AZTEC HIGH SCHOOL
CHARTER RENEWAL

SUSTAINABILILTY

FISCAL VIABILITY

AZTEC High School's finances are managed through Yuma County Finance. GAP procedures are utilized, in conjunction with USSFR procedures as required. Grant funds received by the school include IDEA-Basic funds, and any required funds such as Stimulus funding. AZTEC High School is not a Title I school, and does not receive and title funding.

The process of fiscal decision making is:

1. Requests are submitted to the Principal for review, and then submitted to the Juvenile Court Director for approval, based on budget. Items over $100 dollars require approval of the Director. Items over $500 require either purchase from the State bid list, or after acquiring 3 different bids. Textbook purchases do not require competitive bidding. The Governing Board approves expenditures, but does not participate in the budget process, leaving this to the County Finance specialist in conjunction with input from the Director of Juvenile Court and the school Principal.
2. Orders are placed utilizing the Principal's assigned American Express Purchase Card, a Purchase Order, or payment by check issued by the Yuma County Finance Department through the assigned Finance Specialist at the Juvenile Court.
3. The Principal is the site-level person with fiscal authority, subject to amount limits as set forth in USSFR, and Yuma County Finance policies.
4. AZTEC High School does not engage in fund raising.
5. AZTEC High School does not receive any philanthropic support from the community for operation of the school.

The per-pupil allotment from the Arizona Department of Education, along with any other school funding is electronically transmitted to the Yuma County Treasurer, and placed in the AZTEC High School fund. Funds received from Grants are sent directly to the school, and deposited in the school fund by Yuma County finance personnel assigned to the Juvenile Court.

The school is operated as a division of the Yuma County Juvenile Court, and is subject to all fiscal policies relating to the divisions, along with the policies of School Finance. The school is audited annually for School Finance, and as part of the Yuma County Juvenile Court.

STUDENT ACTIVITIES FUND

The school Student Council, under the direction of the Sponsor, operates a "Snack Shack" for the students. Items sold include non-carbonated beverages, water, fruit, and food items such as chips, soups, nachos, hot dogs, and packaged foods such as burritos. The proceeds from the sale

of food items goes to the Student Activity Fund, and is used to re-stock the “Snack Shack”, maintain/replace/purchase the equipment for the operation, including an air conditioner, freezer, refrigerator, hot dog machine, nacho machine, hot water dispensing, bar-be-que grill and storage shed, and food storage.

Additional proceeds from the “Snack Shack” operation are used to purchase food items distributed to all students at no cost at various times during the year. Breakfast items are served 6 times per year at AIMS testing, and 2 times per year for freshmen testing. At the conclusion of each AIMS testing cycle, all students receive a free lunch. A free lunch is also provided to students approximately 5 times per school year, in addition to special meals at significant holidays, and at the end of each semester. Student Council may vote to serve free food items at any time, based of funds.

The Student Council makes decisions on disbursement of funds, and controls the expenditures from the Student Activities Fund in accordance with School Finance Policy. Evidence of purchase decisions and approvals are maintained in the minutes of the Student Council meetings. An account is maintained at a local bank, with 2 signatures (Student Council Advisor and the Principal) required on checks.

The Student Activity Fund is managed by the Student Council Advisor, under the supervision of the Yuma County Finance Specialist assigned to the Juvenile Court. The fund typically maintains a balance of under $1500, depending of the volume of sales in the “Snack Shack”.

Donations of tax-credit funds are accepted to the Student Activities Fund. Historically, there have been no more than $500 donated in any one year, and the normal donation amount is $250 per year. These funds are accounted for, and spent on, specific student activities, such as a field trip by students to a Renaissance Faire, in conjunction with World History studies.