

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 Assignjment Subject Areas Teaching or Services Provided	Number of Hours Worked in Assignmmt	Percentage of Time in Certified Position	Percentage of Time in Areas Not Certified
1	Lauren Ardiff	Yes	EL ED K-6, Mid Level Science	7, 8	Science	100%	100%	0%
2	Kelly Bausher	Yes	ECE, Elementary K-6, Principal K-12	K-10	Principal	100%	100%	0%
3	Lisa Berger	Yes	Social Studies 7-12	9, 10	Social Studies	100%	100%	0%
4	Megan Boyer	Yes	Mathematics 7-12	8	Math	100%	100%	0%
5	Brayden Cressman	Yes	Spanish PK-12, ESL PK-12	9, 10	Spanish	100%	100%	0%
6	Danielle Darmo	Yes	EL Ed K-6	6	ELA, Math, Science, Social Studies	100%	100%	0%
7	Christina Davis	Yes	EL ED K-6, Mathematics 7-12	9, 10	Math	100%	100%	0%
8	Jamie Deimling	Yes	SP ED K-12, EL ED K-6	6, 7, 8, 9, 10	Special Education	100%	100%	0%
9	Megan Frantz	Yes	ECE, EL ED K-6, English 7-12, Mid Level English	4, 5	ELA, Math, Science, Social Studies	100%	100%	0%
10	Tia Gaines	Yes	English 7-12	7, 8	English	100%	100%	0%
11	Casey Gery	Yes	ECE, Elementary K-6, Mid Level Math 6-9, Special Education, PK-8	K-10	MTSS Coordinator	100%	100%	0%
12	Christan Glennon	Yes	EL ED K-6, SP ED K-12	6, 7, 8	Special Education	100%	100%	0%
13	Michelle Harris	Yes	English 7-12	9, 10	English	100%	100%	0%
14	Anne Hopkins	Yes	Social Studies 7-12	7, 8	Social Studies	100%	100%	0%
15	Robin Jadick	Yes	Grades PK-4	4	ELA, Math, Science, Social Studies	100%	100%	0%
16	Melissa Kardas	Yes	Mathematics 7-12	7, 8	Math	100%	100%	0%
17	Barry King	Yes	Vocational Admin Director 7-12, Secondary Principal 7-12, Elementary K-6, Cooperative Education 7-12	K-10	CTE Administrator	100%	100%	0%
18	Kimberly Kohler	Yes	SP ED PK-12, Elementary K-6	K, 1, 2, 8	Special Education	100%	100%	0%
18	Reuben Lacy	Yes	Health and PE PK-12	6, 7, 8, 9, 10	PE, Health	100%	100%	0%
20	Nichol Laskey	Yes	EL ED K-6, Mid Level Science	5	ELA, Math, Science, Social Studies	100%	100%	0%
21	Bobbi-Jo Lundy	Yes	Grades PK-4	K	ELA, Math, Science, Social Studies	100%	100%	0%
22	Chelsea McConnell	Yes	English 7-12	9, 10	English	100%	100%	0%
23	Katina Moyer	Yes	Special Education N-12, Elementary K-6, Autisum N-12, Behavior Specialist	10	Special Education	100%	100%	0%
24	Elizabeth Munsterteiger	Yes	Elementary K-6	6	ELA, Social Studies	100%	100%	0%
25	Justin Nowell	Yes	Mathematics 7-12	9, 10	Math	100%	100%	0%
26	Samara Oliphant	Yes	Grades PreK-4, Grades 4-8, 7-8 English Language Arts and Reading Concentration, 7-8 Science Concentration, K-12 Reading Specialist	7, 8	ELA	100%	100%	0%

CONTRACTOR

27	Tiffany Pugliese	Yes	Grades PK-4, Technology Education	K	ELA, Math, Science, Social Studies	100%	100%	0%
28	Jennifer Russell	Yes	SP ED PK-8, Grades PK-4	K, 1, 2, 3, 4, 5	Special Education	100%	100%	0%
29	Allison Schleifer	Yes	Secondary Counselor 7-12	9, 10	Guidance Counselor	100%	100%	0%
30	Anneliese Simon	Yes	Grades PK-4	K -10	Life Skills			
31	Nancy Shifflett	Yes	Elementary K-6, Mid Level Math, SP ED PK-12	6, 7, 8, 9, 10	Special Education	100%	100%	0%
32	Wendy Smith		School Nurse PK-12	K-10	School Nurse	100%	100%	0%
33	Jaclyn Snyder	Yes	Elementary School Counselor K-6, Secondary School Counselor 7-12	K-8	Guidance Counselor	100%	100%	0%
34	Allison Snyder	Yes	Elementary K-6; Reading Specialist	5	ELA, Math, Science, Social Studies	100%	100%	0%
35	Kimberly Spurgeon	Yes	Biology 7-12, General Science 7-12,	9, 10	Science	100%	100%	0%
36	Carly Tetkoski	Yes	Grades PK-4	3	ELA, Math, Science, Social Studies	100%	100%	0%
37	Suzanne Vuksan	Yes	EL ED K-6	2	ELA, Math, Science, Social Studies	100%	100%	0%
38	Heather Wells	Yes	Elementary K-6	2, 3	ELA, Math, Science, Social Studies	100%	100%	0%
39	Melissa White	Yes	Social Studies 7-12	9, 10	Social Studies	100%	100%	0%
40	Rachel Wise	Yes	School Psychologist, Behavior Specialist	K -10	School Psychologist	100%	100%	0%
41	Peta-Gaye Woodlin	Yes	English 7-12	9, 10	English	100%	100%	0%
42	Jamie Zona	Yes	Elementary K-6	K, 1	ELA, Math, Science, Social Studies	100%	100%	0%

CONTRACTOR

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Total Number of Administrators (do not include CEO) ____ 2
 Total Number of Teachers ____36____ Counselors ____2____ School Nurses ____1____ Others ____3____ 2
 Total Number of Professional Staff ____ 41



INSIGHT PA
CYBER CHARTER SCHOOL

There is no audit report to upload. The 2017-2018 school year is the school's first year of operation so there has not yet been an audit conducted.



Insight PA Cyber Charter School

FISCAL POLICIES & PROCEDURES

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Policy Overview

The purpose of this document is to provide an overview of internal control policies followed by K12 when providing services to K12 Managed Schools. The policies cover accounting, financial reporting, information technology and human resource services.

Internal controls are the methods and procedures used to provide reasonable assurance to items including:

- Safeguard assets
- Ensure validity of financial reports and records
- Promote adherence to policies, procedures, regulations and laws
- Promote effectiveness and efficiency of operations
- Ensure financial systems are secure and backed up as needed

Audience

This policy is intended for the School Board, School Management and K12 employees.

Policy Exceptions

Regulatory requirements and service agreements may modify the policy for an individual school; however, these changes must be documented in an addendum and approved by the School Board.

Treasury

Authorization and Approval

- School Board must authorize the opening of a bank account.
- CEO, CFO, Executive Director and the Operations (Ops) Manager / Department Head (or Board Member, where applicable) are the signatory / agents for all –ISPA bank accounts. Two signatures are required for expenditures greater than \$5,000.
- Cash balances shall not be reduced below zero.
- Public fund balances over \$250,000 must be insured (collateralized).
- Checks outstanding and unpaid for a period of one (1) year shall be declared void, included as receipts and removed from the outstanding check listing unless state escheatment treatment is required.
- Any adjustments to cash, such as the write-off of old outstanding checks, must be approved by the CFO.
- Upon termination or change in job responsibility of a check signer the bank authorized signatures must be updated immediately.
- The CFO will review the bank authorized signatories semi-annually and confirm review to the Board. CFO will also review access to PayPal accounts.
- Debit cards issued on school bank accounts are not authorized.

- Purchasing Card (P-Card) expenses must be approved and reconciled monthly by the Managed School Services Accountant. Access to P-Cards will be limited and managed by the CFO.
- School credit card and P Card limits require an approval to be increased by the CFO.
- Pay Pal Accounts may be established through the CFO to manage incidental student activities (field trips, events etc.) where absolutely necessary. The accounts must be tracked through the General Ledger and follow the standard monthly account reconciliation and review process.

Custodial and Security Arrangements:

- A board member maintains custody of the starter check stock. Access to check stock is separated from those with the ability to sign checks.
- Check stock is stored in a secure/locked area.
- A record of the starter check sequence is supplied to K¹² MSA and the Board member holding the starter check stock is kept by the Board Treasurer.
- Checks voided for any reason are maintained by MSA. The signature section is marked out or removed and the reason the check was voided is noted on the check
- Petty cash funds are discouraged; however, where necessary, cash fund should not exceed \$500. A log of cash expenditures must be kept by the school administrator and reconciled prior to any replenishment.

Accounts Receivable

- Deposits of state student funding and federal grants should be routed to automatically deposit into the school bank account. A copy of all backup documentation for direct deposits must be sent to K¹² Shared Services by the Finance Manager/Ops manager / Department Head.
- Use of a bank lockbox for payment is highly encouraged. Cash should not be sent directly to the school. In the limited cases where checks are received by the school the following process must be followed:
 - Administrative Assistant opens mail and maintains a ledger of all checks received. The ledger is forwarded monthly to MSA.
 - Checks are deposited into the school bank account by the CFO, Finance Manager, or Department Head or Executive Director within one day of receipt. The depositor provides a copy of all deposit backup documentation to K¹² MSA.

Monthly Bank Reconciliations

- Bank reconciliation are performed and reviewed monthly for all bank and PayPal accounts.
 - Bank statements must be available to MSA through online access (view only) or by hard copy from the school.
 - Bank reconciliations are performed by MSA and include a beginning cash balance, listing of cleared checks/payments, deposits/credits, un-cleared checks/payments, deposits/credits and the ending cash balance. All variances are researched and explained
 - The bank reconciliation, with a copy of the bank statement, is included in the monthly financial pack and reviewed/approved by the CFO.

All PayPal deposit and payment activity, if applicable, must be provided to MSA for accounting purposes. Accounts must be reconciled on a monthly basis by MSA and be reviewed and approved by the CFO. Reconciliation must include a tie out of funds deposited and expenditures paid to remaining PayPal balance.

New Vendors

All new approved vendors will require an approved vendor set-up form and a W-9 to accompany new vendor invoices in order to be entered for processing in the accounting. Exception - ISP check runs do not require W-9's.

Expenditures - General Funds

Authorization and Approval

- The Executive Director and Ops Manager / Department Head are approved by the Board to approve and make expenditures on behalf of the school for operational purchases as outlined in K12/School Services Agreement.
- Purchase requisitions under \$5,000 must be approved by the Executive Director or Ops Manager / Department Head. Purchase requisitions greater than \$5,000 require approval by both the Executive Director or Ops Manager / Department Head and the CFO.
- The School must get three formal, documented quotes for purchases over \$10,000. Three competitive bids must be obtained for purchases over \$25,000
 - The Regional IT team must be consulted on technology purchase and implementation decisions. The IT team will assist in the securing of competitive pricing for computers, monitors, printers, software and school technology infrastructure components.
 - Equipment must be supportable by the K12 technology infrastructure and meet necessary requirements to ensure the security and privacy of sensitive school data.
- All service contracts must be supported by a current written contract.
- All technology purchases must be approved by the Regional Technology Manager and either the Executive Director or Ops Manager / Department Head via a purchase requisition. Any purchases over \$10,000 will require BOD approval. Once approved by the BOD, the approval will be attached to the PR prior submitting. Including but not limited to:
 - Database and system development
 - Hosting of systems
 - Hardware and software purchases
 - Vendor support
- The Regional IT team must be consulted on technology purchase and implementation decisions. The IT team will assist in the securing of competitive pricing for computers, monitors, printers, software and school technology infrastructure components. This will also ensure the

equipment is supportable by our technology personnel and that it meets the necessary requirements to ensure the security of sensitive school data.

- Loans to employees and Board members are prohibited under all circumstances.
- Compensation and any other payments for goods and services may not be paid in advance with the exception of: insurance, rent, facility/room rentals and software licenses and a contract for each service must be tied to the service.
- All invoices must be paid in a timely manner within 30 days. The turnaround time for payment processing with MSA is 5-10 business days.
- For payments to be processed the following must occur:

Purchase Order Processing:

- 1) A purchase requisition (PR) is entered into the system by a SCHOOL purchase submitter.
- 2) The submitter codes the purchase requisition with the proper GL account and dimensions.
- 3) The SCHOOL purchase supervisor gets notified that there is a new PR that needs to be approved.
- 4) The supervisor checks the items and cost
- 5) If the items and cost are approved an MSA accountant is notified. If the items and cost are not approved, the PR goes back to the submitters queue.
- 6) The MSA accountant checks the GL account code on the PR for accuracy. If the GL account code is approved, a SCHOOL finance user gets notified. If the GL account code is not approved, the PR goes back to the submitters queue.
- 7) The SCHOOL finance user checks the PR to see if it fits into the budget. If the budget is approved, the Executive Director gets notified. If the budget is not approved the PR goes back to the submitters queue. Any PR's over the \$10,000 limit will require BOD approval and this approval will be attached to the PR record.
- 8) If the Executive Director approves the PR it is converted to a PO. If the PR is not approved it goes back to the submitters queue.
- 9) If K12 has already received an Invoice for the PO before goods are received, then the PO is matched to the invoice.
- 10) If K12 receives the goods or service before the invoice, then the PO is converted to a Purchase Receiver which will be matched to the invoice once the invoice is received.
- 11) Once the receipt of goods is processed and an invoice matched PO Receiver is converted to a vendor invoice in the purchasing module which creates the bill in the AP module and posts the transaction to AP sub-ledger.

Non-Purchase Order Invoice Processing:

- 1) AP invoices are sent to a school specified mailbox.
- 2) MSA AP user enters invoice. When an invoice is received for goods or a service for which a PO was not cut, the invoice is entered straight into purchasing as a vendor invoice, not a PR or PO, by an MSA AP user. This non-PO process is created by a completely separate vendor invoice transaction definition in the purchasing module than the vendor invoice transaction definition used in the PO process.

- 3) The SCHOOL Ops Manager gets notified that an invoice was created in the system so they can review it. If the invoice is approved an MSA AP approver is notified. If the SCHOOL Operations Manager rejects the invoice it goes back the MSA AP users queue.
 - 4) The MSA AP approver checks to see if the Invoice has the correct GL account code. If the GL account code is approved a SCHOOL finance user is notified. If the MSA AP approver rejects the invoice it goes back the MSA AP users queue.
 - 5) The SCHOOL finance user checks the invoice to see if it fits into the budget. If the budget is approved the EXECUTIVE DIRECTOR is notified. If the budget is rejected, the invoice goes back to the MSA AP users queue.
 - 6) If the EXECUTIVE DIRECTOR approves the invoice it is posted to AP
- For purchases of Gift Cards the following must be documented:
 - Preapproval by the Executive Director is required prior to purchase. Documentation must include the purpose of the gift cards, intended recipients and timing of distribution.
 - Gift card must be locked in a secure location with restricted access.
 - Monthly reconciliation of remaining gift cards and card distribution must be provided to MSA and included in the monthly financial pack review by the Executive Director.
 - All gift cards distributed to teachers must be reported to payroll and is considered imputed income.
 - Checks must never be written for cash.

K12 Invoices for Payment

Management and Technology fees:

All K12 invoices must be approved by the Board or Board designee prior to payment in accordance with the Educational Services Agreement (ESA).

- Management and technology fee invoices are reviewed by the Executive Director and Ops Manager / Department Head to confirm compliance with the Services Agreement.

Student computer, On-line School (OLS) invoices and materials:

- Invoices are reviewed against student records and approved by the Ops Manager / Department Head

Other K12 Billing:

- Invoices include Supplemental Software, Payroll and other costs that are paid on behalf of K12 and charged back to the school according to the Services Agreement

Student Family Internet Service Provider (ISP) payments (As per School Policy)

- The Ops Manager / Department Head processes ISP payments twice a year

- The Ops Manager / Department Head downloads student and family information and completes a payment report based on approved enrollment dates and withdrawal dates, as well as the grade level students. Payments are pro-rated if students have not been enrolled during the entire service period.
- The Executive Director reviews and approves the payment report prior to sending to K¹² Shared Services which are then outsourced to a third service provider for check processing, signing and mailing to the families designated on the approved listing.

Expense Reimbursement

- The Ops Manager / Department Head reviews and approves all expense reports to:
 - Ensure compliance with the School Board approved Travel and General Expenses policy, in accordance with federal or state requirements, if applicable.
 - Confirm inclusion of supporting documentation.

Manual – (Board Members)

- 1) A Board Member enters their expenses on an excel expense template, once entered the expense report is emailed with the supporting documentation to the EXECUTIVE DIRECTOR for review.
- 2) A W-9 will be required in order for the 1st time vendor (board member) to be added to the system.
- 3) The Executive Director reviews the expense report for compliance and appropriate supporting documentation. If the Executive Director finds missing supporting documentation, he/she will contact the Board Member for the additional support. Once, all compliance and support is deemed appropriate, the Executive Director will send to MSA A/P.
- 4) If the expense passes the A/P review it is scanned as part of an AP batch to an MSA accountant for entry into the accounting system. The support is attached to the vendor file.
- 5) The check is processed thru the normal A/P cycle, printed at the school, signed and sent to the Board Member.

Intacct Expenses:

- 1) A SCHOOL employee enters their expenses via the Intacct expense reimbursement portal, and their manager is notified.
- 2) If the manager approves the expense, the Executive Director is notified. If the manager rejects the expense the SCHOOL employee is notified.
- 3) If the Executive Director approves the expense, it is sent to MSA to audit/review. If the Executive Director rejects the expense the SCHOOL employee is notified.
- 4) If the expense passes the expense review, it is posted to Employee Expense sub ledger and is ready for reimbursement. If the expense doesn't pass the review, the SCHOOL employee is notified to submit a correction.
- 5) The employee expenses are then selected to be reimbursed through the time and expense module select to pay process.

- If applicable, checks along with expense report and supporting documentation are sent back to the school or with Intacct, checks are cut at the school location. The Executive Director reviews and signs the checks. The Finance Manager / Operations Manager / Department Head photocopies the signed checks and files them with their respective expense report.
- The Executive Director approves the Ops Manager / Department Head expense reports and the Regional Vice President approves the Executive Director expense reports.

Expenditures - Restricted Funds

Authorization and Approval

Expenditures for Restricted Funds follow the same policies for General Funds with the following exceptions:

- The Executive Director and Operations Manager/Department Head must pre-approve all Restricted Fund employee expenses.
- Purchase requisitions must be completed for all restricted fund purchases and other one-time purchases. All purchase requisitions must show the amount of the purchase, if known, or if not known an estimate must be made. Prior to approving grant expenditures, the Executive Director and Ops Manager / Department Head must be certain that the expenditures are in accordance with federal or state requirements. Approvals must be secured.
- Prior to purchase. Quotes and/or other backup information must be attached to the purchase requisition. Items requiring purchase requisitions include but are not limited to the following: technology purchases such as computers, printers and software, fixed assets, furniture and equipment such as file cabinets, memberships and training or professional development costs.
- Compensation and any other payments for goods and services must not be paid in advance of receipt of goods or services
- For payments to be processed, there must be a fully itemized invoice, invoice must be approved and coded to the proper restricted fund by the appropriate person and matched to a purchase requisition (if required). Once approved, scanned copies of the documents must be sent to MSA for payment (only for those schools that utilized the Shared Services Dept. for accounting / reporting purposes). All technology purchases must be approved by the Regional Technology Manager and either the Executive Director or Ops Manager / Department Head.
- All special education provider payments must be approved by the designated SPED Manager.
- All items (assets and inventory) purchased with restricted funds need to be tagged with an asset tag, tracked for physical location and inventoried annually. The tag must read "Purchased with XYZ funds for XXVA". Any item (asset or inventory) assigned to a student or teacher also needs to be tagged, tracked for physical location and inventoried annually
- Gift cards may not be purchased with restricted funds.

Payment Processing

- MSA initiates the payment process in the Accounting System once all approvals have been received.

- MSA will select invoices ready for payment, and will communicate with the school that checks are in the queue ready to be printed. Operations manager (or designee) will print checks using blank check stock and a MICR printer cartridge stored in a secure location. Once printed and confirmed, checks will be mailed to vendors from the school location. Should support be required to be sent with the check, the vendor invoice is contained electronically in the system and can be viewed and printed if necessary.
- The School finance staff/Ops Manager photocopies the signed checks and files them with their respective invoices.
- In the event of overpayment to a vendor, a refund or credit must be obtained and recorded as such.

Fixed Assets - General

The School is required to establish a fixed asset accounting system that will contain sufficient data to permit:

- The preparation of fiscal year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP) for 501(c)(3) entities
- Adequate insurance coverage
- Control, accountability and security

Criteria for Fixed Asset Capitalization

- The asset has a useful life of one (1) year or more
- The cost of the asset is greater than \$2,000.00

Valuation

Fixed assets are to be valued at purchase cost.

Donated fixed assets shall be valued at the donor's estimated fair market value at the time of gifting.

Depreciation

Assets will be depreciated using straight-line depreciation. Estimated life for fixed assets shall follow IRS guidelines.

Classification

Fixed assets shall be classified as follows:

- Furniture - 7 years
- Equipment - 7 years
- Software – Amortized 3-5 years
- Structures and improvements – 15 years
- Land – Unlimited useful life
- Improvements other than buildings – 15 years

Information

The following information shall be maintained for all fixed assets:

- Description
- Asset classification
- Location
- Purchase price
- Vendor
- Date purchased or leased
- Accumulated depreciation
- Method and reason of disposal, if applicable

Fixed Asset Disposal

Any asset with a fair market value greater than or equal to \$5,000 must be approved by the board prior to retirement. Approval is required by the Ops Manager / Department Head and Executive Director for assets purchased with a fair market value of less than \$5,000, prior to retirement. The Fixed Asset Inventory will then be updated to include reason for retirement and date of write-off.

Examples of reasons for retirement:

- Asset is damaged beyond repair.
- Asset is damaged and the cost to repair it exceeds the current fair market value.
- Asset is not able to support current technology needs.

Any impairment to Fixed Assets needs to be communicated to the Regional Technology Manager and/or EXECUTIVE DIRECTOR immediately in order to assess the impairment.

- Fixed assets that are deemed obsolete or beyond repair should be communicated to the SS Accountant prior to disposal.

Physical Asset Controls:

- An annual inventory must be performed.
- Physical inventory must be performed for all capitalized items, as well as all computers that do not meet the capitalization threshold.
 - The inventory is performed to determine that all assets are present, in usable condition, located in the assigned area, and accurately recorded on the fixed asset or inventory records.
 - Upon completion, the Ops Manager / Department Head must review and approve the results. Review includes a comparison of physical inventory to accounting records and fixed asset schedule.
 - Any discrepancies must be communicated to the EXECUTIVE DIRECTOR.

- Computer and software asset list must be submitted to the Regional Technology Manager for maintenance of IT equipment inventory to ensure continued supportability, license compliance and information security.
- All fixed assets are tagged with a School fixed asset tag.

Tracking and Reconciliation

- A fixed assets schedule is be maintained by the Ops Manager / Department Head according to the Fixed Asset Policy.
- The fixed asset schedule must be updated monthly to include new purchases, retirements or transfers of assets.
- The Ops Manager / Department Head must also reconcile the fixed asset schedule to the accounting records and submit to MSA for review and confirmation.

Physical Assets Purchased with Restricted Funds

- All items purchased with restricted funds need to be tracked and inventoried by the school. The information must be maintained in a secure environment (i.e. system or network) with restricted access.
- All items (assets and inventory) purchased with restricted funds need to be tagged with an asset tag, tracked for physical location and inventoried annually.
 - The tag must read “Purchased with XYZ funds for XXVA”.
 - Any item (asset or inventory) assigned to a student or teacher also needs to be tagged, tracked for physical location and inventoried annually
 - An annual inventory must be performed. The physical inventory must be performed for all restricted fund purchase to catalog for restricted fund audit purposes

Physical assets purchased with restricted funds meeting the following criteria must also follow the fixed asset policy in the previous section in addition to the criteria laid out above.

- All items the asset has a useful life of one (1) year or more
- The cost of the asset is greater than \$2,000.00

Tracking and Reconciliation

- A restricted fund fixed asset schedule must be maintained by the SPED /Ops Manager / Department Head.
- The restricted fund schedule must be updated monthly to include new purchases, retirements and/or transfers of assets.
- The SPED/Ops Manager / Department Head must also reconcile the restricted fund schedule to the accounting records as part of the month-end financial reporting process

Accounting, Budgetary Control & Financial Closing

- The School uses the accrual basis of accounting.
- Fund accounting is used to account for the financial activities of the School.

- The preparation of monthly and fiscal year-end financial statements is in accordance with Generally Accepted Accounting Principles (GAAP) for 501(c)(3) entities and any other State/District-specific reporting requirements.
- Budgets are drafted annually by the CFO and the Business Operations Manager based on estimates of revenues and expenses. The annual budget is presented by the CFO to the Finance Committee for review and presented for preliminary and final adoption by the Board in accordance with PA state law.
- Monthly, the CFO will present financial reports which will address the changes in net assets for the period in addition to a monthly cash flow statement and balance sheet. All variances from the approved Budget will be investigated and explained.
- Quarterly, based upon year-to-date results, the CFO will present a full year forecast for comparison to the approved budget. This will enable the Board of Trustees to take the necessary actions, if any, to ensure the budget is met.
- The CFO will ensure monthly that all regulatory reports are filed in a timely manner.
- The CFO working with the Finance Committee and the Board of Trustees, will identify an independent accounting firm to audit the Insight PA books and controls annually. A minimum of three firms will be considered based upon their experience in charter school audits and their reputation for quality and integrity. The sole decision will rest with the board of Trustees.
- The CFO will work closely with the auditors each year to ensure the audit is conducted in an efficient manner and any recommendations are implemented immediately.
- The CFO will work closely with the Board to procure federal entitlement funds, state funds and other grants and ensure that each is properly accounted for in accordance with Fund Accounting standards.

Month End Close Accounting Process

- Inputs
 - School Payables/PO's/Non-PO's and expenses
 - Forecast Accruals
 - K12 Bills
 - Billing Accruals
- Month end journal entries and accruals
 - Payroll Related
 - Forecast Related
 - General Fund Revenue accruals
 - Revenue based Expenses – fees
 - Management Fees – K12
 - Technology Fees – K12
 - Oversight Fees – Sponsor

- Expenses
 - Teacher Bonus
 - ISP
 - Rent/Insurance/Others
 - Amortization & Depreciation
 - Fixed Assets
 - Deferred Rent
 - Prepaid Expenses (Insurance, Legal, K12)
 - Restricted Funding Revenue Recognition
- Balance Sheet Reconciliations
 - Bank Account Reconciliations
 - Manual Checks
 - Credit Cards
 - K12 Prepaid Expenses
 - Prepaid Expenses
 - Other Receivables
 - Fixed Assets
 - Accounts Receivable
 - Deferred Revenue
 - Restricted Funds Analysis
 - Deferred Rent
 - Other Accrued Liabilities
 - Accounts Payable
 - Unpaid K12 Invoices

Monthly Financial Package

- Comprised of:
 - Actuals in Budget Format
 - K12 accounting accounts mapped to budget format line items
 - Bank Reconciliation
 - Transaction Detail by Account
 - Journal Entry Posting
- The monthly financial close is performed by K¹² Shared Services.

- K12 finance compiles the budget to actual report which is reviewed and approved by the EXECUTIVE DIRECTOR. If required, financials are provided to the Board of Trustees at each board meeting.
- Financial pack approvals are performed by the EXECUTIVE DIRECTOR and the approval is sent to MSA within 30 days of financial pack release.

Tax

- School Finance reviews school contract to determine tax oversight/filing requirements by K12 for the organization. Consult K12 Legal if uncertain of terms and/or requirements.
- School Finance confirms and documents annually that school's Federal and/or state not for profit status is valid.
 - Federal check: <http://www.irs.gov/Charities-&-Non-Profits/> , EO Select Check.
 - A copy of the original IRS approval of the non-for-profit status is maintained in the organization's permanent tax files.
 - Some states have their own non-profit status and/or education exemptions. Finance Manager ensures the School has applied for and received the appropriate exemptions and maintains a copy of the status/exemptions in the School's permanent tax file. Consult K12 Tax (tax@k12.com) as needed for guidance.
- A calendar of tax form due dates is developed and the Finance Manager ensures tax forms are timely and accurately filed for the non-profit organization:
 - Federal:
 - Form 990 – To be filed annually by the 15th day of the 5th month following the close of the tax year. (A return for the June 30 year end would be due by November 15). Note that a 90 day extension can be filed on Form 8868 for an additional 90 days (final extended date for a June 30 year end would be February 15).
 - The School engages a CPA firm to prepare Form 990 if required. Review and ensure accuracy of figures presented on the form agree with audited financial statements for the school.
 - The Finance Manager leverages www.stayexempt.irs.gov for information and training on IRS requirements of a non-profit.
 - State:
 - Business license: Typically annual or bi-annual business licenses are required and can be at the state and/or local level. Confirm required filings and frequency.
 - Sales/use tax: Taxation of educational materials and services vary widely depending on state rules, type of organization and the item. Consult K12 Tax to determine sales/use tax filing requirements for your school.
 - Local:
 - Property tax is due at the local level and non-profits typically are not exempt from property tax. Finance Manager confirms the required property tax filings

requirements in the local jurisdiction. K12 engages an outside firm to prepare property tax return. Please consult K12 Tax if you wish to use this service for your school.


Human Resources

Detailed policies concerning the approval of hires, salaries, conflicts of interest, employee confidentiality, benefits, compliance with employment laws, employee performance evaluations, and staff professional development are contained in the Insight PA Employee Handbook.

Preliminary Statement of Revenues, Expenditures & Fund Balances
Include ALL Funds
as of June 30, 2018

Name of School Insight PA Cyber Charter School

Address of School 350 Eagleview Blvd., Suite 350, Exton, PA 19341

CEO Signature 

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	
	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	
	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	10,581,947.70
	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	
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	
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)	26,836.37
	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			10,608,784.07

Preliminary Statement of Revenues, Expenditures & Fund Balances
Include ALL Funds
as of June 30, 2018

Name of School Insight PA Cyber Charter School

Address of School 350 Eagleview Blvd., Suite 350, Exton, PA 19341

CEO Signature 

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

EXPENDITURES

1000	INSTRUCTION	
1100	REGULAR PROGRAMS - ELEMENTARY / SECONDARY	5,328,717.77
1200	SPECIAL PROGRAMS - ELEMENTARY / SECONDARY	491,611.41
1300	VOCATIONAL EDUCATION	
1400	OTHER INSTRUCTIONAL PROGRAMS - ELEMENTARY / SECONDARY	
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	41,674.80
	2120 Guidance Services	253,853.62
	2130 Attendance Services	143,476.02
	2140 Psychological Services	1,647.64
	2150 Speech Pathology and Audiology Services	
	2160 Social Work Services	53,062.98
	2170 Student Accounting Services	204,462.00
	2190 Other Pupil Personnel Services	
2200	SUPPORT SERVICES - INSTRUCTIONAL STAFF	-
	2210 Supervision of Educational Media Services	

	2220	Technology Support Services	342,275.00
	2230	Educational Television Services	
	2240	Computer-Assisted Instruction Support Services	
	2250	School Library Services	
	2260	Instruction and Curriculum Development Services	156,987.86
	2270	Instructional Staff Professional Development Services	48,036.20
	2280	Nonpublic Support Services	
2300		SUPPORT SERVICES - ADMINISTRATION	
	2310	Board Services	6,622.51
	2320	Board Treasurer Services	
	2340	Staff Relations and Negotiations Services	
	2350	Legal Services	269,916.46
	2360	Office of the Superintendent (Executive Director) Services	1,331,116.87
	2370	Community Relations Services	348,138.00
	2380	Office of the Principal Services	107,153.22
	2390	Other Administration Services	
2400		SUPPORT SERVICES - PUPIL HEALTH	35,464.68
2500		SUPPORT SERVICES - BUSINESS	
	2510	Fiscal Services	150,000.00
	2520	Purchasing Services	
	2530	Warehousing and Distributing Services	
	2540	Printing, Publishing and Duplicating Services	
	2590	Other Support Services - Business	56,292.73
2600		OPERATION AND MAINTENANCE OF PLANT SERVICES	
	2610	Supervision of Operation and Maintenance of Plant Services	
	2620	Operation of Buildings Services	372,238.14
	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	274,329.26
	2830	Staff Services	34,872.50
	2840	Data Processing Services	64,782.42
	2850	State and Federal Agency Liaison Services	
	2860	Management Services	344,876.65
	2890	Other Support Services Central	
2900		OTHER SUPPORT SERVICES - CENTRAL	
	2990	Pass-Thru Funds	
3000		OPERATION OF NON-INSTRUCTIONAL SERVICES	
3100		FOOD SERVICES	
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 SPECIFICATIONS 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		10,461,608.74

100.0%

**TOTAL REVENUES MINUS TOTAL EXPENDITURES = CURRENT FUND
BALANCE AS OF JUNE 30, 2018**

147,175.33

(0.00)



INSIGHT PA
CYBER CHARTER SCHOOL

There is no Federal Programs Consolidated Review Report or Corrective Action Plan to upload. The 2017-2018 school year is the school's first year of operation so there has not yet been a Consolidated Review conducted.