
ACCOUNTS PAYABLE AND RECORD KEEPING FISCAL POLICY**Invoice Authorization**

1. All original invoices will immediately be forwarded to the Administrative Assistant for processing. Administrative Assistant will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received.
2. All invoices and supporting documentation shall be sent to the contracted back-office provider on at least a weekly basis. The back-office provider shall process the invoices for payment only upon receiving sufficient supporting documentation.
3. The Executive Director may authorize the back-office provider to pay recurring expenses (e.g. utilities) without a contract on the invoice when dollar amounts fall within a predetermined range. A list of the vendors and the dollar range for each vendor must be provided to the back-office provider in writing and updated on an annual basis.

Payments

1. The Executive Director will be authorized to open and close bank accounts, following a Board resolution directing the same. Two overseeing board members, and the Executive Director, may sign bank checks.
2. The Executive Director will be authorized to grant a designated back-office provider to process payments on behalf of the school and only after school personnel provide an approved invoice.
3. The Executive Director will be responsible for all blank checks and will keep them under lock and key.
4. When there is a need to generate a payment, the Administrative Assistant will process a weekly check run by gathering appropriate approved documentation and process check printing / ACH uploads.
5. Once approved by the Executive Director, the Administrative Assistant prepares the payments based on the check authorization prior to obtaining the appropriate signature(s).
6. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
7. The back-office provider will record the payment transaction(s) into the appropriate general ledger object codes.
8. The back-office provider will distribute the checks and vouchers as follows:
 - a. Original – mailed or delivered to payee
 - b. Duplicate or voucher – electronically attached to the invoice and filed by vendor
 - c. Canceled Checks – filed numerically

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1. The back-office provider Accountant will examine all paid checks for date, name, cancellation, and endorsement and report any discrepancies to the back-office provider Accounting Manager. Any discrepancies regarding the paid checks or any undeposited checks over 90 days will be researched, and if applicable corrected in the accounting system.
2. The back-office provider Accountant will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
3. The back-office provider Accounting Manager will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any material discrepancies to the Executive Director or designee.
4. The back-office provider will review the bank reconciliation and provide updates to the Executive Director and/or Board of Directors, as needed.

Record Keeping

To provide an accurate and auditable record of all financial transactions, the School's books, records, and accounts are maintained in conformity with accounting principles generally accepted in the United States of America as applicable to Charter Schools.

Further, the School specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the School.
2. Receipts and disbursements must be fully and accurately described in the books and records.
3. No false entries may be made on the books or records nor any false or misleading reports issued.
4. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

Basis of Accounting

The School will maintain their accounting records and related financial reports on the accrual basis of accounting.

Accounting Policies

The accounting policies and financial reporting adopted are consistent with the special purpose governmental unit requirements of the Governmental Accounting Standards Board (GASB), including Statement of Governmental Accounting Standards No. 34 – Basic Financial Statements

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– and Management’s Discussion and Analysis – for State and Local Governments. GASB is the recognized standard-setting body for establishing governmental accounting and financial reporting principles. However, since the School is its own legal, non-profit entity it must follow the guidelines of Financial Accounting Standards Board (FASB) when preparing financial statements (audits).

Revenues

Under the accrual basis of accounting, revenues are recognized when earned.

Expenditures

Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

Security of Financial Data

All financial data is maintained securely and is regularly backed up.