

SOUTHWEST GEORGIA STEM CHARTER SCHOOL
SCHEDULED Finance MEETING AGENDA
School Media Center February 14th, 2022 - 5:30 PM
Meeting also offered through Teleconference Option due to COVID-19:
Dial-in Number 978-990-5080: Access Code: 6521665
advertised on the School Website as well.

CALL TO ORDER

RECOGNITION OF VISITORS- Greg Barineau, B2B Management, LLC

PUBLIC COMMENT

ITEM 1. APPROVAL OF January 2022 Minutes:

- Motion: _____ Second: _____ Vote: _____
APPROVAL OF AGENDA FOR February 14th, 2022
- Motion: _____ Second: _____ Vote: _____

ITEM 2. B2B Management, LLC is providing information and an estimate on a Modular Unit

- Greg Barineau is presenting information on a Modular Unit that can be used for 2 classrooms on campus.

ITEM 3. CFO Reports

- General Finance Report
- School Food Finance Report
- Monthly Cash Flow
- Comprehensive Performance Frameworks Score Prediction

ITEM 4. Budget Amendment

- Review Proposed Amended Budget

ITEM 5. Annual SCSC Monitoring Visit Evaluation in Finance

- Review and Discuss Annual SCSC Monitoring Visit Evaluation Results for Finance.

ITEM 6. Cares III Update

- Discuss Cares III status

APPROVAL OF ADJOURNMENT OF MEETING

- Motion: _____ Second: _____ Vote: _____

TIME ADJOURNED: _____ PM

SOUTHWEST GEORGIA STEM CHARTER SCHOOL SCHEDULED
Finance MEETING MINUTES
School Media Center
January 18th, 2022 - 5:30 PM

CALL TO ORDER - By Tony Lee @ 5:32 p.m. In attendance by phone were: Lisa Jones, Patricia Goodman, Russell Nuti, Ginger Almon - School Leader, Lori Wilson- CFO

RECOGNITION OF VISITORS – None

PUBLIC COMMENT - none

ITEM 1. APPROVAL OF December 2021 Minutes: • Motion: Chris Weathersby__ Second: _Lisa Jones_ Vote: - All in Favor -

APPROVAL OF AGENDA FOR January 18th, 2022 • Motion: _ Patricia Goodman_ Second: _Russell Nuti_ Vote: All in Favor

□ **ITEM 2. CFO Reports-**

- General Finance Report - The General fund was reviewed. The school is 50.00% through the fiscal year. We compared the areas of the general fund to the fiscal year percentage to monitor spending. Revenues totalled 60.85%. Expenditures are closer to the percentage budgeted at 48.80%. However, professional development has increased to 109.99%. This is a result of professional training fees and the associated travel expenses.
- School Nutrition Report- The school nutrition fund was reviewed. The revenues total to 103.23%, which is higher than the amount originally budgeted. The expenditures were also higher because of larger food purchases. This total is 53.29%. The fund equity total is \$71,879.22. The school received the Emergency Operation funds on November 4th. The amount was roughly \$12,500. This also contributed to the increase in revenue total percentage increase.
- Monthly Cash Flow- The monthly cash flow compares the revenue and expenditures for July, August, September, October, November, and December. It shows that our variance in cash flow was \$25,060.65 for this month. The revenue for December did not fluctuate much. However, expenditures decreased. This is due to being closed for Christmas break.
- The Comprehensive Performance Frameworks Score Prediction was reviewed. The school has earned the final “5” points for enrollment variance. The CPF score is now a “100.” This month shows no drastic changes in any of the score determination areas.

□ **ITEM 3. Update Banking Resolutions-** New banking resolutions were created to update the institution on the resolutions to Bank of Edison. The resolution for the line of credit shows the same principal amount set at \$400K for the LOC. The signers for the LOC are also the same. They are Mr. Anthony Lee and Mrs. Ginger Almon. The checking account resolution has the

same signers being Mr. Anthony Lee (Chairman of the Board), Mrs. Ginger Almon (School Leader), and Mrs. Patricia Goodman (Board Secretary). Once again, the only change for our 2 checking accounts is the financial institution.

□ **ITEM 4. Cafeteria Renovation or Demolition-** SRJ Architects provided estimated renovation costs of the cafeteria to be around \$457,767. Estimated demolition costs from a local business are \$10K. Board members agreed that it is in the School's best interest to demolish the cafeteria. A firm decision will be made when our timeline is closer to carrying out the decision.

□ **ITEM 5. Modular Unit Campus Addition-** Board members reviewed 3 different options of modular buildings to purchase to accommodate the school's enrollment numbers. Board members agreed that their top choice out of the three options is the layout and price of Mobile Modular's offer. We are discussing another option with T&R Custom Inc. Once we have an offer from this company, we will compare it with Mobile Modular to make a firm decision.

□ **ITEM 6. Cares III Update-** GADOE performs progress monitoring on Cares grants. Cares III was initially approved. We are submitting data from the past 6 months of expenditures paid with CARES III. We are also waiting for the amended budget to be approved. We have submitted the required information.

□ **ITEM 7. Department of Labor Resolution-** A school employee was advised by a former CFO to apply for partial disability during the time period that the school was closed due to COVID-19 in the year 2020. The situation and issues were discussed with the board members to make them aware of the situation. They were also informed that the School's attorney is advising and guiding the School Leader and CFO on the best course of action for the school.

APPROVAL OF ADJOURNMENT OF MEETING – 6:30 pm Motion: _ Chris Weathersby _ Second: _ Patricia Goodman _ Vote: _ All in Favor _

TIME ADJOURNED: _6:31_PM

B2B Management, LLC

Greg Barineau 229-938-3121 cell

Quote: 8544GB

Code: IBC

Customer: SOWEGA Stem Charter

Seals: GA

Location : Shellman, GA.

Occupancy: Education

Box Size: 24x64

Wind Speed: 140

Lead time: 8-10 weeks from sign off.

of Units U/M Description

Frames

- 6 Each New Brake axles Per Building w/New Tires (14 Ply Tires)
- 4 Each New Idler axles Per Building w/New Tires (14 Ply Tires)
- 2 Each Detachable Hitch
- 2 Each Outrigger Frame (I-Beam Spacing 99-1/2" on 12 & 14)(75-1/2 on 8 & 10)
- 1 Each 24 x 64 Size Trailer 12" I-Beam

Floors

- 1536 SqFt Bottom Board
- 1536 SqFt 23/32" Advantech T&G Floor Decking, Single Layer
- 1536 SqFt 1/8" Commercial Block Tile
- 1536 SqFt 2 x 8 Floor Joist (16" O.C.)
- 1536 SqFt R-30 Kraft Insulation
- 64 LinFt Cut Back Floor Decking 9" at Each Side of Mateline
- 1 Note Cut Back Tile Additional 2-1/2" Each Side Of Mateline

Int Walls

- 1 LinFt 2 x 4 x 8 @ 16" o.c., 1/2" VCGYP - interior walls
- 1 Interior Standard Moulding
- 416 SqFt R-11 Insulation thru-out Interior Partition Walls
- 1408 SqFt R-21 Kraft Insulation Exterior Walls (2 x 6 walls)
- 2 Each 36 x 80 HC Imperial Oak w/Redi frame
- 2 Each Floor Door Stop
- 2 Each Tell Privacy Lever Lock-----LT3576
- 176 LinFt 2 x 6 x 8' @ 16"o.c., 1/2" VCGYP (Exterior)
- 52 LinFt Single Partitions
- 280 LinFt 4" Vinyl Base

Roofs

- 1536 SqFt Seaspray Ceiling Material
- 1 NOTE: Seaspray Ceiling Material - Foamed to Truss
- 1 NO HURRICANE STRAPS ON UNITS
- 128 LinFt 1.75" Microlam Ridge Beam
- 1536 SqFt R-49 unfaced Insulation
- 128 LinFt Mono Mansard Roof Design @ 24"o.c.
- 1536 SqFt EPDM Rubber Roof .045 over 7/16" FR Decking "BLACK"

Plumbing

- 1 Each CPVC Supply lines
 - 1 Each PVC Waste Stub-Outs Only
- 2/7/2022 2:38:32 PM **Quotation #: 8544GB** Page 1 of 3

of Units U/M Description

Plumbing

- 1 NOTE (1)18" GRAB BAR, (1) 36" GRAB BAR, (1) 42" GRAB BAR PER ADA RR
- 2 Each Toilet Paper Roll Holder - Std. Single
- 2 Each Handicap Toilet
- 2 Each Wall Hung Lav w/Faucet & 18x36 Mirror
- 1 Each 4 Gallon Eemax water heater in cabinet

Electrical

- 2 Each 100 amp Sgl.Phase Standard Panel Box
- 1 Copper Romex
- 1 20 amp Standard Recept(Specification Grade)
- 1 ALL LIGHTS ARE LED
- 2 Each Emergency Light w/Battery Pack w/Double Head Exterior Remote Lights
- 2 Each Exit Sign / Emergency Light Combo w/Battery Pack
- 22 Each 4' Double Tube w/Lens (Surface Mounted) LED
- 2 Each Porch Light w/Photocell - LED
- 1 Each Heat Tape Receptacle Under Building
- 1 Each 110V Dedicated Recept. for Water Heater 20 amp
- 2 Each Exterior Ground Fault Recept. w/cover
- 2 Each Ground Fault Recept. w/Cover
- 4 Each J-Box w/ 1/2" Floor Stub Out (2 x 4 box - Blank Cover)
- 4 Each J-Box w/ 1" Floor Stub Out (4 x 4 box - Blank Cover)
- 1 NOTE All switch's are 20 amp Specification Grade
- 4 Each Motion Occupancy Sensor "Wall" Motion Switch

HVAC

- 60 LinFt Supply Ceiling Ducted Fiberglass 1.5" (R-6.5)
- 2 Each 3 ton 10kw (opposite ends)
- 1 NOTE *HVAC IS NOT WARRANTED IF RUN ON GENERATORS*
- 12 LinFt Return - Ceiling Ducted Fiberglass
- 1 Each Gable End Vents as Required
- 2 Each 80 CFM light/fan combination
- 2 Each CRV (Commercial Room Ventilator)
- 24 LinFt Plenum Wall Lined w/Gypsum
- 6 Each 10 x 10 RAG Ceiling
- 10 Each 10 x 10 Ceiling Supply
- 2 Each 7-Day Programmable Thermostat

Ext Doors

- 2 Each 36 x 80 w/5x20 V-Block/Lever Lock/St/St/Closer/Painted
- 2 Each Panic Hardware w/Exterior Lever Trim
- 1 NOTE AWNINGS SUPPLIED & INSTALLED BY OTHERS ON SITE

Windows

- 8 Each 1" Vinyl Mini Blinds - White
- 8 Each Vertical Slider 36 x 60 White Vinyl/Low E insulated 1/1

Siding

- 176 LinFt 26 Ga Hi-rib Steel with 7/16" OSB and house wrap
- 8 Each Window trim out for Hi-Rib Steel
- 176 LinFt 26 ga. Hi-Rib Steel Mansard (2x6 Top Rail)

Seals

2/7/2022 2:38:32 PM **Quotation #: 8544GB** Page 2 of 3

of Units U/M Description

Seals

- 2 Each Georgia (2018 IBC)
- 1 Each MBI Seals are not included, dealer to provide them.

Options

- 1 26 ga. Hi-Rib Steel Skirting Materials---ADD -\$2750.00
- 1 SKIRTING FIGURED ON UNIT BEING SET 36" A.F.G.
- 1 T&R CUSTOM IS NOT RESPONSIBLE FOR FREIGHT ON OVERHEIGHT BUILDING
- 1 NO ABS PAD FOUNDATION IN APPROVAL PRINTS

Total Price for This Quotation: \$104,921

Our quotation is based upon the specifications that you have provided. Any changes or additions to the materials specified on this sheet will be at your expense. This quoted price will be honored for a period of 30 days from the date shown above.

B2B Management, LLC. will not be responsible for any Federal, local, municipal or county code requirements that exceed the specific requirements of your state or our third party. It will be the dealer's responsibility to secure all permit and licenses that may effect the construction of this building prior to our fabrication.



METROPOWER, INC. dba METROPOWER FIRE PROTECTION | Solutions Powered by People Since 1947

February 11, 2022

TR Custom, Inc
1619 GA-26 Ellaville, Georgia 31806
Attn: Greg Barineau

RE: *Southwest GA STEM Charter School*
Shellman, GA 39886

AUTOMATIC FIRE SUPPRESSION SPRINKLER SYSTEM QUOTE

Dear Mr. Barineau,

We are pleased to submit for your consideration a price of **Nine Thousand Four Hundred Fifty-Five Dollars (\$9,455.00)** to install branch lines and partial mains at your Ellaville plant. We have not included any costs in the price for MetroPower traveling to any other location to perform work on this project. We have anticipated both buildings being ready to install at the same time. If not, we will need to evaluate if a change order is needed for extra mobilizations and any down time waiting on units.

As per NFPA13, all portions of the building are to maintain a minimum of forty (40) degrees during freezing weather conditions to prevent any system impairments.

The installation and material will meet NFPA13 wet pipe criteria and there being an adequate water supply to meet the sprinkler demand, which we do not know at this time.

We will install the branch lines above the ceilings and stub below the floors in the plenum space.

Quick response chrome pendent sprinklers will protect the area below the sheetrock finished ceilings.

We will stub the branch line connections under the units with threaded pipe for the onsite crew to connect to the water supply. The branch line will terminate eight (8") inches below each unit with a threaded cast iron cap.

All pipes will be schedule ten (10) and schedule forty (40) with welded outlets, screwed fittings and grooved ends with grooved couplings and fittings.

We will fill each unit and test with twenty-five (25psi) pounds of air for a minimum of four (4) hours, a TR Custom representative will need to sign off that no leaks were detected during the test.

MetroPower final shop drawings will be submitted to TR Custom who will be responsible for submitting to the on-site sprinkler contractor.



METROPOWER, INC. dba METROPOWER FIRE PROTECTION

We do not include the following in our price:

Out of town expenses or on-site work.
Electric alarms, wiring, or interfacing.
Fire extinguishers.
Hose stations.
Sprinklers in the crawl space area or in the attic.
Paint prep or painting of any pipe or fittings.
Insulation or heat tracing of any pipe or fittings.
Underground fire main supply pipe.
Back Flow Preventor.
Seismic bracing.
FPE stamped drawings.
Payment and performance bond.
Davis Bacon wage rates.

All pipe and material, quotes are based on prices received February 11, 2022, and our quote is good for fourteen (14) days only.

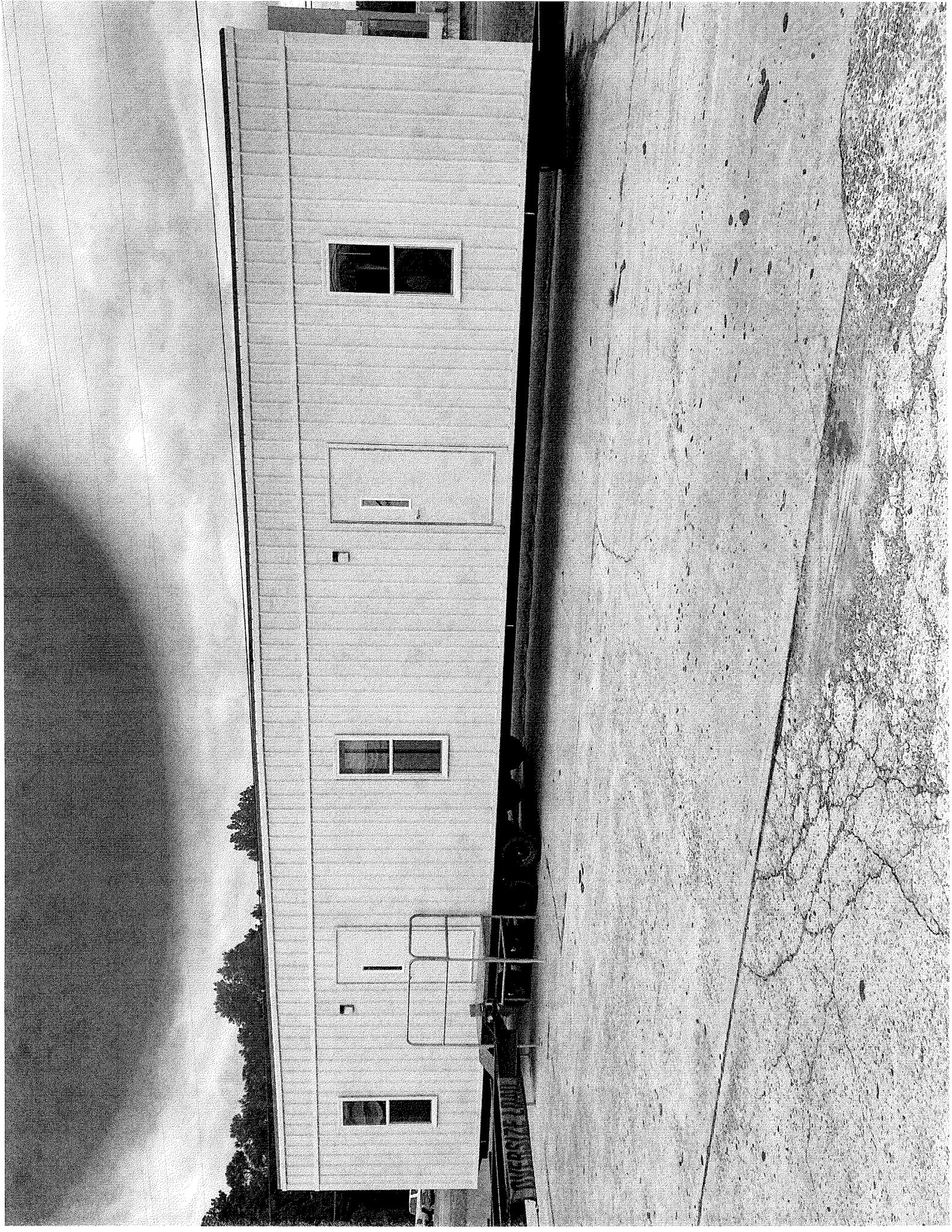
After fourteen (14) days this quote will be reviewed and updated if needed, due to pricing increases.

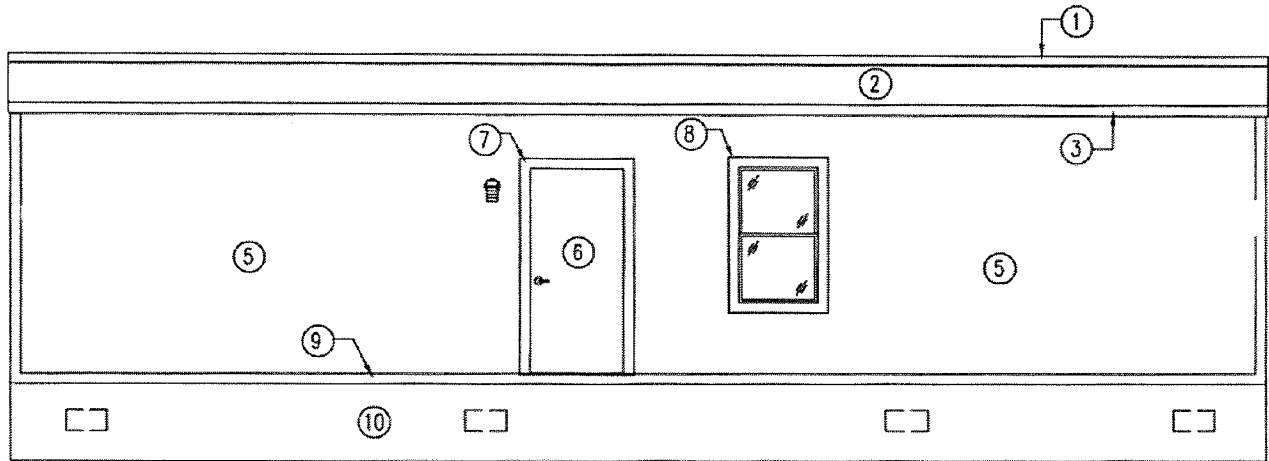
We wish to thank you for allowing us to quote this project and if we can be of further assistance, please don't hesitate to call.

Sincerely,
Judd Conner

Judd Conner

Project Manager





DESCRIPTION

COLOR SELECTION

① MANSARD TRIM	
② MANSARD BODY	
③ EXTERIOR TOP TRIM	
⑤ EXTERIOR SIDING BODY	
⑥ EXTERIOR DOOR BODY	
⑦ EXTERIOR DOOR TRIM	
⑧ EXTERIOR WINDOW TRIM	
⑨ EXTERIOR BOTTOM TRIM	
⑩ SKIRTING MATERIAL	

CUSTOMER SIGNATURE _____ DATE: _____

Modular Unit Cost Comparison

B2B Management LLC- \$132,876.00

"New Building" T&R Custom Mobile Unit 24X64 (1536 sqft) - \$104,921

Delivery, Set, Tie Down, Skirting installation, 8x10 porch with roof and 30 ft ramp- \$18,500

Fire Suppression Installation- \$9,455

Building per square foot- \$86.51

- Metal Skirting
- Includes Porch with 30 ft ramp

Mobile Modular- \$142,439.12

"New Building" Mobile Modular Unit 28X65 (1820 sqft)- \$103,020

Delivery, set up, vinyl skirting, installation, sprinklers and risers- \$30,394.00

Building per square foot- \$78.27

- Vinyl Skirting
- Does not include Porch and ramp.



Mobile Modular Management Corporation
 4301-C Stuart Andrew Blvd.
 Charlotte, NC 28217
 Phone: (678) 714-0744
 Fax: (704) 519-4001
 www.mobilemodular.com

Sale Quotation and Agreement

Quotation Number: 430613
 Customer PO/Ref:
 Date of Quote: 12/08/2021

Sign up for the Easy Sale Option (see end of document for details)

Customer Information	Site Information	Mobile Modular Contact
Southwest Georgia Stem Charter School 185 Pecan Street Shellman, GA 39886 Lori Wilson lwilson@sowegastemcharter.org Phone: (229) 942-9679	Southwest Georgia Stem Charter School 185 Pecan Street Shellman, GA 39886 Lori Wilson lwilson@sowegastemcharter.org Phone: (229) 942-9679	Questions? Contact: Wendy Genske Wendy.Genske@MMMC-Rents.com Direct Phone: (866) 914-7425 Fax:

Product Information	Qty	Purchase Price	Extended Purchase Price	Taxable
Campus Maker ModPod, 28x65MS(Item1863W) <i>MOD POD110MPH Wind Load.Size excludes 4' towbar.</i>	1	\$103,020.00	\$103,020.00	Y
Charges Upon Delivery	Qty	Charge Each	Total One Time	Taxable
Campus Maker ModPod, 28x65MS(Item1863W)				
Block and Level Building (B6)	1	\$7,900.00	\$7,900.00	N
Delivery Haulage 14 wide	2	\$2,200.00	\$4,400.00	Y
Installation, Skirting, Vinyl	186	\$29.00	\$5,394.00	Y
Installation, Sprinklers and Risers	1	\$12,700.00	\$12,700.00	N
<i>Installed inside building and does not include final site connections or site test.</i>				
			\$30,394.00	
Total Estimated Charges				
		Subtotal	\$133,414.00	
		Taxes	\$9,025.12	
		Total Charges (including tax)	\$142,439.12	

Special Notes
<p>Block/Level: Price assumes building is installed using Mobile Modular standard foundation. Mobile Modular assumes installation on the minimum foundation design criteria/tolerances. For DSA buildings, it is assumed building will be installed on the minimum amount of foundation lumber per the applicable DSA approved stockpile drawings and site will not exceed 4-1/2" out of level. Additional material and labor charges apply for installing buildings above minimum foundation design criteria, raising buildings to meet specific finish floor elevations, raising building level to adjacent buildings, landings, walkways, transitions, etc.</p> <p>ABS Pads in Lieu of Poured Footers: Modular building to be installed on ABS pads in lieu of poured footers, approved plans are available and subject to local building department approval.</p> <p>Used building sale: Quotation is for a used modular building sold in "as is" condition. Unless stated otherwise, MMMC will only perform a general cleaning & repair, reseal the roof, doors & windows, and test the electrical, mechanical & plumbing systems to ensure working condition at the time of delivery. For warranty information, please refer to the Supplemental Sale Terms and Conditions located on Seller's website at: https://www.mobilemodular.com/Content/Documents/ContractTerms/Supplemental-Sale-T-and-C.pdf</p>
Floor Plans

Thank you for contacting Mobile Modular.
 Mobile Modular is a division of McGrath RentCorp.
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Sale Quotation and Agreement

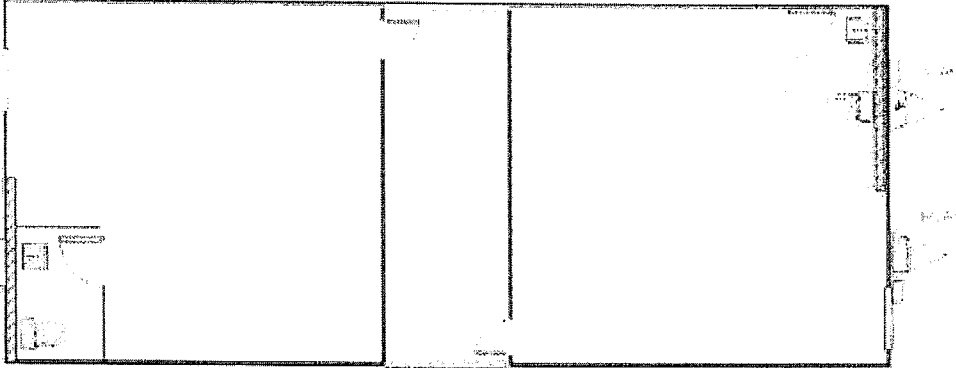
Quotation Number: 430613

Customer PO/Ref:

Date of Quote: 12/08/2021



Campus Maker ModPod, 28x65MS(Item1863W)



All drawings and specifications are nominal.

Additional Information

- Quote is valid for 30 days.
- Customer's site must be dry, compacted, level and accessible by normal truck delivery. Costs to dolly, crane, forklift, etc. will be paid by customer. Unless noted, prices do not include permits, stairs, foundation systems, temporary power, skirting, engineering, taxes or utility hookups.
- Subject to equipment availability. Unless noted, equipment and related furnishings, finishes, accessories and appliances provided are previously leased and materials, dimensions, and specifications vary. Detailed specifications may be available upon request.
- This transaction is subject to prior credit approval and all terms, conditions, and attachments of MMMC's standard contract.
- Down Payment required on execution.
- **Sales Tax will be calculated based on the tax rate at the time of invoicing.**
- **Unless otherwise noted, prices do not include prevailing wages, Davis-Bacon wages, or other special or certified wages.**

Thank you for contacting Mobile Modular.

Mobile Modular is a division of McGrath RentCorp.
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BEGINNING JULY 1, 2021 THROUGH THE END OF JANUARY, 2022
 58.33 PERCENT OF FISCAL YEAR COMPLETE
 SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

DESCRIPTION	ITEM NUMBER	07 MONTHS/FY 22 ACTUAL (GENERAL LEDGER)	22 FY BUDGET	PERCENT (COL. 3 DIVIDED BY COL. 4)
(1)	(2)	(3)	(4)	(5)
REVENUES: LOCAL (TAXES AND/OR APPROPRIATIONS)	1110/1220	0.00	0.00	0.00%
LOCAL (OTHER)	1310/1995	1,372.41	0.00	0.00%
STATE AND LOCAL (QBE)	3120/3125	2,647,187.00	4,528,329.00	58.46%
QBE CONTRA ACCOUNT (LOCAL FAIR SHARE) (DEBIT)	3140	288,437.00-	494,367.00-	58.34%
STATE (OTHER)	3200/3995	37,866.06	50,975.00	74.28%
FEDERAL (DIRECT CATEGORICAL)	4300/4399	0.00	0.00	0.00%
CHILD NUTRITION FEDERAL GRANTS	4510/4513	0.00	0.00	0.00%
FEDERAL GRANTS THROUGH GA DEPT OF EDUC	4520/4529	0.00	0.00	0.00%
FEDERAL (OTHER)	4530	0.00	0.00	0.00%
FEDERAL (PL 81-874)	4820	0.00	0.00	0.00%
FEDERAL (REVENUES IN LIEU OF TAXES)	4830	0.00	0.00	0.00%
OTHER SOURCES	5200/5995	426,045.05	0.00	0.00%

BEGINNING JULY 1, 2021 THROUGH THE END OF JANUARY, 2022

58.33 PERCENT OF FISCAL YEAR COMPLETE

SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

DESCRIPTION	ITEM NUMBER	07 MONTHS/FY 22 ACTUAL (GENERAL LEDGER)	22 FY BUDGET	PERCENT (COL. 3 DIVIDED BY COL. 4)
(1)	(2)	(3)	(4)	(5)
REVENUES:				
TOTAL REVENUE / OTHER SOURCES	6000	2,824,033.52	4,084,937.00	69.13%

58.33 PERCENT OF FISCAL YEAR COMPLETE
 SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

DESCRIPTION	ITEM NUMBER	07 MONTHS/FY 22 ACTUAL (GENERAL LEDGER)	22 FY BUDGET	PERCENT (COL. 3 DIVIDED BY COL. 4)	ENCUMBRANCES
(1)	(2)	(3)	(4)	(5)	(6)
EXPENDITURES:					
INSTRUCTION	1000-000	1,265,884.78	2,253,794.59	56.17%	0.00
SUPPORT SERVICES (PUPIL)	2100-000	42,921.61	60,897.09	70.48%	0.00
IMPROVEMENT OF INSTRUCTIONAL SERVICES	2210-000	6,504.69	5,000.00	130.09%	0.00
EDUCATIONAL MEDIA SERVICES	2220-000	0.00	1,700.00	0.00%	0.00
GENERAL ADMINISTRATION	2300-000	145,195.60	287,438.15	50.51%	0.00
SCHOOL ADMINISTRATION	2400-000	150,293.73	262,346.10	57.29%	0.00
SUPPORT SERVICES (BUSINESS)	2500-000	53,483.07	101,491.30	52.70%	0.00
MAINTENANCE AND OPERATION	2600-000	139,448.69	253,003.85	55.12%	0.00
STUDENT TRANSPORTATION	2700-000	116,541.98	165,726.30	70.32%	0.00
SUPPORT SERVICES (CENTRAL)	2800-000	0.00	0.00	0.00%	0.00
OTHER SUPPORT SERVICES	2900-000	0.00	0.00	0.00%	0.00
SCHOOL FOOD SERVICES	3100-000	20,631.81	0.00	0.00%	0.00

58.33 PERCENT OF FISCAL YEAR COMPLETE
 SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

DESCRIPTION	ITEM NUMBER	07 MONTHS/FY 22 ACTUAL (GENERAL LEDGER)	22 FY BUDGET	PERCENT (COL. 3 DIVIDED BY COL. 4)	ENCUMBRANCES
(1)	(2)	(3)	(4)	(5)	(6)
EXPENDITURES:					
ENTERPRISE OPERATIONS	3200-000	0.00	0.00	0.00%	0.00
COMMUNITY SERVICE OPER	3300-000	0.00	0.00	0.00%	0.00
OTHER OPERATIONS OF NONINSTRUCTIONAL SERVICES	3900-000	0.00	0.00	0.00%	0.00
FACILITIES ACQUISITION AND CONSTRUCTION	4000-000	65.00-	50,528.00	-0.13%	0.00
OTHER USES	5000-000	0.00	0.00	0.00%	0.00
DEBT SERVICES	5100-000	26,920.89	43,704.88	61.60%	0.00
TOTAL EXPENDITURES /OTHER USES	6000-000	1,967,761.85	3,485,630.26	56.45%	0.00

GENERAL FUND FISCAL YEAR-TO-DATE REPORT (FUNDS 100 - 100)
 END OF PERIOD GENERAL FUND BALANCE SHEET
 SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

DESCRIPTION	ITEM NUMBER	END OF PERIOD (JANUARY, 2022)	DOLLAR AMOUNTS
(1)	(2)		(3)
ASSETS:			
CASH BALANCE	0101/0105		1,792,218.46
INVESTMENT BALANCES	0111		0.00
RECEIVABLES	0114/0153		227,320.00
INVENTORIES	0171/0173		0.00
PREPAID EXPENDITURE/ DEFERRED CHARGES	0181/0185		0.00
OTHER CURRENT ASSETS	0199		0.00
TOTAL ASSETS	0100		2,019,538.46
LIABILITIES & FUND EQUITY:			
INTERFUND LOANS PAYABLE	0401		0.00
INTERFUND ACCOUNTS PAYABLE	0402/0403		0.00
ACCOUNTS PAYABLE	0411/0421		76,339.02
SALARIES AND BENEFITS PAYABLE	0422		341,606.86
COMPENSATED ABSENCES PAYABLE	0423		0.00

DESCRIPTION	ITEM NUMBER	END OF PERIOD (JANUARY, 2022) DOLLAR AMOUNTS
(1)	(2)	(3)
LIABILITIES & FUND EQUITY:		
LOANS AND INTEREST PAYABLE	0451/0455	0.00
FEDERAL AND STATE INCOME TAX PAYABLE	0471/0472	0.00
RETIREMENT PAYABLE	0473/0474	0.00
INSURANCE PAYABLE	0475/0476	0.00
SOCIAL SECURITY PAYABLE	0477	0.00
OTHER AGENCY PAYABLES AND OTHER CURRENT LIABILITIES	0479/0499	0.00
FUND EQUITY	0711/0799	1,601,592.58
TOTAL LIABILITIES & FUND EQ	0400/0700	2,019,538.46

JULY 1, 2021 THROUGH THE END OF JANUARY, 2022
 SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

ITEMS	DESCRIPTION	ACCOUNT NUMBERS	DOLLAR AMOUNTS
(1)	(2)	(3)	(4)
A	JULY 1, 2021 GENERAL FUND EQUITY	711/799	761,079.91
B	ADJUSTMENT TO JULY 1, 2021 GENERAL FUND EQUITY (PLUS OR MINUS)	711/799	15,759.00-
C	TOTAL REVENUES & OTHER SOURCES (FROM PAGE 1, COLUMN 3)	6000	2,824,033.52
D	TOTAL EXPENDITURES & OTHER USES (FROM PAGE 2, COLUMN 3)	6000-000	1,967,761.85
E	END OF PERIOD GENERAL FUND EQUITY (THIS LINE MUST BE THE SAME AS ITEM 711/799 PAGE 3)	711/799	1,601,592.58

EQUATION:

ITEM A, COLUMN 4
 PLUS OR MINUS ITEM B, COLUMN 4
 PLUS ITEM C, COLUMN 4
 MINUS ITEM D, COLUMN 4
 EQUALS ITEM E, COLUMN 4

BEGINNING JULY 1, 2021 THROUGH THE END OF JANUARY, 2022
 58.33 PERCENT OF FISCAL YEAR COMPLETE
 SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

DESCRIPTION (1)	ITEM NUMBER (2)	07 MONTHS/FY 22 ACTUAL (GENERAL LEDGER) (3)	22 FY BUDGET (4)	PERCENT (COL. 3 DIVIDED BY COL. 4) (5)
REVENUES:				
INVESTMENTS	1500	0.00	0.00	0.00%
SALES	1611/1623	771.85	3,000.00	25.73%
OTHER LOCAL REVENUE	1700/1999	0.00	0.00	0.00%
STATE REIMBURSEMENT	3510/3995	0.00	0.00	0.00%
FEDERAL REIMBURSEMENT	4510/4513	209,964.66	165,000.00	127.25%
OTHER REVENUE	4520/4899	12,550.11	12,550.00	100.00%
USDA	4900	4,951.10	7,500.00	66.01%
OTHER REVENUE	4995	0.00	0.00	0.00%
OTHER SOURCES	5200/5995	0.00	0.00	0.00%
TOTAL REVENUE /OTHER SOURCES	6000	228,237.72	188,050.00	121.37%

58.33 PERCENT OF FISCAL YEAR COMPLETE
 SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

DESCRIPTION (1)	ITEM NUMBER (2)	07 MONTHS/FY 22 ACTUAL (GENERAL LEDGER) (3)	22 FY BUDGET (4)	PERCENT (COL. 3 DIVIDED BY COL. 4) (5)	ENCUMBRANCES (6)
EXPENDITURES:					
SUPPORT SERVICES (PUPIL)	2100-000	0.00	0.00	0.00%	0.00
IMPROVEMENT OF INSTRUCTIONAL SERVICES	2210-000	0.00	0.00	0.00%	0.00
GENERAL ADMINISTRATION	2300-000	0.00	0.00	0.00%	0.00
SCHOOL ADMINISTRATION	2400-000	0.00	0.00	0.00%	0.00
SUPPORT SERVICES (BUSINESS)	2500-000	0.00	0.00	0.00%	0.00
MAINTENANCE AND OPERATION	2600-000	0.00	0.00	0.00%	0.00
SCHOOL FOOD SERVICES	3100-000	112,887.71	174,564.90	64.67%	0.00
ENTERPRISE OPERATIONS	3200-000	0.00	0.00	0.00%	0.00
FACILITIES ACQUISITION AND CONSTRUCTION	4000-000	0.00	0.00	0.00%	0.00
OTHER USES	5000-000	0.00	0.00	0.00%	0.00
TOTAL EXPENDITURES /OTHER USES	6000-000	112,887.71	174,564.90	64.67%	0.00

SCHOOL FOOD FUND FISCAL YEAR-TO-DATE REPORT (FUNDS 600 - 600)
 END OF PERIOD SCHOOL FOOD FUND BALANCE SHEET
 SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

DESCRIPTION	ITEM NUMBER	END OF PERIOD (JANUARY, 2022)	DOLLAR AMOUNTS
(1)	(2)		(3)
ASSETS:			
CASH BALANCE	0101/0105		76,853.75
INVESTMENT BALANCES	0111		0.00
RECEIVABLES	0114/0153		32,959.04
INVENTORIES	0171/0173		6,224.25
OTHER CURRENT ASSETS	0174/0242		0.00
TOTAL ASSETS	0100		116,037.04
LIABILITIES & FUND EQUITY:			
INTERFUND LOANS PAYABLE	0401		0.00
INTERFUND ACCOUNTS PAYABLE	0402/0403		0.00
ACCOUNTS PAYABLE	0404/0421		257.99
ACCRUED SALARIES & BENEFITS PAYABLE	0422		0.00
COMPENSATED ABSENCES PAYABLE	0423		0.00
LOANS AND INTEREST PAYABLE	0451/0455		0.00

DESCRIPTION	ITEM NUMBER	END OF PERIOD (JANUARY, 2022)	DOLLAR AMOUNTS
(1)	(2)		(3)
LIABILITIES & FUND EQUITY:			
FEDERAL AND STATE INCOME TAX PAYABLE	0471/0472		0.00
RETIREMENT PAYABLE	0473/0474		0.00
INSURANCE PAYABLE	0475/0476		0.00
SOCIAL SECURITY PAYABLE	0477		0.00
OTHER AGENCY PAYABLES AND OTHER CURRENT LIABILITIES	0479/0499		0.00
FUND EQUITY	0711/0799		115,779.05
TOTAL LIABILITIES & FUND EQ	0400/0700		116,037.04

JULY 1, 2021 THROUGH THE END OF JANUARY, 2022

SCHOOL SYSTEM: SOUTHWEST GA STEM CHARTER INC

ITEMS	DESCRIPTION	ACCOUNT NUMBERS	DOLLAR AMOUNTS
(1)	(2)	(3)	(4)
A	JULY 1, 2021 SCH FOOD FUND EQUITY	711/799	4,339.61-
B	ADJUSTMENT TO JULY 1, 2021 SCH FOOD FUND EQUITY (PLUS OR MINUS)	711/799	4,768.65
C	TOTAL REVENUES & OTHER SOURCES (FROM PAGE 1, COLUMN 3)	6000	228,237.72
D	TOTAL EXPENDITURES & OTHER USES (FROM PAGE 2, COLUMN 3)	6000-000	112,887.71
E	END OF PERIOD SCH FOOD FUND EQUITY (THIS LINE MUST BE THE SAME AS ITEM 711/799 PAGE 3)	711/799	115,779.05

EQUATION:

ITEM A, COLUMN 4

PLUS OR MINUS ITEM B, COLUMN 4

PLUS ITEM C, COLUMN 4

MINUS ITEM D, COLUMN 4

EQUALS ITEM E, COLUMN 4

Financial Performance January 2022

Indicator 1: Near-term Measures	Points Available	Points Earned
Measure 1a – Current Ratio (Working Capital Ratio): Current Assets divided by Current Liabilities - Does your school have the ability to cover short-term financial obligations?	15, 10, or 0	15
Measure 1b – Unrestricted Days Cash: Total Expenses divided by 365 - Does your school maintain an appropriate balance of cash on hand?	15, 10, or 0	15
Measure 1c – Enrollment Variance: [Actual Enrollment during October FTE count (FYxx) - Enrollment Projection (FYxx) / School Enrollment Projection (FYxx)]- Is your school able to project enrollment in a way that enables them to adequately budget?	15, 10, or 0	15
Measure 1d – Annual Debt to Income (DTI): Total Annual Debt Payments (Debt Service) / Total Revenue - Does the school have enough income to cover short-term debt payments?	15, 10, or 0	15

15: Current Ratio is greater than 1.0; 10: Current Ratio is between 0.9 and 1.0 or equal to 1.0; 0: Current Ratio is less than or equal to 0.9 (\$2,019,538.46 divided by \$417,945.88 equals 4.84)

15: Days Cash greater than 45 days; 10: Days Cash between 15 and 45; 0: Days Cash is less than 15 (\$1,792,218.46 divided by { \$1,967,761.85/365} equals 332.44 days

15: Annual DTI is less than 5%; 10: Annual DTI is between 5% and 15%; 0: Annual DTI is greater than 15% (\$26,920.89/\$2,824,033.52 equals 1%)

Measure 1e – Default: Is the school repaying debts in a timely manner?	10 or 0	10
Indicator 2: Sustainability Measures	Points Available	Points Earned
Measure 2a – Efficiency Margin: (Change in Net Assets + Change in Pension Related Accounts)/Total Revenues - Does your school manage costs appropriately?	15, 10, or 0	15
Measure 2b – Debt to Asset Ratio (Total Liabilities - Deferred Pension Liability/Total Assets) - Does your school maintain an appropriate balance between assets and liabilities over time?	15, 10, or 0	15

The school is not in default of loan covenant(s) and/or is not delinquent with debt service payments OR School does not have any outstanding debt. The school is not in default or delinquent on any debt payments.

15: Aggregated Three-Year Efficiency Margin is greater than 0 (or positive); 10: Aggregated Three-Year Efficiency Margin is between -0.1% and -10%; 0: Aggregated Three-Year Efficiency Margin is less than -10%
(\$103,806.67/\$2,019,538.46 equals 6%)

15: Debt to Asset Ratio is less than 95%; 10: Debt to Asset Ratio is between 95% and 100%; 0: Debt to Asset Ratio is greater than 100% (\$417,945.88/\$2,019,538.46 equals 21%)

Current Ratio	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
Unrestricted Days Cash	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
Enrollment Variance	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Default	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Efficiency Margin	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
Debt to Asset Ratio	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
Debt to Income	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
Total	95	95	95	95	95	95	95	100	100	100	0	95			
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar						

Southwest Georgia STEM Charter School
Estimated Revenues
FY2022 Proposed Budget Amendment

QBE Allotment	\$	3,881,136.00
Pre-K Grant	\$	93,779.00
Title I	\$	211,500.00
Title II	\$	19,500.00
Title IV	\$	15,500.00
IDEA	\$	152,000.00
Federal Preschool	\$	700.00
School Improvement Grant	\$	170,000.00
CARES II for operating expenditures	\$	156,000.00
CARES III for operating expenditures	\$	343,000.00
Local Fundraising Activities	\$	25,000.00
SCSC Admin Fee Red. Grant	\$	37,419.00
Child Nutrition Operational Cost Program	\$	12,550.00
Nutrition Federal Revenue	\$	250,000.00
USDA Food	\$	7,500.00
Student/Adult Meals	\$	1,500.00
Total from all sources	\$	5,377,084.00

Southwest Georgia STEM Charter School
Estimated Expenditures
FY2022 Proposed Budget Amendment

General Administration

Personnel	\$ 160,000.00
Workers Comp Insurance	\$ 1,000.00
Supplies	\$ 1,000.00
Contracted Services (IT)	\$ 30,000.00
Attorney Fees	\$ 10,000.00
Website Renewal Fee	\$ 2,500.00
Travel	\$ 4,000.00
Communications	\$ 18,000.00
Alarm Monitoring	\$ 10,000.00
Fire Alarm Lease	\$ 27,600.00
Dues and Fees	\$ 2,000.00

School Administration

Personnel	\$ 192,500.00
Workers Comp Insurance	\$ 1,000.00
Supplies	\$ 13,000.00
Communications	\$ 7,000.00
Copier Lease	\$ 9,500.00
SIS Software (Infinite Campus)	\$ 4,500.00
Contracted Services	\$ 10,000.00

Business Services

Personnel	\$ 92,000.00
Workers Comp Insurance	\$ 1,000.00
Supplies	\$ 500.00
Travel	\$ 4,000.00
Contracted Services (audit prep)	\$ 10,000.00
Dues and Fees	\$ 500.00

Maintenance and Operations

Personnel	\$ 8,800.00
Workers Comp Insurance	\$ 500.00
Supplies	\$ 7,000.00
Repairs	\$ 70,000.00
Utilities	\$ 70,000.00
Water/Cleaning	\$ 7,000.00
Insurance	\$ 27,000.00

Transportation

Personnel (includes field trips)	\$ 120,000.00
Workers Comp Insurance	\$ 2,000.00
Fuel	\$ 30,000.00
Supplies	\$ 500.00
Fleet Insurance	\$ 11,000.00
Repairs	\$ 10,000.00
Physicals/Drug Testing	\$ 1,000.00
Contracted Services	\$ 1,000.00
Bus Lease	\$ 10,520.00

Pre-K**Pre-K Grant**

Personnel	\$ 85,500.00
Workers Comp Insurance	\$ 1,000.00
Substitutes	\$ 1,000.00
Supplies	\$ 1,000.00
Travel	\$ 1,000.00

Instructional Materials/All Levels Title Grants

\$ 30,000.00

Staff Development**Title II Grant**

\$ 18,000.00

Kindergarten

Personnel	\$ 190,000.00
Workers Comp Insurance	\$ 2,000.00
Substitutes	\$ 1,000.00
Supplies	\$ 1,000.00

1-3 Grades

Personnel	\$ 519,000.00
Workers Comp Insurance	\$ 3,500.00
Substitutes	\$ 4,000.00
Supplies	\$ 500.00

4-5 Grades

Personnel	\$ 265,000.00
Workers Comp Insurance	\$ 3,000.00
Substitutes	\$ 2,300.00
Supplies	\$ 500.00

6-8 Grades

Personnel	\$ 456,000.00
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Workers Comp Insurance	\$	3,000.00
Substitutes	\$	3,000.00
Supplies	\$	1,500.00

9-12 Grades

Personnel	\$	245,500.00
Workers Comp Insurance	\$	1,000.00
Substitutes	\$	1,500.00
Supplies	\$	500.00

Media Center

Personnel	\$	37,000.00
Workers Comp Insurance	\$	500.00
Supplies	\$	500.00

Special Education

Admin Personnel	\$	45,000.00
Personnel	\$	364,000.00
Substitutes	\$	5,500.00
Workers Comp Insurance	\$	4,000.00
Travel	\$	1,500.00
OT/PT and Speech/Evaluations	\$	60,000.00

Gifted

Personnel	\$	6,000.00
Contracted Services	\$	8,000.00

EIP

Personnel	\$	56,000.00
Workers Comp Insurance	\$	1,000.00

School Improvement **SIG Grant**

Personnel ((2)EIP 49%, ELA Coach)	\$	146,000.00
Workers Comp Insurance	\$	1,500.00
Supplies/Materials	\$	22,340.00

CARES II

Water/Cleaning (Job Pro)	\$	123,000.00
supplies (Cintas)	\$	33,000.00

CARES III

Personnel (MTSS, Counselor, Math Coach, Nurse)	\$	343,000.00
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<u>Title 1 Expenditures other than personnel</u>	\$ 126,000.00
<u>Title IV Expenditures (transfer to Title I)</u>	\$ 15,500.00
<u>IDEA expenditures other than personnel</u>	\$ 64,400.00
<u>Nutrition</u>	
Personnel	\$ 57,000.00
Workers Comp Insurance	\$ 1,500.00
Food	\$ 110,000.00
Small Wares/Expendable Equipment	\$ 12,000.00
Supplies	\$ 6,000.00
Dues and Fees	\$ 2,500.00
USDA Food	\$ 7,500.00
<u>Reserves</u>	\$ 887,624.00
Total Expenditures	\$ 4,489,460.00
Total Revenue	\$ 5,377,084.00

Southwest Georgia STEM Charter School

FY2022 Proposed Budget Amendment

Anticipated Revenues

QBE Allotment	\$	3,881,136.00
Pre-K Grant	\$	93,779.00
Title I	\$	211,500.00
Title II	\$	19,500.00
Title IV	\$	15,500.00
IDEA	\$	152,000.00
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SCSC Admin Fee Red. Grant	\$	37,419.00
Child Nutrition Operational Cost Program	\$	12,550.00
Nutrition Federal Revenue	\$	250,000.00
USDA Food	\$	7,500.00
Student/Adult Meals	\$	1,500.00
Total from all sources	\$	<u>5,377,084.00</u>

Anticipated Expenditures

Personnel (Salaries and Benefits)	\$	3,434,100
Operations:		
Instructional Materials and Costs	\$	241,400
Media/Staff Development/Pupil Services	\$	96,500
General Administrative	\$	101,100
School Administrative	\$	44,000
Business Services	\$	11,000
Maintenance and Operations	\$	181,000
Transportation	\$	64,020
School Nutrition Program	\$	138,000

School Improvement	\$	22,340
CARES II	\$	156,000
Fund Balance Surplus	\$	<u>887,624</u>
Total Anticipated Expenditures	\$	5,377,084



STATE CHARTER SCHOOLS COMMISSION OF GEORGIA

Buzz Brockway
Chairman

Lauren Holcomb
Executive Director

January 31, 2022

Dear School Leader:

Pursuant to O.C.G.A. § 20-2-2083 and SCSC rule 691-2-.03, State Charter Schools Commission of Georgia (SCSC) staff conducted its annual monitoring to evaluate the School's compliance with the financial and operational goals of its charter contract and applicable law. As a result of monitoring, SCSC staff categorized compliance concerns as **findings** or **adverse practices** in the attached SCSC Monitoring Results document.

- A **Finding** is a policy, procedure, or practice that violates applicable rules or law. A finding result requires corrective action and will result in point deductions on the correlating Comprehensive Performance Framework (CPF) measure.
- An **Adverse Practice** is a policy, procedure, or practice that does not rise to the level of a finding but requires corrective action. Failure to correct adverse practices will result in point deductions on the CPF in subsequent fiscal years.

The School must submit a written Corrective Action Plan (CAP) for all identified **findings** or **adverse practices** by Monday, April 25, 2022. Failure to timely submit a CAP may constitute a breach of the School's charter contract. The CAP must, at a minimum, detail the actions the School will take to remedy all findings and adverse practices. A school that submits a plan detailing the actions the School will take to remedy findings *and produces evidence demonstrating that the compliance concern has been remedied* will be eligible for partial CPF points in appropriate measures. Findings that require absolute performance, such as timely data submissions and proper budget approval, do not provide an opportunity for remediation and are thus, ineligible for partial CPF points.

To receive partial CPF points for findings that require policy revisions, updates, or amendments, the CAP submission must include the following evidence of remediation:

1. Evidence that the policy was amended consistent with the applicable law, rule, or regulation.
2. Evidence that the governing board approved or adopted the amended policy in a public meeting that meets the requirements of the Georgia Open Meetings Act, O.C.G.A. § 50-14-1 et seq. *For procedures, protocols, and/or implementing guidance, evidence of board approval is only required if mandated by governing board policies.*
3. Evidence that all staff and governing board members, if applicable, charged with oversight, supervision, or implementation of the policy receive training on the amended policy. *Documentation of training must meet the requirements below.*

Revised policies, procedures, regulations, or other implementation guidance must be submitted in a searchable PDF format.

To demonstrate remediation (and receive partial CPF points) for any finding or adverse practice that requires staff training, including training on existing or newly adopted policies, the CAP must include the following documentation:

1. A list of employees involved in the School's efforts to comply with applicable law, rule, regulation, or policy, including names and titles;

2. Documentation that the listed employees and/or governing board members, if applicable, received training (i.e., sign-in sheets or other documentation confirming attendance); and,
3. Copies of training presentations or other materials that show that the required training content was delivered.

The SCSC will begin accepting CAP submissions on March 1, 2022. Submissions will only be accepted through the online FY22 Monitoring Documentation Application. CAPs submitted after 11:59 p.m. on April 25, 2022, will not be considered for an award of partial CPF points and may be subject to additional point deductions on the CPF. SCSC will not accept or review emailed CAP submissions. To be considered, CAP submissions and supporting documentation must be timely submitted in the form specified in the online application portal. Please read the online application instructions thoroughly.

If you have any questions or concerns regarding the application portal, please contact Kiara.Thompson@scsc.georgia.gov.

Monitoring results are not final CPF scores. The SCSC will continue to monitor the School's operational performance throughout the fiscal year through announced or unannounced site visits and other monitoring activities targeted at evaluating the School's improvement and CAP implementation. SCSC monitoring is not intended to serve as a comprehensive review of the School's operations. Accordingly, the following monitoring results should not preclude the School from taking additional compliance measures.

If you have any questions regarding your school's FY22 monitoring results, please do not hesitate to contact the SCSC Legal Division.

Sincerely,



Cerrone Lockett
General Counsel

Enclosures: SCSC Monitoring Results

Indicator 2: Financial Oversight

Measure	Result	Citation	Comment	Action(s) to Remedy Finding or Adverse Practice
2(a): Adherence to GAAP Standards	Met	Not applicable.	The SCSC monitoring did not yield evidence to indicate that the School is not meeting expectations for this measure.	Not applicable.
2(b): Adherence to Federal Financial Requirements	Finding	2 C.F.R. § 200.313	<p>The SCSC reviewed the School's inventory management system for equipment purchased with federal funds. The SCSC found that the School's inventory management system did not contain fields for the following information as required by the federal regulation:</p> <ol style="list-style-type: none"> 1. A description of the property; 2. Funding source for the property, including the federal award identification number (FAIN); 3. Identification of who holds title to the property; 4. Percentage of federal participation in the project costs for the federal award under which the property was acquired; 5. Location of the property; and 6. Use of the property. 	<p>The School must update its inventory management system to include all fields required by applicable federal regulations. To demonstrate compliance, the School must produce documentation showing that its inventory management system contains all required fields.</p>
2(c): Adherence to Local Units of Administration Manual	Adverse Practice	Georgia Department of Education's Financial Management for Georgia Local Units of Administration Manual (LUA Manual) Section III, Chapter 1; Paragraph 15 of School's Charter Contract	The SCSC reviewed the School's financial policies and procedures and found that the School's cash receipts policy does not address the evaluation of cash collection procedures, as suggested by the LUA Manual.	The School should revise its cash receipts policy to address all categories recommended by the LUA Manual.

<p>2(d): Adherence to the School's Own Financial Policies and Procedures</p>	<p>Finding</p>	<p>Section 4(3) of School's Financial Policy.</p>	<p>During the SCSC onsite monitoring visit, SCSC staff reviewed random samples of financial reports, purchase requests and orders, and canceled checks to ensure School staff was adhering to the financial policies adopted by the governing board.</p> <p>The School submitted documentation related to the purchase of a commercial school bus. Section 4(3) of the School's Financial Policy states that "[a]ny single item purchases of \$10,000 or more require Board of Directors' prior approval. In addition to Board approval, any single purchases of \$10,000 or more will require 3 written bids/quotes per the Bids/Procurement Policy." In the documentation submitted for a purchase over \$10,000, the School failed to provide documentation demonstrating that board approval and three written bids/quotes were obtained.</p> <p>Therefore, the SCSC was unable to establish that the school staff were adhering to the board approved financial policy</p>	<p>The School must align its policies and procedures to the practices of its staff or ensure that staff are appropriately trained on the School's policies and procedures.</p>
<p>2(e): Budget Approved in Accordance with State Law</p>	<p>Adverse Practice</p>	<p>O.C.G.A. § 20-2-167.1; Georgia Department of Education's Financial Management for Georgia Local Units of Administration Manual (LUA Manual) Section IV, Chapter 2; O.C.G.A. § 50-14-1, <i>et seq.</i></p>	<p>The School submitted documents to demonstrate that its annual operating budget was approved in accordance with state law. The SCSC reviewed the School's budget approval documentation and found that the meeting minutes for the School's second budget hearing fail to reflect an opportunity for public comment. Thus, SCSC staff was unable to determine that at opportunity for public input was provided as required by O.C.G.A. § 20-2-167.1.</p> <p>Additionally, during the School's monitoring visit, the SCSC requested a copy of its spending resolution and corresponding meeting minutes adopting the spending resolution. The meeting minutes do not meet the specificity requirement of</p>	<p>The School must ensure that staff and governing board members, if applicable, involved in the School's efforts to comply with the Georgia Open Meetings Act are adequately trained on the applicable legal requirements.</p>

