Fiscal Year 2011 Month-by-Month Projection: The Edge School, Inc.

ADM = _233_

	July	August	September	October	November	December	January
Prior Month Carryover	$658,567	$360,300	$384,093	$367,574	$402,571	$481,610	$475,195
REVENUE							
State Equalization Assistance		$124,937	$124,937	$124,937	$124,937	$124,937	$124,937
Classroom Site Fund	$7,123	$7,123	$7,123	$7,123	$7,123	$7,123	$7,123
Instructional Improvement Fund	$2,484				$2,484		
Title I					$27,450	$5,490	$5,490
Title II					$2,230	$446	$446
IDEA					$11,460	$2,292	$2,292
Other Federal Funds/Grants					$10,870	$2,174	$2,174
Other State Funds/Grants			$9,720	$3,240	$3,240	$3,240	$3,240
Other	$1,532	$1,532	$1,532	$12,032	$1,532	$8,032	$1,532
TOTAL REVENUE	$11,138	$133,592	$143,312	$147,332	$191,325	$153,734	$147,234
EXPENSES							
Instructional: Non-Performance Management Plan							
Salaries	$29,403	$58,806	$88,209	$58,806	$58,806	$88,209	$58,806
Payroll Taxes	$2,249	$4,499	$6,748	$4,499	$4,499	$6,748	$4,499
Employee Benefits	$5,363	$10,726	$16,089	$10,726	$10,726	$16,089	$10,726
Purchased Services (Consultants)	$1,215	$1,215	$1,215	$1,215	$1,215	$1,215	$1,215
Purchased Services (Special Education)	$590	$590	$590	$590	$590	$590	$590
Textbooks/Curriculum/Library	$1,675						
Instructional Supplies	$2,802	$2,802	$2,802	$2,802	$2,802	$2,802	$2,802
Professional Development			$1,877				$1,877
Travel			$259				$259
Other							
Total Instructional: Non-Performance Management Plan	$43,297	$78,638	$117,789	$78,638	$78,638	$115,653	$80,774
Instructional: Performance Management Plan							
Salaries	$2,281	$4,562	$6,843	$4,562	$4,562	$6,843	$4,562
Payroll Taxes	$174	$349	$523	$349	$349	$523	$349
Employee Benefits	$379	$758	$1,137	$758	$758	$1,137	$758
Instructional Supplies	$310					$221	
Other							
Total Instructional: Performance Management Plan	$3,144	$5,669	$8,503	$5,669	$5,669	$8,724	$5,669
Non-Instructional							
Salaries	$4,174	$8,348	$12,522	$8,348	$8,348	$12,522	$8,348
Payroll Taxes	$319	$639	$958	$639	$639	$958	$639
Employee Benefits	$798	$1,596	$2,394	$1,596	$1,596	$2,394	$1,596
Purchased Services	$4,346	$4,346	$4,346	$4,346	$4,346	$4,346	$4,346
Rent/Bond Payment	$64,665	$4,665	$4,665	$4,665	$4,665	$4,665	$4,665
Repairs and Maintenance							
Property, Casualty, Liability Insurance	$21,355						
Interest/Property Taxes	$158,908						$158,908
Internet							
Utilities	$2,745	$2,745	$2,745	$2,745	$2,745	$2,745	$2,745
Telephone	$604	$604	$604	$604	$604	$604	$604
Furniture and Other Equipment							
Note/Loan/Non-Facility Lease Payments							
Audit				$2,536	$2,488	$2,488	$2,488

	July	August	September	October	November	December	January
Legal							
Advertising/Marketing	$2,500		$2,500			$2,500	
Travel			$256				$256
Printing and Postage							
Supplies	$687	$687	$687	$687	$687	$687	$687
Food Service							
Transportation	$1,862	$1,862	$1,862	$1,862	$1,862	$1,862	$1,862
Other							
Total Non-Instructional	$262,963	$25,492	$33,539	$28,028	$27,980	$35,771	$187,144
TOTAL EXPENSES	$309,405	$109,798	$159,831	$112,334	$112,286	$160,148	$273,586
BALANCE	$360,300	$384,093	$367,574	$402,571	$481,610	$475,195	$348,843

NOTES

Please include in this section, if applicable, any notes that help clarify for the Board the information found above.

The estimated State Equalization Assistance included on this tab includes an estimated decrease in per pupil funding of $88.19 per student and an additional $273.39 per student as estin March 12, 2010 Legislative Update. This estimate is based on the one-cent sales tax election failing. The areas in which Edge currently estimates cuts to be made include purchased cle maintenance services, other supplemental purchased services, supplemental supplies, and other discretionary items; however, in the event that the one-cent sales tax election fails, Edge areas where cuts may be made. In the event that the one-cent sales tax does not pass, it will be necessary to utilize the School's cash reserve; however, Edge is confident that the combi cutbacks and utilization of the School's cash reserve with still allow Edge to continue to provide a high level of service to its students, staff, and the community.

February	March	April	May	June	Total
$348,843	$386,278	$423,832	$461,267	$498,703	$5,248,833
$124,937	$124,937	$124,937	$124,937	$249,876	$1,499,246
$7,123	$7,123	$7,123	$7,123	$7,123	$85,472
	$2,484			$2,484	$9,934
$5,490	$5,490	$5,490	$5,490	$5,490	$65,880
$446	$446	$446	$446	$441	$5,347
$2,292	$2,292	$2,292	$2,292	$2,297	$27,509
$2,174	$2,174	$2,174	$2,174	$2,172	$26,086
$3,240	$3,240	$3,240	$3,240	$3,240	$38,880
$1,532	$1,532	$1,532	$1,532	$1,532	$35,384
$147,234	$149,717	$147,234	$147,234	$274,654	$1,793,738
$58,806	$58,806	$58,806	$58,806	$88,209	$764,478
$4,499	$4,499	$4,499	$4,499	$6,748	$58,483
$10,726	$10,726	$10,726	$10,726	$16,091	$139,440
$1,215	$1,215	$1,215	$1,215	$1,215	$14,580
$590	$590	$590	$590	$587	$7,077
					$1,675
$2,802	$2,802	$2,802	$2,802	$2,799	$33,621
	$1,849				$5,603
	$259				$777
					$0
$78,638	$80,746	$78,638	$78,638	$115,649	$1,025,734
$4,562	$4,562	$4,562	$4,562	$6,836	$59,299
$349	$349	$349	$349	$523	$4,536
$758	$758	$758	$758	$1,144	$9,861
					$531
					$0
$5,669	$5,669	$5,669	$5,669	$8,503	$74,227
$8,348	$8,348	$8,348	$8,348	$12,512	$108,514
$639	$639	$639	$639	$957	$8,301
$1,596	$1,596	$1,596	$1,596	$2,401	$20,755
$4,346	$4,346	$4,346	$4,346	$4,342	$52,148
$4,665	$4,665	$4,665	$4,665	$4,661	$115,976
					$0
					$21,355
					$317,816
					$0
$2,745	$2,745	$2,745	$2,745	$2,747	$32,942
$604	$604	$604	$604	$598	$7,242
					$0
					$0
					$10,000

February	March	April	May	June	Total
					$0
					$7,500
	$257				$769
					$0
$687	$687	$687	$687	$692	$8,249
					$0
$1,862	$1,862	$1,862	$1,862	$1,859	$22,341
					$0
$25,492	$25,749	$25,492	$25,492	$30,769	$733,908
$109,798	$112,163	$109,798	$109,798	$154,921	$1,833,869
$386,278	$423,832	$461,267	$498,703	$618,436	$5,208,702

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FISCAL MANAGEMENT GOALS / OBJECTIVES

The Board of Directors recognizes that responsible money management establishes the foundation for the support of the entire school program. To make that support as effective as possible, the Board intends:

- To encourage advance planning through established budgeting procedures.
- To explore all practical and legal sources of revenue.
- To provide for the expenditure of funds so as to achieve the greatest educational opportunity for all students.
- To require maximum efficiency in accounting and reporting procedures.
- To provide within budget limits a level of expenditure needed to provide a high level of quality education.

Adopted: 1/20/99

ANNUAL BUDGET

The Principal is responsible for the formulation of the annual budget, considering at all times that resources must be utilized to produce the most positive effect on the students' opportunity to learn.

The Principal shall be responsible for reviewing budgetary requests, providing guidelines and limitations, and presenting the proposed budget and documentation for Board study, review, and action. In addition, the Principal is to take care that the educational goals and the fiscal responsibilities of the School are carefully considered during the budget development process.

The Principal shall prepare and distribute a budget preparation calendar for presentation to the Executive Director to accomplish all required budgetary actions for the following school year. This schedule will, as a minimum, provide specific dates for the accomplishment of all state-mandated actions.

The following items may be included in the recommended budget schedule:

- Date for initial meeting with appropriate staff members on the budget.
- Dates for the 40th-day and 100th-day attendance reports. *
- Date for notice of budget hearing to be published. (Must be ten (10) days prior to budget adoption.) *
- Date for special board meeting to hold a budget hearing and adoption. *
- Date(s) to submit reports or information to state school offices. *

* Indicates these procedures are required by law.

401.01 Budget Hearings and Adoption Process

The Principal shall prepare a notice fixing the time (no later than July 15) and place at which a public hearing and Board meeting shall be held to present the proposed budget for consideration of the Board and the public.

The publishing of the proposed public hearing and notice of the meeting shall be in accordance with state law.

Immediately following the public hearing the President shall call to order the Board meeting for the purpose of adopting the budget. A Board member who has a conflict of interest must declare the conflict of interest and may not participate in the adoption of the budget.

The Board shall adopt the budget and enter the budget as adopted in its minutes.

Filing of the budget shall be according to state law.

401.02 Budget Implementation

Expenditures will be charged against the appropriate budgeted account code. A report of expenditures, encumbrances and revenues shall be presented to the Board in accordance to the Board's direction. Variances within budget categories shall be a part of this report.

401.03 Budget Transfers

Periodically throughout the year, the budget will be reconciled with actual expenditures of the School. The Board of Directors authorizes the Principal to make such adjustments and provide a report demonstrating where transfers have accrued.

Adopted: 4/19/00

REVENUES

402.01 Revenues from Investments

The School may invest funds in accordance with law in a program approved by the Board. The Executive Director shall ensure that the question is placed on the agenda for approval at Board meetings as needed throughout the year. A qualified investment strategy will be implemented and accumulated interest shall be reported at Board meetings regularly throughout the year. Interest revenues earned are recognized as unrestricted funds available for use as the Board sees fit. Investments will not be made in businesses owned or operated by Board members.

402.02 Revenues from School-Owned Property

Revenues collected from rental or lease of school controlled/owned property shall be deposited and recorded in separate fund. Monies from sale of school-owned real estate shall be deposited as allowable under state statutes.

Adopted: 1/20/99

Amended: 9/20/00

BANKING SERVICES AND ACCOUNTS

403.01 Banking Services

The Board shall designate one or more banks as depository for the safeguarding of school state funds, student activities and revolving funds by a majority vote of the Board.

Each designated depository shall furnish proper security for such deposits in the amount designated by the Board and in accordance with law.

Each designated depository shall be advised not to cash checks payable to the School, but to deposit checks only to the School accounts.

403.02 Authorized Signatures

Authorized signers for all checking accounts shall be approved by the Board.

403.03 Bonding of Employees and Officers

The Board of Directors requires bonding of the student activities treasurer and other school employees to cover fidelity and loss of money. The amount of bond will be prescribed by the Board, except that no revolving fund shall be established unless the designated custodian is bonded for an amount equal to twice the amount of the fund. In determining the amount and type of other bonds, the Board will consider the amount of money in accounts during the period of time covered by the bond. The cost of bonding shall be defrayed by the School.

Adopted: 1/20/99

FISCAL ACCOUNTING AND REPORTING

The Executive Director shall be ultimately responsible for receiving and properly accounting for all funds of the School. The Uniform System of Financial Records for Charter Schools (USFRCS) developed by the State Department of Education and the Auditor General's Office shall be used to provide for the appropriate separation of accounts and funds.

The Principal shall provide the Board periodic financial reports showing the financial condition of the School.

The Principal shall present to the Board the annual report for the previous fiscal year no later than the regular Board meeting in September each year.

The Principal shall also be responsible for student accounting and shall report enrollment and attendance as required by the state.

Adopted: 1/20/99

TYPES OF FUNDS

405.01 General Fund

A general purpose fund shall be established at a local bank in the account name of the charter school. Checks drawn on the account shall be signed by the Principal or other authorized designated signer. The fund shall be managed in the manner prescribed by the USFRCS.

Fund monies shall be deposited as authorized by the Board in a bank account designated as the general account. All disbursements from the account shall be by check and authorized by the Board through the approval of vouchers presented at monthly Board meetings.

General fund monies may be invested and reinvested by the authorized representative of the Board. All monies earned by investment shall be credited to the appropriate fund.

405.02 General Purpose Revolving Fund

A general purpose revolving fund shall be established at a local bank in the account name of the charter school and designate "Revolving Fund." Checks drawn on the account shall be signed by the Principal or other authorized designated signer. The fund shall be managed in the manner prescribed by the USFRCS.

No revolving fund may be established unless the designated employee in charge is bonded for an amount equal to twice the amount of the fund. The cost of the bond shall be a proper charge against the School.

405.03 Auxiliary Operations Fund

The auxiliary operations fund shall consist of monies raised with the approval of the Board in pursuance of, and in connection with, all activities of school stores, athletic and entrepreneurial activities. Fund monies shall be accounted for in accordance with the requirements of the USFRCS.

Fund monies shall be deposited after authorization by the Board in a bank account designated as the "Auxiliary Operations" fund. Disbursements shall be made by check signed by the Executive Director, Principal, or other authorized signer designated by the Board. Persons authorized by the Board to sign checks shall be bonded, and the cost shall be charged against the fund.

Auxiliary operations fund monies may be invested and reinvested by the authorized representative of the Board. All monies earned by investment shall be credited to the auxiliary operations fund.

405.04 Student Activity Fund

The student activity fund shall consist of monies raised with the approval of the Board in pursuance of, and in connection with, all activities of students through clubs, grade clusters and other student organizations. Fund monies shall be accounted for in accordance with the requirements of the USFRCS.

Fund monies shall be deposited after authorization by the Board in a bank account designated as the "Student Activity" fund. All disbursements shall be made by check signed by the Executive Principal and any authorized signer designated by the Board. Persons authorized by the Board to sign checks shall be bonded, and the cost shall be charged against the fund.

Student activity fund monies may be invested and reinvested by the Board. All monies earned by investment shall be credited to the student activity fund.

Adopted: 4/19/00

INVENTORIES

Staff member(s) designated by the Principal, has responsibility to assist the Principal in developing procedures for maintaining School inventories in accordance with USFRCS. A fixed-asset inventory system of all capital furniture and equipment items that exceed $300 in value shall be tagged and marked. A physical inventory of all School property shall be conducted every three years. Staff designated by the Principal shall implement the procedures providing reports as requested on the contents of their buildings.

Staff members will provide reports on the contents of their buildings as requested by the Principal. The Resource Management Specialist will require any employee who removes an item from a designated area for use in another to have a written request for such removal.

Staff members will assist in completing an annual inventory of all capital furniture and equipment, library media, and textbooks at its location.

Records shall be kept showing the name of the individual receiving the supplies, the date received, and the disposition of the supplies. A supply inventory shall be maintained for all supplies warehoused by the School.

Adopted: 4/19/00

AUDITS / FINANCIAL MONITORING

The School is required to have its records and financial statements audited annually by a certified public accountant, subject to the requirements of the Single Audit Act of 1984 and the State Auditor General for internal control procedures.

A certified public accountant, as approved by the Auditor General's office, shall be appointed by the Board pursuant to the Arizona Administrative Code requirement for the procurement of services. Audit fees shall be charged to the appropriate funds as required by law.

The completed audit report shall be presented to the Board for examination and discussion. The audit report shall be a public record, and copies shall be filed with the state and other appropriate authorities.

Adopted: 1/20/99

PURCHASING

(PURCHASING ETHICS POLICY)

Board of Directors members and School employees shall not use their offices or positions to receive any things of value or benefits that would not ordinarily accrue to them in the performance of their duties. If the things or benefits are of such value or character as to manifest a substantial and improper influence upon the performance of their duties, then they must be refused.

This policy should not be construed to prohibit Board of Directors members and employees from accepting inexpensive novelty advertising items and holiday gifts or occasional business lunches.

Adopted: 1/20/99

BIDDING / PURCHASING PROCEDURES

The Executive Director shall be responsible for all purchasing, contracting, competitive bidding, and receiving and processing of all bid protests, in accordance with the Arizona school procurement rules.

409.01 Purchases Not Requiring Bidding

Purchases of $10,000 or less may be made at the discretion of the Principal.

Verbal price quotations will be requested from at least three vendors for a transaction in excess of $5,000 but less than $15,000. The price quotations should be shown on, or attached to, the related requisition form. If three verbal quotations cannot be obtained, documentation showing the vendors contacted that did not offer price quotations, or explaining why price quotations were not obtained, shall be maintained on file in the School office.

Written price quotations will be requested from at least three vendors for transactions costing at least $15,000 but less than $35,000. If three written price quotations cannot be obtained, documentation showing the vendors contacted that did not offer written price quotations, or explaining why written price quotations were not obtained, shall be maintained on file in the School office.

409.02 Purchases Requiring Bidding

Sealed bids will be requested for transactions costing $35,000 or more for supplies, equipment, outside professional services or construction, in accordance with the Arizona Administrative Code procurement rules and regulations.

409.03 Bidding Methods

All School purchases shall be in accordance with the Arizona school procurement rules and with the following.

Sealed bids will be requested for transactions costing $35,000 or more for supplies, equipment, outside professional services or construction, in accordance with the Arizona Administrative Code procurement rules and regulations.

Sealed bids will be requested when the purchase of an item, or a collection of items, may result in the award of a purchase transaction in an amount of $35,000 or more for supplies,

equipment, outside professional services or construction. The Principal must review the expenditure and make a recommendation to the Board for final action. The Board reserves the right to waive any informalities in, or reject, any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids.

The bidder to whom the award is made may be required to enter into a written contract with the School.

Pursuant to the procurement code, contracts can be let for a period not to exceed five years.

Construction is defined as physical changes to land or buildings that materially alter the previous structure or physical condition, i.e., new construction, including fixed physical additions to land such as concrete, fencing, etc., structural remodeling, major renovations that are not merely maintenance in nature, and major demolitions. All such construction shall be identified, and the estimated aggregate total cost of goods and services for the project shall be made before undertaking the project. This estimated total cost shall determine which of the quoting/bidding methods as outlined is to be utilized.

409.04 Transaction Defined

A "transaction" as used in this policy is determined by application of these three conditions:

A. Items or services that are so alike in nature that they might likely or reasonably be available from a certain type of vendor are grouped together; and

B. The items or services being considered for the grouping in "A" above are to be purchased at a given point in time with no intent to split groupings in order to lower group totals and thereby avoid bidding; and

C. The composite estimated total cost of the items grouped in "A" and "B" above. If this total exceeds $35,000, sealed competitive bids shall be sought; if less than $35,000, bidding will not be required.

409.05 Notice of Competitive Sealed Bidding

Adequate public notice of the invitation for bids shall be given as provided in R7-2-1022(B) or as provided in R7-2-1024(C), which are outlined below, and shall indicate that any bid protest shall be filed with the School representative, who shall be named therein.

If notice is given pursuant to R7-2-1024(C), notice also may be given as provided in R7-2-1022(B). If fewer than five prospective bidders are included on the bidders list, the notice must also be given as provided in R7-2-1022(B). If the invitation for bids is for the procurement of services other than those described in R7-2-1061 through R7-2-1068 and R7-2-1117 through

R7-2-1123, Specified Professional Services, notice also shall be given as provided in R7-2-1022(B).

R7-2-1022(B):

In the event there are four or less prospective bidders on the bidders' list, the notice shall include publication in the official newspaper of the county within which the school is located for two publications which are not less than six nor more than ten days apart. The second publication shall not be less than two weeks before bid opening. The time of publication may be altered if deemed necessary pursuant to R7-2-1024.A.

R7-2-1024(C):

The school shall mail or otherwise furnish invitation for bids or notices of the availability of invitation for bids to all prospective bidders registered with the school for the specific material, service or construction being bid.

R7-2-1024(A):

Invitation for bids shall be issued at least 14 days before the time and date set for bid opening in the invitation for bids unless a shorter time is deemed necessary for a particular procurement as determined by the school.

The time and date at which a bid is called due shall be during regular working hours at a regular place of school business or during a public meeting of the Board of Directors at its regular meeting place.

Invitations to bid will be sent to all vendors who have requested to bid or who have applied to be placed on a bid list appropriate to the items being sought.

A bid call relating to 'construction projects' must describe the nature of the work to be performed and where complete plans, if necessary, may be obtained. Deposits may be required for plans and specifications in good order. A certified check, cashier's check, or surety bond for 10 percent (10%) of the bid must accompany each bid, but will be returned to unsuccessful bidders. The successful bidder must present performance and payment bonds for one hundred percent (100%) of the bid within five working days after notification of the award.

Each sealed bid must be submitted in a sealed envelope, addressed to the School, clearly marked on the outside of the envelope, “Sealed Bid for _____.” The bids shall be opened publicly and read aloud at the time and place stated in the invitation. Awards shall be made with reasonable promptness to the lowest responsible, qualified vendor, taking into consideration all factors set forth in policy. Price shall not be the sole factor in making the bid award. When out-of-state bidders are not to pay sales/use tax, the amount of such tax shall not be a consideration

in determining the low bidder. All proposed contracts for outside professional services in excess of $10,000 may be reviewed by the attorney for the School prior to entering into the contract. The policies relating to outside professional services apply only to services required by law to be placed on bid, and even those policies may be set aside if a state of emergency is declared. If a state of emergency is declared, a memorandum will be issued justifying such a declaration, which will be filed in the School's records.

The use of bidding, contracting, or purchasing specifications that are in any way proprietary to one supplier, distributor, or manufacturer is prohibited unless no other resource is practical for the protection of the public interest.

The Board reserves the right to reject any or all bids and to accept the bid that appears to be in the best interest of the School. The Board reserves the right to waive informalities in any bid or to reject any bid, all bids, or any part of any bid. Any bids may be withdrawn prior to the scheduled time for the opening of the bids. Any bids received after the opening begins shall not be accepted. Opening of bids shall not be delayed to accommodate late bid responses. Submitted bids shall be honored for at least thirty days or as otherwise stated in the invitation. All information relating to a bid shall be retained and made available for public inspection after the bids are awarded, and prospective bidders shall be notified of this in the invitation or specifications relating to the bid call.

A “bidder file” shall be maintained, and a “bidder application” may be used for placing names in the file. Reference data will be kept relating to bad experiences with vendors, contractors, etc. If a bidder defaults on either price or performance, the Board of Directors shall be notified and, if the Board permits, the bid will be offered to the next-lowest bidder who will still accept the order, as far as it is pragmatic to do so. The Board may ask that the county attorney be notified of the initial bidder's failure in order to consider action against that bidder. Written documentation of all such situations noted in this paragraph shall be kept in the defaulting bidder's file.

For transactions requiring written quotations, at least three shall be obtained, and, if less than three are obtained, an explanation must be provided and approved by the Principal. Prospective quoters shall be given a reasonable time following the mailing of the quotation request in which to respond. All requests for written quotations shall be at the direction of the Principal. The details of a request for written quotations, including names of all bidders to whom the requests were sent, the dates of mailing, all responses, reasons for selection if other than lowest price, etc., shall be made and retained in the School's records.

409.06 Emergency Purchases

An exception to the above procedures for price competition may be made in the event of an emergency involving the health, safety, or welfare of school personnel or students. In such an emergency, declared by the Principal, emergency purchase action may be taken without price

competition, if necessary. Even under emergency conditions, price competition should be sought if it will not unacceptably delay the correction of the condition requiring emergency procedures. If emergency purchases are made without price competition, a complete written description of the circumstances should be maintained on file in the School office.

409.07 Sole-Source Procurements

A contract may be awarded for a material, service, or construction item without competition if the Board of Directors determines in writing that there is only one source for the required material, service, or construction item. The School may require the submission of cost or pricing data in connection with an award pursuant to A.A.C. R7-2-1053. Sole-source procurement shall be avoided, except when no reasonable alternative source exists. A copy of the written evidence and determination of the basis for the sole-source procurement shall be retained in the procurement file by the School. The School shall, to the extent practicable, negotiate with the single supplier a contract advantageous to the School.

409.08 State/Mohave Purchasing Contract

Bidding/quoting requirements are waived if purchases are made through the Arizona State Purchasing Cooperative.

Bidding/quoting requirements are also waived if purchases are made through the Mohave Educational Services Cooperative (MESC).

Adopted: 1/20/99

Amended: 2/27/00

BIDDING / PURCHASING PROCEDURES

(CANCELLATION OF CONTRACTS)

Within three years after the execution of any contract made by the School, the School may cancel such contract if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the School is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

Such cancellation by the School shall be effective when written notice from the Board of Directors is received by all other parties to the contract unless the notice specifies a later time.

In addition to the right to cancel a contract as provided above, the School may recapture any fee or commission paid or due any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the School from any other party to the contract arising as the result of the contract.

Notice of this provision shall be included in every contract to which the School is a party. Such notice could read:

In accordance with A.R.S. 38-511, if a person significantly involved in a School contract becomes an employee, agent, or consultant to any other party of the contract with respect to the subject matter of the contract, the School may cancel the contract within three years of execution and recapture any fee or commission paid to such person.

Adopted: 1/20/99

SALES CALLS AND DEMONSTRATIONS

Sales representatives for school services, supplies, or other materials are not permitted to call on teachers or other school staff members except with prior authorization from the Principal.

When appropriate, the Principal may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

Adopted: 1/20/99

PAYMENT PROCEDURES

In order to receive appropriate discounts and maintain good vendor relations, the Board directs the prompt payment of salaries and bills, but only after due care has been taken to assure that such amounts represent proper obligations of the School for services and/or materials received.

The Principal will implement procedures for the review of purchase invoices to determine that items or services are among those budgeted, itemized goods or services have been satisfactorily supplied, funds are available to cover payment, and invoices are in order and for the contracted amounts.

Adopted: 1/20/99

PAYROLL PROCEDURES / SCHEDULES

Salary checks will be issued biweekly during the term of employment.

An employee who quits the service of the School shall be paid all wages due on the regular payday for the pay period during which termination occurs. Such wages will be paid by mail unless otherwise requested.

An employee who is discharged from service of the School shall be paid all wages due within ten (10) days after discharge.

Adopted: 1/20/99
Amended: 5/17/00

SALARY DEDUCTIONS

The Executive Director shall establish payroll procedures that conform to all requirements of the law and all policies of the School, and that ensure employees receive paychecks not later than the stated payroll dates.

414.01 Involuntary Deductions (Public Record)

Federal and Arizona income taxes, Social Security (OASI/FICA), and employee contributions to the Arizona Retirement System will be deducted as mandated by state and federal statutes. All other deductions must be authorized by the Board and approved by the employee unless ordered by a court of competent jurisdiction.

414.02 Voluntary Deductions (Not Public Record)

The following deductions have been authorized by the Board:

- Insurance premiums for staff members or dependents who are being covered under Board-approved Section 125 cafeteria plans.
- Direct deposits of net payroll with financial institutions.
- Tax-sheltered annuities for companies approved by the School
- Credit union deposits.
- Others as approved by the Executive Director.

Adopted: 1/20/99

EXPENSE AUTHORIZATION / REIMBURSEMENT

School employees who incur expenses in carrying out their authorized duties shall be reimbursed by the School upon submission of allowable supporting receipts, provided that prior authorization has been granted by the Principal.

Reimbursement amounts shall not exceed the maximum amounts established pursuant to A.R.S. 38-624(C). Mileage reimbursement will be limited to 31 cents per mile. The maximum allowed by statute will be allowed for meals, lodging, and other approved reimbursements.

Adopted: 1/20/99

CASH IN SCHOOL BUILDINGS

Monies collected by school employees and by student treasurers shall be handled in accordance with prudent business procedures as outlined by the USFRCS. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of deposit.

All employees must turn in funds for deposit that have been collected pertaining to school business on a daily basis to the designated office personnel as defined by the Principal. In no case shall money be left overnight in school buildings, except in safes provided for safekeeping of valuables.

Adopted: 1/20/99

SCHOOL PROPERTIES DISPOSITION

The Board authorizes the Principal to establish regulations for the sale, trade, or disposal of surplus or outdated learning materials, supplies, furniture, or equipment when it has been determined that such items have no further use by the School, and the cost of selling such materials equals or exceeds estimated market value of the items.

Items such as typewriters, business machines, motor vehicles, and furniture may be disposed of by trading them in on the purchase of like items, if appropriate. Items of school personal property no longer needed within the School may be disposed of by public auction, by bids, by selling or by disposal. Those items sold shall be at or above fair market value. All sales are final with no warranties or guarantees implied.

In the event of sale of such property, the School may advertise as a means to give notice as appropriate. In the event of an auction, property shall be conveyed to the highest bidder for each item or lot sold. The School may establish minimum bids for each item or lot auctioned or sold. General payment terms for the sale shall be by cash or certified cashier's check. All sales are final. Any property for which no bid is received shall be defined as property of no value, and authorization shall be given by the Principal to have the property removed and disposed of in a manner that is least costly to the School.

Items determined by the Principal to be worn out, damaged beyond economic repair, or otherwise of no value may be destroyed.

Adopted: 1/20/99

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