Ocean Charter School

Finance, Funding and Compliance Guidelines

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| **DEADLINE** | **DESCRIPTION** | **OWNER** | **BOARD APPROVAL?** | **EXECUTIVE DIRECTOR SIGNS?** |
| **JULY** | Board on break |  |  |  |
|  |  |  |  |  |
| **AUGUST** |  |  |  |  |
|  | Annual Attendance Report | ExEd |  | Yes |
|  | Review Committees’ Composition | OCS |  |  |
|  | Unaudited Financial Report Due | OCS & ExEd | Yes |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **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 |  |
|  | Pledge Drive Status | OCS |  |  |
| **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, & State Controller by Dec 12 | OCS & ExEd | Yes |  |
|  | Approve any current year budget revisions | OCS & ExEd | Yes |  |
| 12/15/xx | Approve 1st Interim Financial Report by Dec 15 | ExEd | Yes |  |
|  | Review Director Evaluation subcommittee Recommendation | OCS |  |  |
|  | Coordinate Winter Faire Board Room | OCS |  |  |
|  |  |  |  |  |
| **JANUARY** | Update Pledge Drive Status | OCS |  |  |
|  | 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 2nd 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 |  |  |  |