

### Distinctive Schools Listing of Financial Reports Generated

The table below details Distinctive Schools' financial reporting schedule, the responsible party and the individual(s) who will review the information.

Financial Reporting Schedule			
Reports	Frequency	Responsible Party	Reviewed By
Bank Balances	Weekly	CFO	CEO
Checks Issued	Weekly	CFO	CEO
Payroll Journal	Bi-weekly	Payroll Service Provider	CEO and CFO
Balance Sheet	Monthly	CFO	Board, Finance Committee, CEO
Income Statement	Monthly	CFO	Board, Finance Committee, CEO
Cash Flow Statement	Monthly	CFO	Board, Finance Committee, CEO
Budget Variance Report	Monthly	CFO	Board, Finance Committee, CEO
Year-end Budget Projections	Monthly	CFO	Finance Committee and CEO
Bank Reconciliation Reports	Monthly	CFO	CEO
Accounts Payable Report	Monthly	CFO	CEO
Accounts Receivable Report	Monthly	CFO	CEO
Quarterly Budget Report	Quarterly	CFO	CPS
Audit	Annually	Auditor	Board, Finance Committee, CEO, CFO
990	Annually	Auditor	Board, Finance Committee, CEO, CFO