

Center for Student Lrng CS Pennsbury

**Charter Annual Report**

07/01/2012 - 06/30/2013

# School Profile

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## Demographics

345 Lakeside Drive  
Levittown, PA 19054  
(215)269-7390

Phase:

Phase 3

CEO Name:

Charles Bonner

CEO E-mail address:

cbonner@cs charter.org

# Governance and Staff

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## *Leadership Changes*

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

The Board of Trustees approved a new Organizational Chart in August 2012 which created the position of CEO and Principal. An Interim CEO was hired in August 2012 and a permanent CEO was hired April 2013. The position of Executive Director was reassigned to the newly created Principal position.

For the 2013-2014 school year, a Dean of Students position was created which replaced the Principal position on the Organizational Chart.

## *Board of Trustees Meeting Schedule*

<b>Location</b>	<b>Date and Time</b>
Center for Student Learning Charter School at Pennsbury, Conference Room, 345 Lakeside Drive, Levittown, PA 19054	9/11/2012 5:15 PM
Conference Room	10/2/2012 5:15 PM
Conference Room	10/23/2012 5:15 PM
Conference	11/13/2012 5:15 PM
Conference Room	12/4/2012 5:15 PM
Conference Room	1/8/2013 5:15 PM
Conference Room	2/12/2013 5:15 PM
Conference Room	2/26/2013 5:15 PM
Conference Room	3/12/2013 5:15 PM
Conference Room	3/26/2013 5:15 PM
Conference Room	4/16/2013 5:15 PM
Conference Room	4/30/2013 5:15 PM
Conference Room	5/14/2013 5:15 PM
Conference Room	5/28/2013 5:15 PM

Conference Room	6/11/2013 5:15 PM
Conference Room	7/23/2013 5:15 PM
Conference Room	8/20/2013 5:15 PM
Conference Room	9/17/2013 5:15 PM
Conference Room	10/15/2013 5:15 PM
Conference Room	11/19/2013 5:15 PM
Conference Room	12/10/2013 5:15 PM
Conference Room	1/14/2014 5:15 PM
Conference Room	2/11/2014 5:15 PM
Conference Room	3/18/2014 5:15 PM
Conference Room	4/1/2014 5:15 PM
Conference Room	4/29/2014 5:15 PM
Conference Room	5/13/2014 5:15 PM
Conference Room	6/24/2014 5:15 PM
Conference Room	7/22/2014 5:15 PM
Conference Room	8/26/2014 5:15 PM

### *Professional Staff Member Roster*

<b>Rita Bernhart</b>	
PA Certified	Yes
Areas of Certification	Instr II Citizenship 7-12, Instr II 7-12, Instr II English 7-9, Instr II SpEd N-12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	SpEd Teacher
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0

Percentage of Time in Areas Not Certified	0.0
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<b>Khris Butt</b>	
PA Certified	Yes
Areas of Certification	Reading Spc K-12, Instr I English 7-12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Reading Specialist
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Cheryl Stoneman-Clarke</b>	
PA Certified	No
Areas of Certification	None
Grades Teaching or Serving	None
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Pupil Services Manager
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	0.0
Percentage of Time in Areas Not Certified	100.0

<b>Eric Culnan</b>	
PA Certified	Yes
Areas of Certification	Instr I SS 7-12
Grades Teaching or Serving	7-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Social Studies
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Kimberly DeTample</b>	
PA Certified	Yes
Areas of Certification	Instr I English 7-12
Grades Teaching or Serving	7-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Language Arts Teacher

Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Shawna Erhard</b>	
PA Certified	Yes
Areas of Certification	Instr I Math 7-12
Grades Teaching or Serving	7-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Mathematics
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Jennifer Fine</b>	
PA Certified	Yes
Areas of Certification	Instr I Sped N-12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	SpEd Teacher & Management Assistant
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Diane Hedde</b>	
PA Certified	No
Areas of Certification	None
Grades Teaching or Serving	None
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Business Manager
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	0.0
Percentage of Time in Areas Not Certified	100.0

<b>Mark Heusser</b>	
PA Certified	Yes
Areas of Certification	Instr I Bio 7-12, Instr I Gen Sci 7-12
Grades Teaching or Serving	7-12
All Areas of Assignment, Subject Areas Teaching, or	Bio Teacher

Services Provided	
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Jeffrey Kuhn</b>	
PA Certified	Yes
Areas of Certification	Instr II SpEd N-12, Instr II Sci 7-9, Instr II Elem K-6
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	MS Science Teacher, SpEd Teacher
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Amber-Lyn Kutzler</b>	
PA Certified	Yes
Areas of Certification	Instr I English 7-12
Grades Teaching or Serving	7-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Language Arts Teacher
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Nicole Manning</b>	
PA Certified	Yes
Areas of Certification	Elem School Counselor K-6, Secondary School Counselor 7-12, Instr I Elem K-6
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	School Counselor
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Ryan McDowell</b>	
PA Certified	Yes

Areas of Certification	Administrative I Principal K-12, Instr Chemistry 7-12, Instr II Physics 7-12
Grades Teaching or Serving	10-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Chemistry, Physic 10-12
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Christopher Mohapp</b>	
PA Certified	Yes
Areas of Certification	Mathematics 7-12
Grades Teaching or Serving	10-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Mathematics
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Alison Parisi</b>	
PA Certified	Yes
Areas of Certification	Instr I Art K-12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Art
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Thomas Reiley</b>	
PA Certified	Yes
Areas of Certification	Admin II Elementary Principal K-6, Admin II Secondary Principal 7-12, Instr II Ind Arts/Technology Ed K- 12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Elementary Principal, Secondary Principal
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0

Percentage of Time in Areas Not Certified	0.0
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<b>James Rizzo</b>	
PA Certified	Yes
Areas of Certification	Health & Phys Ed Level II K-12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Health & PE Teacher
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Bridget Shope</b>	
PA Certified	Yes
Areas of Certification	Instr I Math 7-12
Grades Teaching or Serving	10-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Mathematics
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Joel Sperling</b>	
PA Certified	Yes
Areas of Certification	Level II Elem School Counselor K-6, Level II Secondary School Counselor 7-12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	School Counselor
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Pamela Weiler</b>	
PA Certified	Yes
Areas of Certification	Instr I SS 7-12
Grades Teaching or Serving	7-12
All Areas of Assignment, Subject Areas Teaching, or	Social Studies

Services Provided	
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Jack Whelan</b>	
PA Certified	Yes
Areas of Certification	Instr II Citizenship K-12, Instr II Social Studies 7-12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Social Studies
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Jennifer Zahor</b>	
PA Certified	Yes
Areas of Certification	Supervisor SpEd K-12, Instr II SpEd N-12 , Instr II Elem K-6
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	SpEd Supervisor
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Ashlee Tusina</b>	
PA Certified	Yes
Areas of Certification	Instr I Art K-12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Art
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

<b>Tammy Angelini</b>	
PA Certified	Yes

Areas of Certification	Elem School Counselor K-6, Secondary School Counselor 7-12
Grades Teaching or Serving	6-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	School Counselor
Number of Hours Annually Worked in Assignment	873
Percentage of Time in Certified Position	64.0
Percentage of Time in Areas Not Certified	36.0

<b>Brittany Campbell</b>	
PA Certified	Yes
Areas of Certification	English 7-12, Special Education N-12
Grades Teaching or Serving	7-12
All Areas of Assignment, Subject Areas Teaching, or Services Provided	Language Arts Teacher
Number of Hours Annually Worked in Assignment	1358
Percentage of Time in Certified Position	100.0
Percentage of Time in Areas Not Certified	0.0

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

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### *Quality of Teaching and Other Staff*

<b>Position Categories</b>	<b>All Employed per Category</b>	<b>Appropriately Certified</b>	<b>Promoted</b>	<b>Transferred</b>	<b>Terminated</b>	<b>Contracted for Following Year</b>
Chief Academic Officer/Director	2.00	2.00	0.00	0.00	1.00	1.00
Principal	1.00	1.00	0.00	0.00	1.00	0.00
Assistant Principal	0.00	0.00	0.00	0.00	0.00	1.00
Classroom Teacher (including Master Teachers)	12.00	12.00	0.00	0.00	3.00	13.00
Specialty Teacher (including Master Teachers)	3.00	3.00	0.00	0.00	0.00	3.00
Special Education Teacher (including Master Teachers)	3.00	3.00	0.00	0.00	0.00	3.00
Special Education Coordinator	1.00	1.00	0.00	0.00	1.00	1.00

Counselor	3.00	3.00	0.00	0.00	0.00	3.00
Psychologist	1.00	1.00	0.00	0.00	0.00	1.00
School Nurse	1.00	1.00	0.00	0.00	0.00	1.00
Totals	27.00	27.00	0.00	0.00	6.00	27.00

Further explanation:

The psychologist and certified school nurse are contracted with independent contractors.

# Fiscal Matters

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## *Major Fundraising Activities*

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

**The Center for Student Learning actively seeks State grants, private grants and community partnerships to supplement tuition revenue.**

**Beginning with the 2012/2013 school year, the school has entered into a five school consortium to obtain a 21st Century Grant. The consortium was approved for \$1.5 million dollars for three years. The School's participation in this grant has provided numerous after-school activities, as well as Saturday School make-up days and a summer physical fitness program. Our students have benefitted greatly from this grant, which will continue to enrich our school program for the next two school years. The school will apply for the 21st Century Grant, as part of the consortium, when the renewal application becomes available.**

## *Fiscal Solvency Policies*

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

All financial decisions and expenditures are approved by the Center for Student Learning Charter School at Pennsbury's Board of Trustees. The School's Finance Policy gives authority and responsibility to the Board of Trustees to approve the budget, bids and authorization of expenditures.

The expenditure of funds will be controlled by the two-step process of budget appropriation and expenditure authorization. Expenditures require one-one-one approval, i.e., the cost center supervisor and his/her administrator. As part of their fiduciary responsibility, every payment made from any school bank account needs to be approved by the Board. Board meetings are held, on average, every three weeks. This allows the Board to keep close oversight of all school activities, including financial.

The Board is apprised at each meeting of all Accounts Receivable, Cash Balances and Accounts Payable. All payments are pre-approved by the Board and each payment requires two Board signatures for all checking accounts. Counter withdrawals at all banking institutions holding deposits of the school prohibit any counter withdrawal from any party, whether an employee or Board member.

The General Fund Budget is prepared in conjunction with Board approval of all salaries and contracts for the upcoming school year. The Budget is organized and planned to ensure adequate understanding of the financial needs associated with program implementation, support and development per the Budget Planning Policy. The Budget Preparation Policy

recognizes the Board's obligation to the taxpayers to approve only those expenses reasonable required to provide an educational program suitable to the needs and goals of the Center for Student Learning Charter School and its students.

It is the policy of the Board of Trustees, through its Purchases Budgeted Policy, that when funds are available, all purchases contemplated within the current budget, and not subject to bid, be made in a manner that ensures the best interests of the Center for Student Learning Charter School at Pennsbury. All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the CEO unless the contemplated purchase is for more than \$5,000, in which case prior approval is required from the Board.

A line of credit has been established for up to \$100,000 in case a cash flow problem should arise or an unforeseen capital expenditure is necessary. Use of this line of credit requires Board action.

### **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:**

- Purchases Budgeted Policy.pdf
- Fiscal Solvency Policies.docx
- Finances Policy.pdf
- Budget Preparation Policy.pdf
- Budget Planning Policy.pdf

### *Accounting System*

Changes to the accounting system the charter school uses:

There have been no changes to the the accounting system the charter school used for the 2012-2013 school year.

### *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: Adelman & Co., P.C., 3103 Philmont Ave., Ste. 314, Huntingdon Valley, PA 19006

Date of Last Audit: 10/30/2013  
 Fiscal Year Last Audited: 2011-2012

### **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:

The auditor's Annual Report Summary for the fiscal year ended June 30, 2012 is attached. The audit for the 2012-2013 school year has yet to be completed.

### **Financial Audit Report**

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

*PDF file uploaded.*

### **Citations**

Financial audit citations and the corresponding Charter School responses

Description	Response
None	N/A

## ***Federal Programs Consolidated Review***

### **Basics**

Title I Status:  
 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

<b>Description</b>	<b>Response</b>
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# Special Education

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## *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**

<b>Support Service</b>	<b>Location</b>	<b>Teacher FTE</b>
Instructional Paraprofessional	Center for Student Learning CS	0.3
Instructional Paraprofessional	Center for Student Learning CS	1
Instructional paraprofessional	Center for Student Learning CS	1
Instructional Paraprofessional	Center for Student Learning CS	0.69
Instructional paraprofessional	Center for Student Learning CS	1
Instructional Paraprofessional	Center for Student Learning CS	1
Instructional Paraprofessional	Center for Student Learning CS	1
Instructional praprofessional	Center for Student Learning CS	0.2

## **Special Education Contracted Services**

<b>Title</b>	<b>Amt. of Time per Week</b>	<b>Operator</b>	<b>Number of Students</b>
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Behavior Analyst	3.5 Hours	Intermediate Unit	10 or fewer
Occupational Therapist	0.25 Hours	Intermediate Unit	10 or fewer
Speech Therapist	1.25 Hours	Intermediate Unit	10 or fewer

### ***Special Education Cyclical Monitoring***

Date of Last Special Education Cyclical Monitoring:

11/15/2011

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

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

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

The School made substantial improvements in educational technology during the 2012-2013 school year. Wall-mounted e-beam projectors were installed in six of the classrooms. In addition, 36 additional Nook e-readers were purchased with three security carts enabling all Language Arts teachers to provide a multitude of reading materials for their students. There were five new teacher laptops purchased, as well as a replacement security cart for student laptops. The total cost of improvements to instructional technology was \$19,392.

Administrative technology was also improved with three computer workstations replacing outdated laptops, a file cabinet and additional phone line cabling for the CEO office at a total cost of \$7061.

In addition, the expansion of the Special Education office to include a full-time Special Education teacher and full-time Reading Specialist required the expense of desks and cabinetry at a cost of \$1659.

Lastly, School roof repairs totaled \$5,591.

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

*\$33,703.00*

## *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:

In April of 2009, the School purchased an existing church and property at a cost of \$950,000. A commercial loan in the amount of \$2.16 million was acquired to finance the property acquisition and renovation. The terms of the commercial loans require refinancing by March 1, 2015, at which time the principal balance will be \$1.9 million. The School has committed \$575,000 of the General Fund Balance towards the reduction in the principal balance to be refinanced.

In the future, the newly renovated facility has incorporated plans for additional classrooms to be added onto the existing structure if and when enrollment grows in excess of the 180 student capacity of this new facility and enrollment is sustainable. Any expansion of the existing facility in the future will require additional long-term financing.

During the summer of 2013, additional roof repairs are scheduled to take place at an approximate cost of \$2500.

During the term of the current charter ending in June 2017, the School plans to advance both its instructional and administrative technology. Throughout the next charter, instructional technology will be acquired and integrated more and more into all subject areas as an instructional tool. All technology enhancements are expected to be budgeted through the general fund budget and should require no special financing.

*Memorandums of Understanding*

<b>Organization</b>	<b>Purpose</b>
Tullytown Borough Police Department	The purpose of the Memorandum is to establish procedures to be followed when certain specific incidents occur on school property, at any school sponsored activity or on any public conveyance providing transportation to or from a school sponsored activity, including but not limited to a school bus. It is further the purpose of the Memorandum to foster a relationship of cooperation and mutual support between the parties hereto as they work together to maintain the physical security and safety of the school entity.

Center for Student Learning Charter School at Pennsbury  
345 Lakeside Drive  
Levittown, PA 19054

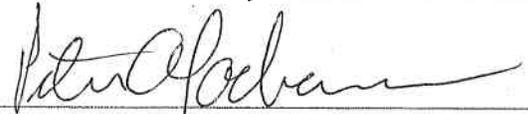
## BOARD OF TRUSTEES POLICY

### Budget Preparation Policy

1. Purpose
  - 1.1 The Board of Trustees (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 education plan for Center for Student Learning Charter School at Pennsbury ("CSL"). The budget shall be designed to carry out that plan in a thorough and efficient manner and to maintain the facilities and honor the obligations of CSL.
2. Authority
  - 2.1 The Board recognizes its obligation to the taxpayers to approve only those expenses reasonably required to provide an educational program suitable to the needs and goals of CSL and its students.
  - 2.2 The budget should be studied by each member of the Board during its preparation but, once adopted, it deserves the support of all members of the Board regardless of their position when adoption was voted.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this day 26<sup>th</sup> of October, 2010



President



Secretary

Center for Student Learning Charter School at Pennsbury  
345 Lakeside Drive  
Levittown, PA 19054

## BOARD OF TRUSTEES POLICY

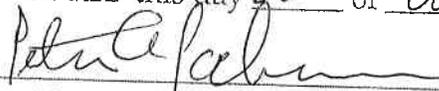
### Budget Planning Policy

1. Purpose

The budget shall be designed to reflect Center for Student Learning Charter School at Pennsbury's objectives for the education of the students. Therefore, it must be organized and planned to ensure adequate understanding of the financial needs associated with program implementation, support and development. This necessitates a continuous review of the financial requirements of Center for Student Learning Charter School at Pennsbury's programs.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this day 26<sup>th</sup> of October, 2010

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**

***FINANCIAL STATEMENTS  
AND  
INDEPENDENT AUDITORS' REPORT***

*June 30, 2012*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
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# Adelman & Company, PC

Certified Public Accountants and Consultants

601 Chapel Avenue East  
Cherry Hill, NJ 08034  
856-428-2000  
www.adelmancpa.com

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Suite 120  
Huntingdon Valley, PA 19006  
215-947-7800 • Fax 215-947-5764

## INDEPENDENT AUDITORS' REPORT

Board of Trustees  
Center for Student Learning Charter School at Pennsbury  
Levittown, Pennsylvania 19054

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of Center for Student Learning Charter School at Pennsbury (a nonprofit organization), hereafter referred to as the Center, as of and for the year ended June 30, 2012, which collectively comprise the basic financial statements of the Center as listed in the table of contents. These financial statements are the responsibility of the Center's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, and each major fund of the Center as of June 30, 2012 and the respective changes in financial position and cash flows, where applicable, thereof and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 2-6 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*Adelman & Company, PC*

October 30, 2012  
Huntingdon Valley, Pennsylvania

## **The Center for Student Learning Charter School at Pennsbury**

### **Management Discussion and Analysis**

**October 30, 2012**

The Center for Student Learning Charter School at Pennsbury is an alternative charter school established in 2002 through a charter approved by the Pennsbury School District. Our mission is to provide an educational environment for optimal academic, emotional growth, social vocational and personal expression opportunities for at-risk students who require an alternative learning environment due to the need for a more individualized approach, unique learning needs, medical or behavioral restrictions, or difficulties in a traditional school program. June 2012 represents completion of the first year of our third five-year charter. The Pennsbury School District has renewed the charter through June 30, 2017. The 2011-2012 school year included a Middle School program and a High School program for students in 6<sup>th</sup>-12<sup>th</sup> grade.

The School is governed by a nine member Board of Trustees.

#### **Overview of Financial Statements**

This Management Discussion and Analysis serves as a basic understanding and explanation of our financial statements for the fiscal year ended June 30, 2012.

The financial statements pertaining to this Management Discussion and Analysis are listed below.

- The Statement of Net Assets reports assets, liabilities and net assets for the School.
- The Statement of Activities reports expenses, revenues, depreciation and other changes in net assets during the year.
- The Balance Sheet-Governmental Funds reports assets, liabilities and fund balance for the General Fund.
- The Reconciliation: Governmental Funds Balance Sheet to Statement of Net Assets Entity-Wide explains the differences in governmental fund balance reported on the Balance Sheet-Governmental Funds and the total net assets reported on the Statement of Net Assets-Entity Wide and the Statement of Activities-Entity Wide.
- The All Governmental Fund Types Combined Statement of Revenues, Expenditures and Changes in Fund Balances reports the revenues, expenditures and changes in fund balance for the General Fund.

- The Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances to Statement of Activities is a reconciliation of the changes in Fund Balances reported on the Statement of Revenues, Expenditures and Changes in Fund Balances to the changes in net assets as reported on the Statement of Activities.
- The Statement of Net Assets-Proprietary Funds reports assets, liabilities and net assets for the Food Service Fund which accounts for the lunch program provided to students.
- The All Proprietary Fund Types-Combined Statement of Revenues, Expenditures and Changes in Fund Balances reports revenues and operating expenses for the Food Service Fund.
- The All Proprietary Fund Types-Statement of Cash Flows reflects the cash received from students, State and Federal reimbursements and the payments made for food service costs and expenses.

#### **Analysis of Financial Information**

A discussion of certain material differences between actual and budgeted amounts for assets, liabilities, revenues, expenditures, and general fund balance relating to the fiscal year ending June 30, 2012 follows below. See Statement of Revenues, Expenditures, and Changes in Fund Balance.

#### **Assets**

The assets of The Center for Student Learning Charter School at Pennsbury consist of cash, accounts receivable, prepaid expenses and net fixed assets. The fixed assets are comprised of office furniture, computers, student vans, capitalized leasehold improvements, in addition to land and building improvements, net of depreciation.

	<u>June 30, 2012</u>	<u>June 30, 2011</u>	<u>Difference</u>
Cash	\$ 659,832	\$ 599,123	\$ 60,709
Accounts Receivable	\$ 360,967	\$ 423,380	(\$ 62,413)
Prepaid Expenses	\$ 30,897	\$ 26,795	\$ 4,102
Fixed Assets	<u>\$3,084,362</u>	<u>\$3,141,585</u>	<u>(\$ 57,223)</u>
Total	<u>\$4,136,058</u>	<u>\$4,190,883</u>	<u>(\$ 54,825)</u>

**Liabilities**

The balance of long term debt was \$2,010,552 as of June 30, 2012. The debt is directly resulting from the purchase and renovation of a facility purchased in March 2009. As of June 30, 2012 there were current liabilities of \$269,820.

**Net Assets**

Net assets represent the difference between the total assets and total liabilities. The School's net assets are comprised of the assets listed above less both current and long term liabilities.

	<u>June 30, 2012</u>
Total Assets	\$4,136,058
Total Current Liabilities	\$ 269,820
Total Long Term Liabilities	<u>\$2,010,552</u>
Net Assets	<u>\$1,855,686</u>

**Revenue**

General Fund revenue is derived from three major sources: local, state and federal. Our local source of revenue is primarily the tuition collected from the eight School Districts in which our students reside and interest earnings. Tuition revenue for the 2011-2012 school year was \$2,576,013.

The School currently has students attending from eight School Districts. Each School District is charged tuition for each student attending The Center for Student Learning Charter School at Pennsbury residing in their district. The 2011-2012 student enrollment comprised students from Bensalem School District, Bristol Borough School District, Bristol Township School District, Council Rock School District, Morrisville School District, Neshaminy School District, Pennsbury School District, and the Philadelphia School District.

The state revenue is derived from reimbursements from the Pennsylvania Department of Education. For the 2011-2012 school year, PDE reimbursements totaled \$62,024.

Federal revenue was received in the form of IDEA special education funding paid through the Bucks County-Intermediate Unit in the amount of \$47,776.

## Expenditures

All expenditures for the 2011-2012 fiscal year can be categorized as follows:

	<u>June 30, 2012</u>
Instruction	\$1,401,092
Support Services	\$1,045,296
Facilities, acquisition, construction and improvement services	\$ 2,613
Debt Service (Interest)	<u>\$ 204,792</u>
Total Expenditures	<u>\$2,653,793</u>

Instructional expenditures represented 52.8% of the total expenditures. Instructional salaries and benefits constituted 88.4% of instructional expenditures and were 46.7% of the total expenditures.

Support services comprise 39.4% of the total expenditures. Support services expenditures include items such as: administrative salaries and benefits, pupil health services, facilities operations and maintenance, legal costs, auditing fees, office and equipment rental, office supplies and other miscellaneous operating costs. The largest of these items are administrative salaries and benefits which were 49.2% of the support services expenditures and 19.4% of the total expenditures for the year.

## Fund Balance

Fund balance (governmental funds) is the difference between the revenue and expenditures at the end of the year combined with the fund balance at the beginning of the year. This can be described as the accumulated savings fund. The change in Fund balance is summarized below.

	<u>June 30, 2012</u>	<u>June 30, 2011</u>	<u>Net Increase</u>
Fund Balance	\$843,774	\$775,015	\$68,759

## Significant Events

The School has worked closely with the Pennsylvania Coalition of Charter Schools and legislators to support the rights of charter schools and its students.

On August 5, 2010, the Center for Student Learning Charter School at Pennsbury (CSL) petitioned the Commonwealth Court of Pennsylvania for review of the Secretary of Education's Order dismissing CSL's appeal from the Bureau of Assessment and Accountability's denial of CSL's Adequate Yearly Progress (AYP) appeal. CSL argued that the Secretary's Order should be reversed because the Pennsylvania Department of Education violated CSL's equal protection rights by attributing Pennsylvania System of School Assessment (PSSA) scores to CSL, which operates exclusively as an Alternative Education Program (AEP), when no other AEP has such scores attributed to it. On September 12, 2011, Judge Renee Cohn Jubelirer reversed the Secretary's Order denying CSL's appeal from the Bureau's 2008 AYP determination and CSL's placement on School Improvement II status. The Commonwealth Court's finding removed CSL from the School Improvement system.

At its June 19, 2012 Public Meeting, the Center for Student Learning Charter School at Pennsbury Board of Trustees approved the commitment of \$400,000 of the General Fund Balance for the reduction of the \$2,061,019 mortgage balance to be refinanced by March 1, 2015.

The Administration will actively work to secure additional grants and awards for which the School may qualify through The Pennsylvania Department of Education, the Federal Government and Alternative Education Agencies.

The Board of Trustees, Administration and staff will continue to be strongly committed to the education of the students enrolled in the School. Our continued goal is to build the foundation for a successful future for all our students through academics.



Diane S. Hedde  
Business Manager



Alexander Grande, III  
Interim Chief Executive Officer

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**STATEMENT OF NET ASSETS – ENTITY WIDE**  
*June 30, 2012*

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
<b>ASSETS</b>			
<i>Current Assets</i>			
Cash and cash equivalents	\$ 659,832	\$ -	\$ 659,832
State and local subsidies receivable	360,967	-	360,967
Deposits and prepaid expenses	30,897	-	30,897
<i>Total Current Assets</i>	<u>1,051,696</u>	<u>-</u>	<u>1,051,696</u>
<i>Non-Current Assets</i>			
<i>Fixed Assets</i>			
Furniture and Fixtures	42,500	-	42,500
Equipment	848	-	848
Computers	168,801	-	168,801
Vehicles	38,852	-	38,852
Building and Improvements	3,113,456	-	3,113,456
Land	92,832	-	92,832
Less: Accumulated Depreciation	(372,927)	-	(372,927)
<i>Total Fixed Assets, Net</i>	<u>3,084,362</u>	<u>-</u>	<u>3,084,362</u>
<i>Total Non-Current Assets</i>	<u>3,084,362</u>	<u>-</u>	<u>3,084,362</u>
<b>TOTAL ASSETS</b>	<u>\$ 4,136,058</u>	<u>\$ -</u>	<u>\$ 4,136,058</u>
<b>LIABILITIES</b>			
<i>Current Liabilities</i>			
Accounts payable	\$ 39,370	\$ -	\$ 39,370
Accrued expenses	12,489	-	12,489
Accrued salaries, benefits, and payroll deductions	156,063	-	156,063
Long term debt – current portion	61,898	-	61,898
<i>Total Current Liabilities</i>	<u>269,820</u>	<u>-</u>	<u>269,820</u>
<i>Other Liabilities</i>			
Long-term debt	2,010,552	-	2,010,552
<i>Total Other Liabilities</i>	<u>2,010,552</u>	<u>-</u>	<u>2,010,552</u>
<i>Total Liabilities</i>	<u>2,280,372</u>	<u>-</u>	<u>2,280,372</u>
<b>NET ASSETS</b>			
Unrestricted assets	1,855,686	-	1,855,686
<b>TOTAL NET ASSETS</b>	<u>1,855,686</u>	<u>-</u>	<u>1,855,686</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$ 4,136,058</u>	<u>\$ -</u>	<u>\$ 4,136,058</u>

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY  
STATEMENT OF ACTIVITIES – ENTITY WIDE  
FOR THE YEAR ENDED JUNE 30, 2012**

	PROGRAM REVENUES			NET (EXPENSE) REVENUE & CHANGES IN NET ASSETS		
	EXPENSES	Charges for Services	Operating Grants & Contributions	Governmental Activities	Business-Type Activities	Total
<i>Governmental Activities</i>						
Depreciation - Unallocated	\$ 118,178	\$ 118,481	\$ 2,762	\$ 3,065		\$ 3,065
Instruction	1,350,874	1,354,344	31,577	35,047		35,047
Instructional Student Support	147,887	148,266	3,457	3,836		3,836
Administrative and Financial Support Services	661,524	663,223	15,463	17,162		17,162
Operations and Maintenance of Plant Services	184,564	185,037	4,314	4,787		4,787
Pupil Transportation Costs	36,541	36,634	854	947		947
Interest on Long-Term Debt	153,894	154,289	3,597	3,992		3,992
<i>Total Governmental Activities</i>	<u>2,653,462</u>	<u>2,660,274</u>	<u>62,024</u>	<u>68,836</u>		<u>68,836</u>
<i>Business-Type Activities</i>						
Food Service (Business-Type Activity)	44,440	3,916	40,524	-	-	-
<i>Total Business-Type Activities</i>	<u>44,440</u>	<u>3,916</u>	<u>40,524</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL PRIMARY GOVERNMENT</b>	<u>\$ 2,697,902</u>	<u>\$ 2,664,190</u>	<u>\$ 102,548</u>	68,836	-	68,836
				<u>68,836</u>	<u>-</u>	<u>68,836</u>
<i>General Revenues, Special and Extraordinary Items, and Transfers</i>						
Investment Earnings				252	-	252
<i>Total General Revenues, Special and Extraordinary Items, and Transfers</i>				<u>252</u>	<u>-</u>	<u>252</u>
<b>CHANGES IN ASSETS</b>				69,088	-	69,088
Net Assets, Beginning				<u>1,786,598</u>	<u>-</u>	<u>1,786,598</u>
Net Assets, End of Fiscal Year				<u>\$ 1,855,686</u>	<u>\$ -</u>	<u>\$ 1,855,686</u>

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**BALANCE SHEET – GOVERNMENTAL FUNDS**  
*June 30, 2012*

	<b>Governmental Fund Types</b>	
	<b>General Fund</b>	
<b>ASSETS AND OTHER DEBITS</b>		
<i>Current Assets</i>		
Cash and cash equivalents	\$	659,832
State and local subsidies receivable		360,967
Prepaid expenses		30,897
<i>Total Current Assets</i>		1,051,696
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$</b>	<b>1,051,696</b>
 <b>LIABILITIES AND FUND EQUITY</b>		
<i>Liabilities</i>		
Accounts payable	\$	39,370
Accrued expenses		12,489
Accrued salaries, benefits, and payroll deductions		156,063
<i>Total Liabilities</i>		207,922
<i>Fund Equity</i>		
Unassigned fund balance reserves		443,774
Committed fund balance reserves		400,000
<i>Total Fund Equity</i>		843,774
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$</b>	<b>1,051,696</b>

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY  
RECONCILIATION: GOVERNMENTAL FUNDS BALANCE SHEET TO  
STATEMENT OF NET ASSETS ENTITY-WIDE  
June 30, 2012**

<b>Total Fund Balances - Governmental Funds</b>	\$ 843,774
Capital assets of \$3,457,289, net of accumulated depreciation of \$372,927, are not financial resources and, as such, are not reported in the funds.	3,084,362
Long-term liabilities are not due and payable in the current period, and therefore are not reported as liabilities in the funds.	( 2,072,450)
<b>Total Net Assets - Governmental Activities</b>	<u><u>\$ 1,855,686</u></u>

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**ALL GOVERNMENTAL FUND TYPES – COMBINED STATEMENT OF**  
**REVENUES, EXPENDITURES & CHANGES IN FUND BALANCES**  
*For the Year Ended June 30, 2012*

	<u>Governmental Fund Types</u>
	<u>General Fund</u>
<b>REVENUES</b>	
Local sources	\$ 2,657,631
State sources	64,921
Federal sources	-
<b>TOTAL REVENUES</b>	<b>2,722,552</b>
<b>EXPENDITURES</b>	
Instruction	1,401,092
Support services	1,045,296
Facilities, acquisition, construction and improvement services	2,613
Debt service	204,792
<b>TOTAL EXPENDITURES</b>	<b>2,653,793</b>
<i>Excess of Revenues Over Expenditures</i>	<i>68,759</i>
<b>NET CHANGE IN FUND BALANCES</b>	<b>68,759</b>
<b>FUND BALANCE, BEGINNING</b>	<b>775,015</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 843,774</b>

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY  
RECONCILIATION: GOVERNMENTAL FUNDS STATEMENT OF REVENUES,  
EXPENDITURES, & CHANGES IN FUND BALANCES TO  
STATEMENT OF ACTIVITIES  
June 30, 2012**

<b>Total Net Change in Fund Balances – Government Funds</b>	\$ 68,759
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the costs of these assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation, \$118,178, exceeded capital outlays, \$60,955, in the current period.	(57,223)
Repayment of extended term financing is a financing source in the governmental funds, but the repayment reduces long-term liability in the statement of net assets.	57,552
<b>Change in Net Assets – Governmental Activities</b>	<u><u>\$ 69,088</u></u>

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCES**  
**BUDGET AND ACTUAL – GENERAL FUND**  
*For the Year Ended June 30, 2012*

	GENERAL FUND			
	Original Budget	Final Budget	Actual	Variance with Final Budget Favorable (Unfavorable)
<b>REVENUES</b>				
Local sources	\$ 2,745,738	\$ 2,745,738	\$ 2,657,631	\$ (88,107)
State sources	120,274	120,274	64,921	(55,353)
Federal sources	17,671	17,671	-	(17,671)
<b>TOTAL REVENUES</b>	<u>2,883,683</u>	<u>2,883,683</u>	<u>2,722,552</u>	<u>(161,131)</u>
<b>EXPENDITURES</b>				
Instruction	1,382,504	1,489,539	1,401,092	88,447
Support Services	1,178,211	1,182,376	1,045,296	137,080
Facilities, acquisition, construction and improvement services	10,000	5,200	2,613	2,587
Debt services	205,315	205,315	204,792	523
<b>TOTAL EXPENDITURES</b>	<u>2,776,030</u>	<u>2,882,430</u>	<u>2,653,793</u>	<u>228,637</u>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	107,653	1,253	68,759	67,506
<b>OTHER FINANCING (USES)</b>				
Budgetary reserve	(107,653)	(1,253)	-	1,253
<b>TOTAL OTHER FINANCING (USES)</b>	<u>(107,653)</u>	<u>(1,253)</u>	<u>-</u>	<u>1,253</u>
<b>NET CHANGE IN FUND BALANCES</b>	-	-	68,759	68,759
<b>FUND BALANCE, BEGINNING</b>	775,015	775,015	775,015	-
<b>FUND BALANCE, ENDING</b>	<u>\$ 775,015</u>	<u>\$ 775,015</u>	<u>\$ 843,774</u>	<u>\$ 68,759</u>

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**STATEMENT OF NET ASSETS – PROPRIETARY FUNDS**  
*June 30, 2012*

	<b>Food Service</b>
<b>ASSETS</b>	
<i>Current Assets</i>	
Cash	\$ -
State and local subsidies receivable	-
Prepaid expenses	-
<b>Total Current Assets</b>	-
<i>Non-Current Assets</i>	
<i>Fixed Assets</i>	
Furniture and Fixtures	-
Computers	-
Vehicles	-
Leasehold Improvements	-
Less: Accumulated Depreciation	-
<b>Total Fixed Assets, Net</b>	-
<b>Total Non-Current Assets</b>	-
<b>TOTAL ASSETS</b>	\$ -
 <b>LIABILITIES</b>	
<i>Current Liabilities</i>	
Accounts payable	\$ -
<b>Total Current Liabilities</b>	-
 <b>NET ASSETS</b>	
Unrestricted assets	-
<b>TOTAL NET ASSETS</b>	-
<b>TOTAL LIABILITIES AND NET ASSETS</b>	\$ -

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**ALL PROPRIETARY FUND TYPES – COMBINED STATEMENT OF**  
**REVENUES, EXPENDITURES & CHANGES IN FUND BALANCES**  
*For the Year Ended June 30, 2012*

	<b>Proprietary Fund Types</b>	
	<b>Food Service</b>	
<b><i>OPERATING REVENUES</i></b>		
Charges for Services	\$	3,916
<b><i>TOTAL OPERATING REVENUES</i></b>		<b>3,916</b>
<b><i>OPERATING EXPENSES</i></b>		
Other Purchased Services		44,440
<b><i>TOTAL OPERATING EXPENSES</i></b>		<b>44,440</b>
<b>OPERATING (LOSS)</b>		<b>(40,524)</b>
<b><i>NON-OPERATING REVENUES</i></b>		
State Sources		2,166
Federal Sources		38,358
<b><i>TOTAL NON-OPERATING REVENUES</i></b>		<b>40,524</b>
<b><i>INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS</i></b>		<b>-</b>
<i>Change in Net Assets</i>		<i>-</i>
<b>NET ASSETS - BEGINNING OF YEAR</b>		<b>-</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$</b>	<b>-</b>

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**ALL PROPRIETARY FUND TYPES**  
**STATEMENT OF CASH FLOWS**  
*For the Year Ended June 30, 2012*

	<b>Proprietary Fund Types</b>
	<b>Food Service</b>
<b><i>CASH FLOWS FROM OPERATING ACTIVITIES</i></b>	
Cash Received from Users	\$ 3,916
Cash Payments to Suppliers for Goods and Services	(44,440)
<b><i>NET CASH (USED FOR) OPERATING ACTIVITIES</i></b>	<b>(40,524)</b>
 <b><i>CASH FLOWS FROM NON-CAPITAL FINANCING ACTIVITIES</i></b>	
State Sources	2,166
Federal Sources	38,358
<b><i>NET CASH FLOWS PROVIDED BY NON-CAPITAL FINANCING ACTIVITIES</i></b>	<b>40,524</b>
 <b>NET INCREASE (DECREASE) IN CASH AND CASH FLOW</b>	 <b>-</b>
Cash and Cash Equivalents Beginning of Year	-
<b>CASH AND CASH EQUIVALENTS AT YEAR-END</b>	<b>\$ -</b>

*See accompanying independent auditors' report and notes to financial statements.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2012**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*Nature of Activities*

The Center for Student Learning Charter School at Pennsbury (the Center) is a charter school located in Levittown, PA. The Center was established and operates under the provisions enacted by the General Assembly of the Commonwealth of Pennsylvania in 1997 and is operating under a charter school contract ending June 30, 2017. The school includes elementary and secondary education, grades 6<sup>th</sup> through 12<sup>th</sup> grade.

The accounting policies of the Center conform to generally accepted accounting principles (GAAP) as applicable to governmental entities. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Following is a summary of the more significant policies.

*Reporting Entity*

The Center is a charter school that has financial accountability and control over all activities related to the students' education. The Center receives funding from local and state government sources and must comply with the requirements of these funding source entities. However, the Center is not included in any other governmental "reporting entity" as defined by the Governmental Accounting Standards Board (GASB) pronouncement. In addition, there are no component units as defined in GASB Statement 14.

*Entity-Wide and Fund Financial Statements*

The entity-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not properly included among program revenues are reported as *general revenues*. Major individual governmental funds are reported as separate columns in the fund financial statements.

*See accompanying independent auditors' report.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2012**

*Basis of Accounting*

The accounting and reporting treatment applied to a fund is determined by its measurement focus. Basis of accounting refers to the recognition and reporting of revenues and expenditures in the accounts and financial statements. Basis of accounting relates to the timing of the measurements made regardless of measurement focus applied.

The entity-wide financial statements are reported using the *economic resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

All governmental fund types are accounted for using a *current financial resources measurement focus*. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. Operating statements of these present funds increase (revenue and other financing sources) and decrease (expenditures and other financing uses) in net current assets.

Governmental fund types are accounted for using the *modified accrual basis of accounting*. Revenues are recognized when they become both measurable and available to finance expenditures of the fiscal period. "Available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. State revenue is recognized in the year to which it applies according to Pennsylvania statutes. Other revenue is considered available if collected within one year. Expenditures are recognized using the modified accrual basis of accounting when the related fund liability is incurred.

All proprietary fund types are accounted for using an *economic resources measurement focus*. With this measurement focus, all assets and liabilities are recorded, including capital assets and long-term debt and obligations. Furthermore, revenues are earned from the provision of goods or services and expenses are incurred to provide for these services. This includes the allocation of costs to the period in which the revenues were earned.

Proprietary fund types are accounted for using the *accrual basis of accounting*. In this basis, transactions are recorded when incurred regardless of when cash is collected or disbursed. Revenues are recognized when earned and become measurable, and expenses are recorded when incurred, if measurable.

*Basis of Presentation – Fund Accounting*

As required by state statute, the Center operates as a nonprofit corporation under Pennsylvania Statutes. However, state law also requires that the Center comply with Uniform Financial Accounting and Reporting Standards for Pennsylvania School Districts, which mandates the use of a governmental fund accounting structure. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. The various funds are presented as follows:

*See accompanying independent auditors' report.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY  
NOTES TO FINANCIAL STATEMENTS**

**June 30, 2012**

***Governmental Fund Types:***

**General Fund**

The General Fund is used to account for all financial resources except those required to be accounted for in another fund.

The Committed Fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the school districts highest level of decision making authority, i.e. the Board of Directors. Any changes or removal of the specific purpose requires majority action by the governing bodies that approved the original action.

**Proprietary Fund**

The Proprietary Fund consists of Food Services – Business-type activities.

**Other Funds and Account Groups**

As of June 30, 2012, the Center had no Other Funds and Account Groups.

**Income Taxes**

The Center is classified as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code and comparable sections of the Pennsylvania income tax statutes.

During 2010, the Center adopted FASB Accounting Standards Codification (“ASC”) 740, Income Taxes (formerly referenced as FASB Financial Interpretation No. 48, Accounting for Uncertainty in Income Taxes – an interpretation of FASB Statement No. 109), which changed the framework for accounting for uncertainty in income taxes. ASC 740 prescribes a comprehensive model for recognizing, measuring, presenting and disclosing in the financial statements tax positions taken or expected to be taken on a tax return.

**Budgets and Budgetary Accounting**

The Board of Trustees adopted an annual budget for the General Fund of the Center. The budget is adopted on a basis consistent with the basis of accounting presented in the financial statements. All budget appropriations lapse at the end of the fiscal year.

Unexpended budgeted amounts lapse at the end of the budget year. Spending control is established by the amount of expenditures budgeted for the fund, but management control is exercised at budgetary line item levels. Encumbrance accounting is not used.

**Estimates**

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Allocation of Revenue**

In the Statement of Activities, program revenues were allocated to the individual governmental activities based on expenditures of the corresponding governmental activity.

*See accompanying independent auditors' report.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**NOTES TO FINANCIAL STATEMENTS**

**June 30, 2012**

**NOTE 2. CASH AND CASH EQUIVALENTS**

The deposit and investment policy of the Center adheres to state statutes and prudent business practices. Center deposits must be held in insured, federally regulated banks or financial institutions which have appropriate collateral in accordance with Pennsylvania law. In addition to certificates of deposits, permissible investments may include United States Treasury bills, short-term obligations of the United States Government or its agencies, the Commonwealth of Pennsylvania or any of its agencies and its subdivisions, the payment of which is backed by the full faith and credit of the issuing entity.

**Concentration of Credit Risk / Custodial Credit Risk**

Custodial credit risk is the risk that in the event of a bank failure, the Center's deposits may not be returned to them. As of June 30, 2012, the Center maintains three bank accounts at two different institutions. Accounts at an institution are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000. Cash at these institutions did not exceed federally insured limits as of June 30, 2012 and as such, was not exposed to custodial credit risk.

**Cash Equivalents - Investments**

*Pennsylvania Local Government Investment Trust (PLGIT)*

The Center invests in the Pennsylvania Local Government Investment Trust (PLGIT), which is an external governmental investment pool. The purpose of the pool is to allow local governmental units to maximize investment potential through cash pooling while providing security and liquidity. Pool participants are allocated a pro-rata share of each investment purchased by the pool. PLGIT's investment policies are consistent with the investment policies of its participants. The investments of the pool serve as collateral and are held in safekeeping by the pool's investment custodian.

PLGIT is governed by a Board of Trustees who is responsible for the overall management of the Trust, including the formulation and implementation of investment policies and the oversight of the Trust's investment advisor and its custodians. The PLGIT pool is not SEC regulated. The fair value of the Center's position in the PLGIT is the same as the value of the pool shares. The Center's investment in PLGIT has been rated AAAM, the highest rating available, by Standard and Poor's, and independent investment rating agency.

As of June 30, 2012, the Center had \$485,998 in PLGIT with an investment maturity of \$485,998 in less than one year. The Center's investment in PLGIT is included in the statement of net assets as cash and cash equivalents.

As required by Governmental Accounting Standards Board Statement No. 40, the Center's investments in PLGIT are excluded from the concentration of credit risk disclosure above.

*See accompanying independent auditors' report.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY  
NOTES TO FINANCIAL STATEMENTS**

**June 30, 2012**

**NOTE 3. FIXED ASSETS**

Fixed assets are stated at cost. Depreciation has been calculated on such assets using the straight-line method half-year convention over the following estimated lives:

Furniture and Fixtures – 5 years  
Computer Equipment – 5 years  
Leasehold Improvements – 10 years  
Vehicles – 5 years

**NOTE 4. REVENUE**

Charter Schools are funded by the local public school districts. For non-special and special education students the charter school receives for each student enrolled no less than the budgeted total expenditure per average daily membership of the prior school year as defined by the Act. The annual rate is paid monthly and is pro-rated if a student enters or leaves during the year. Total tuition revenue from local public school districts was \$2,576,013 for the fiscal year ended June 30, 2012. Food Services operating revenue consists of student charges for services in the amount of \$3,916 and non-operating revenue from state and federal sources in totaling \$40,524.

**NOTE 5. GRANTS**

The Center participates in several state grant programs, which are governed by various rules and regulations of the grantor agencies. Costs charged to the respective grant programs are subject to audit and adjustment by the grantor agencies; therefore, to the extent that the Center has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectibility of any related receivable at June 30, 2012 may be impaired. In the opinion of the Center, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provision was recorded in the accompanying combined financial statements for contingencies.

**NOTE 6. RETIREMENT PLAN**

Employees of the Center participate in the Public School Employees Retirement System. A portion of the retirement is deducted from the employee's salary and for the 2011-2012 school year, the Center was required to make a contribution of approximately 8.65% of the salary. The Commonwealth of Pennsylvania reimburses the Center for a portion of the employer's share of retirement payments. The reimbursement for the year ended June 30, 2012 was calculated to be \$62,024.

*See accompanying independent auditors' report.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2012**

**NOTE 7. RISK MANAGEMENT**

The Center is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Center carries commercial insurance for such risks.

**NOTE 8. ACCOUNTS RECEIVABLE**

Accounts receivable consists of tuition due from local school districts and reimbursements due from the Commonwealth of Pennsylvania and Bucks County IU. All amounts are expected to be collected within the next year.

**NOTE 9. LINE OF CREDIT**

The Center established a line of credit in the amount of \$100,000 to be available for working capital purposes. No borrowings were made on the line in the current year.

**NOTE 10. LONG-TERM DEBT**

Following is a summary of long-term debt transactions for the year ended June 30, 2012:

	Balance 6/30/2011	Additions	Payments	Balance 6/30/2012	Due Within One Year
Building Loans	\$ 2,114,359	\$ -	\$ 53,340	\$2,061,019	\$ 57,315
Capital Lease	15,643	-	4,212	11,431	4,583
Total	<u>\$ 2,130,002</u>	<u>\$ -</u>	<u>\$ 57,552</u>	<u>\$2,072,450</u>	<u>\$ 61,898</u>

In April 2009, the Center entered into an acquisition and construction loan agreement with The Reinvestment Fund, Inc. to acquire, renovate and rehabilitate a property located at 345 Lakeside Drive, Levittown, Pennsylvania ("Property"). The loan agreement provides financing in an aggregate amount of up to \$2,160,000 and is comprised of two parts, one in the principal sum of \$1,960,000 ("Loan A") and the other in the principal sum up to \$200,000 ("Loan B"). The proceeds advanced under Loan B are to be used to for costs which qualify under the lender's Energy Funds Program ("EF Program"). Those costs that do not qualify under the EF Program will be advanced under Loan A. The term of the loans will have a construction term of up to nine months and then a five year permanent term.

*See accompanying independent auditors' report.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY  
NOTES TO FINANCIAL STATEMENTS**

**June 30, 2012**

**NOTE 11: NOTE PAYABLE (CONTINUED)**

During the construction term, Loan A will bear interest at the annual rate equal to the LIBOR rate plus 500 basis points (5.0%) with a minimum combined rate of at least 6.0%. Loan B will bear interest at 5.0%, fixed. Interest on both loans during the construction term is payable monthly.

After the project was completed in August 2010, the loans were converted into permanent financing. Loans A and B will be payable in 60 monthly payments of interest only for the first three month, then 57 monthly payments of interest and principal amortized over 240 months. Loan A will bear interest at 7.5% and Loan B will bear interest at 5.0%. At the end of the 60 months the remaining principal balance will be due.

The Center entered into a capital lease obligation for a security system in September 2009. The obligation is payable in monthly installments of \$506 including interest at 16% per annum, through October 2014.

Future payments for the building loans are as follows:

<u>Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	\$ 57,315	\$ 152,640	\$ 209,955
2014	61,254	148,701	209,955
2015	1,942,450	104,794	2,047,244
Total	<u>\$ 2,061,019</u>	<u>\$ 406,135</u>	<u>\$ 2,467,154</u>

Future payments for the capital lease obligation are as follows:

<u>Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2013	\$ 4,583	\$ 1,494	\$ 6,077
2014	5,368	709	6,077
2015	1,480	39	1,519
Total	<u>\$ 11,431</u>	<u>\$ 2,242</u>	<u>\$ 13,673</u>

*See accompanying independent auditors' report.*

**CENTER FOR STUDENT LEARNING CHARTER SCHOOL AT PENNSBURY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2011**

**NOTE 12: INCOME TAXES**

The company files income tax returns in the U.S. federal jurisdiction. The Company is no longer subject to U.S. federal income tax examinations by tax authorities for years before 2009.

The Company follows the provisions of uncertain tax positions as addressed in FASB Accounting Standards Codification 740-10-65-1. The Company recognized no increase in the liability for unrecognized tax benefits. The Company has no tax position at June 30, 2012 for which the ultimate deductibility is highly certain but for which there is uncertainty about the timing of such deductibility. The Company recognizes interest accrued related to unrecognized tax benefits in interest expense and penalties in operating expenses. No such interest or penalties were recognized during periods presented. The Company had no accruals for interest and penalties at June 30, 2012.

**NOTE 13: COMMITTED FUNDS**

At its June 19, 2012 Public Meeting, the Center for Student Learning Charter School at Pennsbury Board of Trustees approved the commitment of \$400,000 of the General Fund Balance for the reduction of the \$2,061,019 mortgage balance to be refinanced by March 1, 2015.

**NOTE 14: COMPENSATED ABSENCES**

Employees of the Company are entitled to paid vacation, paid sick days, and personal days off, depending on job classification, length of service, and other factors. It is impracticable to estimate the amount of compensation for future absences, and accordingly, no liability has been recorded in the accompanying financial statements. The company's policy is to recognize the costs of compensated absences when actually paid to employees.

*See accompanying independent auditors' report.*

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**Adelman & Company, PC**  
Certified Public Accountants and Consultants

Center for Student Learning Charter School at Pennsbury  
345 Lakeside Drive  
Levittown, PA 19054

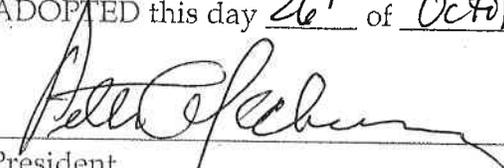
BOARD OF TRUSTEES POLICY

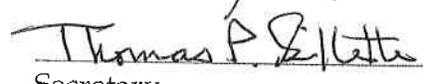
Purchases Budgeted Policy

1. Purpose
  - 1.1 It is the policy of the Board of Trustees (the "Board") that when funds are available, all purchases contemplated within the current budget and not subject to bid be made in a manner that ensures the best interests of Center for Student Learning Charter School at Pennsbury.
2. Authority
  - 2.1 All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the Executive Director unless the contemplated purchase is for more than \$5,000.00 in which case prior approval is required from the Board.
  - 2.2 All purchase requests must be referred to the Executive Director or to his designee, 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 already be available.
  - 2.3 There shall be a reasonable effort made to obtain, in writing, at least three (3) quotations from independent sources for the supplies, equipment or services desired whenever possible.
3. Guidelines
  - 3.1 Purchase requests shall be submitted on an approved requisition form. Upon the placement of a purchase order, the Executive Director's designee shall encumber the expenditure against a specific budget line item to guard against the creation of liabilities in excess of appropriations.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this day 26<sup>th</sup> of October, 2010

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

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

Center for Student Learning Charter School at Pennsbury

345 Lakeside Drive, Levittown, PA 19054

CEO Signature 

**REVENUES**

<b>6000</b>		<b>REVENUE FROM LOCAL SOURCES</b>	
<b>6500</b>		<b>EARNINGS ON INVESTMENTS</b>	
	6510	Interest on Investments and Interest-Bearing Checking Accounts	171
	6520	Dividends on Investments	
	6530	Gains or Losses on Sale of Investments	
	6540	Earnings on Investments in Real Property	
	6590	Other Earnings or Investments	
<b>6600</b>		<b>FOOD SERVICE REVENUE</b>	
	6610	Daily Sales - Reimbursable Programs	
	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	
<b>6700</b>		<b>REVENUES FROM STUDENT ACTIVITIES</b>	
	6710	Admissions	
	6720	Bookstore Sales	
	6730	Student Organization Membership Dues and Fees	
	6740	Fees	
	6750	Student Activity - Special Events	
	6790	Other Student Activity Income	
<b>6800</b>		<b>REVENUES FROM INTERMEDIARY SOURCES / PASS THROUGH</b>	
	6810	Revenue from Local Governmental Units	
	6820	Revenue from Intermediary Sources - Commonwealth Funds	
	6830	Revenues from Intermediary Sources - Federal Funds	48861
	6890	Other Revenues from Intermediary Sources	

<b>6900</b>		<b>OTHER REVENUE FROM LOCAL SOURCES</b>	
	6910	Rentals	
	6920	Contributions & Donations from Private Sources / Capital Contributions	
	6930	Gains or Losses on Sale of Fixed Assets (Economic Resource Measurement Focus Only)	
	6940	Tuition from Patrons	
	6941	Regular Day School Tuition	2788200
	6942	Summer School Tuition	
	6943	Adult Education Tuition	
	6944	Receipts From Other LEAs in Pennsylvania - Education	
	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	6011
<b>7000</b>		<b>REVENUE FROM STATE SOURCES</b>	
7100		<b>BASIC INSTRUCTIONAL AND OPERATING SUBSIDIES</b>	
	7150	Unassigned	
	7160	Tuition for Orphans and Children Placed in Private Homes	
	7180	Staff and Program Development	
7200		<b>REVENUE FOR SPECIFIC EDUCATIONAL PROGRAMS</b>	
	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)	2978
	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	60839
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	92288
7900		REVENUE FOR TECHNOLOGY	
	7910	Educational Technology	
	7990	Other Technology Grants	
<b>8000</b>		<b>REVENUE FROM FEDERAL SOURCES</b>	
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	
<b>9000</b>		<b>OTHER FINANCING SOURCES</b>	
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	
<b>TOTAL REVENUES</b>			2999348

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

Center for Student Learning Charter School at Pennsbury

345 Lakeside Drive, Levittown, PA 19054

CEO Signature \_\_\_\_\_

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

**EXPENDITURES**

<b>1000</b>	<b>INSTRUCTION</b>		
1100	REGULAR PROGRAMS - ELEMENTARY / SECONDARY		983501
1200	SPECIAL PROGRAMS - ELEMENTARY / SECONDARY		468957
1300	VOCATIONAL EDUCATION		
1400	OTHER INSTRUCTIONAL PROGRAMS - ELEMENTARY / SECONDARY		
1600	ADULT EDUCATION PROGRAMS		
1700	HIGHER EDUCATION PROGRAMS		
1800	PRE-KINDERGARTEN		
<b>2000</b>	<b>SUPPORT SERVICES</b>		
2100	SUPPORT SERVICES - PUPIL PERSONNEL		
	2110 Supervision of Pupil Personnel Services		
	2120 Guidance Services		
	2130 Attendance Services		228418
	2140 Psychological Services		
	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	
	2230	Educational Television Services	
	2240	Computer-Assisted Instruction Support Services	
	2250	School Library Services	
	2260	Instruction and Curriculum Development Services	
	2270	Instructional Staff Professional Development Services	
	2280	Nonpublic Support Services	
2300		SUPPORT SERVICES - ADMINISTRATION	
	2310	Board Services	
	2320	Board Treasurer Services	
	2340	Staff Relations and Negotiations Services	
	2350	Legal Services	46382
	2360	Office of the Superintendent (Executive Director) Services	306492
	2370	Community Relations Services	
	2380	Office of the Principal Services	266248
	2390	Other Administration Services	
2400		SUPPORT SERVICES - PUPIL HEALTH	62459
2500		SUPPORT SERVICES - BUSINESS	
	2510	Fiscal Services	130566
	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	68364
	2620	Operation of Buildings Services	71186
	2630	Care and Upkeep of Grounds Services	6200
	2640	Care and Upkeep of Equipment Services	5171
	2650	Vehicle Operations and Maintenance Services (Other than Student Transportation Vehicles)	
	2660	Security Services	10363
	2690	Other Operation and Maintenance of Plant Services	32529
2700		STUDENT TRANSPORTATION SERVICES	
	2710	Supervision of Student Transportation Services	
	2720	Vehicle Operation Services	1509
	2730	Monitoring Services	
	2740	Vehicle Servicing and Maintenance Services	
	2750	Nonpublic Transportation	

	2790	Other Student Transportation Services	26850
2800		<b>SUPPORT SERVICES - CENTRAL</b>	
	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		<b>OTHER SUPPORT SERVICES - CENTRAL</b>	
	2990	Pass-Thru Funds	
<b>3000</b>		<b>OPERATION OF NON-INSTRUCTIONAL SERVICES</b>	
3100		FOOD SERVICES	62513
3200		<b>STUDENT ACTIVITIES</b>	
	3210	School Sponsored Student Activities	
	3250	School Sponsored Athletics	
3300		<b>COMMUNITY SERVICES</b>	
	3310	Community Recreation	
	3320	Civic Services	
	3330	Public Library Services	
	3340	Custody and Child Care	
	3350	Welfare Activities	
	3390	Other Community Services	
3400		<b>SCHOLARSHIPS AND AWARDS</b>	
<b>4000</b>		<b>FACILITIES ACQUISITION, CONSTRUCTION AND IMPROVEMENT SERVICES</b>	
4100		SITE ACQUISITION SERVICES - ORIGINAL AND ADDITIONAL	
4200		EXISTING SITE IMPROVEMENT SERVICES	
4300		ARCHITECTURE AND ENGINEERING SERVICES / EDUCATIONAL SPECIFICATIONS DEVELOPMENT - ORIGINAL AND ADDITIONAL	
4400		ARCHITECTURE AND ENGINEERING SERVICES / EDUCATIONAL SPECIFICATIONS - IMPROVEMENTS	

4500	BUILDING ACQUISITION AND CONSTRUCTION SERVICES - ORIGINAL AND ADDITIONAL	5591
4600	EXISTING BUILDING IMPROVEMENT SERVICES	
<b>5000</b>	<b>OTHER EXPENDITURES AND FINANCING USES</b>	
5100	DEBT SERVICE / OTHER EXPENDITURES AND FINANCING USES	205314
5200	FUND TRANSFERS	
5300	TRANSFERS INVOLVING COMPONENT UNITS	
5400	INTRAFUND TRANSFERS OUT	
5800	SUSPENSE ACCOUNT	
5900	BUDGETARY RESERVE	
<b>TOTAL EXPENDITURES</b>		<b>2988613</b>

**TOTAL REVENUES MINUS TOTAL EXPENDITURES = CURRENT FUND  
BALANCE AS OF JUNE 30, 2013**

10735

## Fiscal Solvency Policies:

All financial decisions and expenditures are approved by the Center for Student Learning Charter School at Pennsbury's Board of Trustees. The School's Finance Policy gives authority and responsibility to the Board of Trustees to approve the budget, bids and authorization of expenditures.

The expenditure of funds will be controlled by the two-step process of budget appropriation and expenditure authorization. Expenditures require one-one-one approval, i.e., the cost center supervisor and his/her administrator. As part of their fiduciary responsibility, every payment made from any school bank account needs to be approved by the Board. Board meetings are held, on average, every three weeks. This allows the Board to keep close oversight of all school activities, including financial.

The Board is apprised at each meeting of all Accounts Receivable, Cash Balances and Accounts Payable. All payments are pre-approved by the Board and each payment requires two Board signatures for all checking accounts. Counter withdrawals at all banking institutions holding deposits of the school prohibit any counter withdrawal from any party, whether an employee or Board member.

The General Fund Budget is prepared in conjunction with Board approval of all salaries and contracts for the upcoming school year. The Budget is organized and planned to ensure adequate understanding of the financial needs associated with program implementation, support and development per the Budget Planning Policy. The Budget Preparation Policy recognizes the Board's obligation to the taxpayers to approve only those expenses reasonable required to provide an educational program suitable to the needs and goals of the Center for Student Learning Charter School and its students.

It is the policy of the Board of Trustees, through its Purchases Budgeted Policy, that when funds are available, all purchases contemplated within the current budget, and not subject to bid, be made in a manner that ensures the best interests of the Center for Student Learning Charter School at Pennsbury. All purchases that are within budgetary limits and were originally contemplated within the budget may be made upon authorization of the CEO unless the contemplated purchase is for more than \$5,000, in which case prior approval is required from the Board.

A line of credit has been established for up to \$100,000 in case a cash flow problem should arise or an unforeseen capital expenditure is necessary. Use of this line of credit requires Board action.

Center for Student Learning Charter School at Pennsbury  
345 Lakeside Drive  
Levittown, PA 19054

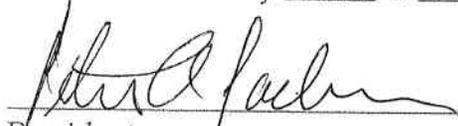
BOARD OF TRUSTEES POLICY

Finances Policy

1. Purpose
  - 1.1 The Board of Trustees (the "Board") recognizes its responsibility to the taxpayers to be sure that public monies expended by Center for Student Learning Charter School at Pennsbury ("CSL") are utilized for the furtherance of pupil education in a manner that will ensure full value to the taxpayers, and that adequate constraints and records are established to ensure that end.
2. Authority
  - 2.1 The Executive Director has the authority and responsibility, in conjunction with the Board to prepare the budget. The Board has the authority and responsibility to approve the budget, the bids, and pass a resolution authorizing the expenditures of CSL.
3. Responsibility
  - 3.1 To meet the goals of this policy, the Board requires the Executive Director to establish sound accounting procedures based upon state and federal recommended accounting procedures and upon the recommendation of the local, state, and federal auditors, and to institute effective business practices and recommend suitable accounting equipment, where necessary.
  - 3.2 In accordance with state law, the Board will authorize an annual audit by an independent auditor. In addition, a Board audit committee may be established.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this day 26<sup>th</sup> of October, 2010

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary