Capital Area School for the Arts Charter School

Charter Annual Report

07/01/2013 - 06/30/2014

School Profile

Demographics

150 Strawberry Square
Harrisburg, PA 17101
(717)732-8450

Phase:	Phase 3
CEO Name:	Timothy Wendling
CEO E-mail address:	twendling@casa-arts.org

Governance and Staff

Leadership Changes

Leadership changes during the past year on the Board of Trustees and in the school administration:

The Board of Trustees that was in place during the school year 2013-2014 was the first Board of Capital Area School for the Arts Charter School, since this past year was our innagural year. All Board members will also be serving during the 2014-2015 school year. Their names are below:

David B. Skerpon, President
Elizabeth P. Mullaugh, Vice-President
Sean Galloway, Treasurer
David Herman, Secretary
Lois Lehrman Grass
Perrise Hatcher
Christine Pavlakovich
Audrey Sanders
Caryn Watson
Glenn Zehner
Vicki Chambers - Addition for the 2014-2015 School Year

A new Principal/CEO was also hired to lead the school for the 2013-2014 school year. He will remain for the 2014-2015 school year. His name is Timothy Wendling.

Board of Trustees Meeting Schedule

Location	Date and Time
CASA Charter School 150 Strawberry Square, Harrisburg, PA	7/8/2013 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	8/8/2013 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	8/12/2013 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	9/9/2013 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	10/14/2013 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	11/11/2013 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	12/9/2013 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	1/13/2014 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	2/10/2014 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	3/10/2014 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	5/12/2014 10:00 AM
CASA Charter School 150 Strawberry Square, Harrisburg, PA	6/9/2014 10:00 AM

Professional Staff Member Roster

There are no professional staff members.

The professional staff member roster as recorded originally on the PDE-414 form

XLSX file uploaded.

Quality of Teaching and Other Staff

Position Categories	All Employed per Category	Appropriately Certified	Promoted	Transferred	Terminated	Contracted for Following Year
Chief Academic Officer/Director	1.00	1.00				1.00
Principal	1.00	1.00				1.00
Assistant Principal						
Classroom Teacher (including Master Teachers)	9.00	9.00				9.00
Specialty Teacher (including Master Teachers)	1.00					1.00
Special Education Teacher (including Master Teachers)	1.00	1.00				1.00
Special Education Coordinator						
Counselor	1.00	1.00				1.00
Psychologist	1.00	1.00				1.00
School Nurse	1.00	1.00				1.00
Totals	16.00	15.00	0	0	0	16.00

Further explanation:

The CEO and Principal roles are covered by the same Administrator.
Capital Area School for the Arts Charter School contracts with a certified School Psychologist and School Nurse.
For the year 2014-2015, we will be hiring 2 additional teachers to add to our academic staff.

Fiscal Matters

Major Fundraising Activities

Major fundraising activities performed this year and planned for next year:

CASA Charter School Fundraising 2013-2014 and projected 2014-2015
The preponderance of fundraising for CASA Charter School is done under the auspices of Capital Region Arts and Education ("CRAE"), a Pennsylvania non-profit corporation organized under Section 501(c)(3) of the Internal Revenue Code. CRAE was incorporated in 2012 to facilitate application for a public school charter from the Harrisburg school district. Its operations transitioned to fundraising with award of CASA's Charter as of July 1, 2013. CRAE received a determination letter from the Internal Revenue Service approving its application for Exemption under §501(c)(3) on April 15, 2014.
In the year 2013-2014, CRAE sought and received three (3) significant grants: (i) a Two Hundred Thousand ($200,000) Dollar grant from the Alexander Grass Foundation for start-up and general purposes; (ii) a Twenty Thousand ($20,000) Dollar grant from the Brody Family Fund of The Foundation for Enhancing Communities for engagement of a Creative Writing Guest Artist; and (iii) a Fifteen Thousand ($15,000) Dollar grant from the Wells Foundation for purchase of laptop computers.
In 2013-2014, CRAE raised private support through events, such as the Annual Performance and reception and a benefit brunch hosted by a third party, and direct solicitations. Several unsolicited donations from private individuals were also received.
In addition, in 2013, CASA Charter School on its own behalf, sought and received a grant of $95,000 from The Reinvestment Fund for facility improvements to create a lunchroom, student lounge, locker and temporary office space. The CASA Charter School PTO organizes fundraising events such as spirit wear sales to fund various student activities.
For the year 2014-2015, CRAE will seek several grants from private and corporate foundations, as from public charities such as Community Foundation funds. It will organize additional events for individual support, will conduct an annual appeal via mailing and will solicit individual private donations. All proceeds raised will be for the support of CASA Charter School.

Fiscal Solvency Policies

Changes to policies and procedures to ensure and monitor fiscal solvency:

The Capital Area School for the Arts Charter School's Board of Trustees has established policies to ensure and monitor fiscal solvency. 2013-2014 was the first year of the Charter School, so all of the policies were new. They are attached.

Fiscal Solvency Policies

Charter School documents that describe policies and procedures that have been established to ensure and monitor fiscal solvency (optional if described in the narrative)

Files uploaded:

- 625- Procurement Cards.docx
- 622 - GASB Statement 34.docx
- 620 - Fund Balance.docx
- 619 - School Audit.docx
- 618 - Activity Accounts.docx
- 615 - Payroll Deductions.docx
- 614 - Payroll Authorization.docx
- 613 - Cooperative Purchasing.docx
- 612 - Purchases not Budgeted.docx
- 611 - Purchases Budgeted.docx
- 610 Purchases Subject to Bid.docx
- 608 - Bank Accounts.docx
- 607 - Subsidy Income.docx
- 603 - Budget Preparation.docx
- 602 - Budget Planning.pdf
- 601 - Fiscal Objectives.docx

Accounting System

Changes to the accounting system the charter school uses:

Accounting services for CASA Charter School are performed by Diana M. Reed and Associates (DMR). The following accounting processes exist:
Cash Receipts - Payments to the Charter School for tuition are remitted directly to DMR by the payor. The checks are endorsed and deposited, after which a DMR Associate will record the deposit in the Quickbooks online system. A copy of the deposit documentation is sent to the Treasurer for review. Occasionally, checks are received in the school office for tuition payments or donations. These are provided to the Treasurer for endorsement and deposit. Supporting documentation is then remitted to DMR to be recorded in the Quickbooks online system.
Cash Disbursements - Invoices and other requests for payment are accumulated in the school office. These are provided to the Treasurer on a regular basis for payment. The Treasurer compares the request to the budget, as well as CASA policies regarding bid requirements. The Treasurer will then assign a general ledger account number and forward the request to DMR to prepare the check and record in the Quickbooks online system. In cases where a quick turnaround is required, the Treasurer will write the check; however, the Treasurer may not sign checks. To ensure this, he is not listed as an authorized signor with the Bank. When the treasurer writes checks, they are signed by the School CEO/Principal. Supporting documentation is then forwarded to DMR to record in the Quickbooks online system.
Reconcilement and Financial Reporting - Each month, the CASA checking account is reconciled by a DMR associate. A separate DMR associate will then prepare the monthly reporting package of a year-to-date statement of condition and statement of changes in net assets. These statements are reviewed by the Treasurer, who presents them to the Board of Trustees at their monthly meeting.

Preliminary Statements of Revenues, Expenditures & Fund Balances

The completed and CEO signed Fiscal Template – Preliminary Statements of Revenues, Expenditures & Fund Balances

PDF file uploaded.

Financial Audits

Basics

Audit Firm:	Brown Schultz Sheridan & Fritz
Date of Last Audit:	08/01/2014
Fiscal Year Last Audited:	2013-2014

Explanation of the Report

Detailed explanation of the report (if the previous year's report has been submitted.) Any audit report for a school year that precedes this annual report by more than 2 years is not acceptable and may be considered a material violation:

This was the first year for Capital Area School for the Arts Charter School, therefore we do not yet have an audit report to submit. The audit for this past school year 2013-2014 is currently underway.

Financial Audit Report

The Financial Audit Report, which should include the auditor's opinion and any findings resulting from the audit

No file has been uploaded.

Citations

Financial audit citations and the corresponding Charter School responses

Description	Response

Federal Programs Consolidated Review

Basics

Title I Status:	No
Date of Last Federal Programs Consolidated Review:	
School Year Reviewed:	

Federal Programs Consolidated Review Report

The Federal Programs Consolidated Review Report, which should include the Division's opinion and any findings resulting from the audit

No file has been uploaded.

Citations

Federal Programs Consolidated Review citations and the corresponding Charter School responses

Description	Response

Special Education

Chapter 711 Assurances

The LEA agrees to comply with all requirements of Special Education outlined in 22 PA Code Chapter 711 and other state and federal mandates. These include:

Implementation of a full range of services, programs and alternative placements available to the Charter School for placement and implementation of the special education programs in the Charter School.

Implementation of a child find system to locate, identify and evaluate young children and children who are thought to be a child with a disability eligible for special education residing within the Charter School's jurisdiction. Child find data is collected, maintained and used in decision-making. Child find process and procedures are evaluated for their effectiveness. The Charter School implements mechanisms to disseminate child find information to the public, organizations, agencies and individuals on at least an annual basis.

Assurances of students with disabilities are included in general education programs and extracurricular and non-academic programs and activities to the maximum extent appropriate in accordance with an Individualized Education Program.

Following the state and federal guidelines for participation of students with disabilities in state and Charter School-wide assessments including the determination of participation, the need for accommodations and the methods of assessing students for whom regular assessment is not appropriate.

Assurance of funds received through participation in the medical assistance reimbursement program, ACCESS, will be used to enhance or expand the current level of services and programs provided to students with disabilities in this local education agency.

Special Education Support Services

Support Service	Location	Teacher FTE
Special Education Teacher	Capital Area School for the Arts Charter School	1

Special Education Contracted Services

Title	Amt. of Time per Week	Operator	Number of Students
Occupational Therapist	0.25 Days	Intermediate Unit	10 or fewer
School Psychologist	0.5 Days	Outside Contractor	10 or fewer
Speech and Language Clinician	0.25 Days	Intermediate Unit	10 or fewer

Special Education Cyclical Monitoring

Date of Last Special Education Cyclical Monitoring:	Not Provided
Link to Report (Optional):	Not Provided

Special Education Cyclical Monitoring Report

The Special Education Cyclical Monitoring Report, which should include the Bureau's findings

No file has been uploaded.

Facilities

Fixed assets acquired by the Charter School during the past fiscal year

Fixed assets acquired by the Charter School during the past fiscal year:

During the past fiscal year 2013-2014, CASA Charter School acquired the following fixed assets:

Leasehold Improvements	$26,203.50
Computers	$25,294.93
Furniture and Fixtures	$56,371.89
Equipment	$15,634.89

The total Charter School expenditures for fixed assets during the identified fiscal year:

$123,505.21

Facility Plans and Other Capital Needs

The Charter School's plan for future facility development and the rationale for the various components of the plan:

The Capital Area School for the Arts (CASA) Charter School plans no facility development for the 2014-2015 school year. Facility improvements for 2014-2015 to accommodate increased enrollment to a maximum of 180 students will include the following:
- Painting the hallways, visual art classroom, and theater classroom due to normal wear
- Purchasing additional furnishings for the visual art classroom and the film and video classroom to accommodate increased enrollment

Looking ahead to 2015-2016 and beyond, CASA will need to add additional art program classrooms to accommodate the charter school's maximum enrollment of 200 students. During the fall of 2014, the charter school administration and leadership will develop a plan for this expansion based on a determination of which art disciplines require additional space to best accommodate and maximize the increased enrollment.

Memorandums of Understanding

Organization	Purpose
City of Harrisburg Police Bureau and Capital Area School for the Arts Charter School	This Memorandum establishes procedures to be followed when certain incidents occur on school property, at any school sponsored activity, or on a conveyance as described in the Safe Schools Act (such as a school bus) providing transportation to or from a school or school sponsored activity. This Memorandum does not cover incidents that are outside of those school settings and create no substantial disruption to the learning environment.

Charter School Annual Report Affirmations

Charter Annual Report Affirmation

I verify that all information and records in this charter school annual report are complete and accurate.

The Chief Executive Officer and the Board of Trustee President of the charter school must sign this verification.

Affirmed by David Skerpon on 7/29/2014

President, Board of Trustees

Affirmed by Timothy Wendling on 7/28/2014

Chief Executive Officer

Charter School Law Affirmation

Pennsylvania's first Charter School Law was Act 22 of 1997, 24 P.S. § 17-1701-A et seq., which primarily became effective June 19, 1997, and has subsequently been amended.

The Charter School Law provides for the powers, requirements, and establishment of charter schools. The Charter School Law was passed to provide opportunities to teachers, parents, pupils and community members to establish and maintain schools that operate independently from the existing school district structure as a method to accomplish all of the following: (1) improve pupil learning; (2) increase learning opportunities for all pupils; (3) encourage the use of different and innovative teaching methods; (4) create new professional opportunities for teachers; (5) provide parents and pupils with expanded choices in types of educational opportunities that are available within the public school system; and (6) hold charter schools accountable for meeting measurable academic standards and provide the school with a method to establish accountability systems.

The charter school assures that it will comply with the requirements of the Charter School Law and any provision of law from which the charter school has not been exempted, including Federal laws and regulations governing children with disabilities. The charter school also assures that it will comply with the policies, regulations and procedures of the Pennsylvania Department of Education (Department). Additional information about charter schools is available on the Pennsylvania Department's website at: http://www.education.state.pa.us.

The Chief Executive Officer and Board of Trustees President of the charter school must sign this assurance.

Affirmed by David Skerpon on 7/29/2014

President, Board of Trustees

Affirmed by Timothy Wendling on 7/28/2014

Chief Executive Officer

Ethics Act Affirmation

Pennsylvania's current Public Official and Employee Ethics Act (Ethics Act), Act 93 of 1998, Chapter 11, 65 Pa.C.S. § 1101 et seq., became effective December 14, 1998 and has subsequently been amended.

The Ethics Act provides that public office is a public trust and that any effort to realize personal financial gain through public office other than compensation provided by law is a violation of that trust. The Ethics Act was passed to strengthen the faith and confidence of the people of Pennsylvania in their government. The Pennsylvania State Ethics Commission (Commission) administers and enforces the provisions of the Ethics Acts and provides guidance regarding its requirements.

The regulations of the Commission set forth the procedures applicable to all proceedings before the Commission as well as for the administration of the Statement of Financial Interests filing requirements. See 51 Pa. Code § 11.1 et seq.

The charter school assures that it will comply with the requirements of the Ethics Act and with the policies, regulations and procedures of the Commission. Additional information about the Ethics Act is available on the Commission's website at: http://www.ethics.state.pa.us.

The Chief Executive Officer and Board of Trustees President of the charter school must sign this assurance.

Affirmed by David Skerpon on 7/29/2014

President, Board of Trustees

Affirmed by Timothy Wendling on 7/28/2014

Chief Executive Officer

CERTIFICATION VERIFICATION FORM
PDE-414

Complete the following information for all professional staff members.

Staff No.	Name of employee (List all names in alphabetical order)	PA Certified Yes/No	Areas of Certification Type of Certificate	Grades Teaching or Serving	All Areas of Assigjment Subject Areas Teaching or Services Provided	Number of Hours Worked in Assignmnt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
1	Audet, Chelsea	Yes	English / Biology / Communicatioins Grades 7-12 / Level I	9, 10, 11, 12	English	7.5 / Day	100%	0%
2	Battista, Rosemary	Yes	Dance 7-12 - Level II	9, 10, 11, 12	Dance	7.5 / Day	100%	0%
3	Boyer, Thomas	Yes	Music - Level II	9, 10, 11, 12	Music	7.5 / Day	100%	0%
4	Frey, Kimberly	Yes	Mathematics 7-12 - Level I	9, 10, 11, 12	Mathematics	7.5 / Day	100%	0%
5	Jeffrey Garofalo	Yes	Biology / General Science - Level I	9, 10, 11, 12	Biolgy, Gen. Science	7.5 / Day	100%	0%
6	Kagle, Renata	Yes	Art K-12 - Level II	9, 10, 11, 12	Art	7.5 / Day	100%	0%
7	Segarra, Julie	Yes	Special Education - Level II	9, 10, 11, 12	Special Education	7.5 / Day	100%	0%
8	Smith, Caleb	Yes	Vocational Instruction - Level I / Technology	9, 10, 11, 12	Film and Video	7.5 / Day	100%	0%
9	Stewart, Ann	No	N/A	9, 10, 11, 12	Creative Writing	7.5 / Day	N/A	100%
10	Ulam, Mark	Yes	Social Studies - Level II	9, 10, 11, 12	Social Studies	7.5 / Day	100%	0%
11	Weitzman, Lisa	Yes	Communications - Level II	9, 10, 11, 12	Theatre	7.5 / Day	100%	0%
13								
14	Baker, Christine	Yes	Secondary School Counselor - Ed. Specialist Level II	9, 10, 11, 12	Counseling	7.5 / Day	100%	0%
15	Hess-Moore, Lynda	N/A	Administrative Assistant	9, 10, 11, 12	N/A	7.5 / Day	N/A	N/A
16	Hill, Sue	N/A	Administrative Assistant	9, 10, 11, 12	N/A	7.5 / Day	N/A	N/A
12	Wendling, Timothy	Yes	Administrative I	9, 10, 11, 12	Prinicipal / CEO	7.5 / Day	100%	0%

Total Number of Administrators (do not include CEO) _____
Total Number of Teachers _____ Counselors _____ School Nurses _____ Others _____
Total Number of Professional Staff _____

Preliminary Statement of Revenues, Expenditures & Fund Balances
Include ALL Funds
as of June 30, 2013

Name of School Capital Area School for the Arts Charter School

Address of School 150 Strawberry Square Harrisburg, PA 17101

CEO Signature Timothy R. Wendling

Note-Expenditures may be submitted EITHER as accrual or cash basis

EXPENDITURES

1000		**INSTRUCTION**	
1100		REGULAR PROGRAMS - ELEMENTARY / SECONDARY	
1200		SPECIAL PROGRAMS - ELEMENTARY / SECONDARY	49,019.33
1300		VOCATIONAL EDUCATION	
1400		OTHER INSTRUCTIONAL PROGRAMS - ELEMENTARY / SECONDARY	920,469.24
1600		ADULT EDUCATION PROGRAMS	
1700		HIGHER EDUCATION PROGRAMS	
1800		PRE-KINDERGARTEN	
2000		**SUPPORT SERVICES**	
2100		SUPPORT SERVICES - PUPIL PERSONNEL	
	2110	Supervision of Pupil Personnel Services	
	2120	Guidance Services	
	2130	Attendance Services	
	2140	Psychological Services	1,760.00
	2150	Speech Pathology and Audiology Services	
	2160	Social Work Services	
	2170	Student Accounting Services	
	2190	Other Pupil Personnel Services	
2200		SUPPORT SERVICES - INSTRUCTIONAL STAFF	
	2210	Supervision of Educational Media Services	

	2220	Technology Support Services	36,975.00
	2230	Educational Television Services	
	2240	Computer-Assisted Instruction Support Services	
	2250	School Library Services	
	2260	Instruction and Curriculum Development Services	422.00
	2270	Instructional Staff Professional Development Services	81.00
	2280	Nonpublic Support Services	
2300		SUPPORT SERVICES - ADMINISTRATION	
	2310	Board Services	
	2320	Board Treasurer Services	
	2340	Staff Relations and Negotiations Services	
	2350	Legal Services	28,305.25
	2360	Office of the Superintendent (Executive Director) Services	198,998.43
	2370	Community Relations Services	
	2380	Office of the Principal Services	
	2390	Other Administration Services	
2400		SUPPORT SERVICES - PUPIL HEALTH	19,129.00
2500		SUPPORT SERVICES - BUSINESS	
	2510	Fiscal Services	19,392.54
	2520	Purchasing Services	
	2530	Warehousing and Distributing Services	
	2540	Printing, Publishing and Duplicating Services	
	2590	Other Support Services - Business	
2600		OPERATION AND MAINTENANCE OF PLANT SERVICES	
	2610	Supervision of Operation and Maintenance of Plant Services	
	2620	Operation of Buildings Services	264,415.63
	2630	Care and Upkeep of Grounds Services	
	2640	Care and Upkeep of Equipment Services	
	2650	Vehicle Operations and Maintenance Services (Other than Student Transportation Vehicles)	
	2660	Security Services	
	2690	Other Operation and Maintenance of Plant Services	
2700		STUDENT TRANSPORTATION SERVICES	
	2710	Supervision of Student Transportation Services	
	2720	Vehicle Operation Services	
	2730	Monitoring Services	
	2740	Vehicle Servicing and Maintenance Services	
	2750	Nonpublic Transportation	

	2790	Other Student Transportation Services	
2800		SUPPORT SERVICES - CENTRAL	
	2810	Planning, Research, Development and Evaluation Services	
	2820	Information Services	
	2830	Staff Services	
	2840	Data Processing Services	
	2850	State and Federal Agency Liaison Services	
	2860	Management Services	
	2890	Other Support Services Central	
2900		OTHER SUPPORT SERVICES - CENTRAL	
	2990	Pass-Thru Funds	
3000		**OPERATION OF NON-INSTRUCTIONAL SERVICES**	
3100		FOOD SERVICES	22,710.66
3200		STUDENT ACTIVITIES	
	3210	School Sponsored Student Activities	
	3250	School Sponsored Athletics	
3300		COMMUNITY SERVICES	
	3310	Community Recreation	
	3320	Civic Services	
	3330	Public Library Services	
	3340	Custody and Child Care	
	3350	Welfare Activities	
	3390	Other Community Services	
3400		SCHOLARSHIPS AND AWARDS	
4000		**FACILITIES ACQUISITION, CONSTRUCTION AND IMPROVEMENT SERVICES**	
4100		SITE ACQUISITION SERVICES - ORIGINAL AND ADDITIONAL	
4200		EXISTING SITE IMPROVEMENT SERVICES	
4300		ARCHITECTURE AND ENGINEERING SERVICES / EDUCATIONAL SPEICIFICATIONS DEVELOPMENT - ORIGINAL AND ADDITIONAL	
4400		ARCHITECTURE AND ENGINEERING SERVICES / EDUCATIONAL SPECIFICATIONS - IMPROVEMENTS	

4500		BUILDING ACQUISITION AND CONSTRUCTION SERVICES - ORIGINAL AND ADDITIONAL	
4600		EXISTING BUILDING IMPROVEMENT SERVICES	
5000		**OTHER EXPENDITURES AND FINANCING USES**	
5100		DEBT SERVICE / OTHER EXPENDITURES AND FINANCING USES	
5200		FUND TRANSFERS	
5300		TRANSFERS INVOLVING COMPONENT UNITS	
5400		INTRAFUND TRANSFERS OUT	
5800		SUSPENSE ACCOUNT	
5900		BUDGETARY RESERVE	
TOTAL EXPENDITURES			1,561,678.08

TOTAL REVENUES MINUS TOTAL EXPENDITURES = CURRENT FUND BALANCE AS OF JUNE 30, 2014

Preliminary Statement of Revenues, Expenditures & Fund Balances
Include ALL Funds
as of June 30, 2013

Name of School Capital Area School for the Arts Charter School

Address of School 150 Strawberry Square Harrisburg, PA 17101

CEO Signature Timothy R. Wendling

REVENUES

6000			**REVENUE FROM LOCAL SOURCES**	
6500			**EARNINGS ON INVESTMENTS**	
	6510		Interest on Investments and Interest-Bearing Checking Accounts	
	6520		Dividends on Investments	
	6530		Gains or Losses on Sale of Investments	
	6540		Earnings on Investments in Real Property	
	6590		Other Earnings or Investments	
6600			**FOOD SERVICE REVENUE**	
	6610		Daily Sales - Reimbursable Programs	2,489.50
	6620		Daily Sales - Non-Reimbursable Programs	
	6630		Special Functions	
	6640		Non-Cash Contributions	
	6650		Price Reduction for Reduced Price and Free Meals (Debit)	
	6690		Other Food Service Revenues	
6700			**REVENUES FROM STUDENT ACTIVITIES**	
	6710		Admissions	
	6720		Bookstore Sales	
	6730		Student Organization Membership Dues and Fees	
	6740		Fees	
	6750		Student Activity - Special Events	
	6790		Other Student Activity Income	
6800			**REVENUES FROM INTERMEDIARY SOURCES / PASS THROUGH**	
	6810		Revenue from Local Governmental Units	
	6820		Revenue from Intermediary Sources - Commonwealth Funds	
	6830		Revenues from Intermediary Sources - Federal Funds	
	6890		Other Revenues from Intermediary Sources	

6900			**OTHER REVENUE FROM LOCAL SOURCES**	
	6910		Rentals	
	6920		Contributions & Donations from Private Sources / Capital Contributions	301,144.80
	6930		Gains or Losses on Sale of Fixed Assets (Economic Resource Measurement Focus Only)	
	6940		Tuition from Patrons	
		6941	Regular Day School Tuition	
		6942	Summer School Tuition	
		6943	Adult Education Tuition	
		6944	Receipts From Other LEAs in Pennsylvania - Education	1,399,649.39
		6945	Receipts from Out-of-State LEAs	
		6946	Receipts from Member Districts - AVTS / Special Program Jointure only	
		6947	Receipts from Members of Intermediate Units for Education by Withholding	
		6948	Receipts from Members of Intermediate Units for Direct Contributions	
		6949	Other Tuition from Patrons	
	6950		Unassigned	
	6960		Services Provide Other Local Governmental Units / LEAs	
		6961	Transportation Services Provided Other Pennsylvania LEAs	
		6969	All Other Services Provided Other Governments and LEAs Not Specified Above	
	6970		Services Provided Other Funds	
	6980		Revenue from Community Service Activities	
	6990		Refunds and Other Miscellaneous Revenue	
		6991	Refunds of a Prior Year Expenditure	
		6999	Other Revenues Not Specified Above	302.18
7000			**REVENUE FROM STATE SOURCES**	
7100			BASIC INSTRUCTIONAL AND OPERATING SUBSIDIES	
	7150		Unassigned	
	7160		Tuition for Orphans and Children Placed in Private Homes	
	7180		Staff and Program Development	
7200			REVENUE FOR SPECIFIC EDUCATIONAL PROGRAMS	
	7210		Homebound Instruction	
	7220		Vocational Education	
	7230		Alternative Education	
	7240		Driver Education - Student	
	7250		Migratory Children	
	7260		Workforce Investment Act (WIA)	
	7270		Specialized Education of Exceptional Pupils	
	7280		Adult Literacy	

	7290		Additional Educational Program Revenues	
7300			REVENUES FOR NON-EDUCATIONAL PROGRAMS	
	7310		Transportation (Regular and Additional)	
	7320		Rental and Sinking Fund Payments / Building Reimbursement Subsidy	
	7330		Health Services (Medical, Dental, Nurse, Act 25)	
	7340		Unassigned	
	7350		Sewage Treatment Operations / Environmental Subsidies	
	7360		Safe Schools	
7400			VOCATIONAL TRAINING OF THE UNEMPLOYED	
7500			STATE REVENUE NOT LISTED ELSEWHERE IN THE 7000 SERIES OF ACCOUNTS	
		7502	Dual Enrollment Grants	
		7503	Project 720/High School Reform	
		7599	Other State Revenue Not Listed Elsewhere in the 7000 Series	
7600			REVENUE FOR MILK, LUNCH AND BREAKFAST PROGRAMS	
7800			REVENUE FOR THE COMMONWEALTH'S SHARE OF PAID BENEFITS	
	7810		State Share of Social Security and Medicare Taxes	
	7820		State Share of Retirement Contributions	44,186.26
7900			REVENUE FOR TECHNOLOGY	
	7910		Educational Technology	
	7990		Other Technology Grants	
8000			**REVENUE FROM FEDERAL SOURCES**	
8100			UNRESTRICTED GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT	
	8110		Payments for Federally Impacted Areas - P.L. 81-874	
	8190		Other Unrestricted Federal Grants-in-Aid Direct from the Federal Government	
8200			UNRESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH	
8300			RESTRICTED GRANTS-IN-AID DIRECTLY FROM THE FEDERAL GOVERNMENT	
	8310		Payments for Federally Impacted Areas - P.L. 81-815	
	8320		Energy Conservation Grants - TA and ECM	

	8390		Other Restricted Federal Grants-in-Aid Directly from the Federal Government	
8500			RESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH FOR THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA), NO CHILD LEFT BEHIND (NCLB), VOCATIONAL EDUCATION, CHILD NUTRITION AND CAREER EDUCATION PROGRAMS	
	8510		Individuals with Disabilities Education Act (IDEA) and No Child Left Behind (NCLB)	
	8520		Vocational Education	
	8530		Child Nutrition Program	
	8540		Nutrition Education and Training	
	8560		Federal Block Grants	
	8570		Unassigned	
	8580		Child Care and Development Block Grants	
	8590		Unassigned	
8600			RESTRICTED GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH THE COMMONWEALTH FOR DRIVER EDUCATION, ADULT EDUCATION, CETA, HEADSTART, ENERGY CONSERVATION, WORKFORCE INVESTMENT ACT AND OTHER PROGRAMS	
	8610		Homeless Assistance Act	
	8620		Adult Basic Education	
	8640		Headstart	
	8650		Unassigned	
	8660		Workforce Investment Act (WIA)	
	8670		Unassigned	
	8680		Unassigned	
	8690		Other Restricted Federal Grants-in-Aid through the Commonwealth	
8800			MEDICAL ASSISTANCE REIMBURSEMENTS	
9000			**OTHER FINANCING SOURCES**	
9100			SALE OF BONDS	
	9110		Bond Issue Proceeds (Gross)	
	9120		Proceeds from Refunding of Bonds	
9200			PROCEEDS FROM EXTENDED TERM FINANCING	
9300			INTERFUND TRANSFERS	
	9310		General Fund Transfers	
	9320		Special Revenue Fund Transfers	

	9330		Capital Projects Funds Transfers	
	9340		Debt Service Fund Transfers	
	9350		Enterprise Fund Transfers	
	9360		Internal Service Fund Transfers	
	9370		Trust and Agency Fund	
	9380		Activity Fund Transfers	
	9390		Permanent Fund Transfers	
9400			SALE OF OR COMPENSATION FOR LOSS OF FIXED ASSETS	
9500			Unassigned	
9600			Unassigned	
9700			TRANSFERS INVOLVING COMPONENT UNITS AND PRIMARY GOVERNMENTS	
	9710		Transfers from Component Units	
	9720		Transfers from Primary Governments	
9800			INTRAFUND TRANSFERS IN	
	9810		General Fund Intrafund Transfers	
	9820		Special Revenue Intrafund Transfers	
	9840		Debt Service Intrafund Transfers	
	9850		Enterprise Intrafund Transfers	
	9860		Internal Service Intrafund Transfers	
	9870		Trust and Agency Intrafund Transfers	
	9880		Activity Interfund Transfers	
TOTAL REVENUES				1,747,772.13

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PROCUREMENT CARDS

ADOPTED: July, 2014

REVISED:

625. PROCUREMENT CARDS

1. Authority

The Capital Area School for the Arts Charter School Board approves the use of procurement cards by designated employees in order to make authorized purchases of goods and/or services for official use. The use of procurement cards is intended to improve the efficiency of authorized purchasing activities, reduce processing expenses, improve controls for small-dollar purchase, and streamline vendor payments. The Board directs the administration to enforce this policy and to establish additional procedural safeguards to prevent misuse of such procurement cards.

The Board may authorize the purchase of adequate insurance coverage for procurement card misuse as it may deem necessary.

2. Definition

Procurement Card – a corporate charge card issued to designated employee(s) by the school to make authorized purchases of goods and/or services for the school.

Designated Employee – an employee who has been issued a procurement card by the School Board in order to make authorized purchases using that card in compliance with this policy.

3. Delegation of Responsibility

The Board Treasurer shall be primarily responsible for the enforcement of this policy; however, the Principal or designee shall ensure that any alleged violations of this policy shall be investigated and otherwise reported to the Board.

A list of all designated employees issued procurement cards shall be maintained with the Treasurer. The issuance of a procurement card is not an entitlement of any employment position, nor reflective of title or position. Procurement cards may be issued to employee based upon their legitimate needs to purchase goods or services for the school. A procurement card issued to a designated employee may be revoked at any time without prior notice.

All use of procurement cards shall be supervised and monitored on a regular basis by the Treasurer, who shall ensure the use of such cards is in accordance with this policy and the funds budgeted for this purpose.

	Proper accounting procedures for the use of procurement cards shall be developed, distributed, implemented, and monitored by the Treasurer.
4. Guidelines	The following guidelines apply when a designated employee is issued or uses a procurement card under this policy: 1. Each designated employee using a school procurement card shall sign a card usage agreement; and abide by the terms and conditions of those policies and procedures. 2. A designated employee authorized to use a procurement card shall maintain adequate security of the care while it is in his/her possession. Under no circumstances may the card be used by another individual. 3. A designated employee is responsible to immediately report a lost or stolen procurement card to the Treasurer when the loss or theft is discovered. Failure to report a lost or stolen card shall be considered a violation of this policy. 4. Procurement cards shall be used only for authorized school purchases and shall not be used for personal purchases or purchases prohibited by this policy or applicable laws or regulations. 5. The designated employee shall retain the original customer's copy of the charge slip, along with the detailed receipt, which identifies every purchase and its corresponding cost when the procurement card is used. For telephone orders, the designated employee shall retain the receipt and/or packing slip. The designated employee shall write a narrative description of the account/project to be charged, on the back of each receipt. 6. Where supporting documentation is missing, the designated employee must contact the vendor and request a duplicate receipt. Failure to provide adequate documentation shall result in disciplinary action and employees may be required to make payment for such transactions. 7. The school is exempt from paying any Commonwealth of Pennsylvania (and generally all other states) sales and/or use of tax, even if the purchase is made with the procurement card. The designated employee is responsible to make the vendor aware that the procurement card purchase will be tax exempt prior to processing the sale. 8. If the vendor charges sales tax on the procurement card purchase, the designated employee shall contact the vendor and obtain a credit equal to the amount of the sales tax. The vendor will not be permitted to issue cash to settle a sales tax error.

9. All information relating to a designated employee's procurement card purchases shall be submitted to the Treasurer within seven (7) days after receipt of the monthly statement of purchases.

10. For every purchase made with a procurement card, the designated employee must be prepared to substantiate necessity or official use.

11. The designated employee shall reimburse the school the full cost for any unauthorized or prohibited purchases using a procurement card. Additionally, a designated employee may be subject to disciplinary action for violating this policy.

The purchase of the following items using a procurement card shall be subject to the prior authorization procedures listed below:

1. Travel and travel-related costs – all such purchases shall be pre-approved ty the designated employee's immediate supervisor and only for the reasonable transportation and/or lodging expenses to attend a conference or training session related to his/her work responsibilities.

2. Meals and food – no purchases of meals or food are authorized, subject to the following exception: (a) designated employees may be authorized to purchase meals for themselves while attending work-related conferences or training sessions when meals are not provided to conference or training session attendees.

3. Purchases Exceeding Established Spending Limits – a designated employee shall not exceed, or attempt to exceed, the established monthly and/or annual spending limit for the procurement card issued to him/her. Additionally, for any expenditure that exceeds $500, pre-authorization shall be obtai9ned for said purchase from the Treasurer. The Treasurer may establish a higher dollar limit for pre-authorization of purchases subject to the approval of the Board.

Violations of this policy by an employee shall result in disciplinary action, in accordance with Board policy.

The established procedure for processing purchases by designated employees using procurement cards shall be as follows:

1. Designated employees deal directly with the "authorized" vendor (including communication for any disputed transactions including sales tax).

2. The Treasurer receives monthly procured card statement and distributes individual statements to designated employees.

3. Designated employees verify receipt of purchased items, forward receipts, and sign as correct. Designated employees are responsible to provide adequate description of each item purchased to allow for proper coding of the items for entry into the financial software package.

4. The Treasurer reviews statement with receipts attached and signs approval.

5. The Treasurer verifies all reconciliations, assigns appropriate account codes and investigates discrepancies.

Procurement cards shall not be used to circumvent any bidding process required by law. Purchases over $4,000.00 shall require the use of a purchase order in accordance with established Board policy and administrative regulations.

Procurement cards shall not be used for purchases that could be anticipated at the beginning of the school year and would circumvent the bidding process required by law.

References:

School Code – 24 P.S. Sec. 510, 751, 807.1

Board Policy – 317, 417, 517, 610, 611

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: GASB STATEMENT 34

ADOPTED: July, 2014

REVISED:

622. GASB STATEMENT 34

1. Purpose

The Capital Area School for the Arts Charter School Board recognizes the need to implement the required accounting and financial reporting standards stipulated by the Pennsylvania Department of Education.

2. Authority
SC 218, 613

The primary objectives of implementing the GASB Statement 34 are to assure compliance with state requirements, and properly account for both the financial and economic resources of the school.

Participation of the school in any such activity shall be in accordance with Board policy.

3. Delegation of Responsibility

The responsibility to coordinate the compilation and preparation of all information necessary to implement this policy is delegated to the accountants of the school.

The designated individual shall be responsible for implementing the necessary procedures to establish and maintain a fixed asset inventory, including depreciation schedules. Depreciation shall be computed on a straight-line basis over the useful lives of the assets, using an averaging convention. Normal maintenance and repairs shall be charged to expense as incurred; major renewals and betterments that materially extend the life or increase the value of the asset shall be capitalized. A schedule of accumulated depreciation shall be consistent from year to year. The basis for depreciation, including groups of assets and useful lives, shall be in writing and submitted for review to the Finance Committee of the Board.

The Accountant, with the assistance of the Board Finance Chair, shall prepare the required Management Discussion and Analysis (MD&A). The MD&A shall be in the form required by GASB Statement 34 and shall be submitted to the Board for approval, prior to publication.

Prior to submission of the MD&A for Board approval, the school's independent auditors shall review the MD&A, in accordance with SAS No. 52,"Required Supplementary Information."

In order to associate debt with acquired asset, and to avoid net asset deficits, any

asset that has been acquired with debt proceeds shall be capitalized, regardless of the cost of the asset. The asset life of these assets shall be considered relative to the time of the respective debt amortizations.

For all other assets not acquired by debt proceeds, the dollar value of any single item for inclusion in the fixed assets accounts shall be not less than $4,000.

The capitalization threshold shall be set at a level that will capture at least eighty percent (80%) of all fixed assets.

The assets listed below do not normally individually meet capitalization threshold criteria:

1. Library books.
2. Classroom texts.
3. Computer equipment.
4. Classroom office furniture.

These asset category costs shall be capitalized and depreciated as groups when that group's acquisition cost exceeds the capitalization threshold in any given fiscal year.

For group asset depreciation, purposes, the estimated useful life of the group may be used on the weighted average or simple average of the useful life of individual items, or on an assessment of the life of the group as a whole. Periodically, the school shall review the estimated life of groups of assets and adjust the remaining depreciation life of the group.

Assets that fall below the capitalization threshold for GASB 34 reporting purposes may still be significant for insurance, warranty service, and obsolescence/replacement policy tracking purposes. The school may record and maintain these non-GASB 34 asset inventories in subsidiary ledgers.

References:

School Code – 24 P.S. Sec. 218, 613

Governmental Accounting Standards Board, Statement No. 34

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: FUND BALANCE

ADOPTED: July, 2014

REVISED:

620. FUND BALANCE

1. Purpose

The Capital Area School for the Arts Charter School Board believes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the school and is fiscally advantageous for both the school and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of year-end fund balance to be maintained by the district.

2. Definitions

Fund balance is a measurement of available financial resources. Fund balance is the difference between total assets and total liabilities in each fund.

3. Guidelines

BASB Statement No. 54 classifies fund balances based on the relative strength of the constraints that control the purposes for which specific amounts can be spent. Beginning with the most binding constraints, fund balance amounts shall be reported in the following classifications:

Nonspendable – amounts that cannot be spent because they are in a nonspendable form (e.g. inventory) or legally or contractually required to be maintained intact (e.g. principal of a permanent fund).

Restricted – amounts limited ty external parties, or legislation (e.g. grants or donations).

Committed – amounts limited by Board policy (e.g. future anticipated costs.)

Assigned – amounts that are intended for a particular purpose, such as a rate stabilization fund or segregation of an amount intended to be used at some time in the future.

Unassigned – amounts available for consumption or not restricted in any manner.

The school will strive to maintain an unassigned general fund balance of not less than five percent (5%) and not more than eight percent 9*%) of the budgeted expenditures for that fiscal year.

The total fund balance, consisting of several portions including committed, assigned

	and unassigned, may exceed eight percent (8%). If the unassigned portion of the fund balance falls below the threshold of five percent (5%), the Board will pursue variations of increasing revenues and decreasing expenditures, or a combination of both until five percent (5%) is attained. If the assigned and unassigned portions of the fund balance exceed sixteen percent (16%) of budgeted expenditures, the Board may utilize a portion of the fund balance b appropriating excess funds for nonrecurring expenditures only. The responsibility for designating funds to specific classifications shall be as follows: 1. Nonspendable – may be assigned by the Board Finance Committee. 2. Restricted – may be assigned by the Board Finance Committee. 3. Committed – shall be assigned by the Board 4. Assigned – may be assigned by the Finance Committee of the Board The Board chair shall be responsible for the enforcement of this policy References: School code – 24 P.S. Sec. 218, 688

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: SCHOOL AUDIT

ADOPTED: July, 2014

REVISED:

619. SCHOOL AUDIT

1. Purpose
SC 408, 2401, 65 P.S. Sec. 67.701

The Capital Area School for the Arts Charter School Board recognizes the importance of the public's right to have access to the public records of the school, including public financial records. The public has the right under law to inspect and procure copies of the annual audit conducted by the Auditor General's office.

2. Authority
SC 437, 2401, 2408, 2441

The Board shall employ an independent, certified public accountant to conduct an annual audit in conformance with prescribed and legal standards. The completed audit shall be presented to the Board for its examination and approval.

The Board recognizes its obligation to represent the best interests of all its constituents. Therefore, the Board shall make the results of the accountant's audit and the Auditor General's audit available to the public at the school office.

3. Delegation of Responsibility
SC 218

The Principal and Board Secretary shall annually, by December 21, submit a signed statement to the Pennsylvania Department of Education certifying that the finqncial statements of the school have been properly audited pursuant to law and that in the auditor's opinion, the financial information submitted in the annual financial report is materially consistent with the audited financial statements. If the financial information is not deemed materially consistent, the school submit a revised annual financial report no later than December 31.

References:

School Code – 24 P.S. Sec. 218, 408, 437, 504, 511, 1337, 2401, 2408, 2432, 2441

Right-to-Know Law – 65 P.S. Sec. 47.701 et. Seq.

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: ACTIVITY ACCOUNTS

ADOPTED: July, 2014

REVISED:

618. ACTIVITY ACCOUNTS

1. Purpose

It is the purpose of this policy to establish financial supervision and controls for the administration of the various activities that involve activity accounts.

2. Delegation of Responsibility
SC 511

The Principal shall be the custodial of all funds belonging to any class, organization, club, society or group within the school.

The responsibilities of the custodial of all student activity funds shall be as follows:

1. The school shall maintain a master insurance policy which shall provide surety bond coverage for all advisors, principals, fund custodians, or others who may be responsible for activity accounts.

SC 511

2. Custodians shall maintain an accounting system approved ty the Board and shall deposit the funds in a bank depository approved by the Board.

3. The Principal shall submit monthly financial reports to the Board for all student activity funds.

4. Custodians alone shall have authority to draw checks on the account, and all checks issued shall be based upon proper voucher authorization or invoice.

3. Guidelines
SC 511

All purchases of materials or supplies made by any organization, club, society or school in excess of four thousand (4,000.00) dollars shall be made up9on solicitation of quotations from three (3) or more responsible manufacturers of or dealers in such materials or supplies. All purchases of materials or supplies made by any organization, club, society or school in excess of ten thousand ($10,000) shall be made upon solicitation of bids from three (3) or more responsible manufacturers or dealers in such materials or supplies. The purchases shall be made from the lowest responsible bidder on the basis of price, quality and service.

SC 511

All school funds shall be audited upon the fiscal year basis coincident with that of the school year.

SC 511

All monies deposited with the custodian by a particular class, organization, club, or

	society shall remain the property of that particular group and shall only be expended to benefit that particular group upon proper voucher of its duly authorized officer or officers. All other monies derived generally from the students within the school shall be used to benefit all of the students within the school. Any fund which remains inactive for a period of one (1) year from the last deposit or disbursement shall revert to the fund established for the general benefit of all of the students in the school. References: School Code – 24 P.S. Sec. 440.1, 511, 623, 807.01

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PAYROLL DEDUCTIONS

ADOPTED: July, 2014

REVISED:

615. PAYROLL DEDUCTIONS

1. Purpose

The Capital Area School for the Arts Charter School Board may, at its discretion act on behalf of individual employees to deduct a certain amount from the employee's paycheck and remit an equal amount to an agent designated by the employee. It is the purpose of this policy to designate those purposes not otherwise mandated by law for which the board is willing to act on behalf of the employee.

2. Authority

No deduction may be made from the wages of an employee except for federal income tax, social security, PA Unemployment, state income tax and School Employees' Retirement Fund without proper authorization by the employee.

3. Responsibility

The Board authorizes deductions from an employee's paycheck upon proper authorization on the appropriate district form for the following purposes:

1. United Way
2. Credit Union
3. Additional Life Insurance
4. Tax Sheltered Annuity or 403(b)

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PAYROLL AUTHORIZATION

ADOPTED: July, 2014

REVISED:

614. PAYROLL AUTHORIZATION

1. Purpose
   SC 508

Employment of all permanent, temporary and part-time personnel must be approved by the Capital Area School for the Arts Charter School Board. Authorization to pay follows therefrom.

2. Authority

Actions by the Board to employ or to reemploy on a contractual basis (i.e., for a fixed period of time) shall include the name of the individual, position title, salary to be paid over the term of the contract, period of employment, the position classification, and budget category to which the wages are to be charged.

Actions by the Board to employ temporary or part-time personnel, (i.e., by the hour or day) shall include the name of the individual, position, title, rate of pay, position classification, the period of time during which such authorization is valid, school assignment, and budget category to which wages are to be charged.

The Board shall note in its minutes all actions with regard to resignation, retirement, death or discharge of all employees or the nonretention of a temporary professional employee. Each such action shall include the name of the employee, the date upon which salary or wages will terminate, and the position formerly held.

Daily sign-in and sign-out procedures adequate to meet wage and hour requirements and board policy may be required of all employees.

3. Delegation of Responsibility

Salary or wages may be withheld for unapproved time off, in accordance with board policy, by the Principal.

Overtime can only be scheduled and paid when previously authorized by the Principal.

School Code
508, 522, 607, 624, 1155

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: COOPERATIVE PURCHASING

ADOPTED: July, 2014

REVISED:

613. COOPERATIVE PURCHASING

1. Purpose SC 751 Act 150 of 1981 Act 153 of 1981	The Capital Area School for the Arts Charter School Board recognizes the advantages of centralized purchasing. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this school through joint agreements for the purchase of supplies, equipment or services with other political subdivisions.
2. Delegation of Responsibility	The Board authorizes the Treasurer to negotiate such cooperative purchase agreements for services, supplies and equipment with other political subdivisions as may be appropriate in accordance with law and the policies of this Board.
3. Guidelines SC 2941	Cooperative purchases require an agreement approved by the Board and the participating contracting body(s) which shall specify the categories of equipment of supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party; and such other matters as may be deemed necessary to carry out the purposes of the agreement.
SC 2941	All such agreements must conform to regulations provided in the School Code
School Code 508, 52, 751, 2941 Federal Statute Act 150 of 1981 Act 153 of 1981	

School Code	

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PURCHASES NOT BUDGETED

ADOPTED: July, 2014

REVISED:

612. PURCHASES NOT BUDGETED

1. Purpose
609

The laws of the State and the interests of the community require fiscal responsibility by the Capital Area School for the Arts Charter School Board in the operation of the school. Appropriate fiscal controls are hereby adopted to ensure that public funds are not disbursed in amounts in excess of the appropriations provided this school.

2. Authority
SC 609, 666, 687(d)

When funds are not available for a proposed appropriation, a legal transfer from one class of expenditure to another may be made in the last nine (9) months of the fiscal year by the Board if it is apparent that the necessary surplus funds to exist in another appropriation, if the procedures specified in the School Code are followed, and if it can be demonstrated that the proposed expenditure would be educationally warranted in the current fiscal year.

3. Guidelines

In the event of emergency (which exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten the continuance of existing school classes, a purchase order may be authorized by the principal.

When budgeted funds are allocated on a building basis, the total amount so budgeted may not be exceeded without prior approval as noted above.

Any expenditures in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting with a recommendation of funds to be transferred to cover said purchase.

School Code
1306, 1361, 2561

Board Policy
202

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PURCHASES BUDGETED

ADOPTED: July, 2014

REVISED:

	611. PURCHASES BUDGETED
1. Purpose SC 751	It is the policy of the Capital Area School for the Arts Charter School that when funds are available all purchases contemplated within the current budget and not subject to bid be made in a manner than ensures the best interests of the school.
2. Responsibility SC807.1	All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Purchasing and Receiving Agent with the appropriate approvals of the Board Treasurer and Principal.
SC 609	All purchase order requests must be referred to the principal who shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. Written or telephonic price quotations shall be required from at least three (3) responsible contractors for the supplies, equipment or services desired, and when the contemplated expenditure is less than $10,000 ($10,000 in cooperative purchases). A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.
3. Guidelines	In the interests of economy, fairness and efficiency in its business dealings, the Board requires that: 1. Items commonly used in the school be standardized whenever possible. 2. Opportunity be provided to as many responsible suppliers as possible to do business with the school. Lists of potential supplies for various types of supplies, equipment and services will be developed and maintained. 3. No purchase request will be honored unless made on a school approved requisition form that has the necessary approval.
Federal Statute Act 150 of 1981 Act 1 of 1982	

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: PURCHASES SUBJECT TO BID

ADOPTED: July, 2014

REVISED:

	610. PURCHASES SUBJECT TO BID
1. Purpose	It is the policy of the Capital Area School for the Arts Charter School to obtain competitive bids for products and services where such bids are required by law or where such bids may be believed to bring about a cost saving to the school.
2. Authority SC 751 (a) (b), 807.1 Act 38 of 1990	Materials or supplies to be furnished, sold, or leased to the school, unless exempt by statute, having an aggregate value that exceeds the School Code limit in effect at the time of purchase are subject to competitive bid; and all contracts for work to be done, unless exempt by statute, having a value that exceeds the School Code limit at the time of contract shall also be subject to competitive bids, except where such work is valued at less than the amount permitted by School Code to be performed by school employees. Written or telephonic price quotations shall be required from at least three (3) qualified and responsible contractors for all contracts that exceed the School Code limit in effect at the time of contract but less than the amount requiring competitive bidding. A written record shall be made of these quotations and shall contain the date of the quotation; name of contractor; contractor's representative; and the construction, reconstruction, repair, maintenance or work of the quotation. The written price quotations, records or telephonic price quotations and memoranda shall be kept on file for a period of three (3) years. In lieu of price quotations, the Board shall keep on file a memorandum showing that fewer than three (3) qualified contractors exist in the market area in which it is practicable to obtain quotations.
3. Delegation of Responsibility	Bid specifications shall be prepared by the Board Finance Committee, who shall combine like items of supply and material whenever it is feasible, and permissible under statute, and not split purchases to avoid these requirements for bidding. Bid specifications shall provide for alternates whenever possible.
SC 512, 807.1	The Principal is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Board, but shall inform the Board of such action at the meeting next following. Records shall be kept in sufficient detail to

	show that a reasonable number of qualified vendors were invited to bid. Bids shall be opened publicly by the Committee before one or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.
4. Guidelines SC 751	The Board also recognizes that emergencies may occur when imminent danger exists to persons or property of the continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action.
Act 4 of 1974	Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact; and in such case the bid shall be returned unopened. The dollar threshold for the competitive bidding and written telephonic price quotations required by this policy shall be adjusted automatically on January 2st of each calendar year, without School Board action, in order to ensure the applicable thresholds reflect those contemplated by Sections 120 and 807.1 of the Public School Code, as amended.
School Code 106, 508, 511(e), 572 751, 807.1 Federal Statute Act 4 of 1974	

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: BANK ACCOUNTS

ADOPTED: July, 2014

REVISED:

	608. BANK ACCOUNTS
1. Authority SC 508, 621 Pol. 005	The Capital Area School for the Arts Charter School Board shall designate one or more banks or bank and trust companies as depository(s) for the safeguarding of school funds, by a majority vote of the entire Board of School Directors.
2. Guidelines SC 621, 622, 623	Each designated depository shall furnish proper security for such deposits in the amount designated by the Board and in accordance with law. Each designated depository shall be advised not to cash checks payable to the school but to deposit said checks to the district accounts.
SC 440, 624	Each depository shall be required to report to the Board Treasurer and Board monthly on the status of such funds in the manner required by law. At no time should any monies be left in school classrooms or common areas overnight. All monies must be placed in a secure location for safe keeping until a deposit is made. The Board shall obtain quotations for specified banking services prior to designating its depository(s).
	References: School Code – 24 P.S. Sec. 440, 508, 621, 622, 623, 624, 625 Board Policy - 005

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: SUBSIDY INCOME

ADOPTED: July, 2014

REVISED:

	607. SUBSIDY INCOME
1. Purpose	All receiving pupils who are residents of school districts shall be assessed subsidy charges in accordance with the School Code. This subsidy assessment shall be in accordance with Policy 202 for those students who attendance has been approved by the Board.
2. Responsibility Pol. 202	It shall be the responsibility f the school accountant to invoice the tuition for approved pupils.
3. Guidelines	Subsidy shall be determined annually.
School Code 1306, 1361, 2561 Board Policy 202	

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: BUDGET PREPARATION

ADOPTED: July, 2014

REVISED:

	603. BUDGET PREPARATION
1. Purpose	The Board considers the preparation of an annual budget to be one of its most important responsibilities because the budget is the financial reflection of the educational plan for the Capital Area School for the Arts Charter School. The budget shall be designed to carry out that plan in a thorough and efficient manner, to maintain the facilities, and to honor the obligations of the school.
2. Authority	The Board recognizes its obligation to the tax payers to approve only those expenses reasonably required to provide an educational program suitable to the needs and desires of this school.
3. Responsibility	In order to ensure adequate time for the preparation and review of the proposed budget, the Board requests that the School Principal present to the Board Finance Committee all available information associated with the budget at least ninety (90) days prior to the end of the fiscal year. In preparing the budget, the responsible administration shall set general priorities for expenditures for: 1. Staff for the maintenance of current programs. 2. Equipment and supplies for the maintenance of current programs. 3. Maintenance of existing facilities and equipment. 4. New staff for the improvement or expansion of current programs. 5. New equipment and supplies for the improvement or expansion of current programs.
4. Guidelines	When presented to the Board for review, the budget shall contain the proposed revenue and expenditure in each financial category for the ensuing year, and an estimate of:

School Code 601, 687(c)	1. The revenue and expenditure in each financial category for the current school year. 2. The revenue and expenditure in each financial category for the previous school year. 3. The pupil population for the coming school year by grades. 4. The amount of surplus anticipated at the end of the current school year. 5. An explanation of each item of expense proposed, upon request.

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL (CASA CHARTER SCHOOL)

SECTION: FINANCES

TITLE: BUDGET PLANNING

ADOPTED: 8/12/13

REVISED:

	602. BUDGET PLANNING
1. Authority SC 433, 601, 664, 687 SC – Art XVII – A	The budget shall be designed to reflect the Capital Area School for the Arts (CASA) Charter School Board of Trustee's (Board) goals and objectives concerning the education of charter school students. Therefore, the budget shall be organized and planned to ensure adequate understanding of the financial needs associated with program support and development. The financial requirements of charter school programs shall be reviewed on a continual basis. The Board may, during any fiscal year, make additional appropriations to meet emergencies, such as epidemics, floods, fires, or other catastrophes. The funds therefore shall be provided from unexpended balances in existing appropriations, from unappropriated revenue, if any, or from temporary loans. Such temporary loans, when made, shall be approved by a two-thirds vote of the Board.
2. Guidelines	Applications for state reimbursements must be prepared by the Business Official and approved by the Board Chair or designee before they are submitted to the state. The Business Official shall retain copies of the applications as a receivable for the charter school. When the monies are received from the state, the Business Official shall make proper verification to the receivable accounts. Revenue from state sources shall be defined as money originated from state appropriations only. Revenue from state sources shall be deposited into one of the approved central depositories which shall be designated by the Board. A tentative budget for the following school year will be formulated for adoption at the April Board meeting. The Board Treasurer, Business Official and the Board shall be responsible for the formulation of the tentative budget. The Board Treasurer shall be responsible for conferring with all members of the administrative team concerning needs in order to provide accurate information to the Board. The Principal shall prepare a tentative budget for the respective areas within the confines set by the Board Treasurer. The tentative budgets are to be presented to the Board Treasurer and Business Official prior to March 1st.

	The Business Official shall make all calculations and estimations of payroll and rebate costs along with items of expenditures of administrative categories. The Board Treasurer and Business Official shall make estimations of revenues and beginning and ending fund balances. The general fund budget shall be comparative in style and reflect actual expenditures for the prior fiscal year, the budget for the current year along with actual expenditures charged against the budget as of a given cutoff date, a re-estimation of what the actual costs may be at the close of the fiscal year, and a projection of next year's expenditures. The Board shall adopt a tentative budget no later than May 31st and a fiscal budget prior to June 30th. When considering whether to finance capital projects through notes payable rather than through the expenditure of current revenue, the Board shall choose whichever alternative it deems best in each set of circumstances. The Board Official shall be responsible for informing the Board of factors to be considered in each case.

CAPITAL AREA SCHOOL FOR THE ARTS CHARTER SCHOOL

SECTION: FINANCES

TITLE: FISCAL OBJECTIVES

ADOPTED: July, 2014

REVISED:

	601. FISCAL OBJECTIVES
1. Purpose	The Capital Area School for the Arts Charter School Board recognizes its responsibility to taxpayers to ensure that public monies expended by the school are utilized for delivery of the educational program in a manner that mandates full value to the taxpayers, and that adequate procedures and records are established to ensure that end.
2. Authority SC 439, 601, 602, 609, 610, 631, 634, 672, 687, 690, 751, 807.1, 1155, 53 P.S. Sec. 6926.311	The Board has the authority and responsibility to prepare and adopt the budget, approve bids, approve each expenditure of the district, and incur debt in accordance with law. The school shall submit an annual financial report to the Secretary of Education by the due date each year, in accordance with law and the reporting standards established by the Pennsylvania Department of Education.
3. Delegation of Responsibility	To meet the goals of this policy, the Board directs the Principal and Board Finance Committee to: 1. Establish sound accounting procedures based upon recommendations of the district auditor and state and federal government. 2. Institute effective business practices. 3. Recommend appropriate accounting equipment and technology when necessary. The Finance Committee shall review monthly the financial operations, report to the Board on effectiveness and recommend improvements, and prepare administrative regulations and procedures for sound school fiscal operations.

	References: School Code – 24 P.S. Sec. 218, 439, 601, 602, 609, 610, 631, 634, 672, 687, 690, 751, 801.1, 1155 Taxpayer Relief Act – 53 P.S. Sec. 6926.301 et. Seq. Board Policy – 602, 603, 604, 605, 610, 611, 612, 614, 616, 619