2901 Salaries - Overtime		868.97				-868.97	
2902 Salaries - Medical Opt Out		7,350.00				-7,350.00	
Total 2900 Salaries	\$	415,525.46	\$	777,072.00	\$	361,546.54	53.47%
3300 Medicare/ Social Security		30,928.64		58,185.00		27,256.36	53.16%
3390 Federal Income Tax Withheld		0.00				0.00	
3400 Health and Welfare Benefits		43,860.82		91,627.00		47,766.18	47.87%
3500 Unemployment Insurance		8,875.06		7,181.00		-1,694.06	123.59%
3590 CA State Income Tax Withheld		0.00				0.00	
3600 Workers Compensation		12,071.00		8,594.00		-3,477.00	140.46%
3900 403B		8,973.11		50,703.00		41,729.89	17.70%
4315 Office Expense		25,197.19		60,000.00		34,802.81	42.00%
4500 Furniture		2,633.60		3,000.00		366.40	87.79%
5200 Professional Development & Travel		548.55		500.00		-48.55	109.71%
5301 Insurance & Registration		5,654.73		10,000.00		4,345.27	56.55%
5302 Fuel		4,801.16		15,000.00		10,198.84	32.01%
5303 Maintenance / Oil Changes		6,170.91		10,000.00		3,829.09	61.71%
5400 General Liability Insurance		38,856.26		38,857.00		0.74	100.00%
5501 Facility Security		4,744.60		22,000.00		17,255.40	21.57%
5515 Custodial Service				0.00		0.00	
5610 Facility Lease		187,549.25		281,119.00		93,569.75	66.72%
5615 Repairs & Maintenance		10.71		10,000.00		9,989.29	0.11%
5616 Security Deposit Zin				27,977.00		27,977.00	0.00%
5620 Equipment Lease		13,172.06		30,000.00		16,827.94	43.91%
5803 Audit & Tax Return		0.00		10,740.00		10,740.00	0.00%
5805 General Consulting		5,280.00		20,000.00		14,720.00	26.40%
5812 Business Services		47,500.00		80,000.00		32,500.00	59.38%
5840 Banking & Payroll Fees		4,765.41		10,000.00		5,234.59	47.65%
5845 Legal Expenses		4,053.98		10,000.00		5,946.02	40.54%
5851 Advertising/Marketing		0.00		1,000.00		1,000.00	0.00%
5860 Fingerprinting/Personnel Fees		1,576.29		200.00		-1,376.29	788.15%
5869 Events & Supports		743.11		6,000.00		5,256.89	12.39%
5870 New Arrival Package		501.59		1,500.00		998.41	33.44%
5871 Founders Awards		75.41		1,000.00		924.59	7.54%
5872 Community E. & D. - Staff Events & Team Building		54.80		2,000.00		1,945.20	2.74%
5874 Community E. & D. - Staff Gear		0.00		1,200.00		1,200.00	0.00%
5875 Community E. & D. - Staff Appreciation		916.57		2,000.00		1,083.43	45.83%
5878 403B Set Up Fee		1,090.00		4,000.00		2,910.00	27.25%
5887 Tech Services		205,800.00		352,800.00		147,000.00	58.33%
5889 Moving Cost		22,259.70		20,000.00		-2,259.70	111.30%
5890 Board Stipend		4,600.00		12,000.00		7,400.00	38.33%
5899 Misc. Operating Services		14,526.02		0.00		14,526.02	
5910 Phone & Internet - Comcast Verizon		6,417.92		36,000.00		29,582.08	17.83%
5911 Phone & Video Calling -Zoom		3,364.84		10,000.00		6,635.16	33.65%
Total 5920 Postage		9,212.98		35,000.00		25,787.02	26.32%
Total Expenses	\$	1,142,311.73	\$	2,117,255.00	\$	974,943.27	53.95%
Net Operating Income	\$	92,753.49					
Net Income	\$	92,753.49					

CASH FLOW		Budget	Actual JULY 2024	Actual AUGUST 2024	Actual SEPT 2024	Actual OCT 2024	Actual NOV 2024	Actual DEC 2024	Actual JAN 2025	Projected FEB 2025	Projected MARCH 2025	Projected APRIL 2025	Projected MAY 2025	Projected JUNE 2025	Total
Revenue															
Revenue Limit Sources															
Shared Service Agreement - Clarksville	\$	825,729	\$ 60,604	\$ 60,604	\$ 60,604	\$ 60,604	\$ 60,604	\$ 60,604	\$ 118,054	\$ 68,811	\$ 68,811	\$ 68,811	\$ 68,811	\$ 68,811	\$ 825,732
Shared Service Agreement - Feather River	\$	952,765	\$ 69,927	\$ 69,927	\$ 69,927	\$ 69,927	\$ 69,927	\$ 69,927	\$ 136,215	\$ 79,397	\$ 79,397	\$ 79,397	\$ 79,397	\$ 79,397	\$ 952,762
Shared Service Agreement - Lakeview	\$	338,761	\$ 24,863	\$ 24,863	\$ 24,863	\$ 24,863	\$ 24,863	\$ 24,863	\$ 48,433	\$ 28,230	\$ 28,230	\$ 28,230	\$ 28,230	\$ 28,230	\$ 338,761
Misc. Revenue	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$	2,117,255	\$ 155,394	\$ 155,394	\$ 155,394	\$ 155,394	\$ 155,394	\$ 155,394	\$ 302,702	\$ 176,438	\$ 176,438	\$ 176,438	\$ 176,438	\$ 176,438	\$ 2,117,255
TOTAL REVENUE		\$ 2,117,255	\$ 155,394	\$ 155,394	\$ 155,394	\$ 155,394	\$ 155,394	\$ 155,394	\$ 302,702	\$ 176,438	\$ 176,438	\$ 176,438	\$ 176,438	\$ 176,438	\$ 2,117,255
EXPENSES															
2900 - Salaries	\$	777,072	\$ 52,413	\$ 54,764	\$ 58,989	\$ 60,064	\$ 56,961	\$ 72,711	\$ 59,714	\$ 72,291	\$ 72,291	\$ 72,291	\$ 72,291	\$ 72,291	\$ 777,072
2901 - Overtime	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Salaries	\$	777,072	\$ 52,413	\$ 54,764	\$ 58,989	\$ 60,064	\$ 56,961	\$ 72,711	\$ 59,714	\$ 72,291	\$ 72,291	\$ 72,291	\$ 72,291	\$ 72,291	\$ 777,072
Employee Benefits															
3300 - Medicare/ Social Security	\$	58,184	\$ 4,007	\$ 3,579	\$ 4,423	\$ 4,556	\$ 4,244	\$ 5,619	\$ 4,499	\$ 5,451	\$ 5,451	\$ 5,451	\$ 5,451	\$ 5,451	\$ 58,184
3400 - Health and Welfare Benefits	\$	91,627	\$ 19,937	\$ 4,691	\$ 1,713	\$ 5,449	\$ 3,763	\$ 5,338	\$ 5,962	\$ 8,955	\$ 8,955	\$ 8,955	\$ 8,955	\$ 8,955	\$ 91,627
3500 - Unemployment Insurance	\$	7,181	\$ 175	\$ -	\$ -	\$ 296	\$ -	\$ 4,558	\$ 2,016	\$ (339)	\$ (339)	\$ (339)	\$ (339)	\$ (339)	\$ 7,181
3600 - Workers Compensation	\$	8,594	\$ 8,484	\$ -	\$ -	\$ -	\$ 3,587	\$ -	\$ -	\$ (695)	\$ (695)	\$ (695)	\$ (695)	\$ (695)	\$ 8,594
3900 - 401B	\$	50,703	\$ -	\$ 901	\$ 1,039	\$ 1,086	\$ 1,965	\$ 2,109	\$ 1,874	\$ 8,346	\$ 8,346	\$ 8,346	\$ 8,346	\$ 8,346	\$ 50,703
Total Employee Benefits	\$	216,289	\$ 32,603	\$ 9,762	\$ 8,413	\$ 11,386	\$ 13,559	\$ 17,625	\$ 14,352	\$ 21,718	\$ 21,718	\$ 21,718	\$ 21,718	\$ 21,718	\$ 216,289
General Supplies															
4315 - Office Expense	\$	60,000	\$ 2,490	\$ 3,409	\$ 3,383	\$ 5,995	\$ 2,398	\$ 2,831	\$ 3,674	\$ 7,164	\$ 7,164	\$ 7,164	\$ 7,164	\$ 7,164	\$ 60,000
4500 - Furniture	\$	3,000	\$ 3,023	\$ (389)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 73	\$ 73	\$ 73	\$ 73	\$ 73	\$ 3,000
Total General Supplies	\$	63,000	\$ 5,513	\$ 3,020	\$ 3,383	\$ 5,995	\$ 2,398	\$ 2,831	\$ 3,674	\$ 7,237	\$ 7,237	\$ 7,237	\$ 7,237	\$ 7,237	\$ 63,000
Services, Other Operating Expenses															
5211 Professional Development	\$	500	\$ -	\$ -	\$ -	\$ 170	\$ 50	\$ 121	\$ 207	\$ (10)	\$ (10)	\$ (10)	\$ (10)	\$ (10)	\$ 500
5301 Insurance & Registration	\$	10,000	\$ 2,354	\$ -	\$ 2,947	\$ -	\$ -	\$ -	\$ 354	\$ 869	\$ 869	\$ 869	\$ 869	\$ 869	\$ 10,000
5302 Fuel	\$	15,000	\$ 343	\$ 710	\$ 472	\$ 1,304	\$ 702	\$ 561	\$ 705	\$ 2,040	\$ 2,040	\$ 2,040	\$ 2,040	\$ 2,040	\$ 15,000
5303 Maintenance / Oil Changes	\$	10,000	\$ 1,004	\$ 50	\$ 108	\$ 50	\$ 582	\$ 465	\$ 3,912	\$ 766	\$ 766	\$ 766	\$ 766	\$ 766	\$ 10,000
5400 General Liability Insurance	\$	38,857	\$ -	\$ 38,854	\$ -	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 38,857
5501 Facility Security	\$	22,000	\$ 125	\$ -	\$ -	\$ 79	\$ -	\$ -	\$ 4,540	\$ 3,451	\$ 3,451	\$ 3,451	\$ 3,451	\$ 3,451	\$ 22,000
5515 Custodial Service	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5610 Facility Lease	\$	281,119	\$ 46,007	\$ 23,590	\$ 23,294	\$ 23,294	\$ 24,184	\$ 23,590	\$ 23,590	\$ 18,714	\$ 18,714	\$ 18,714	\$ 18,714	\$ 18,714	\$ 281,119
5615 Repairs & Maintenance	\$	10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11	\$ 1,998	\$ 1,998	\$ 1,998	\$ 1,998	\$ 1,998	\$ 1,998	\$ 10,000
5616 Security Deposit	\$	27,977	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,994	\$ 6,994	\$ 6,994	\$ 6,994	\$ 6,994	\$ 27,977
5620 Equipment Lease	\$	30,000	\$ 914	\$ 1,347	\$ 1,052	\$ 3,746	\$ 2,493	\$ 1,952	\$ 1,668	\$ 3,366	\$ 3,366	\$ 3,366	\$ 3,366	\$ 3,366	\$ 30,000
5803 Audit & Tax Return	\$	10,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,148	\$ 2,148	\$ 2,148	\$ 2,148	\$ 2,148	\$ 2,148	\$ 10,740
5805 General Consulting	\$	20,000	\$ -	\$ 850	\$ -	\$ 930	\$ 2,250	\$ 1,010	\$ 240	\$ 2,944	\$ 2,944	\$ 2,944	\$ 2,944	\$ 2,944	\$ 20,000
5812 Business Services	\$	80,000	\$ 8,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 80,000
5840 Banking & Payroll Fees	\$	10,000	\$ 570	\$ 854	\$ 712	\$ 473	\$ 464	\$ 577	\$ 1,116	\$ 1,047	\$ 1,047	\$ 1,047	\$ 1,047	\$ 1,047	\$ 10,000
5845 Legal Expenses	\$	10,000	\$ -	\$ 731	\$ 1,392	\$ 340	\$ 1,591	\$ -	\$ -	\$ 1,189	\$ 1,189	\$ 1,189	\$ 1,189	\$ 1,189	\$ 10,000
5851 Advertising/Marketing	\$	1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 1,000
5860 Fingerprinting/Personal Fees	\$	200	\$ 374	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ (275)	\$ (275)	\$ (275)	\$ (275)	\$ (275)	\$ (275)	\$ 200
5869 Events & Supports	\$	6,000	\$ -	\$ 374	\$ -	\$ -	\$ 47	\$ 134	\$ 561	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 1,051	\$ 6,000
5870 New Arrival Package	\$	1,500	\$ -	\$ 482	\$ -	\$ -	\$ -	\$ 20	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 1,500
5871 Founders Awards	\$	1,000	\$ -	\$ -	\$ 75	\$ -	\$ -	\$ -	\$ 185	\$ 185	\$ 185	\$ 185	\$ 185	\$ 185	\$ 1,000
5872 Community E. & D. - Staff Events & Team Building	\$	2,000	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ 266	\$ 161	\$ 303	\$ 303	\$ 303	\$ 303	\$ 303	\$ 2,000
5874 Community E. & D. - Staff Gear	\$	1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 240	\$ 1,200
5875 Community E. & D. - Staff Appreciation	\$	2,000	\$ 77	\$ 75	\$ 336	\$ -	\$ -	\$ -	\$ 302	\$ 302	\$ 302	\$ 302	\$ 302	\$ 302	\$ 2,000
5878 401B Set up Fee	\$	4,000	\$ -	\$ -	\$ -	\$ 1,090	\$ -	\$ -	\$ 582	\$ 582	\$ 582	\$ 582	\$ 582	\$ 582	\$ 4,000
5889 Tech Services	\$	352,800	\$ 28,000	\$ 30,800	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 29,400	\$ 352,800
5889 Moving Cost	\$	20,000	\$ 627	\$ 2,938	\$ 18,695	\$ -	\$ -	\$ -	\$ -	\$ (452)	\$ (452)	\$ (452)	\$ (452)	\$ (452)	\$ 20,000
5890 Board Stenop	\$	12,000	\$ -	\$ 1,000	\$ 800	\$ 1,000	\$ 1,000	\$ 800	\$ -	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 1,480	\$ 12,000
5899 - Misc. Operating Services	\$	-	\$ 46	\$ 84	\$ 5	\$ (1)	\$ -	\$ 10,000	\$ -	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ -
5910 Phone & Internet - Comcast Verizon	\$	36,000	\$ -	\$ 772	\$ 2,387	\$ 2,613	\$ 211	\$ 211	\$ 223	\$ 5,916	\$ 5,916	\$ 5,916	\$ 5,916	\$ 5,916	\$ 36,000
5911 Phone & Video Calling -Zoom	\$	10,000	\$ 3,079	\$ -	\$ 216	\$ 65	\$ -	\$ -	\$ 5	\$ 1,327	\$ 1,327	\$ 1,327	\$ 1,327	\$ 1,327	\$ 10,000
5920 Postage	\$	35,000	\$ 490	\$ 2,535	\$ 260	\$ 494	\$ 1,163	\$ 2,733	\$ 2,348	\$ 4,995	\$ 4,995	\$ 4,995	\$ 4,995	\$ 4,995	\$ 35,000
	\$	1,060,893	\$ 92,136	\$ 112,853	\$ 89,448	\$ 70,458	\$ 71,780	\$ 78,321	\$ 75,561	\$ 88,451	\$ 95,444	\$ 95,444	\$ 95,444	\$ 95,444	\$ 1,060,893
Capital Outlay															
6900 - Depreciation	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Capital Outlay	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 2,117,235	\$ 182,664	\$ 180,093	\$ 160,633	\$ 147,903	\$ 144,704	\$ 171,488	\$ 153,300	\$ 189,698	\$ 196,692	\$ 196,692	\$ 196,692	\$ 196,692	\$ 2,117,235
FY ENDING FUND BALANCE		\$ -	\$ (27,271)	\$ (24,703)	\$ (5,239)	\$ 7,491	\$ 10,690	\$ (16,094)	\$ 149,402	\$ (13,260)	\$ (20,254)	\$ (20,254)	\$ (20,254)	\$ (20,254)	\$ 0
	\$	-	\$ (27,271)	\$ (24,703)	\$ (5,239)	\$ 7,491	\$ 10,690	\$ (16,094)	\$ 149,402	\$ (13,260)	\$ (20,254)	\$ (20,254)	\$ (20,254)	\$ (20,254)	\$ 0
Change in Accounts Receivable		\$ 15,379	\$ (1,491)	\$ 16,869	\$ -	\$ -	\$ -	\$ 10,000	\$ (81,021)	\$ 81,021					
Prepaid Expenses	\$	28,548	\$ 38,295	\$ -	\$ -	\$ -	\$ -	\$ 25,271	\$ -	\$ -					
Accounts Payable	\$	389,753	\$ (51,953)	\$ (483,322)	\$ 207,271	\$ (008,177)	\$ 29,168	\$ (253,415)	\$ 80,947	\$ -					
Divvy	\$	81	\$ (81)	\$ 25	\$ 693	\$ (718)	\$ -	\$ 342	\$ 1,308	\$ -					
Accrued Salaries & Taxes	\$	26,692	\$ (90)	\$ 5,625	\$ (1,400)	\$ 476	\$ (3,718)	\$ 6,692	\$ (2,838)	\$ -					
Paid By Schools	\$	(84,654)	\$ (675,250)	\$ 375,400	\$ (233,092)	\$ 380,019	\$ (55,831)	\$ 174,113	\$ (197,848)	\$ 160,285					
Net AP	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Misc. Prepaid	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					
Other Current Liabilities	\$	155,394	\$ -	\$ -	\$ (155,394)	\$ 60,604	\$ 94,790	\$ 176,438	\$ (155,394)	\$ (176,438)					
Net Cash Provided/(used) by Operating Activities	\$	-	\$ (213,935)	\$ (110,104)	\$ -	\$ 139,695	\$ 110,370	\$ 98,076	\$ (205,441)	\$ 51,848	\$ (20,254)	\$ (20,254)	\$ (20,254)	\$ (20,254)	\$ 0
Capital Expenditures	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 26,621
Other Investing Activities	\$	-	\$ -	\$ 1,982	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Provided/(used) by Investing Activities	\$	-	\$ -	\$ 1,982	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Deferred Rent	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ 26,621
Net Cash Provided/(used) by Financing Activities	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Monthly Cash Balance	\$	478,285	\$ 264,350	\$ 156,226	\$ (20,934)	\$ 108,760	\$ 219,131	\$ 317,206	\$ 111,765	\$ 163,354	\$ 143,099	\$ 122,845	\$ 102,591	\$ 108,958	\$ -
			Beginning Cash Balance 7/1/24												Projected Cash Balance 6/30/25

Sequoia Grove Charter Alliance

Balance Sheet

As of January 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking (6779)	111,854.25
Total Bank Accounts	\$111,854.25
Accounts Receivable	
Accounts Receivable (A/R)	81,020.59
Total Accounts Receivable	\$81,020.59
Other Current Assets	
CTS Duplicate Check	0.00
Prepaid	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$192,874.84
Fixed Assets	
9450 Transportation Vans	43,586.98
9451 Van Depreciation	-15,981.90
Accumulated Depreciation - Start Up Equipment & Furniture	-53,711.28
Fixed Assets - Start Up Equipment & Furniture	118,957.87
Total Fixed Assets	\$92,851.67
Other Assets	
ROU Cal Center Lease #1	0.00
ROU Cal Center Lease #2	0.00
ROU Cal Center Lease #3	11,902.32
ROU Eureka Lease	29,373.83
Security Deposit	43,889.04
Total Other Assets	\$85,165.19
TOTAL ASSETS	\$370,891.70
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	122,093.83
Total Accounts Payable	\$122,093.83
Credit Cards	
Divvy (8578)	1,650.27

Sequoia Grove Charter Alliance

Balance Sheet

As of January 31, 2025

	TOTAL
Total Credit Cards	\$1,650.27
Other Current Liabilities	
9501 Accrued Salaries	31,442.28
9511 Accrued Vacation (PTO)	2,501.35
9539 Pending Payment by FRC	-17,725.43
9541 Pending Payment by CCS	-15,825.44
9542 Paid by Schools	-284,402.28
9545 Duplicate Payments Return	0.00
9546 Cadet Program Funds	718.67
9550 Medical PrePaid	0.00
9551 Medical Kaiser North	0.00
9552 Medical Sutter	0.00
9553 Medical Kaiser South	0.00
9800 Fundraising (Stripe)	2,303.01
Deferred Rent	0.00
Deferred Revenue	176,437.89
ST Lease Liability Cal Center #1	0.00
ST Lease Liability Cal Center #2	0.00
ST Lease Liability Cal Center #3	11,902.32
ST Lease Liability Eureka	20,004.67
Unearned Revenue	0.00
Total Other Current Liabilities	\$ -72,642.96
Total Current Liabilities	\$51,101.14
Long-Term Liabilities	
LT Lease Liability Cal Center #1	0.00
LT Lease Liability Cal Center #2	0.00
LT Lease Liability Eureka	0.00
Partner School's Investment	20,000.00
Total Long-Term Liabilities	\$20,000.00
Total Liabilities	\$71,101.14
Equity	
Retained Earnings	207,037.07
Net Income	92,753.49
Total Equity	\$299,790.56
TOTAL LIABILITIES AND EQUITY	\$370,891.70

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
Checking (6779)						
12/03/2024	Bill Payment (Check)	4248	Kaiser Foundation Health Plan		C	- 113,836.14 - 113,836.14
12/03/2024	Bill Payment (Check)	4249	Metlife Group Benefits		C	-35,533.64 -35,533.64
12/03/2024	Bill Payment (Check)	4250	Sutter Health Plans		C	- 124,709.80 - 124,709.80
12/03/2024	Bill Payment (Check)	4251	Kaiser Foundation Health Plan		C	-14,326.00 -14,326.00
12/03/2024	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX3417651 EED:241203 IND ID:XXXXXXXX8237186 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX4001 TRN: XXXXXX7651 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX3417651 EED:241203 IND ID:XXXXXXXX8237186 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX4001 TRN: XXXXXX7651 TC	C	-3,046.46 3,046.46
12/03/2024	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:241201 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX3376272 EED:241203 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX6272 TC 46FY8474 46FY8474 46FY8474 46FY8474	C	-669.62 31.80 -269.52 -242.04 -126.26
12/04/2024	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX6145433 EED:241204 IND	C	-329.53

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				ID:Bo548zL0TeLPSH IND NAME:Seq uoia Grove Charter EWALLET - Divvy 421eef50-0fdf-4 TRN: XXXXXX5433 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXXX6145433 EED:241204 IND ID:Bo548zL0TeLPSH IND NAME:Seq uoia Grove Charter EWALLET - Divvy 421eef50-0fdf-4 TRN: XXXXXX5433 TC		-329.53
12/04/2024	Expense		Chase	SERVICE CHARGES FOR THE MONTH OF NOVEMBER SERVICE CHARGES FOR THE MONTH OF NOVEMBER	C	-29.65 29.65
12/05/2024	Bill Payment (Check)		Employers		C	-3,587.00 -3,587.00
12/05/2024	Bill Payment (Check)		HUB International 403B (TCG)		C	-1,954.64 -1,954.64
12/07/2024	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:241209 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXXX1765294 EED:241209 IND ID:XXXXXXXXX9136074 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX4001 TRN: XXXXXX5294 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:241209 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXXX1765294 EED:241209 IND ID:XXXXXXXXX9136074 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX4001 TRN: XXXXXX5294 TC	C	-20,400.52 -20,400.52
12/07/2024	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXXX1765296 EED:241209 IND ID:XXXXXXXXX7796629 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX4002 TRN: XXXXXX5296 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXXX1765296 EED:241209 IND ID:XXXXXXXXX7796629 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX4002 TRN: XXXXXX5296 TC	C	-7,188.02 -7,188.02
12/09/2024	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXXX1963651 EED:241209 IND ID:XXXXXXXXX5485335 IND NAME: SEQUOIA GROVE	C	-547.37

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				CHARTER XXXXXXXXXXXX4003 TRN: XXXXXX3651 TC ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXX1963651 EED:241209 IND ID:XXXXXXXX5485335 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX4003 TRN: XXXXXX3651 TC		547.37
12/09/2024	Bill Payment (Check)		Fuelman		C	-181.59
						-181.59
12/09/2024	Expense		Pitney Bowes Global Financial Services LLC	ORIG CO NAME:PITNEY BOWES ORIG ID:XXXXXX6389 DESC DATE:241208 CO ENTRY DESCR:PAYMENT SEC:CCD TRACE#:XXXXXXXX2661323 EED:241209 IND ID:XXXXXXXX1094880 IND NAME:A ccounts Payable TRN: XXXXXX1323 TC ORIG CO NAME:PITNEY BOWES ORIG ID:XXXXXX6389 DESC DATE:241208 CO ENTRY DESCR:PAYMENT SEC:CCD TRACE#:XXXXXXXX2661323 EED:241209 IND ID:XXXXXXXX1094880 IND NAME:A ccounts Payable TRN: XXXXXX1323 TC	C	-553.00
						553.00
12/10/2024	Expense		Immediate	ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 DESC DATE:241209 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXX0060508 EED:241210 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay TRN: XXXXXX0508 TC ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 DESC DATE:241209 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXX0060508 EED:241210 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay TRN: XXXXXX0508 TC	C	-192.00
						192.00
12/10/2024	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:241208 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX9955694 EED:241210 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX5694 TC 46FY8484 46FY8484 46FY8484 46FY8484	C	-375.45
						18.90
						-184.33
						-90.68
						-81.54
12/11/2024	Bill Payment (Check)	4252	Nancy D. DuBois		C	-800.00

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-800.00
12/11/2024	Bill Payment (Check)	4253	ARC Document Solutions , LLC.		C	-340.30
						-340.30
12/11/2024	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX3201503 EED:241211 IND ID:HO0rv77tl565K5 IND NAME:Seq uoia Grove Charter EWALLET - Divvy 7923e7fd-ca76-4 TRN: XXXXXX1503 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX3201503 EED:241211 IND ID:HO0rv77tl565K5 IND NAME:Seq uoia Grove Charter EWALLET - Divvy 7923e7fd-ca76-4 TRN: XXXXXX1503 TC	C	-977.53
						-977.53
12/11/2024	Bill Payment (Check)		Creative Back Office		C	-6,500.00
						-6,500.00
12/12/2024	Bill Payment (Check)	4254	Sutter Health Plans		C	-97,015.30
						-97,015.30
12/12/2024	Bill Payment (Check)	4255	Bright Thinker		C	-38,640.00
						-38,640.00
12/12/2024	Bill Payment (Check)		Fuelman		C	-259.82
						-259.82
12/12/2024	Bill Payment (Check)		Amazon Capital Services		C	-76.10
						-76.10
12/12/2024	Bill Payment (Check)		Amazon Capital Services		C	-47.35
						-47.35
12/12/2024	Bill Payment (Check)		Charter Tech Services		C	-29,400.00
						-29,400.00

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/12/2024	Bill Payment (Check)		Amazon Capital Services		C	-55.74
						-55.74
12/13/2024	Expense		Comcast	Dec 2024 - Acct # 8155 60 044 1368688 - 3101 ZINFANDEL DR STE 350	C	-211.27
						211.27
12/13/2024	Bill Payment (Check)		Comcast		C	-567.22
						-567.22
12/16/2024	Bill Payment (Check)		Bryanna Brossman		C	-210.00
						-210.00
12/16/2024	Bill Payment (Check)		Aetna Behavioral Health LLC		C	-493.35
						-493.35
12/16/2024	Bill Payment (Check)		Amazon Capital Services		C	-6.51
						-6.51
12/17/2024	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:241215 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX2500072 EED:241217 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXXXX0072 TC 46FY8494 46FY8494 46FY8494 46FY8494	C	-494.22
						28.65
						-212.32
						-114.16
						-139.09
12/18/2024	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXXX4840567 EED:241218 IND ID:xpGBGlrIJ1KJ1Y IND NAME:Seq uoia Grove Charter EWALLET - Divvy ieBuSLfibbBH1ML TRN: XXXXXX0567 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXXX4840567 EED:241218 IND ID:xpGBGlrIJ1KJ1Y IND NAME:Seq uoia Grove Charter EWALLET - Divvy ieBuSLfibbBH1ML TRN: XXXXXX0567 TC	C	-490.74
						-490.74

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/19/2024	Bill Payment (Check)	4257	ARC Document Solutions , LLC.		C	-1,612.00
						-1,612.00
12/20/2024	Bill Payment (Check)		Charter Tech Services		C	-21,571.67
						-21,571.67
12/20/2024	Bill Payment (Check)		Charter Tech Services		C	-2,523.00
						-2,523.00
12/20/2024	Bill Payment (Check)		Charter Tech Services		C	-209.00
						-209.00
12/20/2024	Bill Payment (Check)		Charter Tech Services		C	-4,896.76
						-4,896.76
12/20/2024	Bill Payment (Check)		Charter Tech Services		C	-2,471.68
						-2,471.68
12/20/2024	Bill Payment (Check)		Charter Tech Services		C	-458.47
						-458.47
12/20/2024	Bill Payment (Check)		Charter Tech Services		C	-1,402.70
						-1,402.70
12/20/2024	Bill Payment (Check)		Charter Tech Services		C	-521.97
						-521.97
12/20/2024	Bill Payment (Check)		Charter Tech Services		C	-191.10
						-191.10
12/21/2024	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXXX4880667 EED:241223 IND ID:XXXXXXXXX2239834 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX4001 TRN: XXXXXX0667 TC	C	-10,279.62

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX4880667 EED:241223 IND ID:XXXXXXXX2239834 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX4001 TRN: XXXXXX0667 TC		-10,279.62
12/21/2024	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:241223 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX4880665 EED:241223 IND ID:XXXXXXXX5260380 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX4002 TRN: XXXXXX0665 TC	C	-31,921.14
				ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:241223 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX4880665 EED:241223 IND ID:XXXXXXXX5260380 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX4002 TRN: XXXXXX0665 TC		-31,921.14
12/23/2024	Bill Payment (Check)	4258	Glad Donahue		C	-200.00
						-200.00
12/23/2024	Bill Payment (Check)	4259	Gloria Maxwell		C	-200.00
						-200.00
12/23/2024	Bill Payment (Check)		Fox Creek Fund LLC		C	-13,274.82
						-13,274.82
12/23/2024	Bill Payment (Check)		Robert McGuire		C	-200.00
						-200.00
12/24/2024	Bill Payment (Check)		Fuelman		C	-40.90
						-40.90
12/24/2024	Expense		Immediate	ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 DESC DATE:241223 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXX4564593 EED:241224 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay TRN: XXXXXX4593 TC	C	-250.00
				ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 DESC DATE:241223 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXX4564593 EED:241224 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay		250.00

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
TRN: XXXXXX4593 TC						
12/24/2024	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:241222 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX7831038 EED:241224 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX1038 TC	C	-1,093.92
				ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:241222 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX7831038 EED:241224 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX1038 TC		1,093.92
12/24/2024	Bill Payment (Check)		Rosalin Faramarzi-Rad		C	-200.00
						-200.00
12/24/2024	Bill Payment (Check)		Amazon Capital Services		C	-72.24
						-72.24
12/24/2024	Bill Payment (Check)		Metlife Group Benefits		C	-36,403.28
						-36,403.28
12/26/2024	Bill Payment (Check)	4260	Kaiser Foundation Health Plan		C	-
						145,164.77
						-
						145,164.77
12/26/2024	Bill Payment (Check)	4261	Kaiser Foundation Health Plan		C	-18,797.71
						-18,797.71
12/26/2024	Bill Payment (Check)	4262	The Advantage Group		C	-1,041.40
						-1,041.40
12/26/2024	Bill Payment (Check)	4263	National Student Clearinghouse		C	-1,785.00
						-1,785.00

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
12/26/2024	Bill Payment (Check)	4264	Pacific Shredding		C	-75.00
						-75.00
12/26/2024	Bill Payment (Check)	4265	Dani Tal LLC (Professional Property Services, inc.)		C	-10,315.59
						-10,315.59
12/26/2024	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX3685917 EED:241226 IND ID:9 pf5i7T3lgFiC1 IND NAME:Seq uoia Grove Charter EWALLET - Divvy 5LcqIFU5Whk2cDJ TRN: XXXXXX5917 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX3685917 EED:241226 IND ID:9 pf5i7T3lgFiC1 IND NAME:Seq uoia Grove Charter EWALLET - Divvy 5LcqIFU5Whk2cDJ TRN: XXXXXX5917 TC	C	-3,116.17
						-3,116.17
12/27/2024	Bill Payment (Check)		HUB International 403B (TCG)		C	-1,710.84
						-1,710.84
12/31/2024	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:241229 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX8673272 EED:241231 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXXXX3272 TC ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:241229 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX8673272 EED:241231 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXXXX3272 TC	C	-1,219.73
						1,219.73
01/02/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX2122102 EED:250102 IND ID:ntT3vEKB29wxhh IND NAME:Seq uoia Grove Charter EWALLET - Divvy sNbFX6LXiDOxhqd TRN: XXXXXX2102 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD	C	-376.12
						-376.12

Sequoia Grove Charter Alliance

Check Detail

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DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				TRACE#:XXXXXXXX2122102 EED:250102 IND ID:ntT3vEKB29wxhh IND NAME:Seq uoia Grove Charter EWALLET - Divvy sNbFX6LXiDOxhqd TRN: XXXXXX2102 TC		
01/03/2025	Bill Payment (Check)		Bryanna Brossman		C	-240.00
						-240.00
01/06/2025	Expense		Chase	SERVICE CHARGES FOR THE MONTH OF DECEMBER SERVICE CHARGES FOR THE MONTH OF DECEMBER	C	-7.50 7.50
01/07/2025	Bill Payment (Check)	4266	Elizabeth Platt		C	-189.27
						-189.27
01/07/2025	Expense		Pitney Bowes Global Financial Services LLC	ORIG CO NAME:PITNEY BOWES ORIG ID:XXXXXX6389 DESC DATE:250106 CO ENTRY DESCR:PAYMENT SEC:CCD TRACE#:XXXXXXXX8534229 EED:250107 IND ID:XXXXXXXX1094880 IND NAME:A ccounts Payable TRN: XXXXXX4229 TC	C	-150.00
						150.00
01/07/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250105 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX4286984 EED:250107 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX6984 TC	C	-250.00
						250.00
01/08/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX7449729 EED:250108 IND ID:XXXXXXXX0989925 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXXX5001 TRN: XXXXXX9729 TC	C	-1,534.37
						-1,534.37

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				TRACE#:XXXXXXXX7449729 EED:250108 IND ID:XXXXXXXX0989925 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX9729 TC		
01/08/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250108 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX7449727 EED:250108 IND ID:XXXXXXXX7062950 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX9727 TC	C	-2,358.90
				ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250108 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX7449727 EED:250108 IND ID:XXXXXXXX7062950 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX9727 TC		-2,358.90
01/08/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX3438664 EED:250108 IND ID:v7CsnWkQHV9O93 IND NAME:Seq uoia Grove Charter EWALLET - Divvy rkKDtzCBpsWiyPz TRN: XXXXXX8664 TC	C	-129.87
				ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX3438664 EED:250108 IND ID:v7CsnWkQHV9O93 IND NAME:Seq uoia Grove Charter EWALLET - Divvy rkKDtzCBpsWiyPz TRN: XXXXXX8664 TC		-129.87
01/09/2025	Bill Payment (Check)		Creative Back Office		C	-6,500.00
						-6,500.00
01/09/2025	Bill Payment (Check)		HUB International 403B (TCG)		C	-2,606.93
						-2,606.93
01/09/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250109 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX0152690 EED:250109 IND ID:XXXXXXXX3517680 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX2690 TC	C	-21,509.80
				ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250109 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX0152690 EED:250109 IND ID:XXXXXXXX3517680 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX2690 TC		-21,509.80
01/09/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990	C	-8,877.53

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXXX0152688 EED:250109 IND ID:XXXXXXXXX2483500 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXX5001 TRN: XXXXX2688 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 -8,877.53 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXXX0152688 EED:250109 IND ID:XXXXXXXXX2483500 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXX5001 TRN: XXXXX2688 TC		
01/09/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 C -483.33 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXXX8896224 EED:250109 IND ID:XXXXXXXXX0332065 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXX5004 TRN: XXXXX6224 TC ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 483.33 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXXX8896224 EED:250109 IND ID:XXXXXXXXX0332065 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXX5004 TRN: XXXXX6224 TC		
01/10/2025	Expense		Comcast	C -222.93 Jan 2025 - Acct # 8155 60 044 1368688 - 3101 ZINFANDEL DR STE 350 222.93		
01/10/2025	Bill Payment (Check)		Convergent Systems	C -4,540.00 -4,540.00		
01/10/2025	Expense		Immediate	ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 C -346.00 DESC DATE:250109 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXXX2711611 EED:250110 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay TRN: XXXXXX1611 TC ORIG CO NAME:Immediate Soluti ORIG ID:XXXXXX7000 346.00 DESC DATE:250109 CO ENTRY DESCR:ImmedPay SEC:CCD TRACE#:XXXXXXXXX2711611 EED:250110 IND ID:165 IND NAME:Sequoia Grove Charter ImmediatePay TRN: XXXXXX1611 TC		
01/10/2025	Bill Payment (Check)		Charter Tech Services	C -38,350.30 -38,350.30		
01/13/2025	Bill Payment		Fuelman	C -70.10		

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)					-70.10
01/13/2025	Bill Payment (Check)		Comcast		C	-567.22
						-567.22
01/14/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250112 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX7362845 EED:250114 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX2845 TC	C	-391.81
				ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250112 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX7362845 EED:250114 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX2845 TC		391.81
01/15/2025	Bill Payment (Check)	4267	ARC Document Solutions , LLC.		C	-1,667.88
						-1,667.88
01/15/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX6490030 EED:250115 IND ID:ujTqUOu1egidUi IND NAME:Seq uoia Grove Charter EWALLET - Divvy elqmw6Zm7r9N56 TRN: XXXXXX0030 TC	C	-3,912.59
				ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX6490030 EED:250115 IND ID:ujTqUOu1egidUi IND NAME:Seq uoia Grove Charter EWALLET - Divvy elqmw6Zm7r9N56 TRN: XXXXXX0030 TC		-3,912.59
01/16/2025	Bill Payment (Check)	4268	Elizabeth Platt		C	-340.00
						-340.00
01/16/2025	Bill Payment (Check)		Amazon Capital Services		C	-128.31
						-128.31
01/16/2025	Bill Payment		Charter Tech		C	-29,400.00

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
	(Check)		Services			-29,400.00
01/16/2025	Bill Payment (Check)		Aetna Behavioral Health LLC		C	-493.35
						-493.35
01/16/2025	Bill Payment (Check)		Zoom Video Communications, Inc.		C	-1.16
						-1.16
01/16/2025	Bill Payment (Check)		Zoom Video Communications, Inc.		C	-3.49
						-3.49
01/16/2025	Bill Payment (Check)		Charter Tech Services		C	-254.18
						-254.18
01/16/2025	Bill Payment (Check)		Charter Tech Services		C	-119.99
						-119.99
01/21/2025	Bill Payment (Check)		Fuelman		C	-93.83
						-93.83
01/21/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXX9877572 EED:250121 IND ID:XXXXXXXX6107112 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX7572 TC ORIG CO NAME:PAYCOR INC. ORIG ID:AXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:PaycorFeesSEC:CCD TRACE#:XXXXXXXX9877572 EED:250121 IND ID:XXXXXXXX6107112 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX7572 TC	C	-625.00
						625.00
01/21/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250119 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX7849255 EED:250121 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to	C	-268.51

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				the UPS Billing Center fo r payment details. TRN: XXXXXX9255 TC ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250119 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXX7849255 EED:250121 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXX9255 TC		268.51
01/22/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX6302266 EED:250122 IND ID:IF3rJqeeXL0qiH IND NAME:Seq uoia Grove Charter EWALLET - Divvy jP7OBvx1xaH5vIm TRN: XXXXXX2266 TC ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX6302266 EED:250122 IND ID:IF3rJqeeXL0qiH IND NAME:Seq uoia Grove Charter EWALLET - Divvy jP7OBvx1xaH5vIm TRN: XXXXXX2266 TC	C	-1,541.77 -1,541.77
01/23/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX2751969 EED:250123 IND ID:XXXXXXXX8408300 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX1969 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:136747 CO ENTRY DESCR:tax fund SEC:CCD TRACE#:XXXXXXXX2751969 EED:250123 IND ID:XXXXXXXX8408300 IND NAME:S EQUOIA GROVE CHARTER XXXXXXXXXXXX5001 TRN: XXXXXX1969 TC	C	-8,909.32 -8,909.32
01/23/2025	Expense		Paycor, Inc.	ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250123 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX2751971 EED:250123 IND ID:XXXXXXXX3806940 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX1971 TC ORIG CO NAME:PAYCOR INC. ORIG ID:XXXXXX9990 DESC DATE:250123 CO ENTRY DESCR:DD - FUND SEC:CCD TRACE#:XXXXXXXX2751971 EED:250123 IND ID:XXXXXXXX3806940 IND NAME: SEQUOIA GROVE CHARTER XXXXXXXXXXXX5002 TRN: XXXXXX1971 TC	C	-22,956.93 -22,956.93
01/23/2025	Bill Payment (Check)		Yasmeen Medina		C	-21.00 -21.00

Sequoia Grove Charter Alliance

Check Detail

December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/23/2025	Bill Payment (Check)		Christopher Hermann		C	-19.54
						-19.54
01/23/2025	Bill Payment (Check)		Desiree Miller		C	-131.22
						-131.22
01/24/2025	Bill Payment (Check)	4269	Bright Thinker		C	-1,500.00
						-1,500.00
01/24/2025	Bill Payment (Check)	4270	Sutter Health Plans		C	-
						117,802.00
						-
						117,802.00
01/24/2025	Expense		Comcast			-581.37
				8155600451932795 - Feb 2025 - 1544 EUREKA RD		-581.37
01/24/2025	Bill Payment (Check)		Fox Creek Fund LLC		C	-13,274.82
						-13,274.82
01/27/2025	Bill Payment (Check)		HUB International 403B (TCG)		C	-1,831.63
						-1,831.63
01/27/2025	Bill Payment (Check)		Metlife Group Benefits		C	-36,543.77
						-36,543.77
01/28/2025	Expense		UPS*BILLING CENTER	ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250126 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX3122855 EED:250128 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXXXX2855 TC ORIG CO NAME:UPSBILLCTR ORIG ID:XXXXXX0436 DESC DATE:250126 CO ENTRY DESCR:PAYMENT SEC:PPD TRACE#:XXXXXXXXX3122855 EED:250128 IND ID:0000046 FY8 IND NAME:Sequoia Grove Charter Log in to the UPS Billing Center fo r payment details. TRN: XXXXXXXX2855 TC	C	-1,287.84
						1,287.84

Sequoia Grove Charter Alliance

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December 2024 - January 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/29/2025	Bill Payment (Check)	4271	Dani Tal LLC (Professional Property Services, inc.)		C	-10,315.59
						-10,315.59
01/29/2025	Bill Payment (Check)	4272	Follett School Solutions LLC			-3,758.57
						-3,758.57
01/29/2025	Bill Payment (Check)	4273	Pacific Shredding		C	-80.00
						-80.00
01/29/2025	Expense		Divvy	ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX3079424 EED:250129 IND ID:2 CgRUBkclw2WZb IND NAME:Seq uoia Grove Charter EWALLET - Divvy WjFNzp3J4J8eEUL TRN: XXXXXX9424 TC	C	-694.47
				ORIG CO NAME:EWALLET - Divvy ORIG ID:XXXXXX4657 DESC DATE: CO ENTRY DESCR:Divvy CredSEC:CCD TRACE#:XXXXXXXX3079424 EED:250129 IND ID:2 CgRUBkclw2WZb IND NAME:Seq uoia Grove Charter EWALLET - Divvy WjFNzp3J4J8eEUL TRN: XXXXXX9424 TC		-694.47
01/30/2025	Bill Payment (Check)	4274	Kaiser Foundation Health Plan		C	-25,753.69
						-25,753.69
01/30/2025	Bill Payment (Check)	4275	Kaiser Foundation Health Plan		C	-
						122,272.14
						-
						122,272.14
01/31/2025	Bill Payment (Check)		Fuelman		C	-77.86
						-77.86



Library Services Coordinator	
Job Title	Library Services Coordinator Library Services Manager
Direct Report	CEO or Administrative Designee
FLSA Status	Non-exempt Exempt
Position Type	Full Time, M-F, 7:30AM to 4:00PM
Salary Schedule	Schedule B
Classification	Classified
Board Approved	6/9/2022
Revised	6/3/2022

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

SUMMARY OF POSITION

Under the supervision of the CEO or administrative designee, the Library Services manager is responsible for the supervision and management of library ordering, processing, cataloging, distributing, circulating and inventorying of all library materials.

REPRESENTATIVE DUTIES

Employees may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, what is intended is to accurately reflect the principal job elements.

ESSENTIAL FUNCTIONS

- Display knowledge of the roles, responsibilities, and duties of supervisors and managers; accurately assess the impact upon others of role performance; support and promote organizational decisions, policies, and programs.
- Assist in the observation and evaluation of personnel as requested.
- Communicate and prioritize work flow for department members.
- Train new team members.
- Support team members with troubleshooting and resolving parent and teacher issues.
- Meet and collaborate with the heads of other departments.
- Provide excellent customer service to staff and families.

- Use library management systems (e.g., Follet) and asset management software to process and track curriculum and other educational materials for distribution.
- Load and unload materials, curriculum and other items into the SGCA libraries.
- Responsible for ensuring library policies, procedures, and expectations are followed.
- Provide support to administration, HST's (Homeschool Teachers), and families both on and off-site.
- **Work closely with team leads and admin staff for school run events.**
- **Distribute department information through park days, on the provided social media outlets and in school issued communication with families.**
- **Ensure deadlines for the department are met and upcoming projects are properly delegated.**
- **Manage the lending library calendar and ensure that any changes or cancellations are notified to all appropriate personnel.**
- Knowledge of practices and procedures involving filing systems, phones, and general record keeping procedures in student information systems.
- Provide support to students and families pertaining to curriculum and resource materials.
- Other duties as assigned.

REQUIRED SKILLS/ABILITIES

- Attention to detail and accuracy; excellent organizational, analytical and problem-solving skills.
- Ability to maintain accurate records and uphold confidentiality at all times.
- Ability to gather information and prepare reports.
- Ability to adhere to timelines.
- Ability to work collaboratively and tactfully with others.
- Strong verbal and written communication skills.
- Innovative and resourceful problem solving skills.
- Proficiency with computers and software including Google Suite, Word, Excel, ZOOM, and standard office equipment.

EDUCATION/EXPERIENCE

- Any combination of education, training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:
- Bachelor's Degree plus two (2) years' experience in a library or equivalent setting; OR:
- Associate's Degree plus three (3) years' experience in a library or equivalent setting; OR:
- High School Diploma plus five (5) years' experience in a library or equivalent setting with increasing responsibilities.
- Experience in an educational setting is preferred.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Office Environment - Work involves sitting most of the work day greater than 50% of the time. Walking and standing are required only occasionally. Typing and applying pressure with the fingers and palm required. Substantial repetitive movements (motions) of the wrists, hands, and/or fingers. Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures;

transcribing; viewing a computer terminal; extensive reading, primarily on a computer monitor. Occasional travel required for offsite meetings and events. Normally less than 10% of the time. Must be able to lift up to 15 lbs.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the*

Sequoia Grove Charter Alliance is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Sequoia Grove Charter Alliance makes hiring decisions based solely on qualifications, merit, and business needs at the time.

ADDITIONAL REQUIREMENTS

DOJ fingerprint Clearance

Internal Professional Development/Training

Signature (Sequoia Grove Charter Alliance Representative)

Date

Employee

Date