



Summit Academy Board of Trustees

1225 E 13200 South

Draper, UT 84020

August 18, 2022

7:00 PM

(PENDING)

Motion are documented in the following manner:

A Motion to approve XXX was given by NAME.

A second was given by NAME

Vote - Yes- Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

Welcome

The meeting was called to order at 7:05 pm with Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Public Comment- None

Consent Agenda

Board Meeting Minutes

April 14, 2022 - board work session

June 16, 2022 - board meeting

Board Policies

A Motion to approve the Consent Agenda after removing Chelsea Welch's name from the attendance at the Work Session on April 14th was given by Chris Lynn

A second was given by Marcia Whitman

Vote - Yes- Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

Director's Report

Joint LEA's

Recognition of the 6th Annual Summit Academy Schools retreat sponsors:

- MACU
- Oxygen Marketing
- Gallagher

Summit Academy

Summit Academy Preschool

- 3 New Preschool Playgrounds were finished over the summer have been finished!
- The Preschool summer camp that the preschool put on Camp for kids was a huge success, we had a lot of positive parent feedback, many fun field trips, on the last day of camp we had a carnival with games, face painters and balloon twister.
- Our morning 4-year-old classes are full with waitlists, the new afternoon classes are filling quickly!
- Adding 3-year-olds to Independence and Bluffdale has had positive parent feedback, Bluffdale 3s, Draper 3s are full. Independence is on its way to be full soon. We are excited to see those preschools full!

Draper-

Ms. Hatch: Enrollment is up. We were able to open another full day Kindergarten class. We now have 2 like the other campuses. That will help as they come into 1st grade.

- Looking forward to having our "bring your parents to school night" for our 6th-8th graders. We are going to go through their kids whole schedule. We will show them how to access Aspire and Canvas.
- Our School is 1:1 with devices for 5th-8th graders. They will be assigned their own Chromebooks this year.

Independence-

Lisa Cutler: The Community Engagement team has been a huge success with great changes. Our team consists of the Mayor of Bluffdale, Mtech, Quench-it, and community parents. We had some meetings and they gave us feedback and we made adjustments. We sent out some videos about how to do SIS and some others. We had flexibility for different families and that really made a difference. That is a great partnership. We have been invited to join APA and maybe some other schools to read the constitution from Bluffdale City Hall the week of Constitution Week, which is September 22nd. We may alternate to other City Halls like Draper. We would alternate back and forth. We would have all of our campuses representatives. We can find parents in service oriented professions. We have invited the Mayor of Draper and Bluffdale. APA has been doing this for some time, but we will participate this year.

Mr Zentner asked what they hoped to accomplish by having a Community Engagement team, and Ms. Cutler explained that they bring more perspective about how to engage parents from the community.

Bluffdale-

- We had a wildly successful Back to School Night. Happy children, happy parents, happy teachers. There was a lot of positive energy there.
- We have a lot of new families, so we had a new Family segment.
- Our Spanish teacher has arrived safe and sound. Our community pulled together and helped with housewarming gifts and transportation around town. The Hoffman's hosted them for the first 2 weeks and we are very appreciative of the time that they gave. A lot of work goes into that. They helped her with paperwork. Everything is done and they are just supporting her in getting her a car.
- The school is adding more diversity to the school with the Spanish immersion. The students see themselves in their teachers.
- The retreat was fantastic this year. The teachers are so perky in June! They are on a high with setting goals for the coming year. The teachers are on fire! They love the individualized direction that they are going. They looked at goals for individual students. The power and passion coming from the team was amazing.
- We also managed to enroll 2 all-day kindergarten classes. We are off to a terrific start with our new Kindergarten teacher.

Summit Academy High School

Ms. Grimmer: With the passing of our "Voice of the Bears" Jason Kupiec, who passed away from cancer, We are honoring his memory by naming our announcing box over the football stadium after him. We have also ordered stickers for our players helmets. At our Blue and Gold game we raised over \$3000 for his family. He meant a lot to Summit Academy.

- Our HOSA club has received national recognition for being the top third in the country on getting donors for Be the Match. We held events at our campus. Our two teachers Dr. Marshall and Kelly Jones as well as three students are being flown to the headquarters in Minneapolis to be honored.
- We are excited for the school year to start! We are introducing more
- The retreat was amazing. The teams created a theme for the high school this year. The Theme for this year is "Summit Academy High School intentionally builds a community of lifelong learners, who question, collaborate, innovate, lead, and thrive."

Mr. Clark emphasized how important the retreat was this Spring. When Kim first joined Summit, she got sponsorships for the retreat. The sponsors for our retreat are Mountain America Credit Union, Oxygen Marketing, and Gallagher- our Insurance Company. They really dug deep and helped aid in making it a great retreat for all of those who participated this year. One special thing that Dianna spoke about was each group getting together and forming those bonds with one another.

Finance Report- Brad Wilkinson

Joint LEAs- July is our busiest month.

July Financial Statement- our auditors will be here next week. We have a special single audit this year due to the Covid Money and the reimbursed lunch program. During that audit, they will usually contact one or two board members. They usually rotate it. They will ask financial questions and they

usually center around fraud. Over the summer, we had chosen a new insurance carrier for our staff. We have decided to go with Blue Cross Blue Shield. There is a 5% increase to Summit Academy. No staff will have an increase in medical costs at all. Mr. Clark really wanted to thank Brad for all of the hard work in digging deep so that their employees didn't get an increase this year. Hopefully it is a seamless transition. We have also opted to offer a life insurance plan if they so choose. It is basic, but then they can choose to buy up if they would like. It was a good quote for Aflac. The other thing they worked on was the ERC credit. We worked through a 3rd party to see if we qualify. We have to be impacted more than 10%. We have submitted that and they found that we qualified. We will get a chunk of money to help fill the gap to meet the bond covenants. For this year, we will use \$200,000.00 to cover the gap. It is unrestricted and will wait and see how much we qualify for. Mr. Petit did a great right up. There is lots of money out there to help with COVID Relief.

- Unaudited FY22 Numbers- From a Summit Academy perspective, they plan to meet a net income of \$600,000.00 to meet bond Covenants. It will look a little goofy because of when the contracts run.
- Finance Update- Next month we will go a little bit deeper into the financials. We are just getting started.

Bob Zentner asks about the enrollment number and it looks a little bit better than they were thinking. Brad states that between the three campuses, they are just about on budget. The high school budgeted for 535, and it looks like maybe 537. It is our break even. There most likely won't be any major changes. Jon Eborn says that October 1 is the number. It is critical that we keep enrollment up and sign students up throughout the year. All Day kindergarten is only funded at .5. From a budget perspective, we are about where we budgeted for.

Discussion and Action item to review

Summit Academy

- 3502 Rehabilitation Act Section 504 Policy- We found some mistakes on this one, so it will be tabled until next month.
- 4101 Benefits and Leave Policy

A Motion to approve the 4101 Benefits and Leave Policy for Summit Academy and Summit Academy High School was given by Marcia Whitman.

A second was given by Bob Zentner.

Vote Yes-Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

- 7102 Information Network Acceptable Use Policy

A Motion to approve 7102 Information Network Acceptable Use Policy For Summit Academy and Summit Academy High School was given by Marcia Whitman.

A second was given by Chris Lynn

Vote Yes-Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

- 4202 Educator License Requirements- Bob Zentner asks who is over all of this at Summit, and Mr. Clark said that Alana Johnson does that and does a really good job.

A Motion to approve 4202 Educator License Requirements for Summit Academy and Summit Academy High School was given by Chris Lynn

A second was given by Bob Zentner

Vote Yes-Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

- 3303 Library- the purpose of this policy is to protect children from pornography. We can put together a committee to check materials, but we are very confident that our library does not currently have any of the materials in question. Bob Zentner is asking about whether or not it includes any other materials. We would have a form on our website that parents could fill out and turn in. Joel Woodruff is asking if there was a rush to have this policy in place. They are asking that the policy be approved by the end of September. Joel Woodruff would like to spend some more time to be more specific. Chris Lynn reminds him that they can approve this policy, and can always change it in the future. Chelsea Welch mentions that it states a parent, but she is wondering if caregiver could be used in the wording and Chris Lynn said that parent is specifically stated. It can only be a parent. Scott Petit points out that it should be a parent or guardian. This is a new policy and there will surely be updates. Chris Lynn would like to see a report next year as to how many of these we see in a year. That is the time to change a policy.

A Motion to approve the 3303 Library policy for Summit Academy and Summit Academy High School was given by Chris Lynn.

A second was given by Robyn Derbidge

Vote Yes-Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

- 1207 Grievance Policy - This policy needs some edits to make it more clear so they will revisit this policy next month. Chelsea Welch will suggest some new language on this one.
- Literacy Plan - This year we are focusing on first Grade. It is our goals for this year for first grade. Our Early Literacy Team has been working on this and has submitted it to USBE, and they have approved it and we are just waiting for the board to approve it. Those goals are the ones that we need to meet in order to continue to receive funding.

This is the first year that we have been asked to include a Math goal, so there are 2 literacy goals and one math goal. Summit chose 1st grade. It had to be 1st, 2nd, or 3rd grade.

A Motion to approve the Literacy Plan for Summit Academy was given by Marcia Whitman.

A second was given by Chelsea Welch

Vote Yes-Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

- Employee Handbook - There haven't been any changes to this in a lot of years. We had a lot of different people look at it. Bob Zentner had some questions that he is asking that Mr. Clark answers his questions. The policy takes effect as soon as the board approves it. Mr. Clark is asking who decided what is "attractive". Mr. Clark wants to make sure that the staff know what the professional boundaries are. He would like staff to make the decisions about what they think is professional. If a principal has an issue, then they would bring it up with the teacher. Chris Lynn wonders if they as administrators would rather have the conversation or would they rather the policy make it clear? Mr. Clark reads about wearing Jeans on Friday, and he continues that yes, if they agree to wear a Summit Academy shirt district wide. Robyn Derbidge adds that they can design a shirt that will bring unity. Chris Lynn: He thinks that it should be more clear in the policy. Robyn Derbidge states that times are changing if we aren't more flexible. She thinks that we have to be more flexible in order to attract more teachers. She thinks that it is up to the principals. Bob Zentner says that if he were an employee and the principal has to chastise the employee due to inappropriate dress. Then he goes to the other campus and is not chastised, there isn't consistency. Dianna Brantley would like to be covered better in the policy so that she isn't making a judgment call. She is following policy. Angela Grimmer likes the opportunity to have discussions with staff and parents. Chris Lynn says that the way it reads is that Coaches stay 30 minutes after the school day. He thinks that it is 30 minutes after the school day ends, not 30 minutes after the last student leaves. Chelsea Welch would like this to be flexible and say that it is up to administrators discretion. Mr. Clark is in favor of having the principal's discretion in everything. Mr. Eborn doesn't think that we are going to be able to settle this tonight. Jon Eborn doesn't want to make decisions about dress code for Staff. Bob Zentner says that the Staff dress code needs to be updated. He says that they used to say that Staff ought to dress better than the students. He thinks leaving it the way it is may be too broad. Chelsea Welch would like a professional standard. She would like a legal standard. She doesn't want to put administrators in a difficult position. Marcia Whitman suggests stating what is considered professional. Joel Woodruff suggests looking at the Canyons and Jordan District and what they say about Staff dress code. Jon is concerned about opening the principals up for liability. Mr. Clark will take this handbook back and work on this a little more and bring it back next month.

Safety and Security Update:

Scott Petit. A buzzing system has been installed at the Draper Campus. Whoever comes to the door, they must push a buzzer and talk to someone and be let into the building. It is working pretty well. We now require every vendor to wear an ID that is scanned and is run through the international database to see if they are safe. They recently updated the fire safety code. We are really trying to mitigate things that could happen. We don't want to trade convenience for safety. Bob Zentner wants to know what the procedure is for the Elementary School building. Lindy Hatch explains that every teacher has a key fob to allow students to go to the bathroom inside the building. Mr. Clark states that they are always trying to improve safety. We will be doing our own Safety audit. It is on a point system. That is based on best practices. It will allow us to look at every detail and know where and how to improve our safety. Safety comes down to practice and habits. We don't want to trade safety for convenience. Mr. Zentner wants to know what the procedure is for the Elementary now as it is more than one building. You have to have a key card to get into that building. You have to be escorted by the adult with that keycard.

Summit Academy High School

Distance Travel for Sports-

There is one trip scheduled for the Football team down to Beaver as it is over 150 miles.

A Motion to approve The Sports Travel of 157 miles to Beaver for Summit Academy High School was given by Chris Lynn

A second was given by Chelsea Welch

Vote Yes-Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

Committee Reports

Academic Committee- None

-

Finance Committee-None

-

Audit Committee- None

-

Governance Committee- None

-

Development Committee- None

-

Board Business

Board Committee Assignments for New Board Members- Jone Eborn reminds everyone that we need Board members to take Committee Heads and Assistants.

Academic Committee: Chair-Bob Zentner, Vice Chair - Robyn Derbidge

Governance Committee: Chair-Chelsea Welch and Vice Chair -Joel Woodruff

Finance Committee: Chair- Joel Woodruff and Vice Chair- Marcia Whitman

Development Committee: Chair-Jon Eborn, Vice Chair-Robyn Derbidge

Board member campus assignments: Draper: Marcia Whitman, Chelsea Welch, Independence: Jon Eborn & Robyn Derbidge, Bluffdale: Robyn Derbidge, Bob Zentner, Joel Woodruff SAHS: Joel Woodruff, Bob Zentner

Exhibit A - All of the Charter has been accepted except the situation with the board Bylaws. There are three options: A, B, and C. This is the last piece that we have to reconcile. After we decide, then it will go back to the authorizing committee. Option A: Keeps the language we used before. Include the bylaws in the appendix. Option B: Not the favorite. Option C: Is the exact opposite- Ten gets built out. We are choosing between A & B. Chris Lynn says that option C is the best option. If they don't agree, then they will go to Option A.

A Motion to approve The Exhibit A and Board Bylaws per Option C as presented in the Summit Academy and Summit Academy High School board meeting on August 18th with one change being update versioning at this point now that it is approved was given by Chelsea Welch.

A second was given by Marcia Whitman

Vote Yes- Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

Chelsea Welch will accept both and send the documents to Jon to sign and then she will send them to the State.

Jon Eborn thanks Chelsea Welch for the countless hours that she has spent on this project.

Board ByLaws Review- Next Meeting

Board Calendar Review- Next Meeting

Board Recruitment-

Jon Eborn states that the board will be at 6 members in a month. We need to recruit more board members. They have some options that they would like to get solid. Chelsea would like to see a wider net cast for board members. We don't want to recruit more than two board members within a single year. Mr. Eborn would like to ask that the new board members not all leave at once. He doesn't want to be out of compliance. Jon and Robyn will get to work on recruiting new board members.

Training Needs- Next Meeting, coming in an email.

Training Log- Chelsea created a log. Keep track of it there.

Thank you cards- We will do that next time. Principals need to get a couple of names to the board each month.

Schedule Portrait Of A Graduate focus Group-

Mr. Clark talks about what knowledge and skills graduates from SAHS can we guarantee that graduates will have when they graduate. We have been working on this for a few months. What are the trends? The board is a stakeholder. They are crucial to the process. We are going to put together a focus group and be comprehensive with all of our stakeholders. We need to schedule a time for that to walk you through that. We would like all of the groups to be done by the end of November. We would like to get it scheduled. It is best done in a work session. It will take about an hour and a half. The director and board chair will work together on picking a date.

Action Items - None

Annual Calendar - None

Follow Up

Table-top Exercises with Admin - June

- 1/27/2022 Scott Pettit
 - Risk assessment in July, Board review in August
- Grad rate, ACT and APCE Data - Hopefully Talk about this in November. September 19th is the date the Director will get it. Maybe October for the public release.

Board Meeting Assessment

To our school Director, What is concerning you?

Next meeting - September 15, 2022 - Was it hard to have a board meeting the first week of school? Let's take a look at that and make sure that doesn't happen next year.

Individual Meeting Assessment

Closed Session

A Motion to go into closed session for discussion for issues related to Summit Academy and Summit Academy High School for the purpose of discussion of the character, professional competence, or physical or mental health of an individual as well as for the purpose of discussing pending or reasonable imminent litigation.

Motion to approve was given by Chelsea Welch.

A second was given by Chris Lynn

Vote Yes- Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

Meeting goes into Closed Session at 9:51 p.m.

Open session resumed at 11:09 p.m.

A Motion to adjourn was given by Marcia Whitman

A second was given by Joel Woodruff

Vote Yes- Jon Eborn, Chelsea Welch, Chris Lynn, Robyn Derbidge, Joel Woodruff, Bob Zentner, and Marcia Whitman.

Motion carries

Adjourned at 11:10 P.M.

SUMMIT ACADEMY SCHOOLS, INC

Draper

August 18.2022

TO: Summit Academy Schools, Inc Governing Board

FROM: Brad Wilkinson, Business Administrator

SUBJECT: Monthly Financial Statements through August 31, 2022

BACKGROUND INFORMATION

Each month financial statements are prepared for both Summit Academy, Inc, and Summit Academy High School. The purpose of this report is to transparently state the current financial outlook of each 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.

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 current financial implications of this informational document.

RECOMMENDATIONS

To review and ask any financial related questions pertaining to the 2022-23 school year.

DIRECTOR'S RECOMMENDATION:

Informational

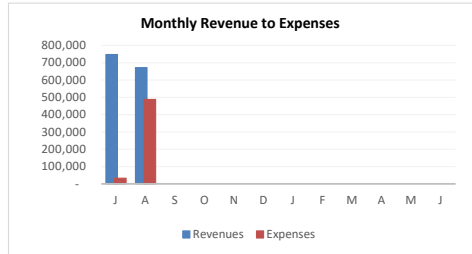
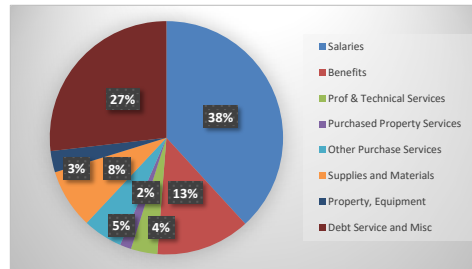


Financial Summary

as of August 31, 2022

16.7% through the Year **BUDGET REPORT** **EXPENSES** **RATIOS**

	Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
Enrollment	550	550	550	
Revenue				
1000 Local	\$ 115,877	\$ 470,000	\$ 570,000	20%
3000 State	\$ 1,324,777	\$ 6,164,673	\$ 6,164,673	21%
4000 Federal (Reimbursement, Come Later)	\$ -	\$ 466,500	\$ 466,500	0%
Total Revenue	\$ 1,440,654	\$ 7,101,173	\$ 7,201,173	20%
Expenses				
100 Salaries	\$ 93,050	\$ 2,403,231	\$ 2,588,849	4%
200 Benefits	\$ 21,701	\$ 884,964	\$ 884,964	2%
300 Prof & Technical Services	\$ 8,500	\$ 249,243	\$ 249,243	3%
400 Purchased Property Services	\$ 13,066	\$ 106,000	\$ 106,000	12%
500 Other Purchase Services	\$ 61,911	\$ 372,500	\$ 372,500	17%
600 Supplies and Materials	\$ 101,765	\$ 563,500	\$ 558,500	18%
700 Property, Equipment	\$ 7,491	\$ 300,000	\$ 200,000	4%
800 Debt Service and Misc	\$ 213,447	\$ 1,818,309	\$ 1,818,309	12%
Total Expenses	\$ 520,931	\$ 6,697,747	\$ 6,778,365	8%
Net Income from Operations	\$ 919,723	\$ 403,426	\$ 422,808	
Operating Margin	63.8%	5.7%	5.9%	

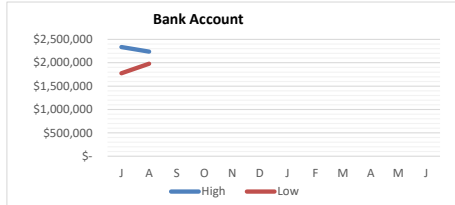


	Actual	Goal
Operating Margin	5.9%	3.0%
Debt Service Coverage	1.23	1.1
Days Cash on Hand	154	90
Building Payment %	25.0%	< 20%

Cash Reserve	Operating Margin
\$0-\$300,000	5%
\$300,000-\$500,000	4%
\$500,000-and above	3%

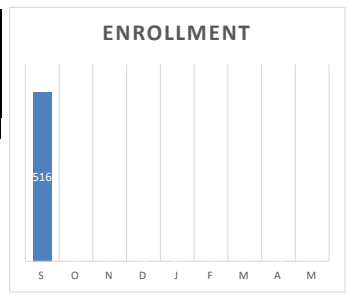
CASH **RESERVES** **ENROLLMENT**

Unrestricted Cash Balance	\$ 2,181,110
Days Cash on Hand (Unrestricted/Restricted)	117
Ending Cash Balance	\$ 2,851,425
Days Cash on Hand (Unrestricted/Restricted)	154



	Actual Ytd	Forecast
Last Year Reserve Balance 6/30/20	\$ (3,036,856)	\$ (3,036,856)
Reserves Added this Year	\$ 919,723	\$ 422,808
	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
New Reserve Balance	\$ (2,117,133)	\$ (2,614,048)

	S	O	N	D	J	F	M	A	M
9	141								
10	140								
11	127								
12	108								
Total	516	0	0	0	0	0	0	0	0





Academies

	(2,062 Students)		(2,065 Students)	(2,065 Students)	
Budget Detail Report	FY22 Final Actuals	Changes	FY23 Forecast	FY 23 YTD	% of Forecast
Revenue					
1000 Local					
1420 Transfer from High School - Transportation	\$ 25,164		\$ 25,000		0.0%
1510 Interest on Investments	\$ 59,551		\$ 150,000	\$ 3,663	2.4%
1610 Sales to Students	\$ 11,195		\$ 375,000	\$ 5,629	1.5%
1710 Student Activities (Admissions, Store, Std Org Memb)	\$ 32,407		\$ 24,000	\$ 1,999	8.3%
1740 Fees	\$ 96,561		\$ 117,000	\$ 6,959	5.9%
1770 Fundraisers	\$ 150,540		\$ 76,000	\$ 125	0.2%
1910 Rentals	\$ 108,359		\$ 92,000	\$ 1,533	1.7%
1920 Contributions / Donations	\$ 24,878		\$ 23,000	\$ 1,954	8.5%
1930 Gain / Loss on Sale of Assets			\$ 2,000		0.0%
1950 Revenue from Other Schools (High School)	\$ 98,348		\$ 99,743		0.0%
1990 Miscellaneous	\$ 7,563		\$ 59,000	\$ 13,294	22.5%
1991 Preschool Income	\$ 933,979		\$ 954,464		0.0%
1992 ERC		\$ 500,000	\$ 500,000		0.0%
Informational					
Refinancing of Loan					#DIV/0!
Total 1000:	\$ 1,548,545		\$ 2,497,207	\$ 35,156	1.4%
3000 State					
3010 Regular School Prgm K-12	\$ 6,786,894		\$ 7,034,016	\$ 1,182,757	16.8%
3020 Professional Staff	\$ 451,426		\$ 471,965	\$ 78,661	16.7%
3000 Teacher Bonus	\$ 33,000				
3021 Educator PD Grant			\$ 213,905	\$ 170,256	79.6%
3023 Technology Grant			\$ 238,229	\$ 238,006	99.9%
3100 ADK Grant			\$ 128,000		0.0%
3105 Special Education -- Add-On	\$ 2,501,749		\$ 2,386,215	\$ 397,703	16.7%
3110 Special Education -- Self-Contained	\$ 54,913		\$ 53,504	\$ 8,917	16.7%
3120 Special Education -- Extended Year	\$ 4,337		\$ 2,259	\$ 377	16.7%
3125 Special Education - State Programs	\$ 21,112		\$ 26,191	\$ 4,365	16.7%
3128 SpEd -- Extended Yr SpEd Stipends	\$ 6,076		\$ 3,600		0.0%
3129 CTE Comprehensive Counseling	\$ 35,543		\$ 40,000	\$ 11,123	27.8%
3129 CTE College & Career Awareness	\$ 13,223		\$ 12,000	\$ 1,902	15.9%
3211 Gifted and Talented					#DIV/0!
3230 Class Size Reduction - K-8	\$ 713,697		\$ 750,414	\$ 125,069	16.7%
3336 Enhancement for At-risk students	\$ 106,310		\$ 135,330	\$ 22,554	16.7%
3400 EL Software	\$ 12,779		\$ 13,851		0.0%
3410 Flexible Allocation	\$ 232,507		\$ 226,342	\$ 19,146	8.5%
3500 SafeUT Superuse	\$ 2,876				#DIV/0!
3520 School Land Trust	\$ 279,901		\$ 273,192	\$ 273,714	100.2%
3540 Counseling Grant	\$ 100,000		\$ 100,000		0.0%
3542 Mental Health Grant	\$ 100,804		\$ 75,000		0.0%
3627 ISIP Grant	\$ 19,300		\$ 21,000		0.0%
3637 Dual Immersion Grant / Critical Languages Prgm	\$ 22,500				#DIV/0!
3644 JBS STEM Endorsement Center Grants	\$ 116,192			\$ 5,297	#DIV/0!
3655 Digital Teaching & Learning DTL	\$ 84,664		\$ 145,000	\$ 5,961	4.1%
3674 Suicide Prevention	\$ 1,500		\$ 2,000	\$ 3,000	150.0%
3677 Computer Science	\$ 14,898		\$ 15,000	\$ 102	0.7%
3719 Charter School Local Replacement	\$ 5,474,927		\$ 5,994,736	\$ 982,278	16.4%
3725 Charter School Admin Costs	\$ 67,258				#DIV/0!
3770 School Lunch (Liquor Tax)	\$ 223,750		\$ 155,000	\$ 20,239	13.1%
3800 Electronic Cigarette	\$ 6,999			\$ 14,986	
3805 Early Literacy Program	\$ 134,305		\$ 111,812	\$ 21,333	19.1%
3806 TSSA (Teacher and Student Success Act)	\$ 389,607		\$ 462,866		0.0%
3807 TSSP (Tchr Sal Supplement Prgm)	\$ 17,853		\$ 7,000	\$ 23,209	331.6%
3810 Library Books & Electronic Res	\$ 2,476		\$ 2,351	\$ 392	16.7%
3868 Teacher Supplies & Materials	\$ 22,520		\$ 18,927	\$ 15,150	80.0%

Budget Detail Report	(2,062 Students)	(2,065 Students)		(2,065 Students)	% of Forecast
	FY22 Final Actuals	Changes	FY23 Forecast	FY 23 YTD	
3876 Educator Salary Adjustment	\$ 647,905		\$ 647,905	\$ 107,984	16.7%
3882 Beverly Taylor Sorenson Elem Arts	\$ 58,882		\$ 59,000		0.0%
Total 3000:	\$ 18,762,683	\$ -	\$ 19,826,610	\$ 3,734,481	18.8%
<i>4000 Federal (Reimbursement, Falls behind)</i>					
4522 IDEA Preschool			\$ 3,700	\$ -	0.0%
4524 IDEA Part-B	\$ 421,406		\$ 250,000	\$ 45,951	18.4%
4524 Special Ed State Level Activity	\$ 33,026		\$ 25,000		0.0%
4560 National School Lunch Prgm	\$ 1,263,620		\$ 500,000		0.0%
4700 CARES Act	\$ 196,328		\$ 450,000		0.0%
4801 Title IA	\$ 24,466		\$ 45,000		0.0%
4860 Title IIA	\$ 34,081		\$ 25,500	\$ 1,568	0.0%
4860 MAAP	\$ 10,795				
4860 Title IVA	\$ 11,100		\$ 10,000	\$ 1,586	15.9%
Total 4000:	\$ 1,994,822	\$ -	\$ 1,309,200	\$ 49,105	3.8%
Total Revenue:	\$ 22,306,050	\$ 500,000	\$ 23,633,017	\$ 3,818,742	16.2%

Budget Detail Report

	(2,062 Students)	(2,065 Students)	(2,065 Students)		
	FY22 Final Actuals	Changes	FY23 Forecast	FY 23 YTD	% of Forecast
Expenses					
100 Salaries					
112.00 District Administration	\$ 133,900		\$ 137,913	\$ 17,237	12.5%
114.00 Business Administrator	\$ 101,296		\$ 107,464	\$ 13,433	12.5%
115.00 Programs / Instructional Coaches	\$ 287,935		\$ 291,294	\$ 61,804	21.2%
121.00 Principals & Assistants	\$ 581,053		\$ 497,959	\$ 26,009	5.2%
131.00 Teachers	\$ 5,685,376		\$ 5,620,926	\$ (73,930)	-1.3%
133.00 Special Education Teachers	\$ 61,121		\$ 855,434	\$ (82,438)	-9.6%
132.00 Substitutes	\$ 189,365		\$ 220,000	\$ 26,438	12.0%
132.00 Other Support Services			\$ 75,000		0.0%
133.00 Attendance	\$ 75,236		\$ 46,568	\$ 5,821	12.5%
134.00 Coaching Stipends			\$ 12,500		0.0%
134.10 Educational Stipends	\$ 358,215		\$ 145,000	\$ 66,137	45.6%
142.00 Guidance Counselors	\$ 343,623		\$ 330,270	\$ 9,030	2.7%
143.00 Nurse	\$ 3,448		\$ 5,000		0.0%
145.00 Librarians	\$ 35,356		\$ 38,543		0.0%
152.00 Office Staff	\$ 287,542		\$ 357,911	\$ 25,754	7.2%
152.00 HR / Accounting / Mktg / Policy	\$ 159,033		\$ 135,000	\$ 25,572	18.9%
152.00 Special Education / CCGP Secretaries	\$ 39,792		\$ 7,321	\$ 425	5.8%
152.00 Board Secretary	\$ 5,188		\$ 3,000	\$ 2,922	97.4%
161.00 Testing Coordinator	\$ 60,100		\$ 61,903	\$ (2,504)	-4.0%
161.00 Classroom Paraprofessionals	\$ 1,264,592		\$ 1,005,856	\$ 1,974	0.2%
161.00 Special Education Paraprofessionals	\$ 28,277		\$ 455,407	\$ (20,623)	-4.5%
171.00 Transportation Supervisor			\$ 13,515		
172.00 Bus Driver	\$ 56,730		\$ 70,000	\$ 3,837	5.5%
181.00 Facility Supervisor	\$ 50,126		\$ 46,568	\$ 5,821	12.5%
182.00 Custodial / Maintenance Personnel	\$ 240,726		\$ 245,897	\$ 49,466	20.1%
184.00 Technology Support	\$ 113,766		\$ 120,973	\$ 15,122	12.5%
190 Incentives	\$ 11,000		\$ 50,000		
191.00 Food Services Personnel	\$ 437,683		\$ 544,118	\$ 18,715	3.4%
100.00 Preschool Salaries & Wages	\$ 394,005		\$ 614,283	\$ 84,430	13.7%
Total 100:	\$ 11,004,484	\$ -	\$ 12,102,108	\$ 293,967	2.4%
200 Benefits					
210 URS Pension & 401k employer contributions	\$ 1,877,445		\$ 1,660,436	\$ 65,112	3.9%
220 Social Security & Medicare ER Match	\$ 804,592		\$ 797,885	\$ 19,221	2.4%
241 Health Insurance	\$ 961,768	\$ 50,000	\$ 1,018,109	\$ 20,996	2.1%
290 Health Savings Account (Employer)	\$ 77,720		\$ 80,000	\$ 12,852	16.1%
270 Worker's Compensation Fund	\$ 22,280		\$ 22,500	\$ 4,712	20.9%
280 Unemployment Insurance	\$ 2,476		\$ 10,000	\$ (151)	-1.5%
290 Pre School Benefits & Payroll Taxes			\$ 104,757		0.0%
Total 200:	\$ 3,746,281	\$ 50,000	\$ 3,693,687	\$ 122,742	3.3%
300 Prof & Technical Services					
310 Professional Educational Services	\$ 7,369		\$ 2,500	\$ 251	10.0%
310 Bus Services			\$ 1,440	\$ 126	
310 Substitutes Services	\$ 71,297		\$ 94,000		0.0%
321 Support Services (Orion) (SpEd)	\$ 595,357		\$ 674,437		0.0%
323 Support Services (Not Orion) (SpEd)	\$ 93,595		\$ 105,000		0.0%
330 Employee Training & Development	\$ 100,115		\$ 60,000	\$ 10,222	17.0%
345 Business Manager Services	\$ 300		\$ 2,000		0.0%
349 Legal Services	\$ 5,960		\$ 5,000		0.0%
355 Technical Services (IT)	\$ 70		\$ 2,000		0.0%
352 Audit Services	\$ 27,500		\$ 28,000		0.0%
Total 300:	\$ 901,563	\$ -	\$ 974,377	\$ 10,599	1.1%
400 Purchased Property Services					
410 Water / Sewage / Garbage	\$ 81,435		\$ 78,000	\$ 22,589	29.0%
420 Cleaning Services (Vanguard Cleaning)	\$ 114,657		\$ 112,000	\$ 28,654	25.6%
431 Repairs / Maintenance / Monitoring	\$ 176,198		\$ 155,000	\$ 6,884	4.4%
432 Bus Repairs & Maintenance	\$ 22,574		\$ 30,000	\$ 1,500	5.0%
433 Repairs & Maintenance - Lunch Program	\$ 16,266		\$ 18,000		0.0%
435 Lawn Care & Snow Removal	\$ 44,260		\$ 92,500	\$ 12,626	13.6%
443 Copier Lease & Servicing & Mail Machine Rental	\$ 51,574		\$ 71,000	\$ 2,702	3.8%
450 Construction			\$ 2,500		0.0%
Total 400:	\$ 506,964	\$ -	\$ 559,000	\$ 74,955	13.4%

Budget Detail Report

	(2,062 Students)	(2,065 Students)	(2,065 Students)		
	FY22 Final Actuals	Changes	FY23 Forecast	FY 23 YTD	% of Forecast
500 Other Purchased Services					
520 Property/Liability/Non employee Insurances	\$ 79,552		\$ 75,000		0.0%
520 Bus Insurance	\$ 2,159		\$ 6,500	\$ 2,429	37.4%
530 Communication (phone, phone stipends, postage..)	\$ 36,984		\$ 43,500	\$ 9,927	22.8%
540 Marketing	\$ 49,345		\$ 73,000	\$ 8,364	11.5%
542 Board Expenses	\$ 1,260		\$ 3,000	\$ 26	0.9%
580 Travel (Staff)	\$ 23,306		\$ 8,300	\$ 700	8.4%
591 Activities / Student Council	\$ 19,472		\$ 6,500	\$ 736	11.3%
592 Athletics - Services & Stipends	\$ 3,650		\$ 6,800	\$ 3,400	50.0%
593 SPO Service Expenses	\$ 7,175		\$ 4,200		0.0%
599 Teacher Recruitment	\$ 3,867		\$ 6,500		0.0%
Total 500:	\$ 226,770	\$ -	\$ 233,300	\$ 25,582	11.0%
600 Supplies and Materials					
610 Educational / Classroom Supplies	\$ 219,645		\$ 137,000	\$ 21,130	15.4%
611 Extracurricular Supplies	\$ 25,714		\$ 10,000	\$ 658	6.6%
612 Copy Paper	\$ 21,261		\$ 21,000	\$ 3,341	
612 Office Supplies	\$ 32,826		\$ 43,000	\$ 3,674	8.5%
613 Drama	\$ 8,631		\$ 3,200		
618 Support Service Materials (SpEd)	\$ 12,245		\$ 31,500		0.0%
618 CCGP (Counseling) Materials	\$ 11,257		\$ 21,600	\$ 936	4.3%
619 Training & Appreciation Supplies	\$ 43,924		\$ 26,000	\$ 5,468	21.0%
619 Athletics and Other			\$ 4,000		0.0%
613 Pre School Supplies & Materials	\$ 75,564		\$ 100,000	\$ 14,308	14.3%
619 SPO Materials	\$ 92,435	\$ 10,000	\$ 57,000	\$ 6,941	12.2%
621 Natural Gas	\$ 51,385		\$ 45,500	\$ 1,173	2.6%
622 Electricity	\$ 173,638		\$ 175,000	\$ 36,220	20.7%
624 Fuel for the Buses	\$ 21,759		\$ 19,000	\$ 2,276	12.0%
631 Lunch Program Food	\$ 463,938		\$ 425,000	\$ 23,775	5.6%
641 Curriculum	\$ 171,744		\$ 143,000	\$ 111,177	77.7%
644 Library	\$ 2,757		\$ 3,000	\$ 110	3.7%
650 Tech Supplies (Under \$500)	\$ 222,697		\$ 231,100	\$ 14,397	6.2%
670 Educational Software	\$ 90,227		\$ 36,000	\$ 25,866	71.9%
670 QuickB / Acuity / Blackboard / Time Cards	\$ 5,307		\$ 50,000		0.0%
680 Maintenance & Cleaning Supplies	\$ 92,823		\$ 101,000	\$ 9,212	9.1%
680 Bus Maintenance Supplies	\$ 2,021		\$ 6,500		0.0%
Total 600:	\$ 1,841,798	\$ 10,000	\$ 1,689,400	\$ 280,662	16.6%
700 Property, Equipment					
710 Land & Site Improvements					#DIV/0!
720 Buildings	\$ 12,224		\$ 115,000	\$ 83,770	72.8%
732 School Buses	\$ 10,000		\$ 125,000		0.0%
733 Furniture					#DIV/0!
734 Technology-Related Hardware & Software					#DIV/0!
738 Kitchen Equipment	\$ 12,357		\$ 100,000		0.0%
740 Depreciation Expense					#DIV/0!
739 Facility Equipment			\$ 100,000	\$ 5,298	5.3%
Total 700:	\$ 34,581	\$ -	\$ 440,000	\$ 89,068	20.2%
800 Debt Service and Misc					
810 Dues & Fees / Bank Fees	\$ 21,017		\$ 35,000	\$ 1,405	4.0%
Informational					
830 Interest (Series 2019 Bonds)	\$ 1,892,105		\$ 1,870,750	\$ 155,895	8.3%
840 Principal (Series 2019 Bonds)	\$ 919,167		\$ 975,000	\$ 81,250	8.3%
850 Carry Over			\$ 74,500		0.0%
844 Series 2019 Bonds - Moral Ob ins, rating, Trustee fee	\$ 91,193		\$ 70,000	\$ 3,000	4.3%
Total 800:	\$ 2,923,482	\$ -	\$ 3,025,250	\$ 241,550	8.0%
Total Expenses:	\$ 21,185,923	\$ 60,000	\$ 22,717,122	\$ 1,139,125	5.0%
Net Income:	\$ 1,120,127	\$ 440,000	\$ 915,895	\$ 2,679,617	292.6%
		Goal of 5%	\$ 1,181,651		
		Min Goal of 3%	\$ 708,991		
Bond transaction					
Bond Proceeds	\$ 48,000,499				

Budget Detail Report

	(2,062 Students)		(2,065 Students)	(2,065 Students)	
	FY22 Final Actuals	Changes	FY23 Forecast	FY 23 YTD	% of Forecast
Land & Site Improvements	\$ (52,910)				
Buildings	\$ (31,517,441)				
Principal Payments	\$ (14,645,000)				
Debt Issuance Cost	\$ (1,469,002)				

431 Repairs / Maintenance / Monitoring	\$ 66,600	\$ 80,000	\$ 4,453	5.6%	
435 Lawn Care & Snow Removal	\$ 22,138	\$ 40,000	\$ 4,732	11.8%	
443 Lease of Copy Machines & Rental of mail machine	\$ 22,834	\$ 30,000	\$ 1,070	3.6%	
Total 400:	\$ 207,815	\$ 252,000	\$ 31,522	12.5%	
500 Other Purchased Services					
530 Communication	\$ 15,807	\$ 14,000	\$ 3,540	25.3%	
540 Marketing	\$ 7,652	\$ 2,000		0.0%	
580 Travel	\$ 3,939	\$ 3,000		0.0%	
591 Activities / Student Council	\$ 4,461	\$ 3,000		0.0%	
592 Athletics		\$ 1,000	\$ 1,700	170.0%	
593 SPO Services purchased	\$ 2,611			#DIV/0!	
Total 500:	\$ 34,470	\$ 23,000	\$ 5,240	22.8%	
600 Supplies and Materials					
610 General Educational Supplies	\$ 68,476	\$ 50,000	\$ 4,641	9.3%	
613 Drama	\$ 1,410	\$ 1,200		0.0%	
619 Athletics / Spirit Packs	\$ 14,272	\$ 5,000	\$ 95	1.9%	
619 Student Council Materials	\$ 787	\$ 1,500	\$ 47	3.1%	
612 Copy Paper	\$ 8,967	\$ 8,000	\$ 1,464	18.3%	
612 Office Supplies / Postage	\$ 8,161	\$ 8,000	\$ 857	10.7%	
618 Support Services Materials	\$ 4,045	\$ 8,000		0.0%	
618 CCGP (Counseling)	\$ 7,184	\$ 12,000	\$ 936	7.8%	
619 Training & Appreciation	\$ 3,820	\$ 3,500	\$ 240	6.9%	
619 SPO Materials purchased	\$ 22,382	\$ 30,000	\$ 6,341	21.1%	
621 Natural Gas	\$ 28,249	\$ 23,000	\$ 609	2.6%	
622 Electricity	\$ 81,069	\$ 90,000	\$ 16,686	18.5%	
641 Curriculum	\$ 93,040	\$ 80,000	\$ 79,912	99.9%	
644 Library	\$ 1,863	\$ 1,000	\$ 110	11.0%	
650 Tech Supplies (Under \$500)	\$ 67,963	\$ 45,000	\$ 521	1.2%	
670 Software	\$ 32,102	\$ 15,000	\$ 9,540	63.6%	
680 Maintenance & Cleaning Supplies	\$ 40,441	\$ 40,000	\$ 2,275	5.7%	
Total 600:	\$ 484,231	\$ 421,200	\$ 124,274	29.5%	
700 Property, Equipment					
710 Land & Site Improvements	\$ 135,566	\$ 60,000	\$ 60,000	\$ 57,576	96.0%
733 Furniture	\$ 31,836	\$ -	\$ -	#DIV/0!	
734 Technology-Related Hardware & Software		\$ -	\$ -	#DIV/0!	
739 Facility Equipment		\$ -	\$ -	#DIV/0!	
Total 700:	\$ 167,402	\$ 60,000	\$ 60,000	\$ 57,576	96.0%
800 Debt Service and Misc					
810 Dues & Fees	\$ 4,512	\$ 6,000		0.0%	
830 Interest (Series 2019 Bonds)	\$ 525,044	\$ 539,300		0.0%	
840 Principal (Series 2019 Bonds)	\$ 340,985	\$ 475,000		0.0%	
844 Series 2019 Bonds - Moral Ob ins, rating, Trustee fee-		\$ 20,000		0.0%	
850 Carry Over		\$ 22,500		0.0%	
899 Share of District Level costs	\$ 525,000	\$ 591,525	\$ 98,584	16.7%	
Total 800:	\$ 1,395,541	\$ -	\$ 1,654,325	\$ 98,584	6.0%
Total Expenses:	\$ 6,869,289	\$ 60,000	\$ 7,277,601	\$ 591,828	8.1%
Net Income:	\$ 404,641	\$ (60,000)	\$ 128,868	\$ 648,397	167.2%
		Goal of 5%	\$ 370,323		
		Min Goal of 3%	\$ 222,194		

	\$ 80,000			
	\$ 40,000			
	\$ 30,000			
	\$ -	\$ 252,000		
	\$ 14,000			
	\$ 2,000			
	\$ 3,000			
	\$ 3,000			
	\$ 1,000			
	\$ -	\$ 23,000		
	\$ 50,000			
	\$ 1,200			
	\$ 5,000			
	\$ 1,500			
	\$ 8,000			
	\$ 8,000			
	\$ 8,000			
	\$ 12,000			
	\$ 3,500			
	\$ 30,000			
	\$ 23,000			
	\$ 90,000			
	\$ 80,000			
	\$ 1,000			
	\$ 45,000			
	\$ 15,000			
	\$ 40,000			
	\$ -	\$ 421,200		
\$ 60,000	\$ -			From LEA- Carpets
\$ -	\$ -			
\$ -	\$ -			
\$ -	\$ -			
\$ 60,000	\$ -			
	\$ 6,000			
	\$ 539,300			
	\$ 475,000			
	\$ 20,000			
	\$ 22,500			
	\$ 591,525			
	\$ -	\$ 1,654,325		
	\$ 60,000	\$ 7,217,601		
	\$ (60,000)	\$ 188,868		
	Goal of 5%	\$ 370,323		
	Min Goal of 3%	\$ 222,194		

400 Purchased Property Services					
410 Water / Sewage / Garbage	\$ 16,434	\$ 10,000	\$ 2,000	20.0%	
420 Cleaning Services (Vanguard Cleaning Sys of Utah)	\$ 840		\$ 3,185	#DIV/0!	
431 Repairs / Maintenance / Monitoring	\$ 48,076	\$ 55,000	\$ 1,640	3.0%	
435 Lawn Care & Snow Removal	\$ 9,725	\$ 16,000	\$ 3,350	20.9%	
443 Lease of Copy Machines & rental of mail machine	\$ 15,201	\$ 22,000	\$ 985	4.5%	
Total 400:	\$ 90,276	\$ 103,000	\$ 11,160	10.8%	
500 Other Purchased Services					
530 Communication	\$ 3,515	\$ 4,000	\$ 969	24.2%	
540 Marketing	\$ 9,146	\$ 4,000	\$ 325	8.1%	
580 Travel	\$ 10,418	\$ 800		0.0%	
591 Activities / Student Council	\$ 12,929	\$ 3,500		0.0%	
592 Athletics	\$ 3,650	\$ 5,800	\$ 1,700	25.3%	
593 SPO Services purchased	\$ 4,045	\$ 4,200		0.0%	
599 Teacher Recruitment	\$ 3,150	\$ 5,000		0.0%	
Total 500:	\$ 46,853	\$ 27,300	\$ 2,994	11.0%	
600 Supplies and Materials					
610 General Educational Supplies	\$ 74,025	\$ 57,000	\$ 8,140	14.3%	
613 Drama	\$ 7,221	\$ 2,000		0.0%	
619 Athletics / Spirit Packs	\$ 8,684	\$ 4,000	\$ 218	5.5%	
619 Student Council Materials	\$ 2,408	\$ 3,500		0.0%	
612 Copy Paper	\$ 7,212	\$ 8,000	\$ 1,126	14.1%	
612 Office Supplies / Postage	\$ 7,194	\$ 10,000	\$ 745	7.5%	
618 Support Services Materials	\$ 4,272	\$ 10,000		0.0%	
618 CCGP (Counseling)	\$ 4,073	\$ 9,600		0.0%	
619 Training & Appreciation	\$ 2,518	\$ 6,500		0.0%	
619 SPO Materials purchased	\$ 50,294	\$ 10,000	\$ 601	6.0%	
621 Natural Gas	\$ 14,059	\$ 13,000	\$ 362	2.8%	
622 Electricity	\$ 59,516	\$ 55,000	\$ 10,202	18.5%	
641 Curriculum	\$ 35,466	\$ 33,000	\$ 17,241	52.2%	
644 Library	\$ 894	\$ 1,000		0.0%	
650 Tech Supplies (Under \$500)	\$ 69,446	\$ 91,100	\$ 663	0.7%	
670 Software	\$ 27,762	\$ 11,000	\$ 5,284	48.0%	
680 Maintenance & Cleaning Supplies	\$ 27,453	\$ 36,000	\$ 5,161	14.3%	
Total 600:	\$ 402,497	\$ 10,000	\$ 360,700	49.743%	
700 Property, Equipment					
710 Land & Site Improvements	\$ 14,891	\$ 15,000	\$ 15,000	17.063%	
733 Furniture	\$ 8,527			#DIV/0!	
734 Technology-Related Hardware & Software	\$ 7,264	\$ 50,000		0.0%	
739 Facility Equipment				#DIV/0!	
Total 700:	\$ 30,682	\$ 15,000	\$ 65,000	17.063%	
800 Debt Service and Misc					
810 Dues & Fees	\$ 4,906	\$ 10,000		0.0%	
830 Interest (Series 2019 Bonds)	\$ 711,433	\$ 824,200		0.0%	
840 Principal (Series 2019 Bonds)	\$ 261,070	\$ 310,000		0.0%	
844 Series 2019 Bonds - Moral Ob ins, rating, Trustee fee	\$ 77	\$ 30,000		0.0%	
850 Carry Over		\$ 40,000		0.0%	
899 Share of District Level costs	\$ 700,000	\$ 653,539	\$ 108,918	16.7%	
Total 800:	\$ 1,677,486	\$ -	\$ 1,867,739	5.8%	
Total Expenses:	\$ 7,196,638	\$ 25,000	\$ 7,797,407	508,396	6.5%
Net Income:	\$ 604,921	\$ (25,000)	\$ 392,370	\$ 858,946	
		Goal of 5%	\$ 409,489		
		Min Goal of 3%	\$ 245,693		

	\$ 10,000				
	\$ 55,000				
	\$ 16,000				
	\$ 22,000				
	\$ 103,000				
	\$ 4,000				
	\$ 4,000				
	\$ 800				
	\$ 3,500				
	\$ 5,800				
	\$ 4,200				
	\$ 5,000				
	\$ 27,300				
	\$ 57,000				
	\$ 2,000				
	\$ 4,000				
	\$ 3,500				
	\$ 8,000				
	\$ 10,000				
	\$ 10,000				
	\$ 9,600				
	\$ 6,500				
	\$ 10,000				
	\$ 13,000				
	\$ 55,000				
	\$ 33,000				
	\$ 1,000				
	\$ 91,100				
	\$ 11,000				
	\$ 36,000				
	\$ 10,000				
	\$ 15,000				
	\$ 50,000				
	\$ 15,000				
	\$ 10,000				
	\$ 824,200				
	\$ 310,000				
	\$ 30,000				
	\$ 40,000				
	\$ 653,539				
	\$ -				
	\$ 1,867,739				
	\$ 25,000				
	\$ (25,000)				
	\$ 417,370				
	Goal of 5%				
	\$ 409,489				
	Min Goal of 3%				
	\$ 245,693				



(412 Students)
**FY22
Actuals**

Budget Detail Report

Revenue

1000 Local	
1600 Food Sales	\$ 4,164
1710 Student Activities (Admissions, Store, Std Org Memb)	\$ 2,202
1740 Fees (includes Spirit Packs)	
1770 Fundraisers	\$ 30,468
1910 Rentals	\$ 2,584
1920 Contributions / Donations	\$ 3,428
1930 Gain / Loss on Sale of Assets	
1950 Revenue from Other Schools (High School)	
1990 Miscellaneous	\$ 15
Total 1000:	
	\$ 42,861
3000 State	
3010 Regular School Prgm K-12	\$ 1,380,977
3400 Dual Immersion	\$ 11,875
3520 School Land Trust	\$ 61,807
3655 DTL	\$ 15,653
3000 Share of SPED State	\$ 652,256
3000 Share of state funding	\$ 1,730,088
Total 3000:	
	\$ 3,852,656
4000 Federal	
4801 Title I	\$ 3,483
4700 CARES	
4500 Share of IDEA	\$ 76,925
4522 Share of federal funding	
Total 4000:	
	\$ 80,408
Total Revenue:	
	\$ 3,975,925

Expenses

100 Salaries	
115 Supervisors & Directors	
121 Principals & Assistants	\$ 167,407
131 Teachers	\$ 1,132,943
131 SPED Teachers	\$ (32,140)

132 Substitutes	\$ 43,259
133 Support Services Salaries	
134 Coaching Stipends	
134 Educational Stipends	\$ 75,848
142 Guidance Counselors & Social Worker	\$ 50,617
143 Nurse	\$ 4,846
145 Librarians	\$ 9,314
152 Office Staff	\$ 57,136
152 Special Education / CCGP Secretaries	
161 Classroom Paraprofessionals	\$ 221,075
161 Special Education Paraprofessionals	\$ 136,024
182 Custodial / Maintenance Personnel	\$ 54,789
<i>Total 100:</i>	<i>\$ 1,921,118</i>
200 Benefits	
210 URS Pension & 401k employer contributions	\$ 277,810
220 Social Security & Medicare ER Match	\$ 124,538
241 Health Insurance	\$ 140,195
290 Health Savings Account (Employer)	\$ 11,908
270 Worker's Compensation Fund	
280 Unemployment Insurance	\$ 151
<i>Total 200:</i>	<i>\$ 554,602</i>
300 Prof & Technical Services	
310 Professional Educational Services	
310 Substitutes (Sub Services)	\$ 14,356
321 Support Services (Orion)	\$ 199,136
323 Support Services (Not Orion)	\$ 28,234
330 Employee Training & Development	\$ 9,705
<i>Total 300:</i>	<i>\$ 251,431</i>
400 Purchased Property Services	
410 Water / Sewage / Garbage	\$ 33,741
420 Cleaning Services (Vanguard Cleaning Sys of Utah)	\$ 47,839
431 Repairs / Maintenance / Monitoring	\$ 38,763
435 Lawn Care & Snow Removal	\$ 9,938
443 Lease of Copy Machines & rental of mail machine	\$ 13,540
<i>Total 400:</i>	<i>\$ 143,821</i>
500 Other Purchased Services	
530 Communication	\$ 6,146
540 Marketing	\$ 7,755
580 Travel	\$ 208
591 Ativities / Student Council	\$ 243
592 Athletics	
593 SPO Services purchased	\$ 519
<i>Total 500:</i>	<i>\$ 14,871</i>
600 Supplies and Materials	
610 General Educational Supplies	\$ 21,930

612 Copy Paper	\$	5,082
612 Office Supplies / Postage	\$	6,812
618 Support Services Materials	\$	2,363
619 Training & Appreciation	\$	5,617
619 SPO Materials purchased	\$	19,760
621 Natural Gas	\$	9,078
622 Electricity	\$	33,053
641 Curriculum	\$	42,186
644 Library		
650 Tech Supplies (Under \$500)	\$	51,663
670 Software	\$	25,498
680 Maintenance & Cleaning Supplies	\$	20,526
<i>Total 600:</i>		\$ 243,568
<hr/>		
700 Property, Equipment		
710 Land & Site Improvements	\$	4,549
733 Furniture		
734 Technology-Related Hardware & Software		
739 Facility Equipment		
<i>Total 700:</i>		\$ 4,549
<hr/>		
800 Debt Service and Misc		
810 Dues & Fees	\$	4,089
830 Interest (Series 2019 Bonds)	\$	412,233
840 Principal (Series 2019 Bonds)	\$	150,434
844 Series 2019 Bonds - Moral Ob ins, rating, Trustee fee		
850 Carry Over		
899 Share of District Level costs		
<i>Total 800:</i>		\$ 566,756
<i>Total Expenses:</i>		\$ 3,700,716
<hr/>		
<i>Net Income:</i>		\$ 275,209

5.66%

Bluffdale

.199 Oct 1 / .207 WPU

Changes	(450 Students)	(450 Students)	% of Forecast
	FY23 Forecast	FY 23 YTD	

		\$ 1,214	#DIV/0!
			#DIV/0!
			#DIV/0!
	\$ 29,000	\$ 125	0.4%
	\$ 1,000	\$ 180	18.0%
	\$ 2,000	\$ 104	5.2%
			#DIV/0!
			#DIV/0!
			#DIV/0!
\$ -	\$ 32,000	\$ 1,623	5.1%

	\$ 1,509,143	\$ 251,423	16.7%
	\$ 10,000	\$ 10,667	106.7%
	\$ 63,191	\$ 63,191	100.0%
	\$ 22,050		0.0%
	\$ 615,816	\$ 102,595	16.7%
	\$ 1,964,951	\$ 327,360	16.7%
\$ -	\$ 4,185,151	\$ 755,236	18.0%

	\$ 14,100.00		0.0%
	\$ 76,650.00		0.0%
	\$ 87,500.00		0.0%
	\$ 13,482		0.0%
\$ -	\$ 191,732	\$ -	0.0%
\$ -	\$ 4,408,883	\$ 756,859	17.2%



		\$ 2,431	#DIV/0!
	\$ 172,795	\$ 10,498	6.1%
	\$ 1,060,743	\$ (3,264)	-0.3%
	\$ 223,521	\$ 23,837	

Changes	(450 Students)
	FY23 Adopted Budget

	\$ 29,000
	\$ 1,000
	\$ 2,000
\$ -	\$ 32,000

	\$ 1,509,143
	\$ 63,191
	\$ 10,000
	\$ 22,050
	\$ 615,816
	\$ 1,964,951
\$ -	\$ 4,185,151

	\$ 14,100.00
	\$ 76,650.00
	\$ 87,500.00
	\$ 13,482
\$ -	\$ 191,732
\$ -	\$ 4,408,883



	\$ 172,795
	\$ 1,060,743
	\$ 223,521

	\$ 20,000	\$ 8,775	43.9%
	\$ 20,000		0.0%
			#DIV/0!
	\$ 25,000	\$ 23,039	92.2%
	\$ 32,528	\$ (4,846)	-14.9%
			#DIV/0!
	\$ 8,000		0.0%
	\$ 71,458	\$ 3,530	4.9%
	\$ 4,000		0.0%
	\$ 263,168	\$ 1,396	0.5%
	\$ 142,185	\$ 16,960	11.9%
	\$ 40,000	\$ 6,002	15.0%
\$ -	\$ 2,083,398	\$ 88,358	4.2%

	\$ 20,000
	\$ 20,000
	\$ 25,000
	\$ 32,528
	\$ 8,000
	\$ 71,458
	\$ 4,000
	\$ 263,168
	\$ 142,185
	\$ 40,000
\$ -	\$ 2,083,398

	\$ 286,157	\$ 52,493	18.3%
	\$ 141,637	\$ 18,629	13.2%
	\$ 152,258	\$ 26,196	17.2%
	\$ 15,000	\$ 1,872	12.5%
	\$ 7,000		0.0%
		\$ (151)	#DIV/0!
\$ -	\$ 602,052	\$ 99,039	16.5%

	\$ 286,157
	\$ 141,637
	\$ 152,258
	\$ 15,000
	\$ 7,000
	\$ 602,052

	\$ 500		0.0%
	\$ 32,000		0.0%
	\$ 178,807		0.0%
	\$ 40,000		0.0%
	\$ 12,000		0.0%
\$ -	\$ 263,307	\$ -	0.0%

	\$ 500
	\$ 32,000
	\$ 178,807
	\$ 40,000
	\$ 12,000
\$ -	\$ 263,307

	\$ 36,000	\$ 7,800	21.7%
	\$ 37,000	\$ 10,881	29.4%
	\$ 20,000	\$ 292	1.5%
	\$ 21,500	\$ 4,544	21.1%
	\$ 19,000	\$ 615	3.2%
\$ -	\$ 133,500	\$ 24,132	18.1%

	\$ 36,000
	\$ 37,000
	\$ 20,000
	\$ 21,500
	\$ 19,000
\$ -	\$ 133,500

	\$ 8,500	\$ 2,386	28.1%
	\$ 2,000	\$ 39	2.0%
	\$ 1,000		0.0%
			#DIV/0!
			#DIV/0!
			#DIV/0!
\$ -	\$ 11,500	\$ 2,425	21.1%

	\$ 8,500
	\$ 2,000
	\$ 1,000
	\$ 11,500

	\$ 30,000	\$ 4,297	14.3%
--	-----------	----------	-------

	\$ 30,000
--	-----------

	\$ 5,000	\$ 751	15.0%
	\$ 5,000	\$ 460	9.2%
	\$ 10,000		0.0%
	\$ 4,000		0.0%
	\$ 17,000		0.0%
	\$ 9,500	\$ 203	2.1%
	\$ 30,000	\$ 9,331	31.1%
	\$ 30,000	\$ 10,634	35.4%
	\$ 1,000		0.0%
	\$ 20,000	\$ 8,982	44.9%
	\$ 10,000	\$ 7,013	70.1%
	\$ 25,000	\$ 1,775	7.1%
\$ -	\$ 196,500	\$ 43,446	22.1%

	\$ 5,000
	\$ 5,000
	\$ 10,000
	\$ 4,000
	\$ 17,000
	\$ 9,500
	\$ 30,000
	\$ 30,000
	\$ 1,000
	\$ 20,000
	\$ 10,000
	\$ 25,000
\$ -	\$ 196,500

		\$ 14,427	#DIV/0!
			#DIV/0!
			#DIV/0!
			#DIV/0!
\$ -	\$ -	\$ 14,427	#DIV/0!

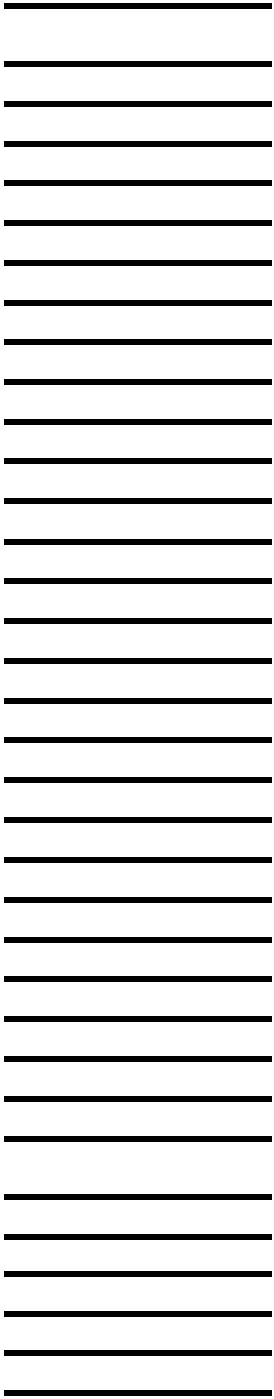
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -

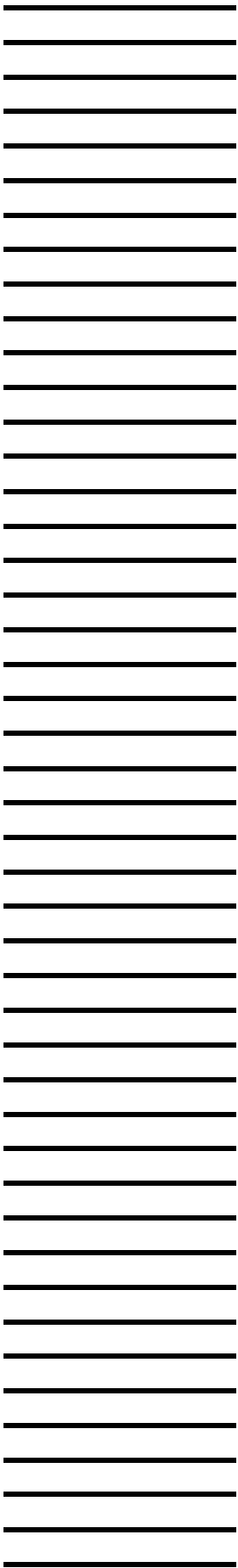
	\$ 4,000	\$ 415	10.4%
	\$ 507,250		0.0%
	\$ 190,000		0.0%
	\$ 20,000		0.0%
	\$ 12,000		0.0%
	\$ 339,925		0.0%
\$ -	\$ 1,073,175	\$ 415	0.0%
\$ -	\$ 4,363,432	\$ 272,242	6.2%

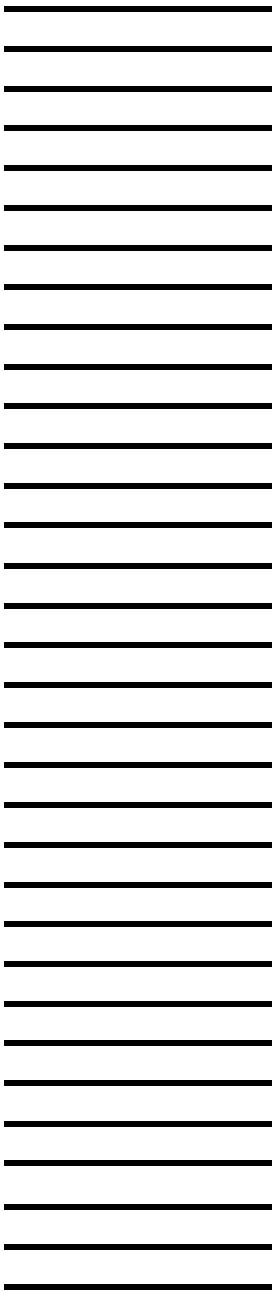
	\$ 4,000
	\$ 507,250
	\$ 190,000
	\$ 20,000
	\$ 12,000
	\$ 339,925
\$ -	\$ 1,073,175
\$ -	\$ 4,363,432

\$ -	\$ 45,451	\$ 484,617	605.5%
Goal of 5%	\$ 220,444		
Min Goal of 3%	\$ 132,266		

\$ -	\$ 45,451
Goal of 5%	\$ 220,444
Min Goal of 3%	\$ 132,266







4560 National School Lunch Programs	\$ 203,862	\$ 80,000			0.0%
4700 CARES Act	\$ 129,990	\$ 250,000			0.0%
4800 Title IVA	\$ 2,107	\$ 10,000			0.0%
4801 Title IA	\$ 2,713	\$ 25,000			0.0%
4860 Title IIA	\$ 6,041	\$ 5,000			0.0%
Total 4000:	\$ 362,094	\$ -	\$ 466,500	\$ -	0.0%
Total Revenue:	\$ 6,462,809	\$ 100,000	\$ 7,201,173	\$ 1,446,520	20.1%

	\$ 80,000				
	\$ 250,000				
	\$ 10,000				
	\$ 25,000				
	\$ 5,000				
	\$ -				
	\$ 466,500				
	\$ -				
	\$ 100,000				
	\$ 7,101,173				

Expenses

Category	Item	Current	Target	Variance	%	Comparison	Notes			
100 Salaries	115 AD / CTE Con / Grant Prgm Specialists	\$ 97,077	\$ 50,000	\$ 162,500	\$ 5,619	3.5%	\$ 50,000	\$ 112,500	Full time AD	
	121 Principals & Assistants	\$ 182,692		\$ 171,289	\$ 7,762	4.5%		\$ 171,289		
	131 Teachers	\$ 1,452,603	\$ 122,618	\$ 1,534,699	\$ 56,027	3.7%	\$ 122,618	\$ 1,412,081		
	132 Substitutes	\$ 7,467		\$ 10,000		0.0%		\$ 10,000		
	133 Special Education Teachers			\$ 179,809		0.0%		\$ 179,809		
	134 Coaching Stipends	\$ 63,006		\$ 72,000	\$ 1,331	1.8%		\$ 72,000		
	134 Educational Stipends	\$ 23,297		\$ 15,000	\$ 2,001	13.3%		\$ 15,000		
	142 Guidance Counselor	\$ 177,139		\$ 117,322	\$ (10,374)	-8.8%		\$ 117,322		
	152 Secretary -- Counseling / Special Education	\$ 18,017	\$ 13,000	\$ 20,000	\$ 1,913	9.6%	\$ 13,000	\$ 7,000		
	152 Office Personnel	\$ 128,208		\$ 100,362	\$ 7,965	7.9%		\$ 100,362		
	161 Title I					#DIV/0!				
	162 SpEd Paraprofessionals	\$ 145,000		\$ 104,538	\$ 4,944	4.7%		\$ 104,538		
	180 Incentives			\$ 10,000		0.0%		\$ 10,000		
	182 Custodians	\$ 98,605		\$ 91,330	\$ 15,862	17.4%		\$ 91,330		
	Total 100:	\$ 2,393,111	\$ 185,618	\$ 2,588,849	\$ 93,050	3.6%	\$ 185,618	\$ 2,403,231	within %	
	200 Benefits	210 URS Pension & 401k	\$ 484,978		\$ 410,259	\$ 8,589	2.1%		\$ 410,259	
		220 Social Security & Medicare Employer Match	\$ 172,357		\$ 180,242	\$ 9,133	5.1%		\$ 180,242	
		241 Health Insurance	\$ 216,951		\$ 253,463	\$ 1,318	0.5%		\$ 253,463	
241 H.S.A. Employer Contributions		\$ 16,683		\$ 24,000	\$ 2,678	11.2%		\$ 24,000		
270 Worker's Compensation Fund		\$ 1,784		\$ 12,000		0.0%		\$ 12,000		
280 Unemployment Insurance		\$ 2,185		\$ 5,000	\$ (17)	-0.3%		\$ 5,000		
Total 200:	\$ 894,938	\$ -	\$ 884,964	\$ 21,701	2.5%	\$ -	\$ 884,964			
300 Prof & Technical Services	310 Educational Services	\$ 6,360		\$ 8,000	\$ 6,973	87.2%		\$ 8,000		
	310 Substitutes (Sub Services)	\$ 19,193		\$ 8,000		0.0%		\$ 8,000		
	320 Support Services (Orion)	\$ 76,308		\$ 90,000		0.0%		\$ 90,000		
	321 Support Services (Not Orion)	\$ 1,562		\$ 2,000		0.0%		\$ 2,000		
	330 Employee Training & Development	\$ 15,969		\$ 20,000	\$ 1,528	7.6%		\$ 20,000		
	340 Audit Services	\$ 16,900		\$ 17,000		0.0%		\$ 17,000		
	340 Admin / Business Services / IT from Summit	\$ 98,348		\$ 99,743		0.0%		\$ 99,743		
	349 Legal Services	\$ 2,857		\$ 12,000		0.0%		\$ 12,000		
	355 Technical Services (IT) (Not Tanner)	\$ 120		\$ 500		0.0%		\$ 500		
Total 300:	\$ 237,617	\$ -	\$ 257,243	\$ 8,501	3.3%	\$ -	\$ 257,243			
400 Purchased Property Services	410 Water / Sewage / Garbage	\$ 9,100		\$ 18,000	\$ 1,483	8.2%		\$ 18,000		
	430 Repairs / Maintenance / Monitoring	\$ 36,225		\$ 45,000	\$ 8,206	18.2%		\$ 45,000		
	431 Kitchen Maintenance & Repairs	\$ 1,902		\$ 2,500	\$ 325	13.0%		\$ 2,500		
	435 Lawn Care & Snow Removal	\$ 25,774		\$ 24,000	\$ 2,858	11.9%		\$ 24,000		
	440 Lease of Copy Machines (Ricoh)	\$ 6,512		\$ 16,500	\$ 194	1.2%		\$ 16,500		
Total 400:	\$ 79,513	\$ -	\$ 106,000	\$ 13,066	12.3%	\$ -	\$ 106,000			
500 Other Purchased Services	511 Daily Busing to/from Campuses	\$ 25,000		\$ 25,000		0.0%		\$ 25,000		
	513 Travel-Field Trips			\$ 1,000		0.0%		\$ 1,000		
	517 Travel-Extracurricular (not athletics)	\$ 22,271		\$ 4,000		0.0%		\$ 4,000		
	518 Travel-Athletics	\$ 22,288		\$ 30,000	\$ 42,548	141.8%		\$ 30,000		
	520 Property / Liability / Non employee insurances	\$ 132,529		\$ 130,000	\$ 500	0.4%		\$ 130,000		
	530 Communication	\$ 15,300		\$ 11,000	\$ 1,265	11.5%		\$ 11,000		
	540 Marketing	\$ 6,277		\$ 3,000	\$ 517	17.2%		\$ 3,000		
	570 Food Services Management (Summit)			\$ 60,000	\$ 2,100	3.5%		\$ 60,000		
	580 Travel (Staff)	\$ 7,895		\$ 7,000	\$ 772	11.0%		\$ 7,000		
	591 Athletics - Services	\$ 97,685		\$ 88,000	\$ 14,209	16.1%		\$ 88,000		
	592 Online Courses (including Recovery)	\$ 413				#DIV/0!				
	593 Student Events / Council (Dances)	\$ 6,607		\$ 6,000		0.0%		\$ 6,000		
	594 Student Activities-General	\$ 4,723		\$ 5,000		0.0%		\$ 5,000		
595 Debate / Drama / Music Services	\$ 5,055		\$ 2,500		0.0%		\$ 2,500			
Total 500:	\$ 346,043	\$ -	\$ 372,500	\$ 61,911	16.6%	\$ -	\$ 372,500			

600 Supplies and Materials									
611 General Supplies (includes: Spirit packs, Uniforms)						#DIV/0!			
611 Science	\$ 1,898	\$ 5,000	\$ 195			3.9%	\$ 5,000		
611 General Supplies / Miscellaneous (Food)		\$ 30,000	\$ 3,915			13.1%	\$ 30,000		
612 Copies		\$ 3,000				0.0%	\$ 3,000		
612 Art	\$ 2,346	\$ 4,000				0.0%	\$ 4,000		
613 Music	\$ 5,598	\$ 4,000	\$ 482			12.1%	\$ 4,000		
616 CTE	\$ 10,689	\$ 20,000	\$ 446			2.2%	\$ 20,000		
617 Math	\$ 168	\$ 2,000				0.0%	\$ 2,000		
611 Physical Education	\$ 2,819	\$ 1,000				0.0%	\$ 1,000		
610 Athletic Supplies / Uniforms	\$ 102,501	\$ 90,000	\$ 28,775			32.0%	\$ 90,000		
610 Spirit Packs	\$ 19,697	\$ 16,000	\$ 1,254			7.8%	\$ 16,000		
610 Student Council	\$ 8,501	\$ 8,000	\$ 238			3.0%	\$ 8,000		
611 Drama	\$ 1,625	\$ 2,500				0.0%	\$ 2,500		
615 Dance		\$ 2,500				0.0%	\$ 2,500		
616 Debate	\$ 685	\$ 1,500				0.0%	\$ 1,500		
617 National Honor Society (NHS)	\$ 565	\$ 1,000	\$ 385			38.5%	\$ 1,000		
610 Extracurricular / Athletics Supplies-General		\$ 1,500				0.0%	\$ 1,500		
611 Support Service Materials (SpEd)	\$ 30					#DIV/0!			
612 Office Supplies	\$ 5,519	\$ 5,000	\$ 272			5.4%	\$ 5,000		
613 Yearbooks	\$ 4,168	\$ 13,000				0.0%	\$ 13,000		
614 CCGP Counseling	\$ 6,184	\$ (5,000)	\$ 16			#DIV/0!	\$ (5,000)		
614 Teacher Training & Appreciation	\$ 8,161	\$ 6,000				0.0%	\$ 6,000		
621 Natural Gas	\$ 14,956	\$ 16,500	\$ 532			3.2%	\$ 16,500		
622 Electricity	\$ 64,017	\$ 80,000	\$ 12,195			15.2%	\$ 80,000		
632 Food Program	\$ 79,406	\$ 25,000				0.0%	\$ 25,000		
641 Curriculum	\$ 101,038	\$ 58,000				0.0%	\$ 58,000		
644 Library	\$ 615	\$ 1,000				0.0%	\$ 1,000		
650 Tech Supplies (Under \$500)	\$ 105,473	\$ 130,000	\$ 49,020			37.7%	\$ 130,000	Will be reimbursed from Company	
670 Educational Software	\$ 14,807	\$ 4,000	\$ 2,140			53.5%	\$ 4,000		
670 Central Services Software (Payroll, Firefly, Blackboard)	\$ 17,247	\$ 13,000				0.0%	\$ 13,000		
680 Maintenance & Cleaning Supplies	\$ 18,610	\$ 15,000	\$ 1,897			12.6%	\$ 15,000		
Total 600:	\$ 597,323	\$ (5,000)	\$ 558,500	\$ 101,762		18.2%	\$ 563,500		
700 Property, Equipment									
731 Land Improvements	\$ 58,526	\$ (100,000)	\$ 200,000	\$ 7,491		3.7%	\$ (100,000)	\$ 300,000	Move across other accounts
732 School Buses						#DIV/0!			
733 Furniture	\$ 29,731					#DIV/0!			
734 Technology-Related Hardware	\$ 16,365					#DIV/0!			
738 Kitchen Equipment						#DIV/0!			
Total 700:	\$ 104,622	\$ -	\$ 200,000	\$ 7,491		3.7%	\$ 300,000		
800 Debt Service and Misc									
810 Dues and Fees	\$ 3,520	\$ 3,000	\$ 672			22.4%	\$ 3,000		
812 Bank Fees	\$ 46	\$ 1,000				0.0%	\$ 1,000		
834 Interest	\$ 689,398	\$ 747,663	\$ 112,774			15.1%	\$ 747,663		
840 Principal	\$ 545,275	\$ 607,646	\$ 100,000			16.5%	\$ 607,646		
840 Loan Repayment to Summit Incorporated		\$ 66,000				0.0%	\$ 66,000		
850 Carry Over (Prior Year)		\$ 90,000				0.0%	\$ 90,000		
860 Economic Set Aside		\$ 300,000				0.0%	\$ 300,000		
890 Miscellaneous	\$ (16,638)	\$ 3,000				0.0%	\$ 3,000		
Total 800:	\$ 1,221,601	\$ -	\$ 1,818,309	\$ 213,446		11.7%	\$ 1,818,309		
Total Expenses:	\$ 5,874,768	\$ 100,000	\$ 6,786,365	\$ 520,928		7.7%	\$ 6,705,747		
Net Income:	\$ 588,041	\$ 280,618	\$ 414,808	\$ 925,592			\$ 395,426		
		Goal of 5%	\$ 360,059				Goal of 4%	\$ 284,047	
		Min Goal of 3%	\$ 216,035				Min Goal of 3%	\$ 213,035	



Actuals as of: **August 31, 2022** Percentage of Year: 16.66%

LEA Level

Budget Detail Report	(# Students)	Changes	(# Students)		% of Forecast	Changes	(# Students)	Comments
	FY22 Final Actuals		FY23 Forecast	FY 23 YTD			FY23 Adopted Budget	
Revenue								
1000 Local								
1420 Transportation Fees from High School	\$ 25,164	\$ 25,000	\$ 3,663	14.7%	\$ 25,000			
1510 Interest (PTIF & Bonds)	\$ 58,466	\$ 60,000		0.0%	\$ 60,000			
1600 Lunch Program (Family payments)		\$ 2,000		0.0%	\$ 2,000			
1910 Rentals	\$ 65,016	\$ 45,000	\$ 920	2.0%	\$ 45,000			
1920 Contributions / Donations	\$ 3,245	\$ 1,000		0.0%	\$ 1,000			
1930 Gain / Loss on Sale of Assets	\$ 12,187			#DIV/0!				
1950 Revenue from Other Schools (High School)	\$ 98,348	\$ 99,743		0.0%	\$ 99,743			
1990 Miscellaneous	\$ 521	\$ 50,000	\$ 8,918	17.8%	\$ 50,000			
1991 PreSchool Income	\$ 933,979	\$ 954,464		0.0%	\$ 954,464			
1992 ERC		\$ 500,000		0.0%	\$ -	\$ 500,000		
3000 State Revenue/Federal Programs		\$ 1,018,923		0.0%	\$ 1,018,923			
Share of costs from sites		\$ 1,584,989		0.0%	\$ 1,584,989			
Informational				#DIV/0!				
Repayment of Loan from High School		\$ 500,000	\$ -	#DIV/0!	\$ 500,000			
Total 1000:	\$ 1,196,926	\$ 500,000	\$ 4,341,119	13.501%	\$ 500,000	\$ 3,841,119		
Total Revenue:	\$ 1,196,926	\$ 500,000	\$ 4,341,119	13.501%	\$ 500,000	\$ 3,841,119		
Expenses								
100 Salaries								
112 Executive Director	\$ 133,900	\$ 137,913	\$ 17,237	12.5%	\$ 137,913			
113 Principals (Online)	\$ 38,204	\$ 107,464	\$ (2,305)	-2.1%	\$ 107,464			
114 Business Administrator	\$ 101,296	\$ 172,256	\$ 13,433	7.8%	\$ 172,256			
115 Director of Student Achievement	\$ 264,483	\$ 291,294	\$ 20,151	6.9%	\$ 291,294			
115 Programs / Instructional Coaches		\$ 100,000	\$ 41,653	41.7%	\$ 100,000			
132 Substitutes	\$ 19,805	\$ 664,283	\$ 1,966	0.3%	\$ 664,283			
131 Instructional (Includes Preschool Staff)	\$ 681,129		\$ (135,309)	#DIV/0!				
141 Attendance / Social Worker / Behavior	\$ 16,495	\$ 46,568	\$ 5,821	12.5%	\$ 46,568			
152 Support Services Secretary	\$ 36,762	\$ 89,106	\$ (102)	-0.1%	\$ 89,106			
152 Board Secretary	\$ 5,188	\$ 3,000	\$ 2,922	97.4%	\$ 3,000			
152 HR / Accounting / Marketing / Policy	\$ 146,845	\$ 135,000	\$ 25,572	18.9%	\$ 135,000			
161 Support Services Paraprofessionals		\$ 20,000	\$ (93,691)	-468.5%	\$ 20,000			
161 Testing Coordinator	\$ 60,100	\$ 61,903	\$ 2,579	4.2%	\$ 61,903			
171 Transportation Supervisor		\$ 10,112			\$ 10,112			
172 Bus Drivers	\$ 56,730	\$ 70,000	\$ 3,837	5.5%	\$ 70,000			
181 Facility Supervisor	\$ 46,841	\$ 46,568	\$ 1,940	4.2%	\$ 46,568			
184 Technology Wages	\$ 113,765	\$ 120,973	\$ 15,122	12.5%	\$ 120,973			
190 Incentives	\$ 11,000	\$ 40,000		0.0%	\$ 40,000			
191 Food Program Supervisors and Personnel	\$ 433,692	\$ 544,118	\$ 18,715	3.4%	\$ 544,118			
Total 100:	\$ 2,166,235	\$ -	\$ 2,650,446	(50.347)%	\$ -	\$ 2,650,446		
200 Benefits								
210 URS Pension & 401k employer contributions	\$ 516,701	\$ 267,629	\$ (177,948)	-66.5%	\$ 267,629			
220 Social Security & Medicare ER Match	\$ 211,232	\$ 120,397	\$ (65,428)	-54.3%	\$ 120,397	Due to Accrual. Will catch up in Sept		
241 Health Insurance	\$ 269,358	\$ 180,597	\$ (98,344)	-54.5%	\$ 130,597	Increases		
290 Health Savings Account (Employer)	\$ 14,592	\$ 11,000	\$ 2,608	23.2%	\$ 11,000			
270 Worker's Compensation Fund	\$ 22,172	\$ 4,820		#DIV/0!				
280 Unemployment Insurance	\$ 2,325	\$ 10,000		0.0%	\$ 10,000			
290 PreSchool Benefits		\$ 104,757		0.0%	\$ 104,757			
Total 200:	\$ 1,036,380	\$ 50,000	\$ 694,380	(334.292)%	\$ 50,000	\$ 644,380		
300 Prof & Technical Services								
330 Employee Training & Development	\$ 70,088	\$ 25,000	\$ 10,123	40.5%	\$ 25,000			
345 Business Manager Services	\$ 300	\$ 2,000		0.0%	\$ 2,000			
349 Legal Services	\$ 4,278	\$ 5,000		0.0%	\$ 5,000			
350 Technical Services	\$ 4,129			#DIV/0!				
352 Audit	\$ 27,500	\$ 28,000		0.0%	\$ 28,000			
Total 300:	\$ 106,295	\$ -	\$ 60,000	10.123%	\$ -	\$ 60,000		
400 Purchased Property Services								
430 Repairs & Maintenance	\$ 22,760	\$ 30,000	\$ 2,332	7.8%	\$ 30,000			
430 Repairs & Maintenance - Lunch Program	\$ 11,407	\$ 18,000		0.0%	\$ 18,000			
450 Construction	\$ 22,574	\$ 2,500		0.0%	\$ 2,500			
Total 400:	\$ 56,741	\$ -	\$ 50,500	2.332%	\$ -	\$ 50,500		
500 Other Purchased Services								
520 General Liability, Property & D & O Insurances	\$ 79,552	\$ 75,000		0.0%	\$ 75,000			
520 Bus Insurance		\$ 6,200	\$ 2,344	37.8%	\$ 6,200			
530 Communication	\$ 11,516	\$ 17,000	\$ 3,032	17.8%	\$ 17,000			
540 Marketing (PreSchool)	\$ 24,630	\$ 65,000	\$ 8,000	12.3%	\$ 65,000			
542 Leadership Retreat and Board Expenses	\$ 1,260	\$ 13,000	\$ 26	0.2%	\$ 13,000			
580 Travel / Per Diem	\$ 8,741	\$ 3,500	\$ 700	20.0%	\$ 3,500			
599 Teacher Recruitment	\$ 718	\$ 1,500		0.0%	\$ 1,500			

Total 500:		\$ 126,417	\$ -	\$ 181,200	\$ 14,102	7.8%
600 Supplies and Materials						
612 Office Supplies	\$ 56,678	\$ 20,000	\$ 5,664	28.3%		
618 Support Services Materials	\$ 1,565	\$ 3,500		0.0%		
619 Employee Training & Appreciation	\$ 31,968	\$ 12,000	\$ 5,228	43.6%		
613 PreSchool Supplies & Materials	\$ 75,564	\$ 128,241	\$ 17,697	13.8%		
621 Utilities				#DIV/0!		
624 Bus Fuel	\$ 21,759	\$ 19,000	\$ 2,277	12.0%		
631 Food Program Supplies	\$ 463,609	\$ 350,000	\$ 23,775	6.8%		
650 Tech Related Hardware	\$ 33,625	\$ 75,000	\$ 4,231	5.6%		
670 Software: QBs / Acuity / Blackboard / Time Clock	\$ 10,171	\$ 50,000	\$ 4,028	8.1%		
680 Bus Maintenance Supplies	\$ 2,021	\$ 5,000		0.0%		
Total 600:	\$ 696,960	\$ -	\$ 662,741	\$ 62,900	9.5%	
700 Property, Equipment						
710 Land				#DIV/0!		
720 Buildings		\$ (75,000)	\$ -	#DIV/0!		
732 Buses		\$ 125,000		0.0%		
733 Furniture				#DIV/0!		
734 Technology-Related Hardware & Software		\$ 40,000		0.0%		
739 Kitchen Equipment		\$ 100,000		0.0%		
739 Facility Equipment		\$ 50,000		0.0%		
Total 700:	\$ -	\$ 315,000	\$ -	0.0%		
800 Debt Service and Misc						
Informational						
810 Dues & Fees/Debt Service		\$ 15,000		0.0%		
Total 800:	\$ -	\$ 15,000	\$ -	0.0%		
Total Expenses:	\$ 4,189,028	\$ 50,000	\$ 4,629,267	\$ (295,182)	-6.4%	
Net Income:	\$ (2,992,102)	\$ (288,148)	\$ 308,683			
		Goal of 5%	\$ 217,056			
		Min Goal of 3%	\$ 130,234			

Total 500:		\$ -	\$ 181,200			
600 Supplies and Materials						
	\$ 20,000					
	\$ 3,500					
	\$ 12,000					
	\$ 128,241					
	\$ 19,000					
	\$ 350,000					
	\$ 75,000					
	\$ 50,000					
	\$ 5,000					
	\$ -	\$ 662,741				
700 Property, Equipment						
	\$ (75,000)	\$ 75,000			Moved to (3) campuses	
	\$ 125,000					
	\$ 40,000					
	\$ 100,000					
	\$ 50,000					
	\$ 390,000					
800 Debt Service and Misc						
Informational						
	\$ 15,000				Will eventually spread to campuses (Each Quarter)	
	\$ -	\$ 15,000				
	\$ 50,000	\$ 4,654,267				
	\$ (813,148)					
	Goal of 5%	\$ 192,056				
	Min Goal of 3%	\$ 115,234				

	<u>FY21 Acutals</u>	<u>Adopted</u>	<u>Forecast</u>	<u>Difference</u>
Revenue				
Expenses				
Payroll				
Benefits				
Supplies				
Other				
Total	\$ -	\$ -	\$ -	\$ -
Balance	\$ -	\$ -	\$ -	\$ -

Academies

Bank Account

	High	Low
J	\$ 3,872,081	\$ 2,270,066
A	\$ 3,851,574	\$ 2,408,183
S		
O		
N		
D		
J		
F		
M		
A		
M		
J		

Monthly Revenue to Expenses

	J	A	S	O	N
Revenues	1,732,217	2,082,824			
Expenses	(360,963)	1,504,830			
	2,093,180	577,994	-	-	-

High School

Bank Account

	High	Low
J	\$ 2,336,080	\$ 1,775,059
A	\$ 2,237,865	\$ 1,979,557
S		
O		
N		
D		
J		
F		
M		
A		
M		
J		

Monthly Revenue to Expenses

	J	A	S	O	N
Revenues	747,399	672,160			
Expenses	32,839	488,102			
	714,560	184,058	-	-	-

SUMMIT ACADEMY
ORGANIZATIONAL CHART

BOARD OF DIRECTORS

EXECUTIVE DIRECTOR

BUSINESS ADMINISTRATOR

BRAD WILKINSON

JUMANA BESEISO

ASSESSMENT DIR.

KIMMEE WELCH

EXEC. SECRETARY

ALYSHA HATHAWAY

DIR OF
OPERATIONS

- IT
- MAINTENANCE
- ATTENDANCE

PRINCIPALS

- ASST. PRINCIPALS
- SECRETARIES
- TEACHERS
- INSTRUCTORS
- ATHLETIC DIR.
- COACH'S

ALANA JOHNSON

DIR OF TEACHER
DEVELOPMENT
AND LICENSING

- INSTRUCTIONAL
COACHES

JACQUE SCHMIDT

DIR OF SUPPORT
SERVICES

- SPED COORDINATOR
- SPED TEACHERS
- SPED AIDES
- SCHOOL 504
COORDINATOR

SCOTT PETTIT

GRANTS

JENNIFER HATCH

HR DIRECTOR

VICKI SPAFFORD

ACCOUNTS
RECEIVABLE

KARA BRADLEY

DIR OF CHILD
NUTRITION

- LUNCH MGR.
- LUNCH WORKERS

SCOTT PETTIT

DIR OF
TRANSPORATION
AND SAFETY

- BUS DRIVERS

TAUSHA PHILLIPS

STAFF
ACCOUNTANT

- PAYROLL
- AP/AR

SUMMIT ACADEMY SCHOOLS, INC

Draper

September 15, 2022

TO: Summit Academy Schools, Inc Governing Board

FROM: Brad Wilkinson, Business Administrator

SUBJECT: Approve updated 2022- 23 Fiscal Policies and Procedures

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 several updates in **RED font**. The updates are:

- Spending Thresholds for (IFB), and (RFP)
- Minor cash handling procedure updates
- Minor Cash Disbursements updates
- Mileage Reimbursement updates

IMPACT ON STUDENT ACHIEVEMENT

None

FINANCIAL IMPLICATIONS

No Financial Implications

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the updated 2022-23 Fiscal Policies and Procedures as attached.

DIRECTOR'S RECOMMENDATION: Recommended Approval.

SUMMIT ACADEMY

Fiscal Policy Manual

2022-23



Original Board Adopted: 2017  Current Revision: September 2022

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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.

Summit Academy Fiscal Policy Manual – 2020-21

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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;

Summit Academy Fiscal Policy Manual – 2019

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).

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' 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 and Allowability)

(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 a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal

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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.

(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 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

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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.

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.

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.
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)** ~~ding process or a request for proposal (RFP) process~~ (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.

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 ~~Fiscal~~ 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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- 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.

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.

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.

SUMMIT ACADEMY SCHOOLS, INC
Draper
Special Meeting, September 22, 2022

TO: Summit Academy Schools, Inc Governing Board

FROM: Michael Clark, Executive Director

SUBJECT: Rehabilitation Act Section 504 Policy #3502

BACKGROUND INFORMATION

Summit Academy Schools are committed to providing students with special health care needs public education. The Administration responsibility for developing regulations and guidelines to provide necessary health care services for students with special health care needs in accordance with state and federal law.

CURRENT CONSIDERATIONS

Please see the attached policy rewrite for board approval. Policy rewrite overseen by Special Education Director Jacque Schmidt to align with state requirements.

FINANCIAL IMPLICATIONS

None

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the Rehabilitation Act Section 504 Policy.

DIRECTOR'S RECOMMENDATION: Recommended Approval.



Rehabilitation Act Section 504 Policy

Policy Number: 3502

I. Policy

~~The Board of Trustees recognizes that students with special health care needs are entitled to public education. Therefore, the Board delegates to the Administration responsibility for developing regulations and guidelines to provide necessary health care services for students with special health care needs in accordance with state and federal law. (See Section 504 of the Rehabilitation Act of 1973, the Utah Nurse Practice Act, the Nurse Practice Act Rules, and Individuals with Disabilities Education Act of 1990.) No otherwise qualified individual with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any Summit Academy program or activity. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, et seq., and its implementing regulations, 34 C.F.R. Part 104, et seq. (“Section 504”), prohibits discrimination against students on the basis of their disability. If you have Section 504 questions, Summit Academy Schools (Local Education Agency-LEA) prohibits all forms of discrimination. Students with disabilities who qualify under Section 504, the Americans with Disabilities Act, and its corresponding Amendments may receive reasonable accommodations and special services associated with a Free and Appropriate Public Education(FAPE). If you have Section 504 questions, please contact the 504 Coordinator:~~

~~Summit Academy~~ 504 Director

13200 S. 1225 E.

Draper, UT 84020

Main Office: (801) 572-9007

Fax: (801) 826-572-9875

II. Definitions

- A. LEA: Local Education Agency - are legally responsible for compliance with or assurances regarding the following federal requirements, Utah State law, or Utah State Board of Education (USBE) Board rule. It includes all the schools that are governed by a particular authority.
- B. Director: The Director of Summit Academy Schools is responsible for all major decisions within the LEA.
- C. 504 Director: The 504 Director is responsible for the training and professional development of 504 Coordinators and conducts internal audits to ensure compliance within the LEA.
- D. 504 Coordinator: The 504 Coordinator is responsible for ensuring and facilitating the referral process, evaluations, eligibility determination, plan development and re-evaluations at a specific school



- E. Ameliorating Effects: Medication or devices, other than eyeglasses or contacts, to improve the symptoms related to the disability. This could be medications, braces, inhalers etc.
- F. RTI: Response to Intervention is a tiered process of instruction that allows schools to identify struggling students and provide appropriate instructional interventions, modifications and accommodations.
- G. RTI Team: The RTI Team is a group of educators, administrators and other staff members that are familiar with instructional strategies.
- H. Permission to Evaluate: Permission to Evaluate is written confirmation that the parent, legal guardian or adult student gives permission for formal and informal assessments to be completed.
- I. Evaluation: Assessments used to determine strengths and weaknesses as well as areas of need.
- J. Eligibility: Eligibility determination is the process of reviewing all formal and informal assessments and/or relevant information to determine if a student has a mental or physical impairment that substantially limits one or more major life activities or major bodily functions that creates a significant barrier to the student's ability to access the same education opportunities as their non-disabled peer.
- K. 504 Plan: A 504 plan is developed following eligibility determination to provide reasonable accommodations and/or special services.
- L. Grievance: A grievance is an official statement of a complaint over something believed to be wrong or unfair.
- M. Impartial Hearing: An impartial hearing is a formal process in which the parties present their case and refute evidence before an impartial hearing officer and panel who issue a written decision.
- N. Complainant: The person making the complaint in a hearing.
- O. Hearing Officer: LEA Director who facilitates the hearing
- P. Hearing Panel: A group of neutral members who are knowledgeable about Section 504, are not employed at the school the student is enrolled in, and have no conflict of interest.

III. Administrative Regulation

The Administration may provide accommodations to students with special health care needs who require health-related services/interventions by Summit Academy and its personnel to



enable their participation in the educational process. Section 504 of the Rehabilitation Act of 1973, commonly referred to as “Section 504,” assures that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. This policy shall be administered within health and safety parameters according to the following guidelines:

IV. Guidelines

A. Definition of Student Eligibility for Accommodations under Section 504

1. Students shall be considered as qualifying under Section 504 if the following conditions apply:

- A. ~~A physical or mental impairment; (and)~~ The student has a physical or mental impairment that substantially limits any major life activities or major bodily functions and the disability creates a significant barrier to the student’s ability to access the same educational opportunities afforded to non-disabled students. 29 USC 705 (20)(b). In addition, a student is protected from discrimination on the basis of a disability under Section 504 if he/she is regarded as having a disability or has a history of a disability. 29 USC 705 (20)(b)(iii).
- B. The impairment substantially limits a Major life, and, thereby, creates a significant barrier to the student’s ability to access the same educational opportunities afforded to non-disabled students. 29 USC 705 (20)(b).
- C. ~~Major life activities include, but are not limited to: caring for oneself, performing manual tasks, breathing, hearing, learning, seeing, speaking, walking, and working.~~
- D. Physical and mental impairments include, but are not limited to, anxiety, depression, attention deficit disorder (ADD), obesity, central auditory processing disorder, heart malfunctions, major concussions, urinary conditions, blood disorders, chronic fatigue syndrome, school phobia, respiratory conditions such as asthma, epilepsy, cancer, birth defects, tuberculosis, diabetes, and food allergies.

~~1.3. Both sections (1) and (2) must be met before a student qualifies for accommodations under Section 504.~~

- E. Summit Academy will NOT consider the ameliorating effects of medication or devices ~~mitigating measures (other than ordinary eyeglasses or contact lenses)~~ that the student is using for his/her impairment.

2. In addition, a student is protected from discrimination on the basis of a disability under Section 504 if he/she is regarded as having a disability or has a history of a disability. 29 USC 705 (20)(b)(iii).



V. Referral and Evaluation Procedures for Students with Disabilities

A. Referral

1. Any student who is believed to need reasonable accommodations or special services in order to have his/her individual educational needs met to the same degree as the needs of non-disabled peers may be referred by a parent, teacher, administrator, or other certificated school employee for consideration of Section 504 eligibility. Referrals must be submitted in writing to the principal or the school's designated 504 Coordinator. Documentation of evidence that the student may have an impairment that limits access to educational opportunity is required. Evidence may include, but is not limited to, reports from physicians or other health providers, reports from psychologists, therapists or other mental health professionals, or teacher observations.
2. In cases where a student is experiencing academic and/or behavioral difficulties, the school's 504 Coordinator should first consider a review by the school Response to Intervention Team (RTI Team) to discuss and evaluate the student's needs. The RTI Team may evaluate the student's needs unless it is obvious that the disability is at issue.
 - A. Members of the RTI Team may include, but are not limited to:
 1. school administrator,
 2. school psychologist
 3. counselor,
 4. school nurse, or
 5. other school staff that are knowledgeable about the student and the disability
 - B. The use of interventions to resolve a student's needs should be clearly communicated, preferably in writing, by the school's RTI Team to the parent/legal guardian or adult student.
 - C. The RTI team reviews available information and data, suggests appropriate classroom interventions, and proposes appropriate mitigating measures to help correct the difficulties encountered by the student.
 - D. The parent, legal guardian or adult student will be given written progress reports.



- E. The parent, legal guardian or adult student will be given a final progress report no more than 60 days following the implementation of the interventions, modification and/or reasonable accommodations.
 - F. Following the final progress report, the RTI Team will provide the 504 Coordinator with all documented information that will be used as relevant information when determining eligibility.
3. After the school's 504 Coordinator has received a signed copy of the "Section 504 Permission to Evaluate" form, the school 504 Coordinator will determine which individuals are to serve on the 504 Team.
- A. The 504 Team shall consist of a group of persons knowledgeable about:
 - 1. The student
 - 2. The disability
 - 3. Interpretation of evaluation data
 - 4. Commitment of school district resources (if applicable) for any required accommodation and/or special services.
 - B. The parent/legal guardian or adult student should be a member of the 504 Team. While the parent/legal guardian or adult student are not required members of a 504 Team, Summit Academy encourages their participation.
 - C. The 504 Team's role is to review the nature of the student's impairment and determine how it affects educational access.

VI. Notice of Rights and Release of Information

- 1. Upon receipt of a referral from a parent, legal guardian, adult student, teacher, administrator, or other certificated school employee, the 504 Coordinator shall send:
 - A. A written acknowledgment of receipt to the person making the referral; and a copy of the LEA's written "Notice of Parent and Student Rights under Section 504 and the ADA,"
 - B. A "Consent to Evaluate" form. If additional information is needed, the parent, legal guardian or adult student may be asked to:
 - 1. Sign a "Release of Information " form
 - 2. Have their physician or qualified health professional complete the "Section 504 Information Report." This information helps facilitate direct and indirect communication between school personnel and the student's medical or mental health service providers.



3. The parent, legal guardian or adult student may bring relevant medical information directly to the school 504 Coordinator without a medical release.
- C. A parent, legal guardian or adult student will receive written notification from the 504 Coordinator regarding Section 504 as it applies to the student for any of the following events:
1. Referral for evaluation or reevaluation;
 2. Decisions regarding eligibility;
 3. Decisions regarding accommodations and/or special services; or
 4. Decisions regarding placement; and any significant change in placement.

VII. Evaluation

1. Prior to any student receiving reasonable accommodations and/or special services, the LEA requires an appropriate evaluation of any student who, because of their disability, needs or is believed to need reasonable accommodation and/or special services. The evaluation is designed to aid the 504 Team in determining if there is a substantial limitation that creates a significant barrier to the student's ability to access the same educational opportunities afforded to non-disabled students. 29 USC 705 (20)(b).
 - A. When a student's impairment limits their ability to function in areas other than learning, such as medical impairments such as asthma, cancer, diabetes, etc., breathing, walking, seeing, hearing, and many others, the 504 Team may determine that a review of all relevant data, that may be provided by teachers, parents, and healthcare professionals, is sufficient. The determination will consider the impact of the disability in the educational setting, during extra curricular activities, and the impact of education demands in the home.
 - B. When a student's impairment is a type that may limit learning directly in a substantial way (e.g., ADD, depression, learning disability, etc.), the 504 Team will consider the need for an educational evaluation. The 504 Team may determine that a review of relevant data is sufficient.
2. After the schools receives a parent, legal guardian or adult student Consent to Evaluate and at the request of the principal or 504 Director, appropriate school, LEA or contracted personnel shall initiate a prompt evaluation of the student's disability and the manner in which it affects his/her major life activities and/or educational performance.
3. An evaluation will occur prior to any decision to significantly change the eligible student's placement.



VII. Eligibility Determination

1. Eligibility

- A. Following the evaluation and gathering of all relevant data, the 504 Team shall meet to determine the student's eligibility for reasonable accommodations and special services under Section 504 and the ADA. The school team shall consider all applicable information and draw upon evidence from a variety of sources, including but not limited to:
 - 1. Data from aptitude and achievement tests;
 - 2. Grades and other measures of educational performance;
 - 3. Teacher and/or school personnel observations and recommendations;
 - 4. Parent observations and recommendations;
 - 5. The student's physical condition and medical status, as reported by qualified health care providers;
 - 6. Health care plan; and/or
 - 7. The student's adaptive behavior (Functional Behavior Assessment - FUBA or Behavior Intervention Plan - BIP).

2. Written Decision

- A. When a full educational evaluation, that may include formal assessments and/or standardized testing, is deemed necessary, the 504 Team will meet within 45 school days of receiving the Consent to Evaluate to consider all relevant information and determine the student's eligibility. The 504 Team shall issue a written decision regarding the student's eligibility for reasonable accommodations and/or special services using the LEA's "Identification Form." The parent, legal guardian, or adult student will be provided with a copy of the document.
- B. When a full educational evaluation is deemed unnecessary and after the collection of all relevant information is completed, the 504 Team will meet within 15 school days to consider all relevant information and determine the student's eligibility. The 504 team shall issue a written decision regarding the student's eligibility for reasonable accommodations and/or special services using the LEA's "Identification Form." The parent, legal guardian, or adult student will be provided with a copy.
- C. . Should the 504 Team determine that the impairment, that limits a major life activity and/or bodily function, does not significantly create a barrier to the



student's ability to access the same educational opportunities afforded to non-disabled students, the 504 Team shall document the finding in writing, and provide to the parent, legal guardian or adult student:

1. A copy of the Identification Form
2. A copy of supporting evidence
3. Written notice of the LEA's Section 504 Parent & Student Rights and Safeguards

3. Reevaluation

For students deemed eligible for reasonable accommodations and/or special services under Section 504 and the ADA, the school shall initiate a re-evaluation of the student's needs every 3 years or when a significant change of placement is contemplated.

4. Section 504 Plan

- A. If the 504 Team, including a school administrator that has authorizing authority, determines that the impairment substantially limits a major life activity and/or bodily function to a degree that it creates a significant barrier to the student's ability to access the same educational opportunities afforded to non-disabled students, the 504 Team will develop a Section 504 Plan using all relevant information. The 504 Plan will include:
 1. Description of the student's disability with the possible impacts the disability may have in the educational, extra-curricular or home setting.
 2. Subjective information that may include the student's behaviors, class and peers interactions, how particular accommodations and/or services are working.
 3. Objective information describing the student's performance in the educational and extra-curricular environments that is evidenced based. (grades, attendance records, time in class/time out of class, assignment and test completion.)
 4. Explain how the disability is creating significant barriers in the general education, extra-curricular and home settings.
 5. Describe how the 504 Team plans to move forward with the relevant information.
- B. The school 504 Coordinator will provide a copy of the 504 Plan to the parent, legal guardian or adult student and give notification to all staff members that are required to provide, and have a need to know they may need to provide, the necessary reasonable accommodations and/or special services as



determined by the 504 Team.

5. Concerns and Grievances

A. The best solutions to parent, legal guardian or adult student concerns occur at the school level. The first step in resolving a complaint should involve the school principal and/or school 504 Coordinator, working with the parent, legal guardian or adult student to find a mutually acceptable resolution of the concern(s). When concern(s) cannot be resolved informally, the parent, legal guardian or adult student may seek formal resolution under the Summit Academy School's 504 grievance process. The parent, legal guardian or adult student will be referred to the following steps in the complaint resolution process.

a. LEA Investigation

1. If any person believes that the school or any of its staff have not followed the regulations of Section 504 of the Rehabilitation Act, he/she may initiate a grievance with the 504 Director by filling out the "Section 504 Grievance Form" found on the school website.
2. A person filing the complaint must submit the 504 Grievance Form in person or electronically to the 504 Director.
3. The 504 Director will acknowledge the receipt and respond to the complaint, in writing, to the complainant within ten (10) school days.
4. Upon receiving the 504 Grievance Form, the 504 Director will provide a copy of the 504 grievance procedures, to the complainant, and investigate all concerns in accordance with Section 504 of the Rehabilitation Act.
5. The 504 Director will review the grievance and meet with the complainant to hear their concern/s.

b. Mediation

1. If the concern is not resolved at step one, and both parties agree, the 504 Director will coordinate a mediation between the parties involved in an effort to resolve the complaint/s.
2. Should the mediation resolve the complaint, no further action is needed. The results of the meeting will be dated and documented, in writing, then shared with both parties within (10) school days.
3. If the mediation does not resolve the complaint, the 504 Director will inform the complainant of their right to an impartial hearing.



c. Impartial Hearing

1. If the 504 Director's mediation effort, or written response, fails to resolve a complainant's concern/s, the complainant may request an impartial hearing.

a. A written request for an impartial hearing must be filed with the 504 Director within ten (10) school days of receiving a written response from the 504 Director or the date of mediation.

b. The LEA Director shall schedule a hearing before the LEA 504 Hearing Panel or a non-LEA Hearing Officer

2. Impartial Hearing

a. At the hearing the complainant may be represented by legal counsel. Notice of legal counsel attendance must be given, in writing, to the Director (5) days prior to the hearing.

b. The complainant and 504 Director may make statements and present evidence relevant to the concerns

c. The Hearing Panel shall consist of impartial members who are not an employee of the school in which the student is enrolled. Hearing Panel members will include:

- 1) The LEA Director who will act as the hearing officer and conduct the meeting.
- 2) A school principal
- 3) 504 Coordinator
- 4) A general education teacher
- 5) When appropriate, a school nurse or a person knowledgeable about the disability (that was not part of the student's 504 Team.)

d. The Hearing Panel will be selected by the LEA and meet the following criteria:

- 1) Must be knowledgeable about Section 504
- 2) Must not be an employee at the school the student is enrolled;



- 3) Must not have a personal or professional conflict of interest.
- e. The Hearing Panel shall be provided a copy of the grievance and the 504 Director's written response.
- f. The decision of the Hearing Panel shall constitute the final administrative decision on the Section 504 matter.
- g. The decision of the Hearing Panel shall be communicated to the parent, legal guardian or adult student, in writing within ten (10) school days.

A complainant may file a complaint with the Office of Civil Rights (OCR) at any time before, during or after the LEA's grievance procedures. The contact information for the regional office is as follows:

U.S. Department of Education
Office for Civil Rights, Region VIII
Federal Building, Suite 310
1244 Speer Boulevard
Denver, Colorado 80204-3582
Phone: 303-844-5695

VII. References

N/A

VIII. Attachments

N/A

IX. Revision History and Approval Dates

Version 1: OCT 2015: Original Date of Approval

Version 2: 15September2022: Policy Rewrite



~~B. Section 504 Eligibility Determination~~

~~1. Any parent or legal guardian, teacher, counselor, or other school staff member who believes that a student needs accommodation for a qualifying disability can request an evaluation. The individual must fill out a “Referral Form” and submit it to the school’s 504 Coordinator.~~

~~2. In cases where a student is experiencing academic and/or behavioral difficulties, the school’s 504 Coordinator should first consider a review by a Response to Intervention (RTI) Team to discuss and evaluate the student’s difficulties.~~

~~2.1. The school’s Administrator determines which individuals are to serve on the RTI Team (parent/legal guardian may be a member of the RTI Team).~~

~~2.2. The formation of the RTI Team and the use of early interventions should be clearly communicated, preferably in writing, by the school’s 504 Coordinator to the parent/legal guardian of the student.~~

~~3. The RTI Team reviews available information and data, suggests appropriate classroom interventions, and proposes appropriate mitigating measures to help correct the difficulties encountered by the student. If the early interventions are successful, the RTI Team will continue to implement any necessary interventions and monitor the student under an informal intervention plan, as may be appropriate under the circumstances. If the early intervention strategies are unsuccessful, the RTI Team should make a referral for evaluation under Section 504, special education, Title I, or other appropriate school program.~~

~~4. If the RTI Team makes a referral for evaluation under Section 504, the school’s 504 Coordinator will send the “Section 504 Written Prior Notice,” “Section 504 Permission to Evaluate,” and “Procedural Safeguards” forms to the student’s parent(s) or legal guardian(s).~~

~~5. After the school’s 504 Coordinator has received a signed copy of the “Section 504 Permission to Evaluate” form, the school 504 Coordinator will determine which individuals are to serve on the Section 504 Team.~~

~~5.1. The Section 504 Team shall consist of a group of persons knowledgeable about: 1) the student; 2) the disability; 3) interpretation of evaluation data; and 4) someone who can commit school district resources (if applicable) for any required accommodation.~~

~~5.2. The RTI Team may also be able to serve as the Section 504 Team.~~

~~5.3. The student’s parent/legal guardian should be a member of the Section 504 Team. While parents are not required members of a Section 504 Team, Summit Academy encourages parental participation.~~

~~5.4. The Section 504 Team’s role is to review the nature of the student’s impairment and determine how it affects educational access.~~



6. After evaluating the applicable information, the school 504 Coordinator, along with the 504 team members, will complete the “Section 504 Eligibility Determination” and provide a copy to the parent/legal guardian of the student.

6.1. If the Section 504 Team determines that the impairment does NOT substantially limit a major life activity and, thereby, creates a significant barrier to the student’s ability to access the same educational opportunities afforded to non-disabled students, the school 504 Coordinator will also provide the parent/legal guardian with a copy of the “Internal Grievance Form.”

7. If the Section 504 Team determines that the impairment does substantially limit a major life activity and, thereby, creates a significant barrier to the student’s ability to access the same educational opportunities afforded to non-disabled students, the team will create a Section 504 Accommodation Plan for the student that outlines the appropriate student accommodations.

7.1. The school 504 Coordinator will provide a copy of the Section 504 Accommodation Plan to the parent/legal guardian of the student and the Section 504 Coordinator.

C. Notification

Parent(s) or legal guardian(s) will receive a written notification with regard to Section 504 as it applies to his/her student for any:

1. Referral for evaluating or reevaluation;
2. Decisions regarding eligibility;
3. Available accommodations;
4. Placement; and
5. Any significant change in placement.

D. District Review and Right of Appeal

1. Level One:

1.1. If the parent/legal guardian disagrees with the 504 Team’s identification, evaluation, determination or proposed 504 Accommodation Plan for the student, the parent/legal guardian is encouraged to first meet with the school 504 Coordinator to discuss any concerns.

1.2. If an informal discussion with the school 504 Coordinator fails to resolve the parent or legal guardian’s concern, the parent/legal guardian can file a completed Internal Grievance Form with the Section 504 Coordinator. The parent/legal guardian can elect to file a written grievance with the Section 504 Coordinator without first holding the informal discussion. The Section 504 Coordinator will respond, in writing, to the parent/legal guardian’s grievance and mail or hand-deliver the completed Internal (School) Grievance Response within ten (10) business days.

2. Level Two:



~~2.1. If the Section 504 Coordinator's response fails to resolve the parent or legal guardian's concern, the parent/legal guardian must file a completed Request For Impartial Hearing with the Director's designee, the Section 504 Coordinator, within ten (10) working days of the date of the receipt of Internal (School) Grievance Response from the Section 504 Coordinator. If the parent/legal guardian fails to meet the ten (10) working day deadline, he or she will have waived any right to appeal the Section 504 Coordinator's decision.~~

~~2.2. The Section 504 Coordinator shall arrange for an impartial hearing within fifteen (15) working days of receipt of the Request for Impartial Hearing.~~

~~2.3. A Section 504 Hearing Panel shall be appointed, consisting of (1) the Director; (2) a school principal or school 504 coordinator (other than the principal or coordinator of the student's school); and a school counselor (other than the counselor of the student's school). None of the individuals on the Section 504 Hearing Panel can have served on the student's Section 504 Team.~~

~~2.4. At the hearing, the parent/legal guardian may be represented by counsel.~~

~~2.5. The parent/legal guardian will be provided with an opportunity to review any relevant records maintained by Summit Academy pursuant to FERPA and Section 504.~~

~~2.6. The hearing will be two hours maximum.~~

~~2.7. At the end of the hearing, the panel may give an oral decision or take the matter under advisement. A written Section 504 Hearing Panel decision shall be provided to the parent/legal guardian within ten (10) working days of the hearing.~~

3. Level Three:

~~3.1. If the hearing with the Section 504 Hearing Panel fails to resolve the parent or legal guardian's concern, the parent/legal guardian may file a request for review from the Summit Academy Board of Trustees.~~

~~3.2. A written request for a Board review must be received by the Director within ten (10) working days of the date the Section 504 Hearing Panel's decision is postmarked. The Director will forward the request to the Board.~~

~~3.3. The Board review shall be upon the record made during the hearing before the Section 504 Hearing Panel. If, after reviewing the record, including the Section 504 Hearing Panel's decision and findings of fact, the President of the Board or a designee may issue a written request setting forth the particular need for additional testimony, argument and/or evidence.~~

~~3.4. The administration will notify the parent/legal guardian if the Board determines to hear additional testimony or argument and/or evidence. An additional hearing will be two hours maximum.~~

~~3.5. The Board shall issue its decision and findings of fact that support its decision or the Board may adopt the findings of fact prepared by the Section 504 Hearing Panel. 3.6. The Decision of the Board is final.~~



4. ~~The parent/guardian may file a complaint with the Office for Civil Rights (OCR) at any time before, during, or after Summit Academy's grievance procedures. The contact information for the regional office is as follows:~~

~~Office for Civil Rights
U.S. Department of Health and Human Services
999 18th Street, Suite 417
Denver, CO 80202
Voice Phone (800) 368-1019
FAX (303) 844-2025
TDD (800) 537-7697~~

X. ~~References~~

~~N/A~~

XI. ~~Attachments~~

~~N/A~~

XII. ~~Revision History and Approval Dates~~

~~Version 1: OCT 2015: Original Date of Approval~~

SUMMIT ACADEMY SCHOOLS, INC

Draper

September 15, 2022

TO: Summit Academy Schools, Inc Governing Board

FROM: Brad Wilkinson, Business Administrator

SUBJECT: Approval above Threshold to Act (\$50,000 and up)

BACKGROUND INFORMATION

The Independence Campus has been working towards adding a sound system at their campus on stage for multiple years. They are looking to make this addition to help support school events, plays, and other theatrical performances.

CURRENT CONSIDERATIONS

Summit Academy (Independence Campus) worked through multiple quotes and determined it to be best to go with a state contract (Audio Performance) for this project. Attached is a quote from them with all the details, scope of work, and equipment involved.

FINANCIAL IMPLICATIONS

Currently the Independence Campus rents the equipment to perform these events. This will shed some budget year to year from rentals.

The current State Contract quote is \$58,296.14

*The campus has budgeted \$50,000 in their budget, and will use additional SPO funds to cover the remaining funds.

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the Quote for \$58,296.14

DIRECTOR'S RECOMMENDATION: Recommended Approval.

CONTRACT #MA3157

If a category or sub category is missing in this price sheet it is because no price was given in the solicitation and the vendor is not allowed to sell those missing items in the future. These percentage off MSRP will be maintained through the term of the contract.

Interactive panels

White Board Manufacturer	Percentage off MSRP
Da-Lite	20.00%

Interactive Flat Panels Manufacturer	Percentage off MSRP
Sharp	2.00%
SMAART	2.00%

Control Systems Manufacturer	Percentage off MSRP
QSC	25.00%
Extron	30.00%
Crestron	30.00%
AMX	28.00%

Accessories Manufacturer	Percentage off MSRP
Chief	10.00%
Strong	40.00%
Cables 2 Go	30.00%
Extron	30.00%
Aurora Multimedia	30.00%

Installation Costs	
Materials for installation a %percent Markup from cost	20%
Travel time outside Wastach Front for install (cents Per/Mile)	\$1.83
Labor Cost for per hour for installation (weekend rates are 2x labor rate listed)	\$75
Labor Cost for DSP Programming or other Configuration (weekend rates are 2x labor rate listed)	\$110
Labor Cost for Crestron, Extron, AMX, or other control system programming (weekend rates are 2x labor rate listed)	\$135
Training cost per hour beyond 4 hours (per hour 2 persons including mileage)	\$110

Add on Services	
Cost of long term service contract	5% per Year
Extended Warranties	5% per Year
Cost of Long Term Service Contract and Extended Warranty	7.5% Per Year

Shipping of displays over 40" and projector screens and white boards will be additional. Shipping rates will be determined by the actual cost +0%	
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Sound Systems

Sound System Manufacturer	Percentage off MSRP
JBL Professional	30.00%
QSC	25.00%
BOSE Professional	30.00%
Renkus Heinz	20.00%
Community	20.00%
Atlas IED	27.00%
L Acoustics	19.00%
Meyer Sound	20.00%
Martin Audio	20.00%
Ashly Audio	25.00%
EAW	20.00%
Danley Sound Labs	20.00%
Crown	30.00%
BSS	39.00%
Allen and Heath	20.00%
Soundcraft	23.00%
Behringer	33.00%
Midas	25.00%
TOA	19.00%
Powersoft	20.00%

Microphone Manufacturer	Percentage off MSRP
Shure	20.00%
Sennheiser (not including 9000 series or spare parts)	22.00%
Audix	20.00%
MiPro	30.00%
Avlex	30.00%
Special Projects/Answer Audio (not including spare parts)	25.00%
Point Source	30.00%
Superlux	30.00%

Intercom System Manufacturer	Percentage off MSRP
Extron	30.00%
Atlas IED	27.00%

Attachment C Price Sheet

QSC	25.00%
AMX	28.00%

Accessories Manufacturer	Percentage off MSRP
Crestron	30.00%
Konig and Meyer	38.00%
On Stage	30.00%
Rolls	25.00%
RDL	26.00%
Emtech	30.00%
Liberty AV	18.00%
Hosa	35.00%
RCI Custom	30.00%
Middle Atlantic Products	30.00%

Installation Costs	
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Add on Services	
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Extended Warranties	5% per Year
Cost of Long Term Service Contract and Extended Warranty	7.5% Per Year
Shipping of displays over 40" and projector screens and white boards will be additional. Shipping rates will be determined by the actual cost +0%	

Conference Room Technology

Video Conference Room Manufacturers	Percentage off MSRP
QSC	25.00%
AMX	28.00%
Vaddio	17.00%
Sony (PTZ Camera)	10.00%
Extron	30.00%

Attachment C Price Sheet

Crestron	30.00%
Aurora Multimedia	30.00%

Audio Conference Room Manufacturers	Percentage off MSRP
QSC	25.00%
BSS	39.00%
Symmetrix	26.00%
Biamp	30.00%
Shure	20.00%
Sennheiser	22.00%
Audix	20.00%
Listen Technologies	20.00%
Williams Sound	30.00%

Accessories Manufacturer	Percentage off MSRP
JBL	30.00%
BOSE Professional	30.00%
Atlas Sound	27.00%
Crown	30.00%
Powersoft	20.00%
Hosa	35.00%
RCI Custom	30.00%
Middle Atlantic Products	30.00%
Installation Costs	
Materials for installation a %percent Markup from cost	20%
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Add on Services	
Cost of long term service contract	5% per Year
Extended Warranties	5% per Year
Cost of Long Term Service Contract and Extended Warranty	7.5% Per Year

Shipping of displays over 40" and projector screens and white boards will be additional. Shipping rates will be determined by the actual cost +0%	
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Document Camera

Document Camera	Percentage off MSRP
Vaddio	17.00%
Marshall Electronics	15.00%
Lumens	12.00%
Elmo	12.00%

Accessories Manufacturers	Percentage off MSRP
Chief	10.00%
Extron	30.00%
Cables 2 Go	30.00%

Installation Costs	
Materials for installation a %percent Markup from cost	20%
Travel time outside Wastach Front for install (cents Per/Mile)	\$1.83
Labor Cost for per hour for installation (weekend rates are 2x labor rate listed)	\$75
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Add on Services	
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Extended Warranties	5% per Year
Cost of Long Term Service Contract and Extended Warranty	7.5% Per Year
Shipping of displays over 40" and projector screens and white boards will be additional. Shipping rates will be determined by the actual cost +0%	

Projector and Screens

Installed Projectors Manufacturers	Percentage off MSRP
Sony Professional	20.00%
Hitachi	25.00%

Attachment C Price Sheet

Panasonic	5.00%
Barco	13.00%
Eiki	25.00%

Portable Projectors Manufacturers	Percentage off MSRP
Sony Professional	20.00%
Hitachi	10.00%
Panasonic	5.00%
Barco	13.00%

Projector Screens Manufacturers	Percentage off MSRP
Da-Lite	20.00%
Draper	20.00%

Accessories Manufacturers	Percentage of MSRP
Chief	10.00%
Cables 2 Go	30.00%
Extron	30.00%
Aurora Multimedia	30.00%

Installation Costs	
Materials for installation a %percent Markup from cost	20%
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Add on Services	
Cost of long term service contract	5% per Year
Extended Warranties	5% per Year
Cost of Long Term Service Contract and Extended Warranty	7.5% Per Year
Shipping of displays over 40" and projector screens and white boards will be additional. Shipping rates will be determined by the actual cost +0%	

Displays

Attachment C Price Sheet

Flat Panel Displays Manufacturer	Percentage off MSRP
Absen	15.00%
Sharp Commercial	10.00%
Sony Professional	15.00%
LG Commercial	2.00%
Planar	2.00%

Accessories	Percentage off MSRP
Chief	10.00%
Cables 2 Go	30.00%
Extron	30.00%
Aurora Multimedia	30.00%

Control Systems Manufacturers	Percentages MSRP
Extron	30.00%
QSC	25.00%
Crestron	30.00%
AMX	28.00%
Aurora Multimedia	30.00%

Installation Costs	
Materials for installation a %percent Markup from cost	20%
Travel time outside Wastach Front for install (cents Per/Mile)	\$1.83
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Cost of Long Term Service Contract and Extended Warranty	7.5% Per Year
Shipping of displays over 40" and projector screens and white boards will be additional. Shipping rates will be determined by the actual cost +0%	

Division of Purchasing Contact Info

Division of Purchasing Contact Name
Cherilyn Hess

Division of Purchasing Contact Telephone#
(801)-957-7133

Division of Purchasing Fax#

Division of Purchasing Email ID
chess@utah.gov

Basic Information

Contract Number*
MA3157

Associated Bid#
DB19026

Vendor Name*
PERFORMANCE AUDIO

Vendor Address*
2456 S West Temple

Vendor City*
Salt Lake City

State*
Utah

Zipcode*
84115

Registered Vendor#*
92231A

Vendor Website
<https://www.performanceaudio.com/>

Contract Dates
Start Date → 3/15/2019
End Date → 3/14/2024

Commodity Code#
• 52161

Contract Family

Vendor Contact Name
Harley Anderson

Vendor Contact Phone #
(800)-771-8330

Vendor Contact Email ID
harley@performanceaudio.com

Prompt Payment Discount

Type of Service
Goods & Service

Order Instructions

Instructions

Review this contract alongside: MA3152, MA3153, MA3154, MA3155, MA3156, MA513, MA3157, MA3158, MA516, MA538, MA515, MA3159, MA3160, MA3161

Additional Details

Details



Summit Academy Ind. Campus | Gym_2 Audio

15327 South Noell Nelson Dr. Bluffdale, UT 84065

Presented By: Rick Low 801-466-3196 ext.184 rick@performanceaudio.com

Bill To:

Summit Academy Independence

Campus

Lisa Cutler
15327 South Noell Nelson Dr.
Bluffdale, UT 84065
Phone: 801-987-8755
Email:
lisa.cutler@summitacademyschools.org

Primary Contact:

Summit Academy Independence

Campus

Cristina Hortin
15327 South Noell Nelson Dr.
Bluffdale, UT 84065
Phone: 801-987-8755
Email:
cristina.hortin@summitacademyschools.org

Scope Of Work

The proposal is based on our understanding of the customer needs based upon information gathered during site survey(s) and any further customer communications. Please take the time to review this proposal and ensure that you have an understanding of its contents.

The proposal addresses the design, provision and installation of the Audio equipment as indicated in the following pages.

* Original proposal sent December 2020. This proposal has been updated to reflect current gear and pricing. *

Performance Audio will provide and install an audio system in gym 2 at Summit Academy High School - Independence Campus.

Performance Audio shall provide and install an equipment rack in the storage room along with associated audio playback gear and audio distribution to speakers. (2) 20 amp electrical circuits will need to be available at rack location - see "Assumptions" below. Installation of (2) column speakers for proper coverage in Gym 2 along with a single subwoofer to extend low end. Microphone inputs will be added for hardwired microphones. Stage monitors to be installed to cover stage area for foldback.

A portable system shall be assembled which will allow all audio operations for plays or assemblies (if necessary) to be controlled from in the gym itself. This will allow the operator to hear what the audience is hearing and have full control of (12) wireless systems, and audio playback from a small portable mixer [(10) wireless systems in the portable rack, and (2) wireless systems at main equipment rack]. Portable rack will be able to connect at the back of the gym with short umbilicals for audio output and wireless antennas.

System to receive a full system check and commissioning of all components, routing and operation. Training will also be provided to school personell on all operations and functions of the system.

Equipment to be provided includes but is not limited to:

- DSP (Digital Signal Processor)/Mixer - including Network switches with programming labor
- Touch panels or other controls - with programming
- Amplifiers
- Loudspeakers with mounting brackets
- Microphones



- Wireless Microphone Systems - with frequency coordination
- Racks - wall/floor freestanding

**** All Pricing is in Accordance with Performance Audio State Contract #MA3157.**

Assumptions:

Performance Audio must make some assumptions regarding the physical construction of customer's facility, availability of technical infrastructure and site conditions. If any of the assumptions listed below are incorrect for your project or project site, please let your Sales Engineer know as soon as possible. Changes to the proposal to accommodate different assumptions may influence the price of equipment or services. To ensure that you have an accurate proposal, please review these assumptions carefully:

- Scheduling will need to be coordinated with Dustin Evenson / Summit Academy HS - Independence Campus and Performance Audio.
- Training as noted
- All electrical work, if required, is to be done by a licensed electrical contractor
- Two 20A electrical circuits will need to be available at rack location. (TBD)
- All costs associated with required electrical work will be the sole responsibility of client
- All wiring will be in accordance with the NEC code
- Parking for Performance Audio vehicles will be available on site (within 200' of project location) unless otherwise pre-arranged.
- If applicable, existing equipment will be removed from its location and returned to an authorized representative of Summit Academy HS - Independence Academy
- Information, including costs regarding background checks or additional requirements for installers to perform the specified work are the responsibility of the customer and should be pre-arranged
- Please provide a place for waste disposal
- If applicable, any Owner Furnished equipment requiring 'pre-build' will need to be delivered to Performance Audio two weeks before installation for verification of operation and programming if required.
- Availability of loading docks, elevators and lifts must be coordinated prior to installation scheduling.
- If necessary, Performance Audio must receive security passwords necessary for access to the work site
- Upon completion of this project, documentation requiring a customer sign-off will be provided

Risks:

While it is impossible to identify all risks for a project, the following items are potential risks associated with this project as determined by Performance Audio. These are not expected to become issues that will affect the project but are included to make customer aware of known risks.

Please review these risks carefully:

- Equipment ordered for this project has an expected lead time of 4 to 8 weeks after the project is approved and is understood to be current models. However, occasionally equipment is back-ordered. Performance Audio will make all reasonable efforts to move the project forward without delays due to backordering but cannot be held responsible if any such delays occur.
- If applicable, delays in the construction schedule, pertaining to other trades, will delay the completion of AV systems.
- Installation of equipment prior to other trades being finished may result in damaged or lost equipment.
- Performance Audio is not responsible for the operational condition of Owner Furnished equipment (OFE).

Constraints:

The following items are understood to dictate any constraints of the project. If any of the constraints listed below are inaccurate for your project, or if constraints for your project exist that are not listed below (including any deadlines or scheduling issues, job site protocols, safety requirements, operating hours, etc.) please let the Sales Engineer know as soon as possible. Failure to advise us of any constraints in advance may result in additional labor costs. Please review carefully:

- Colors, finishes and custom engravings of equipment specified are to be coordinated and signed off on by the customer prior to any product being ordered.
- Work shall not begin until third party contractors have completed work. i.e. Conduit and Electrical needs.
 - Electrical needs at rack location.
- All work is to be performed during normal business hours, Monday- Thursday 9 am to 6 pm, unless other hours have been prearranged and agreed upon.
- The customer is responsible for providing access to the workspaces and an on-site contact to help answer any questions during the installation process.



- Delays in the construction schedule will delay the completion of AV systems, resulting in delayed turn over to the customer.
- Change orders, and additional work requests shall be processed through the Sales Engineer.
- Change orders may affect any previous schedules or deadlines discussed between the Customer and Performance Audio.

Any changes or additional requests for service after the final agreements may result in a change order and will be billed separately.

Please feel free to contact Rick Low with any questions. 801-466-3196 ext. 184 / rick@performanceaudio.com

If you choose to proceed with this project, please initial at the bottom right of each page, sign/date and return with purchase arrangements.

Qty **Description**

Gym 2 Equipment Rack
1 Middle Atlantic EWR-16-22

Economy Wall Rack, 16 Sp., 22" Deep, Useable Depth: 20". Weight Capacity - 150 lbs., Black

1 Middle Atlantic LVFD-16

16 Sp. Vented Front Door, 64% Open (Large Perf.), Black

1 Juice Goose JG 9.0-PerfA1

 8 Outlet Rack Mount Multiple Outlet Strip with Performance Audio Branding
 1 Front Outlet

1 D-Link DGS-1210-10P

10 Port Managed Web Smart Gigabit POE Switch

2 Middle Atlantic RR2-3RCN

2 Space 3" Deep Rack Recessor, Not Compatible with CFR Series Racks.

Performance Audio Device Configuration Network Switch

Labor to setup network switch

1 Performance Audio PA-CNPP-12P

12-Port Network Patch Panel w/ Patch Cables 1RU

2 Countryman B3P4FF05B

Hardwired/XLR, (P4) Standard gain for most uses, (B) Black

2 Sennheiser EW-D SK (Q1-6)

Digital Body Pack Transmitter, 1/8" (3.5mm) Audio Input Jack (EW Connector), Freq. Q1-6 = 470-526 MHz,

Performance Audio Wireless Frequency Coordination

Coordination of wireless microphone frequencies per receiver

Qty	Description
2	Sennheiser EW-D SKM-S (Q1-6) Digital Handheld Transmitter, No Capsule (Order Separately), Freq. Q1-6 = 470 - 526 MHz
	Performance Audio Wireless Frequency Coordination Coordination of wireless microphone frequencies per receiver
2	Sennheiser MMD-835-1 BK Microphone Module (Capsule) Only, Dynamic, Cardioid, for SKM 100/300/500 G3 and G4 Transmitters, Also for SKM 2000/6000/9000, SKM D1/AVX, SL Handheld DW Transmitters, Black
2	Sennheiser EW-D EM (Q1-6) Digital 19" Rack Mount Receiver, Single Channel, Freq. Q1-6 = 470-526 MHz, Includes GA4 Rack Mount Kit
	Performance Audio Wireless Frequency Coordination Coordination of wireless microphone frequencies per receiver
20	Pro Grade Cat 6 Cat 6 cable. 4 pair of 23 AWG.
80	Pro Grade Mic Wire 2 Conductor, 22 AWG mic wire.
2	Pro Grade Mic Cable 10 ft Microphone Cable XLR to XLR
1	Performance Audio Lot Hardware - EqRk Back boxes, Wiremold, Plates, Connectors, etc. - Miscellaneous Items Necessary for a Complete and Working Installation
1	Powersoft Duecanali 1604 DSP 2-Channel Power Amplifier, 800 W per Ch. @ 70V, 8 & 4 Ohms, 1000 W @ 2 Ohms, Phoenix I/O, w/ DSP, 1RU
	Performance Audio Device Configuration Labor to setup and configure device
1	Powersoft Quattrocanali 8804 DSP Four Channel Flexible Amplifier, 2000W @ 70V, 2400W @ 4 & 1600W @ 8 Ohms, w/ DSP 1RU
	Performance Audio Device Configuration Labor to setup and configure device

Qty	Description
1	QSC CORE NANO 64 x 64 Networked Audio Channels (Q-LAN / AES67) 8x AEC Processors up to 32 x 32 Dante Audio Channels (8 x 8 Included), USB AV Bridging (8 x 8 Audio + Q-SYS Camera Support) Full-featured Q-SYS Control engine (with optional feature license). External USB audio device host. Up to 2x VoIP instances
	Performance Audio Control Processor Programming
	Programming for control processor
	Performance Audio DSP Programming
	Programming of digital signal processor
1	QSC SL-QSE-8N-P Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). Scripting Engine Software License, Perpetual.
1	QSC SL-QUD-8N-P Q-SYS Core UCI Deployment Software License, Perpetual.
1	QSC QIO-L4o Q-SYS Peripheral, 4 Line Outputs. Up to 4 Devices Daisy-Chainable. 1U-1/4W, Powered Over Ethernet or +24 VDC. Surface Mountable, Rack Kit Sold Separately.
	Performance Audio Device Configuration - Advanced
	Labor to Configure Device - Advanced
1	QSC QIO-RMK Rack Mount Tray and Blanking Panels to Mount up to Four QIO Units in a 1U 19" Standard Rack Format
1	QSC QIO-L4o Q-SYS Peripheral, 4 Line Outputs. Up to 4 Devices Daisy-Chainable. 1U-1/4W, Powered Over Ethernet or +24 VDC. Surface Mountable, Rack Kit Sold Separately.
	Performance Audio Device Configuration - Advanced
	Labor to Configure Device - Advanced
1	QSC QIO-PSU Power Supply Accessory - Supports Up to Four QIO Units with External Power
1	QSC QIO-RMK Rack Mount Tray and Blanking Panels to Mount up to Four QIO Units in a 1U 19" Standard Rack Format

Qty	Description
2	QSC Q10-ML4i Q-SYS Peripheral, 4 Mic/Line Inputs. Up to 4 Devices Daisy-Chainable. 1U-1/4W, Powered Over Ethernet or +24 VDC. Surface Mountable, Rack Kit Sold Separately. <p style="text-align: right;">Performance Audio Device Configuration - Advanced Labor to Configure Device - Advanced</p>
2	QSC Q10-ML4i Q-SYS Peripheral, 4 Mic/Line Inputs. Up to 4 Devices Daisy-Chainable. 1U-1/4W, Powered Over Ethernet or +24 VDC. Surface Mountable, Rack Kit Sold Separately. <p style="text-align: right;">Performance Audio Device Configuration - Advanced Labor to Configure Device - Advanced</p>
2	QSC Q10-PSU Power Supply Accessory - Supports Up to Four Q10 Units with External Power
1	QSC TSC-50-G3 Q-SYS 5.5" PoE Touch Screen Controller for In-Wall Mounting. Includes 1 LAN Port and Aux Power Input, Available in Black Only. <p style="text-align: right;">Performance Audio Control GUI Programming Labor to program graphical user interface (GUI) for control panel</p> <p style="text-align: right;">Performance Audio Device Configuration - Advanced Labor to Configure Device - Advanced</p>
1	Sennheiser e835S Dynamic Cardioid Microphone, Silent On/Off Switch
1	Whirlwind MK450NP MK Series Microphone Cable, Accusonic+2 Cable, Whirlwind XLR Connectors, 50 Feet (No Packaging)
1	Sennheiser EW-D ASA (Q-R-S) Active Antenna Splitter (Dual 1:4) w/ DC Power Distribution for EW-D Receivers, Freq. Q-R-S = 470 - 706 MHz, Includes: (1) NT 12-35 CS P/S; and (8) BNC Cables (Order Rack Mount Kit Separately)
1	Sennheiser GA 3 19" Rack Mount Kit for Evolution Wireless G3/G4 Receivers, EW-D ASA Antenna Distro



Qty **Description**

Gym 2 Equipment Rack Equipment Sub Total: \$15,723.77

Gym 2 Equipment Rack Labor Sub Total: \$5,048.75

Gym 2 Equipment Rack Sub Total: \$20,772.52

Grand Total on Page 21

Qty **Description**

Gym 2 Equipment Rack: Portable Equipment Rack
1 Allen-Heath AH-QU-16C

16 channel rack mount digital, 16 Mic/Line + 3 stereo, 100mm motorized faders, 12 mix outputs, 4 EFX Engines, onboard 18 track recording, built in 18ch USB I/O, built in dSNAKE, Network Port 5.5" Touch screen

Performance Audio Mixing Console Setup

Labor to setup a sound console including labeling, patching, etc... Training billed separately

Performance Audio Mixing Console Training

Training on sound console operation

1 Allen-Heath AH-QU-16-RK19

Optional Rackmount Kit for QU-16C

1 Juice Goose JG 9.0-PerfA1

8 Outlet Rack Mount Multiple Outlet Strip with Performance Audio Branding
 1 Front Outlet

10 Sennheiser EW-D SK (Q1-6)

Digital Body Pack Transmitter, 1/8" (3.5mm) Audio Input Jack (EW Connector), Freq. Q1-6 = 470-526 MHz,

Performance Audio Wireless Frequency Coordination

Coordination of wireless microphone frequencies per receiver

10 Sennheiser EW-D EM (Q1-6)

Digital 19" Rack Mount Receiver, Single Channel, Freq. Q1-6 = 470-526 MHz, Includes GA4 Rack Mount Kit

Performance Audio Wireless Frequency Coordination

Coordination of wireless microphone frequencies per receiver

10 Pro Grade Mic Cable 10 ft

Microphone Cable XLR to XLR

5 Pro Grade Mic Cable 50 ft

Microphone Cable XLR to XLR

4 Countryman B3W5FF05TSL

Lavalier Microphone, Omnidirectional, Shure TA4F Connector, (W5) Mid Gain, (T) Tan

Qty	Description	
2	Middle Atlantic D3 3SP ANODIZED DRAWER	
1	Middle Atlantic UNI-1-C Custom I/O Panel for Portable Rack	
1	Performance Audio Lot Hardware - Fixed Custom Panel Connectors, Cables, Interconnects, soldering etc.	
1	Odyssey FZ1116WDLX 11U Top Slanted 16U Vertical Pro Combo Rack with Side Table and Casters, Table Height 28.75"	
1	Performance Audio Lot Hardware - PEqRk Back boxes, Wiremold, Plates, Connectors, etc - Miscellaneous Items Necessary for a Complete and Working Installation	
6	Point Source Audio CO-6-SH-BE Earworn Microphone, Single Ear, Omnidirectional, Fixed TA4F Connector, Compatible w/ Shure, Line 6, JTS, Beyerdynamic, Includes Cable Clip and Windscreen, Beige	
3	Sennheiser EW-D ASA (Q-R-S) Active Antenna Splitter (Dual 1:4) w/ DC Power Distribution for EW-D Receivers, Freq. Q-R-S = 470 - 706 MHz, Includes: (1) NT 12-35 CS P/S; and (8) BNC Cables (Order Rack Mount Kit Separately)	
3	Sennheiser GA 3 19" Rack Mount Kit for Evolution Wireless G3/G4 Receivers, EW-D ASA Antenna Distro	
Gym 2 Equipment Rack: Portable Equipment Rack Equipment Sub Total:		\$12,578.65
Gym 2 Equipment Rack: Portable Equipment Rack Labor Sub Total:		\$2,730.75
Gym 2 Equipment Rack: Portable Equipment Rack Sub Total:		\$15,309.40
Grand Total on Page 21		

Qty **Description**

Gym 2 Stage
2 JBL AC18/26

Compact 2-Way Loudspeaker with 1 x 8" LF. 120° x 60° Coverage, Passive. Compact PT™ Progressive Transition™ Waveguide, Rotatable. Suspension Eyebolts Not Included. Optional U-Bracket Model MTU-18.

1 RDL D-XLR2F

Dual XLR 3-pin Female Jacks on Decora® Wall Plate

1 **RDL CP-1**
 Single Gang Decora Cover Plate, White

1 RDL D-CIJ3D

Consumer Input Jacks - Stereo, 3.5mm and dual RCA.

150 Pro Grade 12 AWG 227 BK

West Penn 227 2-Conductor 12 Gauge Cable

300 Pro Grade Cat 6

Cat 6 cable. 4 pair of 23 AWG.

600 Pro Grade Mic Wire

2 Conductor, 22 AWG mic wire.

1 Performance Audio Lot Hardware - Stg

Back boxes, Wiremold, Plates, Connectors, etc. - Miscellaneous Items Necessary for a Complete and Working Installation

1 RDL D-BT1A

Wall Mount Bluetooth Audio Format-A Interface, Single Gang Decora Style, White

1 **RDL CP-2**
 Double Gang Decora Cover Plate, White

1 **RDL PS-24AS**
 24 Vdc Switching Power Supply, North American AC Plug, 500 mA, DC Plug

1 **RDL TX-TPR3A**
 Active Three-Pair Receiver, Twisted Pair Format-A, Balanced Line Outputs



Qty Description

Gym 2 Stage Equipment Sub Total: \$2,757.24

Gym 2 Stage Labor Sub Total: \$1,646.25

Gym 2 Stage Sub Total: \$4,403.49

Grand Total on Page 21



Qty **Description**

Gym 2 Gymnasium

2 JBL CBT 1000

High-Output Two-Way Line Array Column, Adjustable Vertical Coverage and Tapered Horizontal Waveguide. Six (6) 165 mm (6-1/2 in) high-excursion LF drivers and twenty-four (24) 25 mm (1 in) extra-high-power soft dome tweeters. .Constant Beamwidth Technology, switchable between 4 "pattern

1 JBL ASB6125

Dual 15" High-Power Subwoofer System. 2 x 2265H-1 Differential Drive® Woofer, 3" Dual Voice Coil – Dual Gap, Neodymium Magnet, Sixteen M10 Suspension Points.

2 RDL D-XLR2F

Dual XLR 3-pin Female Jacks on Decora® Wall Plate

2 Shure UA874US

Active Directional UHF Antenna w/ Integrated Amplifier, (4) Gain Settings, 10-15 V DC bias Required to Operate. Black

500

Pro Grade Antenna RG-8/X

1 Conductor 16AWG (19x29) 50 Ohm Antenna Cable, 95% Bare copper braid and an overall PVC Jacket

150 Pro Grade 12 AWG 227 BK

West Penn 227 2-Conductor 12 Gauge Cable

650 Pro Grade 12 AWG 227 WH

West Penn 227 2-Conductor 12 Gauge Cable

1200 Pro Grade Mic Wire

2 Conductor, 22 AWG mic wire.

1 Performance Audio Lot Hardware - Gym

Back boxes, Wiremold, Plates, Connectors, etc. - Miscellaneous Items Necessary for a Complete and Working Installation

1 Shure UA221

Passive Antenna Splitter/Combiner Kit, Includes Two Splitters with Cables

1

Shure UA221

Passive Antenna Splitter/Combiner Kit, Includes Two Splitters with Cables



Proposal

Qty Description

Gym 2 Gymnasium Equipment Sub Total: \$9,477.27

Gym 2 Gymnasium Labor Sub Total: \$3,037.50

Gym 2 Gymnasium Sub Total: \$12,514.77

Grand Total on Page 21



Qty Description

Design Implementation

1 Design-Build Project - Design, Commissioning, and Coordination

Design Implementation Equipment Sub Total: \$2,181.73

Design Implementation Labor Sub Total: \$3,114.23

Design Implementation Sub Total: \$5,295.96

Grand Total on Page 21



Terms and Conditions

This Master Product Installation Agreement (the “**Agreement**”) is between Performance Audio, LLC, a Utah limited liability company (DBA GTS – General Theatrical Supply) (“**Performance Audio**”) and Summit Academy Independence Campus (“**Customer**”) and is effective as of the ___ day of _____, 20__ (the “**Effective Date**”) (Performance Audio and Customer each individually a “**Party**” and collectively, the “**Parties**”).

1. PRODUCT AND INSTALLATION SERVICES.

1.1. Product Purchases. Customer shall purchase from Performance Audio and Performance Audio shall deliver to Customer the products described in this proposal pursuant to the terms and conditions of this Agreement. Any additional products requested or ordered by Customer for this project after the date hereof shall be purchased by Customer pursuant to and subject to the terms and conditions of this Agreement as Products.

1.2. Installation Services. Customer has purchased certain Products from Performance Audio and hereby engages Performance Audio to perform the installation services as described in this proposal. Performance Audio agrees to perform the Installation Services in a professional and workmanlike manner in substantial compliance with the proposal and any written plans accepted by Performance Audio in writing. Performance Audio shall use its commercially reasonable efforts to provide the Installation Services according to the time schedule provided in the proposal.

1.3. Customer Product and Installation Specifications. For installations associated with new construction, a full set of plans must be provided prior to providing any Installation Services, Customer shall deliver to Performance Audio Customer’s plans and specifications regarding all specified Products and Installation Services as well. For installations in existing structures, Customer shall provide plans and drawings at the request of Performance Audio but only to the extent such plans and drawings are available to Customer. All specifications shall be sufficiently complete, detailed and accurate to allow Performance Audio to effectively identify appropriate Products and provide the Installation Services. Customer acknowledges that these specifications and plans are relied upon by Performance Audio to provide the Products and Installation Services and their accuracy and completeness are essential to the success of the Installation Services and the function of the Products. Customer agrees to defend, indemnify and hold harmless Performance Audio for any loss or damage to the real property that may reasonably occur in provision of the Product and Installation Services in compliance with the specifications provided by Customer.

1.4. Modifications to Specifications. Any changes to the specifications by Customer (“Change Orders”) shall be delivered to Performance Audio in writing and accepted by Performance Audio prior to the Delivery of any additional installation services or products not otherwise identified herein. If Change Orders are requested by Customer in writing and accepted by Performance Audio while the Installation Services are in process, Performance Audio will use its best efforts to implement the new or modified specifications and Customer agrees to pay any additional costs attributable to the Change Orders including but not limited to labor, materials, shipping costs and re-stocking fees as applicable.

In the event Customer or any of its representatives, agents or employees orally requests Performance Audio to provide additional installation services or products not otherwise identified herein, and in the event Performance Audio provides such orally requested installation services or products without requiring a written Change Order, Customer agrees to be bound by such requests and to pay for any charges, invoices or other costs associated with any oral request(s) for installation services or products which are provided by Performance Audio in response to an oral request by Customer. Unless Customer identifies its authorized agents in writing, Customer agrees that any employee, contractor or agent of Customer may request Change Orders and orally request changes to the scope of Installation Services and add products in addition to those specified herein and Customer agrees to pay for all such modifications.

In the event Performance Audio chooses to provide Installation Services and/or Products in response to an oral request by Customer, that decision may not be construed as a general waiver of any requirements set for herein or any right of Performance Audio thereafter to exercise its right to require written Change Orders for future change order requests by Customer.

1.5. Permits or Authorizations. Customer agrees to apply for and obtain all required permits, if any, and pay all fees and assessments associated therewith.

1.6. Subcontractors. Performance Audio may engage subcontractors to perform the Installation Services, provided that Performance Audio will continue to be responsible for performing all Installation Services pursuant to this Agreement. All work for which licenses are required shall be performed by insured, licensed (where a license is required) and authorized subcontractors and Performance Audio and its subcontractors will maintain valid and appropriate workers compensation coverage.

2. DESIGN SERVICES.

2.1. Errors in Design. Performance Audio may provide un-paid design services which include equipment specification, connectivity drawings, floor plan layouts, and other design related materials. Customer acknowledges and agrees that these design services are provided as a best effort to meet the needs of the Customer and to hold harmless Performance Audio for any such errors in design.

2.2. Functionality of Design. The Customer is responsible to understand the scope of work, drawings, and other design related materials. Customer is also responsible to ensure the design has address all of their expectations pertaining to the specified project.

2.3. Resolution of Design Discrepancies. Upon receipt of written notification, Performance Audio will work through design modifications with the Customer including possible exchange of equipment and/or additional labor. Design discrepancies are to be handles as a Change Order as defined in this agreement.

3. SITE CONDITIONS.

3.1. Hours of Access. Customer shall provide Performance Audio with access to the worksite between the hours of 8am and 8pm Monday through Friday unless otherwise specified. Any restrictions to these hours must be specified by the Customer in writing prior to the beginning of the installation service. Customer agrees to pay for any additional trip charges, and hold Performance Audio harmless for any project completion delays that may result from such limited site access.

3.2. Other Trades. Performance Audio understands projects are sometimes delayed and will work with and around other trades as possible. Customer agrees to the time requirements as set out in this proposal and agrees to pay overtime costs if sufficient time is not provided and Customer does not extend the project completion date. Delays due to site conditions not being ready for Performance Audio's installation service may result in project completion deadlines not being met. The Customer will hold harmless Performance Audio for any such delays and agrees additional travel-related costs including but not limited to lodging, mileage, travel time, per diem, etc... will be added to the final invoice.

3.3. Climate Controls. If the jobsite has climate controls, the Customer shall ensure climate control is active during the installation service.

3.4. Parking. Performance Audio requires parking within 300' of the nearest building entrance of the jobsite for one work truck requiring 9' vertical clearance and parking for other vehicles as necessary. The Customer agrees to notify Performance Audio of any parking restrictions prior to the installation service. Parking costs and additional labor charges Performance Audio incurs due to parking limitations are agreed to be paid in full by the Customer as additional costs and expenses.

3.5. Facilities. Customer agrees to provide on-site 120VAC power sufficient for operating tools and other equipment as necessary and on-site restroom facilities for use by Performance Audio staff as needed.



3.6. Customer/Owner Furnished Equipment. Customer furnished equipment must be made available to Performance Audio for pre-testing and on-site for installation at agreed upon times. Customer agrees to indemnify, defend and hold harmless Performance Audio for any delays, injuries, failures or other problems caused by owner furnished equipment. Performance Audio does not warrant owner furnished equipment. Time and materials Performance Audio is required to expend troubleshooting, repairing, shipping, and replacing any defective owner furnished equipment are agreed to be paid at standard rates by the Customer as additional costs and expenses.

4. CUSTOMER PAYMENTS.

4.1. Product and Installation Price. Customer shall pay to Performance Audio in consideration of the Products and all Installation Services the total price as set forth in this proposal, together with payment for any and all Change Orders or other charges described herein (the "Installation Price"). Unless otherwise set forth in the Payment Schedule, the Customer shall pay Performance Audio 50% of the installation price prior to ordering equipment and the remaining 50% of the Installation Price, all Change Orders, and other charges upon substantial completion of the Installation Service.

4.2. Interest and Re-stocking fees. Customer agrees to pay interest at the rate of 1.5% per month compounded monthly on all past due amounts Customer is obligated to pay in accordance with this Agreement. In the event Customer returns or rejects Products specified in this Agreement, Customer agrees to pay a re-stocking fee of at least 15% on all unopened new Products and at least 25% on all opened products. Performance Audio is not obligated to accept any returns and retains sole and exclusive discretion to accept returns. There will be no refunds of any charges for Installation Services regardless of whether or not the Installation Services are related to returned or rejected Products.

4.3. Change Orders. The Customer and Performance Audio may mutually agree during this Agreement to modify the Installation Services as described above. Customer agrees to pay the costs associated with any and all Change Orders, as reasonably determined by Performance Audio. 50% of fees for Change Orders shall be paid in advance by Customer where timing allows and the remaining balance due upon substantial completion or as invoiced by Performance Audio if so agreed to by the parties.

4.4. Concealed or Unknown Conditions. Customer acknowledges and agrees that additional products and/or labor may be necessary to complete the Installation Services due to concealed or unknown conditions, including but not limited to broken conduit, cable path limitations, inaccessible areas, existence of asbestos, etc... due to concealed or unknown site conditions. Performance Audio will notify Customer in writing of any and all concealed or unknown conditions upon discovery and recommend a course of action to complete installation service. Products not able to be installed due to concealed or unknown conditions will be subject to interest and restocking fees.

4.5. Taxes. All payments under this Agreement are exclusive of all use and/or any other taxes or duties (collectively, "Taxes"). Customer is responsible for all Taxes due and paid in connection with product sales or services provided as part of the Installation Services pursuant to this Agreement, and the transactions contemplated hereby. Customer shall promptly reimburse Performance Audio for any and all Taxes that Performance Audio may be required to pay in connection with this Agreement, or the transactions contemplated hereby, except for Taxes payable on Performance Audio's net income. Upon request, each Party will provide the other Party with written documentation, including but not limited to copies of receipts, of any and all Taxes paid in connection with this Agreement. If Customer contends that it is exempt from the payment of any Taxes, Customer will supply Performance Audio with appropriate tax exemption certificates and/or other appropriate documentation in a form satisfactory to Performance Audio prior to implementation.

4.6. Late Payments. All payments by customer are due as set forth herein, on the invoice or within 30 days of the invoice date if no due date is specified, whichever is sooner. Any amounts not timely paid shall accrue interest at the rate of 1.5% per month (18% per annum), compounded monthly until paid.

4.7. Lien Rights. Customer acknowledges and agrees that pursuant to Utah law some or all of the Installation Services may grant to Performance Audio certain lien rights in the real property at which the Installation Services are provided. Customer accepts this Agreement as preliminary notice of Performance Audio's lien rights, and agrees that, in the event of non-payment or partial payment by Customer, Performance Audio may file and record a mechanics' lien on the real property where the Installation Services are provided. To the extent this Agreement involves work on governmental or municipal projects or public buildings which are subject to performance bonds, Customer shall and hereby agrees to provide a complete copy of the performance bond and any related insurance policies to Performance Audio prior to commencement of Performance Audio's work.

4.8. Security Interest and UCC-1 Filing. Customer grants to Performance Audio a purchase money security interest in and to the Products to secure payment for all charges set forth in in this proposal. Customer hereby authorizes Performance Audio to file a UCC-1 Financing Statement covering the Products as collateral to secure payment for all charges for which Customer is responsible under the terms of this Agreement. The UCC-1 Financing Statement may list Customer and any Guarantor as the debtor and all of the Products as collateral.

5. TERM AND TERMINATION.

5.1. Term. This Agreement commences on the Effective Date above and shall continue until completion of the Installation Services and payment by Customer hereunder, or until otherwise terminated as provided for herein.

5.2. Voluntary Termination. Either Party may terminate this Agreement for any reason (or no reason) by providing written notice to the other Party at any time.

5.3. Payment for Installation Services on Termination. Termination of this Agreement shall not in any way relieve Customer from its obligation to pay for all Product and Installation Services delivered by Performance Audio or in-process at the time of termination and ultimately delivered to Customer by Performance Audio. Payment for Customer Products delivered by Performance Audio after termination shall be under the same terms as otherwise set forth herein.

6. DISCLAIMER OF WARRANTIES. EXCEPT FOR THE REPRESENTATIONS AND WARRANTIES EXPRESSLY PROVIDED IN THIS AGREEMENT, PERFORMANCE AUDIO SPECIFICALLY DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED, BY OPERATION OF THE LAW, STATUTORY OR OTHERWISE, AND SPECIFICALLY DISCLAIMS ANY AND ALL WARRANTIES INCLUDING BUT NOT LIMITED TO THE WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE INSTALLATION SERVICES.

7. GENERAL.

7.1. Relationship. No Third-Party Beneficiaries. This Agreement does not create any partnership, agency, employment, or joint venture relationship and neither Party has authority to create any obligation on behalf of the other. The Parties do not intend, nor shall any clause be interpreted, to create under this Agreement any obligations, benefits or rights to or from any third party.

7.2. Assignments. Without limiting Performance Audio's right to subcontract as provided for herein, this Agreement may not be assigned without the other Party's prior written consent.

7.3. Severability. If any provision of this Agreement is held to be inconsistent with any present or future law, ruling, rule or regulation of any court or governmental authority, such provision shall be deemed to be rescinded or modified to the minimum extent necessary to comply with such law, ruling, rule or regulation, and the remainder of this Agreement shall not be affected thereby.

- 7.4. Entire Agreement.** This Agreement constitutes the complete and entire agreement of the Parties and supersedes all previous and contemporaneous agreements, oral or written, and all other communications relating to the subject matter hereof. This Agreement may be modified only in a writing signed by both Parties' authorized representatives. All Schedules attached hereto are incorporated herein.
- 7.5. Force Majeure.** If either Party is prevented from fulfilling its obligations under this Agreement by reason of any event beyond its reasonable control, that Party will promptly give written notice of this to the other Party and will make commercially reasonable efforts to resume its performance.
- 7.6. Governing Law.** This Agreement is governed by the laws of the State of Utah, without regard to its conflicts of laws principles. The Parties submit to the non-exclusive personal jurisdiction and venue of the federal and state courts located in or having jurisdiction over Salt Lake County, Utah.
- 7.7. Attorneys' Fees and Costs.** If either Party breaches this Agreement, the non-breaching Party shall be entitled to recover from the breaching Party all of the non-breaching Party's costs, including without limitation attorneys' fees, incurred by the non-breaching Party in enforcing the terms of this Agreement or in collecting any amounts due hereunder.
- 7.8. Waiver.** No failure to exercise, or delay in exercising any right under or arising out of this Agreement shall operate as a waiver, except as provided herein, nor shall any single or partial exercise of any such right preclude the exercise of any other right.
- 7.9. Counterparts.** This Agreement may be executed in a number of counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.
- 7.10. Survival.** The Parties agree that where the context of any provision indicates the intent that it shall survive the Term or termination of this Agreement, then it shall survive the same.
- 7.11. Notices.** All notices which may be given in connection with this Agreement shall be sent by either Party to the other Party at the addresses below by U.S. Certified Mail, return receipt requested, or by tracked overnight courier service, or confirmed electronic mail receipt.

SUMMIT ACADEMY SCHOOLS, INC

Draper

May 18, 2022

TO: Summit Academy Schools, Inc Governing Board

FROM: Brad Wilkinson, Business Administrator

SUBJECT: Over 150 Mile Trip (UHSAA)

BACKGROUND INFORMATION

The Summit Academy High School has (2) trips this go round. The first is a Softball Tournament in St George Utah. This is a tournament has been done each year by girls softball.

The second trip is a UHSAA group that is going to Cedar City Utah for the Utah Shakespeare Competition.

CURRENT CONSIDERATIONS

Currently UHSAA requires board approval for any UHSAA trip over 150 miles away. We ask that the Summit Academy High School Governing Board approve Travel for these trips.

FINANCIAL IMPLICATIONS

Please see the write up attached for Girls Softball. The current trip costs \$8,926.00 for both Varsity and Junior Varsity girls. Currently the Softball team has \$0 funds available to spend. The principal assures us that they have a fundraising plan in place to collect these funds. If funds are not collected then SAHS general budget would need to cover the costs.

The Shakespeare competition is proposed to cost \$1,628
(Hotels and \$140 per participant)

RECOMMENDATIONS

It is respectfully requested that the Governing Board approve the travel St George and Cedar City for each of these UHSAA activities.

DIRECTOR'S RECOMMENDATION: Recommended Approval.



2023 St. George March Warmup Classic Softball Tournament - Proposal

09.01.2022

Robert DeKorver

Head Coach

801-369-5891

Overview

For the last two years the Summit Academy High School softball team has traveled to St. George to play in the March Warm Up Elite tournament. This tournament has been a great opportunity to get the team additional playing experience, "dirt time", prior to the regular season starting. Unfortunately the tournament that the team was attending was made up of mostly 4,5, and 6A schools, which made it very difficult for the team to experience the successes that comes with playing teams that are at our level.

This year we are requesting to once again go back to St. George for the March Warm Up tournament, but registering for the March Warm Up Classic tournament, which through research we found was available. This tournament takes place a week later on March 17 and 18th, and consists of high school teams that are in the 1, 2, and 3A classifications. By entering the classic tournament we would be guaranteed five games against teams that we could compete against, giving the athletes a great opportunity to improve their game and to hopefully see success.

Last year we traveled with all 26 athletes as well as four coaches and two team managers. It was discussed by the coaches that this tournament also has a JV tournament at an additional cost that guarantees JV players four games against other JV games. As part of the proposal for the March Warm Up Classic I have included the cost of the JV tournament as an option, so we can get more athletes time on the field as we prepare less experienced JV players to play at the varsity level as their playing time at Summit Academy High School continues to progress.

The numbers that I have provided for this proposal are only an estimate as I am still trying to get better pricing on lodging and food, but we needed to get this before the board in order to get the tournament paid for. However, as part of that estimate, we have been able to get hard numbers on the cost of rooms with breakfast, as well as one of the dinners that would be served. Currently we have 25 students that are either returning to play or have expressed an interest to play in the upcoming 2023 season. I would suspect that this number will be pretty accurate as to the size of the softball program that we will have here at Summit Academy High school, but it may go down by a few also, which would reduce the cost of this proposal. I will however give you the cost as if we had 25 athletes, 4 managers, and 5 coaches traveling.

As the coach of the team I appreciate the board and your time to review this information. I would be more than happy to answer any questions that you may have concerning this proposal.

Goals

1. Help the Summit Academy Softball athletes to improve both individually and as a team
2. Provide a great team building opportunity
3. Help improve the athletes skills and increase their knowledge concerning strategies of the game
4. Have Fun!

Specifications

* Times will be updated as we get more information

Thursday March 16, 2023

- All athletes will eat first lunch
- Athletes board the bus after first lunch
- Depart the school
- Arrive in St. George
- Check into the hotel
- Dinner
- Bed Checks

Friday March 17, 2023

- Breakfast
- Play in the tournament
- Lunch
- Play in the tournament
- Dinner
- Bed Checks

Saturday March 18, 2023

- Breakfast / Check out of hotel
- Play in the tournament
- Lunch
- Travel Home

Finances

Tournament Cost - Varsity \$450.00

Junior Varsity (optional) \$400

Hotel - Hilton Garden Inn \$189+ tax per night includes breakfast. 2 Nights, 13 rooms, which would be 4 athletes per room and then coaches rooms and a room for the bus driver. Total cost \$4,914 plus tax.

Meals - Dinner on Thursday \$600 (Pasta Factory)

Lunch Friday - \$250 (Jimmie Johns, Fruit and Chips)

Dinner on Friday \$600 (Unknown, so this cost could come down)

Saturday Lunch Cost covered by the athlete

Transportation - \$1,462 (Summit Academy School Bus)

Misc - \$250 (Water, Snacks, etc.)

Total Cost - \$8,526 Varsity only

\$8,926 With JV

Expense per athlete at 25 athletes is \$341 for Varsity / \$357 with JV option

Hi Amazing Board!

We have the Wonderful opportunity to compete in the Utah Shakespeare Competition. This is an opportunity for the students to harness their craft in acting and performing while learning the art of Shakespeare. We will be able to watch other schools work as well. Our students have worked hard on their monologues and scenes they plan on performing/ competing with.

*We will leave Friday Sept 30, returning Saturday evening October 1st.

*Hotels will be 1068.00 total. 4 rooms; 4 in each room, driver has own room

* Each student will pay \$140.

*There will be 8 students competing. Competition is free.

*Students will pay for their own food.

*Venue is Cedar City

Thank you!!

Ms. Olsen