Andrea Leder

From: Patricia Bassett <drbassett@omegaschoolsk12.net>
Sent: Monday, June 24, 2013 11:12 AM
To: Andrea Leder
Cc: debrapetersen@omegaschoolsk12.net; 'Claudia Ramos'
Subject: OMEGA 2012 RESPONSE TO AUDIT FINDINGS
Attachments: 2013 Audit Charter Board 001.pdf; ADI.pdf

Importance: High

Please let us know if you need further documentation and/or clarification.

OMEGA SCHOOLS

Rekindling The Joy of Learning and Work

Doby Elementary School **Oasis High School**

Corporate
8632 W. Northern
Glendale, AZ 85305
P 623-979-7173
F 623-218-1332

Doby Elementary
(K-8)
Oasis High School
(9—12)
8632 W. Northern
Glendale, AZ 85305
P 623-979-7173
F 623-321-4764

BOARD OF DIRECTORS
DR. PATRICIA A. BASSETT
DR. CLINTON MCJUNKIN
JANICE EHRLICH
DR. MICHAEL JONES

Arizona State Board for Charter Schools
%Andrea Leder,
Governmental & Financial Services Manger
P.O. Box 18328
Phoenix, AZ 85009

Qualified Opinion

Management Response and Corrective Action Plan:
It appears that the audit left out critical information.

Omega secured a contract from ADI, recommended by Yunk, CPA for the 2012 school. I chose to surrender the SI grant and cooperate with the investigation conducted by ADE. ADE requested changes be made to the general ledger. Someone in the offer told the Executive Director that Omega was suing them. They stop performing duties May 2012. When they audit began, they had nothing ready for the audit. We did not get a copy of the QuickBooks ledger, so we all had to build the financials from bank statements, checks and paper copies of information from ADI. **(Attachment #1)**

July 2012, Omega hired a Business manager, credentialed with an accounting degree. I was clear that individual could not hit the ground running and was terminated by the campus dean.

Yunk gave me referrals for two accounting firms to assist. I called and secured a contract with PinPointe Accounting in Tucson. **(Attachment #2)**

Finally, the Dean we hired, who allegedly met HQ qualification for the SI grant, and the attendance/assessment clerk took financial records from the office. **(Attachment #3)**

No payroll ledgers were missing as indicated. The auditor wanted to see the operator's initials on the journals. It was not possible given the medical circumstances. This is the first request on this matter. In the future the new operator will review and initial all entries. **(Attachment #4)**

Auditor's Recommended Corrective Action

Corrective action: The School needs to recreate the balance of accounts payable as of June 30, 2012. In order to accomplish this task, the School must first adjust the balance of Accounts Payable to zero by recording a journal entry (or a combination of entries for each vendor) offsetting Unrestricted Net Assets. Secondly, the financial manager should contact each vendor with whom the School had an unpaid balance at June 30, 2012 and request a statement of activity for the period from June 30, 2012 through the current date. Using this information

obtained directly from its vendors, the School should record invoices in the QuickBooks accounting system for the outstanding balance owed to each vendor as of June 30, 2012. Special care needs to be taken to ensure the completeness of these entries, as some of the outstanding balances have existed for several years and do not relate to recent activity. Once the June 30 balances have all been recorded, the financial manager should proceed to verify all invoices for the current fiscal year are also recorded. Finally, all payments to these vendors should be matched to the invoices for which the payment was authorized. If this is done properly and maintained on an ongoing basis, the school will have an accurate opening balance and closing balance for FY2013. It is also important that the School keep track of its other asset and liability accounts and performs regular balance reconciliation procedures to ensure the accuracy of all balances on its statement of financial position

Financial Record Retention (Repeat)

Management Response and Corrective Action Plan:

Payroll records were on file. The auditor did not remove this finding because he already sent a revised audit without the benefit of an exit audit interview. I submitted the documentation and subsequently spoke with him by phone. He stated he payroll documents did not have an initial signoff. Since we have a third party vendor for payroll, there is a quality check process before the scan documents are released.

Other repeat documents, I presume were from the SI grant in the previous year. Because original documents were taken from the office by the auditor and not returned until 6/13, we did not have the time to review the validity of the remaining findings. **(Attachment #4)**

There is an experience charter school business manager starting 7/1/2014.

Segregation of Duties

Finding 2012-6 identified weaknesses in internal control relating to segregation of duties.

Management Response and Corrective Action Plan:

We agree with this finding. The factual mitigating circumstances is the previous Dean, attempted to close the school by getting staff to resign, calling parents to take their children out of school, having teachers to send students home, and undermining the transportation services he secured of a personal friend. The school was financially damaged in a manner in which it could not employ the additional staff.

A new Superintendent and Experienced Charter School Business manager has been hired effective July 2013. In addition a request was made for two individuals to review the documents linked in your letter, as will I. **(Attachment #7)**

Attendance Record Retention
The audit indicated that the charter holder was unable to provide teacher attendance registers for 7 of 10 students tested.

Management Response and Corrective Action Plan:
The Attendance/Assessment clerk aligned herself with the former Dean. Both were terminated December 5th, 20012.

Although the new business manager has charter experience, I requested they review the two documents (links) referenced in your letter with me. **(Attachment #7)**

State Unemployment
The audit indicated the charter holder has elected the state unemployment reimbursement option and has unpaid liabilities to the Arizona Department of Economic Security (ADES).

Auditor's Recommended Corrective action:
The School should proactively address unemployment claim notifications to evaluate their appropriateness and to determine if sufficient cause exists to appeal the claim. Appeals should be filed at the earliest possible opportunity in order to be considered by ADES. In the event a claim is upheld by ADES, the School should pay the resulting liabilities within the time frame described by ADES in its claims notifications. An additional option available to the School is to begin participating in the State Unemployment Insurance program so that the School does not incur any additional liability from unemployment claims made in the future. The School must contact ADES if it wishes to begin participation.

Management Response and Corrective Action Plan:
Omega is working with ADES to address the damages of the former Dean and Attendance/Assessment Clerk. ADES will investigate this matter. **(Attachment #6)**

Plans are being made to convert to a PEO system.

Employment Eligibility
In addition, your audit indicated that I-9 forms were missing for 1 of 6 employees sampled. Pursuant to federal law, all U.S. employers must verify the employment authorization of all workers they hire regardless of the worker's immigration

status and document this through the completion and retention of Form I-9 (Employment Eligibility Verification Form).

Management Response and Corrective Action Plan:
We acknowledge this clerical error.

Plans are being made to convert to a PEO systems to eliminate the possibility of this happening in the future.

Respectfully submitted,

Patricia A. Bassett

Patricia A. Bassett
Superintendent/Operator Emeritus

Enclosures: Attachments 1-7

ADI BUSINESS SOLUTIONS

1553 W. TODD DR.
SUITE 106
TEMPE, AZ 85283
480.940.7538
TOLL FREE 888.940.7538
FAX 480.214.3270
WWW.ADIBIZ.NET

Attachment #1

December 5, 2011

Patricia Bassett
President/CEO
Omega Schools
8632 W. Northern Ave.
Glendale, AZ 85305
623-776-2069
drbassett@omegak12.com

Subject: Business and Financial Services Proposal

Dear Patricia,

ADI Business Solutions is proposing a complete solution for your Business and Financial Full Service needs. ADI Business Solutions has the combined resources that will ensure your needs will be fully met.

As discussed, ADI Business Solutions will handle your back office, accounting and financial reporting requirements for FY12. This would include all of the attached services listed in our "Scope of Services".

Based upon your current enrollment and needs, ADI Business Solutions would propose an annual fee of $45,600 or $3,800.00 a month (6 months) for a total of $22,800.00 for the remainder of FY12. We will bill Omega Schools on the 1st of each month, payment due to ADI by the 15th of the same month. We will also charge a one-time QB set up fee of $600.00. If services start in December 2011 we will pro-rate the monthly rate depending on start date.

If you are in agreement with our proposal and would like us to begin working towards processing December 5, 2011, please sign the agreement and return to our office to the address listed above. ADI is prepared to start your Business and Financial Full Services needs as soon as possible.

We are looking forward to working with you and your team on this fiscal year.

Sincerely,

Claudina Douglas
Chief Business Officer

I am in agreement of this proposal:

Patricia A. Bassett — 12/6/11

Patricia Bassett — Date
President/CEO
Omega Schools

Attachment #2

Pinpointe Accounting Services, PC
7341 E Tanque Verde Rd
Tucson, AZ 85715
520-795-7505

February 11, 2013

To: Dr. Patricia Bassett, Superintendent
Omega Schools

From: Sherri Odom, CPA, President
Pinpointe Accounting Services, PC

RE: Proposal for Accounting Services

Thank you for the opportunity to submit a proposal to provide accounting services for Omega Schools. Our proposed services are as follows:

Description of our services (utilizing QuickBooks through Go to My PC.com remote access):

- Record payroll into QuickBooks from payroll registers (registers are provided by outsourced payroll service).
- Record all missing disbursements including checks and debits.
- Record credit card transactions, if needed.
- Record deposits as needed.
- Perform monthly bank account and merchant statement reconciliations.
- Prepare necessary adjusting journal entries.
- Adjust beginning balances as needed.
- Review bond statements and make entries as needed.
- Prepare financial reports including the Balance Sheet and Income Statement for upcoming audit.

Rate: Hourly fee $75.00
Billing Terms: Payment due upon completion of work. Estimated completion time equals one week (40 hours).

Thank you for considering Pinpointe Accounting Services, PC. If you have any questions, please feel free to call me at 795-7505 or email me at pinpointeinc@aol.com.

Approved:

_____ _____
Dr. Patricia Bassett, Director Date Sherri Odom, CPA Date

Attachment #3
(p1-2)

Littler
Employment & Labor Law Solutions Worldwide

Littler Mendelson, PC
Camelback Esplanade
2425 East Camelback Road
Suite 900
Phoenix, AZ 85016

March 13, 2013

Sarah Silvester
602.474.3620 direct
602.474.3600 main
ssilvester@littler.com

Eric J. Pawlak
3116 W. Matthew Dr.
Phoenix, Arizona 85027

Re: Omega Schools

Dear Mr. Pawlak:

Omega Schools ("Omega") retained this firm to represent it in reminding you of your continuing obligations to Omega including, but not limited to, immediately returning its property and ceasing interfering with Omega's educational and business endeavors. Please direct all questions to my attention.

First, although your employment with Omega terminated on December 4, 2012, you have failed to return several of its items, including the following:

- Computer;
- All Highly Qualified Teacher Employee Forms;
- Sign-in Forms for Personal Development Agendas;
- Achievement Forms;
- Fire Marshall Documentation;
- Legal Documents, including any unemployment benefit claims; and
- Any Other Omega Property Still in Your Possession and/or Control.

Promptly return this property to Mr. Bruce Frankie by no later than March 22, 2013. You may reach Mr. Frankie to coordinate the return of the items at 602-980-5176.

Your continued failure to properly and voluntarily return Omega's property will force Omega to take additional administrative and legal actions against you. Indeed, your unauthorized control over Omega's property violates Omega policy as well as Arizona civil and criminal law. Specifically, Omega School's Employee Operation Manual sets forth:

> At the beginning of employment, employees must inventory all materials. Likewise, when an employee's employment is concluded with Omega, the employee is required to return to the Instructional Dean or designated supervisor all instructional material, keys, attendance logs, grades, student assessments, curriculum guides/manuals, computer software, thumb drives and lesson plans that belong to Omega. If the above equipment or

> data is not returned, Omega has the right to take disciplinary action which may include the deduction of the value of the materials from the final check. Also, theft charges may be filed with the local law enforcement officials.
>
> *In addition, certified employees are referred to the Arizona State* Board of Education Investigation Unit for unprofessional conduct. If proven, the Arizona State Board of Education has the right to revoke, not issue or not renew certification.

Further, your continued control over Omega's property with the intent to deprive Omega and/or interfere with its right to control the property violates Arizona law and may be prosecuted by either the government or Omega Schools. *See* A.R.S. § 13-802; *see also Miller v. Hehlen*, 104 P.3d 193, 203 (Ariz. Ct. App. 2005). Moreover, Omega will be forced to report your conduct to the Arizona State Board of Education, potentially having a detrimental impact on your certification. Consequently, to avoid any further legal and administrative actions in this matter, you must promptly return the above-listed Omega property by no later than March 22, 2013.

Second, we have received information that you are making defamatory and false comments about Omega, Dr. Bassett and other school officials. For example, you have falsely told parents, Omega staff and vendors that Omega is closing. We cannot allow you to recklessly spread false rumors regarding Omega and detrimentally interfere with the educational services it provides to the community. Consequently, you must immediately cease making any defamatory and false statements concerning Omega, Dr. Bassett and any other Omega personnel. In addition, you must cease any and all contact with Omega personnel (with the sole exception of contacting Mr. Frankie to return Omega's property), vendors or anyone else related to Omega. Your failure to immediately cease and desist improperly interfering with Omega will result in Omega taking further legal action against you.

We trust that this letter will serve to remind you of your ongoing obligations to Omega and that you will immediately cease and desist from all activities that improperly interfere with Omega Schools and return any and all Omega property including, but not limited to, the specific above-listed items. Please feel free to contact me if you have any questions.

Sincerely,

Sarah Silvester

SS/ldb

Firmwide:119026165.1 075726.1000

Attachment #4

Patricia Bassett

From: Darin Guthrie, CPA [darin@yunkcpa.com]
Sent: Tuesday, June 11, 2013 9:41 AM
To: Patricia Bassett
Subject: Re: MISSING PAYROLL - MARCH 2012

Follow Up Flag: Follow up
Flag Status: Completed

Just to clarify, according to the workpaper GP5.5 Payroll Review, a red "N" was shorthand to indicate that the payroll register was present, but we were not able to verify that the register had been reviewed as part of the payroll process.

Some further explanation: in organizations with significant payroll expenses, we believe that management needs to review each payroll after it is processed to confirm that the payroll was correctly processed by the service provider in order to reduce the risk that an error might have been made but might not be detected and corrected on a timely basis. The performance of such a review should be indicated in some manner that allows us to confirm the review occurred at approximately the time that payroll was processed. Most of our clients indicate they reviewed payroll by having the person performing the review signing their initials with the date on the payroll register to indicate that they found no errors. In many cases, unfortunately, a review may be performed but there is no verifiable evidence of the review, leaving us unable to confirm that it occurred. If you are aware of evidence of this review having been performed, such evidence would mitigate the finding.

Darin Guthrie, CPA
Yunk & Guthrie, CPAs, PLLC
2016 East Broadway Blvd
Tucson, AZ 85719
Office 520-207-4518
Fax 520-207-4591

****
To ensure compliance with requirements imposed by the IRS, Yunk & Guthrie, CPAs, PLLC informs you that, if any advice concerning one or more U.S. Federal tax issues is contained in this communication (including any attachments), such advice is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code, or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein. If this email is not intended for you, or you are not responsible for the delivery of this message to the addressee, please note that this message may contain Yunk & Guthrie, CPAs, PLLC Privileged/Proprietary Information. In such a case, you may not copy or deliver this message to anyone. You should destroy this message and kindly notify the sender by reply email. Information contained in this message that does not relate to the business of Yunk & Guthrie, CPAs, PLLC is neither endorsed by nor attributable to Yunk & Guthrie, CPAs, PLLC.
****

On Tue, Jun 11, 2013 at 10:22 AM, Darin Guthrie, CPA <darin@yunkcpa.com> wrote:
Dr. Bassett,

Our understanding is that there are two pay periods each month. Are you saying there was no payroll for the second half of March? That is extremely unusual and certainly begs further explanation.

Darin Guthrie, CPA
Yunk & Guthrie, CPAs, PLLC
2016 East Broadway Blvd
Tucson, AZ 85719

Attachment #5

Patricia Bassett

From: Darin Guthrie, CPA [darin@yunkcpa.com]
Sent: Tuesday, June 11, 2013 8:13 AM
To: Patricia Bassett
Cc: epenn@omegaschoolsk12.net
Subject: Re: PLEASE RETURN ORIGINAL NOTEBOOK DOCUMENTS

I have the notebooks. I will be working in the Gilbert area on Thursday but I do not know how late I will be working. How late will the campus office be open for me to deliver the notebooks? Is there an alternative location I can deliver the notebooks if it is later than the office is open, perhaps a residence?

Darin Guthrie, CPA
Yunk & Guthrie, CPAs, PLLC
2016 East Broadway Blvd
Tucson, AZ 85719
Office 520-207-4518
Fax 520-207-4591

****
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****

On Mon, Jun 10, 2013 at 10:42 AM, Patricia Bassett <drbassett@omegaschoolsk12.net> wrote:

In March you reviewed items contained in several notebooks from Ms. Penn. According to Ms. Penn, those notebooks have not been returned. She was unaware that you would be taking them from the campus. Otherwise, she would have made copies of anything you requested. These notebooks are needed for the 5-year review of that federal grant.

When can she have those notebooks back?

Attachment #6

OMEGA SCHOOLS

Rekindling The Joy of Learning and Work

Doby Elementary School Oasis High School

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BOARD OF DIRECTORS
DR. PATRICIA A. BASSETT
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JANICE EHRLICH
DR. MICHAEL JONES

DATE: May 28, 2013
FROM: Dr. P.A. Bassett, Superintendent Emeritus
TO: Ms. Flora Anzures
RE: EMPLOYER NO: 4634780

REQUEST FAX ED TO: AZ DEPT OF ECONOMIC SECURITY
602-532-5538

I request a detail copy of the benefits for each claimant for the following tax collection quarters:
2011/4
2012/1
2012/2
2012/3
2012/4
2013/1

I request the following information for the following reasons. I need to work with the Apeal Office on this matter. I informed someone verbally and I thought in writing regarding my medical leave. I also told various individuals I spoke with that I was not receiving your information. (I included documentation from my medical team.) I still try to take care of legal matters between 5:30 am and 11:45 pm.

During this time, all important documents were not given to me. The Board terminated the Dean and an associate on 12/5/2013. We suspected that one or both of these individuals received documents and did not forward them to me. During a Hearing on **4/12/13** the following Appeal was conducted:

Appeal #1396918-001
Margaret Pizarro: SS# 583-30-1982
Administrative Law Judge: Tom Burns
Hearing regarding the timeliness of the appeal which was initial 5/31/12.

During this hearing it was established that Mr. Eric Pawlak was hired as the school Dean. However, since he was not the statutory agent he could not sign any legal documents. **Neither had authorization to open mail.** During the last 10 minutes of this hearing (tract 2), Mr. Pawlak admitted he and "Anita Hunt, his assistant" opened all mail. He admitted that they reviewed documents and "allegedly" placed them in my mail box. However he did not. **Neither had authorization to open mail.**

Omega retained legal counsel requesting several documents. He did not respond by phone or in writing to counsel, although the correspondence was mailed to the same address on file with DES. (A copy of that letter is also included in this request). The Arizona State Charter Board, parents, students, teachers and counsel confirmed Mr. Pawlak' intent to harm the school.

Finally, the school needs to review and file appropriate request with the Appeals Office. Without this information, we cannot proceed to the next step. Please be advised since their departure, the schools receives your correspondence! Ms. Linda McKee will testify under oath that she scanned all important mail to me before 12/5/12. After that Ramona Garza will testify under oath, she scanned all mail to me.

This matter is serious enough that it warrant further action. The school intends to file appropriate charges with the appeals office and other appropriate agencies, as necessary.

Enclosed: Medical team Letters (3 pages)
3/25/13Letter From Counsel requesting documents (2 pages)

Attachment #7

Patricia Bassett

From: Patricia Bassett [drbassett@omegaschoolsk12.net]
Sent: Monday, June 24, 2013 8:04 AM
To: 'Claudia Ramos'
Cc: 'debrapetersen@omegaschoolsk12.net'
Subject: PLEASE RSVP THAT YOU HAVE READ THE ATTACHED DOCUMENTS

Importance: High

Please confirm that you have read the following documents. Please jot down any questions you may have when we meet.

Confirmation that you have read the Board's policy, "Audit & Compliance Questionnaire Follow-up Matrix" (http://asbcs.az.gov/pdf/Audits/2008%20Audit%20Documents/Audit%20Matrix%202008%20Revision%20FINAL.pdf).

Confirmation that you have read ADE Guideline & Procedure EX-34 (http://www.azed.gov/wpcontent/uploads/PDF/EX-34.pdf) and the Student Records portion of the General Retention Schedule for

BUSINESS SOLUTIONS

1553 W. TODD DR.
SUITE 106
TEMPE, AZ 85283
480.940.7538
TOLL FREE 888.940.7538
FAX 480.214.3270
WWW.ADIBIZ.NET

SCOPE OF SERVICES

Contractor shall provide the following services to School:

1. **Provide accounting services, in accordance with legal and industry standards, that include the following accounting functions.**
   - Recording, in detail, of all transactions in a computerized accounting system, when processed.
   - Preparation and recording of journal entries and monthly maintenance of the general ledger according to accepted accounting standards.
   - Reconcile primary bank and investment accounts to general ledger monthly or upon receipt of statements.
   - Maintain fixed asset schedules based on information supplied. Record capitalized assets. Record related depreciation and amortization in the general ledger and reconcile.
   - Generate selected financial reports monthly, based upon data provided, to include information such as: detailed account activity, bank register activity, summary of budget, expenditures and encumbrances by account, cash balances, payroll register (for periods when payroll is processed by ADI), revenues, and all general ledger account balances.
   - Advise and assist School staff on proper accounting and record-keeping procedures upon request, as needed.
   - Provide financial data, as needed, for federal, state and other financial reporting purposes.
   - Provide assistance in School compliance with accounting-related legal and audit requirements as needed.
   - Provide guidance on compliance with USFRCS and other state and federal regulations and accounting requirements, as needed.
   - Insure accounts are GAAP compliant.
   - Provide monthly estimated payment schedules at or about the 1st of the month based on your ADM46-1, SPED 28 and ELL membership.
   - Remote printing to your office of A/P, payroll checks and other reports as needed.
   - Provide up to date balances each time we process APs, Payroll, Receipts, etc. via secondary register.

2. **Provide payroll processing services that include the following functions.**
   - Review account coding of submitted personnel action requests (PAR).
   - Calculate and process payroll and payroll related payments according to the established schedule based on information submitted by authorized School representatives.
   - Generate payroll register for signature by authorized School representatives.
   - Prepare all required payroll reports for submission to federal and state agencies
   - Prepare and submit electronic payroll, payroll tax reports, payroll tax deposits and ASRS or 401K, as authorized by the School.
   - Preparation and filing of Forms W-2.
   - Generate selected reports to support payroll and payroll related payment processing.
   - Set up payroll direct deposits for staff.
   - Prepare Quarterly Reports as required to include EFT as need (electronic fund transfer) for payments for AZ Dept. of Economic Security, AZ dept. of Rev. and form 941.

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3. **Provide services that include the following.**
   - Assist in the forecasting of revenues, salaries and other expense requirements for all areas of the budget for current year based on analyses of the needs, resources and objectives of the School.
   - Provide proposed, adopted and revised annual budgets on the proper forms to the School for review, approval, and submission to the state.
   - Prepare annually Notification of Publication on the proper State form and submit via upload to ADE once the proposed budget is approved.
   - Work with the School's designee to monitor the status of all budgets.
   - Assist in reporting all other state, federal and other financial reports associated with the School. Includes assistance in the preparation of the Annual Financial Report as required by the state's Department of Education. Not to include those filings, which are deemed corporate (i.e., income tax, non-for-profit applications, corporate and S.E.C. reports).
   - Advise and assist in proper budgetary, accounting and internal controls.
   - Assist the School in interaction with other governmental agencies in resolution of problems or answering inquiries.
   - Provide assistance in School compliance with school finance-related legal and audit requirements and other state mandated deadlines.

4. **Provide purchasing and accounts payable processing services that include the following functions.**
   - Review account coding of submitted purchased orders.
   - Generate purchase orders based on authorized requisitions
   - Process requests for payment upon confirmation of receipt of goods or services and authorization to pay, at least twice weekly (or more if needed).
   - Generate checks for signature by authorized School representatives.
   - Generate selected monthly reports to support purchasing and accounts payable processing.
   - Preparation and filing of Forms 1099.

5. **Provide services that include the following**
   - Write grant application for the State/Federal Entitlements which are:
   - NCLB – Title 1 and Title 11 or CSEA
   - Title 11D Technology
   - IDEA Basic or CSEA
   - Maintaining the grant monthly per tracking, coding, and advising.
   - When necessary, complete amendments to grant
   - When applicable, ensure correct coding to USFRCS requirements
   - Maintain monthly cash management reports
   - Write and upload grant completion report timely

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December 5, 2011

Patricia Bassett
President/CEO
Omega Schools
8632 W. Northern Ave.
Glendale, AZ 85305
623-776-2069
drbassett@omegak12.com

Subject: Business and Financial Services Proposal

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If you are in agreement with our proposal and would like us to begin working towards processing December 5, 2011, please sign the agreement and return to our office to the address listed above. ADI is prepared to start your Business and Financial Full Services needs as soon as possible.

We are looking forward to working with you and your team on this fiscal year.

Sincerely,

Claudina Douglas
Chief Business Officer

I am in agreement of this proposal:

Patricia A. Bassett 12/6/11

Patricia Bassett
President/CEO
Omega Schools

Date