

## Attachment 3.2 Schedule of Financial Reports of KLA

Frequency	Prepared by	Item	Approved by
Monthly	Administrator/Outside Accountant	Cash Flow Statement	Board
Monthly	Administrator/Outside Accountant	Profit & Loss Statement	Board
Monthly	Administrator/Outside Accountant	Balance Sheet	Board
Monthly	YCCS	CPS report statements	School Leader
Quarterly	YCCS	ISBE/CPS reports	Principal – CPS/ISBE
Annual	YCCS	ISBE/CPS	Principal – CPS/ISBE
Monthly	Business Manager/ Assistant Principal	Bank/Ledger Reconciliation	Principal/School Leader
Monthly	Business Manager	Budget to Actual Comparison	Principal/School Leader
Quarterly	Business Manager	Budget to Actual Comparison	Board
Quarterly	ADP or payroll service	Federal tax forms for submittal	Principal/Business Manager (review only)
Annual	CEO/Staff/YCCS	Budget	Board
Annual	Third Party CPA	Audit	Board

Substantial Fiscal Policies will be detailed and developed in our Fiscal Policies and Procedures Manual. Currently The KLA Board of Directors will be responsible for all receipts checks and operational expenditures. Fiscal monitoring and control will occur under the financial guidelines and assistance of YCCS. It is anticipated that CPS will provide funding for KLA directly, with YCCS being aware of all receipts. YCCS will prepare all necessary reports for CPS, with KLA Principal signing off on all reports prior to submittal. YCCS will also assist KLA as it undertakes an annual audit in compliance with federal OBM and CPS standards.

YCCS will serve in a financial oversight and back-up role to KLA operations. As our MO they will be responsible for ensuring KLA properly pays out workman’s comp and other insurances, pension, and payroll costs. Additional responsibilities of YCCS as it relates to the KLA financials are detailed in Domain 6: Management Organizations. It is preferred all payroll checks will be direct deposited, but all will be prepared by a third-party vendor, who will also be responsible for taxes and fiscal record-keeping. Payroll checks and payment of taxes will be signed off on by this third party payroll operator.

As it relates to day to day operations, PS2 currently operates with a QuickBooks System. Initially KLA will operate under QuickBooks, which allows for monthly, quarterly and annual budgeting and for running comparison reports. Entries into the system will take place by the office administrator or a bookkeeper, as contracted. For KLA we are also investigating Fundraiser as another software to be used for monitoring and reporting. All checks will be signed by the School Principal after being prepared by the Vice-Principal. Additionally a second signature, that of the administrator/bookkeeper will be required for all checks. The KLA Board will receive monthly reports, with quarterly in-depth analysis. Monthly reports will include cash flow

statement, profit and loss statements and monthly projections. Quarterly reports will include these and also a budget to actual comparison. Semi-annually we will conduct a budget analysis and revision if necessary. Annually we will conduct a third party audit and create a new budget for the upcoming fiscal year. Reports will be prepared by the administrator responsible for placing entries into the QuickBooks system or the third party bookkeeper. The Principal, in conjunction with the Board of Directors, will be responsible for managing, updating, and maintaining the budget.