

**McCurdy Charter School –  
Charter Renewal Documentation showing compliance with school condition**

The McCurdy Charter School Executive Director and/or designee will submit evidence to the Charter Schools Division (CSD) staff by January 15 of each year of the 2022-2027 contract that the school is improving its fiscal processes and with goals towards reducing audit findings and repeat audit findings.

I affirm that the information is correct as provided below, is further detailed in the google sheets linked below or is explained further in the comment section below.

\_\_\_\_\_  
McCurdy Charter School Executive Director or designee

\_\_\_\_\_  
Date (On or before January 15 of each year of the charter)

Improvement Actions	Date Completed	Notes on Progress (with date)	Status
Meeting with the finance committee to review past audit findings, discuss potential root causes, and review improvement actions.  Follow up meeting with the audit committee to review improvement		Annual meeting with finance and audit committee. Update will be provided to those not in attendance.	

<p>actions.</p> <p>PERSONS RESPONSIBLE: Sarah Tario, Deanna Mooney, Nancy O’Bryan, Deborah Bennett Anderson</p>			
<p>Review of school wide finance related training. Set dates for required staff training to be completed annually. At least one training to be scheduled for beginning of school year and included in onboarding for new staff. Training should address specifically cash handling and purchase requisition processes.</p> <p>PERSONS RESPONSIBLE: Sarah Tario, Deanna Mooney, Bernadette French, Alissa Trujillo</p>		<p>Employing within On-Boarding Information uploaded annually here: <a href="#">ON BOARDING FILES</a></p> <p>Follow Ups will be required with staff that are not performing according to standards.</p>	
<p>Review of cash handling procedures and recommendation for any updates. Recommendations forwarded to the finance committee for review and adoption. If policy changes are recommended, policy updates presented to the Governance Board for approval at a regular meeting</p> <p>PERSONS RESPONSIBLE: Sarah Tario, Deanna Mooney, Robin Martinez,</p>		<p>Link to current cash handling procedures. Indicate where the procedures were either not followed or needs adjusting based on previous audit findings.</p> <p>Information uploaded annually here: <a href="#">CASH HANDLING FOLDER</a></p>	

Alissa Trujillo			
<p>Training based on prior audit findings for business office, administrative staff, and athletic department to be completed before end of fiscal year and annually thereafter.</p> <p>PERSONS RESPONSIBLE: Deanna Mooney, Sarah Tario, Jonathan Borrego</p>		<p>Reviews will be conducted before the staff's last day on campus for the school year and annually with athletics before the first athletic event.</p> <p>Audit now released working on cash handling with athletics specifically.</p> <p>Information uploaded annually here: <a href="#">AUDIT COMMITTEE FOLDER FY21</a></p>	
<p>Development of staff onboarding training for business office procedures and HR. Training posted in staff Canvas along with other annual trainings.</p> <p>Review of HR files for consistency and verification that all required forms are included in file (e.g. contract, PAF, background check verification, etc)</p> <p>PERSONS RESPONSIBLE: Deanna Mooney, Sarah Tario, Jonathan Borrego</p>		<p>Annual training being planned for all staff during start of year PD.</p> <p>Reviews conducted before the teacher/staff last day on campus. If signatures are missing on forms they will be resolved then.</p> <p>Jonathan Borrego will review during the offer of re-employment and end of year check out.</p>	
Development/review of an annual calendar for review and implementation of processes for the business office including RfRs, HR file			

<p>review, review of cash receipts, review of BARS, review of accounts payable. Annual calendar will include internal audit dates to review compliance and retraining needs.</p> <p>PERSONS RESPONSIBLE: Deanna Mooney, Sarah Tario</p>			
<p>Twice annual review of budget to ensure we have appropriate budget authority previous to end of fiscal year. Reviews scheduled with administrator and business manager in February (during budget development) and May. Annual calendar will include this review.</p> <p>PERSONS RESPONSIBLE: Deanna Mooney, Sarah Tario</p>			

Comments on completion of condition terms, (complete if needed):

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