



The Mission of Promontory School of Expeditionary Learning is to provide a rich educational environment that views learning as an Expedition and uses the study of Great Thinkers to cultivate the value of excellence and the love of knowledge. Using investigation and discovery to make connections to ideas and our community, we empower children to embrace challenge, act with humanity, and become the Great Thinkers of the 21st century.

BOARD OF DIRECTORS MEETING

AGENDA

April 16, 2026

7:00PM

1051 W 2700 S

Perry, UT 84302

Join via zoom at:

<https://promontoryschoolorg.zoom.us/j/9451212783?pwd=Fot0r90ZSsMm601vo7j7h8KaijG4Ur.1&omn=86992041646>

7:00 PM – CALL TO ORDER:

- Welcome/Mission Statement and Pledge: Michelle Wilson

7:10PM – PUBLIC COMMENT

** PUBLIC PLEASE NOTE: All public input will be taken into consideration, but not be discussed by the board during this meeting. Comments will be limited to three minutes each. We appreciate your input and invite your comments. - Promontory Board of Trustees*

7:15PM—POP Update

7:20 PM –Training: LEA Training

7:30 PM – FINANCE REPORT

- Budget Review – Brian Cates

7:40 PM – MINUTES

- 3-19-2026 Board Meeting Minutes

7:45 PM – ACTION ITEMS

- Fall Expedition Approval
- 7/8 Fieldwork: Montpelier, ID

- LEA Policy

8:15 PM --BUSINESS ITEMS

- AI Policy
- Accounting Manual
- Gang Prevention
- Travel Policy
- Spring Intensives Update
- Admin Team Survey
- UAPCS Conference
- Retreat Details/Lunch Orders

8:40 PM DIRECTOR'S REPORT

- Staffing Update
- Enrollment/Lottery
- Student Achievement
- Professional Development
- Public Relations
- Charter Goal Agreements

8:50 PM CLOSED MEETING

9:00 PM – ADJOURN

***Next scheduled Board Retreat April 21, 2026**

****Next scheduled Board Meeting May 21, 2026**

In compliance with the American with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact Tammy Stutznegger at tstutznegger@promontoryschool.org giving at least three working days notice. "This institution is an equal opportunity provider and employer.



LEA HOTLINE POLICY

PURPOSE

Rule/Law: Utah Code § 67-21-3

Establishment of LEA Hotline

The Utah State Board of Education (USBE) has established a hotline to provide an avenue for citizens, including employees and contractors, to report improper governmental activities including:

1. Waste or misuse of public funds, property, or manpower
2. Violations of a law, rule, or regulation applicable to the government
3. Gross mismanagement
4. Abuse of authority
5. Unethical conduct

See [Utah Admin. Rules R277-123-2\(3\) \(June 9, 2025\)](#), [Utah Admin. Rules R277-123-4 \(June 9, 2025\)](#).

Whistleblower Protection

Utah Code §67-21-3 prohibits public employers from taking retaliatory action against their employees for reporting government waste or violations of law in good faith, to the appropriate authorities. A report is made in good faith when an individual provides information they reasonably believe to be true and is not knowingly making a false or malicious allegation; a report may still be considered in good faith even if the concern is ultimately not substantiated. A person is presumed to have communicated in good faith if they have given written notice or otherwise formally communicated the conduct to USBE, a member of the State Board of Education, the LEA, or to a government official with authority to audit the LEA.

The school prohibits retaliation against any individual who submits a complaint in good faith.

See [Utah Code § 67-21-3\(1\)\(a\), \(b\)\(vi\) \(2022\)](#).

Filing a Complaint With USBE

Complaints should be submitted in writing [directly to the USBE hotline](#) using the prescribed online forms.

If school personnel, including Administration and Governing Board members, receive a hotline complaint directly from a complainant, they should inform the complainant that complaints must be submitted directly to the Utah State Board of Education (USBE) hotline.

The LEA hotline process is intended for concerns involving alleged improper governmental activities and is not intended to replace standard school communication channels or grievance procedures for routine



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operational concerns such as grades, placement decisions, discipline, or general school disagreements, unless such concerns involve alleged violations of law or misuse of public resources.

USBE guidance is as follows:

Complainants should also submit any evidence that supports the complaint. Essential information includes specifics on “who, what, where, when” as well as any other details that may be important such as information on other witnesses, documents, and pertinent evidence. Due to limited resources, USBE is unable to accept complaints that are not supported by evidence or provide a means for us to investigate the problem further. At a minimum, [USBE requests that complaints use the form](#) as a guide to ensure the necessary information is provided. [Submit complaints using the hotline link available on the school website or via the following methods:](#)

1. Send an email to audit@schools.utah.gov.
2. Call the dedicated phone number (801) 538-7813 (if we do not answer, please leave a message and we ~~and we~~ (if USBE does not answer, a message may be left and USBE will respond as soon as possible depending on hotline volume)
3. Mail a concern to:
Utah State Board of Education
Internal Audit Department
Attention: Debbie Davis
PO Box 144200
Salt Lake City, Utah 84114-4200

Processing of Hotline Complaints by USBE

1. After receipt of the complaint, USBE will appoint an investigator to review the allegation and any evidence provided by the complainant. The list below represents some of the factors that are considered during the screening and prioritization process.
 - a. Does the complaint involve actions by a person subject to the State Board of Education’s authority?
 - b. Does the complaint pertain to improper governmental activities? Disagreements with administration decisions or actions taken by Board members that are within the law will not be investigated.
 - c. Has the complainant taken appropriate steps to resolve the issue with the school? If the school is not responsive, the concern relates to school administration, or the complainant desires anonymity, consideration will be increased.
 - d. What is the timing and frequency of alleged improper activity? Allegations of improper activities that are recent and/or on-going may receive a higher priority.
 - e. Should the allegation be investigated by another entity? Are there other agencies that have oversight of the complaint? Is a member of the State Board of Education or the audit committee being accused?



- f. Can the complaint be efficiently and effectively investigated? Overly broad or vague complaints or complaints where evidence is unavailable may be declined or receive a low priority.
2. The investigator communicates to USBE:
 - a. The allegation of the complaint
 - b. Any facts supporting or refuting the complaint
 - c. A recommendation based upon preliminary inquiry
3. USBE decides the appropriate next action (if a member of the State Board of Education is the subject of the complaint they may not be included in this process):
 - a. Discontinue the investigation.
 - b. Continue with the investigation.
 - c. Refer the investigation to another agency.
4. If the investigation proceeds, the Board of Education sets the following:
 - a. Time and resource budget.
 - b. Scope of the audit.
5. The investigator completes the investigation.
6. The investigator creates a report outlining the work performed and conclusions.
7. The investigator provides the report to USBE.
8. USBE addresses any findings noted in the report.

~~Processing of Hotline Complaints Received from USBE~~

~~Hotline complaints which are received by referral from the Internal Audit Department of the Utah State Board of Education will be processed as provided above for hotline complaints initially submitted to USBE and then, within 45 days of receiving the referral from the Internal Audit Department, the school shall work to address the issue and provide an update or summary of the status of the matter to the Internal Audit Department.~~

See [~~Utah Admin. Rules R277-123-4\(5\)–\(7\) \(June 9, 2025\)~~](#).

~~Whistleblower Protection~~

~~Utah Code §67-21-3 prohibits public employers from taking retaliatory action against their employees for reporting government waste or violations of law in good faith, to the appropriate authorities. A school employee is presumed to have communicated in good faith if the employee has given written notice or otherwise formally communicated the conduct to USBE, a member of the State Board of Education, the LEA, or to a government official with authority to audit the LEA.~~

See [~~Utah Code § 67-21-3\(1\)\(a\), \(b\)\(vi\) \(2022\)~~](#).

Processing of Hotline Complaints Received from USBE

Hotline complaints received by referral from the Internal Audit Department (IAD) of the Utah State Board of Education shall be reviewed and addressed by the school in accordance with Utah Administrative Rule R277-123.



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Within forty-five (45) days of receiving the referral, the school shall provide a written update or summary to the Internal Audit Department describing actions taken, planned actions, or status of the review, even if the investigation remains ongoing.

~~Hotline complaints received by referral from the Internal Audit Department (IAD) of the Utah State Board of Education shall be reviewed and addressed by the school in accordance with Utah Administrative Rule R277-123.~~

Internal Procedures for Processing Hotline Complaints

Hotline complaints shall be overseen by the Executive Committee of the Governing Board. **Any Executive Committee member with a conflict of interest related to the complaint shall recuse themselves. The Board Chair may appoint an alternate trustee to ensure impartial review.**

The Executive Committee may, at its discretion, notify the full Governing Board of hotline complaints.

The Executive Committee shall notify the full Governing Board when the allegation presents material legal, financial, operational, or reputational risk to the school.

Discussion of hotline complaints will be handled in a manner consistent with the Utah Open and Public Meetings Act; when appropriate and permitted by law, the Governing Board may discuss such matters in a closed session.

Closed sessions shall be limited to purposes permitted under Utah Code 52-4.

The school shall work to address the issue and provide an update or summary of the status of the matter to the Internal Audit Department within forty-five (45) days.

~~Upon receipt of a referral, the school shall work to address the issue and provide an update or summary of the status of the matter to the Internal Audit Department within forty five (45) days.~~

Complaint Review Procedures

In order to ensure an orderly response to hotline complaints, the **Executive Committee shall establish procedures** that ensure appropriate communication, documentation, confidentiality, and investigation practices, including the following:



1. Roles and Responsibilities

The Executive Committee shall determine roles and responsibilities for the oversight and handling of hotline complaints.

The Executive Committee may assign investigation responsibilities to administration, legal counsel, human resources personnel, or an independent investigator as appropriate to ensure impartial review. Committee members shall receive appropriate training in accordance with Utah Admin. Rule R277-123-3(9) regarding:

- complaint intake procedures
- confidentiality requirements
- documentation practices
- investigation responsibilities

2. Prompt Contact with Complainant

When contact information is available, the school will make prompt efforts to contact the complainant to:

- acknowledge receipt of the concern
- gather additional relevant information

3. Good Faith Contact Attempts

The school will make at least two good faith attempts to contact the complainant when contact information is available.

Contact attempts may include:

- phone
- email
- written communication
- other reasonable methods

4. Documentation of Response Efforts

The school shall maintain documentation regarding complaint response efforts, including:

- individual responsible for response
- method of contact
- date and time of contact attempts
- summary of information received



- resolution, corrective action, or next steps

5. Confidentiality and Privacy

Information related to hotline complaints and investigations shall be handled confidentially to the extent permitted by law and shared only with individuals who have a legitimate need to know. All disclosures shall comply with applicable privacy laws and policies, including:

- FERPA
- GRAMA
- employee privacy protections
- other applicable state and federal law

Nothing in this policy shall require disclosure of information protected under state or federal law.

6. Investigation Procedures

When an investigation is required, the school shall conduct the investigation in a manner consistent with:

- due process principles
- school policies
- applicable federal and state law

Investigations shall be conducted fairly, objectively, and impartially.

Relevant information may be reviewed to determine appropriate corrective action.

7. Reporting to the Internal Audit Department

The school shall provide required summaries, updates, and documentation to the Internal Audit Department within timelines required by Utah Administrative Rule R277-123 or other applicable law.

The LEA may respond to the IAD that:

- the allegation is being reviewed under local policy
- the allegation falls within LEA authority
- the allegation has been addressed consistent with applicable law



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Training Requirement

Governing Board members and applicable administrators shall complete training regarding LEA hotline requirements in accordance with Utah Administrative Rule R277-123.

Training shall:

- occur periodically as required by law
- utilize materials provided by the Internal Audit Department



Promontory School AI in Education Guidelines for Educators & Students

Promontory School of Expeditionary Learning recognizes the importance of Artificial Intelligence (AI) as a valuable and practical educational resource that equips students for the challenges of college and future careers. As AI becomes an essential part of daily life, we aim to share these resources to offer effective practices that will empower educators and students. Our goal is to inspire innovative teaching methods and encourage the next generation of collaborative creators to engage with AI in a manner that prioritizes safety, appropriateness, and excellence.

AI is All Around Us

Search
Engines
Facial

Smart
Assistants
E-

Text Editors
Navigation
Apps

Types of AI and where you will find them:

Reactive: Responds to data or inputs without learning from that data.

Examples; Adaptive testing, Alexa/Siri, Chess.com

Predictive: Analyzes a data set to learn and predict future events or decisions.

Examples; Netflix suggestions, Google Docs auto-finish, Youtube recommendations, weather forecasting systems

Generative: Creates new content & generates ideas from learned data patterns.

Examples; ChatGPT, Canva Text-to-Image, Adobe Firefly

AI in Education

For teachers:

- Chatbots for support- Online support will free up your time
- Resource recommendations- AI can recommend educational resources, tools, and materials specific to what you are looking for
- Data analysis- AI can analyze data for early identification of struggling students



- Enhance content creation- AI can create engaging learning materials like quizzes, images and simulations
- Facilitate administrative tasks-AI can streamline tasks like scheduling or tracking attendance
- Differentiated instruction- AI enables differentiated instruction by tailoring lessons to the diverse levels within your class
- Language translation- AI breaks down language barriers, translating content in real time
- Accessibility- AI enhances accessibility in the classroom by providing transcription, text-to-speech and other assistive technologies

For students:

- Brainstorm- Brainstorm and then utilize those ideas to generate original work
- Clarify- Clarify understanding by asking for examples or explanations
- Feedback- Gather feedback on original writing by asking for review on grammar, clarity, transitions and more
- Create- Engage to create new materials based on student creativity
- Organize- Let AI help you organize your schedule and stay on top of important tasks and deadlines

AI DOES: provide a tool for supported learning

AI DOES NOT: replace critical thinking

As we integrate new technology into education we must hold true to our RISE FAR values and maintain integrity and responsibility when using these tools to foster innovation. **Passing off AI-generated content as original work is considered plagiarism.** Any student found using AI tools irresponsibly will face consequences set by the Administration and Classroom Teachers.

Educator Best Practices When Using AI Safely in Their Own Work

- **Ensure Data Privacy and Security:** Before using any AI tool, carefully consider student data privacy laws and policy, prioritizing data privacy measures to protect sensitive student information. Compliance with relevant data protection and PII regulations is crucial. Personally identifiable information (PII) is any information that can be used to identify a person. This includes direct identifiers like a name or Social Security number, as well as indirect identifiers like a gender or birth date.

Examples of PII:

- Name, address, phone number, or email address
- Social Security number, passport number, or driver's license number



- Date and place of birth
- Gender, race, or ethnicity
- Biometric data like fingerprints or iris scans
- Medical, educational, financial, or employment information
- **Establish Transparency and Accountability:** Ensure transparency when using AI algorithms in classrooms and in online interactions. Clearly articulate dos and don'ts. Students, teachers, and parents should have a clear understanding of how AI systems may be appropriately used, building trust and accountability for sound academic practices.
- **Engage in Professional Learning:** Engage in continuous professional development to enhance AI literacy and integration skills. In our dynamic educational landscape, stay informed about emerging trends to effectively navigate and leverage transformative changes.

Educator Best Practices When Using AI Safely with Students

- **Teach Ethical and Explainable Use:** Because modern generative AI tools can be easily used to create content related to any academic subject, students must be taught when and how to use them in a responsible and ethical manner. Model honesty, transparency, and explainability for students to best understand.
- **Modernize Assessment:** Prior assessment methods may need to be updated when allowing students to leverage AI on assignments and other learning tasks. Because instructional design has changed, effective assessment design will likely also require shifts. Therefore, adjust assessment design to focus more on process rather than product, considering a differentiated balance between AI contributions and student cognitive engagement.
- **Ensure Data Privacy and Security:** Before inviting students to use AI, ensure that the systems you recommend have been approved by the school administration and follow all current school policies.
- **Inform Appropriate Stakeholders:** Be transparent with parents, guardians, school administrators, and other appropriate stakeholders about how students will use AI to research, create, and learn, using a class disclosure or other means. Help others to understand that when used in an ethical and safe manner, AI can be a powerful tool for responsible learning.
- **Provide Learning Opportunities for All:** Ensure that AI technologies are accessible to all students. AI may provide opportunities to enable support for students with disabilities, multi-language learners, or other unique needs.
- **Monitor and Evaluate Effectiveness:** Regularly monitor and evaluate the impact of AI technologies on student learning outcomes. Adjust classroom policies and practices based on ongoing assessments to continuously improve the effectiveness and ethical use of AI in teaching and learning.



Policy and Safe Use Considerations

- [ASD Guide for Choosing Technology Tools](#)
- [ASD Policy 6161: Selection and Adoption of Instructional Materials](#)
- [ASD Policy 7250: Acceptable Use of Technology Resources](#)
- [Children's Online Privacy Protection Act](#)
- [Family Education Rights and Privacy Act](#)
- [Utah State Code 53E-9-P3 - Student Data Protection](#)
- [Utah State Code 53E-9-204 - Access to Education Records](#)

Additional Resources

- <https://www.usu.edu/teach/help-topics/teaching-tips/ai-and-teaching>
- Cardona, M. A., Rodríguez, R. J., & Ishmael, K. (2023). [Artificial Intelligence and the Future of Teaching and Learning: Insights and Recommendations](#).
- *Alpine School District*. [Best Practices for Using AI in the Classroom](#)
- Curts, E. (2023). [The ABC's of AI: What Educators Need to Know](#).
- Elgersma, C. (2023, October 19). [Free Resources to Explore and Use ChatGPT and AI](#). Common Sense Education.
- ISTE. (2024, February 7). [Artificial Intelligence in Education](#).
- Miao, F., Holmes, W., Huang, R., & Zhang, H. (2021). [AI and education: A guidance for policymakers](#). UNESCO Publishing.

<https://www.google.com/url?q=https://www.utah.gov/pmn/files/1116147.pdf&sa=D&source=docs&ust=1737061071452237&usg=AOvVaw1aWeCudUDet0Rfagjk-pkU>

[Utah AI Policy Tracker](#)



TRAVEL POLICY

I. Purpose

To help promote quality education in Promontory School of Expeditionary Learning, educators and administrative leaders shall be encouraged to participate in Professional Development (PD) activities including educational conferences and other events which provide opportunities to acquire knowledge, learn from state and national educational leaders, and keep abreast of new developments in the teaching profession. As such, opportunities for conference or training attendance that requires travel by school personnel will be authorized in accordance with this policy, travel procedures and guidelines, and budgetary constraints. This policy covers travel for PD activities only. Fieldwork related travel is covered under the Fieldwork and Overnight Policies.

II. Definitions

Conference: A meeting, symposium, site visit, seminar, retreat, event or conference that involves Promontory employee travel.

Meals & Incidentals Expenses (M&IE): The allowable daily limit for meal expenditures and incidental expenses. Daily limits vary based on travel destination.

Per Diem: The allowable daily M&IE and nightly rate limit for accommodations.

Traveler: Any person traveling for a conference be it a board member, faculty, administrator, or staff member who is traveling on behalf of Promontory business and being reimbursed for travel expenses.

III. Policy

1. Conference Selection and Participation

- a. Efforts should be made to select conferences that support Promontory's mission, vision, and teaching philosophy.
- b. Efforts will be made to take advantage of conferences conducted within the state and intermountain area and shall be vetted by the leadership team and Director.
- c. Efforts will be made to ensure fair and orderly rotation in conference participation by faculty and appropriate staff. The same individuals should not be prioritized for participation year-over-year and are limited to two (2) conferences per year.
- d. Individuals with specifically assigned roles or program skill sets may be prioritized for targeted conferences, but only as approved by the Director.
- e. Conference participants shall be encouraged to share materials and ideas with other faculty and staff upon return through staff meetings, community crew meetings, or other appropriate means identified by the leadership team and/or Director.



2. Allowances and Conference Expenses

- a. Only authorized conference fees and travel expenses will be reimbursed by Promontory. Any unauthorized conference attendance and expenses will be the responsibility of the attendee.
- b. Conference attendance fees will be paid by Promontory as part of PD budgetary expenses.
- c. Conference travel expenses will be reimbursed by Promontory as part of the travel budget expenses.
- d. Travel allowances will be reimbursed in accordance with the travel guidelines and procedures.

3. Conference Requests

- a. A Conference Attendance Request form shall be submitted to the Director for review and approval.
- b. Once approved, a Travel Authorization Request form will need to be submitted to the Director for approval. A travel request shall consist of:
 - i. A justification for travel and how the conference will benefit the employee and Promontory.
 - ii. Anticipated travel and conference expenses
 - iii. Copies of conference itineraries

4. Participation

- a. Board Members
 - i. Board members may travel to attend board directed conferences using the same procedures and forms. Travel is to be approved by the Board Chair.
- b. Administration
 - i. The Promontory Director and administration may travel and attend conferences as appropriate and approved by the proper authority. For the Director to travel, approval is given by the Board Chair. For administrators to travel, approval is given by the Director.
- c. Teachers
 - i. Teachers may travel to conferences to meet their PD requirements and as travel budget limitations allow.
 - ii. All travel must be approved by the Director **prior** to travel taking place. Otherwise, travelers will be responsible for all expenses incurred.
- d. Aides/Staff Members
 - i. As a general rule, aides and general staff are not authorized for out-of-state travel. The leadership team can make a case for attendance at out-of-state conferences, but final approval must be obtained by the Director.

5. Expenses

- a. Travel related expenses will be reimbursed for the following:



- i. Conference attendance fees
 - ii. Travel to and from the conference
 - iii. Overnight accommodations
 - b. Per Diem and M&IE rates will be calculated based on the location of the conference. Rates used will be based on federal General Services Administration recommendations at the following website. <https://www.gsa.gov/travel-resources>
 - c. To incentivize responsible use of school funds, the difference between allowed lodging rates and actual lodging expenses will be split 50/50 with the traveler.
6. Multiple Attendees
 - a. If multiple attendees are attending the same conference, rental car sharing is expected to occur for out-of-state conferences. Carpooling is encouraged for in-state conferences or conferences out-of-state if driving is preferred over flying.
 - b. Each traveler will submit their own Travel Authorization Request form. For hotel accommodations, each traveler will have their own room. Room sharing is not allowed except in the case of a VRBO/ABNB/Condo type rental is acquired, but individuals will be required to have their own room.
7. Use of Travel Rewards: The use of travel rewards programs (i.e. hotel and airline points) by travelers is permitted, and the rewards earned from official school travel may be used by travelers for personal benefits. However, travelers are prohibited from making any travel decisions that are not favorable to Promontory in order to gain more or better rewards.
8. Mileage Reimbursement: A traveler may elect to drive to a conference. Travelers will be reimbursed for the mileage driven to and from the conference up to the cost of the lowest reasonable airfare or simply for the mileage value, whichever is less.
9. Travel Scheduling: All travel reservations are to be made only **after** approval has been received by the Director. Reservations and holds may be allowed if there are no hold, change, or cancellation fees associated with the advanced registration. This includes airfare, rental car, and lodging.
10. Travel Advance: Travelers are eligible for up to a 90% travel advance for lodging and meals expenses for out-of-state travel.
11. Travel Expense Report
 - a. A Travel Expense Report must be completed and submitted no later than 30 calendar days after return from travel. Any expenses submitted subsequent to the 30-day requirement may not be reimbursed.
 - b. All expenses that are requested for reimbursement must be supported by an itemized receipt or other sufficient documentation.
 - c. Reimbursements will not be made for expenses that are not properly supported, not in compliance with this policy, related to travel that is not for a clear Promontory purpose or not approved by the leadership team and/or Director.
12. Monitoring

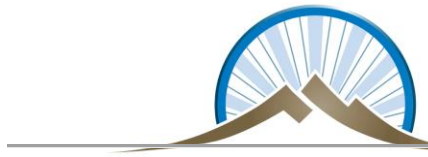


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- a. The leadership team and Director are responsible for monitoring employee travel to ensure that it is reasonable, appropriate, and beneficial for Promontory. Any indications of abuse of this policy for personal gain must be reported to the Director immediately. Abuse of this policy can result in disciplinary actions.
- b. The finance crew will monitor the travel budgets for employees and board members and provide feedback as needed throughout the fiscal year.

Tab 1

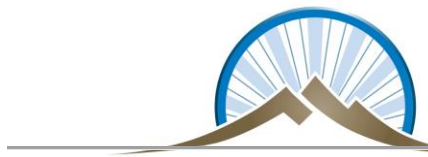


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ACCOUNTING MANUAL

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ACCOUNTING PROCEDURES

The intent of this manual is to lay out the accounting processes in a clear easy to understand manner. Situations or complexities may arise that are not accounted for in this manual, the school expects that the personnel handling the matters will act in a professional and responsible manner when such situations arise.

All accounting and financial reporting will be the responsibility of the Business Manager, under the direction of the board of trustees and the director. A complete general ledger will be kept, and Year-To-Date financial reports submitted to the Board of Trustees each month. All support documents and accounting records shall be available for review at reasonable times by the board of trustees, school administration or others as approved by the Board or Administration.

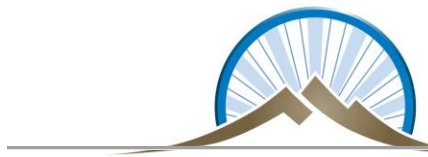
DEPOSITS

- As the school staff receives payments or donations from the public, the receiving staff members will record the purpose of the funds, total and date on an envelope and submit the envelope to the business manager for recording and depositing of the funds.
 - Copies of all checks will be made and attached to the accounting system deposit slip and bank receipt.
 - Deposits will be made in a timely manner.
- The school shall maintain a chart of accounts that meets the needs of the organization's expenditures and reporting requirements of the Utah State Office of Education and Federal Education Department. Each funding program revenue item and expenditure item shall be recorded using the class function in the accounting system.

ACCOUNTS PAYABLE & PURCHASING

It is the policy of the school to follow a practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment.

- The school will follow purchasing policies and procurement laws laid out by the State of Utah and by the Utah State Office of Education.
 - Any purchase up to \$5,000 will require the approval of the director of the school.
 - Any purchase \$5,000 or more up to \$50,000; at least two bids will be obtained and reviewed by the finance committee and due diligence and prudence will be used in making the decision of which vendor is chosen.



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- Any purchase of \$50,000 or more; will require a sealed bid process at an open board meeting or an RFP (Request for Proposal), with a vote of the board deciding the vendor.
- The school director shall have the authority to initiate purchases needed to operate necessary school programs, within the guidelines described in this policy manual. The director shall be responsible for staying within the major categories of the approved budget.
- All checks require two signatures by an authorized signer. All signers are required to furnish a signature card to the schools chosen financial institution. The business manager may not be a check signer.
- The director may, as needed, purchase allowable supplies, materials and equipment that fall within the approved budget.
- The purchasing requirements laid out apply to discretionary or one-time purchases or new commitments and do not apply to on-going, existing monthly or periodic commitments that have been previously agreed upon.

ETHICAL CONDUCT IN PURCHASING

- Ethical conduct in managing the organization's purchasing activities is required.
- Staff shall discourage the offer of and decline individual gifts or gratuities of value in any way that might influence the purchase of supplies, equipment, and/or services. Staff shall notify their immediate supervisor if they are offered such gifts.

PAYROLL

- The school prepares its payroll using the QuickBooks system. The business manager shall be responsible for all payroll tax deposits, State and Federal filings, and any other payroll related record keeping items.
- The school does not advance salary or make payroll loans without the director's approval (In the case of advance salary requests or payroll loans for the director, the board of trustee's approval is required).
- For all employees, the pay periods run from the 1st – 15th and from the 16th to the end of the month. Paychecks will be dated and distributed on the 20th and the 5th. If the pay date lands on a weekend or bank holiday paychecks will be dispersed the preceding workday.



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- Personal and/or sick time will be displayed and updated with each paycheck (for more details on personal time please see the employee benefits handbook).

BUDGET

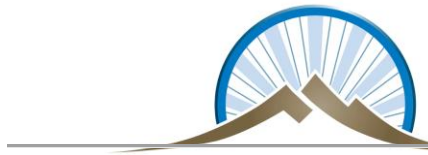
- The finance committee (consisting of members of the board of trustees, the director, the business manager, and others as authorized by the board) will prepare an annual budget.
- The finance committee will meet at least monthly to go over expenditures and approve minor budget changes. The full board of trustees will review the budget, make changes as deemed appropriate, and approve the annual budget.
- From time-to-time, the board of trustees and the administration can elect to amend the budget as needed. Amendments shall be approved in a public board meeting.

AUDIT AND STATE REPORTS

- An annual audit will be budgeted for and performed by an outside certified public accountant. The school's business manager will work with the auditor and assist in completing the audit in a timely manner. The business manager will file the audit with the appropriate authorities by the due date.
- The business manager will perform all state and federal reporting in a timely manner.
- The business manager's responsibilities include, but are not limited to the following:
 - Approved budget submission (in AFR format)
 - AFR (Annual Financial Report)
 - APR (Annual Program Report)
 - 990 (IRS annual information return)
 - Negotiation report
 - Year-end web survey
 - Monthly or quarterly financial and enrollment reports

BANK RECONCILIATION

A board of trustee's member or the director will review all bank statements and initial or sign each statement. The business manager will reconcile all bank statements each month.



CASH MANAGEMENT

- The business manager shall monitor and analyze cash balances for each year and update future projections as each month passes and alert the director if it appears that reserves will be low enough to jeopardize the school's capability to meet payroll or outstanding obligations.
- Before making a major purchase, the director will obtain necessary approvals and coordinate with the business manager to ensure that payment arrangements can be accommodated with the school's current cash position.
- Also, the business manager will be responsible to keep up on banking requirements (FDIC insured amounts, Utah Money Management Council rules, and any other applicable standards).

ASSETS & CAPITALIZATION

- The school will use modified accrual accounting to record all transactions. As such, all purchases of assets shall be expensed and run through the regular operating budget.
- At fiscal year-end, all assets over \$1,000 (could set threshold to \$1,000 to \$5,000) shall be capitalized and depreciated for the schools audited financial statements.

RECORDS

- All canceled checks, voided checks, bank statements, and disbursement invoices are filed and maintained in order and are available for review by the board of trustees and the administration.
- The director or board must first approve any other entity or individual requesting a review of these documents.
- Deposits shall be filed by bank account and from oldest to newest and expenditures by the appropriate vendor.

Finance Manager : School Budget | Current Yr Budget

Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 76.7% (12 School Budget records)							
1510 Interest on Investments	\$28,352	\$77,886	\$110,000	-\$5,000	\$105,000	75.0%	74.2%
1610 Lunch Program	\$16,803	\$45,365	\$56,000	\$0	\$56,000		81.0%
1720 Yearbook Income	\$2,212	\$20	\$0	\$0	\$0		
1720 Bookfair Income		\$1,699	\$0	\$0	\$0		
1720 Uniforms		\$324	\$0	\$0	\$0		
1741 Middle School Fees	\$874	\$4,103	\$5,000	\$0	\$5,000		82.1%
1920 Fieldwork/Expedition Donations		\$762	\$6,000	-\$5,000	\$1,000		76.2%
1920 Community Donations	\$7,489	\$4,167	\$3,000	\$1,167	\$4,167		100.0%
1923 POP Income			\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1923 Corporate Donations	\$3,595	\$3,331	\$3,000	\$331	\$3,331		100.0%
1990 Miscellaneous/Background Checks/Fines	\$368	\$827	\$3,000	\$0	\$3,000		27.6%
TOT	\$59,693	\$138,483	\$189,000	-\$8,502	\$180,498		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 70.5% (36 School Budget records)							
3010 Regular School Prgm K-12	\$448,201	\$1,390,719	\$1,826,562	\$25,694	\$1,852,256	75.0%	75.1%
3020 Professional Staff	\$26,410		\$0	\$0	\$0		
3105 Special Education -- Add-On	\$98,634	\$360,382	\$454,696	\$25,813	\$480,509	75.0%	75.0%
3110 Special Education -- Self-Contained	\$2,971	\$11,666	\$15,554	\$0	\$15,554	75.0%	75.0%
3120 Special Education -- Extended Year	\$992	\$3,045	\$4,061	\$0	\$4,061	75.0%	75.0%
3125 Special Education -- State Programs	\$2,150	\$7,295	\$9,726	\$0	\$9,726	75.0%	75.0%
3128 Special Education -- Stipends for ESY		\$1,808	\$0	\$1,808	\$1,808	100.0%	100.0%
3153 Students At-Risk Add-on	\$32,626	\$75,874	\$135,733	-\$41,482	\$94,251	75.0%	80.5%
3211 Gifted and Talented	\$1,049		\$0	\$0	\$0		
3230 Class Size Reduction - K-8	\$46,622	\$143,217	\$191,465	-\$637	\$190,828	75.0%	75.1%
3410 Flexible Allocation	\$276	\$128,348	\$170,856	\$275	\$171,131	75.0%	75.0%
3520 School Land Trust		\$69,051	\$69,051	\$0	\$69,051	100.0%	100.0%
3566 Professional Learning	\$988		\$0	\$0	\$0		
3579 Mental Health Grant			\$37,137	\$0	\$37,137		
3582 Beverly T. Sorenson Elem Arts	\$9,000	\$26,250	\$36,000	-\$1,000	\$35,000	75.0%	75.0%
3596 School Safety Grant			\$200,000	\$0	\$200,000		
3655 Digital Teaching & Learning	\$22,537		\$26,000	\$0	\$26,000		
3719 Charter School Local Replacement	\$369,016	\$1,126,041	\$1,607,204	-\$126,980	\$1,480,224	75.0%	76.1%
3725 Charter School Admin Costs	\$20,679	\$63,750	\$85,000	\$0	\$85,000	75.0%	75.0%
3770 School Lunch (Liquor Tax)	\$9,240	\$19,523	\$27,000	\$0	\$27,000		72.3%
3800 TSSA Program	\$30,068	\$107,476	\$143,301	\$0	\$143,301	75.0%	75.0%
3800 Suicide Prevention		\$1,000	\$1,000	\$0	\$1,000	100.0%	100.0%
3800 Educator Professional Time		\$63,275	\$58,193	\$5,082	\$63,275	100.0%	100.0%
3800 CSI Grant			\$49,988	\$0	\$49,988		
3800 Salary Supplement for Highly-Needed Educators		\$14,455	\$19,273	\$0	\$19,273	75.0%	75.0%
3800 School-Based Education Support Professionals Stipends		\$59,670	\$62,493	-\$2,823	\$59,670	100.0%	100.0%
3800 Schools Fees PEESRA		\$3,805	\$0	\$3,805	\$3,805	100.0%	100.0%
3813 Stipends For Future Educators		\$6,500	\$0	\$6,500	\$6,500	100.0%	100.0%
3814 Master Pilot Grant			\$40,235	\$0	\$40,235		
3818 K-3 Reading Software				\$11,052	\$11,052		
3846 Innovation Grant			\$0	\$0	\$0		
3868 Teacher Materials and Supplies		\$11,254	\$11,935	-\$681	\$11,254	100.0%	100.0%
3870 PCBL Competency Based Learning			\$65,000	\$10,000	\$75,000		
3872 Substance Prevention		\$4,000	\$4,000	\$0	\$4,000	100.0%	100.0%
3876 Educator Salary Adjustment	\$80,339	\$295,490	\$370,082	\$23,905	\$393,987	75.0%	75.0%
3878 Special Education- Extended Year			\$0	\$0	\$0		
TOT	\$1,201,798	\$3,993,892	\$5,721,545	-\$59,669	\$5,661,876		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 32.4% (10 School Budget records)							
4500 SRSA (REAP) Grant		\$55,678	\$50,583	\$5,095	\$55,678	100.0%	100.0%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4522 IDEA Preschool			\$1,951	\$57	\$2,008		
4524 IDEA Part-B			\$83,214	\$3,492	\$86,706		
4571 National School Lunch Prgm	\$6,283	\$13,796	\$18,000	\$0	\$18,000		76.6%
4572 Free & Reduced Reimbursement	\$23,155	\$44,117	\$68,000	\$0	\$68,000		64.9%
4573 National School Breakfast	\$7,334	\$15,809	\$22,000	\$0	\$22,000		71.9%
4801 Title IA			\$79,086	\$0	\$79,086		
4860 Title IIA	\$8,530		\$7,884	\$0	\$7,884		
4890 Title IVA			\$10,000	\$0	\$10,000		
4893 Stronger Connections Grant	\$46,517		\$50,000	\$0	\$50,000		
TOT	\$91,818	\$129,400	\$390,718	\$8,644	\$399,362		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 75.1% (15 School Budget records)							
121.24 Administration	-\$38,875	-\$228,786	-\$282,000	-\$18,000	-\$300,000	75.0%	76.3%
131.1 Teachers	-\$228,576	-\$1,119,605	-\$1,343,000	-\$132,000	-\$1,475,000	75.0%	75.9%
131.1 Merit Pay/Winter Bonus	-\$1,341	-\$2,000	-\$43,000	\$0	-\$43,000		4.7%
131.1 Special Education Teachers	-\$41,628	-\$249,557	-\$235,000	-\$95,000	-\$330,000	75.0%	75.6%
131.1 Stipends	-\$17,300	-\$96,924	-\$150,000	\$0	-\$150,000		64.6%
132.1 Substitute Teachers	-\$8,200	-\$34,450	-\$51,000	\$6,000	-\$45,000		76.6%
132.1 PTO Cash Out		-\$14,994	-\$10,000	-\$4,994	-\$14,994		100.0%
142.21 Counselor	-\$10,852	-\$39,488	-\$56,500	\$3,500	-\$53,000	75.0%	74.5%
152.24 Office Salaries	-\$26,129	-\$124,909	-\$170,000	\$0	-\$170,000	75.0%	73.5%
161.1 Community Aides/ Literacy Aides	-\$67,439	-\$247,612	-\$316,000	\$0	-\$316,000	75.0%	78.4%
161.1 Special Education Aides	-\$32,816	-\$131,719	-\$120,000	-\$40,000	-\$160,000	75.0%	82.3%
161.1 RTI / Title I	-\$22,984	-\$33,087	-\$121,000	\$76,000	-\$45,000		73.5%
162.22 Library Aide	-\$8,605	-\$32,794	-\$40,000	\$0	-\$40,000	75.0%	82.0%
182.26 Custodial/Maintenance Salaries	-\$29,936	-\$54,051	-\$94,000	\$19,000	-\$75,000	75.0%	72.1%
191.31 Kitchen Salaries	-\$23,178	-\$92,285	-\$116,000	\$0	-\$116,000	75.0%	79.6%
TOT	-\$557,860	-\$2,502,261	-\$3,147,500	-\$185,494	-\$3,332,994		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 75.5% (8 School Budget records)							
220 FICA	-\$41,660	-\$183,794	-\$230,000	-\$5,000	-\$235,000	75.0%	78.2%
230 Retirement	-\$21,629	-\$94,392	-\$130,000	\$5,000	-\$125,000	75.0%	75.5%
241 Health Insurance	-\$129,409	-\$401,461	-\$545,000	\$15,000	-\$530,000	75.0%	75.7%
242 Life and Disability Insurance	-\$992	\$4,231	-\$5,300	\$4,300	-\$1,000		-423.1%
243 HRA/Flex Spending	-\$1,037	-\$7,676	-\$17,000	\$7,000	-\$10,000		76.8%
244 Dental Insurance	\$729	\$898	-\$10,000	\$9,000	-\$1,000		-89.8%
270 Worker's Compensation Fund	-\$3,060	-\$7,141	-\$16,000	\$6,000	-\$10,000		71.4%
280 Unemployment Insurance	-\$1,576	-\$2,618	-\$5,000	\$1,000	-\$4,000		65.4%
TOT	-\$198,633	-\$691,953	-\$958,300	\$42,300	-\$916,000		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 77.0% (9 School Budget records)							
323.21 SpEd Services OT, Psych, other	-\$39,656	-\$128,426	-\$190,000	\$25,000	-\$165,000		77.8%
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$200	-\$17,692	-\$14,000	-\$3,692	-\$17,692		100.0%
345.23 Audit Services		-\$16,252	-\$18,300	\$0	-\$18,300		88.8%
345.25 Business Services	-\$19,911	-\$61,524	-\$82,000	\$0	-\$82,000	75.0%	75.0%
345.25 Professional Services			-\$5,000	-\$11,064	-\$16,064		
347.21 Speech Therapy Services	-\$27,929	-\$73,981	-\$103,000	\$13,000	-\$90,000		82.2%
349.23 Legal Services		-\$10,369	-\$10,000	-\$5,000	-\$15,000		69.1%
350.25 Technical Services (IT)	-\$5,861	-\$49,250	-\$42,000	-\$18,000	-\$60,000		82.1%
TOT	-\$93,557	-\$357,495	-\$464,300	\$244	-\$464,056		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 69.3% (6 School Budget records)							
412.26 Water / Sewage / Garbage	-\$2,374	-\$10,757	-\$16,000	\$0	-\$16,000		67.2%
422.26 Lawn Care & Snow Removal		-\$3,010	-\$20,000	\$12,000	-\$8,000		37.6%
423.26 Custodial Services	-\$12,498	-\$23,728	-\$52,000	\$20,000	-\$32,000		74.1%
430.26 Repairs / Maintenance / Monitoring	-\$5,424	-\$55,856	-\$35,000	-\$35,000	-\$70,000		79.8%
443.25 Lease of Copy Machines	-\$5,421	-\$14,793	-\$22,000	\$2,000	-\$20,000		74.0%
450.46 Construction Services (West Side)	-\$16,459		-\$30,000	\$20,000	-\$10,000		
TOT	-\$42,177	-\$108,143	-\$175,000	\$19,000	-\$156,000		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 60.8% (6 School Budget records)							
518.21 Field Work Travel / Entrance Fees	-\$426	-\$3,967	-\$23,000	\$0	-\$23,000		17.2%
518.21 Adventure	-\$2,205	-\$927	-\$13,000	\$0	-\$13,000		7.1%

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
520.23 Liability, Property, D&O Insurance	-\$5,355	-\$26,327	-\$36,000	\$0	-\$36,000		73.1%
530.24 Telephone	-\$1,517	-\$3,550	-\$6,500	\$0	-\$6,500		54.6%
540.23 Marketing	-\$444	-\$32,293	-\$20,000	-\$12,308	-\$32,308		100.0%
580.22 Travel	-\$2,304	-\$3,999	-\$6,000	\$0	-\$6,000		66.7%
TOT	-\$12,251	-\$71,063	-\$104,500	-\$12,308	-\$116,808		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 77.1% (17 School Budget records)							
610.1 Classroom / Expedition	-\$5,921	-\$79,336	-\$95,000	\$0	-\$95,000		83.5%
610.1 Adventure Supplies	-\$347	-\$2,073	-\$4,500	\$0	-\$4,500		46.1%
610.1 Special Education Materials	-\$369	-\$2,081	-\$3,800	\$0	-\$3,800		54.8%
610.1 Student Activity Supplies		-\$3,121	-\$1,000	-\$4,000	-\$5,000		62.4%
610.22 Professional Development Supplies	-\$7,054	-\$8,701	-\$12,000	\$0	-\$12,000		72.5%
610.22 Yearbooks	-\$3,446		-\$3,500	\$0	-\$3,500		
610.23 Board Expenses	-\$173	-\$2,106	-\$2,000	-\$269	-\$2,269		92.8%
610.24 Office Supplies	-\$2,581	-\$29,757	-\$33,000	\$0	-\$33,000		90.2%
610.33 POP Expenses	-\$1,341	-\$5,261	-\$5,000	-\$261	-\$5,261		100.0%
622.26 Energy Supplies	-\$8,669	-\$41,795	-\$61,000	\$4,000	-\$57,000		73.3%
630.31 Food and Kitchen	-\$22,771	-\$89,322	-\$118,000	\$0	-\$118,000		75.7%
641.1 Textbooks & Curriculum	-\$589	-\$32,487	-\$40,000	\$0	-\$40,000		81.2%
644.22 Library	-\$550	-\$4,975	-\$8,000	\$1,000	-\$7,000		71.1%
644.22 Book Fair		-\$1,620	-\$2,300	\$0	-\$2,300		70.4%
650.21 Tech-Related Supplies	-\$238	-\$2,367	-\$5,000	\$2,000	-\$3,000		78.9%
670.1 Software	-\$3,164	-\$28,970	-\$40,000	\$0	-\$40,000		72.4%
680.26 Maintenance & Cleaning Supplies	-\$8,223	-\$26,030	-\$31,000	-\$4,000	-\$35,000		74.4%
TOT	-\$65,435	-\$360,003	-\$465,100	-\$1,530	-\$466,630		
Promontory School of Expeditionary Learning - Expense - 700 Property - 91.4% (4 School Budget records)							
733.1 Furniture and Fixtures		-\$3,010	-\$10,000	\$6,000	-\$4,000		75.3%
734.1 Technology-Related Hardware	-\$38,460	-\$87,446	-\$50,000	-\$40,000	-\$90,000		97.2%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
TOT	-\$38,460	-\$90,457	-\$65,000	-\$34,000	-\$99,000		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 59.5% (5 School Budget records)							
810.24 Dues and Fees	-\$641	-\$3,061	-\$3,500	\$0	-\$3,500		87.5%
810.24 Charter School Association Dues		-\$3,264	-\$3,700	\$436	-\$3,264		100.0%
810.25 Background Checks		-\$2,080	-\$2,100	\$0	-\$2,100		99.0%
830 Facility Mortgage Payment	-\$110,131	-\$323,842	-\$554,989	\$0	-\$554,989		58.4%
890.21 Misc. Expenditures	-\$6,946	-\$8,250	-\$2,000	-\$6,250	-\$8,250		100.0%
TOT	-\$117,718	-\$340,498	-\$566,289	-\$5,814	-\$572,103		
Promontory School of Expeditionary Learning - Expense - 900 CapEx & Extra Ordinary - 54.4% (1 School Budget)							
720.26 Land & Site Improvement	-\$673	-\$21,772	-\$310,000	\$270,000	-\$40,000		54.4%
TOT	-\$673	-\$21,772	-\$310,000	\$270,000	-\$40,000		
TOT	\$226,545	-\$281,870	\$45,274	\$32,871	\$78,145		

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

Account**Account Period****8282**

July 01, 2025 through March 31, 2026

Summary

Beginning Balance	\$ 1,656,950.41	Average Daily Balance	\$ 1,749,369.38
Deposits	\$ 154,427.41	Interest Earned	\$ 54,427.41
Withdrawals	\$ 100,000.00	360 Day Rate	4.0878
Ending Balance	\$ 1,711,377.82	365 Day Rate	4.1446

Date	Activity	Deposits	Withdrawals	Balance
07/01/2025	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,656,950.41
07/31/2025	REINVESTMENT	\$ 6,289.41	\$ 0.00	\$ 1,663,239.82
08/19/2025	CONTRIBUTION	\$ 100,000.00	\$ 0.00	\$ 1,763,239.82
08/31/2025	REINVESTMENT	\$ 6,467.54	\$ 0.00	\$ 1,769,707.36
09/30/2025	REINVESTMENT	\$ 6,375.75	\$ 0.00	\$ 1,776,083.11
10/31/2025	REINVESTMENT	\$ 6,441.74	\$ 0.00	\$ 1,782,524.85
11/30/2025	REINVESTMENT	\$ 6,055.24	\$ 0.00	\$ 1,788,580.09
12/31/2025	REINVESTMENT	\$ 6,093.86	\$ 0.00	\$ 1,794,673.95
01/31/2026	REINVESTMENT	\$ 5,880.34	\$ 0.00	\$ 1,800,554.29
02/20/2026	Per Fin	\$ 0.00	\$ 100,000.00	\$ 1,700,554.29
02/28/2026	REINVESTMENT	\$ 5,232.01	\$ 0.00	\$ 1,705,786.30
03/31/2026	REINVESTMENT	\$ 5,591.52	\$ 0.00	\$ 1,711,377.82
03/31/2026	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,711,377.82

STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

Date	Activity	Deposits	Withdrawals	Balance
<i>{Effective: 07/31/2025}</i>	<i>The GASB Fair Value factor at June 30, 2025 is 1.00198542</i>			
<i>{Effective: 01/31/2026}</i>	<i>The GASB Fair Value factor at December 31, 2025 is 1.00228826</i>			

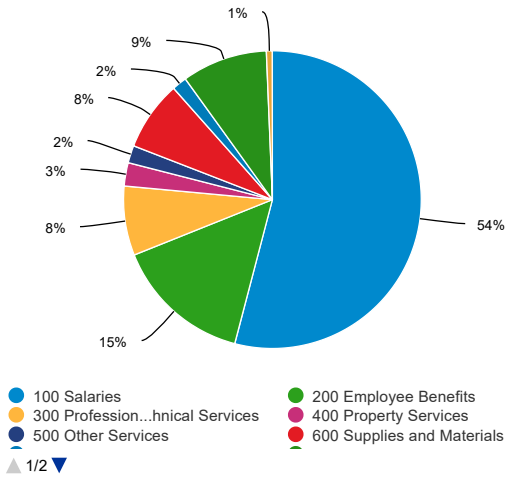
Financial Summary

Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)					
1000 Local Revenue	\$138,483	\$189,000	\$180,498	43.6%	76.7%
3000 State Revenue	\$3,993,892	\$5,721,545	\$5,661,876	69.8%	70.5%
4000 Federal Revenue	\$129,400	\$390,718	\$399,362	13.9%	32.4%
TOT	\$4,261,775	\$6,301,263	\$6,241,736		
Expense (9 School Category records)					
100 Salaries	-\$2,502,261	-\$3,147,500	-\$3,332,994	68.3%	75.1%
200 Employee Benefits	-\$691,953	-\$958,300	-\$916,000	72.9%	75.5%
300 Professional and Technical Services	-\$357,495	-\$464,300	-\$464,056	13.3%	77.0%
400 Property Services	-\$108,143	-\$175,000	-\$156,000	-0.0%	69.3%
500 Other Services	-\$71,063	-\$104,500	-\$116,808	-0.0%	60.8%
600 Supplies and Materials	-\$360,003	-\$465,100	-\$466,630	-0.0%	77.1%
700 Property	-\$90,457	-\$65,000	-\$99,000	-0.0%	91.4%
800 Debt Service and Misc	-\$340,498	-\$566,289	-\$572,103	-0.0%	59.5%
900 CapEx & Extra Ordinary	-\$21,772	-\$310,000	-\$40,000	-0.0%	54.4%
TOT	-\$4,543,645	-\$6,255,989	-\$6,163,591		
TOT	-\$281,870	\$45,274	\$78,145		

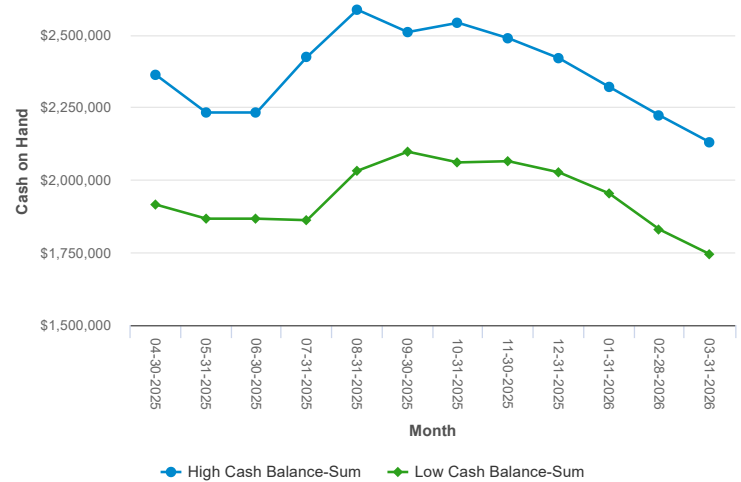
Financial Metrics

Financial Metric	Covenant	Target	Forecast
Operating Margin		4.0	1.89
Debt Service Ratio	1.15	1.30	1.21
% Building		<16	8.9
Unrestricted Days Cash	40	100	138

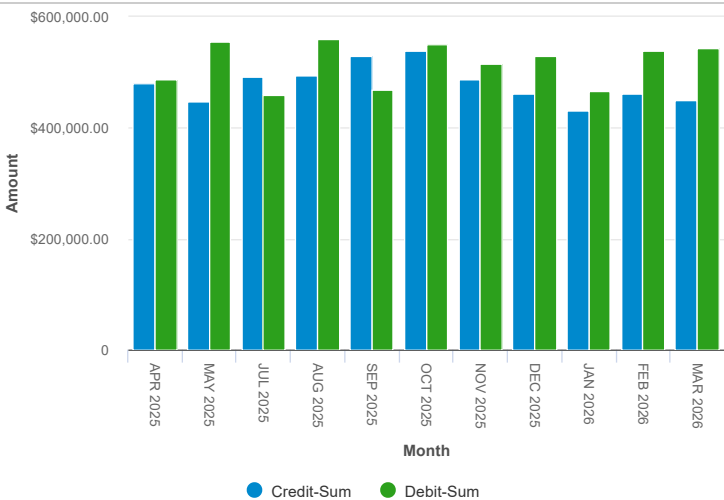
Expense Distribution



Cash Balance



Revenue vs Expenses



Enrollment Trend

