



Summit Academy School
 Board Meeting Agenda
 1225 E 13200 S
 Draper, UT 84020
 March 14, 2024

Time	Items to Present
7:00 pm	Welcome
7:05 pm	Public Comment (Please limit comments to 2 minutes)
7:20 pm	Consent Agenda <ul style="list-style-type: none"> ● Board Meeting Minutes Review <ul style="list-style-type: none"> ○ February Minutes
7:25 pm	Director/Campus Updates <ul style="list-style-type: none"> ● Academic Update ● Discipline/Safety ● Enrollment data per campus
8:00 pm	Finance Report <ul style="list-style-type: none"> ● Finance Update (<i>P</i>)
8:20 pm	Discussion and action items to review <ul style="list-style-type: none"> ● 24-25 Fiscal Policy and Procedure ● Medication Policy ● Trust Land 24-25 <ul style="list-style-type: none"> ○ Bluffdale ○ Draper ○ Independence ○ SAHS
9:00 pm Board Members	Committee Reports <ul style="list-style-type: none"> ● Academic Committee ● Finance Committee ● Audit Committee ● Governance Committee ● Development Committee
9:20 pm	Board Business <ul style="list-style-type: none"> ● Board Elections ● Board Training

	<ul style="list-style-type: none"> ● Board Calendar Creation
9:50 pm	Follow Up Items
10:00 pm	Closing Comments
10:05 pm	<p>Closed Session</p> <ul style="list-style-type: none"> ● Possible Closed Session in Accordance with the Open and Public Meetings Act for Purposes outlined in law. ● Potential Action Items from Closed Session <p>(Select one from the following)</p> <ul style="list-style-type: none"> ● Discussion for issues related to Summit Academy and Summit Academy High School ● Discussion for issues related to Summit Academy ● Discussion for issues related to Summit Academy High School <p>(Select from the following)</p> <ul style="list-style-type: none"> ● for the purpose of discussion of the character, professional competence, or physical or mental health of an individual. ● for the purpose of discussing pending or reasonable imminent litigation. ● for the purpose to enter a strategy session to discuss the purchase, exchange or lease, or sale of real property. ● for the purpose to enter discussion regarding deployment of security personnel, devices or systems. ● for the purpose of investigating proceedings regarding allegations of criminal misconduct.

(P) Packet Materials

**In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Summit Academy at 801-572-9007 at least 3 working days prior to the meeting.*



Summit Academy Board of Trustees

1225 E 13200 South

Draper, UT 84020

February 6, 2024

7:00 PM

Work Session

(PENDING)

Welcome

The Work Session was called to order at 7:05 pm with Jon Eborn, Chelsea Welch, Robyn Derbidge, Bob Zentner, Joel Woodruff, Marcia Whitman, Elizabeth Lau, and Peter Baxter.

Board Survey

Every school has a Qualtrics account. Dr. Molly Hart is trying to get all of the information regarding how this can be used at each school. We will finish this discussion in February. Marcia is asking when we would like to get the survey to parents and staff out in February or March. Jon says that this discussion is better to have during a work session. The state has an agreement with Qualtrics so that their services are a lot cheaper than even Survey Monkey. Jon Eborn lets the board know that he would really like to engage Qualtrics for this year to add credibility to the survey this year so that Parents have more trust that the survey is anonymous. Robyn Derbidge let everyone know that the later in the year that you do a survey, the more parents you lose because they get so busy closer to Spring. Chelsea Welch reminds everyone that the survey is important and would like the consistency for the questions from year to year and that it is important. Joel thinks that the board could make simple adjustments to last year's survey and it could be done quickly. Peter Baxter reminds the board that the value of a survey is being able to measure growth and improvement. The board decides to use last year's survey with a few changes. Jon Eborn is wondering about the question regarding the net promoter score and how that information is best presented. Joel Woodruff clarifies that there are two surveys, the employees and the parents. The director survey is something different. The current survey is in the drive for all board members to access.

Director Evaluation

Bob met with director Molly Hart and went over the rubric with her and how to move forward with her. Bob made some notes regarding this. Bob has the most experience being evaluated and evaluating others than anyone else on the board. Bob Zentner felt that the Director evaluation was very

long and laborious and was hoping to tweak it somewhat. Bob and Molly went through the whole thing together. We found that there was a lot of redundancy and a lot of crossover with the business manager role. This evaluation is supposed to happen twice a year. She felt that twice a year was a lot. She felt better about speaking about it at a board meeting now and then, but that twice a year was too much. Bob felt good about the pleasant and long conversation with her and were both on the same page. Bob is sure that some of his notes may not make sense to everyone without his discussion of them. Jon Eborn had a couple of questions about it. A few years ago, there were some problems with the previous director and access to evaluations that were needed and the board was not able to access those. We need to go through this at the end of the year. We really couldn't go through it with Molly at the beginning of the year because she was brand new. Jon is asking why Bob wants to take out feedback from employees out of the process. Bob said that he doesn't have his original but that some of that information needs to come directly from the principals rather than through her. Bob feels like it would be more valuable to have the director bring her evaluation of principals directly to the board. It is important to remember those five areas on page 16 and put it on her evaluation as a whole. Bob feels like it would be better to do it in little pieces at a time throughout the year. Jon is remembering some experiences from the past and how to learn from that. Jon feels like documentation from the director is very valuable for the board. Chelsea Welch adds some context. The rubric was meant to be the way the board evaluates the director. It was understood that evaluations would be made and then after those were completed that they would be placed in a location accessible to the board. It was never meant to be an exhaustive list. If it is, then a lot of this should be communicated during board meetings. Bob mentions that check in's monthly may be more effective than all at once at the end of the year. Jon realizes that there is a lot of subjectivity in this. Bob thinks that once the instrument is solid, to go through each item with her would be very important. It would also clear up some of the things that Chelsea was talking about. Jon says that the goal for the board would be to give Molly a heads up on this information and that if she has some concerns, we could be made aware of that. We do this in February because that is when contract renewals are done and new hiring begins. Jon says that this should be done in a work session. Molly Hart is fully aware that she is brand new and has no expectations. Joel would like an example of what a one looks like and what a five looks like. That would be very helpful. Jon says that it gets to be thoughtfully talked about in a work session. Jon reminds everyone that if there were any concern regarding the current director, that those things would be coming up in board meetings. Robyn likes the idea of breaking the evaluation up into sections. Some pieces would be valuable to do at the beginning of the year rather than at the end. Chelsea mentions that it is important to know that this evaluation was developed in the context to have more opportunities to check in with the director to avoid problems faced with directors in the past. That plan wasn't able to take place in the past with the previous director for different reasons. We will go into this more thoroughly during a future work session. This is the current approved evaluation. We can make changes and edits for a changed evaluation for a future year if that is what the board wants to do. We would like to get a feel for the director in a timely manner before new contracts are signed. Bob mentions that Molly is new and that this instrument is new to her and she is a bit overwhelmed. It would be valuable to go through the evaluation with her. She feels confident in her work and feels confident in our feelings regarding her work so far. Bob feels like doing something at the next board meeting would be valuable. Chelsea Welch shares an idea about some things that they did in the past. Sometimes the board would choose different segments of the evaluation to focus on yet still complete the entire evaluation. Bob mentions that discovering what other schools used as evaluations was interesting. One school doesn't even have an evaluation, and another school used its strategic plan. Bob thinks that we are on the right track of some sort of instrument for improvement, evaluation and growth. Jon will commit to send out the rubric spreadsheet prior to a new meeting to discuss this.

Training

Jon is having a hard time getting someone to come into a board meeting and wants to know if the board is okay to have them come to a work session because they are not available during the dates of board meetings that we have. Jon will try and get something scheduled with the Association. We need to get our training in. That is really important.

Board Paperwork & Commitment

At the next board meeting, Jon will be bringing paperwork regarding Code of Conduct, Conflict of Interest, and board bylaws to sign to make sure that everyone has an understanding of what needs to be signed and committed to. Please be aware of that. We serve two year terms and would like to stagger that.

Board Leadership Change

The bylaws require that leadership changes happen every two years. It is appropriate for the board to be thinking of members to move to new positions for the coming two years. It happened in the March board meeting last year. Let's be thinking about that and where you would like to serve. There are a lot of things that you get to do as a board president. You will love it. We need to make some decisions regarding leadership positions. Robyn asks if they can nominate Jon to be President again if the board votes for that, and he states that no, the bylaws require that a change is made after two years of serving. He reminds everyone that it is healthy for a board to have leadership changes and wants everyone to be thinking about that.

A Motion to go into closed session for the purpose of discussion of the character, professional competence, or physical or mental health of an individual for Summit Academy Schools was given by Marcia Whitman.

A second was given by Robyn Derbidge

Vote - Yes- Jon Eborn, Chelsea Welch, Robyn Derbidge, Joel Woodruff, Bob Zentner, Marcia Whitman, Elizabeth Lau, and Peter Baxter.

Motion carries

Open session resumed at 8:35 p.m.

A Motion to extend and invitation to Tracy Ellis to join the Summit Academy Schools School Board pending results from a background check was given by Robyn Derbidge

A second was given by Chelsea Welch

Vote - Yes- Jon Eborn, Chelsea Welch, Robyn Derbidge, Joel Woodruff, Bob Zentner, Marcia Whitman, Elizabeth Lau, and Peter Baxter.

Motion carries

A Motion to adjourn was given by Robyn Derbidge

A second was given by Marcia Whitman

Vote - Yes- Jon Eborn, Chelsea Welch, Robyn Derbidge, Joel Woodruff, Bob Zentner, Marcia Whitman, Elizabeth Lau, and Peter Baxter.

Motion carries

Adjourned at 8:37 p.m.

SUMMIT ACADEMY SCHOOLS, INC

Draper

March 14, 2024

TO: Summit Academy Schools, Inc Governing Board

FROM: Brad Wilkinson, Business Administrator

SUBJECT: Monthly Financial Statements through February 29, 2024

BACKGROUND INFORMATION

Each month financial statements are prepared for Summit Academy Inc, broken out by each Location with summary pages for the LEA as a whole. The purpose of this report is to transparently state the current financial outlook of the LEA. This report will show the following: Adopted Budget, Revised Budget, Year to Date Actuals, and % of forecasts.

CURRENT CONSIDERATIONS

To review the financial statement and ask any questions that are pertinent. Note that most of the financials starting July 1 are merged together under Summit Academy. There are residual items remaining under the High School's books. All assets and Liabilities remain with SAHS until the close out audit next year.

In (January) the Governing Board approved a budget revision from the original adopted budget approved last fiscal year for FY24.

Other changes will continue to accumulate and a final budget will be approved by the board in June 2024.

IMPACT ON STUDENT ACHIEVEMENT

Each year the LEA's will prepare fiscal year budgets. The goal of each budget is to develop educational and operational goals in order to achieve academic success and fund other operations of the LEA. The financial statements presented will assist readers in reviewing and comparing financial data in order to achieve financial budget goals.

FINANCIAL IMPLICATIONS

No new or current financial implications of this informational document.

RECOMMENDATIONS

To review and ask any financial related questions pertaining to the 2023-24 school year.

BUSINESS ADMINISTRATOR'S RECOMMENDATION:

Informational



Actuals as of: **February 28, 2024** Percentage of Year: 66.6%

Academies

Budget Detail Report

Revenue

		(2,062 Students)		(2,667 Students)	(2,582 Students)	
	FY23 Unaudited Actuals	Changes	FY24 Forecast	FY 24	YTD	% of Forecast
1000 Local						
1420 Transfer from High School - Transportation	\$ 26,872	\$ (12,000)	\$ -	\$ 1,908		#DIV/0!
1510 Interest on Investments	\$ 313,715	\$ 290,000	\$ 450,000	\$ 408,173		90.7%
1610 Sales to Students (Food)	\$ 450,879	\$ 20,000	\$ 475,000	\$ 340,525		71.7%
1710 Student Activities (Admissions, Store, Std Org Memb)	\$ 29,715		\$ 64,295	\$ 46,940		73.0%
1740 Fees	\$ 92,990		\$ 398,000	\$ 304,743		76.6%
1741 Uniform Rental			\$ 25,000			0.0%
1750 School Vending Machine		\$ 17,000	\$ 25,000	\$ 24,698		98.8%
1770 Fundraisers	\$ 115,978		\$ 195,000	\$ 128,537		65.9%
1780 Fines		\$ 5,500	\$ 6,000	\$ 5,640		94.0%
1910 Rentals	\$ 133,703		\$ 120,000	\$ 128,370		107.0%
1920 Contributions / Donations	\$ 18,635		\$ 41,000	\$ 39,274		95.8%
1930 Gain / Loss on Sale of Assets	\$ 1,985		\$ 3,000			0.0%
1950 Revenue from Other Schools (High School)	\$ 91,806		\$ 93,230	\$ 50,099		53.7%
1990 Miscellaneous	\$ 6,071,858		\$ 120,750	\$ 18,867		15.6%
1992 ERC		\$ (200,000)	\$ 125,000	\$ 6,351,721		5081.4%
Informational						
Refinancing of Loan						#DIV/0!
Total 1000:	\$ 7,348,136		\$ 2,141,275	\$ 7,849,495		366.6%
3000 State						
3010 Regular School Prgm K-12	\$ 7,123,603	\$ 153,994	\$ 10,424,728	\$ 6,957,431		66.7%
3013 Foreign Exchange Students		\$ (440)	\$ 8,560	\$ 5,707		66.7%
3020 Professional Staff	\$ 521,492	\$ 23,265	\$ 729,108	\$ 385,561		52.9%
3021 Educator PD Grant	\$ 109,297	\$ 8,253	\$ 288,117	\$ 288,116		100.0%
3023 Technology Grant	\$ 203,918		\$ 70,000	\$ 45,132		64.5%
3100 ADK Grant	\$ 131,558					0.0%
3105 Special Education -- Add-On	\$ 2,736,860		\$ 2,845,367	\$ 2,464,113		86.6%
3110 Special Education -- Self-Contained	\$ 53,503		\$ 62,250	\$ 41,500		66.7%
3120 Special Education -- Extended Year	\$ 2,259		\$ 4,518	\$ 1,883		41.7%
3125 Special Education - State Programs	\$ 24,009		\$ 33,977	\$ 22,651		66.7%
3128 SpEd -- Extended Yr SpEd Stipends			\$ 5,500	\$ 10,712		194.8%
3129 CTE Comprehensive Counseling	\$ 26,392		\$ 65,000	\$ 69,646		107.1%
3129 CTE College & Career Awareness	\$ 11,789		\$ 12,000	\$ 8,292		69.1%
3200 CTE ADM		\$ 139,069	\$ 522,324	\$ 351,669		67.3%
3200 CTE Skills and Cert			\$ 9,000	\$ 12,655		140.6%
3200 CTSO			\$ 2,500	\$ 5,938		237.5%
3211 Gifted and Talented						#DIV/0!
3212 Advanvced Placement			\$ 5,000	\$ 8,002		160.0%
3300 Concurrent Enrollment		\$ 12,000	\$ 22,000	\$ 23,457		106.6%
3230 Class Size Reduction - K-8	\$ 756,367	\$ (6,282)	\$ 799,729	\$ 534,059		66.8%

Budget Detail Report

	(2,062 Students)	(2,667 Students)	(2,582 Students)		
	FY23 Unaudited Actuals	Changes	FY24 Forecast	FY 24 YTD	% of Forecast
3336 Enhancement for At-risk students	\$ 134,930	\$ (5,650)	\$ 238,567	\$ 159,986	67.1%
3400 EL Software	\$ 13,821		\$ 11,318		0.0%
3405 EISP Software		\$ 57,000	\$ 57,000	\$ 48,250	84.6%
3410 Flexible Allocation	\$ 190,357	\$ 3,500	\$ 256,400	\$ 155,009	60.5%
3500 PL Grant	\$ 9,029	\$ 736	\$ 18,236	\$ 22,060	121.0%
3500 PRIME		\$ 10,000	\$ 10,000	\$ 8,837	
3510 Financial Software		\$ 110,000	\$ 110,000	\$ 61,452	
3520 School Land Trust	\$ 249,660	\$ 28,926	\$ 394,689	\$ 394,689	100.0%
3540 Counseling Grant	\$ 100,000		\$ 100,000	\$ 100,000	100.0%
3542 Mental Health Grant	\$ 83,096		\$ 100,951	\$ 79,799	79.0%
3627 PIP Grant		\$ 77,227	\$ 77,227		0.0%
3637 Dual Immersion Grant / Critical Languages Prgm	\$ 15,043	\$ 9,612	\$ 34,612	\$ 35,532	102.7%
3644 JBS STEM Endorsement Center Grants	\$ 5,297	\$ 4,482	\$ 4,482	\$ 4,482	100.0%
3655 Digital Teaching & Learning DTL	\$ 130,197	\$ (3,314)	\$ 148,186	\$ 60,688	41.0%
3674 Suicide Prevention	\$ 3,000		\$ 3,000	\$ 7,948	264.9%
3677 Computer Science			\$ 10,000	\$ 3,616	36.2%
3719 Charter School Local Replacement	\$ 5,952,699	\$ 107,539	\$ 8,010,220	\$ 5,340,147	66.7%
3725 Charter School Admin Costs					#DIV/0!
3770 School Lunch (Liquor Tax)	\$ 174,404		\$ 191,000	\$ 168,671	88.3%
3800 Electronic Cigarette/Underage	\$ 6,889		\$ 17,000	\$ 29,143	171.4%
3801 Period Products	\$ 5,098		\$ 5,000		0.0%
3802 PCBL	\$ 41,907	\$ 100,000	\$ 200,000		0.0%
3803 School Safety Grant		\$ 12,000	\$ 12,000		0.0%
3805 Early Literacy Program	\$ 69,521	\$ 4,586	\$ 93,843	\$ 77,037	82.1%
3806 TSSA (Teacher and Student Success Act)	\$ 473,109		\$ 715,816	\$ 477,210	66.7%
3807 TSSP (Tchr Sal Supplement Prgm)	\$ 30,350		\$ 25,000	\$ 9,105	36.4%
3808 CTE Student Organizations			\$ 5,000		
3810 Library Books & Electronic Res	\$ 7,336		\$ 3,000		0.0%
3868 Teacher Supplies & Materials	\$ 19,266	\$ 1,171	\$ 25,519	\$ 25,552	100.1%
3876 Educator Salary Adjustment	\$ 678,547	\$ 87,489	\$ 1,798,509	\$ 1,199,006	66.7%
3882 Beverly Taylor Sorenson Elem Arts	\$ 75,342		\$ 79,863	\$ 57,153	71.6%
Total 3000:	\$ 20,169,944	\$ 935,163	\$ 28,666,116	\$ 19,761,896	68.9%
<i>4000 Federal (Reimbursement, Falls behind)</i>					
4522 IDEA Preschool	\$ 5,385		\$ 3,500		0.0%
4524 IDEA Part-B	\$ 220,341		\$ 342,187	\$ 75,549	22.1%
4524 Special Ed State Level Activity					#DIV/0!
4560 National School Lunch Prgm	\$ 348,201		\$ 465,000	\$ 255,176	54.9%
4700 CARES Act	\$ 185,658		\$ 380,000	\$ 114,777	30.2%
4801 Title IA	\$ 28,554		\$ 59,596	\$ 32,659	54.8%
4860 Title IIA	\$ 24,905		\$ 25,000		0.0%
4860 Title III		\$ 9,714	\$ 9,714		0.0%
4860 MAAP	\$ 2,544			\$ 4,032	#DIV/0!
4860 Title IVA	\$ 10,966		\$ 20,000	\$ 14,535	72.7%
Total 4000:	\$ 826,554	\$ 9,714	\$ 1,304,997	\$ 496,728	38.1%
Total Revenue:	\$ 28,344,634	\$ 1,065,377	\$ 32,112,388	\$ 28,108,119	87.5%

Expenses

100 Salaries

112.00 District Administration (Director)	\$ 40,275	\$ 137,913	\$ 86,196	62.5%
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Budget Detail Report

	(2,062 Students)	(2,667 Students)	(2,582 Students)		
	FY23 Unaudited Actuals	Changes	FY24 Forecast	FY 24 YTD	% of Forecast
114.00 Business Administrator	\$ 107,465		\$ 117,136	\$ 73,210	62.5%
115.00 Programs / Instructional Coaches/AD/CTE	\$ 419,388		\$ 563,251	\$ 315,395	56.0%
121.00 Principals & Assistants	\$ 614,143		\$ 652,854	\$ 412,958	63.3%
131.00 Teachers	\$ 5,315,691	\$ (60,000)	\$ 7,806,307	\$ 3,773,043	48.3%
133.00 Special Education Teachers	\$ 453,842	\$ (27,765)	\$ 908,989	\$ 343,887	37.8%
132.00 Substitutes	\$ 118,070	\$ 4,000	\$ 102,942	\$ 61,039	59.3%
132.00 Other Support Services			\$ 223,033	\$ 4,824	2.2%
133.00 Attendance	\$ 56,651		\$ 47,965	\$ 31,919	66.5%
134.00 Coaching Stipends	\$ 17,450		\$ 82,500	\$ 40,250	48.8%
134.10 Educational Stipends	\$ 343,222	\$ 12,000	\$ 255,300	\$ 121,607	47.6%
142.00 Guidance Counselors	\$ 310,597	\$ 27,765	\$ 547,092	\$ 292,307	53.4%
143.00 Nurse			\$ 5,000		0.0%
145.00 Librarians	\$ 30,607		\$ 35,500	\$ 19,588	55.2%
152.00 Office Staff	\$ 356,421	\$ (55,000)	\$ 471,595	\$ 245,595	52.1%
152.00 HR / Accounting / Mktg / Policy	\$ 183,867	\$ 55,000	\$ 186,648	\$ 136,177	73.0%
152.00 Special Education / CCGP Secretaries	\$ 84,278		\$ 50,220	\$ 88,369	176.0%
152.00 Board Secretary	\$ 4,202		\$ 3,000	\$ 3,685	122.8%
161.00 Testing Coordinator	\$ 60,577		\$ 63,760	\$ 33,696	52.8%
161.00 Classroom Paraprofessionals (Teacher Aide)	\$ 785,770	\$ (4,000)	\$ 991,353	\$ 563,356	56.8%
161.00 Special Education Paraprofessionals	\$ 465,868		\$ 694,451	\$ 371,639	53.5%
171.00 Transportation Supervisor	\$ 84,994		\$ 85,774	\$ 53,609	62.5%
172.00 Bus Driver	\$ 66,107		\$ 90,000	\$ 43,346	48.2%
181.00 Facility Supervisor	\$ 48,509		\$ 47,965	\$ 28,069	58.5%
182.00 Custodial / Maintenance Personnel	\$ 260,078		\$ 322,984	\$ 244,020	75.6%
184.00 Technology Support	\$ 120,973		\$ 124,603	\$ 77,877	62.5%
190 Incentives			\$ 60,000		0.0%
191.00 Food Services Personnel	\$ 547,323		\$ 582,533	\$ 335,108	57.5%
100.00 Preschool Salaries & Wages	\$ 554,757			\$ 47,271	#DIV/0!
Total 100:	\$ 11,451,124	\$ (48,000)	\$ 15,260,668	\$ 7,848,040	51.4%
200 Benefits					
210 URS Pension & 401k employer contributions	\$ 2,019,254		\$ 2,533,740	\$ 1,408,637	55.6%
220 Social Security & Medicare ER Match	\$ 835,300		\$ 1,093,036	\$ 578,059	52.9%
241 Health Insurance	\$ 1,011,964		\$ 1,313,148	\$ 683,295	52.0%
290 Health Savings Account (Employer)	\$ 79,830		\$ 110,000	\$ 42,122	38.3%
270 Worker's Compensation Fund	\$ 43,453		\$ 59,000	\$ 32,907	55.8%
280 Unemployment Insurance	\$ 556		\$ 17,000	\$ 142	0.8%
290 Pre School Benefits & Payroll Taxes					#DIV/0!
Total 200:	\$ 3,990,357	\$ -	\$ 5,125,924	\$ 2,745,162	53.6%
300 Prof & Technical Services					
310 Professional Educational Services	\$ 267,933	\$ 36,908	\$ 65,000	\$ 58,141	89.4%
310 Bus Services			\$ 2,000	\$ 27	1.4%
310 Substitutes Services	\$ 85,746		\$ 113,942	\$ 81,881	71.9%
321 Support Services (Orion) (SpEd)	\$ 585,535		\$ 795,496	\$ 412,078	51.8%
323 Support Services (Not Orion) (SpEd)	\$ 70,800		\$ 49,710	\$ 52,970	106.6%
330 Employee Training & Development	\$ 65,202	\$ 31,382	\$ 102,457	\$ 75,965	74.1%
345 Business Manager Services					#DIV/0!
349 Legal Services			\$ 19,500	\$ 6,320	32.4%
355 Technical Services (IT)		\$ 9,000	\$ 10,000	\$ 8,838	88.4%
352 Audit Services	\$ 27,908	\$ 15,000	\$ 55,000	\$ 47,910	87.1%



Budget Detail Report

	(2,062 Students)	(2,667 Students)	(2,582 Students)		
	FY23 Unaudited Actuals	Changes	FY24 Forecast	FY 24 YTD	% of Forecast
Total 300:	\$ 1,103,124	\$ 92,290	\$ 1,213,105	\$ 744,130	61.3%
400 Purchased Property Services					
410 Water / Sewage / Garbage	\$ 81,225		\$ 95,500	\$ 80,313	84.1%
420 Cleaning Services (Vanguard Cleaning)	\$ 132,125		\$ 120,500	\$ 107,051	88.8%
431 Repairs / Maintenance / Monitoring	\$ 192,210		\$ 255,000	\$ 145,599	57.1%
432 Bus Repairs & Maintenance	\$ 7,936		\$ 25,000	\$ 19,667	78.7%
433 Repairs & Maintenance - Lunch Program	\$ 26,685	\$ 10,000	\$ 28,000	\$ 28,653	102.3%
435 Lawn Care & Snow Removal	\$ 174,691		\$ 127,000	\$ 107,605	84.7%
443 Copier Lease & Servicing & Mail Machine Rental	\$ 52,760		\$ 78,500	\$ 43,314	55.2%
450 Construction			\$ 2,500	\$ 2,217	88.7%
Total 400:	\$ 667,631	\$ 10,000	\$ 732,000	\$ 534,419	73.0%
500 Other Purchased Services					
513 Field Trips	\$ 2,000		\$ 2,000		0.0%
517 Field Trips- Extra Curricular	\$ 5,000		\$ 5,000		0.0%
518 Travel- Athletics			\$ 49,200	\$ 35,684	72.5%
520 Property/Liability/Non employee Insurances	\$ 69,671		\$ 210,000	\$ 94,040	44.8%
520 Bus Insurance	\$ 4,800		\$ 6,500		0.0%
530 Communication (phone, phone stipends, postage..)	\$ 37,316		\$ 49,000	\$ 26,968	55.0%
540 Marketing	\$ 73,933	\$ (40,000)	\$ 40,000	\$ 8,297	20.7%
541 Leadership Retreat			\$ 17,500	\$ 4,000	22.9%
542 Board Expenses	\$ 1,999		\$ 3,000	\$ 600	20.0%
580 Travel (Staff)	\$ 14,670		\$ 32,500	\$ 22,515	69.3%
591 Activities / Student Council	\$ 18,781		\$ 15,600	\$ 10,784	69.1%
592 Athletics - Services & Stipends	\$ 10,637		\$ 91,200	\$ 77,022	84.5%
593 SPO Service Expenses	\$ 7,894		\$ 6,975	\$ 3,750	53.8%
595 Debate			\$ 1,000	\$ 381	38.1%
596 Drama			\$ 3,000	\$ 1,575	52.5%
597 Music			\$ 6,000	\$ 2,475	41.3%
599 Teacher Recruitment	\$ 620		\$ 3,000	\$ 1,750	58.3%
Total 500:	\$ 240,321	\$ (40,000)	\$ 541,475	\$ 254,157	46.9%
600 Supplies and Materials					
610 Educational / Classroom Supplies	\$ 195,047	\$ 43,672	\$ 228,251	\$ 84,075	36.8%
610 Science	\$ 620	\$ 1,000	\$ 7,000	\$ 2,306	32.9%
610 Art	\$ 1,094	\$ 1,000	\$ 5,000	\$ 1,606	32.1%
611 Student Council Materials	\$ 8,180		\$ 4,500	\$ 5,068	112.6%
611 Extracurricular Supplies			\$ 18,500		0.0%
612 Copy Paper	\$ 27,356		\$ 29,800	\$ 24,919	83.6%
612 Office Supplies	\$ 34,049		\$ 60,525	\$ 25,006	41.3%
613 Drama	\$ 5,869		\$ 7,200	\$ 7,638	106.1%
614 Physical Education			\$ 2,500	\$ 2,028	81.1%
614 Music			\$ 14,870	\$ 15,577	104.8%
616 CTE Supplies	\$ 11,421		\$ 20,000	\$ 10,165	50.8%
617 Math			\$ 2,000		0.0%
618 Support Service Materials (SpEd)	\$ 4,924		\$ 38,000	\$ 22,229	58.5%
618 CCGP (Counseling) Materials	\$ 8,154		\$ 29,410	\$ 10,201	34.7%
619 Training & Appreciation Supplies	\$ 35,534		\$ 50,425	\$ 25,659	50.9%
619 Athletic Supplies and Other (Uniforms)	\$ 8,472		\$ 144,105	\$ 100,233	69.6%
619 Spirit Packs	\$ 8,124	\$ 36,925	\$ 71,925	\$ 50,667	70.4%
614 Yearbooks		\$ 13,024	\$ 26,024		0.0%

Budget Detail Report

	(2,062 Students)	(2,667 Students)	(2,582 Students)		
	FY23 Unaudited Actuals	Changes	FY24 Forecast	FY 24 YTD	% of Forecast
619 SPO Materials	\$ 54,974	\$ 15,500	\$ 67,025	\$ 7,492	11.2%
620 (NHS)			\$ 1,000		0.0%
620 Fundraising Expense		\$ 34,282	\$ 34,282	\$ 33,099	96.5%
621 Natural Gas	\$ 79,569		\$ 67,000	\$ 49,829	74.4%
622 Electricity	\$ 185,032		\$ 258,000	\$ 156,315	60.6%
624 Fuel for the Buses	\$ 22,282		\$ 25,000	\$ 12,099	48.4%
631 Lunch Program Food	\$ 480,824		\$ 375,000	\$ 355,937	94.9%
641 Curriculum	\$ 120,554	\$ 63,146	\$ 158,648	\$ 97,937	61.7%
644 Library	\$ 2,563		\$ 4,000	\$ 1,881	47.0%
650 Tech Supplies (Under \$500)	\$ 181,444	\$ 15,000	\$ 213,410	\$ 92,913	43.5%
670 Educational Software	\$ 125,001	\$ 67,000	\$ 144,083	\$ 159,811	110.9%
670 QuickB / Acuity / Blackboard / Time Cards	\$ 3,928	\$ 10,000	\$ 158,800	\$ 76,482	48.2%
680 Maintenance & Cleaning Supplies	\$ 88,780		\$ 114,000	\$ 98,652	86.5%
680 Bus Maintenance Supplies	\$ 5,534		\$ 25,000	\$ 12,661	50.6%
Total 600:	\$ 1,699,329	\$ 300,549	\$ 2,405,283	\$ 1,542,485	64.1%
700 Property, Equipment					
710 Land & Site Improvements	\$ 61,512	\$ 12,000	\$ 185,000	\$ 64,214	34.7%
720 Buildings					#DIV/0!
732 School Buses					#DIV/0!
733 Furniture	\$ 6,805	\$ 16,000	\$ 28,000	\$ 39,298	140.4%
734 Technology-Related Hardware & Software	\$ 119,162				#DIV/0!
738 Kitchen Equipment	\$ 4,981	\$ (10,000)	\$ 25,000	\$ 19,003	76.0%
740 Depreciation Expense			\$ 225,000		0.0%
739 Facility Equipment					#DIV/0!
Total 700:	\$ 192,460	\$ 18,000	\$ 463,000	\$ 122,515	26.5%
800 Debt Service and Misc					
810 Dues & Fees / Bank Fees	\$ 24,027	\$ 195,000	\$ 250,000	\$ 6,588	2.6%
Informational			\$ 1,000		
830 Interest (Series 2019 Bonds)	\$ 1,783,917		\$ 2,537,234	\$ 1,340,160	52.8%
840 Principal (Series 2019 Bonds)	\$ 974,769		\$ 1,592,312	\$ 337,312	21.2%
845 SAHS Set aside		\$ (25,600)	\$ 74,400		
850 Carry Over		\$ (80,280)	\$ 120,720		0.0%
844 Series 2019 Bonds - Moral Ob ins, rating, Trustee fee	\$ 15,250		\$ 74,000	\$ 35,885	48.5%
Total 800:	\$ 2,797,963	\$ 89,120	\$ 4,649,666	\$ 1,719,945	37.0%
Total Expenses:	\$ 22,142,310	\$ 421,959	\$ 30,391,121	\$ 15,510,853	51.0%
Net Income:	\$ 6,202,324	\$ 643,418	\$ 1,721,267	\$ 12,597,266	731.9%
		Min Goal of 3%	\$ 963,372		

Actuals as of: February 29, 2024
Percentage of Year: 66.6%



Draper

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Budget Detail Report

Revenue

	(876 Students) FY23 Unaudited Actuals	(736 Students) Changes	(736 Students) FY24 Forecast	(660 Students) FY23 YTD	% of Forecast
1000 Local					
1600 Food Sales	\$ 151,182		\$ 135,000	\$ 88,275	65.4%
1710 Student Activities (Admissions, Store, Std Org Memb)	\$ 10,661		\$ 8,000	\$ 11,555	144.4%
1740 Fees (includes Spirit Packs)	\$ 43,392		\$ 50,000	\$ 33,091	66.2%
1770 Fundraisers	\$ 30,726		\$ 20,000	\$ 13,364	66.8%
1910 Rentals	\$ 21,539		\$ 20,000	\$ 13,306	66.5%
1920 Contributions / Donations	\$ 4,842		\$ 4,000	\$ 3,445	86.1%
1930 Gain / Loss on Sale of Assets			\$ 1,000		0.0%
1950 Revenue from Other Schools (High School)					#DIV/0!
1990 Miscellaneous	\$ 5,668		\$ 10,000	\$ 951	9.5%
Total 1000:	\$ 268,010	\$ -	\$ 248,000	\$ 163,987	66.1%
3000 State					
3010 Regular School Prgm K-12	\$ 2,716,654		\$ 2,682,983	\$ 1,786,867	66.6%
3520 School Land Trust	\$ 101,814		\$ 103,414	\$ 103,114	99.7%
3151 CCA	\$ 5,300		\$ 5,300	\$ 4,058	76.6%
3100 CCGP	\$ 20,000		\$ 20,000	\$ 17,452	87.3%
3500 Counseling	\$ 50,000		\$ 50,000	\$ 50,000	100.0%
3655 DTL	\$ 34,159	\$ (581)	\$ 31,000	\$ 20,000	64.5%
3800 Substance Abuse		\$ 5,000	\$ 5,000	\$ 5,000	100.0%
3900 STEM		\$ 1,482	\$ 1,482		0.0%
3000 CEIS		\$ 10,887	\$ 10,887	\$ 10,887	100.0%
3000 Share of SPED State	\$ 626,154	\$ (10,887)	\$ 832,413	\$ 554,387	66.6%
3000 Share of state funding	\$ 3,480,771	\$ (5,000)	\$ 3,473,123	\$ 2,313,100	66.6%
Total 3000:	\$ 7,034,852	\$ 901	\$ 7,215,602	\$ 4,864,865	67.4%
4000 Federal- Comes in later in the year, Reimbursement					
4700 CARES Funding (GEERS, CARES)	\$ 50,000		\$ 50,000.00	\$ 29,150.00	58.3%
4801 Title I	\$ 11,600		\$ 12,753.00	\$ 12,753.00	100.0%
4000 Share of SPED IDEA	\$ 62,500		\$ 107,097.00		
4522 Share of federal funding	\$ 23,882		\$ 24,947	\$ 14,544	58.3%
Total 4000:	\$ 147,982	\$ -	\$ 194,797	\$ 56,447	29.0%
Total Revenue:	\$ 7,450,844	\$ 901	\$ 7,658,399	\$ 5,028,852	65.7%

Expenses

	(876 Students) FY23 Unaudited Actuals	(736 Students) Changes	(736 Students) FY24 Forecast	(660 Students) FY23 YTD	% of Forecast
100 Salaries					
115 Supervisors/Instructional Coaches					#DIV/0!
121 Principals & Assistants	\$ 144,501		\$ 164,758	\$ 91,231	55.4%
131 Teachers	\$ 1,798,324		\$ 2,177,030	\$ 1,108,000	50.9%
131 SPED Teachers	\$ 99,802	\$ (27,765)	\$ 244,144	\$ 73,374	30.1%
132 Substitutes	\$ 15,102		\$ 30,000	\$ 8,429	28.1%
133 Support Services Salaries	\$ 2,000	\$ (25,000)	\$ 25,000		0.0%
134 Educational Stipends	\$ 109,542		\$ 80,000	\$ 28,937	36.2%
134 Coaching Stipends	\$ 5,300		\$ 6,000	\$ 3,500	58.3%
142 Guidance Counselors	\$ 123,428	\$ 27,765	\$ 130,937	\$ 77,415	59.1%
145 Librarians	\$ 10,286		\$ 13,500	\$ 3,549	26.3%
152 Office Staff	\$ 131,656		\$ 122,212	\$ 66,855	54.7%
152 Special Education / CCGP Secretaries	\$ 30,481	\$ 25,000	\$ 40,000	\$ 41,656	104.1%
161 Classroom Paraprofessionals	\$ 253,831		\$ 302,495	\$ 139,924	46.3%
161 Special Education Paraprofessionals	\$ 22,712		\$ 231,988	\$ 123,447	53.2%
182 Custodial / Maintenance Personnel	\$ 59,823		\$ 60,000	\$ 41,029	68.4%
Total 100:	\$ 2,806,788	\$ -	\$ 3,628,064	\$ 1,807,346	49.8%
200 Benefits					
210 URS Pension & 401k employer contributions	\$ 628,893		\$ 602,319	\$ 280,118	46.5%
220 Social Security & Medicare ER Match	\$ 255,305		\$ 260,416	\$ 133,057	51.1%
241 Health Insurance	\$ 355,130		\$ 326,185	\$ 185,776	57.0%
290 Health Savings Account (Employer)	\$ 20,755		\$ 30,000	\$ 12,225	40.8%
270 Worker's Compensation Fund	\$ 11,536		\$ 20,000	\$ 7,250	36.3%
280 Unemployment Insurance	\$ 193			\$ 46	#DIV/0!
Total 200:	\$ 1,271,812	\$ -	\$ 1,238,920	\$ 618,472	49.9%
300 Prof & Technical Services					
310 Professional Educational Services			\$ 8,600	\$ 5,128	59.6%
310 Substitutes (Sub Services)	\$ 27,305		\$ 50,000	\$ 24,582	49.2%
321 Support Services (Orion)	\$ 199,184		\$ 256,138	\$ 127,700	49.9%
323 Support Services (Not Orion)	\$ 19,243		\$ 16,920	\$ 12,990	76.8%
330 Employee Training & Development	\$ 8,427	\$ 1,382	\$ 9,382	\$ 4,488	47.8%
355 Technical Services (Blackboard/Acuty/etc)	\$ 126		\$ 2,000		0.0%
Total 300:	\$ 254,285	\$ 1,382	\$ 343,040	\$ 174,888	51.0%

	(736 Students) FY24 Adopted Budget	
	\$ 135,000	
	\$ 8,000	
	\$ 50,000	
	\$ 20,000	
	\$ 20,000	
	\$ 4,000	
	\$ 1,000	
	\$ 10,000	
	\$ -	\$ 248,000
	\$ 2,682,983	Includes ADK
	\$ 103,414	
	\$ 5,300	
	\$ 20,000	
	\$ 50,000	
	\$ (581)	Slight allocation change
	\$ 5,000	Update
	\$ 1,482	Reimbursement
	\$ 10,887	CEIS Separated out
	\$ (10,887)	Reduced by CEIS Amount
	\$ (5,000)	Update
	\$ 901	\$ 7,214,701
	\$ 50,000.00	
	\$ 12,753.00	
	\$ 107,097.00	
	\$ 24,947	
	\$ -	\$ 194,797
	\$ 901	\$ 7,657,498
	\$ 164,758	
	\$ 2,177,030	
	\$ 271,909	
	\$ 30,000	
	\$ 25,000	Move categories
	\$ 80,000	
	\$ 6,000	
	\$ 103,172	
	\$ 13,500	
	\$ 122,212	
	\$ 15,000	Moved from above
	\$ 302,495	
	\$ 231,988	
	\$ 60,000	
	\$ -	\$ 3,603,064
	\$ 602,319	
	\$ 260,416	
	\$ 326,185	
	\$ 30,000	
	\$ 20,000	
	\$ -	\$ 1,238,920
	\$ 8,600	
	\$ 50,000	
	\$ 256,138	
	\$ 16,920	
	\$ 1,382	STEM Grant
	\$ 8,000	
	\$ 2,000	
	\$ 1,382	\$ 341,658

400 Purchased Property Services					
410 Water / Sewage / Garbage	\$ 29,164	\$ 28,500	\$ 20,900	73.3%	
420 Cleaning Services (Vanguard Cleaning Sys of Utah)	\$ 74,369	\$ 77,500	\$ 66,598	85.9%	
431 Repairs / Maintenance / Monitoring	\$ 65,240	\$ 80,000	\$ 36,335	45.4%	
435 Lawn Care & Snow Removal	\$ 80,086	\$ 47,000	\$ 39,416	83.9%	
443 Lease of Copy Machines & Rental of mail machine	\$ 23,060	\$ 28,500	\$ 17,659	62.0%	
Total 400:	\$ 271,919	\$ 261,500	\$ 180,908	69.2%	
500 Other Purchased Services					
530 Communication	\$ 13,120	\$ 10,000	\$ 7,830	78.3%	
540 Marketing	\$ 1,794	\$ 4,000	\$ 145	3.6%	
580 Travel	\$ 3,449	\$ 3,000	\$ -	0.0%	
591 Activities / Student Council	\$ 3,808	\$ 3,000	\$ 1,859	62.0%	
592 Athletics	\$ 5,337	\$ 5,000	\$ 4,249	85.0%	
593 SPO Services purchased	\$ 3,777	\$ 4,000	\$ 36	0.9%	
Total 500:	\$ 31,285	\$ 29,000	\$ 14,119	48.7%	
600 Supplies and Materials					
610 General Educational Supplies	\$ 49,273	\$ 3,095	\$ 53,095	\$ 16,602	31.3%
611 Science Supplies	\$ -	\$ 1,000	\$ 1,000	\$ 852	85.2%
612 Art Supplies	\$ -	\$ 1,000	\$ 1,000	\$ 567	56.7%
613 Drama	\$ 1,697	\$ -	\$ 1,200	\$ 1,990	165.8%
619 Athletics / Spirit Packs	\$ 3,474	\$ 9,925	\$ 17,925	\$ 3,597	20.1%
619 Student Council Materials	\$ 2,625	\$ -	\$ 1,500	\$ 1,558	103.9%
612 Copy Paper	\$ 12,438	\$ -	\$ 8,000	\$ 9,738	121.7%
612 Office Supplies / Postage	\$ 8,400	\$ -	\$ 8,000	\$ 3,596	45.0%
618 Support Services Materials	\$ 1,495	\$ -	\$ 5,000	\$ 2,511	50.2%
618 CCGP (Counseling)	\$ 6,886	\$ -	\$ 10,250	\$ 1,966	19.2%
619 Training & Appreciation	\$ 2,322	\$ -	\$ 3,500	\$ 1,575	45.0%
619 SPO Materials purchased	\$ 20,546	\$ 7,500	\$ 33,500	\$ 3,277	9.8%
620 Fundraising Expense	\$ -	\$ 13,973	\$ 13,973	\$ 9,819	70.3%
621 Natural Gas	\$ 43,972	\$ -	\$ 26,000	\$ 17,244	66.3%
622 Electricity	\$ 83,653	\$ -	\$ 90,000	\$ 61,345	68.2%
641 Curriculum	\$ 82,058	\$ -	\$ 10,000	\$ 8,392	83.9%
644 Library	\$ 1,076	\$ -	\$ 1,500	\$ 485	32.3%
650 Tech Supplies (Under \$500)	\$ 42,774	\$ -	\$ 30,000	\$ 5,079	16.9%
670 Software	\$ 37,298	\$ -	\$ 30,000	\$ 22,072	73.6%
680 Maintenance & Cleaning Supplies	\$ 35,358	\$ 10,000	\$ 55,000	\$ 42,068	76.5%
Total 600:	\$ 435,145	\$ 46,493	\$ 400,443	\$ 214,333	53.5%
700 Property, Equipment					
710 Land & Site Improvements	\$ 112,350	\$ -	\$ 40,000	\$ 18,541	46.4%
733 Furniture	\$ 6,805	\$ -	\$ -	\$ -	#DIV/0!
734 Technology-Related Hardware & Software	\$ 85,531	\$ -	\$ -	\$ -	#DIV/0!
739 Facility Equipment	\$ -	\$ -	\$ -	\$ -	
Total 700:	\$ 204,686	\$ -	\$ 40,000	\$ 18,541	46.4%
800 Debt Service and Misc					
810 Dues & Fees	\$ 319	\$ -	\$ 6,000	\$ 188	3.1%
830 Interest (Series 2019 Bonds)	\$ 539,300	\$ -	\$ 515,550	\$ -	0.0%
840 Principal (Series 2019 Bonds)	\$ 475,000	\$ -	\$ 495,000	\$ 170,131	34.4%
844 Series 2019 Bonds - Moral Ob ins, rating, Trustee fee	\$ -	\$ -	\$ 20,000	\$ -	0.0%
850 Carry Over	\$ -	\$ (30,000)	\$ -	\$ -	#DIV/0!
899 Share of District Level costs	\$ 591,525	\$ -	\$ 497,899	\$ 331,600	66.6%
Total 800:	\$ 1,606,144	\$ (30,000)	\$ 1,534,449	\$ 501,919	32.7%
Total Expenses:	\$ 6,882,064	\$ 17,875	\$ 7,475,416	\$ 3,530,526	47.2%
Net Income:	\$ 568,780	\$ (16,974)	\$ 182,983	\$ 1,498,326	143.6%
		Goal of 5%	\$ 382,920		
		Min Goal of 3%	\$ 229,752		

\$ 28,500	\$ 28,500			
\$ 77,500	\$ 77,500			
\$ 80,000	\$ 80,000			
\$ 47,000	\$ 47,000			
\$ 28,500	\$ 28,500			
\$ -	\$ 261,500			
\$ 10,000	\$ 10,000			
\$ 4,000	\$ 4,000			
\$ 3,000	\$ 3,000			
\$ 3,000	\$ 3,000			
\$ 5,000	\$ 5,000			
\$ 4,000	\$ 4,000			
\$ -	\$ 29,000			
\$ 3,095	\$ 50,000	From Carry Over		
\$ 1,000	\$ 1,000	From Carry Over		
\$ 1,000	\$ 1,000	From Carry Over		
\$ 1,200	\$ 1,200			
\$ 9,925	\$ 8,000	From Carry Over		
\$ 1,500	\$ 1,500			
\$ 8,000	\$ 8,000			
\$ 8,000	\$ 8,000			
\$ 5,000	\$ 5,000			
\$ 10,250	\$ 10,250			
\$ 3,500	\$ 3,500			
\$ 7,500	\$ 26,000	From Carry Over		
\$ 13,973	\$ 13,973	From Carry Over		
\$ 26,000	\$ 26,000			
\$ 90,000	\$ 90,000			
\$ 10,000	\$ 10,000			
\$ 1,500	\$ 1,500			
\$ 30,000	\$ 30,000			
\$ 30,000	\$ 30,000			
\$ 45,000	\$ 45,000	Moved from LEA		
\$ 36,493	\$ 353,950			
\$ 40,000	\$ 40,000	From LEA- Carpets		
\$ -	\$ 40,000			
\$ 6,000	\$ 6,000			
\$ 515,550	\$ 515,550			
\$ 495,000	\$ 495,000			
\$ 20,000	\$ 20,000			
\$ (30,000)	\$ 30,000			
\$ 497,899	\$ 497,899			
\$ (30,000)	\$ 1,564,449			
\$ 7,875	\$ 7,432,541			
\$ (6,974)	\$ 224,957			
	\$ 382,875	Goal of 5%		
	\$ 229,725	Min Goal of 3%		



Actuals as of: **February 29, 2024** Percentage of Year: 66.6%

Independence

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Budget Detail Report

		(#70 Students)				(#48 Students)				(#56 Students)				(#44 Students)	
		FY23 Unaudited Actuals	Changes	FY24 Forecast	FY 24 YTD	% of Forecast	Changes	FY24 Adopted Budget							
Revenue															
1000 Local															
1600	Food Sales	\$ 193,441	\$ 150,000	\$ 150,000	\$ 120,244	80.16%	\$ 150,000	\$ 150,000	Increase						
1710	Student Activities (Admissions, Store, Std Org Memb)	\$ 16,936	\$ (125,000)	\$ 25,000	\$ 10,479	41.9%	\$ (125,000)	\$ 150,000	Correction						
1740	Fees (Includes Spirit Packs)	\$ 48,223	\$ 28,000	\$ 40,000	\$ 38,828	97.1%	\$ 28,000	\$ 12,000	Increase						
1770	Fundraisers	\$ 53,595		\$ 46,500	\$ 19,752	42.5%		\$ 46,500							
1910	Rentals	\$ 25,544		\$ 55,000	\$ 18,272	33.2%		\$ 55,000							
1920	Contributions / Donations	\$ 6,273		\$ 18,000	\$ 8,339	46.3%		\$ 18,000							
1930	Gain / Loss on Sale of Assets			\$ 5,000		0.0%		\$ 5,000							
1950	Revenue from Other Schools (High School)	\$ 100		\$ 1,000		0.0%		\$ 1,000							
1990	Miscellaneous	\$ 850		\$ 10,000	\$ 124	1.2%		\$ 10,000							
	Total 1000:	\$ 344,962	\$ 53,000	\$ 200,500	\$ 216,038	107.7%	\$ 53,000	\$ 297,500							
3000 State															
3010	Regular School Prgm K-12	\$ 2,954,981	\$ 15,400	\$ 3,133,191	\$ 2,086,705	66.6%	\$ 15,400	\$ 3,117,791							
3200	COVID					#DIV/0!									
3520	School Land Trust	\$ 120,206		\$ 119,546	\$ 144,911	121.2%		\$ 119,546	Includes Carry Over						
3655	DTL	\$ 67,719	\$ (1,639)	\$ 34,100	\$ 20,000	58.7%	\$ (1,639)	\$ 35,739	Slight allocation change						
3100	CCGP	\$ 20,497		\$ 20,000	\$ 22,472	112.4%		\$ 20,000							
3500	Counseling	\$ 50,000		\$ 50,000	\$ 50,000	100.0%		\$ 50,000							
3700	CCA	\$ 6,015		\$ 6,015	\$ 1,985	33.0%		\$ 6,015							
3637	Dual Immersion	\$ 12,292		\$ 19,300	\$ 16,778	86.9%		\$ 19,300							
3800	Substance Abuse		\$ 5,000	\$ 5,000	\$ 5,000	100.0%	\$ 5,000	\$ 5,000	Update						
3000	CEIS		\$ 10,887	\$ 10,887	\$ 10,887	100.0%	\$ 10,887	\$ 10,887	Update						
3000	Share of SPED state	\$ 684,776		\$ 954,331	\$ 635,584	66.6%		\$ 954,331							
3000	Share of state funding	\$ 3,845,690	\$ (5,000)	\$ 4,082,484	\$ 2,718,924	66.6%	\$ (5,000)	\$ 4,087,484	Update						
	Total 3000:	\$ 7,762,176	\$ 24,648	\$ 8,434,854	\$ 5,713,256	67.7%	\$ 24,648	\$ 8,410,206							
4000 Federal															
4700	CARES Funding (GEERS, CARES)	\$ 50,000		\$ 50,000.00	\$ 29,150.00	58.3%		\$ 50,000.00							
4801	Title I	\$ 20,400		\$ 13,603.00	\$ 6,035.00	44.4%		\$ 13,603.00							
4500	Share of IDEA	\$ 91,000		\$ 107,097.00				\$ 107,097.00							
4522	Share of federal funding	\$ 26,368		\$ 28,000	\$ 16,324	58.3%		\$ 28,000							
	Total 4000:	\$ 26,368	\$ -	\$ 198,700	\$ 51,509	25.9%	\$ -	\$ 198,700							
	Total Revenue:	\$ 8,133,506	\$ 77,648	\$ 8,834,054	\$ 5,929,294	67.1%	\$ 77,648	\$ 8,906,406							
Expenses															
100 Salaries															
115	Supervisors & Directors				\$ 348	#DIV/0!									
121	Principals & Assistants	\$ 164,033		\$ 170,161	\$ 114,733	67.4%		\$ 170,161							
131	Teachers (Includes CCGS)	\$ 2,138,161		\$ 2,509,932	\$ 1,195,152	47.6%		\$ 2,509,932							
131	SPED Teachers	\$ 444,405		\$ 226,884	\$ 107,357	47.3%		\$ 226,884							
132	Substitutes	\$ 55,725	\$ 4,000	\$ 29,942	\$ 17,368	58.0%	\$ 4,000	\$ 25,942	Move from Para						
133	Support Services Salaries			\$ 25,000		0.0%		\$ 25,000							
134	Coaching Stipends	\$ 12,400		\$ 6,500	\$ 3,600	55.4%		\$ 6,500							
134	Educational Stipends	\$ 129,620		\$ 69,900	\$ 32,498	46.5%		\$ 69,900							
142	Guidance Counselor & Social Worker	\$ 161,645		\$ 200,453	\$ 124,501	62.1%		\$ 200,453							
145	Librarians	\$ 13,031		\$ 14,000	\$ 8,813	63.0%		\$ 14,000							
152	Office Staff	\$ 101,526		\$ 98,025	\$ 35,691	36.4%		\$ 98,025							
152	Special Education / CCGP Secretaries	\$ 3,250		\$ 2,500		0.0%		\$ 2,500							
161	Classroom Paraprofessionals	\$ 321,068	\$ (4,000)	\$ 376,000	\$ 220,499	58.6%	\$ (4,000)	\$ 380,000	Move to Subs						
161	Special Education Paraprofessionals	\$ 173,169		\$ 220,374	\$ 132,172	60.0%		\$ 220,374							
182	Custodial / Maintenance Personnel	\$ 132,063		\$ 136,120	\$ 92,738	68.1%		\$ 136,120							
	Total 100:	\$ 3,850,096	\$ -	\$ 4,085,791	\$ 2,085,470	51.0%	\$ -	\$ 4,085,791							
200 Benefits															
210	URS Pension & 401k employer contributions	\$ 744,666		\$ 687,990	\$ 306,911	44.6%		\$ 687,990							
220	Social Security & Medicare ER Match	\$ 310,778		\$ 302,691	\$ 158,946	52.5%		\$ 302,691							
241	Health Insurance	\$ 411,497		\$ 379,234	\$ 203,823	53.7%		\$ 379,234							
290	Health Savings Account (Employer)	\$ 22,698		\$ 25,000	\$ 14,906	59.6%		\$ 25,000							
270	Worker's Compensation Fund	\$ 3,341		\$ 12,000	\$ 7,150	59.6%		\$ 12,000							
280	Unemployment Insurance	\$ 339		\$ 12		#DIV/0!		\$ 12							
	Total 200:	\$ 1,493,319	\$ -	\$ 1,406,915	\$ 691,748	49.2%	\$ -	\$ 1,406,915							
300 Prof & Technical Services															
310	Professional Educational Services			\$ 9,399	\$ 11,338	120.6%		\$ 9,399							
310	Substitutes (Sub Services)	\$ 31,420		\$ 25,000	\$ 25,336	101.3%		\$ 25,000							
321	Support Services (Orion)	\$ 210,133		\$ 265,481	\$ 143,234	54.0%		\$ 265,481							
323	Support Services (Not Orion)	\$ 34,325		\$ 14,670	\$ 20,923	142.6%		\$ 14,670							



Actuals as of: February 29, 2024 Percentage of Year: 66.6%

Bluffdale

.199 Oct 1 / .207 WPU

Budget Detail Report

Revenue

Table with columns: 011 Students, FY23 Unaudited Actuals, Changes, FY24 Forecast, FY 24 YTD, % of Forecast. Rows include 1000 Local, 3000 State, 4000 Federal, and Total Revenue.

092 Students

Table with columns: Changes, FY24 Adopted Budget. Rows include 1000 Local, 3000 State, 4000 Federal, and Total Revenue.

Expenses

Table with columns: 011 Students, FY23 Unaudited Actuals, Changes, FY24 Forecast, FY 24 YTD, % of Forecast. Rows include 100 Salaries, 200 Benefits, 300 Prof & Technical Services, 400 Purchased Property Services, 500 Other Purchased Services, 600 Supplies and Materials, 700 Property, Equipment, 800 Debt Service and Misc, and Total Expenses.

Table with columns: Changes, FY24 Adopted Budget. Rows include 100 Salaries, 200 Benefits, 300 Prof & Technical Services, 400 Purchased Property Services, 500 Other Purchased Services, 600 Supplies and Materials, 700 Property, Equipment, 800 Debt Service and Misc, and Total Expenses.

Net Income: \$ 396,471 \$ 90,093 \$ 433,534 \$ 1,248,037 91.4% Min Goal of 3% \$ 166,253

\$ 90,093 \$ 433,960 Min Goal of 3% \$ 166,310



Actuals as of: February 29, 2024 Percentage of Year: 66.6%

High School

Budget Detail Report	FY23 Unaudited Actuals	Changes	FY24 Forecast		% of 21 Forecast-YTD
			(510 Students)	(512 Students)	
Revenue					
1000 Local					
1510 Interest on Investments	\$ 24,070	\$ 25,000	\$ 25,000	\$ 17,446	69.8%
1610 Lunch Program	\$ 90,815	\$ 70,000	\$ 70,000	\$ 49,820	71.2%
1710 Admissions	\$ 31,362	\$ 40,000	\$ 40,000	\$ 36,038	90.1%
1730 Student Organization Member		\$ 3,000	\$ 3,000	\$ 3,000	0.0%
1740 Fees (including: Uniform rental, spirit, Travel/Camps)	\$ 257,301	\$ 300,000	\$ 300,000	\$ 230,815	76.9%
1740 Uniform Rental	\$ 32,763	\$ 25,000	\$ 25,000	\$ 25,000	0.0%
1750 School Vending & Store	\$ 6,036	\$ 17,000	\$ 25,000	\$ 16,201	64.8%
1760 Fines	\$ 2,126	\$ 500	\$ 500	\$ 1,183	236.6%
1770 Fundraisers	\$ 47,329	\$ 90,000	\$ 90,000	\$ 58,316	64.8%
1910 Rental (Youngblood)	\$ 48,993	\$ 30,000	\$ 30,000	\$ 39,576	131.9%
1920 Contributions / Donations	\$ 53,385	\$ 30,000	\$ 30,000	\$ 26,934	89.8%
1930 Gain / Loss on Sale Asset		\$ 1,000	\$ 1,000	\$ 1,000	0.0%
1950 Rev From Other Schools (CTE Consortium Fee)	\$ 12,564	\$ 17,000	\$ 17,000	\$ 10,500	61.8%
1990 Miscellaneous	\$ 1,276,621	\$ 50,000	\$ 50,000	\$ 1,376,498	2753.0%
Total 1000:	\$ 1,883,365	\$ 42,000	\$ 706,500	\$ 1,863,327	263.7%
3000 State					
3010 Regular School Prgm K-12	\$ 2,471,194	\$ 46,198	\$ 2,563,809	\$ 1,707,497	66.6%
3013 Foreign Exchange Students	\$ 12,114	\$ 9,000	\$ 9,000	\$ 5,707	63.4%
3200 CTE Admin	\$ 364,137	\$ 139,069	\$ 522,324	\$ 351,669	67.3%
3200 CTE Comprehensive Counseling	\$ 18,441	\$ 25,000	\$ 25,000	\$ 12,655	50.6%
3200 CTE Technical Student Orgs	\$ 2,548	\$ 2,500	\$ 2,500	\$ 5,938	237.5%
3200 CTE Skill Certification Competency	\$ 17,692	\$ 9,000	\$ 9,000	\$ 12,000	133.3%
3212 Advanced Placement	\$ 4,035	\$ 5,000	\$ 5,000	\$ 6,620	132.4%
3400 EL Software	\$ 2,000	\$ 845	\$ 845	\$ 845	0.0%
3407 TSSP		\$ 9,000	\$ 9,000	\$ 8,926	#DIV/0!
3500 PRIME		\$ 9,000	\$ 9,000	\$ 8,838	0.0%
33-5333 Concurrent Enrollment	\$ 7,362	\$ 10,000	\$ 10,000	\$ 23,457	234.6%
35-5420 School Land Trust	\$ 84,495	\$ 74,286	\$ 74,286	\$ 78,968	106.3%
35-5655 Digital Teaching & Learning	\$ 32,612	\$ 86	\$ 31,586	\$ 31,586	0.0%
35-5677 Computer Science	\$ -	\$ 10,000	\$ 10,000	\$ 3,513	35.1%
3800 Substance Abuse		\$ 5,000	\$ 5,000	\$ 10,000	200.0%
3010 Small schools allocation		\$ 6,820	\$ 6,820	\$ 6,820	0.0%
3000 Share of SPED State Funding	\$ 499,703	\$ 474,464	\$ 474,464	\$ 315,993	66.6%
3000 Share of State Funding	\$ 2,247,883	\$ (5,000)	\$ 2,382,004	\$ 1,586,415	66.6%
Total 3000:	\$ 5,764,216	\$ 201,173	\$ 6,140,638	\$ 4,138,196	67.4%
4000 Federal					
4524 IDEA Part-B	\$ 82,626		\$ 70,000		0.0%
4524 Special Ed State Level Activity			\$ -		#DIV/0!
4560 National School Lunch Programs	\$ 102,277		\$ 65,000		0.0%
4700 CARES Act	\$ 50,551		\$ 150,000	\$ 45,668	30.4%
4800 Title IVA	\$ 5,966		\$ 10,000	\$ 10,000	100.0%
4801 Title IA	\$ 5,934		\$ 22,000		0.0%
4860 Title IIA	\$ 3,576		\$ 5,000		0.0%
Total 4000:	\$ 250,930	\$ -	\$ 322,000	\$ 55,668	17.3%
Total Revenue:	\$ 7,898,511	\$ 243,173	\$ 7,169,138	\$ 6,057,191	84.5%

Expenses					
100 Salaries					
115 AD / CTE Con / Grant Prgm Specialists	\$ 128,102		\$ 243,378	\$ 106,269	43.7%
121 Principals & Assistants	\$ 212,466		\$ 184,508	\$ 96,360	52.2%
131 Teachers	\$ 1,757,634	\$ (60,000)	\$ 1,599,345	\$ 808,652	50.6%
132 Substitutes	\$ 9,596		\$ 8,000	\$ 7,500	93.8%
133 Special Education Teachers		\$ (25,000)	\$ 199,534	\$ 89,569	44.9%
134 Coaching Stipends	\$ 56,781		\$ 70,000	\$ 31,900	45.6%
134 Educational Stipends	\$ 46,716		\$ 30,000	\$ 30,157	100.5%
142 Guidance Counselor	\$ 142,640		\$ 171,150	\$ 61,591	36.0%
152 Secretary -- Counseling / Special Education	\$ 20,790	\$ 25,000	\$ 52,720	\$ 36,673	69.6%
152 Office Personnel	\$ 136,836		\$ 95,000	\$ 66,831	70.3%
162 SpEd Paraprofessionals	\$ 69,697		\$ 92,089	\$ 54,397	59.1%
180 Incentives			\$ 10,000		0.0%
182 Custodians	\$ 109,236		\$ 96,864	\$ 64,336	66.4%
Total 100:	\$ 2,690,494	\$ (60,000)	\$ 2,852,588	\$ 1,454,235	51.0%
200 Benefits					
210 URS Pension & 401k	\$ 515,328		\$ 560,000	\$ 200,096	35.7%
220 Social Security & Medicare Employer Match	\$ 198,144		\$ 210,000	\$ 106,022	50.5%

Changes	FY24 Adopted Budget	COMMENTS:	
\$ 25,000	\$ -	Bonds	
\$ 70,000	\$ 70,000		
\$ 40,000	\$ 40,000		
\$ 3,000	\$ 3,000		
\$ 300,000	\$ 300,000		
\$ 25,000	\$ 25,000		
\$ 17,000	\$ 8,000	Increase	
\$ 500	\$ 500		
\$ 90,000	\$ 90,000		
\$ 30,000	\$ 30,000		
\$ 30,000	\$ 30,000		
\$ 1,000	\$ 1,000		
\$ 17,000	\$ 17,000		
\$ 50,000	\$ 50,000	Deferred	
\$ 42,000	\$ 664,500		
\$ 46,198	\$ 2,517,611		
\$ 9,000	\$ 9,000		
\$ 139,069	\$ 383,255	Mid Year Update-214,000, 198,123- Indirect Cost Rate 2 WPU- 8,560	
\$ 25,000	\$ 25,000		
\$ 2,500	\$ 2,500		
\$ 9,000	\$ 9,000		
\$ 5,000	\$ 5,000		
\$ 845	\$ 845		
\$ 9,000	\$ 10,000	PRIME	
\$ 10,000	\$ 10,000		
\$ 74,286	\$ 74,286		
\$ 86	\$ 31,500	Revised Numbers	
\$ 10,000	\$ 10,000		
\$ 5,000	\$ 5,000	Update	
\$ 6,820	\$ 6,820	New Grant	
\$ 474,464	\$ 474,464		
\$ (5,000)	\$ 2,387,004	Update	
\$ 201,173	\$ 5,939,465		
\$ 70,000	\$ 70,000		
\$ -	\$ -		
\$ 65,000	\$ 65,000		
\$ 150,000	\$ 150,000		
\$ 10,000	\$ 10,000		
\$ 22,000	\$ 22,000		
\$ 5,000	\$ 5,000		
\$ 243,378	\$ 243,378		
\$ 184,508	\$ 184,508		
\$ (60,000)	\$ 1,659,345	Title I, ESSER Decrease	
\$ 8,000	\$ 8,000		
\$ (25,000)	\$ 224,534	Move categories	
\$ 70,000	\$ 70,000		
\$ 30,000	\$ 30,000		
\$ 171,150	\$ 171,150		
\$ 25,000	\$ 27,720	From above	
\$ 95,000	\$ 95,000		
\$ 92,089	\$ 92,089		
\$ 10,000	\$ 10,000		
\$ 96,864	\$ 96,864		
\$ (60,000)	\$ 2,912,588		
\$ 560,000	\$ 560,000		
\$ 210,000	\$ 210,000		

241 Health Insurance	\$ 269,792		\$ 290,000	\$ 164,426	56.7%
241 H.S.A. Employer Contributions	\$ 2,715		\$ 25,000	\$ 7,023	28.1%
270 Worker's Compensation Fund	\$ 7,037		\$ 10,000	\$ 1,174	11.7%
280 Unemployment Insurance	\$ 4,627		\$ 5,000	\$ 63	1.3%
Total 200:	\$ 997,643	\$ -	\$ 1,100,000	\$ 478,804	43.5%
300 Prof & Technical Services					
310 Educational Services	\$ 87,179		\$ 7,000	\$ 5,900	84.3%
310 Substitutes (Sub Services)	\$ 16,480		\$ 8,000	\$ 14,810	185.1%
320 Support Services (Orion)	\$ 93,380		\$ 100,000	\$ 51,379	51.4%
321 Support Services (Not Orion)			\$ 2,000	\$ 21,963	1098.2%
330 Employee Training & Development	\$ 14,684		\$ 18,000	\$ 6,140	34.1%
340 Audit Services	\$ 18,346		\$ 15,000	\$ 7,000	46.7%
340 Admin / Business Services / IT from Summit	\$ 53,177				#DIV/0!
349 Legal Services	\$ 5,187		\$ 12,000	\$ 5,128	42.7%
355 Technical Services (IT) (Not Tanner)	\$ 317		\$ 9,000	\$ 9,000	8.838
Total 300:	\$ 288,750	\$ 9,000	\$ 171,000	\$ 121,158	70.9%
400 Purchased Property Services					
410 Water / Sewage / Garbage	\$ 9,798		\$ 14,000	\$ 9,602	68.6%
430 Repairs / Maintenance / Monitoring	\$ 65,395		\$ 50,000	\$ 55,561	111.1%
431 Kitchen Maintenance & Repairs	\$ 4,936		\$ 2,500	\$ 1,500	60.0%
435 Lawn Care & Snow Removal	\$ 50,796		\$ 30,000	\$ 21,713	72.4%
440 Lease of Copy Machines (Ricoh)	\$ 8,764		\$ 15,000	\$ 8,024	53.5%
Total 400:	\$ 139,689	\$ -	\$ 111,500	\$ 96,400	86.5%
500 Other Purchased Services					
511 Daily Busing to/from Campuses	\$ 25,000		\$ 12,000		0.0%
513 Travel-Field Trips	\$ 956				#DIV/0!
517 Travel-Extracurricular (not athletics)	\$ 5,210		\$ 5,000		0.0%
518 Travel-Athletics	\$ 48,748		\$ 49,200	\$ 35,684	72.5%
520 Property / Liability / Non employee insurances	\$ 97,437				#DIV/0!
530 Communication	\$ 7,016	\$ (135,000)	\$ 11,500	\$ 4,704	40.9%
540 Marketing	\$ 2,895		\$ 3,000	\$ 2,647	88.2%
570 Food Services Management (Summit)	\$ 60,000				#DIV/0!
580 Travel (Staff)	\$ 10,367	\$ 13,000	\$ 20,000	\$ 13,827	69.1%
591 Athletics - Services	\$ 108,947	\$ 1,100	\$ 82,000	\$ 68,651	83.7%
592 Online Courses (including Recovery)					#DIV/0!
593 Student Events / Council (Dances)	\$ 6,149		\$ 12,000	\$ 6,626	55.2%
595 Debate	\$ 3,123		\$ 1,000	\$ 381	38.1%
595 Drama	\$ 3,000		\$ 3,000	\$ 875	29.2%
595 Music	\$ 3,000		\$ 6,000	\$ 2,475	41.3%
Total 500:	\$ 381,848	\$ (120,900)	\$ 204,700	\$ 135,870	66.4%
600 Supplies and Materials					
611 Science	\$ 4,459		\$ 6,000	\$ 1,176	19.6%
611 General Supplies / Miscellaneous (Food)	\$ 64,230	\$ 40,125	\$ 70,125	\$ 30,742	43.8%
612 Copies	\$ 3,359		\$ 3,000	\$ 3,189	106.3%
612 Art	\$ 3,099		\$ 4,000	\$ 681	17.0%
613 Music	\$ 3,075	\$ 10,370	\$ 14,870	\$ 15,229	102.4%
616 CTE	\$ 17,750		\$ 20,000	\$ 7,905	39.5%
617 Math	\$ 1,888		\$ 2,000		0.0%
611 Physical Education	\$ (188)		\$ 2,500	\$ 2,028	81.1%
610 Athletic Supplies / Uniforms	\$ 148,953	\$ (6,250)	\$ 120,000	\$ 90,399	75.3%
610 Spirit Packs	\$ 29,901	\$ 33,250	\$ 68,250	\$ 44,698	65.5%
610 Student Council	\$ 3,544		\$ 10,000	\$ 1,311	13.1%
611 Drama	\$ 1,236		\$ 2,000	\$ 3,235	161.8%
615 Dance			\$ 500	\$ 687	137.4%
616 Debate			\$ 1,500		0.0%
617 National Honor Society (NHS)	\$ 413		\$ 1,000		0.0%
610 Extracurricular / Athletics Supplies-General	\$ 2,076		\$ 1,500		0.0%
611 Support Service Materials (SpEd)	\$ 961			\$ 719	#DIV/0!
612 Office Supplies	\$ 4,359		\$ 5,000	\$ 2,382	47.6%
613 Yearbooks		\$ 24	\$ 13,024		0.0%
614 CCGP Counseling	\$ 4,244		\$ 10,000	\$ 6,669	66.7%
614 Teacher Training & Appreciation	\$ 3,643		\$ 6,000	\$ 3,147	52.5%
621 Natural Gas	\$ 21,171		\$ 17,000	\$ 10,681	62.8%
622 Electricity	\$ 65,168		\$ 80,000	\$ 20,764	26.0%
632 Food Program	\$ 22,180				#DIV/0!
641 Curriculum	\$ 37,330		\$ 25,000	\$ 18,175	72.7%
644 Library			\$ 1,000		0.0%
650 Tech Supplies (Under \$500)	\$ 129,136	\$ 10,000	\$ 90,000	\$ 38,609	42.9%
670 Educational Software	\$ 7,950	\$ 19,000	\$ 31,000	\$ 32,252	104.0%
670 Central Services Software (Payroll, Firefly, Blackboard)	\$ 12,998	\$ 3,600	\$ 15,000	\$ 5,576	37.2%
680 Maintenance & Cleaning Supplies	\$ 30,565		\$ 18,000	\$ 20,081	111.6%
Total 600:	\$ 623,500	\$ 110,119	\$ 638,269	\$ 360,335	56.5%
700 Property, Equipment					
731 Land Improvements	\$ 86,306	\$ (1,000)	\$ 19,000	\$ 11,767	61.9%
732 School Buses	\$ 15,572				#DIV/0!
733 Furniture	\$ 71,311	\$ 13,000	\$ 25,000	\$ 23,881	95.5%
734 Technology-Related Hardware	\$ 251				#DIV/0!
738 Kitchen Equipment	\$ 44,031				#DIV/0!
Total 700:	\$ 217,471	\$ 12,000	\$ 44,000	\$ 35,648	81.0%
800 Debt Service and Misc					

	\$ 290,000				
	\$ 25,000				
	\$ 10,000				
	\$ 5,000				
Total 200:	\$ 1,100,000				
	\$ 7,000				
	\$ 8,000				
	\$ 100,000				
	\$ 2,000				
	\$ 18,000				
	\$ 15,000				
	\$ 12,000				
	\$ 9,000				
	\$ 9,000				PRIME
Total 300:	\$ 162,000				
	\$ 14,000				
	\$ 50,000				
	\$ 2,500				
	\$ 30,000				
	\$ 15,000				
Total 400:	\$ 111,500				
	\$ 12,000				
	\$ 5,000				
	\$ 49,200				
	\$ (135,000)				Move to LEA
	\$ 11,500				
	\$ 3,000				
	\$ 13,000				Yearbook shift
	\$ 1,100				Host Golf Tournament
	\$ 6,000				
	\$ 1,000				
	\$ 3,000				
	\$ 6,000				
Total 500:	\$ 319,600				
	\$ 6,000				
	\$ 40,125				SPO Carry Over, ESSER II
	\$ 3,000				
	\$ 4,000				
	\$ 10,370				Pep Band+Carry Over
	\$ 20,000				
	\$ 2,000				
	\$ 2,500				
	\$ (6,250)				Adjustment per Nate
	\$ 33,250				Adjustment per Nate
	\$ 10,000				
	\$ 2,000				
	\$ 500				
	\$ 1,500				
	\$ 1,000				
	\$ 1,500				
	\$ 5,000				
	\$ 24				Carry Over, Move original budget to ?
	\$ 13,000				
	\$ 10,000				
	\$ 6,000				
	\$ 17,000				
	\$ 80,000				Need to bring over previous books
	\$ 25,000				
	\$ 1,000				
	\$ 10,000				ESSER II
	\$ 19,000				Title I Increase, PRIME
	\$ 3,600				Parent Square
	\$ 18,000				
Total 600:	\$ 531,750				
	\$ (1,000)				Wrestling Room, HVAC
	\$ 13,000				
	\$ 12,000				
	\$ 12,000				
	\$ 32,000				
Total 700:	\$ 32,000				
800 Debt Service and Misc					

810 Dues and Fees	\$ 8,060		\$ 20,000	\$ 3,900	19.5%
812 Bank Fees	\$ 106		\$ 1,000		0.0%
834 Interest	\$ 709,787		\$ 715,234	\$ 429,160	60.0%
840 Principal	\$ 600,000		\$ 572,312	\$ 337,311	58.9%
840 Loan Repayment to Summit Incorporated					#DIV/0!
850 Carry Over (Prior Year)	\$	(13,519)	\$ 66,481		0.0%
860 Economic Set Aside	\$	(29,000)	\$ 71,000		0.0%
880 Share of LEA Costs	\$ 346,392		\$ 346,392	\$ 201,946	58.3%
890 Miscellaneous	\$ 3,432		\$ 4,000		0.0%
Total 800:	\$ 1,667,777	\$ (42,519)	\$ 1,796,419	\$ 972,317	54.1%
Total Expenses:	\$ 7,007,172	\$ (104,300)	\$ 6,918,476	\$ 3,654,767	52.8%
Net Income:	\$ 891,339	\$	\$ 347,473	\$ 250,662	\$ 1,025,926
			Min Goal of 3%	\$ 215,074	

	\$ 20,000				
	\$ 1,000				
	\$ 715,234				
	\$ 572,312				
	\$				
	\$ (13,519)	\$ 80,000			
	\$ (29,000)	\$ 100,000			Moved to Supplies Band, Wrestling Room, Parent Square,
	\$ 346,392				
	\$ 4,000				
	\$ (42,519)	\$ 1,838,938			
	\$ (92,300)	\$ 7,008,376			
	\$				
	\$ 335,473	\$ (82,411)			
	Min Goal of 3%	\$ 207,779			



Actuals as of: February 29, 2024 Percentage of Year: 66.6%

LEA Level

Budget Detail Report

	(0 Students)				(0 Students)		Comments
	FY23 Unaudited Actuals	Changes	FY24 Forecast	FY 24 YTD	% of Forecast	FY24 Adopted Budget	
Revenue							
1000 Local							
1420 Transportation Fees from High School	\$ 26,872		\$ 37,000	\$ 1,908	5.2%	\$ 37,000	
1510 Interest (PTIF & Bonds)	\$ 313,715	\$ 265,000	\$ 425,000	\$ 377,807	88.9%	\$ 160,000	Bonds, ACA
1600 Lunch Program (Family payments)	\$ 604		\$ 5,000	\$ 24	0.5%	\$ 5,000	
1910 Rentals	\$ 73,717		\$ 45,000	\$ 53,276	118.4%	\$ 45,000	
1920 Contributions / Donations	\$ 5,680		\$ 1,500	\$ 50	3.3%	\$ 1,500	
1930 Gain / Loss on Sale of Assets	\$ 1,985		\$ 5,000	\$ -	0.0%	\$ 5,000	
1950 Revenue from Other Schools (High School)	\$ 91,706		\$ 93,220	\$ 58,366	62.6%	\$ 93,220	
1990 Miscellaneous	\$ 4,900,532		\$ 50,000	\$ 4,974,121	9948.2%	\$ 50,000	
1991 PreSchool Income	\$ 799,028			\$ -	#DIV/0!		
3000 State Revenue/Federal Programs	\$ 1,308		\$ 325,000	\$ 135,395	41.7%	\$ 325,000	
Share of costs from sites			\$ 929,207	\$ 1,166,505	125.5%	\$ 929,207	
Informational				\$ -	#DIV/0!		
Repayment of Loan from High School		\$ 265,000		\$ -	#DIV/0!	\$ 265,000	
Total 1000:	\$ 6,215,147	\$ 530,000	\$ 1,915,927	\$ 6,767,452	353.2%	\$ 530,000	\$ 1,650,927
Total Revenue:	\$ 6,215,147	\$ 530,000	\$ 1,915,927	\$ 6,767,452	353.2%	\$ 530,000	\$ 1,650,927
Expenses							
100 Salaries							
112 Executive Director	\$ 40,275		\$ 137,913	\$ 86,196	62.5%	\$ 137,913	
113 Business Administrator	\$ 147,392		\$ 117,136	\$ 73,210	62.5%	\$ 117,136	
114 Special Education Admin Staff	\$ 107,464		\$ 153,033	\$ 15,237	10.0%	\$ 153,033	
115 Director of Student Achievement	\$ 550,452		\$ -	\$ 8,140	#DIV/0!	\$ -	
115 Programs / Instructional Coaches	\$ 414,039		\$ 319,873	\$ 231,657	72.4%	\$ 319,873	
132 Substitutes	\$ 31,383		\$ 5,000	\$ 4,380	87.6%	\$ 5,000	
131 Instructional (Includes Preschool Staff)		\$ 12,000	\$ 134,222	\$ 23,721	17.7%	\$ 122,000	Safety Grant
141 Attendance / Social Worker / Behavior	\$ 44,628		\$ 47,965	\$ 40,224	83.9%	\$ 47,965	
152 Support Services Secretary	\$ 11,017	\$ (55,000)	\$ 78,172	\$ 33,867	43.3%	\$ 133,172	Adjust
152 Board Secretary	\$ 4,202		\$ 3,000	\$ 3,685	122.8%	\$ 3,000	
152 HR / Accounting / Marketing / Policy	\$ 183,867	\$ 55,000	\$ 186,648	\$ 124,511	66.7%	\$ 131,648	Adjust
161 Support Services Paraprofessionals			\$ 25,000	\$ 16,892	67.6%	\$ 25,000	
161 Testing Coordinator	\$ 60,557		\$ 63,760	\$ 33,696	52.8%	\$ 63,760	
172 Bus Drivers	\$ 65,576		\$ 90,000	\$ 42,590	47.3%	\$ 90,000	
175 Transportation and Safety	\$ 84,993		\$ 85,774	\$ 39,313	45.8%	\$ 85,774	
181 Facility Supervisor	\$ 48,508		\$ 47,965	\$ 28,037	58.5%	\$ 47,965	
184 Technology Wages	\$ 120,972		\$ 124,603	\$ 77,876	62.5%	\$ 124,603	
190 Incentives			\$ 50,000	\$ -	0.0%	\$ 50,000	
191 Food Program Supervisors and Personnel	\$ 544,483		\$ 582,533	\$ 330,780	56.8%	\$ 582,533	
Total 100:	\$ 2,459,808	\$ 12,000	\$ 2,252,597	\$ 1,214,012	53.9%	\$ 12,000	\$ 2,240,375
200 Benefits							
210 URS Pension & 401k employer contributions	\$ 244,400		\$ 295,694	\$ 4,512	1.5%	\$ 295,694	
220 Social Security & Medicare ER Match	\$ 106,881		\$ 151,705	\$ 79,285	52.3%	\$ 151,705	
241 Health Insurance	\$ 32,253		\$ 132,000	\$ (4,731)	-3.6%	\$ 132,000	
290 Health Savings Account (Employer)	\$ 26,921		\$ 15,000	\$ 323	2.2%	\$ 15,000	
270 Worker's Compensation Fund	\$ 27,214		\$ 5,000	\$ 7,974	159.5%	\$ 5,000	
280 Unemployment Insurance	\$ 164		\$ 12,000	\$ 21	0.2%	\$ 12,000	
Total 200:	\$ 437,833	\$ -	\$ 611,399	\$ 87,384	14.3%	\$ -	\$ 611,399
300 Prof & Technical Services							
330 Employee Training & Development	\$ 37,846	\$ 30,000	\$ 63,850	\$ 57,891	90.7%	\$ 30,000	PCBL Grant
345 Business Manager Services				\$ -	#DIV/0!		
349 Legal Services			\$ 7,500	\$ 360	4.8%	\$ 7,500	
350 Technical Services	\$ 239,405			\$ -	#DIV/0!		
352 Audit	\$ 27,909	\$ 15,000	\$ 40,000	\$ 40,910	102.3%	\$ 15,000	
Total 300:	\$ 305,160	\$ 45,000	\$ 111,350	\$ 99,161	89.1%	\$ 45,000	\$ 66,350
400 Purchased Property Services							
430 Repairs & Maintenance	\$ 17,295		\$ 60,000	\$ 22,052	36.8%	\$ 60,000	
430 Repairs & Maintenance - Lunch Program	\$ 24,904	\$ 10,000	\$ 28,000	\$ 26,587	95.0%	\$ 10,000	Adjusted from 700's to help with repair costs
450 Construction			\$ 5,000	\$ 368	7.4%	\$ 5,000	
Total 400:	\$ 42,199	\$ 10,000	\$ 93,000	\$ 49,007	52.7%	\$ 10,000	\$ 83,000
500 Other Purchased Services							
520 General Liability, Property & D & O Insurances	\$ 69,670	\$ 135,000	\$ 205,000	\$ 94,040	45.9%	\$ 135,000	Added SAHS Portion
520 Bus Insurance			\$ 6,000	\$ -	0.0%	\$ 6,000	
530 Communication	\$ 12,448		\$ 15,000	\$ 8,137	54.2%	\$ 15,000	
540 Marketing (PreSchool)	\$ 69,046	\$ (40,000)	\$ 30,000	\$ 4,665	15.6%	\$ (40,000)	
542 Leadership Retreat and Board Expenses	\$ 1,934		\$ 17,500	\$ 600	3.4%	\$ 17,500	
580 Travel / Per Diem	\$ 9,199		\$ 9,200	\$ 6,126	66.6%	\$ 9,200	
599 Teacher Recruitment	\$ 4,135		\$ 1,600	\$ 421	26.3%	\$ 1,600	
Total 500:	\$ 166,432	\$ 95,000	\$ 284,300	\$ 113,989	40.1%	\$ 95,000	\$ 194,300
600 Supplies and Materials							

612 Office Supplies	\$ 42,731	\$ 30,000	\$ 6,490	21.6%	
618 Support Services Materials	\$ 1,240	\$ 3,000	\$ 16,138	537.9%	
619 Employee Training & Appreciation	\$ 27,068	\$ 32,350	\$ 18,343	56.7%	
613 PreSchool Supplies & Materials	\$ 45,254		\$ 218	#DIV/0!	
621 Utilities				#DIV/0!	
624 Bus Fuel	\$ 22,281	\$ 25,000	\$ 12,099	48.4%	
631 Food Program Supplies	\$ 480,748	\$ 375,000	\$ 355,937	94.9%	
650 Tech Related Hardware	\$ 14,399	\$ 5,000	\$ 15,000	13,740	
670 Software: QBs / Acuity / Blacboard / Time Clock	\$ 25,317	\$ 25,000	\$ 158,800	133,741	
680 Bus Maintenance Supplies	\$ 5,533	\$ 25,000	\$ 11,177	44.7%	
Total 600:	\$ 664,571	\$ 30,000	\$ 664,150	\$ 567,883	85.5%
700 Property, Equipment					
710 Land				#DIV/0!	
720 Buildings		\$ (10,000)	\$ 65,000	0.0%	
732 Buses				#DIV/0!	
733 Furniture				#DIV/0!	
734 Technology-Related Hardware & Software				#DIV/0!	
739 Kitchen Equipment		\$ (10,000)	\$ 25,000	\$ 19,002	76.0%
739 Facility Equipment				#DIV/0!	
Total 700:	\$ -	\$ (20,000)	\$ 90,000	\$ 19,002	21.1%
800 Debt Service and Misc Informational					
810 Dues & Fees/Debt Service	\$ 22,877	\$ 40,000	\$ 55,000	\$ 34,193	62.2%
Total 800:	\$ 22,877	\$ 40,000	\$ 55,000	\$ 34,193	62.2%
Total Expenses:	\$ 4,098,880	\$ 162,000	\$ 4,161,796	\$ 2,184,631	52.5%
Net Income:	\$ 2,116,267		\$ (2,245,869)	\$ 4,582,821	
		Goal of 5%	\$ 95,796		
		Min Goal of 3%	\$ 57,478		

	\$ 30,000			
	\$ 3,000			
	\$ 32,350			
	\$ 25,000			
	\$ 375,000			
\$ 5,000	\$ 10,000			
\$ 25,000	\$ 133,800			Increase to Tyler Tech, Never budgted revenues
\$ 25,000	\$ 25,000			Bingham2
\$ 30,000	\$ 634,150			
\$ (10,000)	\$ 75,000			Moved to Draper
\$ (10,000)	\$ 35,000			Move to cover lunch repairs
\$ (20,000)	\$ 110,000			
\$ 40,000	\$ 15,000			Aligns with overall budget, error
\$ 40,000	\$ 15,000			
\$ 212,000	\$ 3,954,574			
	\$ (2,303,647)			
Goal of 5%	\$ 82,546			
Min Goal of 3%	\$ 49,528			

SUMMIT ACADEMY SCHOOLS, INC

Draper

March 14, 2024

TO: Summit Academy Schools, Inc Governing Board

FROM: Brad Wilkinson, Business Administrator

SUBJECT: Approve updated Fiscal Policies and Procedures for FY 2024-25

BACKGROUND INFORMATION

Fiscal Policies and Procedures are put in to place and revised as often as in order to ensure proper management of LEA resources. Documenting Summit Academy's and Summit Academy High School's fiscal policies and procedures serves as an important tool for clarifying and understanding fiscal policies and practices. The intended user is any Summit Academy/Summit Academy High School staff members, in order to follow through with board policy.

CURRENT CONSIDERATIONS

The attached document has included all additions to the policy. This policy has a few updates in **RED font**. The updates are:

- Contracts
- Update Travel section, to clarify recently approved Travel Policy.
- Payroll Procedure Update

IMPACT ON STUDENT ACHIEVEMENT

None

FINANCIAL IMPLICATIONS

No Financial Implications, however there are audit implications as we continue to build solid internal controls as outlined in the fiscal policies and procedures manual.

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the updated 2024-25 Fiscal Policies and Procedures as attached.

DIRECTOR'S RECOMMENDATION: Recommended Approval.

SUMMIT ACADEMY, INC

Fiscal Policy Manual

2024-25



Original Board Adopted: 2017  Current Revision: March 2024

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A. Purpose

The purpose of this section is to establish policy for the fiduciary responsibilities and duties involving public funds. This section applies to all Summit Academy administrators, licensed educators, staff, students, organizations, and individuals who handle public funds.

The Governing Board of SUMMIT ACADEMY CHARTER SCHOOLS, INC. has reviewed and adopted the following policies and procedures to ensure the most effective use of funds and to support and ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Governing Board formulates financial policies and procedures, delegates administration of the policies and procedures to the Executive Director and reviews operations and activities on a regular basis.
2. The Executive Director has responsibility for all operations and activities related to financial management. However the Executive Director may delegate the day to day implementation and execution of financial policies and procedures to a designee (Business Administrator).
3. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
4. No funds or accounts may be established or maintained for purposes that are not fully accurately described within the books and record of the LEA, The purpose of the financial policies and procedures manual is to provide staff and leaders with a systematic approach to implementation of policies, plans, and work routines. It should be used to communicate organization financial policies and the appropriate procedures for implementation of the financial policies. Policies should not be confused with procedures as defined below:

Policy: A policy is a definite course or method of action to guide and determine present and future decisions. It is a guide to decision-making under a given set of circumstances within the framework of organization objective, goals, and management philosophies.

Procedure: A procedure is a way of accomplishing a task or assignment, as established ways of doing things, a series of steps followed in a definite regular order. It ensures the consistent and repetitive approach to actions.

Additionally, this manual is an invaluable communication tool to ensure optimum operations when applied consistently to all employees of the LEA and will allow the delivery and communication to everyone in the same manner. It is also intended to be a functional guide for training new and existing employees and should prevent difficulties in performing duties due to lack of understanding or inconsistent approaches from personnel changes.

INTERNAL CONTROL SYSTEM

The Charter School's internal control system comprises the policies and procedures established to provide reasonable assurance that specific LEA objectives will be achieved.

Accounting responsibilities, procedures, and policies should be implemented and designed to prevent:

1. Misstatement of account balances because errors go undetected (both intentional and unintentional); and,
2. Misappropriation of cash and other resources of the LEA. These objectives are pursued through a sound internal control structure which is carefully established and meticulously followed by accounting personnel. Such an internal control structure can also tend to promote operational efficiency.

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From a financial statement perspective, the LEA's internal control structure is comprised of the control environment, the accounting system, control procedures and internal control systems. These elements of the internal control structure are as follows:

Control Environment The control environment encompasses the collective effect of various factors on establishing, enhancing, or mitigating the effectiveness of specific policies or procedures. The control environment includes such factors as management's philosophy and operating style.

1. The LEA's organizational structure.
2. The functioning of the Board of Trustees
3. Methods of assigning authority and responsibility.
4. Management's control methods for monitoring and following up on performance, including internal reviews.
5. Personnel policies and procedures.
6. Various external influences that effect the LEA's operations and practices, such as examinations by regulatory agencies.

The control environment reflects the overall attitude, awareness, and action of the Board of Trustees, Administration, and others concerning the importance of control and its emphasis in the LEA.

Accounting System

The accounting system encompasses the methods and records established to identify, assemble, analyze, classify, record, and report the District's transactions and to maintain accountability for the related assets and liabilities. An effective accounting system gives appropriate consideration to establishing methods and records that will:

1. Identify and record all valid transactions.
2. Describe on a timely basis the transactions in sufficient detail to permit proper classification of transactions for financial reporting.
3. Measure the value of transactions in a manner that permits recording their proper monetary value in the financial statements.
4. Determine the time period in which transactions occurred to permit recording of transactions in the proper accounting period.
5. Present properly the transactions and related disclosures in the financial statement

Control Procedures

Control procedures encompass those policies and procedures, in addition to the control environment and the accounting system that Administration has established to provide reasonable assurance that specific District objectives will be achieved. Control procedures pertain to:

1. Proper authorization of transactions and activities.
2. Segregation of duties to reduce the opportunities to allow any person to be in a position to both perpetrate and conceal errors or irregularities in the normal course of his or her duties. A sound segregation of duties entails assigning different people the responsibilities of authorizing transactions, recording and reconciling transactions, and maintaining custody of assets.
3. Design and use of adequate documents and records to help ensure proper recording of transactions and events, such as monitoring the use of pre-numbered documents.

Internal Control Systems

1. Provide adequate safeguards over access to and use of assets and records, such as secured facilities and authorization for access to computer programs and data files.
2. Independent checks on performance and proper valuation of recorded amounts, such as clerical checks, reconciliations, comparisons of assets with recorded accountability, computer-programmed controls, administrative review of reports that summarize the detail of account balances, and user review of computer-generated reports.

B. Definitions Applicable to All Fiscal Policies

1. **“Arms-length transaction”** means a transaction between two unrelated, independent and unaffiliated parties or a transaction between two parties acting in their own self-interest that is conducted as if the parties were strangers so that no conflict of interest exists.
2. **“Budget account”** means an account within Summit Academy’s accounting system established to account for funds that are budgeted for a specific purpose. These funds are held in Summit Academy’s central bank accounts.
3. **“Cash disbursement”** means a payment of money. Such disbursements are generally made by means of writing a check or using a credit card. A cash disbursement does not include the giving of change in a cash transaction.
4. **“Cash receipt”** means anything that represents resources flowing into Summit Academy to include: currency, coin, checks, money orders, credit card transactions, transfers in, ACH transactions, and redeemed account credits.
5. **“Cashier”** means a person who has been specifically authorized by the Business Administrator to accept cash receipts on behalf of Summit Academy.
6. **“Compensating control”** means an alternate procedure or set of procedures that must be used when it is not possible to segregate duties so that no one employee performs more than two of the key duty types (see section E).
7. **“Conflict of interest”** means a situation in which a person or organization is involved in multiple interests (financial, emotional, or otherwise), one of which could possibly corrupt the motivation of the individual or organization.
8. **“Summit Academy property”** means any and all of the following that rightfully belongs to Summit Academy:
 - Public funds;
 - Physical, intangible, or intellectual property;
 - Manpower that rightfully belongs to Summit Academy.

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9. **“Summit Academy purchasing instrument”** means any of the following specific authorized means of making a purchase:
- Check from Summit Academy authorized bank account;
 - Electronic funds transfer from a Summit Academy authorized bank account;
 - Credit Card;
 - Purchase Order, which is a Summit Academy generated document that authorizes a purchase transaction that when accepted by the seller, becomes a contract binding on both parties.
10. **“External Audit”** means an official examination and verification of accounts and records performed by an external party to Summit Academy, usually an independent CPA firm, for the purpose of expressing an opinion on the accuracy of financial information reported by Summit Academy as well as compliance with laws and rules.
11. **“Independent internal review”** means the critical review of documents and transactions by a Summit Academy employee who is independent of the duties performed to produce the documents and transactions.
12. **“Fiscal Administrator”** means the top administrator at a given school, the Principal.
13. **“Internal controls”** are procedures designed to safeguard assets, detect errors and misappropriations, produce timely and accurate financial reports, and ensure compliance with laws and rules.

14. **“Internal audit”** means a review of transactions and records performed by a Summit Academy employee, typically a member of the accounting department staff, for the primary purpose of determining compliance with law, rules, and Summit Academy policies, procedures, and internal controls.
15. **“Public funds”** means money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including LEAs (Utah Code 51-7-3(25)).
16. **“School-sponsored event or activity”** means any event or activity that (a) is initiated, managed, or supervised by schools, teachers, staff, or administrators; (b) uses school facilities equipment, or other school resources (not part of a rental or other contractual arrangement); or (c) is supported or subsidized by Summit Academy funds, including Summit Academy activity funds or Minimum School Program dollars. Events or activities initiated by third parties or intended for the primary benefit of a third party are not school-sponsored.

C. Responsibilities and Authority

1. The Summit Academy Board of Trustees directs and controls all school assets in Summit Academy (Utah Code 53A-2-108 (2)). They are also authorized and directed to (1) adopt bylaws and rules for its own procedures; (2) enforce rules necessary for the control and management of Summit Academy; and (3) do all other things necessary for the maintenance, prosperity, and success of the schools and the promotion of education (Utah Code 53G-3-414, 415, and 420).
2. The Executive Director is the overall budget officer of Summit Academy. The Executive Director may appoint these duties to the Business Administrator. The Executive Director, Business Administrator, and the Board Treasurer will prepare a tentative budget. All three members of this budget committee will endorse the tentative budget and deliver the first reading of the annual budget to the Board of Trustees by June 1st. The final budget will be approved by June 30th (Utah Code 53G-7-303)
3. As the appointed budget officer, The Summit Academy Business Administrator shall:
 - (1) attend all meetings of the Summit Academy school board, keep an accurate record of its proceedings, and have custody of the seal and records;
 - (2) be custodian of all Summit Academy funds, be responsible and accountable for all money received and disbursed, and keep accurate records of all revenues received and their sources;
 - (3) countersign with the President of the summit Academy board all warrants and claims against Summit Academy as well as other legal documents approved by the Summit Academy Board
 - (4) prepare and submit to the Summit Academy Board each month a written report of the LEA's receipts and expenditures;
 - (5) use uniform budgeting, accounting, and auditing procedures and forms approved by the State Board, which shall be in accordance with generally accepted accounting principles or auditing standards and Title 63J, Chapter 1, Budgetary Procedures Act;

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Section 1 – General Fiscal Definitions, Responsibilities, and Duties

- (6) prepare and submit to the Summit Academy Board a detailed annual statement for the period ending June 30th, of the revenue and expenditures, including beginning and ending fund balances;
 - (7) assist the Executive Director in the preparation and submission of budget documents and statistical and fiscal reports required by law or the State Board;
 - (8) insure that adequate internal controls are in place to safeguard the LEA's funds; and
 - (9) perform other duties as the Executive Director may require. (Utah Code 53G-4-303) its own procedures; (2) enforce rules necessary for the control and management of Summit Academy; and (3) do all other things necessary for the maintenance, prosperity, and success of the schools and the promotion of education (Utah Code 53G-3-414, 415, and 420).
4. Subject to the direction of the Summit Academy Executive Director, the Fiscal Administrator (Principal) in each school is charged with primary responsibility of ensuring that all financial matters of his/her school are transparent, well managed, and conducted in accordance with laws, rules, and Summit Academy policies and procedures. Such responsibility is non-delegable. Because it is not possible for the Fiscal Administrator to be personally involved in every financial matter at his/her school, he/she may designate specific individuals to perform specific tasks or functions on his/her behalf. Nonetheless, the fiscal administrator retains ultimate responsibility and should ensure designees are properly trained.
 5. In all activities, Summit Academy employees shall comply with the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16) and other Summit Academy policies. Educators shall also comply with Utah Educator Standards (Utah Admin. Code R277-515). In particular, employees shall refrain from using his/her position of influence to profit commercially or benefit personally from parties interested in conducting business with Summit Academy. Employees should not sell products or services offered by a family owned business unless the transaction is arms-length and the employee receives express permission from the Fiscal Administrator after disclosing the potential conflict of interest. This provision is not intended to prevent employees from communicating opportunities for extracurricular involvement or other enrichment activities.
 6. Fiscal Administrators do not have authority to instruct or permit either by action or omission violation of Summit Academy policy and procedures.

D. Segregation of Duties

1. To ensure that no single individual is placed in a circumstance where (s)he can cause or conceal accounting irregularities (or be vulnerable to others doing so), the Fiscal Administrator, whenever possible, shall separate the following three key duty types at his/her sites among available staff so that no one employee performs more than two of the following key duty types:
 - a) Custody – having access to or control over any physical asset such as cash, checks, equipment, supplies, or materials;
 - b) Authorization – the process of reviewing and approving transactions or operations; and
 - c) Record keeping – the process of creating and maintaining records of revenues, expenditures, inventories, and personnel transactions to include reconciliations.
2. When, due to limited staffing and related constraints, a single employee performs all three key duty types, the Fiscal Administrator shall ensure that monthly independent internal reviews of the documents and transactions related to the duties performed are conducted and documented.

E. General Policies

1. Fiscal Administrators shall take every reasonable precaution to safeguard Summit Academy's financial assets and resources from theft, robbery, vandalism, and unauthorized use. Every employee has a similar fiduciary duty within his/her job duties and responsibilities.
2. Any Summit Academy or school employee who becomes aware of or suspects willful violation of any Summit Academy fiscal policy shall report such to the Business Administrator immediately.
3. Any Summit Academy administrator, licensed educator, or other staff who handle public funds are prohibited from activities that might present a conflict of interest. Any such individual who might have a conflict of interest must fully disclose the interest to their supervising Fiscal Administrator and remove themselves from any exercise of influence or decision making regarding the interest.

F. Improper Use of Summit Academy Property or Employment

1. Employee Theft

- a) Summit Academy does not tolerate any type of theft including that of Summit Academy property that is perceived by employee(s) as having no remaining value to Summit Academy. Summit Academy expects its employees to conduct themselves in an ethical manner regarding any and all Summit Academy property.
- b) Any Summit Academy employee who becomes aware of or suspects willful theft or misuse of Summit Academy property is obligated to report the matter to an appropriate supervisor.
- c) Required Supervisory Follow-up:
 - i. If the supervisor who receives the information regarding an alleged theft is not the administrative supervisor of the accused, the supervisor is to communicate the allegation to the accused person's administrative supervisor or superior as appropriate.
 - ii. The accused person's administrative supervisor, or superior as appropriate, is required to:
 1. Perform an initial informal inquiry to see if there is merit to the claim.
 2. If it is determined that the claim has merit, the administrative supervisor, or superior as appropriate, is required to report the matter to the local Police Department.
 3. If the claim has no basis, the administrative supervisor, or superior as appropriate, should report back to the employee who made the claim that their concern has been addressed.
- d) Neither Summit Academy nor any of its supervisors may take adverse action against an employee because the employee, or a person authorized to act on behalf of the employee, communicates in good faith the waste or misuse of public funds, property, or manpower. (Utah Code 67-21-3).

2. Use of Employment for Personal Purchases

- a) The Utah Public Officers’ and Employees’ Ethics Act prohibits Summit Academy employees from using their positions to acquire private economic or other interests that are substantially different from those available to the general public.
 - i. Special promotions or rates for school and Summit Academy employees may be accepted if those promotions or rates are established by the provider on behalf of an entire class of employees if an employee meets the requirements of the category. (For example, special loan rates for teachers, educator discounts, etc.
- b) Employees shall not open accounts or memberships with merchants using the name or tax id number of Summit Academy for personal use.
- c) Employees shall not use existing school or Summit Academy accounts or memberships for personal purposes.
- d) Employees shall keep Summit Academy and personal business separate.
 - i. Employees are not authorized to associate Summit Academy with personal accounts
 - ii. Personal business shall not be transacted using the address or name of Summit Academy.
 - iii. Personal business shall not be transacted on Summit Academy time.

G. Internal and External Audits

All fiscal related transactions and records are subject to and shall be made available for internal and external audits by appropriate Federal, State, or Summit Academy personnel employed by Contractors engaged by Summit Academy to perform fiscal related service.

The Financial Internal Auditing Procedure describes the Internal Audit Process to ensure compliance with applicable Federal, State, and Local standards and regulations pertaining to internal controls and financial reporting. Audit frequency will depend on program risk, and complexity. Summit Academy will and the Board of Directors will assign the Business

Summit Academy Fiscal Policy Manual – 2019

Section 1 – General Fiscal Definitions, Responsibilities, and Duties

Administrator as responsible for managing the internal audit process , and developing any internal audit findings and directing a corrective action.

The Internal Audit process will include the following process:

- Audit Evidence- Gathering information of internal/external sources to make an opinion
- Audit Opinion- Will determine the outcome of the audit, and self-evaluate (2 CFR 200.302)
- Audit Plan- Outline of purpose, scope, and objectives
- Audit Schedule- Annual plan of audits to be accomplished
- Audit Scope- Refers to activities covered

Section 2. Cash Receipts

A. Purpose

The purpose of this section is to establish policy for the handling of all monetary transactions involving cash receipts for Federal, State, and Local Sources. This policy applies to all schools and departments as well as all Summit Academy administrators, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf of Summit Academy or individual schools.

B. Definitions

1. **“Fiscal Administrator”** means the top administrator at a given school, the Principal.
2. **“Cash disbursement”** means a payment of money. Such disbursements are generally made by means of writing a check or using a credit card. A cash disbursement does not include the giving of change in a cash transaction.
3. **“Cash receipt”** means anything that represents resources flowing into Summit Academy to include: currency, coin, checks, money orders, credit card transactions, transfers in, ACH transactions, and redeemed account credits.
4. **“Cashier”** means a person who has been specifically authorized by the Business Administrator to accept cash receipts on behalf of Summit Academy.
5. **“Public funds”** are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Summit Academy or other public bodies (Utah Code 51-7-3(26)).
6. **“School-sponsored event or activity”** means any event or activity that (a) is initiated, managed, or supervised by schools, teachers, staff, or administrators; (b) uses school facilities, equipment, or other school resources (not party of a rental or other contractual arrangement); or (c) is supported or subsidized by Summit Academy funds, including Summit Academy activity funds or Minimum School Program dollars. Events or activities initiated by third parties or intended for the primary benefit of a third party are not school-sponsored.

C. Authorized Cashiers

1. Whenever possible, receipt of public funds shall be restricted to one of the following pre-authorized cashiers:
 - a. At the school level:

- i. the School Lunch Cashier or Lunch Manager (for lunch related cash receipts only); or
 - ii. the Financial Secretary or Front Office Secretary
2. For specific functions where it is not possible or reasonable for a pre-authorized cashier to be present to receive all incoming cash receipts, substitute cashiers may be authorized as follows:
 - a. At the school level, the Fiscal Administrator may authorize responsible individuals to act as substitute cashiers. In this case, the Fiscal Administrator shall ensure that each substitute cashier is trained in his/her duties by the Financial Secretary.
3. Summit Academy employees who are not authorized cashiers shall instruct payers to make payments directly to an authorized cashier. Under no circumstances shall a Summit Academy employee who is not a pre-authorized cashier or substitute cashier accept a cash receipt.

D. General Policies

1. All cash received (including lunch money) shall be deposited daily or no later than three days after receipt as required by Utah Code 51-4-2(2)(a).
2. All checks should be made payable to the school and restrictively endorsed upon receipt. Checks should not be made payable to an employee, a specific department, or a program.
3. Two-party checks should never be accepted.
4. The sites front office shall issue a receipt in triplicate form for all cash (checks) received. The copies shall be as followed (Customer, Runner shall deliver copy with cash, and one shall remain in book). The receipts shall remain in sequential order, or if skipped should state VOID or explain reasoning. An additional option would be to use a raffle ticket system which remain in sequential order and logged in the front office.
5. In addition to a receipt, all sites shall prepare a cash tally form which reconciles all cash and written receipts. This form shall be signed by a minimum of (2) signers. (Counter, Confirmed Counter). Cash Tally forms can be located through the Business Department.
6. Once the runner picks up deposit and delivers to the LEA Office, the cash should be verified and counted by (2) LEA staff.
 - a. If there is a discrepancy, the Business Administrator will contact the sites Principal for clarification.

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7. If payments are made with an online payment system (e.g. ASPIRE), the electronic receipt and report will be sufficient to reconcile cash.

8. All funds (cash, checks, credit card payments, school lunch payments, etc.) received must be receipted by student name, if possible, and recorded in accounting records. School lunch money will be posted by student name into SIS Gradebook.

9. All receipting of funds at school should be done at the front office. No receipting of funds should take place in the classroom or in unapproved off-site locations. Provisions shall be made for cash receipting/collection at approved activities or functions.

10. All funds shall be kept in a secure location controlled by the front office until they are deposited. Employees should never hold funds in any location for any reason. Cash receipts should not be taken home by employees or volunteers, or left in offices.

11. Disbursements are never to be made directly from cash receipts (i.e, for purchases, reimbursements, refunds, or to cash personal checks).

12. All activities involving cash must be supervised by a school employee or authorized volunteer to ensure adequate controls are in place.

13. Monthly, bank reconciliation(s) will be performed on all school-approved accounts.

14. All Federal awards are paid to Summit Academy on a reimbursement basis, and therefore State and Local funds will be used to pay cash for Federal items until a reimbursement is submitted through Utah Grants. Once funds are received through reimbursement, they will be deposited into the bank and entered into financial software using Program accounting and using proper financial management.

In any case where Federal Funds have been received in Advance, all Federal Funds will be deposited into an interest bearing bank account and tracked accordingly. Quarterly a calculation will be prepared by the accounting office to show all interest earned from those funds. If funds exceed \$500, a remittance will be prepared to pay back the Federal Government. (Federal Interest Calculation) CFR 200.305 (b).

15. No personal VENMO accounts are allowed to be used for any LEA or Campus sponsored events . All funds should be turned in to LEA or campus personnel and ensure that all procedures as outlined in Section C are being followed.

Section 3. Fundraising

A. See Stand Alone Policy #6304 for Fundraising Policies

Section 4. Donations, Gifts & Sponsorships

- A. See Stand Alone Policy #6302 for policies regarding Donations, Gifts, and Sponsorships.**

Section 5. Procurement

A. Purpose

The purpose of this section is to establish policy to govern the initiation, authorization, and review of purchases at Summit Academy. This policy is applicable to all purchases using Federal, State, and Local funds. The scope includes all qualifying purchases of goods or services at Summit Academy and in all locations where activities are held and public funds are expended. It is expected that in all dealings, Summit Academy employees will act in an ethical manner that is consistent with the Public Officers' Employees' Ethics Act, the Utah Educators' Standards, and Federal, and State procurement law.

B. Definitions

1. **"Summit Academy purchasing instrument"** means any of the following specific authorized means of making a purchase:
 - Check from a Summit Academy authorized bank account;
 - Electronic funds transfer from a Summit Academy authorized bank account;
 - Credit Card; and
 - Purchase Order, which is a Summit Academy generated document that authorizes a purchase transaction that when accepted by the seller, becomes a contract binding on both parties.
2. **"Fiscal Administrator"** means the top administrator at a given school, the Principal.
3. **"Public funds"** are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Summit Academy or other public bodies (Utah Code 51-7-3(26)).

C. State Law Requirements

This policy is established pursuant to Utah Code 63G-6a-101 *et. seq.* and Utah Administrative Rules, Title R33, and requires all Summit Academy employees to comply with the same. The Summit Academy Board of Trustees has authority to establish procurement policies that are more restrictive than State laws or rules. Certain components of the law particularly relevant to Summit Academy employees are included below.

1. Contracts must follow the guidelines outlined in the State Procurement Code, specifically regarding the length of multi-year contracts (Utah Code 63G-6a-1204(7)).
2. Construction and improvements must comply with the provisions of the State Procurement Code (Utah Code 63G-6a-1302 the Utah State Board of Administrative Rules, and Title IX).

3. Exclusive contracts must comply with the guidelines outlined in the State Procurement Code (Utah Code 63G-6a-101 *et. seq.*), Summit Academy’s procurement policy, and the Utah Public Officers’ and Employees’ Ethics Act (Utah Code 67-16-1 *et. seq.*).

D. Federal Law Requirements (Procurement, Allowability, and Maintenance of effort.)

(I) This policy is established pursuant to Federal Code (200.318)

Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

- (a)** Be necessary and reasonable in price for the performance of the award and be allocable thereto under these principles.
- (b)** Conform to any limitations or exclusions set forth in these principles or in the award as to types or amount of cost items.
- (c)** Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of Summit Academy.
- (d)** Be accorded consistent treatment. A cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the award as an indirect cost.
- (e)** Be determined in accordance with generally accepted accounting principles (GAAP).
- (f)** Be adequately documented.
- (g)** Cost must be incurred during the approved budget.

(ii)(200.319)

All transactions for acquisition of property or services required under Federal Award must be conducted in a manner providing full and open competition.

(iii) 200.213 Inventory Management (use of Federal Funds)

- (a)** All equipment used by Summit Academy with use of Federal Funds will be used in the program or project for which it was acquired.
- (b)** All equipment and supplies used by Summit Academy with a Federal Award will be inventoried and records will be maintained which will include a Description, serial number, source of funding, acquisition date, and cost.
- (c)** A physical inventory will be conducted at least every two years.
- (d)** A control system will be in place to ensure adequate safeguards to prevent loss, damage, or theft.
- (e)** If Summit Academy is authorized or required to sell the property proper sales procedures must be established to ensure the highest possible return.
- (f) *Disposition.*** When original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by

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a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, Summit Academy must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

(1) Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further responsibility to the Federal awarding agency.

(h) To ensure that Title I Part A funds are used to provide services that are in addition to the regular services normally provided by a school district for participating children, the district must use these funds to supplement, not supplant regular non-Federal funds.

“Supplement, Not Supplant” procedures describe how the district ensures that Title I funds are used only to supplement, and not supplant, state and local funds that would, in the absence of Title I funds, be spent on Title I students.

(iv) CFR 200.430 Time and Effort Accountability

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time spent on grant activities. (2 C.F.R. Part 200.430(i)(1))

In addition, employees who are paid from state and local funds, but whose salaries are used for cost sharing or matching, must also keep time and effort documentation. (§ 200.430(i)(4)) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. In accordance with § 200.430(i)(1), these records must:

- Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- Be incorporated into official records;
- Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- Encompass both federally-assisted and all other activities compensated by the agency on an integrated basis;
- Comply with the established accounting policies and practices of the agency; and
- Support the distribution of the employee’s salary or wages among specific activities or cost objectives. Budget estimates or other distribution percentages determined before the services are performed do not qualify as support for charges to federal awards, but may be used for interim accounting purposes provided that the system for establishing the estimates produces reasonable approximations of the activity actually performed. (§ 200.430(i)(1)(viii))

Time and Effort Procedures To meet the above requirements, all employees who must complete time and effort forms must submit either a semi-annual certification or a personnel activity report (PAR) as required below. The type of form depends on the number of cost objectives that an employee works on. A cost objective is a program, function, activity, award, organizational subdivision, contract, or work unit of which cost data are desired and for which provision is made to accumulate and measure

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the cost of processes, products, jobs, capital projects, etc. (2 C.F.R. Part 200.28) All employees whose work is funded fully (100%) by a single cost objective or grant award must complete a semi-annual certification. The semi-annual certification must be: 1. Completed at least every six (6) months (twice a year);

2. Be signed by the employee or the supervisor with direct knowledge of the work being performed;

3. Reflect an after-the-fact distribution of the actual activity; and

4. Account for the total activity for which each employee is compensated. A PAR must be completed if an employee is funded partially on one (1) or more grant cost objective(s). It provides a written record of an employee's work activities used to document that employee's time to grants or projects. It must be completed monthly and supported by a daily calendar of activities. All employees who work on multiple cost objectives must complete PARs that support the distribution of their salaries /wages that meet the following standards:

1. Reflect an after-the-fact distribution of the actual activity, not a budget estimate;

2. Account for the total work activity for which each employee is compensated; 3. Be prepared at least monthly (a separate PAR for each month) and coincide with one (1) or more pay periods; and 4. Be signed by the employee. All employees who are paid in full or in part with federal funds must keep specific documents to support the amount of time they spent on grant activities as reflected in each PAR. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These time and effort records should be maintained in order to charge the costs of personnel compensation to federal grants. Examples of records used to support the time entered in a PAR include desk calendars or written records of activity for each day/week, etc.

(v) LEAs receiving Title I, Part A funds must comply with the annual Maintenance of Effort (MOE) requirement. Consistent with MOE policy, an LEA may not use funds to reduce the level of expenditures for the education of children from state and/or local funds below the level of those expenditures for the preceding fiscal year. For eligibility determination, Summit Academy and Summit Academy High School must determine that the LEA budgets at least the same total spent for that purpose from the same source for the most recent prior year for which information is available. Sources of funds may be either local funds only or a combination of State and local funds. Summit Academy and Summit Academy High School will not consider any expenditure made from funds provided by the Federal Government for which the LEA is required to account to the Federal Government in determining the LEA's compliance. The following are allowable reductions in the levels of expenditures:

1. The voluntary departure, by retirement or otherwise, or departure for just cause of service personnel

2. A decrease in the enrollment of qualifying students

3. The termination of costly expenditures for long-term purchases, such as the acquisition of equipment Maintenance of Effort can be satisfied by a LEA in one of the following two ways:

1. By looking at the amount the LEA has expended in non-federal expenditures two years previously, taking 90% of that amount, the results must be greater than or equal to the amount spent in the previous year for the LEA to have no reduction in funds for the current year; or

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2. By looking at the amount the LEA has expended per pupil in non-federal expenditures two years previously, taking 90% of that amount, the results must be greater than or equal to the per pupil cost of the amount spent in the previous year for the LEA to have no reduction in funds for the current year. Calculating the percentage of fund reduction, if necessary, is also determined two ways:

1. Overall expenditures, or
2. Per pupil expenditures

(vi) additionally, LEA's receiving Special Education (SPED) funding must meet the following federal requirements for MOE:

The regulations for the MOE eligibility standard are at 34 CFR §§300.203(a), 300.204, and 300.205. Other IDEA requirements that may apply include §§300.12, 300.28, 300.209, 300.221, 300.227, 300.228, and 300.608.

34 CFR 300.203(a)(1) provides an overview of the eligibility standard:

“For purposes of establishing the LEA's eligibility for an award for a fiscal year, Summit Academy and Summit Academy High School must determine that each LEA budget, for the education of children with disabilities, at least the same amount, from at least one of the following sources, as the LEA spent for that purpose from the same source for the most recent fiscal year for which information is available: (i) Local funds only; (ii) The combination of State and local funds; (iii) Local funds only on a per capita basis; or (iv) The combination of State and local funds on a per capita basis.”

E. Restricted Authority

1. No purchase shall be made and no indebtedness shall be incurred by any officer or employee of Summit Academy that exceeds the authority given in this policy except those authorized by the Summit Academy Board of Trustees (Utah Code 53A-3-405).
2. The Business Administrator, or designated agents, are the only persons authorized to engage in the following procurement-related activities:
 - a. obligate Summit Academy for the purchase of goods and services, which includes any type of leasing agreement (the only exception to this the event of an emergency wherein loss or harm will result without immediate action);
 - b. establish and manage an inventory of supplies and certain equipment, and as the need develops, replenish that inventory through means of competitive bidding or inquiry with established sources of supply;

- c. manage the transfer of surplus equipment for purposes of use in other Summit Academy schools and departments; and
 - d. determine the value of equipment within the schools that is deemed obsolete or not repairable and direct the disposal of such items by means of a sale or salvage.
3. Fiscal Administrators are authorized by the Summit Academy Board of Trustees to enter into contracts or agreements that obligate Summit Academy to the end of the current school/fiscal year only.
4. **All Non-employee contracts shall be approved and signed by either the Executive Director or Business Administrator. No other employee shall be empowered to execute any purchase contract.**

F. General Policies

1. Whenever possible, local markets and vendors shall be favored in the purchase of goods and services, where price and quality are equal to other sources.
2. Competitive prices shall be sought from all available sources whenever possible before negotiations for purchase are entered into, and preference shall not be given in such a way that one vendor has an advantage over any other vendor.
3. The Business Administrator, or designated agents, reserves the right to negotiate any quotation received by a department or school.
4. Where only one source of supply exists, the Business Administrator, or designated agents, shall negotiate the price and quality and conditions of delivery.
5. The Business Administrator, or designated agents, may substitute equivalent product provided the Business Administrator notifies the originator of the purchase requisition prior to the substitution.
6. The Business Administrator, or designated agent, may cancel all, or any part of a Purchase Order that fails to meet the specifications regarding quality, prices, delivery, or service specified thereon.
7. The Fiscal Administrator is charged with primary responsibility for all financial matters of his/her school. Such responsibility is non-delegable. Because it is not possible for the Fiscal Administrator to be personally involved in every financial matter at his/her school, he/she may designate specific individuals to perform specific tasks or functions on his/her behalf. Nonetheless, the Fiscal Administrator retains ultimate responsibility and should therefore ensure his/her designees are properly trained. Fiscal Administrators do not have authority to instruct or permit violation of Summit Academy policy and procedure.

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8. All transactions will be subject to audit for compliance by appropriate Summit Academy personnel at any time.

9. Summit Academy will not recognize employees as independent contractors for services that are related to or an extension of their employment job duties.

G. Purchases and Procurement Thresholds

1. Schools and departments are authorized to make necessary purchases within stated procurement thresholds. The dollar thresholds for purchases are to be applied to the whole purchase, not individual items.
 - a. A “small purchase” is the procurement of goods or services for which the total cost is less than \$50,000 (Utah Code 63G-6a-408). Under that amount, there are additional dollar thresholds that must be applied to specific types of purchases.
 - b. The “individual procurement threshold” for Summit Academy is \$1,000. This is the maximum amount that Summit Academy can expend to obtain a single item/service from one vendor at one time without requiring competitive purchasing procedures (Utah Code 63G-6a-408).
 - c. The “annual cumulative threshold for Summit Academy is \$50,000. This is the maximum total annual amount that Summit Academy can expend to obtain individual procurement item(s) costing less than \$1,000 from the same vendor during the fiscal year (July 1 – June 30).
 - d. If a purchase exceeds \$50,000 In a single transaction, it is not considered a small purchase and shall be processed through an invitation to bid (IFB) (Utah Code 63G-6a-408 and R33-6 & 7).
 - e. If purchases from the same vendor are ongoing, continuous, and regularly scheduled, and exceed the annual cumulative threshold of \$50,000 during the fiscal year (July 1 – June 30), a contract shall be utilized if feasible (Utah Code 63G-6a-408(6)).
 - f. If a purchase exceeds \$100,000, it is not considered a small purchase and shall be processed through an RFP (Request for Proposal). All information regarding the RFP process is housed with the Business Administrator (Boiler Plate Information). All RFP’s will be scored by a Summit Academy Team and a winner will be selected. If Price is the only determining factor then the Invitation to Bid (IFB) process would be the appropriate process.
2. Without regard to amount:
 - a. If a service is to be purchased from an individual or sole proprietor, the purchase must be made with a Purchase Order and processed through the accounting department to facilitate compliance with IRS regulations concerning issuance of 1099 forms from Summit Academy.

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3. For purchases that total up to \$1,000:
 - a. If the items being purchased are not available from a State or Summit Academy contract, the Fiscal Administrator may make a best source selection and proceed with the purchase by either credit card or Purchase Request Form/school check.

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4. For purchases that total between \$1,000.01 and \$4,999.99:
 - a. If the items being purchased are not available on a State or Summit Academy contract, documented quotes are required, either written, via telephone, or in email received directly from the vendor, and shall contain the following information:
 - i. employee name and position;
 - ii. dates that the quoted price is valid and anticipated delivery date;
 - iii. vendor name, address, and salesperson;
 - iv. each item, description or specifications, unit, quantity unit price, unit total price, shipping and freight charges, and grand total price; and
 - v. salesperson contact information.
 - b. The employee shall document three (3) quotes on the Purchase Order Request Form and make the purchase using a School Purchase Order or credit card if the total purchase is under the transaction limit on the card.
 - c. Documented quotes and completed Purchase Order Request Forms are to be retained with the payment documents as follows:
 - i. If the payment is made with a credit card the supporting quote documentation is retained with the credit card receipt.
 - ii. If the payment is made with a School Purchase Order the supporting quote documentation is retained with the school purchase order.
5. For purchases that total over \$5,000:
 - a. The employee initiates the purchase using a Purchase Order Request Form. All such purchases are required to be approved by the Business Administrator. Once the Purchase Order Request is approved, it will be processed as follows:
 - i. Purchases up to \$49,999.99 – Administrative Office will obtain and document quotes, select the best vendor based on criteria such as price, availability, quality, etc., then issue a Purchase Order.
 - ii. Purchases of \$50,000 and over – Administrative Office will obtain formal bids, select the best vendor based on price, availability, quality, etc., submit a recommendation to the Summit Academy Board of Trustees, then upon Board approval, issue a Purchase Order.

6. Artificially Dividing a Purchase:

- a. It is unlawful to intentionally divide a procurement purchase into two or more smaller purchases, to divide an invoice or Purchase Order into two or more invoices or Purchase Orders or to make smaller purchases over a period of time (Utah Code 63G-6a-408).
- b. Dividing a purchase, or intentionally splitting a purchase of similar items that would typically be purchased at the same time from the same vendor to avoid requiring competitive quotes is unlawful (e.g., uniforms, club or athletic equipment, textbook orders, etc.).
- c. Purchase splitting often occurs when making purchases on a credit card. Employees should not split invoices to stay under single transaction purchase limits on credit cards or the established purchasing thresholds.
- d. It may be determined after an order is placed or received that a large enough quantity was not ordered, or the correct sizes were not obtained, and additional items must be ordered. If this occurs, the employee initiating the purchase must include a written explanation of the purpose of the purchase and justification as to why it is not considered splitting a purchase. This should be retained with the vendor invoice.
- e. Penalties for dividing purchases range from a class B misdemeanor to a second degree felony, depending on the total value of the divided procurements

H. Ethical/Legal Standards in the Utah Procurement Code

State law mandates that **all public employees** comply with ethical/legal standards when administering or using public funds. Utah Code 67-16-4 & 5 *et. seq.* outlines conduct considered unlawful and proscribes penalties for violating these ethical laws.

67-16-4. Improperly disclosing or using private, controlled, or protected information – Using position to secure privileges or exemptions – Accepting employment that would impair independence of judgment or ethical performance – Exception.

1. Except as provided in Subsection (3), it is an offense for a public officer, public employee, or legislator to:
 - a. accept employment or engage in any business or professional activity that he might reasonably expect would require or induce him to improperly disclose controlled information that he has gained by reason of his official position;
 - b. disclose or improperly use controlled, private, or protected information acquired by reason of his official position or in the course of official duties in order to further substantially the officer's or employee's personal economic interest or to secure special privileges or exemptions for himself or others;
 - c. use or attempt to use his official position to:
 - i. further substantially the officer's or employee's personal economic interest; or
 - ii. secure special privileges or exemptions for himself or others;
 - d. accept other employment that he might expect would impair his independence of judgment in the performance of his public duties; or
 - e. accept other employment that he might expect would interfere with the ethical performance of his public duties.
2.
 - a. Subsection (1) does not apply to the provision of education-related services to public school students by public education employees acting outside their regular employment.
 - b. The conduct referred to in Subsection (2)(a) is subject to Section 53A-1-402.5.
3. This section does not apply to a public officer, public employee, or legislator who engages in conduct that constitutes a violation of this section to the extent that the public officer, public employee, or legislator is chargeable, for the same conduct, under Section 63G-6a-2404 or Section 76-8-105.

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67-16-5. Accepting gift, compensation, or loan – When prohibited.

1. As used in this section, “economic benefit tantamount to a gift” includes:
 - a. a loan at an interest rate that is substantially lower than the commercial rate then currently prevalent for similar loans; and
 - b. compensation received for private services rendered at a rate substantially exceeding the fair market value of the services.
2. Except as provided in Subsection (4), it is an offense for a public officer or public employee to knowingly receive, accept, take, seek, or solicit, directly or indirectly for himself or another a gift of substantial value or a substantial economic benefit tantamount to a gift:
 - a. That would tend improperly to influence a reasonable person in the person’s position to depart from the faithful and impartial discharge of the person’s public duties;
 - b. That the public officer or public employee knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding the public officer or public employee for official action taken; or
 - c. If the public officer or public employee recently has been, is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided in Section 67-16-6.
3. Subsection (2) does not apply to:
 - a. an occasional nonpecuniary gift, having a value of not in excess of \$50;
 - b. an award publicly presented in recognition of public services;
 - c. any bona fide loan made in the ordinary course of business; or
 - d. a political campaign contribution.
4. This section does not apply to a public officer or public employee who engages in conduct that constitutes a violation of this section to the extent that the public officer or public employee is chargeable, for the same conduct, under Section 63G-6a-2404 or Section 76-8-105.

State law mandates **procurement professionals** comply with ethical/legal standards when administrating or using public funds. Utah Code 63G-6a-2404 *et. seq.* outlines conduct considered unlawful and proscribes penalties for violating procurement laws.

1. For purposes of this section, the following definitions apply:

- a. **“Contract administration professional”** means an individual who is directly under contract with Summit Academy or employed by a person under contract with Summit Academy and has responsibility in developing a solicitation or grant, or conducting the procurement process; or supervising or overseeing the administration or management of a contract or grant. This does not include an employee of Summit Academy. (Utah Code 63G-6a-2402).
- b. **“Procurement professional”** means an individual who is an employee, and not an independent contractor, of Summit Academy and who, by title or primary responsibility has procurement decision making authority and is assigned to be engaged in or is engaged in the procurement process or the process of administering a contract or grant including enforcing contract or grant compliance, approving contract or grant payments, or approving contract or grant change orders or amendments. Procurement professional excludes:
 - i. Any individual who, by title or primary responsibility, does not have procurement decision making authority;
 - ii. The Executive Director, Assistant Director, Business Administrator, Principal, or Assistant Principal of Summit Academy (Utah Code 63G-6a-2402).
- c. **“Hospitality gift”** means a token gift of minimal value, including a pen, pencil, stationery, toy, pin, trinket, snack, beverage, or appetizer, given for promotional or hospitality purposes. This does not include money, a meal, admission to an event for which a charge is normally made, entertainment for which a charge is normally made, travel, or lodging (Utah Code 63G-6a-2402).
 - i. Utah Code 63G-6a-2404 state that it is **not** unlawful for a person to give or receive, offer to give or receive, or promise or pledge to give or ask for a promise or pledge of, a hospitality gift if the total value of the hospitality gift is less than \$10; and the aggregate value of all hospitality gifts from the person to the recipient in a calendar year is less than \$50.
 - ii. Any hospitality gift exceeding the \$10 and \$50 threshold is considered a gratuity, and the provisions below apply.
- d. **“Gratuity”** means anything of value given without anything provided in exchange or in excess of the market value of that which is provided in exchange including a gift or favor, money, a loan at an interest rate below the market value or with terms that are more advantageous to the borrower than terms offered generally on the market, anything of value provided with an aware (other than a certificate, plaque, or trophy), employment, admission to an event, a meal, lodging, travel, entertainment for which a charge is normally made, and a raffle, drawing for a prize, or lottery.
 - i. Gratuity does not include:
 - a. An item, including a meal in association with a training seminar, that is:
 - b. Included in a contract or grant; or

- c. Provided in the proper performance of a requirement of a contract or grant;
 - d. An item requested to evaluate properly the award of a contract or grant;
 - e. A rebate, coupon, discount, airline travel award, dividend, or other offering included in the price of a procurement item;
 - f. A meal provided by an organization or association, including a professional or educational association, an association of vendors, or an association composed of public agencies or public entities that does not, as an organization or association, respond to solicitations;
 - g. A product sample submitted to a public entity to assist the public entity to evaluate a solicitation;
 - h. A political campaign contribution;
 - i. An item generally available to the public; or
 - j. Anything of value that one public agency provides to another public agency (Utah Code 63G-6a-2402).
- e. **“Kickback”** means a negotiated bribe in connection with a procurement or the administration of a contract or grant; and does not include items in subsection 4.e.(1) (Utah Code 63G-6a-2402).

2. Utah Code 63G-6a-2404 makes it unlawful:

- a. For a person who has or is seeking a contract with or a grant from a public entity knowingly to give, or offer, promise, or pledge to give, a gratuity to Summit Academy, a procurement professional or contract administration professional, or an individual who the person knows is a family member of an individual.
- b. For a “procurement professional” or “contract administration professional”, or a family member of either, knowingly to receive to accept, offer or agree to receive or accept, or ask for a promise or pledge of, a gratuity from a person who has or is seeking a contract with or a grant from a public entity.
- c. For a person who has or is seeking a contract with or a grant from a public entity knowingly to give, or offer, promise, or pledge to give, a kickback to Summit Academy, a procurement professional or contract administration professional, or an individual who the person knows is a family member of an individual.

- d. For a “procurement professional” or “contract administration professional” or a family member of either, knowingly to receive or accept, offer or agree to receive or accept, or ask for a promise or pledge of, a kickback from a person who has or is seeking a contract with or a grant from a public entity.
3. Penalties for violating this statute are established in Utah Code 63G-6a-2404 & 2407. Individuals will adhere to these penalties and report violations to the attorney general’s office, as required by statute. Penalties range from a class B misdemeanor to a second degree felony and individuals are subject to disciplinary action up to and including dismissal from public employment or return the value of the unlawful gratuity.

H. Payroll

Policy: Employees are paid on a semi-monthly basis (10th and 25th of each month (if applicable)). Under the supervision of the Business Administrator, Summit Academy and Summit Academy High School will be responsible for processing payroll through a third-party provider (Quickbooks).

Time System Preparation & Approval Policy: All non-exempt employees are required to record time worked, holidays, and leave taken for payroll, benefits tracking, and cost allocation purposes.

Procedures:

- Non-exempt employees will be responsible for clocking in and out through (Timestation), recording hours worked and vacation, sick or holiday time if applicable.
- Each Supervisor will approve his/her timesheet via his/her signature or submission through E-mail. ??
- Supervisors will return, either physically or via the payroll system, incomplete timesheets to the employee for revision.
- If an employee is unexpectedly absent and therefore prevented from working on the last day of the pay period or turning in his/her timesheet, the employee is responsible for notifying the signatory supervisor or for making other arrangements to submit the timesheet. The employee must still complete and submit the timesheet upon return.
- Salaried employees are responsible for requesting leave, and supervisors are responsible for tracking leave taken by salaried employees. Payroll Additions, Deletions, and Changes Policy: The Business Administrator is authorized to approve all payroll changes within the scope of his/her budget authority.

Procedures:

- The Executive Director or designee will submit, either physically or electronically via payroll system, new hire or employee change paperwork prior to the payroll deadline for the first pay period in which the change or addition is to go into effect.

Payroll Preparation & Approval Policy: The Accounting Specialist will prepare payroll in accordance with the organization’s payroll calendar.

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Section 5 – Procurement

Procedures:

- The Summit Academy and Summit Academy High School Accounting Specialist will prepare payroll upon notification from the Business Administrator that payroll for that pay period is approved.
- Once processed, the payroll processor will review the Payroll Review Report for accuracy and completeness and will review the Employee Change Report to verify the appropriateness of all changes.
- The Accounting Specialist after approval from the Business Administrator will submit payroll to the 3rd party payroll provider (~~Quickbooks~~) for check (if applicable) and direct deposit processing.
- The Accounting Specialist or designee will distribute pay stubs (Electronically) to employees on the check date (if applicable).

Pay Upon Termination Policy: Employees who are discharged shall be paid all wages due at the time of termination. (~~Labor Code § 201~~) Employees who quit without giving prior notice shall be paid wages **on the next scheduled pay run**, ~~within 72 hours (inclusive of weekends and holidays)~~. ~~If the employee gives at least 72 hours' notice, the wages must be paid on the last day worked. (Labor Code § 202)~~

Procedures:

- Any Summit Academy or Summit Academy High School supervisor will inform of any voluntary or involuntary termination immediately and will provide an accounting of the hours/days worked since the last payroll.
- The Business Administrator and Human Resources will calculate the final check based on the hours/days worked and the employee's pay rate.
- The Accounting Specialist will prepare the final check based on the final check calculation
- An employee who quits without 72 hours' notice may request that his or her final wage payment be mailed to a designated address. The date of mailing will be considered the date of payment. (Labor Code § 202)
- The final check may not be provided via direct deposit unless **mutually** agreed **upon** ~~to~~ by the employee and the organization.

Addendum to Procurement Policy

Equal Opportunity Requirement

Contracting with small and minority firms, women-owned business enterprises and labor-surplus area firms (44 CFR Part 13.36(i); 2 CFR Part 215.44(b); 2 CFR Part 200.32)

- Must take affirmative steps to assure these firms are used when possible.
- Affirmative steps emphasize assurance that firms receive solicitation if they are potential sources.
- Appears to require that potential Subrecipients (Applicants) maintain a list of such firms.
 - Subrecipients (Applicants) allowed to divide total requirements to permit participation by such firms.
- Use the Small Business Administration (SBA) and Minority Business Development Agency (MBDA) of the US Department of Commerce (DOC) for assistance in complying.

Buy American Provision

Buy American Provision shall be included in all applicable bids, quotes, and food purchases for the School Lunch Program, where possible, in accordance with 7 CFR Part 210.21. In addition all vendors shall comply with the Buy American Provision.

Termination for Cause (for Contracts in excess of \$10,000, according to Appendix II to 2 CFR Part 200)

Summit Academy may terminate agreements for cause upon ten days prior written notice to the contractor of the contractor's default in the performance of any term of the agreement. Such termination shall be without prejudice to any of Summit Academy's rights or remedies by law.

Termination for Convenience (for Contracts in excess of \$10,000, according to Appendix II to 2 CFR Part 200)

Summit Academy may terminate agreements for its convenience at any time upon 30 days written notice to the contractor. In the event of Summit Academy's termination of the agreement for convenience, the contractor will be paid for those services actually performed. Partially completed performance of the agreement will be compensated based upon a signed statement of completion to be submitted by the contractor, which shall itemize each element of performance.

Section 6. Cash Disbursement

A. Purpose

The purpose of this section is to establish Summit Academy's policy governing the authorization and review of all expenditures made by Summit Academy. The scope of this policy includes all activities at Summit Academy and in all locations where Summit Academy activities are held and public funds are expended. This policy applies to all Summit Academy administration, licensed educators, staff, students, organizations, and individuals that initiate, authorize, or process cash disbursements on behalf of Summit Academy. It is expected that in all dealings, Summit Academy employees will act in an ethical manner that is consistent with the Public Officers' Employees' Ethics Act, the Utah Educators' Standards, and State procurement law.

B. Definitions

1. **"Cash disbursement"** means a payment of money. Such disbursements are generally made by means of writing a check or using a credit card. A cash disbursement does not include the giving of change in a cash transaction.
2. **"Summit Academy purchasing instrument"** means any of the following specific authorized means of making a purchase:
 - Check from a Summit Academy authorized bank account;
 - Electronic funds transfer from a Summit Academy authorized bank account;
 - Credit Card; and
 - Purchase Order, which is a Summit Academy generated document that authorizes a purchase transaction that when accepted by the seller, becomes a contract binding on both parties.
3. **"Fiscal Administrator"** means the top administrator at a given school, the Principal.
4. **"Public funds"** are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Summit Academy or other public bodies (Utah Code 51-7-3(26)).

C. General Policies

1. All disbursement of public funds under Summit Academy control shall be made using a Summit Academy purchasing instrument and accompanied by documentation that establishes:
 - a. compliance with all applicable state and federal laws and regulations; other Summit Academy policies, any restrictions, rules, or regulations placed on the use of the funds by donors and granting agencies; and prudent management practices; and

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Section 6 – Cash Disbursement

- b. reasonableness and necessity for carrying out the programs and activities of the Summit Academy.
2. All disbursements shall be signed by two parties: The Executive Director, the Business Administrator, or a designated agent, signifying his/her explicit approval of the purchase. Signature stamps shall not only be used if necessary by one of the two parties in their absence in lieu of an actual signature. Each individual receipt and/or invoice must also be initialed by the Business Administrator or his/her designee signifying his/her detailed review for compliance, reasonableness, and necessity.
3. All disbursements shall be executed through Summit Academy's administrative office using an account code that accurately reflects the expenditure being made.
4. Access to Summit Academy purchasing instruments as well as bank accounts and statements shall be secured and controlled by the accounting departments. (Credit cards shall be secured by the named cardholder.)
5. Any employee authorized to receive a credit card understands that (s)he will follow the credit card policy. All credit card statements are to be reconciled by the cardholder on a monthly basis, have original receipts attached, and attached log. If there is a discrepancy or problem with any specific purchase on the statement, it must be resolved immediately by contacting the Business Administrator.
6. Summit Academy is exempted from paying sales tax on purchases it makes in the course or performing its mission. To qualify for the exemption, the purchase must be made using Summit Academy's funds. A completed TC-721 Exemption Certificate, purchase order, or Summit Academy check may be used to evidence the exemption (Utah Code 59-12-104)
7. Access to the Summit Academy accounting systems shall be secured and safeguarded by restricted passwords.
8. Checks shall be made payable to specified payees and never to "cash" or "bearer". Blank checks shall never be signed by both parties in advance of a disbursement.
9. Purchases of goods or services with Public funds for personal use or personal gain are strictly prohibited (see the Utah Public Officers' and Employees' Ethics Act (Utah Code 67-16-1 *et. seq.*).

D. Reimbursements

1. Employees will be reimbursed for purchases made using personal funds under the following conditions:

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Section 6 – Cash Disbursement

- a.) The employee obtained prior approval from their Fiscal Administrator/Principal to make the purchase.
- b.) Proof of payment must be either cash, check, or credit card.

- c.) Each transaction is evidenced by original itemized receipts.

- d.) Sales tax can be reimbursed. We encourage the use of form TC-721G, which is an exemption certificate for Governments and Schools. This exemption certificate should provide most entities enough information to waive sales tax on purchases.

- e.) The request for reimbursement must be received in Accounting no later than sixty (60) days after the date of the purchase.

- f.) All reimbursements need to be turned in and received no later than May 15TH of any given Fiscal Year.

- g.) Any purchase of food must include the following: Agenda and Attendee list Sign-in sheet and description of the purpose of the meeting.

- h.) Summit Academy purchases made using personal funds must adhere to the requirements of the Summit Academy's procurement policies including but not limited to dollar thresholds, documented quote requirements, etc.

E. Credit Card Use

- 1) Credit Cards should NOT be used for purchases from approved state contracted vendors, or any vendor that easily accepts a purchase order.
- 2) Any purchase of food must include the following: Agenda and Attendee list Sign-in sheet and description of the purpose of the meeting.
- 3) If receipts are not available or are missing, the individual making the charge will be held responsible for payment, unless the LEA or Business Administrator allows an in Lieu form to be used in place of the missing receipt.

F. Travel

- 1) Employees will be reimbursed for mileage with proper approval of travel. Mileage will be reimbursed at the Internal Revenue Service mandated rate for the distance traveled from the location within the site of the Charter and back.
- 2) All mileage submissions must accompany backup detail (ie: Mapquest)
- 3) All mileage must be approved by employees direct supervisor
- 4) Any out of state or overnight travel requires prior approval from the Executive Director.
- 5) Any out of state or overnight travel of the Executive Director requires prior written approval of the board chair. Written approval should be attached to the reimbursement request.
- 6) Any UHSAA Athletic Travel over 150 miles must be approved by the Governing Board in accordance to the UHSAA Travel Policy.
- 7) All overnight travel (in conjunction with Board Policy 3206) should include a detailed budget which should be submitted to the Business Administrator for approval. Once Budget is approved, the remaining requirements will be submitted to the Governing Board.

Section 7. Petty Cash

A. Purpose

The purpose of this section is to establish a policy for keeping and using petty cash consisting of public funds. The scope of this policy includes all activities at all Summit Academy schools and in all locations where school activities occur and public funds are handled.

B. Definitions

1. **“Cash disbursement”** means a payment of money. Such disbursements are generally made by means of writing a check or using a credit card. A cash disbursement does not include the giving of change in a cash transaction.
2. **“Fiscal Administrator”** means the top administrator at a given school, the Principal.

C. Issuance of Petty Cash

1. All petty cash must be requested from, approved by, and issued by the Financial Secretary under the direction of the Business Administrator.

Summit Academy checks may not be made payable to “cash” or “bearer” and cashed by Summit Academy employees to create petty cash funds outside of the application and approval process. Funds may not be withheld from cash receipts to create petty cash funds.

D. Securing and Use of Petty Cash

1. All petty cash shall be operated consistent with standard accounting practice and as determined by the Business Administrator.
 - a. Petty cash shall be issued and maintained with a specific imprest amount.
 - i. The total amount of cash in a petty cash fund shall always equal the fixed amount.
 - b. Every cash disbursement from a petty cash fund shall be supported by an associated purchase receipt(s).
 - c. A Fundraising Accounting Cash Record shall be completed by two (2) people.
2. All petty cash funds should be kept locked in a secure location.
3. All petty cash shall be reconciled after each use.

Section 8. Banking and Other Institutional Accounts

A. Purpose

The purpose of this section is to establish policy for opening, using, and reconciling all bank and other institutional accounts including checking, savings, certificates of deposit, merchant processing, and all other accounts into which public funds may be deposited and/or maintained.

B. Definitions

1. **“Cash receipt”** means anything that represents resources flowing into Summit Academy to include: currency, coin, checks, money orders, credit card transactions, transfers in, ACH transactions, and redeemed account credits.
2. **“Fiscal Administrator”** means the top administrator at a given school, the Principal.
3. **“Public funds”** are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Summit Academy or other public bodies (Utah Code 51-7-3(26)).

C. Authorization of Accounts

1. All bank account shall be authorized by the Summit Academy Board of Trustees. Summit Academy shall not open or operate unauthorized bank accounts for receiving, holding, or expending public funds.
2. Outside organizations or entities are not permitted to use the LEA’s tax ID or sales tax exemption numbers for banking or any other purpose.
3. Investments shall comply with the Utah Money Management Act (Utah State Law Section 51) and be made under the direction of the Summit Academy Board of Trustees and administered by the Business Administrator.
4. In order to maximize interest earning, any excess funds not needed for immediate use may be invested in a “sweep account”, a higher yielding savings account, or a “certificate of deposit” with a twelve month or less maturity if interest earnings are projected to exceed fees charged for establishing such an account.
5. The Business Administrator and Principals shall be authorized to sign on school bank accounts. If additional signers are desired on a specific account, application must be made to the Business Administrator and approval granted by the Summit Academy Board of Trustees.

Section 9. Assets, Liabilities, and Net Assets

D. Deposits, Disbursements, and Reconciliations

1. All cash receipts of public funds controlled by Summit Academy shall only be deposited into authorized school or LEA bank accounts using a bank-issued deposit slip.
2. Summit Academy accounts shall not be used for non-school purposes.
3. Funds shall only be disbursed from the Summit Academy bank account via an appropriately authorized check or electronic transfer, and disbursements shall be restricted to authorized activity as described above. Under no circumstances is cash to be withdrawn from a school or LEA bank account.
4. Monthly reconciliations shall be performed by the Business Administrator or her/his designee on Summit Academy approved bank accounts.

Section 9. Assets, Liabilities, and Net Assets

A. Accrued Teachers' Salary

The portion of any teacher's salary paid for a school year that extends into the next fiscal year (Teacher Contract is September to September) should be accrued at the end of the fiscal year (June 30) for which services are rendered.

B. Debt

- i. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year.
- ii. All short-term debt will be approved by the Executive Director and the Business Administrator.
- iii. All Long-term debt will be approved by the Board of Directors and will specify all applicable terms, purpose, interest rate, and any repayment/amortization schedules.

C. Net Assets

Net assets will be recorded in accordance to generally accepted accounting principles (GAAP). Net Assets include the following:

- Unrestricted Net Assets
- Restricted Assets
- Designated Net Assets
 - Economic Uncertainty
 - Capital Projects
 - Educational Purposes

All expenditures that occur in the (700 Object Code) will be evaluated at fiscal year end. The Capitalization threshold used at Summit Academy will be \$5,000 and above. Any expenditure, or project that exceeds that value will have a journal entry during the close of the books and placed as a Fixed Asset. The Business Administrator will perform that entry and determine the useful life of each asset in order to placed on the depreciation schedule. The potential items that could be placed are but not limited to: Land, Buildings, Automobiles, Furniture, and Equipment.

Depreciation is recorded on a straight-line basis over the estimated useful life of the asset. Business Administrator will determine those years.

Section 9. Assets, Liabilities, and Net Assets

SUMMIT ACADEMY SCHOOLS, INC

Draper

Board Meeting, March 14, 2024

TO: Summit Academy Schools, Inc Governing Board

FROM: Scott Pettit, Director of Safety

SUBJECT: Request to approve updated Medication Administration Policy

BACKGROUND INFORMATION

Summit Academy has a current Medication Administration Policy in place. However, the current policy does not allow for medications to be administered according to student 504 and IEP needs. Since its creation, the state has also passed legislation that allows for the use of emergency rescue medication and renumbered the sections of the Utah State Code referenced in the current policy.

CURRENT CONSIDERATION

The new policy removes the limitations on the ways medication may be delivered. This is necessary to comply with the 504 and IEP needs of students. Summit Academy has current students that require medication to be delivered in ways other than currently allowed. The LEA's nurse has also requested the change to ensure that we are able to meet the needs of our students, as required by law.

The policy is also being updated to allow the storage and use of emergency rescue medications. The use of these medications is now allowed by Utah law. These medications include epinephrine (allergic reactions), albuterol (asthma), and Naloxone (opiate overdose).

There are a few minor additional changes to the current policy. These include updated references to state code, formatting changes, and removal of duplicated policy. All other aspects of the original policy remain intact.

FINANCIAL IMPLICATIONS

There are minor direct financial implications resulting from this updated policy. While the storage of emergency rescue medications are allowed, it is not mandatory. Summit Academy is choosing to stock these medications for the safety of all students, staff, and guest on campus. Individual campuses will be expected keep rescue medications on hand as part of their safety protocols. These rescue medications may be donated, obtained through grants, or budgeted into the annual budget.

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the updated policy to ensure that we are able to meet the legal requirements and needs of all students.

DIRECTOR'S RECOMMENDATION: Recommended Approval.



Medication Administration Policy

Policy Number: 5102

I. Purpose

To authorize school personnel to administer medication to students and to provide immunity from liability for authorized person, pursuant to **Utah Code Section ~~53A-11-601~~ 53G-9-502**.

II. Policy

The Summit Academy Board of Trustees recognizes that medication should be administered by the student or the student's parent/guardian. However, the Board of Education recognizes that the health of a student may require administration of medication during the course of a school day.

Subject to the conditions of this policy, authorized school personnel may provide help with the administration of medication to students during periods when the student is under the control or supervision of the school and school personnel.

As long as authorized personnel act in a prudent and responsible manner, school staff who provide assistance in substantial compliance with the licensed medical provider's written statement, are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of the medication under this policy.

III. Definitions

- A. "Asthma medication" means prescription or nonprescription, inhaled asthma medication.
- B. "Diabetes medication" means prescription or nonprescription medication used to treat diabetes, including related medical devices, supplies, and equipment used to treat diabetes.
- C. "Epinephrine auto-injector" means a disposable drug delivery system with a spring-activated concealed needle that is designed for emergency administration of epinephrine to provide rapid, convenient first-aid for persons suffering a potentially fatal anaphylactic reaction.
- D. "Medication" means a medicine or substance recognized by the FDA to have curative or remedial properties. The medication must be administered under the direction of a licensed medical provider and may be a prescribed or over the counter product intended for internal or external use.

IV. Procedure for Administration of Medication at School

The following procedures are intended to facilitate the implementation of this policy. Prescription and/or nonprescription medication may be administered to a student only if:

- A. The student's parent or legal guardian has provided a completed, current, signed and dated, "Authorization of School Personnel to Administer Medication," "School Medication Authorization and any additional required form" ~~form~~ providing for the



administration of medication to the student during regular school hours. A current photograph of the student will also be provided and attached to the request. This request must be updated, at least, on a yearly basis, or whenever a change is made in the administration of medication.

- B. A licensed medical provider has provided a signed document indicating that the medication must be administered during school hours. This document must also include the medication name, route of delivery, dosage, frequency, and any indications or contra-indications.
- ~~C. The student's licensed medical provider has also provided a signed and dated "Authorization of School Personnel to Administer Medications" form describing the method, amount, and time schedule for medication administration and the side effects that may be seen in the school setting from medication.~~
- C. The medication is delivered to the school by the student's parent/guardian, or by a responsible adult. A one week's supply or more is recommended.
- D. Prescription medication is in a container that has been properly labeled by a pharmacy.
- E. Nonprescription, over the counter medication, is in the original container and clearly labeled with the child's name and dose. ~~Child~~ A student may carry and administer medication directly if both parent and administration deem the student mature enough to handle such a responsibility.
- ~~F. The medication is an oral medication, inhalant medication, eye or ear drop medication, or topical medication, epinephrine auto-injector, or glucagon and Insulin. Medications requiring other routes (IV, gastrostomy, rectal, and other injectable medications) cannot be administered by school personnel.~~
- F. Prescription and/or nonprescription medication specified in a student's IEP, 504 or IHP accommodation plans will be administered as outlined in the accommodation plan.
- ~~G. An opiate antagonist when acting in good faith to a student in accordance with the Opiate Overdose Response Act, H.B. 209.~~
- ~~H. Seizure rescue medications in the event any school personnel seeks to become a "qualified adult" pursuant to Utah Code Section 53A-11-603.5.~~

The school administration will:

- A. Annually send a letter to the parent/guardian regarding medication administration in the schools.
- B. Designated staff to administer medication. A record or form identifying the authorized staff by name and position will be kept in the medication administration book.
- C. Arrange annual training for designated employees. Designated employees assigned to help with medication administration must be trained by the LEA School Nurse or through approved certification training before doing so. This training must include the proper use of the medication and its delivery mechanism. This training will include:
 - 1. How to properly administer medication(s).
 - 2. Indications for the medication(s).
 - 3. Dosage and time of medication(s).
 - 4. Adverse reactions and side effects of medication(s).
 - 5. Proper maintenance of records.



- D. Have designated staff with the responsibility to administer medication to all students with a written physician's medication order. This staff member shall be trained in the use of a medication before administering the medication.
- E. Notify parents if a student refuses to take the medication, as outlined in the IEP, 504, or IHP.
- F. Report any adverse reactions or medication error will be reported promptly to the parent/guardian. If the parent is unavailable, the student's doctor will be called for further direction. This adverse reaction or error must be documented.
- G. Requirement that designated staff sign that they received medication administration training.
- H. ~~Storage and emergency use of an epinephrine auto-injector pursuant of Utah Code 26-41-104.~~
- I. Ensure proper maintenance of records pertaining to the student's daily administration of medication(s).
 - 1. Each student must have his/her own record which includes an "Authorization of School Personnel to Administer Medication" and "Daily Medication Tracking" forms.
 - 2. The ~~"Daily Medication Tracking Medication Administration Log"~~ form will show authorized signature and initials of designated staff and codes. All boxes must contain initials, codes or designation as non-school days.
 - 3. The ~~"Daily Medication Tracking Medication Administration Log"~~ form will show medication, dosage, time of day, and expiration date. It will show how much medication has been delivered to the school by the parent and when. It may also show how much medication has been discarded (if necessary) and who witnessed it.
 - 4. The ~~"Daily Medication Tracking Medication Administration Log"~~ form will be available to be viewed by parent/guardian upon request.
 - 5. The medication documents will be placed in the student's cumulative file or special education file at the end of each year, forms are legal medical documents.
- J. Provide a secure location for the safekeeping of medications.
 - 1. Medication(s) to be administered by school staff must be stored in a ~~locked~~ cabinet with the exception of those medications needing refrigeration.
 - 2. The cabinet and refrigerator holding the medication should be in a location that can be secured and with access limited to only authorized individuals.
 - 3. The cabinet holding medications should be unlocked during the school day for emergency access authorized individuals.
 - 4. Adequate temperature of all medication must be maintained.
 - 5. Emergency rescue medications should be stored separately from routine medications and marked as such.
- K. Unused medication(s) should be picked up within two weeks following notification of parents/guardians or it will be disposed of by the school and recorded on the ~~"Daily Medication Tracking Medication Administration Log"~~ form. In disposing of medication, two people must be present to record the medication, amount of medication discarded, date and how discarded. Both witnesses must sign the ~~"Daily Medication Tracking Medication Administration Log"~~ form.



Authorization for administration of medication by school personnel may be withdrawn by the school at any time after actual notification to the parent/guardian should problems or difficulties occur, such as:

- A. the parent/guardian has been non-compliant with the medication policy; or
- B. the student has been non-compliant with the medication policy by:
 - 1. refusing medication repeatedly; or
 - 2. frequently not coming for medication at appointed time.
- C. The withdrawal of medication for students on 504 accommodation plans or IEP can only occur after a renegotiation meeting with the parent has taken place.

V. **Emergency Rescue Medications**

Utah code allows for the storage and administration of certain medications to be used in emergency situations without an individual prescription when there is a danger to an individual's life. The storage and administration of these medications must follow applicable laws and approved administration procedures. The medication may be administered only by a qualified adult who has been properly trained and certified by the School Nurse, the American Red Cross, or the American Heart Association.

Rescue medications must be stored under the same conditions listed in Section IV-E of this policy.

The following medications are approved for storage and emergency use on campus:

- A. Opiate Antagonist (Naloxone, Naltrexone, etc.) – Utah Code 26B-4-510
- B. Epinephrine Auto-injector (Epi Pen) – Utah Code 26B-4-406
- C. Albuterol (Inhaler) – Utah Code 26B-4-407

VI. **Procedure for Audit of Medications at School**

The following procedures are intended to facilitate the audit of the administration of medications under the direction of the Utah County Health Department.

- A. A medication audit will be performed two times each school year and will be performed by the ~~safety coordinator~~ LEA Director of Safety or designated school nurse.
- B. The following areas will be included in the audit:
 - 1. ~~Medication permission forms~~ Individualized Student Health Plans and any other appropriate forms are in place and signed yearly by a parent and medical provider.
 - 2. Medication containers are properly marked for each medication with the student's name, dosage, time, and ~~current yearly~~ expiration date.
 - 3. Medication is kept in a safe, secure storage cabinet/drawer.
 - 4. Documentation of medication administration is in place.
 - 5. Training for school staff authorized to administer medication is current and documented.
- C. At the conclusion of each audit, the results will be given to the school staff administering the medication, the school principal, and the LEA Director of Safety. ~~the school director, director of risk manager, and health department administration.~~ The school nurse will retain a copy and a copy will be kept in the medication book.
- D. Items not in compliance will be rectified within a two (2) week period with notification to



the school nurse. If parent/guardian continues to be out of compliance with the medication policy, the school may withdraw authorization for administration of medication under this policy.

VII. Student Self-Administration of Asthma, Diabetes Medication, or an Epinephrine Auto-Injector

A student shall be permitted to possess and self-administer asthma medication, or diabetes medication, or an epinephrine auto-injector if:

- A. The student's parent or guardian signs a statement authorizing the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector; and acknowledging that the student is responsible for, and capable of, self-administering the asthma or diabetes medication, or an epinephrine auto-injector; and
- B. The student's health care provider provides a written statement that states it is medically appropriate for the student to self-administer asthma or diabetes medication, or an epinephrine auto-injector and be in possession of the asthma or diabetes medication, the epinephrine auto-injector at all times; and the name of the asthma or diabetes medication prescribed or authorized for the student's use.
- C. Any misuse of asthma or diabetes medication, or the epinephrine auto-injector by the student may be subject to disciplinary action as outlined in the Summit Academy Discipline and Safe School Policy.

~~VIII. Procedure for Audit of Student Self-Administration of Asthma or Diabetes Medication~~

~~An audit of self-administration of asthma or diabetes medication will be performed two times a year by the school director to ensure that the appropriate self-administration form is signed yearly by the parent and medical provider.~~

~~At the conclusion of each audit, the school director will retain a copy and a copy will be kept in the medication book.~~

VIII. Student Self-Administration of Medication

This policy does not prohibit a student from carrying his/her own medication to school in instances where the student's maturity level is such that he/she could reasonably be expected to appropriately administer the medication on his/her own. In such instances, the student may carry one day's dosage of medication on their person.

Any misuse of such medication by the student may be subject to disciplinary action according to policy and procedure.

IX. References

~~Utah Code Section 53A-11-601.~~

~~Utah Code Section 53A-11-603.5.~~

~~Opiate Overdose Response Act, H.B. 209.~~

~~Utah Code Section 26-41-104.~~

~~Utah Code Section 26-55-102~~

Utah Code Section 26B-4-401



Utah Code Section 26B-4-406

Utah Code Section 26B-4-407

Utah Code Section 26B-4-408

Utah Code Section 26B-4-409

Utah Code Section 26B-4-410

Utah Code Section 26B-4-411

Utah Code Section 53G-9-502

X. Attachments

Utah Department of Health & Human Services – School Medication Authorization (11/29/2022)

Medication Administration Log (11/29/2022)

XI. Revision History and Approval Date

Version 1: September 2018: Original Date of Approval

Version 2: April 14, 2022: Update for formatting with Policy Number; Changes in IV-C

Version 3: March 21, 2024: Updated references to Utah Code; Removed restrictions of types of medications which may be administered; Added section for the storage of emergency rescue medications

DRAFT

SUMMIT ACADEMY SCHOOLS, INC
Draper
Board Meeting,

TO: Summit Academy Schools, Inc Governing Board

FROM: Molly Hart

SUBJECT: Summit Academy Bluffdale Upcoming Trust Lands Plan 2024-2025

BACKGROUND INFORMATION

The Summit Academy Bluffdale Trust Lands Council met and has approved a proposed plan for the 2024-25 school year. The decisions were made after examining schoolwide academic data and needs in addition to discussions about the overall welfare of the school. Our strategic plan was also examined for alignment with proposed goals. The Bluffdale Trust Lands Council is currently comprised of the principal, one staff member and 4 non-school employee parents.

CURRENT CONSIDERATIONS

The proposed plan submission is due March 18th.

FINANCIAL IMPLICATIONS

This plan states how the Bluffdale campus will spend the \$76,875.45 that was allotted to them.

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the Summit Academy Bluffdale Trust Lands Upcoming School Plan for the 2024-25 school year.

DIRECTOR'S RECOMMENDATION: Recommended Approval.

Land Trust Plan Summit Academy Bluffdale 2024-2025

Goal

Summit Academy Bluffdale's academic student goal is to continue to score at or above the state averages on the RISE EOY assessment in science, math, and language arts. This goal is based on 2022-2023 RISE assessment data.

Measurement

The data used to determine the most critical academic need are the 2022-2023 RISE achievement scores.

Allotment for 2024-2025: \$76,875.45

Carry-Over from 2023-2024: \$0.0

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1. Provide teacher and paraprofessional support for tiers 1, 2, and 3 for general education.	\$60,000.00
Contracted Services (counseling, library and media support, employee training including professional development not requiring an overnight stay)	2. Provide quality professional development for administration, coaches, teachers, and paraprofessionals to build instructional capacity.	\$400.00
Expendable items that are consumed, worn out or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	3. Purchase general supplies that are consumed to support art, science, and other classes.	\$2,000.00
Books, Ebooks, online curriculum/subscriptions	4. Purchase math, reading and science resources for effective instruction including online resources.	\$13,475.45
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	5. Continue to build technology capabilities through improving infrastructure and by purchasing devices and other related products.	\$1,000.00
Total		\$76,875.45



Council Signature Form

Summit Academy Bluffdale
School

23-24
School Year

School Community Councils and Charter Trust Land Councils have been established to:

- Involve parents in decision-making at the school level
- Improve the education of students
- Prudently expend School LAND Trust Program money for student improvement between parents, school employees, and the local school board
- Increase public awareness of the school trust lands and funds **(53G-7-1202)**

One way to ensure that parents have a voice in the School LAND Trust Process is through your council signature. This form is an opportunity for you to indicate your involvement in the process of both implementing the Current School Plan and preparing the Upcoming School Plan. This is also an opportunity to share any feedback you have with your local board. Your local board will review this form when the School Plan is approved.

Please print your name, sign, and indicate your involvement in implementing the Current School LAND Trust Plan and preparing the Upcoming School LAND Trust Plan, indicate your position (parent, school employee, principal), and the date.

Name	Signature	Have been involved	Have not been involved	Position	Date
Diana Brantley	<i>Diana Brantley</i>	✓		Principal	3-4-24
Brandi Vriens	<i>Brandi Vriens</i>	✓		Chair	3-4-24
Scott Pettit	<i>Scott K Pettit</i>	✓		Parent	3/4/24
TREVOR HOFFMAN	<i>Trevor Hoffman</i>	✓		PARENT	3/4/24
Jennifer Haight	<i>Jennifer Haight</i>	✓		Vice Chair	3/4/2024
Jennilyn Hathaway	<i>Jennilyn Hathaway</i>	✓		teacher	3/4/2024

Thank you for serving on the Council and for your work to improve education for your students.

SUMMIT ACADEMY SCHOOLS, INC

Draper
Board Meeting,

TO: Summit Academy Schools, Inc Governing Board

FROM: Molly Hart

SUBJECT: Draper Land Trust Plan for 2024-2025

BACKGROUND INFORMATION

Yearly the Draper Campus receives Land Trust Funds from the state. Yearly the Land Trust Committee meets together, looks at school data, reviews LEA and school academic goals, and creates a plan on how to spend funds provided by the state Land Trust. The Draper Land Trust Committee is made up of one administrator, one teacher, and four elected parents.

CURRENT CONSIDERATIONS

This year, after reviewing data and goals, the Draper Land Trust Committee has chosen to spend Land Trust funds on one full time teacher to serve as an intervention team lead and two grade level part time interventionists. The committee also plans to spend a small amount of money to provide digital citizenship lessons to all K-8 students.

FINANCIAL IMPLICATIONS

This plan describes how the Draper campus will spend the \$97,990 that the state will provide the school from the Land Trust Funds.

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the Draper Land Trust Plan for 2024-2025

DIRECTOR'S RECOMMENDATION: Recommended Approval.

Summit Academy Draper 24/25 Proposed Plan for Board Approval

1. Goals

Goal #1 Mathematics (K-2)

By June 1, 2025, Summit Academy will reduce the percentage of students who are scoring well-below the benchmark on Acadience Math composite from BOY to EOY by 20%

Goal #2 Mathematics and ELA (3-8)

By June 1, 2025, Summit Academy will increase the number of students considered proficient in mathematics and ELA on the annual RISE EOY assessment by 3%.

2. Academic Areas

English/Language Arts
Mathematics

3. Action Plan Steps

Action Plan Steps:

1. Monthly Assessments: Summit Academy will administer periodic benchmark assessments throughout the 24-25 school year.
2. Individual Student Goals: Teachers will set typical growth goals for each student based on data collected through monthly progress monitoring assessments.
3. Goal Tracking and Review: Grade-level PLCs will meet weekly to review the goals set for students and create Tier 2 and Tier 3 interventions.
4. Intervention team lead will train grade level interventionists and help organize needed interventions.
5. Grade level interventionists will meet with grade level teams and provide specific interventions based on student need.
6. Provide a white ribbon week to students to promote positive and proper digital literacy and digital usage in September.
7. Provide once a month digital literacy mini lessons/announcements/activities to reinforce digital safety concepts taught during White Ribbon Week

4. Behavioral Component

To reach our goal of a higher percentage of proficiency in ELA and math, the students will be using digital platforms to enhance their learning. Students will need to know how to use this technology properly and safely. Hosting a white ribbon week and following that up with monthly mini lessons will help us provide them with that knowledge. With the funds we will purchase White Ribbon Week supplies and digital safety bracelets for students to wear throughout the year on days when we have the follow-up mini lessons.

Expenditures as follow:

(610) Purchase White Ribbon Week supplies \$190

5. Expenditures (Categories)

100 & 200 (\$97,800)

- Pay for one full time teacher to be intervention team lead
Train interventionists, oversee all benchmark testing and data entry, help teachers complete data dives with BOY and MOY benchmark data, oversee all interventionists and the intervention schedule, oversee interventions happening at school, meet with teachers in weekly PLC meetings, and act as interventionist for one grade level
(Action Steps 1-5)
- Pay for two part time grade level interventionists
Grade level interventionists will meet with grade level teams and provide specific interventions based on student need. Grade level interventionists will also provide small group instruction during Tier 2 grade level time.
(Action Steps 1-5)

610 (\$190.00) Purchase supplies for White Ribbon Week and digital Safety.

With the funds we will purchase White Ribbon Week supplies and digital safety bracelets for students to wear throughout the year on days when we have the follow-up mini lessons.

(Action Steps 6-7)

Council Signature Form

Summit Academy Prep
School

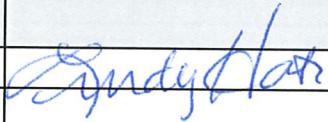
23/24
School Year

School Community Councils and Charter Trust Land Councils have been established to:

- Involve parents in decision-making at the school level
- Improve the education of students
- Prudently expend School LAND Trust Program money for student improvement between parents, school employees, and the local school board
- Increase public awareness of the school trust lands and funds **(53G-7-1202)**

One way to ensure that parents have a voice in the School LAND Trust Process is through your council signature. This form is an opportunity for you to indicate your involvement in the process of both implementing the Current School Plan and preparing the Upcoming School Plan. This is also an opportunity to share any feedback you have with your local board. Your local board will review this form when the School Plan is approved.

Please print your name, sign, and indicate your involvement in implementing the Current School LAND Trust Plan and preparing the Upcoming School LAND Trust Plan, indicate your position (parent, school employee, principal), and the date.

Name	Signature	Have been involved	Have not been involved	Position	Date
Lindsay Hatch		X		Principal	2/12/24

Thank you for serving on the Council and for your work to improve education for your students.

Council Signature Form

Summit Academy Draper Campus

2/12/24

School

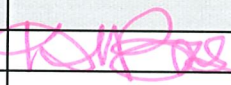
School Year

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Name	Signature	Have been involved	Have not been involved	Position	Date
Keylee Bass		X		Parent / chair	2/12/24

Thank you for serving on the Council and for your work to improve education for your students.

Summit Academy Deeper
 School

Council Signature Form

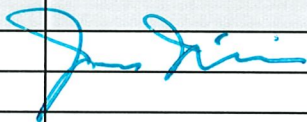
2023/2024
2/1/2025
 School Year

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Name	Signature	Have been involved	Have not been involved	Position	Date
Jenny Wilkins		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parent	Feb 12 2024

Thank you for serving on the Council and for your work to improve education for your students.

Council Signature Form
Summit Academy Draper
 School

2023-2024
 School Year

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Please print your name, sign, and indicate your involvement in implementing the Current School LAND Trust Plan and preparing the Upcoming School LAND Trust Plan, indicate your position (parent, school employee, principal), and the date.

Name	Signature	Have been involved	Have not been involved	Position	Date
<i>Kat Jewell</i>	<i>[Signature]</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>teacher</i>	<i>2/10/24</i>
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
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		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Thank you for serving on the Council and for your work to improve education for your students.

Council Signature Form

School Summit Academy Draper Campus

School Year 2023/2024

School Community Councils and Charter Trust Land Councils have been established to:

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- Increase public awareness of the school trust lands and funds **(53G-7-1202)**

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Please print your name, sign, and indicate your involvement in implementing the Current School LAND Trust Plan and preparing the Upcoming School LAND Trust Plan, indicate your position (parent, school employee, principal), and the date.

Name	Signature	Have been involved	Have not been involved	Position	Date
<u>Jennife Crane</u>	<u>[Signature]</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Parent</u>	<u>2/12/24</u>
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
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		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

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Council Signature Form

Summit Academy - Draper Campus

School

2023 / 2024

School Year

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Please print your name, sign, and indicate your involvement in implementing the Current School LAND Trust Plan and preparing the Upcoming School LAND Trust Plan, indicate your position (parent, school employee, principal), and the date.

Name	Signature	Have been involved	Have not been involved	Position	Date
KELCIE VANCE	<i>Kelcie Vance</i>	✓		parent	2/12/24

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SUMMIT ACADEMY SCHOOLS, INC
Draper
Board Meeting, Thursday, March 14, 2024

TO: Summit Academy Schools, Inc Governing Board

FROM: Lisa Cutler

SUBJECT: Summit Academy Independence Trust Lands Upcoming School Plan 2024-25

BACKGROUND INFORMATION

The Summit Academy Independence Trust Lands Council met and has approved a proposed plan for the 2024-25 school year. The decisions were made after examining schoolwide academic data and needs in addition to discussions about the overall welfare of the school. Our strategic plan was also examined for alignment with proposed goals.

CURRENT CONSIDERATIONS

The proposed plan submission is due March 18th.

FINANCIAL IMPLICATIONS

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the Summit Academy Independence Trust Lands Upcoming School Plan for the 2024-25 school year.

DIRECTOR'S RECOMMENDATION: Recommended Approval.

Summit Academy Independence Trust Lands Upcoming School Plan 2024-25

1. Goal:

By June 2025, Summit Academy Independence will increase proficiency in language arts, math, and science by 3% as measured by the SY25 RISE EOY assessment or meet or exceed state proficiency levels. This includes focus on multilingual learners.

2. Academic Areas

- English/Language Arts
- Mathematics
- Science

3. Measurements

- End of Year RISE

4. Action Plan Steps:

- Employ paraeducators, interventionists, and support staff to increase learning opportunities for students in English, language arts, math, and science.
- Fund resources for innovative or individualized instruction planned by teachers in English, language arts, math, and science including purchase of online subscriptions, supplies and/or other curriculum resources.

5. Expenditures (Categories)

Books, Ebooks, online curriculum/subscriptions	\$8,500
Expendable items that are consumed, worn out or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	\$6,000
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$122,402.78

Council Approval: 8 to 0 on January 29, 2024

SUMMIT ACADEMY SCHOOLS, INC
Draper
Board Meeting,

TO: Summit Academy Schools, Inc Governing Board

FROM: Angela Grimmer

SUBJECT: Summit Academy High School Land Trust Plan SY25

BACKGROUND INFORMATION

Summit Academy High School Land Trust Council met and voted on the attached plan for the upcoming 2024-2025 school year.

CURRENT CONSIDERATIONS

The council has allocated funds to three categories: Salaries and Benefits, Fees, and Technology.

FINANCIAL IMPLICATIONS

The anticipated allotment for SAHS Land Trust for SY25 is \$86,357.01. The category division is as follows:

- Salaries and Benefits: \$71,357.01
- Fees to cover ACT prep course: \$5,000
- Technology: \$10,000

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the

DIRECTOR'S RECOMMENDATION: Recommended Approval.

Summit Academy High School Land Trust Plan SY 2024-2025

Goal

Summit Academy High School will continue to focus on supporting students to increase proficiency on Utah Aspire Plus and ACT assessments. Our goal is to increase proficiency by 5% annually until the percentage meets or exceeds state proficiency goals.

Anticipated Allotment for 2024-2025 \$86,357.01

Category	Description	Estimated Cost
Salaries and Benefits	1. Employ a full-time guidance counselor to support students and increase graduation rates, in addition to preparing students for college and careers. 2. Hire a part time instructional coach to support teachers in providing high quality instruction for students.	\$71,357.01
Fees	1. Pay all student fees for the ACT prep course. This allows for all students to participate in ACT prep to support increased proficiency on the ACT assessment.	\$5,000
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	Purchase technology to support students' growth and classroom work.	\$10,000
		Total \$86,357.01



Council Signature Form

Summit Academy High School

School

54 24

School Year

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Name	Signature	Have been involved	Have not been involved	Position	Date
Dustin Bowman		yes		chair	03/04/24
N Paul Peterson		yes		parent	03/04/24
Tim Brown		yes		Parent	3/4/24
Amber May		YES		Parent	3/4/24
Benjamin Jacobs		yes		AP	3/4/24
Angela Grimmer		Yes		Principal	3/4/24

Thank you for serving on the Council and for your work to improve education for your students.