Narrative of Reporting Structure

Part 2

Edge has a number of fiscal policies and procedures that center around keeping management and the Board of Directors up-to-date, aware, and involved in the fiscal management of the School. At each monthly Board Meeting, the Board Members review the Bank Reconciliations of all the School's bank accounts. Additionally, the Business Management Consultant (from Heinfeld, Meech & Co., P.C., a CPA firm with expertise in School finance) gives a report on the School's current budget situation and outlook. Board members review the budget documentation provided by the Business Management Consultant and are encouraged to ask questions and offer budgetary suggestions.

The Executive Director and Director work closely with the Business Management Consultant to make appropriate business decisions and are the only personnel with site-level fiscal authority. They check to see that proper procedures are being followed when purchases are being made, and have the final authority to approve purchases and payments within limits set by Board Policy.

Although Edge's revenue sources are based primarily on state financial assistance, during fiscal year 2008-09, Edge received tax credit donations of $5,160, fundraising revenue of $6,384, and other local grant revenue of $11,800. These types of revenues and a strong and flourishing volunteer component allow Edge to provide students with supplemental learning opportunities outside of the classroom and are indicators of the community's involvement and support for Edge. In addition, Edge works with approximately 90 local businesses and social service agencies in its career development program.

At June 30, 2009, the School's total assets exceeded total liabilities by $515,092. The School's ending cash balance was $739,674 which represented a reserve of average monthly expenditures of more than four months. The School's projected June 30, 2010 cash balance is over $650,000 which represents a reserve of average monthly expenditures of nearly four months. As a result, the management and Board of Directors of Edge High School feel comfortable that the School is in a position to continue to operate effectively while meeting the fiscal challenges posed by the struggling economy.

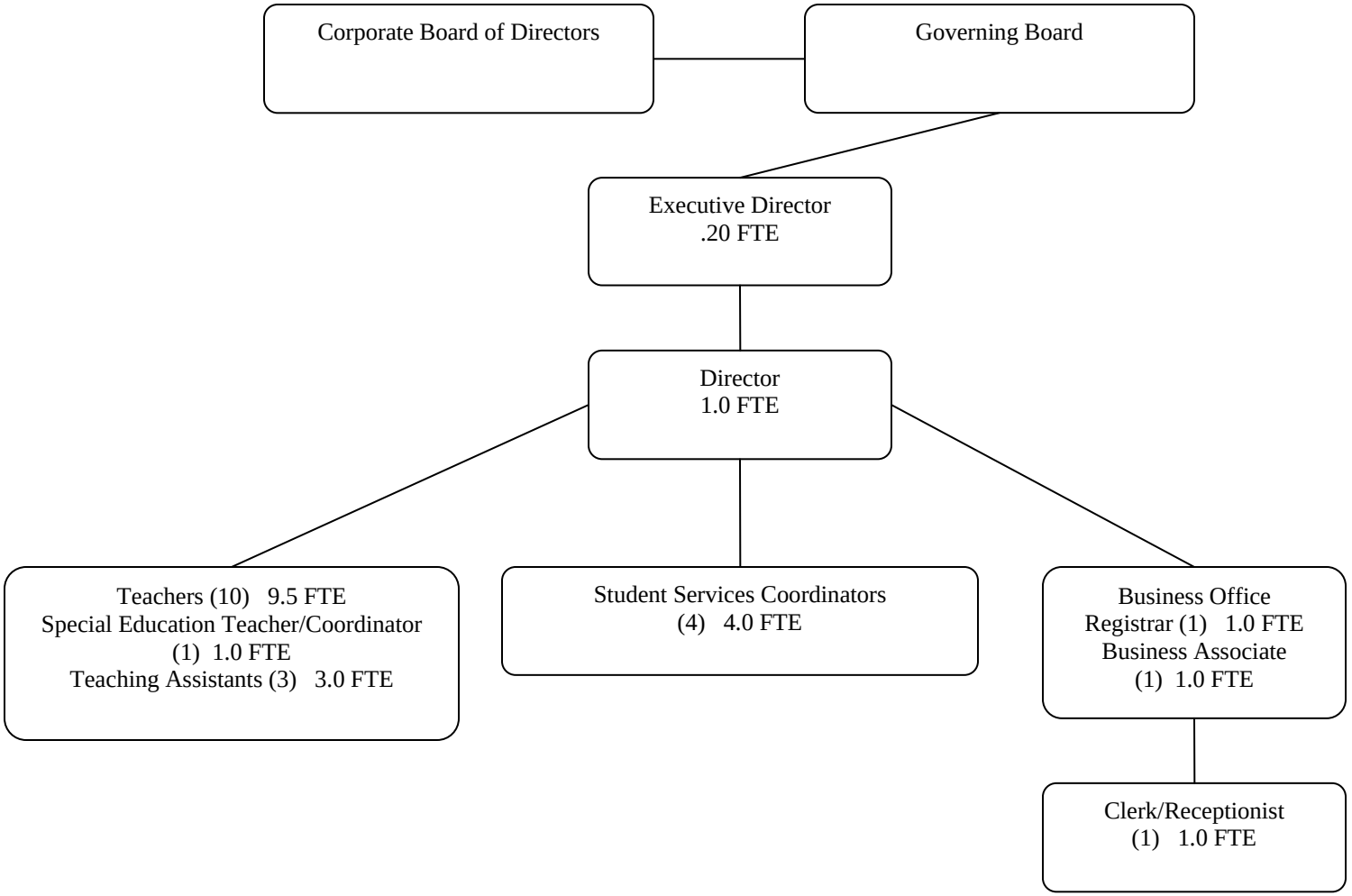
Additional and more detailed accounting policies and procedures are described in the Fiscal Management Section of the attached Board Policy Manual.

Examples of decisions made within the organizational levels

- Corporate Board: considers changes to the By-Laws.
- Board of Directors: considers budgets for approval; considers recommendation for hiring and termination; considers policy and charter amendments.
- Executive Director: reviews budget prior to presentation to the Board; serves as a level for grievances prior to Board involvement; may issue notices of intent with regard to personnel.
- Director: researches and pursues grant/supplemental funding; determines areas of need for competitive grants; determines the need for and provides crisis intervention and mediation; assigns duties with reverence to competitive grants; recommends personnel actions in conjunction with Executive Director; evaluates job performance; prioritizes NCLB-related reports and state and local report requirements; assigns curriculum responsibilities as chair of the curriculum committee; develops and recommends school policy; develops budgets; approves expenditures; resolves students discipline issues and determines outcomes.
- Registrar/Office Manager: enters SAIS information and uploads; verifies accurate data; monitors school finance reports; resolves SAIS/ADM difficulties; develops transcripts based on review of student records; updates student information; performs Human Resources duties; assures that payroll/accounts payable are accurate and timely; organizes audit documentation and develops processes; collects bids/quotes and recommends vendors; compiles budgets
- Clerk/Receptionist: welcomes and assists students, families, others; determines the need for incoming student records administrative review; compiles student/registrar files; monitors attendance for accuracy; monitors receipt of student records; orders/distributes bus passes.
- Business Associate: orders and maintains supplies; collects bids/quotes and recommends vendors; assures that payroll/accounts payable are accurate and timely; performs Human Resources duties as needed.
- Student Services Coordinators: review transcripts; establishes parent meetings with regard to student discipline issues; contact parents/guardians and related agencies; organize activities for Seniors, including identification of post-secondary opportunities. Edge High School has made an extraordinary commitment to the student support promised in our mission statement by having 4 full time Student Service Coordinators for a student body of about 240 students.
- Teachers: determine academic skill levels; select and assign courses; grade course work and assign credit; offer input regarding curriculum development and revision; refer students to Student Services Coordinators.

Teaching Assistants: assist classroom teachers.

Section III b.
Detailed Business Plan
Section I. Organizational Chart
The Edge School, Inc., Edge High School
Organizational Flow Chart
Locations: Himmel Park, Northwest, Sahuarita



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