

# Arizona State Board for Charter Schools

1700 W. Washington St., Room 164, Phoenix, AZ 85007

(602) 364-3080 Fax (602) 364-3089

[www.asbcs.az.gov](http://www.asbcs.az.gov)

## USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Phoenix Collegiate Academy (CTDS) \_\_\_\_\_

(Charter Holder Mailing Address) 5610 S Central Ave.

(City, State) Phoenix, AZ (Zip) 85040

(Charter Representative's Name) Rachel Bennett

(Phone Number) 602-268-9900 (Fax Number) 602-268-9911

**Failure to submit all required documentation will result in the Amendment Request being returned without being processed. Faxed copies will not be accepted. Please send originals.**

- ✦ Exception to the USFRCS – (This exception will not be granted to State Board of Education sponsored charter schools)

Included are the following:

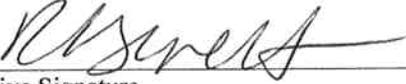
- Board minutes approving the change (minutes must comply with Open Meeting Law ARS §38-431.01)
- Complete policy for accounting (sample policy available on the ASBCS website)

**All exceptions to the USFRCS will include:**

- Charter Holder must utilize Generally Accepted Accounting Principles
- The Charter Holder is **NOT** exempt from filing the Annual Financial Report, the school report card data, annual auditing requirements, or any financial report request from the Arizona State Board for Charter Schools, the Auditor General, and the Arizona Department of Education
- The Charter Holder is responsible for any “cross-walks” necessary to complete reporting requirements

The Arizona State Board for Charter Schools and Phoenix Collegiate Academy Charter Holder), herein agree to amend the terms of the charter contract as follows:

In witness whereof, Charter Holder has signed this contract amendment as of this 22nd day of May, 2009, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_ day of \_\_\_\_\_, 200\_\_, to take effect at such time as it is signed by both parties.

  
\_\_\_\_\_  
Charter Representative Signature

\_\_\_\_\_  
Representative Signature for the Arizona State Board for Charter Schools

## Accounting Principals Policy

Phoenix Collegiate Academy charter school will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). This includes using an accounting system that provides for the proper recording and reporting of financial data and following standard internal control procedures. The school will utilize a chart of accounts that has been developed to align with the chart of accounts found in the Uniform System of Financial Records for Charter Schools (USFRCS) for the purposes of complying with budgeting and annual financial reporting. Revisions will be made periodically for changes in laws, regulations and accounting pronouncements that cover charter school accounting, financial reporting and compliance with state and federal laws.

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## PROCUREMENT LAWS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Phoenix Collegiate Academy (CTDS) \_\_\_\_\_

(Charter Holder Mailing Address) 5610 S Central Ave.

(City, State) Phoenix, AZ (Zip) 85040

(Charter Representative's Name) Rachel Bennett

(Phone Number) 602-268-9900 (Fax Number) 602-268-9911

**Failure to submit all required documentation will result in the Amendment Request being returned without being processed. Faxed copies will not be accepted. Please send originals.**

✦ Exception to the Procurement Laws – (This exception will not be granted to State Board of Education sponsored charter schools)

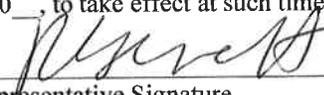
Included are the following:

- Board minutes approving the change (minutes must comply with Open Meeting Law ARS §38-431.01)
- Complete policy for procuring goods and services (sample policy available on the ASBCS website)

**PLEASE NOTE:** Charter operators granted an exception to local and state procurement regulations under A.R.S. §15-183(E)(6) are still required to satisfy the federal procurement requirements as a condition to the receipt of certain federal funds.

The Arizona State Board for Charter Schools and Phoenix Collegiate Academy (Charter Holder), herein agree to amend the terms of the charter contract as follows: Phoenix Collegiate Academy will be excepted from the the procurement laws under ARS 38-431.01 but will follow generally acceptable practices.

In witness whereof, Charter Holder has signed this contract amendment as of this 21 day of May, 2009, and the State Board for Charter Schools has signed this contract amendment as of this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_, to take effect at such time as it is signed by both parties.

  
\_\_\_\_\_  
Charter Representative Signature

\_\_\_\_\_  
Representative Signature for the Arizona State Board for Charter Schools

## Procurement Policy

Phoenix Collegiate Academy charter school will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Any procurement of goods and services shall be made by the procurement officer/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to, price, quality, availability, timelines, reputation and prior dealings.

Phoenix Collegiate Academy charter school shall not purchase any goods or services from any member of the governing board, an immediate family member of any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits, and after the consideration set forth in paragraph 1 above.

Phoenix Collegiate Academy charter school understands that the policy cited above applies to purchases made using non-federal funds. As a condition of the receipt of certain federal funds, federal procurement requirements still apply.

Phoenix Collegiate Academy  
May 22, 2009  
5610 S Central Ave.  
Phoenix, AZ 85040

Agenda  
Phoenix Collegiate Academy

**A COPY OF THE AGENDA BACKGROUND MATERIAL PROVIDED TO THE MEMBERS OF THE GOVERNING BOARD (WITH THE EXCEPTION OF MATERIAL RELATING TO POSSIBLE EXECUTIVE SESSIONS) IS AVAILABLE FOR PUBLIC INSPECTION.**

- A. Roll Call
  
- B. Consent Agenda- All items on this agenda will be considered by a single motion with no discussion, unless requested otherwise by a board member:
  - a. Procurement Policy- boilerplate policy from the Arizona State Board for Charter Schools.
  - b. Accounting Policy- boilerplate policy from the Arizona State Board for Charter Schools.
  - c. Temporary Authorization of School Director for Start-Up process- temporary authorization for School Director to sign contracts and secure services up to \$10,000.
  
- C. Approval of Ana Lara as official addition to the Governing Board.
  
- D. Adjournment