

NORTH COUNTY CHARTER SCHOOL, INC.

06/18/23

Balance Sheet

Accrual Basis

As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
1112 - CHECKING-SEACOAST	30,210.62
1113 - PETTY CASH-SEACOAST	215.69
1118 - MONEY MARKET SEACOAST	3,365,819.06
Total Checking/Savings	3,396,245.37
Total Current Assets	3,396,245.37
Fixed Assets	
1310 - LAND	749,237.74
1320 - IMPROVE OTHER THAN BLDG	326,686.82
1330 - BUILDINGS & FIXED EQUIP	6,963,216.47
1340 - FURNITURE, FIXT & EQUIP	643,329.36
1350 - MOTOR VEHICLES	3,000.00
1360 - CONSTRUCTION IN PROGRESS	11,500.00
1370 - PROPERTY UNDER CAP LEASE	36,828.54
1382 - COMPUTER SOFTWARE	5,185.60
1390 - LOAN COSTS	63,109.40
Total Fixed Assets	8,802,093.93
Other Assets	
1400 - OTHER DEBITS	
1410 AMT AVAIL FOR DEBT SER	1,467,195.14
1440 - AMT TO BE PROV FOR CAP L	24,378.49
Total 1400 - OTHER DEBITS	1,491,573.63
Total Other Assets	1,491,573.63
TOTAL ASSETS	13,689,912.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,542.31
Total Accounts Payable	3,542.31
Total Current Liabilities	3,542.31
Long Term Liabilities	
2312 - Mortgage Payable	805,277.61
2313 - Mortgage Payable	661,917.53
2315 - OBLIG UNDER CAP LEASE	24,378.49
Total Long Term Liabilities	1,491,573.63
Total Liabilities	1,495,115.94
Equity	
2769 - UNDESIGNATED	3,199,154.08
2790 - INVEST IN FIXED ASSETS	8,802,093.93
Net Income	193,548.98
Total Equity	12,194,796.99
TOTAL LIABILITIES & EQUITY	13,689,912.93

NORTH COUNTY CHARTER SCHOOL, INC.

Profit & Loss

06/18/23

July 2022 through May 2023

Accrual Basis

	Jul '22 - May 23
Ordinary Income/Expense	
Income	
3200 - FEDERAL THRU STATE	
3230 - IDEA	53,792.49
3240 - CARES ACT GRANT	609,967.19
3260 - NATIONAL SCHOOL LUNCH AC	20,723.00
Total 3200 - FEDERAL THRU STATE	684,482.68
3300 - REVENUE THRU STATE	
3397 - CAPITAL OUTLAY	156,678.00
3398 - VPK Funds	94,008.94
3399 - Other Misc State Revenue	66,944.76
Total 3300 - REVENUE THRU STATE	317,631.70
3400 - REV FROM LOCAL SOURCES	
3431 - INTEREST ON INVESTMENTS	8,816.11
3440 - GIFTS, GRANTS & BEQUESTS	
3440.1 - YEARBOOK SALES	1,036.00
3440.2 - FIELD TRIP FUNDS	8,489.00
3440.3 - GIFTS, DONATIONS	-2,249.95
3440.4 - REFUNDS	12.00
3440.5 - UNIFORMS	15,882.60
3440.7 - OTHER-ERATE, ETC.	0.74
Total 3440 - GIFTS, GRANTS & BEQUESTS	23,170.39
3441 - FUNDRAISERS	15,995.47
3451 - STUDENT LUNCHES	2,553.62
3452 - STAFF MEALS	2,727.65
3470 - OTHER FEES	
3470.1 - BEFORE/AFTER PROGRAM	79,604.00
3470.2 - WRAP CARE	84,954.00
3470 - OTHER FEES - Other	181.50
Total 3470 - OTHER FEES	164,739.50
3400 - REV FROM LOCAL SOURCES - Other	0.00
Total 3400 - REV FROM LOCAL SOURCES	218,002.74
IRCS D PASS-THROUGH	
3000 - IRCS D - FUNDING	2,093,144.75
3336 - INSTRUCTIONAL MATERIALS	275.11
Total IRCS D PASS-THROUGH	2,093,419.86
Total Income	3,313,536.98
Cost of Goods Sold	
Cost of Goods Sold	0.00
Total COGS	0.00
Gross Profit	3,313,536.98

NORTH COUNTY CHARTER SCHOOL, INC.

Profit & Loss

06/18/23

July 2022 through May 2023

Accrual Basis

	<u>Jul '22 - May 23</u>
Expense	
5100 BASIC (K-12)	
310 - PROFESSIONAL & TECHNICAL	1,110,371.18
310A - DAY CARE PROF/TECH	63,466.39
310B - PRE-K PROF/TECH	107,142.11
310D - TUTOR PROF/TECH	5,955.00
320 - INSURANCE & BOND PREMIUM	1,359.00
330 - TRAVEL	4,646.46
390 - OTHER PURCHASED SERVICES	2,967.00
510 - SUPPLIES	19,202.79
510A - DAY CARE SUPPLIES	1,613.27
510B - UNIFORMS	19,055.62
520 - TEXTBOOKS	191.88
590 - OTHER MATERIALS AND SUPPL	54,906.62
622 - NONCAPITALIZED AV MATERIA	1,360.64
641 - CAP. FURN. FIX	3,537.00
642 - NON-CAP FURN, FIXT & EQUIP	3,130.78
643 - CAP COMPUTER HARDWARE	8,541.00
691 - CAPITALIZED SOFTWARE	2,136.00
692 - NONCAPITALIZED SOFTWARE	10,169.76
790 - MISCELLANEOUS EXPENSES	42,454.85
790A - DAYCARE MISCELLANEOUS	4,622.63
Total 5100 BASIC (K-12)	1,466,829.98
5200 - EXCEPTIONAL	
310 - PROFESSIONAL & TECHNICAL	112,283.08
510 - SUPPLIES	782.24
Total 5200 - EXCEPTIONAL	113,065.32
6130 - HEALTH SERVICES	
310 - NURSE PROF/TECH	37,511.52
310A - PSYCH PROF/TECH	31,262.87
310B - SPEECH PROF/TECH	28,925.00
310C - OCC THER PROF/TECH	23,563.75
510 - NURSE SUPPLIES	1,975.97
510A - PSYCH SUPPLIES	967.28
510B - SPEECH SUPPLIES	338.00
Total 6130 - HEALTH SERVICES	124,544.39
6400 - INSTRUCT STAFF TRAINING	
310 - PROFESSIONAL & TECHNICAL	1,260.00
330 - TRAVEL	2,574.72
Total 6400 - INSTRUCT STAFF TRAINING	3,834.72
7100 - BOARD	
310 - PROFESSIONAL & TECHNICAL	10,123.00
320 - INSURANCE & BOND PREMIUMS	5,460.00
730 - DUES AND FEES	2,253.83
Total 7100 - BOARD	17,836.83
7200 - GENERAL ADMINISTRATION	
790 - MISCELLANEOUS EXPENSES	2,300.00
Total 7200 - GENERAL ADMINISTRATION	2,300.00

NORTH COUNTY CHARTER SCHOOL, INC.

Profit & Loss

06/18/23

July 2022 through May 2023

Accrual Basis

	Jul '22 - May 23
7300 - SCHOOL ADMINISTRATION	
310 - PROFESSIONAL & TECHNICAL	351,930.27
310A - PROFESSIONAL & TECH (SRD)	53,358.00
320 - INSURANCE & BOND PREMIUMS	7,215.00
330 - TRAVEL	828.91
370 - COMMUNICATIONS	4,108.19
390 - OTHER PURCHASED SERVICES	21,903.13
510 - SUPPLIES	7,330.95
642 - NON-CAP FURN, FIXT & EQUIP	3,121.24
730 - DUES & FEES	1,235.65
731 - CREDIT CARD FEES	4,152.73
790 - MISCELLANEOUS EXPENSES	4,940.04
Total 7300 - SCHOOL ADMINISTRATION	460,124.11
7400 - FACILITIES ACQ & CONST	
630 - BUILDINGS AND FIXED EQUIP	11,500.00
641 - CAP FURN. FIXT.	6,120.00
642 - NON-CAP FURN, FIXT, EQUIP	4,078.05
670 - IMPROVE OTHER THAN BLDG	220.00
680 - REMODELING & RENOVATIONS	18,044.99
790 - MISCELLANEOUS EXPENSE	327.68
Total 7400 - FACILITIES ACQ & CONST	40,290.72
7500 - FISCAL SERVICES	
310 - PROFESSIONAL & TECHNICAL	32,790.00
Total 7500 - FISCAL SERVICES	32,790.00
7600 - FOOD SERVICES	
310 - PROFESSIONAL & TECHNICAL	88,986.10
390 - OTHER PURCHASED SERVICES	1,507.96
510 - SUPPLIES	10,925.30
570 - FOOD	118,621.23
642 - NON-CAP FURN, FIXT & EQUI	251.92
730 - DUES & FEES	265.00
790 - MISCELLANEOUS EXPENSES	3,128.77
7600 - FOOD SERVICES - Other	1,155.40
Total 7600 - FOOD SERVICES	224,841.68
7800 - TRANSPORTATION	
360 - RENTALS	18,699.99
Total 7800 - TRANSPORTATION	18,699.99
7900 - OPERATION OF PLANT	
310 - PROFESSIONAL & TECHNICAL	112,656.76
320 - INSURANCE & BOND PREMIUMS	39,615.00
350 - REPAIRS AND MAINTENANCE	14,641.84
370 - COMMUNICATIONS	1,975.70
380 - UTILITIES	9,298.82
390 - OTHER PURCHASED SERVICES	18,505.92
430 - ELECTRICITY	36,027.37
510 - SUPPLIES	9,729.15
790 - MISCELLANEOUS	4,893.40
Total 7900 - OPERATION OF PLANT	247,343.96
8100 - MAINTENANCE OF PLANT	
350 - REPAIRS AND MAINTENANCE	10,253.67
510 - SUPPLIES	5,506.32
630 - BUILDINGS AND FIXED EQUIP	24,504.00
642 - NON-CAP FURN, FIXT & EQUIP	988.25
Total 8100 - MAINTENANCE OF PLANT	41,252.24

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NORTH COUNTY CHARTER SCHOOL, INC.

06/18/23

Profit & Loss

Accrual Basis

July 2022 through May 2023

	<u>Jul '22 - May 23</u>
9200 - DEBT SERVICE	
720 - INTEREST EXPENSE	74,426.75
790 - MISCELLANEOUS	251,807.31
Total 9200 - DEBT SERVICE	<u>326,234.06</u>
Total Expense	<u>3,119,988.00</u>
Net Ordinary Income	<u>193,548.98</u>
Net Income	<u><u>193,548.98</u></u>

NORTH COUNTY CHARTER SCHOOL, INC.

Statement of Cash Flows

July 2022 through May 2023

	<u>Jul '22 - May 23</u>
OPERATING ACTIVITIES	
Net Income	193,548.98
Adjustments to reconcile Net Income to net cash provided by operations:	
1140 - DUE FROM OTHER FUNDS:1145 - DUE FROM LOCAL SOURC...	37,343.00
Accounts Payable	3,542.31
2400 - OTHER CREDITS:2416 - DEFERRED REVENUE-ESSER	-16,801.60
Net cash provided by Operating Activities	<u>217,632.69</u>
INVESTING ACTIVITIES	
1330 - BUILDINGS & FIXED EQUIP	-36,004.00
1340 - FURNITURE, FIXT & EQUIP	-18,198.00
1400 - OTHER DEBITS:1410 AMT AVAIL FOR DEBT SER	251,807.31
Net cash provided by Investing Activities	<u>197,605.31</u>
FINANCING ACTIVITIES	
2312 - Mortgage Payable	-251,807.31
2769 - UNDESIGNATED	291.45
2790 - INVEST IN FIXED ASSETS	54,202.00
Net cash provided by Financing Activities	<u>-197,313.86</u>
Net cash increase for period	<u>217,924.14</u>
Cash at beginning of period	<u>3,178,321.23</u>
Cash at end of period	<u><u>3,396,245.37</u></u>

-- 4100 -- Accounting Policies

A. Accounts Payable, Cash Disbursements and Accrued Expenses

Proper internal control will be followed to ensure that only valid and authorized payables are recorded and paid. Accounting procedures will be implemented to ensure the accuracy of amounts, coding of general ledger accounts and appropriate timing of payments.

Cash Handling

The school does not accept cash. Electronic collection methods, such as credit or debit cards, shall be used for the collection of all fees, costs, and receivables. Checks may be accepted where electronic methods are not available. No petty cash or similar on-site funds are permitted.

B. Bank Account Reconciliations

Review and Approval

The monthly bank/financial institution reconciliation for each account is prepared by the Financial Services Provider and should be reviewed and approved by the business manager or designee (an individual who did not prepare it).

C. Bank Loan Applications

Assessment of Capital Requirements

The governing board will be responsible for directing the Principal/Director in developing borrowing and financial plans to meet the needs of the organization's operations. These plans shall take into account current and projected business conditions and can include the following criteria:

- Capital requirements to satisfy the organization's growth in relation to risk.
- Ability of the organization to meet present obligations as well as new debt under worse case conditions.
- Appropriateness of capital or debt structure.
- Level or type of debt does not preclude future borrowing or funding capacity.
- Cost of capital in relation to return on investment from use of funds obtained.

D. Capitalization & Depreciation of Fixed Assets

Assets acquisitions with a useful life expectancy of greater than one year and with a material unit cost of over \$5,000 will be capitalized by the organization and depreciated.

Capitalization

Capitalization is the process of recording the purchase of a fixed asset that is generally recorded individually on an asset schedule. Examples of capital expenditures are purchases of land, buildings, machinery, office equipment, leasehold improvements, computer software and vehicles.

All assets with a useful life of greater than one year and a material unit cost of over \$5,000 will be capitalized and (except for land) will be recorded in the depreciation records. Any asset that does not meet the above criteria will be expensed such as small tools and equipment or repairs and maintenance.

The cost basis of furniture and equipment assets will include all charges relating to the purchase of the asset including the purchase price, freight charges and installation if applicable.

Leasehold improvements are to be capitalized if they relate to the occupancy of a new location or a major renovation of an existing location. Expenditures incurred in connection with maintaining an existing facility in good working order should be expensed as a repair.

The cost of buildings should include all expenditures related directly to their acquisition or construction. These costs include materials, labor and overhead incurred during construction and fees, such as attorneys and architects and building permits.

Depreciation

Depreciation represents the write-down or write-off of the cost of the asset over its estimated useful life.

In general, the depreciation methods/lives for assets should be selected for consistent financial reporting and tax purposes. The straight line depreciation method will be used to record depreciation expense for assets. The lowest life permitted by tax regulations for asset classes should be selected to optimize depreciation deductions.

E. Check Signing Authority

A limited number of employees and board officers will be authorized to sign checks, and there shall be no fewer than two individuals at all times.

Authorized Check Signers

Authorized check signers must be approved in writing and require governing board authorization. The President and Principal/Director will have check signing authority. Additional individuals with or without dollar limitations may be authorized as necessary.

Signature Levels Required

All checks issued by the institution shall require two signatures. One will be a Board member and one will be an authorized check signer that is an employee of the Board.

Prohibition from Reconciliation

Individuals who are authorized check signers on any school bank account shall not be permitted to conduct the monthly bank reconciliation.

Segregation of Financial Duties for CSP

Financial tasks shall be completed by the designated person responsible for the specified duties as assigned by the Board.

Cash receipts or deposits require the involvement of two individuals.

Individuals approved to sign checks may not maintain the general ledger or reconcile monthly bank statements.

F. Recording Transactions in the General Ledger

The business manager or designee is responsible for the proper posting of journals and entries to the general ledger and for the maintenance of the accounts to ensure accuracy, validity and reliability of financial records.

G. Corporate Credit Card Policy

The governing board may approve the use of corporate credit cards for key employees.

Cardholders shall be required to sign an agreement indicating the terms of credit card use are accepted. Individuals who do not adhere to these policies risk revocation of the credit card privileges and/or disciplinary action. Only individuals authorized by the governing board may use corporate credit cards.

H. Deteriorating Financial Condition or Financial Emergencies

The school's governing board is dedicated to sound and efficient financial management. It is the intent of the board that the organization's finances will be managed in such a way as to ensure fiscal stability for the organization. However, in the event that the school has been determined to be in a state of deteriorating financial condition or within a financial emergency, as described by Florida Statute and Administrative Codes, the following policies will be implemented.

Determination

Consistent with Florida Statute 218.503(1) and Administrative Code 6A-1.0081 the school's sponsor or auditor may determine that the school is in a deteriorating financial condition based on the criteria outlined in Administrative Code 6A-1.0081. Florida Statute 1002.345(2) provides the Commissioner of Education the ability to declare the school in a financial emergency.

Developing Corrective Action Plan

If a corrective action plan is required, the board's treasurer and the school business manager shall meet with the school's Principal/Director within fourteen (14) days of the notice to clearly define the conditions which have caused the deteriorating financial condition, and to recommend actions to be taken to resolve these conditions. These recommendations will become the draft Corrective Action Plan to be presented to the governing board and must include:

- Clearly define the cause for the condition
- Description of actions to be taken to correct the condition, including specific deadlines
- A list of procedures for monitoring the implementation of the actions to be taken
- A schedule for providing reports to the sponsor
- Any other information or plans as deemed necessary to address the condition

Within fourteen (14) days of the development of the draft plan the governing board meeting shall hold a meeting to discuss, finalize and approve the plan.

Submission of Plan

Once approved, the corrective action shall be submitted to the sponsor within two (2) days. In the event that the Commissioner has declared a state of financial emergency, the plan shall also be submitted to the Commissioner.

Monitoring Corrective Action Plan

Until the financial condition which caused the concern has been resolved and the finances show a health fiscal trajectory, the governing board shall meet at least monthly to review financial reports, monitor the plan of the Corrective Action Plan, and provide any necessary reports to the sponsor and/or commissioner.

Copies of the Corrective Action Plan, and any monitoring reports and data shall be retained by the school for inclusion in the school's annual report and be made available for public inspection if requested.

Adopted: July 10, 2023

-- 4200 -- Fixed Asset Control

Proper control procedures will be followed for all capital asset acquisitions, transfers and dispositions in order to provide internal control of capital equipment and to assist in reporting. The school business manager is responsible and accountable for furniture, equipment, machinery and any other capital assets and will maintain some type of control over capital assets. The school business manager or designee will assist and evaluate the capital asset control procedures.

A. Acquisitions

All purchases of assets costing more than \$5,000 and authorized within the annual operating budget must be approved by the school business manager and principal/director. If the asset is not in the annual operating budget, the Principal/Director will inform the Board of the purchase by including it on the next Board Consent Agenda.

All purchases will follow Florida Redbook procedures for completing purchase orders, with the form indicating that the item is a capital purchase. When the bookkeeper is entering the records into the accounting system, the item will be recorded in the official school inventory documentation as well.

Any internally constructed or donated equipment will be reported to the bookkeeper if the item cost or has a FMV of \$5000 or more. A complete description of the property, date manufactured or received, number of items, cost or estimated value and a statement that it was internally constructed or donated will be included on the organization's in-kind contributions log/records.

B. Dispositions

Capital assets may be missing, sold or traded-in on new equipment. An Asset Disposition Form is to be completed and approved by the school operations manager. Any assets with an original value greater than \$1,000 will require Board notification.

C. Asset Records

Upon any asset acquisition of \$1000 or more, the school business manager or designee is responsible for assigning and attaching asset number labels to the property where it can be readily located. The school business manager or designee will then maintain a detailed inventory of school assets.

On an annual basis, the inventory should be reviewed by the school business manager or designee to verify the accuracy of the log. Any discrepancies noted should be reported to the principal/director to be resolved, and communicated to the Board in accordance with section B.

D. Inventory of CSP Grant Purchases

All items purchased with Charter School Programs (CSP) grant funds must be logged and inventoried upon receipt. All capital outlay purchases (all line items with 600 series object codes) must be labeled with an inventory label that includes the following wording: Property of the School District of Indian River County.

[School Name]

[Inventory ID/Serial Number]

Purchased with Federal CSP Funds

The school shall institute an inventory system to tag and track all capitalized materials and items purchased with federal funds as well as other specific grant sources. The items identified on the inventory label must match the identification number of the inventory system, and each item must be listed individually. The inventory must also include the following information for each item:

- Item/ID Serial Number
- Funding Source
- Item Description
- Location/Room Number
- Date Acquired
- Date Inventoried
- Item Condition (new, used, damaged, lost/stolen, sold, etc.)

In the event the school wishes to dispose of any items purchased with CSP funds, the school will also notify the sponsor. All proceeds from the sale of CSP-funded items must go towards the purchase of like items. The proceeds cannot go into the general fund. This provision remains in effect throughout the life of the equipment even after the CSP grant expires.

When the school enters into a lease agreement, the school shall ensure that the lease does not include provisions for the landlord confiscating capital outlay items purchased with CSP funds in the event of a default of the agreement.

Adopted: July 10, 2023

-- 4300 -- Payroll Process

A. Payroll Records and Procedures

Payroll will be processed to ensure accuracy validity of transactions and proper internal control procedures will be maintained to assure that all disbursements are for valid services performed.

B. Payroll Processing

Payroll processing performed in accordance with all local, state, and federal rules and required withholding and filings. Payroll processing may be completed by separate entity. Adopted: July 10, 2023

-- 4400 -- Release of Financial Information

The release of financial, personnel, statistical or other information that may be of a confidential nature will be controlled and every request will be referred to the business manager or designee.

A. Written Request

Typical requests are for additional information concerning details of the published financial statements, litigation progress, insurance coverage, personnel, students, etc. If the request is by letter or written correspondence, the materials shall be forwarded to the business manager or designee who will review the information to be released and who will be authorized to reply. All legal requirements regarding public records, and the policy regarding public records requests elsewhere in this policy manual will be adhered to.

B. Telephone/Personal Request

If the request is by telephone or a personal visit to our office, the requester will be referred to the business manager or designee. If either one is unavailable, the requester should be asked to provide in their name, organization, telephone number and address, if possible. Also, they should be asked the reason for the request and a brief description of the information desired. This information should be written down and forwarded to the business manager or designee for follow-up.

Adopted: July 10, 2023

-- 4500 --Year-End Closing

An orderly, timely and comprehensive closing of all accounts will be performed by the business manager or designee to assure an accurate representation of the organization's financial statements and to provide the necessary documentation for the organization's independent auditors.

A. Assets

Assets should be fairly stated, generally at realizable amounts. Work papers should show the basis and when required, how the amounts were calculated.

- **Cash** - Prepare bank reconciliations for year-end of balance per bank to the balance per books for each account. Show original dates and descriptions of each reconciling item. Prepare necessary journal entries and adjust the reconciliations. Prepare a summary of all petty cash and change funds. Totals must agree with the general ledger.
- **Investments** - Prepare a list of all securities on hand at year-end by location held such as broker or bank. Use full names and show the face amount or number of shares and date of acquisition. Determine cost and market values. Calculate accrued interest.
- **Accounts Receivable** - Obtain aged trial balances and reconcile to general ledger. Calculate possible allowance for uncollectible accounts and obtain approval of treasurer. Adjust allowance to calculated amount. Write off any unallocated differences.
- **Other Receivables** - Prepare schedule of grants and other miscellaneous receivables and reconcile to general ledger. Comment on collectability, if material.
- **Inventories** - Prepare a summary of all properties held in inventory. Reconcile inventories from physical inventory to year-end balances. Explain significant variations from prior year.
- **Fixed Assets** - Prepare a schedule of assets and related allowances for depreciation. Reconcile allowance additions to total depreciation expense. Trace disposals to capital gain and loss schedule or to expense if items were scrapped or discarded.
- **Other Applicable Materials as Requested by the Auditor.**

B. Liabilities and Net Assets

Liabilities are shown as the amount to be paid in the subsequent period. Overstatement rather than understatement is the rule for liabilities. If in doubt, record the liability.

- **Accounts Payable** - Determine that all items paid through year-end are not shown on the accounts payable list. Accounts payable shall be kept open for 45 days after year-end in order to receive invoices and record in the accounts payable list. After this 45-day period, maintain a list of any items over \$1,000 that are received or paid that are not included in accounts payable but relate to that yearend period.
- **Accrued Payroll** - Calculate accrued payroll and vacation pay due by the number of days outstanding at year-end. Include any incentive bonuses or other special payroll payments.
- **Other Accrued Expenses** - Review accruals for payroll taxes, payroll deductions payable, interest expense on short term borrowings and long-term debt. Determine cost of audit and legal services through year-end and record.

Income Taxes Payable - The Federal tax payable schedule will be prepared with the assistance of the auditors. (This is applicable only if the organization has unrelated trade or business income, which does not relate to its exempt purpose).

- **Current Liabilities** - Prepare a schedule of debt and calculate and record the current portion due within one year and accrued interest.
- **Contingent Liabilities and Commitments** - Prepare a schedule of any outstanding litigation and possible loss. Prepare a schedule of all long-term rental agreements.
- **Net Assets** - Bring permanent file of all net asset accounts up to date.

C. Revenues

Prepare a schedule of all revenues and compare amounts to prior year. Evaluate and comment on any significant differences. Prepare a memorandum on new revenue accounts. Also prepare a schedule of revenues by program for inclusion in the annual report.

D. Expenses

Each expense total should be compared to the prior year and unusual variances reviewed and explained.

- **Payroll** - Prepare a schedule of all payroll and employer taxes and reconcile to payroll expense. Prepare a schedule of annual payroll and benefit levels for each organization employee for the auditors and annual report.
- **Legal and Professional Fees** - Prepare a schedule of all legal invoices with the amount and brief description of services rendered. Reconcile total to legal expense.
- **Bad Debt Expense** - Prepare a list of all accounts written off during the year. Note specifically any additions to the allowance for uncollectible accounts.
- **Interest Expense** - Prepare a schedule of interest expense by source. Reconcile amounts to short term borrowing and long-term debt.

Adopted: July 10, 2023

-- 4600 --Files and Record Management

The organization will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements.

A. Record Retention and Long-Term Storage

Storage of archived records will be maintained in the locked storage area of the organization or on the designated shared drive. Access to this area will be limited to the school operations manager or designee.

Adopted: July 10, 2023

-- 4700 -- Chart of Account

To facilitate the record keeping process for accounting, all ledger accounts will be assigned a descriptive account title and account number consistent with the Financial and Program Cost Accounting and Reporting for Florida Schools Manual (The Red Book). Adopted: July 10, 2023

-- 4800 -- General Financial Policies

A. Property and Supplies

Office equipment and supplies are to be used for official business only. All property and supplies should be stored in a secure location.

B. Purchasing

All equipment and supplies must be ordered through the school business manager or designee on an approved PO form. Once a purchase has been approved the principal/director and business manager, the requestor may proceed with ordering. Any purchase will include the appropriate (if applicable) written/printed documents indicating prices (e.g. invoice) from the vendor. This documentation will be maintained in a secure file for review.

If purchase orders are required by Red Book, they will contain necessary information required.

Micro Purchases

The school administration is authorized to make purchases under \$10,000 to purchase commodities or contractual services where the total amount does not exceed the applicable appropriation in the approved budget. The Board will be informed on consent agenda of purchases made in excess of \$10,000.

Small Purchase Procedures (Simplified Acquisition)

Any purchase between \$10,000 and \$250,000 will include documentation of price quotes by three different vendors, if available, unless waived, as described in the waiver section below.

Competitive Procurement Procedures

Any purchase over \$250,000 will adhere to the following formal bid process, unless waived, as described in the waiver section below:

1. A written Request for Proposal (RFP) will be sent to a minimum of three vendors.
2. The RFP will include clear and accurate description of the material, product or service to be procured without unnecessary requirements which unduly restrict competition.
3. The RFP will include descriptions of any technical requirements.
4. The RFP will include specific features of brand name or equivalent descriptions that bidders must meet.
5. The business or contractor selection process will consider their ability to perform to the fullest extent possible, as well as, their integrity, record of past performance and financial and technical resources.
6. All received RFPs will be documented, price compared and maintained in a secure file for review when needed.

Sole Source Procurements

If a sole source procurement is made, a written justification must be documented and approved by the school business manager.

A contract may be awarded for a supply or service without competition when the school business manager or a designee, determines that there is only one source for the required supply or service. This method of procurement involves no competition and should be utilized only when justified and necessary to serve the needs of the school.

Waivers of Small Purchase Procedures and Competitive Procurements

The requirement for requesting three quotes or competitive solicitations for commodities or contractual services from three or more sources is hereby waived as authorized by section 1010.04(4) (a), F.S., for:

1. Purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements. When the proposer awarded a contract by another entity defined herein will permit purchases by the academy at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the academy.
2. The purchase by the school of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration.
3. When acquiring, whether by purchase, lease, with option to purchase, rental or otherwise, information technology, as defined in Section 282.0041(14), F.S., may make any acquisitions through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the academy.
4. The purchase of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, DVDs, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.
5. Except as otherwise required by statute, when purchasing insurance, entering risk management programs, or contracting with third party administrators, may make any such acquisitions through the competitive solicitation process as described herein or by direct negotiations and contract.
6. A contract for commodities or contractual services may be awarded without competitive solicitations if state or federal law, a grant or federal agency contract prescribes with whom the academy must contract or if the rate of payment is established during the appropriations process.
7. A contract for regulated utilities or government franchised services may be awarded without competitive solicitations. Purchases made pursuant to exemptions from competitive solicitations shall follow procedures as established by the school operations manager.

C. Contracts

A limited number of employees and board officers will be authorized to sign contracts, and there shall be no fewer than two individuals at all times. This policy applies to all regular contracts on behalf of the school.

Authorized Signers

The board of directors shall provide authorization to individuals to be able to sign contracts on behalf of the school. Such approvals will be documented in the meeting minutes. Any person who is no longer entitled to approve contracts on behalf of the school will be notified in writing.

Signature Levels Required

All contracts will require one signature as designated by the board, unless a document requires multiple signatures, contingent that contracts are within the approved budget line items. Contracts that are over budget require board approval.

Adopted: July 10, 2023



HOURLY PROPOSAL

DATE: 06/30/2023

TOPIC: National School Lunch Program (NSLP) application

DEPARTMENT: Finance & Compliance

PARTIES: School: North County Charter Elementary School and Service Provider: OptimaEd

Project Scope- National School Lunch Program Application

- Complete Request for Proposal (RFP) if using food service vendor
- Establish or renew School Food Authority (SFA)
- Establish or renew SAM.gov account
- Establish or renew FANS account
- MyFloridaMarketplace registration
- If NSLP approved, setup system and guidance to ensure ongoing compliance with program rules and deliverables
- Coordination with school on selection and implementation of food point of sale, lunch application, and meal tracking system(s)
- Set up of CEP (community eligibility provision), if applicable
- Establish Wellness Plan
- Align school policies to NSLP program
- Initial training on claim reimbursements and record-keeping
- TOTAL ESTIMATED PROJECT HOURS: 40

Total Estimated Project Hours: 40

Hourly Rate: \$150.00

Total Estimated Cost: \$6,000

TERMS

Projected scope and related hours are estimates. Billing shall be sent monthly, with detailed hours and activity by project. School may elect to request work be performed by OptimaEd on any of the above projects with written request from the Principal. Work may be cancelled by either party with five (5) days written notice via USPS certified mail or email to the contacts below. Final billing shall be due no later than ten (10) days after written termination or conclusion of projected work. Training for any school employees on NSLP or NSLP related systems shall be billed at the stated hourly rate. Food program software and systems will be billed separately per agreements obtained directly by the School. The parties to this agreement agree to comply with the terms and conditions set forth in the Charter Contract.

The undersigned have executed this agreement as of the date signed.

North County Charter Elementary School

OptimaEd

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Address: _____

Address: _____

Email: _____

Email: _____

North County Charter School, Inc.
Board of Directors Regular Meeting
Monday, July 10, 2023, @ 9:30AM (Board Room, Bldg. 5)
AGENDA

- I. **Call to order/Attendance:** President, Mrs. Simchick
- II. **Pledge of Allegiance/Invocation:** Vice President, Mr. Tyson
- III. **Approve/Amend today's agenda:**
- IV. **Citizen/Parent input/concerns:**
- V. **Consent Agenda:**
 - A. **Approve minutes of June 12, 2023 Regular Meeting-**Recommended Approval by Mrs. Simchick
 - B. **Approve Principal/Director Nominations for Mr. Jay McLaughlin, Title I Math Interventionist Teacher; Ms. Margaret Pitz, Title I Reading Interventionist Teacher; Ms. Karen Petrun, VPK Teacher; Ms. Theresa DiSisto, VPK Assistant;; Ms. Taylor Munden, Playground Monitor (Part-Time)-**Recommended Approval by Mr. Potter
 - C. **Approve Egis Property & Liability Insurance Binder for 23-24-**Recommended Approval by Mrs. Simchick, Mr. Potter & Mrs. Turner
 - D. **Approve Submission of 22-23 Mental Health Grant-**Recommend Approval by Mr. Potter
- VI. **Action Agenda:**
 - A. **Approve Optima Proposals Supporting Grant Work for ESSER/IDEA & NSLP Project Application-**Recommend Approval by Mrs. Simchick and Mr. Potter
 - B. **Discuss Granting Additional Annual Paid Time Off Days in 2023-24 (10 for all Staff), Accrued at 1 Per Month (Aug to May), Including an Option to Carry-Forward up to 50% of Annual Total to Accrue Over Time to a Maximum of 10 Days. Employees Will Be Paid (in for Days Exceeding 10 Annually in the Last Check of the Fiscal Year. *Note: Staff May Also Have the Option to Donate Days for Compassionate Circumstances to Others from Time to Time-**Recommended Approval in August by Mr. Potter (more financial analysis needed)
 - C. **Approval of Updated Health, Safety & Welfare Policies-2150-**Recommended Approval by Mrs. Simchick & Mr. Potter Due to New Legal Requirements
 - D. **Approval of Finance Policy Series DRAFTS-4100 through 4800-**Recommended Approval by Mrs. Simchick, Mr. Potter & Mrs. Turner
- VII. **Reports:**
 - A. **Parent Involvement Committee:** Mrs. Bryant
 - B. **Interim Business & Finance / New Finance Manager Report:** Mrs. Turner & Mrs. Bakos
(To Include May and June Financials, FY23 Audit Schedule/Plan Update, PEX Update)
 - C. **Principal/Director Report:** Mr. Potter
- VIII. **Board Member Matters:**
 - A. **22-23 Thank You Proclamations:** Mrs. Simchick / Mrs. Irons
 - B. **Mr. Potter's Annual Review Update & Performance Bonus:** Mrs. Simchick
 - C. **Mr. Miller Dedication:** Mr. Tyson
 - D. **School Mission & Vision:** Mr. Cook
 - E. **BOD Meeting Schedule/Times/Recordings:** Mrs. Simchick
- IX. **Adjournment:**

Tips for updating QuickBooks L

You can export a report, change certain format

QuickBooks will update and keep these changes

- 1 Renamed report titles
- 2 Font, Fill, and Number formatting
(in row & column headers only)
- 3 Resized columns
- 4 Renamed column & row headers
- 5 Inserted rows & columns
You must enter text or a formula in the row to preserve it.
- 6 New Excel formulas
The updated report must contain the row associated with)
- 7 Inserted text
Make your new text always appear next to a particular row
the text as a formula (e.g. ="inserted text")

QuickBooks will NOT support these changes:

- Font formatting in r
- Inserted rows that c
- Moved data cells

Desktop report in Excel

Editing or add new formulas, and then update it with new QuickBooks data

	A	B	C	D	E	F	G	H
1						My Company P&L		
2						Profit & Loss		
3						July through August 2012		
4							07/16/12	Aug 16
5						Ordinary Income/Expense		
6						MONEY IN (aka Income)		
7						40100 · Construction Income		
8						40110 · Design Income	3,054.02	3,900.00
9						40199 · Less Discounts given	0.00	-48.35
10						Total 40100 · Construction Income	3,054.02	3,751.65
11						40500 · Reimbursement Income		
12						40520 · Permit Reimbursement Income	0.00	487.00
13						Total 40500 · Reimbursement Income	0.00	487.00
14						Total Income	3,054.02	29,197.65
15						* Labor Income less Design Income	3,054.02	13,227.00
16						Cost of Goods Sold		

your formula

by entering

non-header cells*
are left empty

- Renamed date columns
- Deleted columns
- Sorted columns

- Inserted columns in between QuickBooks row headers

- User-defined supported in updated to t

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TOTAL	
6,954.02	
-48.35	*
6,905.67	
487.00	
487.00	
46,343.45	
21,596.71	Labor Diff

7

If formulas may not be
in collapsed reports when
in the same excel sheet

NORTH COUNTY CHARTER SCHOOL, INC.
Profit & Loss Budget vs. Actual
July 2022 through March 2023

North County Charter School, INC
Budget vs. Actual
July 2022 - May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget	Footnote
Ordinary Income/Expense					
Income					
3200 - FEDERAL THRU STATE					
3230 - IDEA	53,799.49	74,865.00	-21,072.51	71.85%	
3240 - CARES ACT GRANT	609,967.19	574,840.00	35,327.19	106.15%	
3260 - NATIONAL SCHOOL LUNCH AC					
3260 - NATIONAL SCHOOL LUNCH AC - Other	20,723.00	0.00	20,723.00	100.0%	1) NSLP no Budget
Total 3260 - NATIONAL SCHOOL LUNCH AC	20,723.00	0.00	20,723.00	100.0%	
Total 3200 - FEDERAL THRU STATE	684,482.68	649,505.00	34,977.68	105.39%	
3300 - REVENUE THRU STATE					
3397 - CAPITAL OUTLAY	156,878.00	294,000.00	-137,322.00	53.29%	
3398 - VPK Funds	94,008.94	107,624.00	-13,615.06	87.35%	
3399 - Other Misc State Revenue	66,944.76	364.00	66,580.76	18,391.42%	2) Revenue received no Budget - \$6k in classroom supply fund, \$54k TSIA allocation, \$2k in FDACS Reallocation, \$5k safety & security grant (Account can be split up and budgeted for the next school years)
Total 3300 - REVENUE THRU STATE	317,831.70	401,988.00	-84,356.30	79.02%	
3400 - REV FROM LOCAL SOURCES					
3421 - INTEREST ON INVESTMENTS	8,816.11	2,400.00	6,416.11	367.34%	3) Received \$5k of interest income from Money Market funds - more than budgeted
3440 - GIFTS, GRANTS & BEQUESTS					
3440.1 - YEARBOOK SALES	1,036.00	4,125.00	-3,089.00	25.12%	
3440.2 - FIELD TRIP FUNDS	8,489.00	7,500.00	989.00	113.19%	
3440.3 - GIFTS, DONATIONS	-2,249.21	3,000.00	-5,249.21	-74.97%	4) Expenses were recorded in this revenue account for travel from the golf tournament event and schooldatebooks (Should be expensed in object 7300330 and classed for specific fundraising event)
3440.4 - REFUNDS	12.00	100.00	-88.00	12.0%	
3440.5 - UNIFORMS	15,882.60	19,981.00	-4,098.40	79.49%	
Total 3440 - GIFTS, GRANTS & BEQUESTS	23,170.39	34,706.00	-11,535.61	66.76%	
3441 - FUNDRAISERS	15,995.47	30,000.00	-14,004.53	53.32%	
3441 - STUDENT LUNCHEES	2,553.62	218,413.00	-215,859.38	1.17%	
3442 - STAFF MEALS	2,727.65	4,000.00	-1,272.35	68.19%	
3470 - OTHER FEES					
3470.1 - BEFORE/AFTER PROGRAM	79,604.00	98,397.00	-16,793.00	82.58%	
3470.2 - WRAP CARE	84,954.00	123,750.00	-38,796.00	68.65%	
3470 - OTHER FEES - Other	181.50	0.00	181.50	100.0%	5) No budget - Convenience fee revenue
Total 3470 - OTHER FEES	164,739.50	220,147.00	-55,407.50	74.83%	
Total 3400 - REV FROM LOCAL SOURCES	218,002.74	509,666.00	-291,663.26	42.77%	
IRCSO PASS-THROUGH					
3000 - IRCSO - FUNDING	2,093,144.75	2,833,320.00	-740,175.25	73.88%	
3334 - FL TEACHERS LEAD PROGRAM	0.00	6,900.00	-6,900.00	0.0%	
3338 - INSTRUCTIONAL MATERIALS	275.11	0.00	275.11	100.0%	6) Instructional supplies fund received from IRCSO - Should this go with Classroom supply fund 3399 Other Misc State Rev?
Total IRCSO PASS-THROUGH	2,093,419.86	2,840,220.00	-746,800.14	73.71%	
Total Income	3,313,536.98	4,461,379.00	-1,087,842.02	75.28%	
Gross Profit	3,313,536.98	4,461,379.00	-1,087,842.02	75.28%	
Expense					
8100 BASIC (K-12)					
310 - PROFESSIONAL & TECHNICAL	1,110,371.18	1,500,000.00	-389,628.82	74.03%	
310A - DAY CARE PROF/TECH	63,466.39	60,000.00	3,466.39	105.78%	
310B - PRE-K PROF/TECH	107,142.11	130,000.00	-22,857.89	82.42%	
310D - TUTOR PROF/TECH	5,955.00	0.00	5,955.00	100.0%	7) No Budget - \$6k expensed on Tutoring Salaries (Special Revenue)
320 - INSURANCE & BOND PREMIUM	1,359.00	1,500.00	-141.00	90.6%	
330 - TRAVEL	4,644.46	7,500.00	-2,855.54	61.95%	
390 - OTHER PURCHASED SERVICES	2,967.00	500.00	2,467.00	593.4%	
510 - SUPPLIES	19,202.79	20,000.00	-797.21	96.01%	
510A - DAY CARE SUPPLIES	1,613.27	3,000.00	-1,386.73	53.78%	
510B - UNIFORMS	19,055.62	13,000.00	6,055.62	146.58%	8) Over budget expense of uniform by \$6k - but should be covered by uniform sale income of \$15,487.60
520 - TEXTBOOKS	191.88	2,000.00	-1,808.12	9.59%	
590 - OTHER MATERIALS AND SUPPL	54,906.62	50,000.00	4,906.62	109.81%	9) Over budget by \$5k - There are Curriculum purchases in this account that should go to Textbooks
622 - NONCAPITALIZED AV MATERIA	1,360.84	500.00	860.84	272.13%	10) Over budget Expense by \$860 - Star Technology invoice that should be moved to repairs & Maintenance for a bulb replacement
641 - CAP. FURN. FIX	3,537.00	1,000.00	2,537.00	353.7%	11) 4 replacement projector at \$3,537 - Capitalized as a whole? Each projector falls under \$1k threshold?
642 - NON-CAP FURN. FIXT & EQUIP	3,130.78	2,000.00	1,130.78	156.54%	12) Over expensed by \$1k non cap tech equipment
643 - CAP COMPUTER HARDWARE	8,541.00	10,000.00	-1,459.00	85.41%	
691 - CAPITALIZED SOFTWARE	2,136.00	1,000.00	1,086.00	200.0%	
692 - NONCAPITALIZED SOFTWARE	10,169.76	2,000.00	8,169.76	508.49%	13) \$10k of CDW at qty 220 google chrome upgrades - Should be capitalized?
790 - MISCELLANEOUS EXPENSES	42,454.85	16,000.00	26,454.85	265.34%	14) Over budget by \$26k Coppiet lease and monthly IT services agreements (Maybe budget is in function 73007)
790A - DAYCARE MISCELLANEOUS	4,622.63	5,500.00	-877.37	84.05%	
Total 8100 BASIC (K-12)	1,466,829.98	1,825,568.00	-358,738.02	80.35%	
8200 - EXCEPTIONAL					
310 - PROFESSIONAL & TECHNICAL	112,283.08	312,783.00	-200,499.92	35.9%	
510 - SUPPLIES	782.24	4,000.00	-3,217.76	19.56%	
Total 8200 - EXCEPTIONAL	113,065.32	316,783.00	-203,717.68	35.69%	
6130 - HEALTH SERVICES					
310 - NURSE PROF/TECH	37,511.52	0.00	37,511.52	100.0%	15) No budget for Health Services - Budget Amendment Nurse Salaries (Special Revenue)
310A - PSYCH PROF/TECH	31,262.87	0.00	31,262.87	100.0%	15) OPT,SPEECH,Psych - should be moved to 5200
310B - SPEECH PROF/TECH	28,925.00	0.00	28,925.00	100.0%	15)
310C - OCC THER PROF/TECH	23,563.75	0.00	23,563.75	100.0%	15)
510 - NURSE SUPPLIES	1,975.97	0.00	1,975.97	100.0%	15)
510A - PSYCH SUPPLIES	967.28	0.00	967.28	100.0%	15)
510B - SPEECH SUPPLIES	338.00	0.00	338.00	100.0%	15)
Total 6130 - HEALTH SERVICES	124,544.39	0.00	124,544.39	100.0%	
6150 - PARENTAL INVOLVEMENT					
510 - SUPPLIES	0.00	500.00	-500.00	0.0%	
Total 6150 - PARENTAL INVOLVEMENT	0.00	500.00	-500.00	0.0%	
6400 - INSTRUCT STAFF TRAINING					
310 - PROFESSIONAL & TECHNICAL	1,260.00	1,500.00	-240.00	84.0%	
330 - TRAVEL	2,574.72	7,000.00	-4,425.28	36.78%	
730 - DUES & FEES	0.00	5,000.00	-5,000.00	0.0%	
790 - MISCELLANEOUS EXPENSES	0.00	500.00	-500.00	0.0%	
Total 6400 - INSTRUCT STAFF TRAINING	3,834.72	14,000.00	-10,165.28	27.39%	
7100 - BOARD					
310 - PROFESSIONAL & TECHNICAL	10,123.00	1,500.00	8,623.00	674.87%	16) Over budget expense by \$8k - Legal & consultation fees (10k Legal budget)
320 - INSURANCE & BOND PREMIUMS	5,460.00	5,460.00	0.00	100.0%	
330 - TRAVEL	0.00	1,000.00	-1,000.00	0.0%	

NORTH COUNTY CHARTER SCHOOL, INC.
Profit & Loss Budget vs. Actual
July 2022 through March 2023

July 2022 -May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget	Footnote
730 - DUES AND FEES	2,253.83	1,783.00	490.83	127.84%	17)
Total 7100 - BOARD	17,836.83	9,723.00	8,113.83	183.45%	
7200 - GENERAL ADMINISTRATION					
790 - MISCELLANEOUS EXPENSES	2,300.00	0.00	2,300.00	100.0%	18)
Total 7200 - GENERAL ADMINISTRATION	2,300.00	0.00	2,300.00	100.0%	
7300 - SCHOOL ADMINISTRATION					
310 - PROFESSIONAL & TECHNICAL	351,930.27	490,000.00	-138,069.73	71.82%	
310A - PROFESSIONAL & TECH (BRD)	53,356.00	58,000.00	-4,642.00	92.0%	
310B - PROFESSIONAL & TECH (NUR)	0.00	70,000.00	-70,000.00	0.0%	
320 - INSURANCE & BOND PREMIUMS	7,215.00	7,215.00	0.00	100.0%	
330 - TRAVEL	828.91	1,500.00	-671.09	55.26%	
370 - COMMUNICATIONS	4,108.19	4,343.00	-234.81	94.59%	
390 - OTHER PURCHASED SERVICES	21,903.13	2,345.00	19,558.13	934.04%	19)
510 - SUPPLIES	7,330.95	4,500.00	2,830.95	162.91%	20)
641 - CAP. FURN. FIX.	0.00	2,000.00	-2,000.00	0.0%	
642 - NON-CAP FURN. FIXT & EQUIP	3,121.24	5,000.00	-1,878.76	62.43%	
643 - CAP COMPUTER HARDWARE	0.00	2,000.00	-2,000.00	0.0%	
700 - OTHER EXPENSES	0.00	1,000.00	-1,000.00	0.0%	
730 - DUES & FEES	1,235.65	1,600.00	-364.35	77.23%	
731 - CREDIT CARD FEES	4,152.73	3,300.00	852.73	125.84%	
790 - MISCELLANEOUS EXPENSES	4,940.04	29,800.00	-24,859.96	16.58%	
Total 7300 - SCHOOL ADMINISTRATION	460,124.11	682,603.00	-222,478.89	67.41%	
7400 - FACILITIES ACQ & CONST					
630 - BUILDINGS AND FIXED EQUIP	11,500.00	0.00	11,500.00	100.0%	21)
641 - CAP FURN. FIXT.	6,120.00	5,000.00	1,120.00	122.4%	22)
642 - NON-CAP FURN. FIXT. EQUIP	4,078.05	5,000.00	-921.95	81.56%	
670 - IMPROVE OTHER THAN BLDG	220.00	2,000.00	-1,780.00	11.0%	
680 - REMODELING & RENOVATIONS	16,044.99	20,000.00	-1,955.01	90.23%	
790 - MISCELLANEOUS EXPENSE	327.68	9,000.00	-8,672.32	3.84%	
Total 7400 - FACILITIES ACQ & CONST	40,290.72	41,000.00	-709.28	98.27%	
7500 - FISCAL SERVICES					
310 - PROFESSIONAL & TECHNICAL	32,790.00	18,500.00	14,290.00	177.24%	
Total 7500 - FISCAL SERVICES	32,790.00	18,500.00	14,290.00	177.24%	
7600 - FOOD SERVICES					
310 - PROFESSIONAL & TECHNICAL	88,986.10	85,000.00	3,986.10	104.69%	
330 - TRAVEL	0.00	500.00	-500.00	0.0%	
390 - OTHER PURCHASED SERVICES	2,663.36	5,000.00	-2,336.64	53.27%	
510 - SUPPLIES	10,925.30	15,000.00	-4,074.70	72.84%	
510 - FOOD	118,621.23	135,000.00	-16,378.77	87.87%	
641 - CAP. FURN. FIXT	0.00	5,000.00	-5,000.00	0.0%	
642 - NON-CAP FURN. FIXT & EQUIP	251.92	3,000.00	-2,748.08	8.4%	
730 - DUES & FEES	265.00	500.00	-235.00	53.0%	
790 - MISCELLANEOUS EXPENSES	3,128.77	1,000.00	2,128.77	312.88%	23)
Total 7600 - FOOD SERVICES	224,841.68	250,000.00	-25,158.32	89.94%	
7800 - TRANSPORTATION					
360 - RENTALS	18,699.99	30,000.00	-11,300.01	62.33%	
Total 7800 - TRANSPORTATION	18,699.99	30,000.00	-11,300.01	62.33%	
7900 - OPERATION OF PLANT					
310 - PROFESSIONAL & TECHNICAL	112,656.76	175,000.00	-62,343.24	64.36%	
320 - INSURANCE & BOND PREMIUMS	39,815.00	39,815.00	0.00	100.0%	
350 - REPAIRS AND MAINTENANCE	14,641.84	25,000.00	-10,358.16	58.57%	
370 - COMMUNICATIONS	1,975.70	2,578.00	-602.30	76.64%	
380 - UTILITIES	9,298.82	6,500.00	2,798.82	143.06%	24)
390 - OTHER PURCHASED SERVICES	18,505.92	20,000.00	-1,494.08	92.53%	
430 - ELECTRICITY	36,027.37	41,000.00	-4,972.63	87.87%	
510 - SUPPLIES	9,729.15	15,000.00	-5,270.85	64.86%	
790 - MISCELLANEOUS	4,893.40	3,800.00	1,093.40	128.77%	25)
Total 7900 - OPERATION OF PLANT	247,343.96	328,493.00	-81,149.04	75.3%	
8100 - MAINTENANCE OF PLANT					
390 - REPAIRS AND MAINTENANCE	10,253.67	50,000.00	-39,746.33	20.51%	
510 - SUPPLIES	5,596.32	4,000.00	1,596.32	137.86%	
630 - BUILDINGS AND FIXED EQUIP	24,504.00	0.00	24,504.00	100.0%	26)
642 - NON-CAP FURN. FIXT & EQUIP	988.25	1,500.00	-511.75	65.88%	
Total 8100 - MAINTENANCE OF PLANT	41,252.24	55,500.00	-14,247.76	74.33%	
9200 - DEBT SERVICE					
720 - INTEREST EXPENSE	74,426.75	75,000.00	-573.25	99.24%	
790 - MISCELLANEOUS	251,807.31	241,931.00	9,876.31	104.08%	
Total 9200 - DEBT SERVICE	326,234.06	316,931.00	9,303.06	102.94%	
Total Expense	3,119,986.00	3,889,601.00	-769,613.00	80.21%	
Net Income	193,648.98	511,778.00	-318,229.02	37.82%	

Footnote

- 1) NSLP no Budget
- 2) Revenue received no Budget - \$6k in classroom supply fund, \$54k TSIA allocation, \$2k in FDACS Reallocation, \$5k safety & security grant (Account can be split up and budgeted for the next school years)
- 3) Received \$5k of interest income from Money Market funds - more than budgeted
- 4) Expenses were recorded in this revenue account for travel from the golf tournament event and schooldatebooks (Should be expensed in object 7300330 and classed for specific fundraising event)
- 5) No budget - Convenience fee revenue
- 6) Instructional supplies fund received from IRCSD - Should this go with Classroom supply fund 3399 Other Misc State Rev?
- 7) No Budget - \$6k expensed on Tutoring Salaries (Special Revenue)
- 8) Over budget expense of uniform by \$5k - but should be covered by uniform sale income of \$15,487.60
- 9) Over budget by \$5k - There are Curriculum purchases in this account that should go to Textbooks
- 10) Over budget Expense by \$700 - Star Technology invoice that should be moved to repairs & Maintenance for a bulb replacement
- 11) A replacement projector at \$3,537 - Capitalized as a whole? Each projector falls under \$1k threshold?
- 12) Over expensed by \$1k non cap tech equipment
- 13) \$10k of CDW at qty 220 google chrome upgrades - Should be capitalized?
- 14) Over budget by \$15k Coppper lease and monthly IT services agreements (Maybe budget is in function 7300?)
- 15) No budget for Health Services - Budget Amendment Nurse Salaries (Special Revenue)
- 16) OPT,SPEECH,Psych - should be moved to 5200
- 17) Over budget expense by \$8k - Legal & consultation fees (10k Legal budget)
- 18) Over budget expense by \$375 Florida Consortium & other misc board expense - Budget should be increased accordingly

NORTH COUNTY CHARTER SCHOOL, INC.
Profit & Loss Budget vs. Actual
July 2022 through March 2023

July 2022 - May 2023

	<u>Jul '22 - May 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Footnote</u>
18) Marketing expense - No budget (move to 7300790) *Add Marketing Budget \$2-\$3k)					
19) Over budget expense by \$14k - \$12k on recruiting fees & \$2k on coppier consulting fees					
20) Over budget expense by \$2k - Increase budget for next fiscal year					
21) Capital project Expense for VPK & media Center					
22) Safety & Security - Capital Project Expense					
23) Over expensed by \$1,700 Food Service Misc Expense - Budget should increase for next fiscal year					
24) Over budget Utility expense by \$2k - Budget should increase for next fiscal year					
25) Over budget by \$600 - Plant Maintenance, budget should increase for next fiscal year					
26) Capital Project expense - Temp Control HVAC					

North County Charter Cash Flow 2023

Cash Flow Actuals

		Cash Inflow	Cash Outflow
Beginning Balance	505141.87	180,293.36	(270,115.79)
3/1/2023	3/5/2023	2,571.26	(36,274.26)
3/6/2023	3/12/2023	31,304.14	(8,261.82)
3/13/2023	3/19/2023	120,348.19	(16,213.67)
3/20/2023	3/26/2023	9,459.31	(17,908.04)
3/27/2023	4/2/2023	5,401.00	(180,198.46)
4/3/2023	4/9/2023	11,267.26	(45,620.24)
4/10/2023	4/16/2023	13,283.39	(10,427.76)
4/17/2023	4/23/2023	115,975.25	(26,109.70)
4/24/2023	4/30/2023	14,323.95	(183,471.39)
5/1/2023	5/7/2023	3,380.74	(40,625.31)
5/8/2023	5/14/2023	14,950.45	(16,133.47)
5/15/2023	5/21/2023	98,529.04	(25,747.82)
5/22/2023	5/28/2023	15,109.83	(194,871.52)
5/29/2023	5/31/2023	1,001.00	(9,731.09)
6/1/2023	6/7/2023		
6/8/2023	6/14/2023		
6/15/2023	6/21/2023		
6/22/2023	6/28/2023		
Ending Balance		504,227.11	(794,601.13)

Cashflow Forecast

		Revenues	Accnts Payable
Beginning Balance	505141.87	180,293.36	(270,115.79)
3/1/2023	3/5/2023	2,571.26	(36,274.26)
3/6/2023	3/12/2023	31,304.14	(8,261.82)
3/13/2023	3/19/2023	120,348.19	(16,213.67)
3/20/2023	3/26/2023	9,459.31	(17,908.04)
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5/1/2023	5/7/2023	3,380.74	(40,625.31)
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5/15/2023	5/21/2023	98,529.04	(25,747.82)
5/22/2023	5/28/2023	15,109.83	(194,871.52)
5/29/2023	5/31/2023	1,001.00	(9,731.09)
6/1/2023	6/7/2023	14,950.45	(10,427.76)
6/8/2023	6/14/2023	98,529.04	(25,747.82)

6/15/2023	6/21/2023	15,109.83	(194,871.52)
6/22/2023	6/28/2023	1,001.00	(9,731.09)

Ending Balance

504,227.11 (794,601.13)

Burn Rate

11,234.33

Net	Cash Balance
	415,319.44
(33,703.00)	381,616.44
23,042.32	404,658.76
104,134.52	508,793.28
(8,448.73)	500,344.55
(174,797.46)	325,547.09
(34,352.98)	291,194.11
2,855.63	294,049.74
89,865.55	383,915.29
(169,147.44)	214,767.85
(37,244.57)	177,523.28
(1,183.02)	176,340.26
72,781.22	249,121.48
(179,761.69)	69,359.79
(8,730.09)	60,629.70

2,827,473.67

Net	Proj Balance
	415,319.44
(33,703.00)	381,616.44
23,042.32	404,658.76
104,134.52	508,793.28
(8,448.73)	500,344.55
(174,797.46)	325,547.09
(34,352.98)	291,194.11
2,855.63	294,049.74
89,865.55	383,915.29
(169,147.44)	214,767.85
(37,244.57)	177,523.28
(1,183.02)	176,340.26
72,781.22	249,121.48
(179,761.69)	69,359.79
(8,730.09)	60,629.70
4,522.69	65,152.39
72,781.22	137,933.61

(179,761.69)	(41,828.08)
(8,730.09)	(50,558.17)
-	(50,558.17)
	(50,558.17)

3,720,206.55



HOURLY PROPOSAL

DATE: 06/13/2023

TOPIC: Grants (IDEA, ESSER)

DEPARTMENT: Finance & Compliance

PARTIES: School: North County Charter Elementary School and Service Provider: OptimaEd

Project Scope- ESSER

- Work Directly with school employee (Maria) to gather all necessary back up needed from prior years. (Invoices, proof of payment backup)
- Support NCC on any future correspondence with Indian River School District regarding the ESSER grant
- Finalizing preparation of reimbursement to be sent to District
- Make additional corrections to the reimbursement requests required by the school district
- Amend ESSER 22-23 Budget (removal of any costs covered by IDEA)
- Reconcile 22-23 allowable expenses
- Reconcile 21-22 allowable expenses
- Analyze ESSER v. IDEA expenses and eliminate duplicates.
- Attend meetings as needed
- Offer guidance and training on best practices towards a consistent grant reimbursement request
- TOTAL PROJECT HOURS: 40

Project Scope- IDEA

- Work Directly with school to gather all necessary back up needed for reimbursement (Invoices, proof of payment backup)
- Support NCC on any correspondence with Indian River School District regarding the IDEA grant
- Finalizing preparation of monthly reimbursement to be sent to District
- Offer guidance and training on best practices towards a consistent grant reimbursement request
- Develop 22-23 IDEA budget
- Reconcile 22-23 IDEA revenue and expense
- Reconcile 21-22 IDEA revenue and expense
- TOTAL PROJECT HOURS: 15

Total Projected Hours, grants: 55

Hourly Rate: \$150.00

Total Projected Cost, grants: \$8,250

TERMS

Projected scope and related hours are estimates. Billing shall be sent monthly, with detailed hours and activity by project. School may elect to request work be performed by OptimaEd on any of the above projects with written request from the Principal. Work may be cancelled by either party with five (5) days written notice via USPS certified mail or email to the contacts below. Final billing shall be due no later than ten (10) days after written termination or conclusion of projected work. Training for any school employees on grants shall be billed at the stated hourly rate. The parties to this agreement agree to comply with the terms and conditions set forth in the Charter Contract.

The undersigned have executed this agreement as of the date signed.

North County Charter Elementary School

By: Gregory D. Potter

Printed Name: Gregory Potter

Title: Principal

Date: 6/27/23

Address: 6640 Old Dixie Hwy

Vero Beach, FL 32967

Email: Gregory.Potter@nccharter.org

OptimaEd

By: _____

Printed Name: _____

Title: _____

Date: _____

Address: _____

Email: _____



Egis Insurance & Risk Advisors

Is pleased to provide a

Proposal of Insurance Coverage for:

North County Charter Elementary School

Please review the proposed insurance coverage terms and conditions carefully.

Written request to bind must be received prior to the effective date of coverage.

The brief description of coverage contained in this document is being provided as an accommodation only and is not intended to cover or describe all Coverage Agreement terms. For more complete and detailed information relating to the scope and limits of coverage, please refer directly to the Coverage Agreement documents. Specimen forms are available upon request.



About FIA

Florida Insurance Alliance (“FIA”), authorized and regulated by the Florida Office of Insurance Regulation, is a non-assessable insurance Trust. FIA was created in September 2011 at a time when a large number of public entities were having difficulty obtaining insurance. Primarily, this was due to financial stability concerns and a perception that these small to mid-sized public entities had a disproportionate exposure to claims. FIA was created to fill this void with the goal of providing affordable insurance coverage to Special Taxing Districts. As the need grew, FIA’s program was expanded to provide affordable and tailored insurance solutions to meet the needs of Florida’s Public Charter Schools. Today, FIA proudly serves and protects more than 950 public entity members including over 225 Public Charter Schools in Florida.

Competitive Advantage

FIA allows qualifying Public Entities to achieve broad, tailored coverages with a cost-effective insurance program. Additional program benefits include:

- Insure-to-value property limits with no coinsurance penalties
- First dollar coverage for “alleged” school leader and board member ethics violations
- Active Assailant coverage
- Flood coverage
- Proactive in-house claims management and loss control department
- Complimentary risk management services including on-site loss control, property schedule verification and contract reviews
- Online Risk Management Education & Training portal
- Online HR & Benefits Support portal
- HR Hotline

How are FIA Members Protected?

FIA employs a conservative approach to risk management. Liability risk retained by FIA is fully funded prior to the policy term through member premiums. The remainder of the risk is transferred to reinsurers. FIA’s primary reinsurers, Lloyds of London and Great American Insurance Group, both have AM Best A XV (Excellent) ratings and surplus of \$2Billion or greater.

In the event of catastrophic property losses due to a Named Storm (i.e., hurricane), the program bears no risk as all losses are passed on to the reinsurers. FIA purchases property reinsurance to exceed and withstand the 500-year storm event (probability of exceedance 0.2%). This level of protection is statistically 2 to 3 times safer than industry norms and the coverage provided by other Governmental Self-Insurance trusts and pools.

What Are Members Responsible For?

As a non-assessable Trust, our members are only responsible for two items:

- Annual Premiums
- Individual Member Deductibles

FIA Bylaws prohibit any assessments or other fees.

Additional information regarding FIA and our member services can be found at www.fia360.org.

Quotation being provided for:

North County Charter Elementary School
6640 Old Dixie Hwy
Vero Beach, FL 32967

Term: July 1, 2023 to July 1, 2024

Quote Number: 70123051

PROPERTY COVERAGE

SCHEDULE OF COVERAGES AND LIMITS OF COVERAGE

COVERED PROPERTY	
Total Insured Values – Blanket Building and Contents – Per Schedule on file totaling	\$8,931,860
Loss of Business Income	\$1,000,000
Additional Expense	\$1,000,000
Inland Marine	
Scheduled Inland Marine	\$60,000

It is agreed to include automatically under this Insurance the interest of mortgagees and loss payees where applicable without advice.

	Valuation	Coinsurance
Property	Replacement Cost	None
Inland Marine	Actual Cash Value	None

DEDUCTIBLES		
All Other Perils	\$2,500	Per Occurrence, Building & Contents and Extensions of Coverage.
	Per Attached Schedule	Per Occurrence, Inland Marine Item
Named Storm	5 %	Total Insured Values per schedule building, including inland marine items, and vehicle values, at each affected location throughout Florida subject to a minimum of \$10,000 per occurrence, per Named Insured.

Special Property Coverages		
Coverage	Deductibles	Limit
Earth Movement	\$2,500	Included
Flood	\$2,500*	Included
Boiler & Machinery	\$2,500	Included
TRIA		Included

*Except for Zones A & V see page 8 (Terms and Conditions) excess of NFIP, whether purchased or not

TOTAL PROPERTY PREMIUM

\$71,487

Extensions of Coverage

If marked with an "X" we will cover the following EXTENSIONS OF COVERAGE under this Agreement, These limits of liability do not increase any other applicable limit of liability.

(X)	Code	Extension of Coverage	Limit of Liability
X	A	Accounts Receivable	\$500,000 any one occurrence
X	B	Animals	\$1,000 any one Animal \$5,000 Annual Aggregate in any one agreement period
X	C	Buildings Under Construction	As declared on Property Schedule, except new buildings being erected at sites other than a covered location which is limited to \$250,000 estimated final contract value any one construction project.
X	D	Debris Removal Expense	\$250,000 per insured or 25% of loss, whichever is greater
X	E	Demolition Cost, Operation of Building Laws and Increased Cost of Construction	\$500,000 in any one occurrence
X	F	Duty to Defend	\$100,000 any one occurrence
X	G	Errors and Omissions	\$250,000 in any one occurrence
X	H	Expediting Expenses	\$250,000 in any one occurrence
X	I	Fire Department Charges	\$50,000 in any one occurrence
X	J	Fungus Cleanup Expense	\$50,000 in the annual aggregate
X	K	Lawns, Plants, Trees and Shrubs	\$50,000 in any one occurrence
X	L	Leasehold Interest	Included
X	M	Air Conditioning Systems	Included
X	N	New locations of current Insureds	\$1,000,000 in any one occurrence for up to 60 days. However, Monroe County is on prior submit basis only
X	O	Personal property of Employees	\$500,000 in any one occurrence
X	P	Pollution Cleanup Expense	\$50,000 in any one occurrence
X	Q	Professional Fees	\$50,000 in any one occurrence
X	R	Recertification of Equipment	Included
X	S	Service Interruption Coverage	\$500,000 in any one occurrence
X	T	Transit	\$1,000,000 in any one occurrence
X	U	Vehicles as Scheduled Property	Included
X	V	Preservation of Property	\$250,000 in any one occurrence
X	W	Property at Miscellaneous Unnamed Locations	\$250,000 in any one occurrence
X	X	Piers, docs and wharves as Scheduled Property	Included on a prior submit basis only
X	Y	Glass and Sanitary Fittings Extension	\$25,000 any one occurrence
X	Z	Ingress / Egress	45 Consecutive Days
X	AA	Lock and Key Replacement	Included
X	BB	Awnings, Gutters and Downspouts	Included

CRIME COVERAGE

<u>Description</u>	<u>Limit</u>	<u>Deductible</u>
Forgery and Alteration	\$100,000	\$1,000
Theft, Disappearance or Destruction	\$100,000	\$1,000
Computer Fraud including Funds Transfer Fraud	\$100,000	\$1,000
Employee Dishonesty, including faithful performance, per loss	\$100,000	\$1,000

Deadly Weapon Protection Coverage

Coverage	Limit	Deductible
Third Party Liability	\$1,000,000	\$0
Property Damage	\$1,000,000	\$0
Crisis Management Services	\$250,000	\$0

AUTOMOBILE COVERAGE

Coverages	Covered Autos	Limit	Premium
Covered Autos Liability	1	\$1,000,000 \$0 Deductible	Included
Personal Injury Protection	5	Separately Stated In Each Personal Injury Protection Endorsement	Included
Auto Medical Payments	2	\$2,500 Each Insured	Included
Uninsured Motorists including Underinsured Motorists	2	\$100,000	Included
Physical Damage Comprehensive Coverage	7,8	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire or Lightning. See item Four for Hired or Borrowed Autos.	Included
Physical Damage Specified Causes of Loss Coverage	N/A	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto For Loss Caused By Mischief Or Vandalism See item Four for Hired or Borrowed Autos.	Not Included
Physical Damage Collision Coverage	7,8	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus Applicable Deductible (See Attached Schedule) For Each Covered Auto See item Four for Hired or Borrowed Autos.	Included
Physical Damage Towing And Labor	7	\$250 For Each Disablement Of A Private Passenger Auto	Included

GENERAL LIABILITY COVERAGE (Occurrence Basis)

Bodily Injury and Property Damage Limit	\$1,000,000
Personal Injury and Advertising Injury	Included
Products & Completed Operations Aggregate Limit	Included
Employee Benefits Liability Limit, per person	\$1,000,000
Employee Benefits Liability Aggregate Limit	\$2,000,000
Abuse and Molestation	\$1,000,000
Abuse and Molestation Aggregate Limit	\$1,000,000
Medical Payments Limit	\$5,000
Fire Damage Limit	Included
General Liability Deductible	\$0

SCHOOL LEADERS LIABILITY/EMPLOYMENT PRACTICES LIABILITY (Claims Made)

School Leaders Liability /Employment Practices Liability Limit	Per Claim	\$3,000,000
	Aggregate	\$3,000,000
School Leaders Liability /Employment Practices Liability Deductible		\$2,500

Supplemental Payments: Pre-termination \$2,500 per employee - \$5,000 annual aggregate.
Non-Monetary \$100,000 aggregate.

Cyber Liability Sublimit Included Under SLL/EPLI

Media Content Services Liability
Privacy Liability
First Party Extortion Threat
First Party Crisis Management
First Party Business Interruption
Limit: \$1,000,000 each claim/annual aggregate
Social Engineering Limit: \$250,000



PREMIUM SUMMARY

North County Charter Elementary School
6640 Old Dixie Hwy
Vero Beach, FL 32967

Term: July 1, 2023 to July 1, 2024

Quote Number: 70123051

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	\$71,487
Crime	\$728
Automobile Liability	\$274
Hired Non-Owned Auto	Included
Auto Physical Damage	\$72
General Liability	\$6,916
Abuse and Molestation Liability	Included
School Leaders Liability/Employment Practices Liability	\$5,278
Cyber Liability	Included
Deadly Weapon Protection Coverage	Included
TOTAL PREMIUM DUE	\$84,755

Additional Notes:

(None)



PARTICIPATION AGREEMENT

Application for Membership in the Florida Insurance Alliance

The undersigned local governmental entity, certifying itself to be a public agency of the State of Florida as defined in Section 163.01, Florida Statutes, hereby formally makes application with the Florida Insurance Alliance ("FIA") for continuing liability and/or casualty coverage through membership in FIA, to become effective 12:01 a.m., 07/01/2023, and if accepted by the FIA's duly authorized representative, does hereby agree as follows:

- (a) That, by this reference, the terms and provisions of the Interlocal Agreement creating the Florida Insurance Alliance are hereby adopted, approved and ratified by the undersigned local governmental entity. The undersigned local governmental entity certifies that it has received a copy of the aforementioned Interlocal Agreement and further agrees to be bound by the provisions and obligations of the Interlocal Agreement as provided therein. A copy of the Interlocal Agreement can be found at www.FIA360.org;
- (b) To pay all premiums on or before the date the same shall become due and, in the event Applicant fails to do so, to pay any reasonable late penalties and charges arising therefrom, and all costs of collection thereof, including reasonable attorneys' fees;
- (c) To abide by the rules and regulations adopted by the Board of Directors;
- (d) That should either the Applicant or the Fund desire to cancel coverage; it will give not less than thirty (30) days prior written notice of cancellation;
- (e) That all information contained in the underwriting application provided to FIA as a condition precedent to participation in FIA is true, correct and accurate in all respects.
- (f) FIA may examine and audit your books and records (Including enrollment figures) as they relate to this Policy at any time during the Policy Period and up to three years afterward.

North County Charter Elementary School

North County Charter School
(Name of Local Governmental Entity)

June 30, 2023

By: [Signature]
Signature

GREGORY G. POTTER
Print Name

Witness By: [Signature]
Signature

Maria Smith
Print Name

IS HEREBY APPROVED FOR MEMBERSHIP IN THIS FUND, AND COVERAGE IS EFFECTIVE July 1, 2023.

By: _____
Administrator



PROPERTY VALUATION AUTHORIZATION

North County Charter Elementary School
6640 Old Dixie Hwy
Vero Beach, FL 32967

QUOTATIONS TERMS & CONDITIONS

- 1. Please review the quote carefully for coverage terms, conditions, and limits.
2. The coverage is subject to 25% minimum earned premium as of the first day of the "Coverage Period".
3. Total premium is late if not paid in full within 30 days of inception, unless otherwise stated.
4. Property designated as being within Flood Zone A or V (and any prefixes or suffixes thereof) by the Federal Emergency Management Agency (FEMA), or within a 100 Year Flood Plain as designated by the United States Army Corps of Engineers, will have a Special Flood Deductible equal to all flood insurance available for such property under the National Flood Insurance Program, whether purchased or not or 5% of the Total Insured Value at each affected location whichever the greater.
5. The Florida Insurance Alliance is a shared limit. The limits purchased are a per occurrence limit and in the event an occurrence exhaust the limit purchased by the Alliance on behalf of the members, payment to you for a covered loss will be reduced pro-rata based on the amounts of covered loss by all members affected by the occurrence. Property designated as being within.
6. Coverage is not bound until confirmation is received from a representative of Egis Insurance & Risk Advisors.

I give my authorization to bind coverage for property through the Florida Insurance Alliance as per limits and terms listed below.

- Building and Content TIV \$8,931,860 As per schedule attached
Inland Marine \$60,000 As per schedule attached
Auto Physical Damage \$2,000 As per schedule attached

Signature: [Handwritten Signature] Date: June 30, 2023

Name: GREGORY G. POTTER

Title: Principal / Director



**PUBLIC ENTITY
FLORIDA UNINSURED MOTORISTS COVERAGE SELECTION OF LOWER LIMITS OR REJECTION
OF COVERAGE**

**YOU ARE ELECTING NOT TO PURCHASE CERTAIN VALUABLE COVERAGE WHICH PROTECTS
YOU OR YOU ARE PURCHASING UNINSURED MOTORIST LIMITS LESS THAN YOUR LIABILITY
LIMITS WHEN YOU SIGN THIS FORM. PLEASE READ CAREFULLY.**

Quote Number: 70123051	Term: July 1, 2023 to July 1, 2024
Insurer: Florida Insurance Alliance	
Applicant/Named Insured: North County Charter Elementary School	

Florida law permits you to make certain decisions regarding Uninsured Motorists Coverage provided under your policy. This document describes this coverage and various options available.

You should read this document carefully and contact us or your agent if you have any questions regarding Uninsured Motorists Coverage and your options with respect to this coverage.

This document includes general descriptions of coverage. However, no coverage is provided by this document. You should read your policy and review your Declarations Page(s) and/or Schedule(s) for complete information on the coverages you are provided.

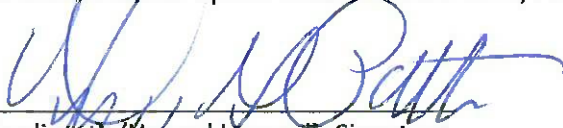
Uninsured Motorists Coverage provides for payment of certain benefits for damages caused by owners or operators of uninsured motor vehicles because of bodily injury or death resulting therefrom. Such benefits may include payments for certain medical expenses, lost wages, and pain and suffering, subject to limitations and conditions contained in the policy. For the purpose of this coverage, an uninsured motor vehicle may include a motor vehicle as to which the bodily injury limits are less than your damages.

Florida law requires that automobile liability policies include Uninsured Motorists Coverage at limits equal to the Liability Coverage in your policy, unless you select a lower limit offered by the company or reject Uninsured Motorists Coverage entirely.

Please indicate by initialing below whether you entirely reject Uninsured Motorists Coverage or whether you select this coverage at limits lower than the Liability Coverage of your policy.

<input type="checkbox"/>	I reject Uninsured Motorists Coverage entirely.
<input checked="" type="checkbox"/>	I reject Combined Single Limit for Liability Coverage and I select a lower limit of \$100,000.

I understand and agree that selection of any of the above options applies to my liability insurance policy and future renewals or replacements of such policy which are issued at the same Liability limits. If I decide to select another option at some future time, I must let the Insurer or my agent know in writing.


Applicant's/Named Insured's Signature

GREGORY G. POTTER
Applicant's/Named Insured's Printed Name

June 30, 2023
Date

Property Schedule

North County Charter Elementary School

 Policy No.: 70123051
 Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Unit #	Description		Year Built	Eff. Date	Building Value		Total Insured Value
	Address				Const Type	Term Date	
	Roof Shape	Roof Pitch					Roof Covering
1	School Building		1962	07/01/2023	\$3,370,400		\$3,384,100
	6640 Old Dixie Hwy Vero Beach FL 32967		Masonry non combustible	07/01/2024	\$13,700		
	Cross gable			Asphalt shingles			
2	Classroom Building		2011	07/01/2023	\$1,585,700		\$1,647,800
	6640 Old Dixie Hwy Vero Beach FL 32967		Masonry non combustible	07/01/2024	\$62,100		
	Flat			Metal panel			
3	Classroom Building		2013	07/01/2023	\$1,896,600		\$2,046,600
	6640 Old Dixie Hwy Vero Beach FL 32967		Masonry non combustible	07/01/2024	\$150,000		
	Flat			Metal panel			
4	Classroom Building		2016	07/01/2023	\$462,800		\$522,800
	6640 Old Dixie Hwy Vero Beach FL 32967		Masonry non combustible	07/01/2024	\$60,000		
	Flat			Metal panel			
5	Pavilion 1		2019	07/01/2023	\$10,560		\$10,560
	6640 Old Dixie Hwy Vero Beach FL 32967		Masonry non combustible	07/01/2024			
	Flat			Metal panel			
6	Pavilion 2		2019	07/01/2023	\$70,000		\$70,000
	6640 Old Dixie Hwy Vero Beach FL 32967		Non combustibile	07/01/2024			
	Simple hip			Metal panel			
7	Admin Office and VPK building One roof/breezeway attached		2021	07/01/2023	\$1,200,000		\$1,250,000
	6640 Old Dixie Hwy Vero Beach FL 32967		Masonry non combustible	07/01/2024	\$50,000		
	Simple hip			Metal panel			
Total:					Building Value \$8,596,060	Contents Value \$335,800	Insured Value \$8,931,860

Sign:



Print Name:

GREGORY G. POTTER

Date:

JUNE 30, 2023




Inland Marine Schedule

North County Charter Elementary School

Policy No.: 70123051
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Item #	Department Description	Serial Number	Classification Code	Eff. Date	Value	Deductible
				Term Date		
1	Miscellaneous EDP		Electronic data processing equipment	07/01/2023	\$60,000	\$1,000
				07/01/2024		
Total					\$60,000	

Sign:  Print Name: GREGORY G. POTTEK Date: JUNE 30, 2022



Vehicle Schedule

North County Charter Elementary School

Policy No.: 70123051
Agent: Egis Insurance Advisors LLC (Boca Raton, FL)

Table with columns: Unit #, Make, Model/Description, Department, AL Eff, Comp Ded, Comp Eff, Term, Value. Includes rows for Utility Trailer and Trailer with associated dates and values.

Sign: [Signature] Print Name: GREGORY G. POTTER Date: June 30, 2023

North County Charter School, Inc.
6640 Old Dixie Highway, Vero Beach, Florida 32967

MEETING MINUTES

Board of Directors Meeting

Monday, June 12th, 2023 @ 9:30 am

- I. **Call to Order/attendance:** Board President Mr. Shawn Frost called the meeting to order at 9:30AM. Other members present were Vice Chair, Mr. Joel Tyson, Mr. Ernest Wilson, Mrs. Dale Simchick and Mr. Brian Cook. Mr. Sean Prescott entered at 9:35AM. Others present were: Principal, Mr. Gregory Potter and Assistant Principal, Mrs. Kerrian Irons.
- II. **Pledge of Allegiance/Invocation:** Mr. Tyson gave an invocation and Mr. Frost led the group in the Pledge of Allegiance.
- III. **Approve/Amend Today's Agenda:** Mr. Tyson made a motion to approve the agenda as presented, and Mr. Wilson seconded the motion. Motion passed Unanimously, 5-0 (Mr. Prescott was not yet present).
- IV. **Citizen/Parent Input/Concerns:** None were shared.
- V. **Renewal of Member Terms (for 1 Year):** Mrs. Simchick made a motion that was seconded by Mr. Cook to accept the resignation of Mr. Frost effective at conclusion of the meeting, and renew all other members for a period of one year. The motion passed Unanimously, 6-0.
- VI. **Selection of Board Officer Positions:** Mr. Wilson nominated Mr. Tyson for Board President. Mr. Frost nominated Mrs. Simchick for same. Following a discussion, Mrs. Simchick was elected by a vote of 4-2. Mrs. Simchick took over chairing the meeting and nominated Mr. Tyson for Vice President and Mr. Cook seconded. The Board approved the nomination unanimously, 6-0. Mrs. Simchick asked if anyone would like to be Treasurer. Mr. Cook agreed to do it. The Board voted unanimously to approve, 6-0. Mr. Cook nominated Mr. Prescott for Secretary. Mr. Tyson seconded the nomination and Mr. Prescott expressed agreement. The Board voted unanimously to appoint him, 6-0.
- VII. **Consent Agenda:** Mr. Cook moved to approve the consent agenda and Mr. Wilson seconded. Approval was unanimous, 6-0.
- VIII. **Action Agenda: (*Note: Mr. Frost left the meeting at 10:15AM)**
 - A. **Approve FY 24 Revenue and Expense Budgets:** Following discussion, Mr. Wilson made a motion, and Mr. Tyson seconded to approve the budgets as presented, with one adjustment to reduce the expense budget by one teaching position (at \$60,000). The motion passed unanimously, 5-0.
 - B. **Approve Updated Organizational Chart for NCCS:** Mr. Cook made a motion, which was seconded by Mr. Prescott to approve the new plan and appoint Mr. Potter as Principal/Director of NCCS. The motion was approved unanimously, 5-0.
 - C. **Approved Updated School By-Laws:** Mr. Tyson made a motion to approve as amended, and Mr. Cook seconded the motion. The motion passed unanimously, 5-0.
 - D. **Finance Policy Drafts 4100 through 4800:** Mr. Potter shared a summary and encouraged the group to read them for consideration in July. He and Ms. Bakos will work on revisions.

IV. Reports:

- A. **Parent Involvement Committee:** Mrs. Bryant shared a summary of end of year activities supported by the PIC, including the outstanding patriotic banner parade involving first responders held on the second to last day of school. The group will be meeting soon with Mrs. Irons and Mr. Potter to start drafting plans for next year, including the Parent and Family Engagement Plan required for the Title I Program.
- B. **Interim Business & Finance:** Mrs. Turner reported that Optima was waiting on some VPK figures to finish up the May financials. Since the new Business & Finance Manager would be starting July 1, Optima will begin working with her on the annual audit schedule and requirements in early July.
- C. **Principal's Report:** Mr. Potter provided updated data on school academic performance. The school is waiting on 5th grade Science Assessment results to be able to complete an estimate of the potential state-issued school grade for 21-22. He felt that the school had a good chance to move from a C to a B. For the "internal" tracking of progress using Learning Gains, he shared that overall, the school did very well. If learning gains were being considered, an internal rating of A was evident for 3-5, K-2 and the school overall. More to come on this!

Brief Recess at 11:22 to 11:27

V. Board Member Matters:

- A. **All Pro Dad Program:** Mr. Frost was not available to share details; however, he had mentioned before departing that he would cover costs to bring the program to NCCS if interested. More discussion on this at a later date.
- B. **School Mission and Vision:** Mr. Cook expressed a need for the school to work on developing and clearly communicating a mission and vision statement, based on the charter "purpose."
- C. **Founder Dedication:** Mr. Tyson expressed a desire to begin plans for an appropriate dedication for Mr. Miller, former Board member and recently retired Business, Finance & Operations Manager.
- D. **Thank You Proclamations:** Mrs. Simchick asked for admin, and specifically Mrs. Irons, to work on a list of individuals deserving of formal recognition by the Board, given their roles in supporting the school through a very challenging year.

VI. Adjournment: The meeting was adjourned at 12:12PM