SECTION 2 BUSINESS PLAN - SUSTAINABILITY

ENSURING FISCAL VIABILITY: STRUCTURES AND SYSTEMS

The charter holder, PPEP Inc. is the umbrella for the charter, PTHS. Numerous interagency resources provide a network of support services to PTHS. The Department of Finance provides fiscal support, financial accountability and accounting needs including audit. In compliance with PPEP's Human Resource Manual, the Human Resource department assists with staffing practices, benefits, compensation, and wellness. In addition to providing comprehensive maintenance and insurance oversight, the Department of Transportation and Insurance is involved in all of the contracts and coverage pertaining to brick and mortar purchase and leasing. Corporate wide, PPEP Inc, like an umbrella, provides complete and thorough coverage and is intimately involved in a knowing and on-going operational and monitoring relationship with the charter, PTHS.

The Superintendent of PHTS is a member of the charter holder's PPEP Inc. Management Team. The management team meets on a monthly basis to ensure compliance, oversight and support for all PPEP entities. Monthly meetings include, but are not limited to, the review of financial and programmatic reports, benefits packages, property decisions such as purchase and leasing, maintenance, and any other matters related to maintaining healthy and robust programs. Recommendations to the Board's of the Directors are formulated at this level to include recommendations made by the PTHS Superintendent that effect the operations of the district and schools.

ACCOUNTING PROCEDURES AND FISCAL DECISION MAKING

The agency is externally audited yearly by independent certified public accountants ensuring Office of Management and Business (OMB) Circular A-133 compliance.

PPEP's accounting system follows principles of Generally Accepted Accounting Principles (GAAP) fund accounting to assure that accounting records and documentation support and identify expenditures of program funds. Following established principles of fund accounting to comply with federal and state accounting system requirements, PPEP's centralized Finance Department internally tracks and audits all program funds, on a monthly, quarterly, and annual basis. PPEP's internal control system, as detailed in its Financial Procedures Policies Manual, ensures that expenditures of all programs are appropriate. Segregation of responsibilities and the authorization process in the payroll, accounts payable, and cash receipts cycles limit the risk of improper expenditure of all funds.

PPEP's computerized accounting system uses the Solomon IV Select Edition, Version 5.5 software. Solomon IV is an integrated module system that combines payroll, accounts payable, and account receivable to the general ledger using unique sub-accounts (or fund numbers) to separate and track all transactions in the system. The computerized accounting system accumulates documented data by program on monthly, quarterly and annual bases for internal and external purposes.

The Chart of Accounts is tailored to identify the expenditure of funds by cost category and program activity as prescribed by procedures in cost control, payroll, travel, reconciliation, property management, and use of pre-numbered purchase orders and two-signature checks.

Monthly, quarterly, and yearly reports are produced to accurately document complete fiscal information meeting funding requirements. All expenditures for PTHS grants are coded to the assigned areas where services are being preformed included related services, so that there are internal controls. All expenditures under the grants are coded by and signed off by PTHS Administrators, Superintendent, Director of Federal Programs, or other PTHS administrators to ensure proper coding and that all expenses are allowable. PPEP Inc. has extensive grants management experience. PPEP manages a myriad of both large and small federal, state, county, city, and private grant contracts. Examples of funders PPEP currently manages include Department of Labor, Arizona Department of Education, United States Office of Education, USAC Schools and Libraries (E-Rate), Pima County, City of San Luis, Tohono O'Odham Tribe, and Trico Foundation.

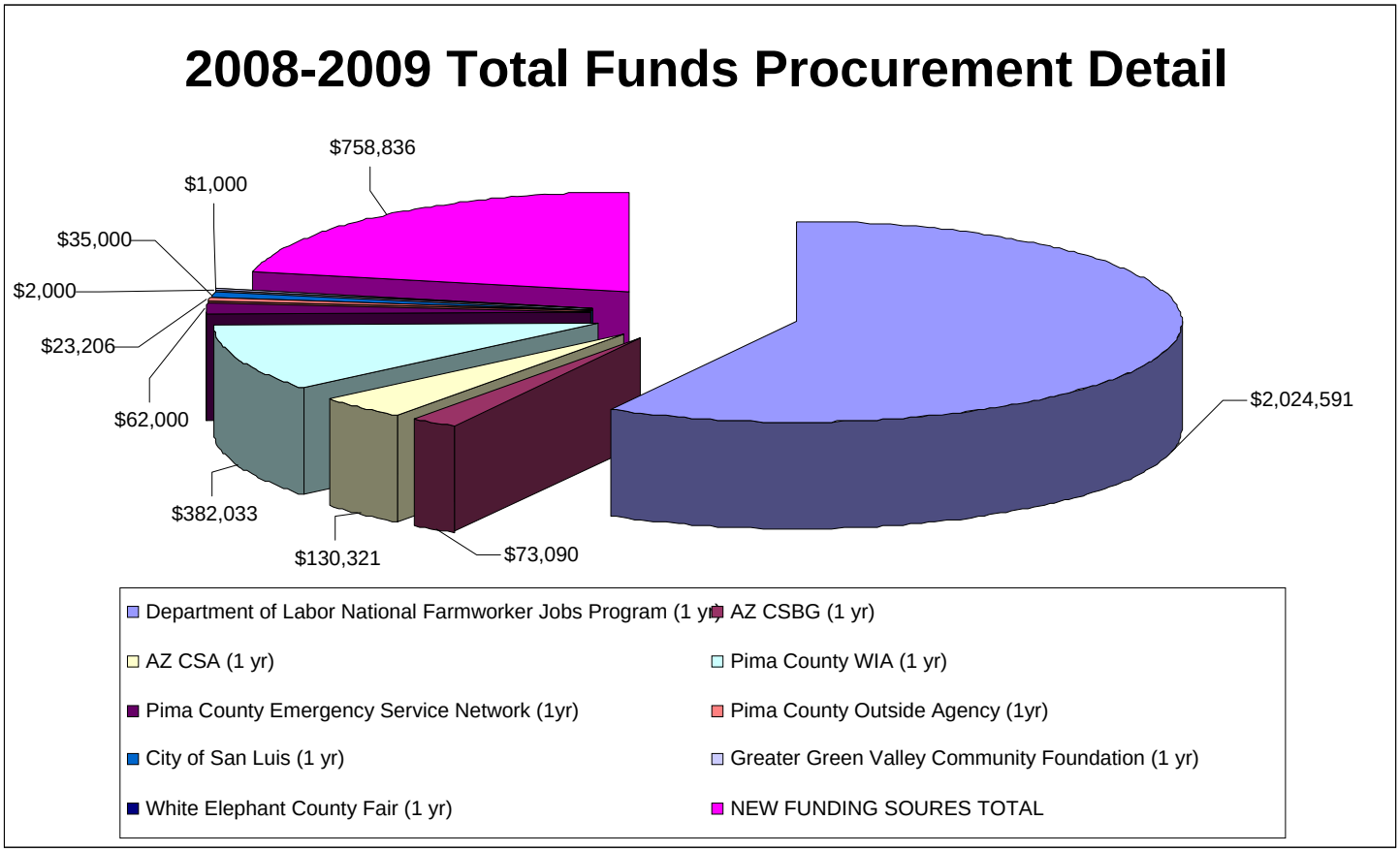
PERSONNEL WITH FISCAL AUTHORITY

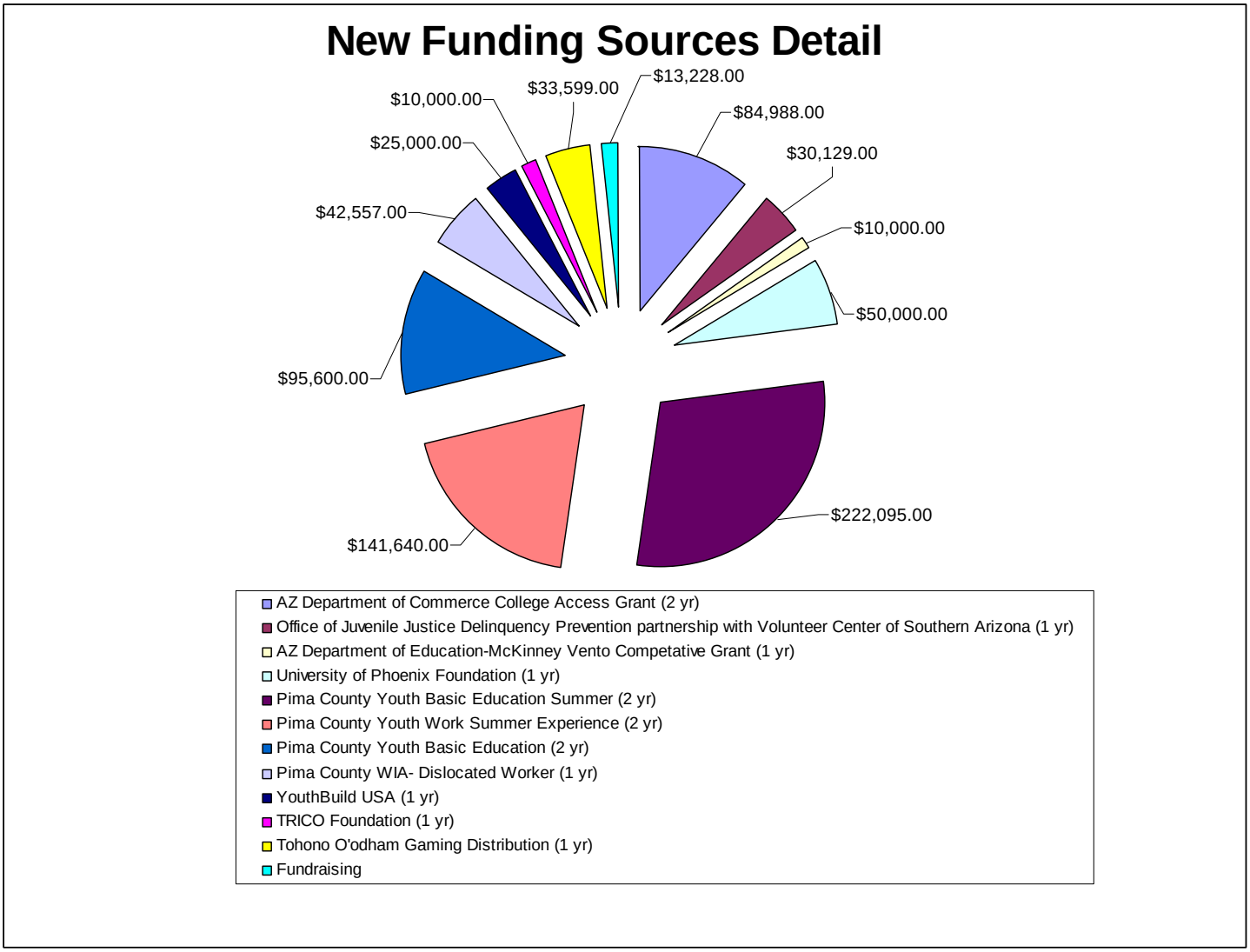
Fiscal decision making is centralized. The Chief Financial Officer ensures fiscal accountability through corporate oversight of all programs. Adhering to the PPEP Financial Procedures and Policies Manual, all programs have a budget and all program directors receive a monthly financial statement. The PPEP Management Team, the senior leadership, in conjunction with the program directors are the fiscal decision makers. When making financial decisions, credit availability, income versus expenditures, staff requirements, and facilities requirements are factors that are taken in to consideration. Because monthly programs statements are available, the ability to troubleshoot is instantaneous. Program managers receive a constant flow of updated and accurate program financials which allow for proactive financial decisions. At a program level, managers are knowledgeable of program expenditures and of the state and federal guidelines that are programmatically applicable. Program managers spend within their budget; however consult the Director of Finance regarding any significant line item changes. Programs managers analyze, troubleshoot if needed and adjust expenditures within their programs.

ORGANIZATION'S FISCAL VIABILITY RELATED TO FUNDRAISING

Planning Department Annual Report

The difficult economic times experienced across the nation has resulted in many of our community members turning to PPEP & Affiliates for desperately needed assistance. Unfortunately, nonprofits such as PPEP & Affiliates have not been exempt to the economic pinch and have been left with the challenge of meeting an increasing need with often decreasing availability of resources, increased competition, and/or additional barriers. Despite the challenges faced, the Planning Department is pleased to share the successes realized in advocacy efforts to secure resources on behalf of the valuable and effective programs operated by PPEP & Affiliates this past year. These advocacy efforts resulted in the securing of several contract renewals and the creation of many new strategic partnerships. Below is a chart detailing the procurement activities of the Planning Department during the 2008-2009 fiscal year.





Examples of these new strategic partnerships include collaborations with the TRICO Foundation, Tohono O'odham Tribe and Pima County Board of Supervisors which resulted in the securing of $43,599 to fund a portion of the increased need for counseling and behavioral health supports. PPEP Behavioral Health Services was also awarded new contracts with the Department of Economic Security and Pima County Superior Court.

The Volunteer Center of Southern Arizona partnered with PPEP & Affiliates to launch an AmeriCorps Program at PPEP TEC High School. During the 2008-2009 school year, four AmeriCorps State Members and two AmeriCorps VISTAS joined the schools to provide service learning opportunities, academic supports and build school capacity. In addition, this partnership resulted in the award of $30,129 in programmatic supports which included funds to establish two site-based student gardens.

PPEP also established a new collaboration with the Arizona Department of Commerce, providing improved college access to low income Arizona families through PPEP's continuum of Education, Training, and Employment programs. This is a two-year grant, with potential for continuation and growth.

The Planning Department was pleased to assist in marketing efforts targeting PPEP TEC High School. Activities carried out under this initiative included the design and distribution of program literature, hosting of community informational workshops, and liaising with local media outlets to increase press coverage; sharing with the community the successes taking place at PPEP TEC campuses. In addition, the planning department assumed a leadership role in the production of the school's first professionally produced student yearbook and attended to the fundraising and event planning needs associated with hosting the first-ever PPEP TEC prom. As a result of these inaugural fundraising efforts, $15,400 was raised to support student recruitment, retention and engagement activities such as the prom, athletics and yearbook.

PPEP's partnership with the University of Phoenix has resulted in a much-needed I.T. infrastructure update through the awarding of an additional $50,000 grant through the University of Phoenix Foundation and twelve University of Phoenix Scholarships were awarded to PPEP employees.

The increased demand experienced by families was witnessed first-hand on the PPEP TEC campuses. More students were coming to school hungry, facing threats of eviction and homelessness, living unaccompanied and/or in unstable housing. The planning department was successful in securing an additional $10,000 from the AZ Department of Education to provide emergency assistance to PPEP TEC students in greatest need.

PPEP's expansion in partnership with Pima County further supported the large population of low-income youth served through PPEP & Affiliates, providing after school and summer academic supports, workforce skills building and leadership development through two new contracts awarded by Pima County's Workforce Investment Act, in addition to funds awarded through contracts with Pima County to provide increased supports and services to families and households of Pima County struggling to make ends meet. New contracts awarded by Pima County bolstered current existing contracts, which included the renewal of PPEP's Workforce Investment Act, Emergency Service Network, and Outside Agency, CSBG and CSA contracts. The White Elephant County Fair and Green Valley Community Foundation awarded repeat grants supporting the Arivaca Community Garden.

PPEP's YouthBuild Program, operated in Yuma County was awarded a new $25,000 grant through YouthBuild USA and designated a member affiliate. PPEP's contract with the City of San Luis, funding YouthBuild programming, was also renewed. In addition, PPEP was again renewed as the state grantee of the Department of Labor, National Farm Worker Jobs Program.

New Funding Sources Procured	
AZ Department of Commerce College Access Grant (2 yr)	$84,988.00
Office of Juvenile Justice Delinquency Prevention partnership with Volunteer Center of Southern Arizona (1 yr)	$30,129.00
AZ Department of Education-McKinney Vento Competitive Grant (1 yr)	$10,000.00
University of Phoenix Foundation (1 yr)	$50,000.00
Pima County Youth Basic Education Summer (2 yr)	$222,095.00
Pima County Youth Work Summer Experience (2 yr)	$141,640.00
Pima County Youth Basic Education (2 yr)	$95,600.00
Pima County WIA- Dislocated Worker (1 yr)	$42,557.00
YouthBuild USA (1 yr)	$25,000.00
TRICO Foundation (1 yr)	$10,000.00
Tohono O'odham Gaming Distribution (1 yr)	$33,599.00
Fundraising	$13,228.00
NEW FUNDING SOURES TOTAL	**$758,836.00**
Renewals	
Department of Labor National Farm worker Jobs Program (1 yr)	$2,024,591.00
AZ CSBG (1 yr)	$73,090.00
AZ CSA (1 yr)	$130,321.00
Pima County WIA (1 yr)	$382,033.00
Pima County Emergency Service Network (1yr)	$62,000.00
Pima County Outside Agency (1yr)	$23,206.00
City of San Luis (1 yr)	$35,000.00
Greater Green Valley Community Foundation (1 yr)	$2,000.00
White Elephant County Fair (1 yr)	$1,000.00
RENEWALS TOTAL	**$2,733,241.00**
New Collaborations and Contracts	
Corporation for National & Community Service Corporation	Awarded 6 AmeriCorps Members Slots
University of Phoenix Scholarships	12 staff scholarships awarded
Pima County Superior Court Contracted Substance Abuse, Domestic Violence, and DUI Counseling Services Provider	

AZ Department of Economic Security Contracted Psychiatric, Psychological, Counseling & Consultation Services	
TOTAL FY CONTRACTS AWARDED	**$3,492,077.00**

PHILANTHROPIC SUPPORT FROM THE COMMUNITY

PPEP TEC has been fortunate to have increased community support; as our success grows, so does our community support. The community plays a vital role in providing mentoring, role modeling, and encouragement as well as supporting our students, and providing additional outlets and resources to our students.

PPEP TEC has been privileged to have the support and involvement of such community groups such as:

- Michael Charles, donated $25,000 providing a desperately needed digital upgrade of the computer lab at the *Celestino Fernandez Learning Center*;
- Dinesh Patel, of Integrated Biomolecule Corporation donating $9,100 to fund student retention activities;
- University of Phoenix, hosting career fairs, providing in-kind space donation, and school operation and development support through twelve annual staff professional development scholarships and a $50,000 private grant for digital infrastructure updates;
- Wal-Mart, supporting the youth garden project; providing monthly gift cards for supplies;
- LULAC (League of United Latin American Citizens), hosts on-site youth council meetings, provides leadership opportunities, and conducts service learning activities;
- Pima Community College, collaborates in the PPEP TEC dual Enrollment program affording college credit to students;
- And many more local small businesses and individuals who provide invaluable support to the operations of PPEP TEC through gifts of their time, talent, and monetary support.

PPEP TEC plans to increase community supports and enhance current community relationships. PPEP TEC will continue to create an infectious energy and enthusiasm in the community; breaking from conventional educational approach, increasing student achievement and school performance, and having the data to support our success, PPEP TEC will use these projects as an impetus to increase community engagement, creating and advertising additional volunteer opportunities for hands-on business and corporate sponsorship activities.