

Ocean Charter School

Finance, Funding and Compliance Guidelines

2016-2017

| DEADLINE | DESCRIPTION | OWNER | BOARD APPROVAL? | EXECUTIVE DIRECTOR SIGNS? |
|------------------|---|----------------|-----------------|---------------------------|
| JULY | Board on break | | | |
| | | | | |
| AUGUST | | | | |
| | Annual Attendance Report | ExEd | | Yes |
| | Pledge Drive Status | OCS | | |
| | Unaudited Financial Report Due | OCS & ExEd | Yes | |
| | Review Committees' Composition | OCS | | |
| | | | | |
| SEPTEMBER | | | | |
| | Compliance Monitoring | OCS | Yes | |
| | Annual Financial Report (Prior Year Unaudited Report) | ExEd | Yes | |
| | Plan Board members to attend annual Brown Act training | OCS | | |
| | Review/Edit 990 Governance Policies | OCS | Yes | |
| | | | | |
| OCTOBER | | | | |
| | Recommend Audit Sub Committee | OCS FC | | |
| | Budget Revisions begin | OCS FC & ExEd | | |
| | Ensure ADA is consistent with budget projections | OCS & ExEd | | |
| | Board members attend annual Brown Act training | OCS | | |
| | Review Standardized Test Results | OCS | | |
| | | | | |
| NOVEMBER | | | | |
| | Board appointment of Audit Sub Committee | OCS | Yes | |
| | Recommendation for prior fiscal year audit to Board | OCS FC | | |
| 11/15/xx | Annual Tax or Extension filing date | ExEd & Auditor | | |
| | Board members attend annual Brown Act training | OCS | | |
| | Appoint Director Evaluation subcommittee | OCS | Yes | |
| | | | | |
| DECEMBER | | | | |
| 12/12/xx | Approve prior fiscal year audit to send to CDE, LACOE, LAUSD, & | OCS & ExEd | Yes | |

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|-----------------|--|--------------------|-----|-----|
| | State Controller by Dec 12 | | | |
| | Approve any current year budget revisions | OCS & ExEd | Yes | |
| 12/15/xx | Approve 1 st Interim Financial Report by Dec 15 | ExEd | Yes | |
| | Review Director Evaluation subcommittee Recommendation | OCS | | |
| | Coordinate Winter Faire Board Room | OCS | | |
| | | | | |
| JANUARY | | | | |
| | Approve Consolidated Application Part II | ExEd | Yes | |
| | Review School Insurance/Benefits for Renewal | OCS | | |
| FEBRUARY | | | | |
| | Form 700 List of Filers Due | OCS Secretary | | |
| | | | | |
| MARCH | | | | |
| | Form 700 Due to Executive Director | OCS | | |
| 3/15/xx | Approve 2 nd Interim Financial Report by March 15 | ExEd | Yes | |
| | Begin developing next year's budget | OCS FC & ExEd | | |
| | Board Member Recruitment | OCS | | |
| | | | | |
| APRIL | | | | |
| 4/1/xx | Union Non-Renewal Notice due April 1 | OCS | | |
| 4/1/xx | Form 700 Due to LAUSD by April 1 | Executive Director | | |
| | OCS FC present next year's budget plan to Board | OCS | | |
| | | | | |
| MAY | | | | |
| | Determine/vote Board Officers for next year | OCS | Yes | |
| | OCS FC present next year's budget draft to Board | OCS | | |
| | | | | |
| JUNE | | | | |
| | Determine/vote Board Officers for next year | OCS | Yes | |
| | Determine interest/Re-appoint Board members | OCS | Yes | |
| | Approve next year's school budget | OCS FC & ExEd | Yes | |
| | Approve Excellent Education's contract | OCS | Yes | Yes |
| | Approve Vendor contracts | OCS | Yes | Yes |
| 6/30/xx | Approve next year's Consolidated Application Part I by June 30 | ExEd | Yes | Yes |
| 6/30/XX | Approve school budget for LAUSD by June 30 | OCS FC & ExEd | Yes | |
| 6/30/XX | Fiscal Year closes June 30 | | | |