

Arizona State Board for Charter Schools

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

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APR 28 2011

USFRCS EXCEPTION AMENDMENT REQUEST

(Charter Holder Name) Litchfield Park Preparatory Academy (CTDS) 07-85-91-000

(Charter Holder Mailing Address) 444 N 44th Street, Suite 100

(City, State) Phoenix, AZ (Zip) 85008

(Charter Representative's Name) Daniel Scoggin

(Phone Number) 602-438-7045 (Fax Number) 602-438-7242

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 (If the body is subject to Open Meeting Law, minutes must comply with 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 Litchfield Park Preparatory 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 14 day of April, 2011, and the State Board for Charter Schools has signed this contract amendment as of this 14th day of April, 2011, 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

Litchfield Park Preparatory Academy Accounting Policy

Litchfield Park Preparatory Academy 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.

Litchfield Park Preparatory Academy Procurement Policy

Litchfield Park Preparatory Academy 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.

Litchfield Park Preparatory Academy 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.

Litchfield Park Preparatory Academy 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.

LITCHFIELD PARK PREPARATORY ACADEMY

Board of Directors

Unapproved Minutes

Date: 3 December 2010

Time: 10 a.m.

Location: Telephone Conference Call

A meeting of the Great Hearts Academies-Litchfield Park Preparatory Academy Board of Directors was held by telephone conference call. All public members were able to join and participate in the entire call by calling 1-866-298-2144 and entering conference code #8999181, pursuant to A.R.S. 38-431.02, notice having been duly given. Staff was present at the offices of Great Hearts Academies, 444 N. 44th Street, Phoenix, AZ for any public wishing to attend in person.

I. Call to Order

Dr. Scoggin called the meeting to order at 10:06 a.m. The following directors/administrators were present/absent:

Directors	Office	Present	Absent	Notes
Dan Scoggin	Director	x		

II. Call to the Public

Dr. Scoggin made a call to the public at 10:06 a.m.
There was no public present.

III. Consent Agenda

a. Approval of Bylaws

b. Approval of Amendment to Seek USFRCS
Exception

c. Approval of Amendment to Seek Procurement
Exception

Dr. Scoggin made a motion that the board approves the consent agenda. Dr. Scoggin seconded, all in favor, the motion passed at 10:06 a.m.

IV. Adjournment

The meeting was adjourned at 10:06 a.m.

Submitted by Dan Scoggin
-Allison Harmon, Scribe-