

Sacramento Valley Charter School
Transaction Report
 July 13 - August 23, 2023

	Account	Amount
Total for 8096 - Cash in Lieu of Property Taxes	UNRESTRICTED REVENUE:0000 - Unrestricted:8096 - Cash in Lieu of Property Taxes	\$ 23,451.00
Total for Miscellaneous	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Miscellaneous : Donation	\$ 1,500.00
Total for Transportation	UNRESTRICTED REVENUE:0000 - Unrestricted:8699 - Other Local Income:Transportation	\$ 89,105.00
Total for 8311 - Special Education - State	V RESTRICTED REVENUE:6500 - Special Education - Sac Vly Chtr - July 23-24	\$ 12,270.00
	July NPSTRC SacVly	-180.00
	23-24 July State SacVly	12,090.00
		<u>\$ 126,146.00</u>

Sacramento Valley Charter School
Check Detail
July 13 - August 30, 2023

Date	Transaction Type	Num	Name	Memo/Description	Amount
07/17/2023	Check	5246	Vicky Dali CPA LLC	Invoice for the month of June 2023	2,587.50
07/17/2023	Check	5247	PG&E	For Utility Charges	59.47
07/17/2023	Check	5248	West Sacramento Truck Stop	For Fuel - Summer Boost	1,408.17
07/17/2023	Check	5249	Great America Financial	For Copier Lease	726.83
07/17/2023	Check	5250	Houghton Mifflin Harcourt	For Go Math Books - 1st Grade - 8th Grade	6,169.55
07/17/2023	Check	5251	Washington Unified School District	Refund WUSD for Overpaid CIL 2022-2023	9,003.00
07/17/2023	Check	5252	WageWorks	For Cobra Service -Admin fee	100.00
07/17/2023	Check	5253	US Bank	For Nuso	574.18
				For Graduation	376.22
				For Lunch Grocery	1,884.81
				For Lunch Grocery - Summer Boost	1,135.96
				For Robotics - Summer Boost	950.19
				For Postal Stamps	378.00
				For Bus Repairs	174.05
				For Wave Cloud Sub Service	369.80
				For Professional Development	793.68
				For Advertisement	1,233.91
				For Office Supplies & Doorking	265.97
				For Classroom Supplies	186.01
					\$ 8,322.78
07/17/2023	Check	5254	Scholastic.Inc	TK - Curriculum	4,479.82
07/17/2023	Check	5255	MetLife	For Life, ADD & LTD	377.05
07/17/2023	Check	5256	DMV	For Pull Notice	1.00
07/17/2023	Check	5257	Health Equity INC	Sec 125 POP Annual Compliance Fee Sep 2023	100.00
07/17/2023	Check	5258	Amazon capital Services	Classroom Supplies for TK Program	1,902.78
				For Classroom Supplies	108.21
					\$ 2,010.99
07/17/2023	Check	5259	Curriculum Associates	For Ready Books	6,442.51
7/24/2023	Check	5261	New Horizon Flooring	Janitorial Service for the month of July 2023	4,233.00
				Additional Cost of Sanitizing	767.00
					\$ 5,000.00
07/25/2023	Check	5262	Rippers Body Shop	For Van Repair (insurance reimb already rec'd)	6,125.06
07/25/2023	Check	5263	Barbara J. Gross, CPA	For tax filling forma 199/990	1,020.00
08/03/2023	Check	5264	Vicky Dali CPA LLC	Invoice for the month of July 2023	4,170.00
08/03/2023	Check	5265	Sikh Temple - Rent Payable	Invoice for the month July 2023 - Rent	29,638.00
08/03/2023	Check	5266	T-mobile	For 9 Hotspot connection fee	180.00
08/03/2023	Check	5267	City of West Sacramento	For Utility Bill - July 2023	285.74
08/03/2023	Check	5268	PG&E	For Utility Charges - July 2023	118.94
08/03/2023	Check	5269	Sandip Kang	Reimbursement for Classroom Supplies	12.16
08/03/2023	Check	5270	MetLife	For ADD & LTD	754.10
08/03/2023	Check	5271	US Bank	For Classroom Supplies	371.43
				TK Curriculum	2,039.85
				For Office Supplies	60.07

			For Microsoft/ Wavecloud SubService	369.80
			For Mailing Student Cum Folder	32.61
			For Nuso - 2month Service Fee	1,151.30
			For Drug Test - Drivers	405.00
			For Facebook	24.13
				<u>4,454.19</u>
08/03/2023	Check	5272 Astound Business Solutions	For Phone & Internet Service - July 2023	1,440.28
08/03/2023	Check	5273 Amazon capital Services	For Classroom Supplies- TK	1,912.00
			For Classroom Supplies	2,224.27
			For Office Supplies	234.76
			Teachers Edition for 5th Grade	189.32
				<u>4,560.35</u>
08/07/2023	Check	5274 WageWorks	For Cobra Service	100.00
08/08/2023	Check	5275 Young, Minney & Corr, LLP	For Legal Fee	325.00
08/08/2023	Check	5276 Scholastic	For Newspaper - 3rd Grade	199.62
08/08/2023	Check	5277 Astound Business Solutions	For Phone & Internet - Aug 2023	1,440.28
08/17/2023	Check	5278 Great America Financial	For Copier Lease	789.74
08/17/2023	Check	5279 Sandip Kang	Reimbursement for the Classroom Supplies	305.63
08/17/2023	Check	5280 Sikh Temple Sacramento	For Napkin Pallet	906.00
08/17/2023	Check	5281 Omega Landscaping & Construction INC.	For Landscaping & construction - TK	16,250.00
08/17/2023	Check	5282 Manavdeep Gill	For DOT Exam	50.00
08/17/2023	Check	5283	Void	0.00
08/17/2023	Check	5284 Mary Meyer	For Bus Driver Training Fee - Joanna Noble	300.00
08/17/2023	Check	5285 PG&E	For Utility Bill	41.62
			A/C = 3276525243-5 (Service Period 7/8to 8/7/23) \$16.16	
			A/c= 7686528609-0 (Service Period 7/8 to 8/6/23)	
			\$ 35.46	
08/17/2023	Check	5286 The UPS Store	For Mailing & New Hire Employees Fingerprints Charges	608.70
08/17/2023	Check	5287 Serve 3 Network	For IT Network Setting	1,333.37
08/17/2023	Check	5288 Serve 3 Network	For IT Network Setting for TK Classroom	3,629.89
08/17/2023	Check	5289 Sanchez Fabrication	For Fabricate & Install double swing gate - TK	6290.00
8/25/2023	Check	5290 New Horizon Flooring	Janitorial Service for the month Of August 2023	4233.00
			Additional Cost of Sanitizing	767.00
				<u>5000.00</u>
8/25/2023	Check	5291 Pacific Wealth Trade LLC	For Special Inspection Report - TK	498.00
8/25/2023	Check	5292 Pearson	For Special Education Material	1098.00
8/25/2023	Check	5293 Rebecca Mathis	Reimbursement for the Classroom Supplies	184.13
8/25/2023	Check	5294 Zowee Church	Reimbursement for the Classroom Supplies	250.00
8/25/2023	Check	5295 Uline	For 5 Portable Room Divider, Traffic Cones & Heavy Duty Stop Signs	12382.11
8/25/2023	Check	5296 Chill Chain	For Milk	691.90
8/25/2023	Check	5297 Gurdeep Singh	Reimbursement for Lunch Grocery- School Card was Declined	1243.36
8/25/2023	Check	5298 WashingtonUnified School District	2022/2023 Oversight Fee - partial	27631.02

Sacramento Valley Charter School
2023-24 45-Day Budget Revision
August 23, 2023

The following narrative is provided to highlight and explain significant changes since the State adopted its budget as well as enrollment estimates and changes since SVCS adopted its budget on June 9, 2023.

The State's adopted budget highlights are:

- Full funding of the K-12 COLA at 8.22%
- Reducing the one-time Arts, Music & Instructional Materials Block Grant by \$200M.
- Reducing the Learning Recovery Emergency Block Grant by \$1.59B
- Extended the expenditure deadline for ELOP planning fund by one year to 06/30/2024.
- Increases meal funding for anticipated demand increases in 2022-23 and 2023-24
- Requires screening of K-2nd graders for reading difficulties, including dyslexia, by 2025-26

Revenue:

LCFF: Net increase \$483,516

The main reasons for the net increase in LCFF revenue are:

- 1) an increase in enrollment from 325 to 360 (with pre-opening enrollment of 377)
- 2) SVCS' focus on returning the attendance rate from 94% to 95% (and eventually returning to the pre-COVID rate of 96%+)

Federal Revenue: No change

Other State Revenue: No change

Local Revenue: No change

Expenses:

Certificated: Decrease of \$45,819. The ELA Coach position was revised from 3 to 2 days per week. Three open teaching positions have been removed/offset and restored in the MYP. As more Special Education students are identified and IEP-listed services are needed, SVCS has hired a full-time Psychologist and full-time Special Education Coordinator with Administrative Credential. And, with ESSER III, LREBG and ERMHS funding, SVCS has hired a full-time counselor. Other changes are due to staff turnover, stipends for teachers of record and pay differences between the current and prior employees in the positions.

Classified: Increase of \$240,701 for additional Instructional Aide positions, pay rate increases for IAs based on wage pressure to attract and retain skilled IAs. The Nutrition Services Manager position is restored and will be full-time initially and part-time once the program is functioning properly.

Benefits: Increase of \$13,940 for increased statutory benefits on rate increases and additional positions described in the previous sections. The Health & Welfare benefits will be carefully reviewed and updated once new hires have made their benefits selections and the 2024 rates are known.

Books and Supplies: No change.

Services and Operating Expenses: Increase of \$224,040 of which \$170,000 is for the TK facility and grounds improvements and \$40,000 increase in services for the board-approved SWEAT Team agreement for P.E. services and after school program sports. NOTE: It is likely that most or all of the TK facility and playground expenses will need to be capitalized and depreciated over the estimated life of the asset. In this case, the 2023-24 expense will be much lower and reflect in depreciation expense for many years into the future.

Other Outgo/Financing Uses: No change.

Summary:

SVCS' strong financial position continues especially with sizeable enrollment growth and its on-going favorable reserves balance.

With the enrollment growth, depletion of one-time funding is manageable. SVCS will be able to meet its future obligations as well as maintain its reserves above the 5% level contained in the Operations MOU.

Reminders: SVCS' unduplicated funding is capped at WUSD's rate of 68% vs. our rate of 84%. The State's budget deficit will likely impact schools in future years unless State revenues improve dramatically.

Sacramento Valley Charter School

	2nd Interim Budget 3/8/2023	Budget for Adoption 6/9/2023	Difference	45-Day Revise 8/23/2023
Fiscal Year Budget Cycle	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2023-24</u>
Key Budget and Financial Variables				
Enrollment	305	325	35	360
Estimated School P2 ADA	285.5	309	33	342
Unduplicated Count - EL/FRLE	269	275	25	300
A. Revenues:				
State (using FCMAT LCFF Calculator)				
Base Grade Span (includes CiL, EPA)	\$ 2,797,127	\$ 3,275,899	218,886	\$ 3,494,785
TK Add-On	14,065	60,885	54,796	115,681
Supplemental and Concentration	715,253	840,891	209,834	1,050,725
PY Adj to Cil, EPA, State Aid	(217,229)	-	-	-
Subtotal - State Revenue	<u>\$ 3,309,216</u>	<u>\$ 4,177,675</u>	<u>483,516</u>	<u>\$ 4,661,191</u>
Federal (ConApp Title I - IV, ESSER III, NSLP)	376,258	477,383	-	477,383
Other State (Lottery, MGB, SB740 CSFGP, Spec Ed, ELOP, Meals)	1,654,606	1,654,606	-	1,654,606
Local (bus/van, fund raising, donations)	115,000	120,000	-	120,000
Total Revenue	<u>\$ 5,455,080</u>	<u>\$ 6,429,664</u>	<u>483,516</u>	<u>\$ 6,913,180</u>
B. Expenditures:				
1000-1999 Certificated Personnel Salaries	\$ 1,406,106	\$ 1,905,417	(45,819)	\$ 1,859,598
1100 Teachers (all)	1,044,610	1,493,925	(164,500)	1,329,425
1100 2 P.D. days, 22 teachers @ \$299/day + 80 hours@\$40/hr	21,556	21,556	(5,200)	16,356
1100.01 Substitutes (absence coverage)	28,000	28,000	4,890	32,890
1100.03 Substitutes for PD release time	6,000	6,000	2,000	8,000
1100 Teacher-in-Charge Stipend	2,000	2,000	-	2,000
1100 Hard-to-Fill (Math, Science)	2,000	2,000	-	2,000
1100 Advanced Degree Stipends (already in salary)	1,000	1,000	(1,000)	-
1100 Returning Teacher Stipend - OTO	28,000	-	-	-
1100 Longevity Stipends Certificated	6,000	6,476	-	6,476
1100 TK Coordinator Stipend (UTK Planning Grant- 1-yr extension)	5,000	7,500	-	7,500
1100 Parent/Family Liaison Stipend (Title-funded, 1-yr extension)	5,000	5,000	-	5,000
1200 Speech Pathologist, Psychologist, Counselor	56,610	66,045	112,627	178,672
1300 Cell Phone Stipends	230	230	-	230
1300 Asst Principal @ 210 days/yr w MA	23,000	-	-	-
1300 ELA Coach (2 days/wk)	-	46,035	(11,035)	35,000
1300 Waived Ins (Other Coverage)	1,600	1,600	-	1,600
1300 Longevity	4,000	2,600	430	3,030
1300 Principal @ 210 days/yr w PhD	127,000	138,000	1,419	139,419
1900 Other Certificated (reclassified from 1100)	44,500	77,450	14,550	92,000
2000-2999 Classified Personnel Salaries	\$ 891,515	\$ 1,113,811	240,701	\$ 1,354,512
2100 Instructional Aides/EL, hourly (rates/hours vary, 185 days)	307,004	410,315	164,786	575,101
2200 Non-Certificated Support (drivers, food srvc, tech coord)	316,587	401,681	47,251	448,932
2400 School Office/Clerical	141,480	160,560	9,640	170,200
2900 Other Classified (RM, After School)	108,263	120,619	19,024	139,643
2100-2900 Waived Ins (Other Coverage)	12,650	12,650	-	12,650
2100-2900 Cell Phone Stipends	2,000	2,000	-	2,000
2100-2900 Longevity Stipends Classified	3,531	5,987	-	5,987
3000-3999 Employee Benefits	\$ 399,864	\$ 467,611	13,940	\$ 481,551
3300 OASDI and Medicare	175,768	230,971	14,908	245,879
3400 Health & Welfare	124,477	127,159	-	127,159
3500 State Unemployment	12,096	13,000	-	13,000
3600 Worker's Compensation	28,523	37,481	(969)	36,512
3900 401(k) Employer Contributions	59,000	59,000	-	59,000
4000-4999 Books and Supplies	\$ 345,500	\$ 375,500	-	\$ 375,500
4100 Textbooks	55,000	70,000	-	70,000
4200 Other Books/Library	11,500	20,500	-	20,500
4300 Materials and Supplies	120,000	120,000	-	120,000
4300 Classroom Budgets (ESSER III)	6,000	6,000	-	6,000
4300 Transportation - Gasoline	70,000	70,000	-	70,000
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	10,000	10,000	-	10,000
4700 Food	70,000	75,000	-	75,000
4700 After School Program Snacks	3,000	4,000	-	4,000

Sacramento Valley Charter School

Fiscal Year Budget Cycle	2nd Interim	Budget	Difference	45-Day
	Budget	for Adoption		Revise
	3/8/2023	6/9/2023		8/23/2023
	<u>2022-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>2023-24</u>
5000-5999 Services and Other Operating Expenditures	\$ 2,173,244	\$ 1,974,814	224,040	\$ 2,198,854
5200 Travel & Conferences (also see PD 5800)	3,000	3,000	-	3,000
5300 Dues & Memberships	4,200	4,200	-	4,200
5400 Insurance	58,391	61,300	(399)	60,901
5501 Operations & Housekeeping	60,000	60,000	-	60,000
5530 Utilities	20,000	20,000	-	20,000
5610 Facility Rent/Lease	328,644	354,900	759	355,659
5600 Facility Maintenance	16,500	46,500	170,000	216,500
5630 Copier Leases	12,000	12,000	-	12,000
5670 Facility Security/Safety Improvements	30,000	30,000	-	30,000
5600 Transportation - Bus/Van Maint	40,000	40,000	-	40,000
5800 Contracted Student Transportation (converted to employees)	50,000	-	-	-
5640 Food Service Shopping & Delivery (converted to employee)	5,000	-	-	-
5800 District Admin Oversight (1% State Aid)	33,092	41,777	4,835	46,612
5800 SELPA Admin Fee (decr from 5.5 to 4.5% Year 3)	9,270	9,270	-	9,270
5800 Nursing Services (screenings) est.	2,655	2,655	845	3,500
5800 Accounting Services	48,200	51,600	-	51,600
5820 Audit Services	15,000	15,000	-	15,000
5800 Fieldtrips	7,500	7,500	-	7,500
5810 Special Education Placeholder	22,404	-	-	-
5820 ESSER III Placeholder	-	-	-	-
5820 Title VI Placeholder	-	-	-	-
5820 UPK Placeholder	46,688	-	-	-
5820 ELOP Placeholder	434,053	379,053	-	379,053
5820 LREBG Placeholder	505,502	400,000	-	400,000
5820 Educator Effectiveness Placeholder	42,046	42,046	-	42,046
5820 Art, Music, IM Block Grant Placeholder	167,014	147,014	-	147,014
5830 Legal Services	10,000	10,000	-	10,000
5800 Marketing/Recruiting	15,000	15,000	-	15,000
5800 Technology Upgrade	20,000	20,000	-	20,000
5800 Technology Support	20,000	20,000	-	20,000
5800 Other Contracted Services	71,085	100,000	40,000	140,000
5800 Professional Development	40,000	46,000	4,000	50,000
5900 Postage and Communications	36,000	36,000	4,000	40,000
6000-6999 Capital Outlay	\$ 107,592	\$ 106,603	-	\$ 106,603
6400 Furniture and Equipment (>\$5,000)	-	-	-	-
6500 FF&E Replacement (>\$5,000)	-	-	-	-
6898 Amortization Expense (non-cash)	802	875	-	875
6900 Depreciation Expense (non-cash)	106,790	105,728	-	105,728
Total Expenditures	\$ 5,323,820	\$ 5,943,757	432,862	\$ 6,376,619
Net Annual Operations	\$ 131,260	\$ 485,907	50,654	\$ 536,561
7000-7999 Other Outgo/Other Financing (Sources)Uses				
7438 Debt Service (bus loan interest 1 bus)	2,965	686	-	686
7438 Debt Service (bus loan interest 3 buses)	10,037	4,839	-	4,839
Total Other Outgo	\$ 13,002	\$ 5,525	-	\$ 5,525
Net increase (decrease):	\$ 118,258	\$ 480,382	50,654	\$ 531,036
Beginning Balance	\$ 2,521,475	\$ 2,639,733	2,639,733	\$ 2,639,733
Ending Balance*	\$ 2,639,733	\$ 3,120,115	2,690,387	\$ 3,170,769

Cash

Bank balance at 06/30/2023:	\$ 3,279,034
Book balance at 6/30/2023:	\$ 3,239,939
Est cash balance at 6/30/2024:	\$ 3,931,273

Sacramento Valley Charter School

Fiscal Year Budget Cycle	45-Day Revise		
	Budget	MYP	MYP
	2023-24	2024-25	2025-26
Key Budget and Financial Variables			
Enrollment	360.00	360.00	360.00
Estimated School P2 ADA	342.00	342.00	342.00
Unduplicated Count - EL/FRLE	300.00	300.00	295.00
A. Revenues:			
State (using FCMAT LCFF Calculator)			
Base Grade Span (includes CIL, EPA)	3,494,785	\$ 3,626,803	\$ 3,736,301
Supplemental and Concentration	1,050,725	1,092,123	1,128,053
TK Add-On	115,681	120,239	124,194
PY Adj to CIL, EPA, State Aid	-	-	-
Subtotal - State Revenue	<u>4,661,191</u>	<u>\$4,839,165</u>	<u>\$4,988,548</u>
Federal (ConApp, NSLP in yrs 2&3)	477,383	497,776	351,500
Other State (Lottery, MBG, SB740 CSFGP, State Meals in yrs 2&	1,654,606	596,277	596,277
Local (bus, fund raising, donations, after school)	120,000	120,000	120,000
Total Revenue	<u>\$ 6,913,180</u>	<u>\$ 6,053,218</u>	<u>\$ 6,056,325</u>
B. Expenditures:			
1000-1999 Certificated Personnel Salaries	\$1,859,598	\$2,000,375	\$2,031,432
1100 Teachers (all)	1,329,425	1,473,925	1,497,425
1100 2 P.D. days, 22 teachers @ \$299/day + 80 hours@\$40/hr	16,356	16,356	16,356
1100.01 Substitutes	32,890	32,890	32,890
1100.03 Substitutes for PD	8,000	8,000	8,000
1100 Teacher-in-Charge Stipend	2,000	2,000	2,000
1100 Hard-to-Fill Position (Math+Science) Stipends	2,000	2,000	2,000
1100 Advanced Degree Stipends (already in salary)	-	-	-
1100 Returning Teacher Stipend - OTO	-	-	-
1100 Longevity Stipends Certificated	6,476	10,953	13,810
1100 TK Coordinator Stipend (UTK Planning Grant- 1-yr extens	7,500	-	-
1100 Parent/Family Liaison Stipend (Title-funded, 1-yr extensio	5,000	-	-
1200 Speech Pathologist, Psychologist, Counselor	178,672	180,772	182,872
1300 Cell Phone Stipends	230	230	230
1300 ELA Coach (2 days/wk)	35,000	35,400	35,800
1300 Waived Ins (Other Coverage)	1,600	1,200	1,200
1300 Longevity	3,030	3,030	3,030
1300 Principal @ 210 days/yr	139,419	140,419	141,419
1900 Other Certificated (reclassified from 1100)	92,000	93,200	94,400
2000-2999 Classified Personnel Salaries	\$1,354,512	\$1,421,016	\$1,450,105
2100 Instructional Aides/EL, hourly (rates/hours vary, 180 days)	575,101	586,603	598,335
2200 Non-Certificated Support (drivers, food srvc, tech)	448,932	497,910	507,868
2400 School Office/Clerical (all)	170,200	173,604	177,076
2900 Other Classified (RM, After School)	139,643	142,435	145,284
2100-2900 Waived Ins (Other Coverage)	12,650	12,650	12,650
2100-2900 Cell Phone Stipends	2,000	2,000	2,000
2100-2900 Longevity Stipends Classified	5,987	5,813	6,891
3000-3999 Employee Benefits	\$481,551	\$514,193	\$530,383
3300 OASDI and Medicare	245,879	261,736	266,338
3400 Health & Welfare	127,159	136,060	145,584
3500 State Unemployment	13,000	13,154	13,154
3600 Worker's Compensation	36,512	37,243	37,987
3900 401(k) Employer Contributions	59,000	66,000	67,320
4000-4999 Books and Supplies	\$375,500	\$345,000	\$345,530
4100 Textbooks	70,000	70,000	70,000
4200 Other Books/Library	20,500	20,500	20,500
4300 Materials and Supplies (incl. after school)	120,000	90,000	90,000
4300 Classroom Budgets (ESSER III)	6,000	3,000	-
4300 Transportation - Fuel	70,000	72,000	74,000
4400 Non-capitalized Furn/Equip (>\$500, <\$5,000)	10,000	10,000	10,000
4700 Food	75,000	76,500	78,030
4700 After School Program Snacks	4,000	3,000	3,000
5000-5999 Services and Other Operating Expenditures	\$2,198,854	\$1,407,031	\$1,227,226
5200 Travel & Conferences	3,000	3,250	3,500
5300 Dues & Memberships	4,200	4,300	4,400

Sacramento Valley Charter School

Fiscal Year Budget Cycle	45-Day Revise		
	Budget	MYP	MYP
	<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>
5400 Insurance	60,901	63,946	67,143
5501 Operations & Housekeeping	60,000	61,200	62,400
5530 Utilities	20,000	20,000	20,000
5610 Facility Rent/Lease	355,659	384,111	399,476
5600 Facility Maintenance	216,500	40,000	50,000
5630 Copier Leases	12,000	13,000	13,000
5670 Facility Security/Safety Improvements	30,000	12,000	14,000
5600 Transportation - Bus/Van Maint	40,000	45,000	45,000
5625 Contracted Student Transportation (Four Drivers)	-	-	-
5640 Food Service Shopping & Delivery	-	-	-
5800 District Admin Oversight (1% State Aid)	46,612	48,392	49,885
5800 SELPA Admin Fee (decr from 5.5 to 4.5% Year 3)	9,270	7,585	5,899
5800 Nursing Services (screenings) est.	3,500	3,600	3,780
5800 Accounting Services	51,600	53,148	54,742
5820 Audit Services	15,000	18,000	19,500
5800 Fieldtrips	7,500	9,500	9,500
5810 Special Education Placeholder	-	-	-
5820 ESSER III Placeholder	-	50,000	-
5820 UPK Placeholder	-	-	-
5820 Title VI Placeholder	-	-	-
5820 ELOP Placeholder	379,053	50,000	10,000
5820 LREBG Placeholder	400,000	50,000	10,000
5820 Educator Effectiveness Placeholder	42,046	40,000	20,000
5820 Art, Music, IM Block Grant Placeholder	147,014	120,000	20,000
5830 Legal Services	10,000	10,000	30,000
5800 Marketing/Recruiting	15,000	15,000	15,000
5800 Technology Upgrade	20,000	22,000	24,000
5800 Technology Support	20,000	22,000	24,000
5800 Other Contracted Srvc (ADP, banking, tech, licenses, driver traini	140,000	150,000	160,000
5800 Professional Development	50,000	50,000	50,000
5900 Postage and Communications	40,000	41,000	42,000
6000-6999 Capital Outlay	\$106,603	\$99,910	\$91,055
6400 Furniture and Equipment (>\$5,000)	-	-	-
6500 FF&E Replacement (>\$5,000)	-	-	-
6898 Amortization Expense (non-cash)	875	875	875
6900 Depreciation Expense (non-cash)	105,728	99,035	90,180
Total Expenditures	\$6,376,619	\$5,787,526	\$5,675,731
Net Annual Operations	\$536,561	\$265,692	\$380,594
7000-7999 Other Outgo/Other Financing Uses			
7438 Debt Service (bus loan interest 1 bus)	\$ 686	\$ -	\$ -
7438 Debt Service (bus loan interest 3 buses)	4,839	404	-
Total Other Outgo	\$ 5,525	\$404	\$0
Net increase (decrease):	531,036	265,288	380,594
Beginning Balance	2,639,733	3,170,769	3,436,058
Ending Balance	<u>\$ 3,170,769</u>	<u>\$ 3,436,058</u>	<u>\$ 3,816,651</u>

2023-24 CF for 45-Day Revise Budget

		Beg. Bal. (Ref. Only)												EST ACCRLS @ 6/30/24	TOTAL	BUDGET (Ck-Fig)
		JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE			
A. BEGINNING CASH		3,000,000	3,320,451	3,224,323	3,292,799	3,430,655	3,362,710	3,444,547	3,659,788	3,618,662	3,655,951	3,901,167	3,883,764			
B. RECEIPTS																
Revenue Limit:																
State Aid, incl. EPA		146,043	146,043	262,877	525,558	262,877	262,877	525,558	262,877	262,877	525,558	262,877	262,877	262,881	3,971,578	3,971,578
Other															0	0
Cash In Lieu of Prop Tax		0	41,377	82,753	55,169	55,169	55,169	55,169	55,169	115,855	57,927	57,927	57,927	0	689,613	689,613
Federal Revenues		33,700	20,300	6,400	0	37,000	31,200	26,800	25,000	47,500	47,500	47,500	47,500	106,983	477,383	477,383
Other State Revenues, incl Spec Ed		79,652	11,024	86,374	62,904	81,739	228,874	116,049	128,218	120,000	120,000	120,000	120,000	379,772	1,654,606	1,654,606
Other Local Revenues		2,000	70,000	6,000	1,500	1,500	9,000	6,000	2,000	500	500	500	500	20,000	120,000	120,000
Interfund Transfers In															0	0
All Other Financing Sources															0	0
TOTAL RECEIPTS		261,395	288,743	444,404	645,131	438,285	587,119	729,576	473,264	546,732	751,485	488,804	488,804	769,436	6,913,180	6,913,180
C. DISBURSEMENTS																
Certificated Salaries		1000-1999	94,000	174,500	174,500	174,500	174,500	174,500	174,500	174,500	174,500	174,500	174,500	167,400	1,859,598	1,859,598
Classified Salaries		2000-2999	100,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	73,700	1,354,512	1,354,512
Employee Benefits		3000-3999	20,000	23,000	38,000	38,000	38,000	38,000	38,000	38,000	38,000	38,000	36,453	60,098	481,551	481,551
Books and Supplies		4000-4999	45,000	60,000	80,500	21,000	16,000	25,000	25,000	20,000	20,000	20,000	20,000	3,000	375,500	375,500
Services		5000-5999	60,000	300,000	90,000	86,000	86,000	86,000	86,000	86,000	86,000	86,000	86,000	974,854	2,198,854	2,198,854
Capital Outlay		6000-6999													0	0
Other Outgo - SPED		7000-7499													0	0
Interfund Transfers Out		7600-7629	725	700	600	500	400	400	400	400	400	300	300		5,525	5,525
All Other Financing Uses - Bus Loans		7630-7699														
TOTAL DISBURSEMENTS		125,725	577,700	513,600	450,000	448,900	444,900	453,900	453,900	448,900	448,900	448,800	383,853	1,076,462	6,275,539	6,275,539
D. BALANCE SHEET TRANSACTIONS																
Prepaid Expenditures		9200-9299	15,000	3,000	3,000	3,000									0	0
Accounts Receivable		9200-9299	300,000	250,000	194,895										0	0
Fixed Asset Addition		9400-9499													0	0
Accounts Payable		9500-9599	58,100	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000		(432,336)	0
Unearned Revenue		9650	1,032,336	10,223	10,276	10,329	10,382	10,436	10,489	10,543	7,369	7,407	7,443		0	0
Principal Reduction on Buses		9640	10,118	10,171	10,276	10,329	10,382	10,436	10,489	10,543	7,369	7,407	7,443		0	0
Audit Adj/Other ULD			184,782	192,829	(57,276)	(57,329)	(60,382)	(60,436)	(60,489)	(60,543)	(57,369)	(57,407)	(57,443)	0	0	0
TOTAL BALANCE SHEET TRANSACTIONS			320,452	(96,128)	68,476	137,855	81,837	215,240	(41,125)	37,289	245,216	(17,403)	47,508	(307,026)	637,641	637,641
E. NET INCREASE/DECREASE																
F. ENDING CASH		3,320,451	3,224,323	3,292,799	3,430,655	3,362,710	3,444,547	3,659,788	3,618,662	3,655,951	3,901,167	3,883,764	3,951,273			

Sacramento Valley Charter School

SCHOOL ACCOUNTING TECHNICIAN

SUMMARY:

Perform financial-clerical duties at a school site.

Responsible for the smooth and efficient operation of the school's financial records. Provide direct administrative assistance to the Principal and/or Vice-Principal, teachers, school staff, and students by managing the Charter School's financial records and transactions.

ESSENTIAL DUTIES:

To perform this role successfully, an individual must perform the following duties successfully – with a focus on exemplary customer service and excellent interpersonal skills. Answering/screening calls, providing written communications upon request, handling confidential communication, and other related duties as directly assigned by the Principal.

FINANCIAL DUTIES

- Receive, record, and prepare funds for deposit as needed
- Advise the Principal of trends in budget
- Monitor budget and review expenditures to confirm that expenditures are logged
- Explain budget regulations and procedures with support of financial advisor
- Organize and maintains school accounting and financial records including monthly financial statement with the assistance of financial advisor
- Reconcile monthly bank statements
- Process purchase orders and invoices
- Operate computer to enter data and extract a variety of reports and lists
- Operates office machines
- Sort and file documents
- Perform related duties as assigned along with financial advisor
- Alert Principal of any past due invoices, notices and accounts
- Prepare checks as directed
- Maintain weekly data entry into QuickBooks with support of financial advisor
- Assisting with audits as needed
- Maintain payroll, benefit and employment records.
- Semi-monthly and off-cycle payroll data entry into ADP.
- Update ADP mapping for journal entry preparation including accurate payroll entry into QuickBooks.
- Serve as back up for data reporting to CUNA/BFY for timely remittance of employee 401(k) deferrals.
- Prepare reports for the National School Lunch Program, School Breakfast Program and State Meal Programs and maintain manager-level food certification.

REPORTING

- ADA- Daily attendance reporting (County level)
- CALPADS- SSID/CDE (State level)

OFFICE SUPPORT:

- Answering and Screening phone calls – with consistent exemplary customer service
- Greeting and Assisting school visitors and parents – with consistent exemplary customer service
- Collating and Distributing all external printed material upon request
- Ensuring coverage of the Charter School front office
- Coordinating the repairs of copier/ ordering ink
- Assisting in all safety protocols (e.g. building evacuations, lockdowns, fire drills, etc.)
- Coordinating lunch menus with food services staff and communicating with parents
- Oversee finance/spending for kitchen staff
- Assists in coordinating school events as directed by the Principal.
- Cross training of office skills

Essential Skills or Attributes (Qualifications)

- Outstanding customer service for teachers, staff, parents, visitors, and students
- Maintain confidentiality of all related data
- Maintain high degree of professionalism and model desired behavior for other office staff
- Communicate frequently with Principal and inform of important information, without prompting
- Understanding of role played in promoting the positive reputation and image of SVCS
- Performs all follow-ups and updates to requests, without prompting

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of recent, full-time equivalent, paid, bookkeeping or accounting experience. Accounting Technician (public schools)

LICENSES AND OTHER REQUIREMENTS:

Typing/Keyboarding certificate and corrected speed of 40 words per minute.
Food Services certification – manager level

KNOWLEDGE AND ABILITIES: KNOWLEDGE OF:

Accounting or bookkeeping principles and procedures. Modern office procedures and methods for the use of standard office machines and equipment.

ABILITY TO:

- Properly use accounting or bookkeeping principles and procedures.
- Interpret standard accounting and financial statements.
- Perform computational tasks with accuracy and speed.
- Operate standard office equipment including computers and related software applications.
Type/keyboard at a net, corrected speed of 40 words per minute.
- Read, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain effective working relationships.

**Sacramento Valley Charter School
Education Protection Account
2022-23 Results
For Action on August 23, 2023**

BACKGROUND

The creation of the Education Protection Account (EPA) by Proposition 30, *The Schools and Local Public Safety Protection Act of 2012*, approved by the voters on November 6, 2012, temporarily increased the states sales tax rate for all taxpayers and the personal income tax rates for upper-income taxpayers.

Revenues generated from Proposition 30 have been deposited into the state account called the EPA and local agencies have the sole authority to determine how the funds received from the EPA are spent, with these provisos:

- The spending plan must be approved by the governing board during a public meeting
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended

EPA funds are not additional revenue, it is an offset to the funds due under the LCFF. Approximately 20% of the school's total LCFF funding must be accounted for under the SACS resource code 1400.

In addition to the above requirements, the school's annual financial audit must include verification that the EPA funds were used as specified by Proposition 30.

RECOMMENDATION AND DESCRIPTION OF RESULTS

Approve the 2022-23 EPA Results. The Board approved the 2022-23 EPA Plan at its June 21, 2022 Board Meeting at an estimated amount of \$697,229. Because of natural disaster declarations and the delay of the annual tax due date, the State did not receive its usual revenue and recalculated and dramatically reduce the 2022-23 apportionment to \$234,067. In addition, there was a \$4,319 reduction from 2021-22 for a net award of \$229,748. The funds were used for teachers' salaries. The use of QuickBooks and ADP make it impractical to code specific staff to the EPA resource code so the accounting will continue to be by journal entry following the quarterly wire transfer of funds from Yolo County Office of Education/Yolo County Treasury to SVCS.

EPA Results 2022-23			
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<u>REVENUE (EST.)</u>	SACS Resource	SACS Object	
LCFF Redirected to EPA	1400	8012	\$229,748*
<u>EXPENDITURES (EST.)</u>			
Teacher Salaries (non-admin)	1400	1100	\$229,748

*As calculated by CDE Second Principal Apportionment net PY adjustment.

All EPA funds will be expended on non-administrative costs.

The Parent Handbook is located on the SVCS website at the following link:

https://www.sacvalleycharter.org/uploads/8/0/9/9/8099840/2023-24_parent_handbook_final.pdf

SVCS PARENT HANDBOOK



Sacramento Valley Charter School 2023-2024

Board of Directors

Bhajan Singh Bhinder, Chairman
Narinder Thandi, President
Daljit Ghuman, Vice-President
Surjit Dhillon, Secretary
Surinder Bassi, Board Member

Administration

Principal/Superintendent Dr. Amrik Singh
Operations Director, Gurpreet Kaur

Office Hours: 8 a.m - 4 p.m

2301 Evergreen Avenue / 2399 Sellers Way

West Sacramento, CA 95691

Phone: (916) 596-6422

Website: sacvalleycharter.org

Email: info@sacvalleycharter.org

NOTE: The Employee Handbook contains confidential information and is provided only to school employees. To view sections or the full document, please contact the School Office at 916-596-6422 to make such arrangements as the document is not distributed publicly without redactions.

Transitional Kindergarten Facility Lease Agreement
By and Between
Sikh Temple Sacramento and Sacramento Valley Charter School

Since 2011, Sikh Temple Sacramento (Temple) has continuously leased school facilities to Sacramento Valley Charter School (SVCS).

Term of Lease: August 1, 2023 to June 30, 2027

This lease agreement incorporates elements for compliance with the Charter School Facility Grant Program (Senate Bill 740 Program) and the annual payment by the Temple to SVCS for the property tax exemption as determined by the Yolo County Assessor.

1. SVCS is a 501(c)3 non-profit California corporation engaged in the business of public charter school education.
2. SVCS has its own governing board which has the legal right to make decisions to operate this charter school and engage in legally binding contracts with vendors on behalf of this charter school.
3. The primary address, office and place of operation for SVCS is 2399 Sellers Way, West Sacramento, CA 95691. SVCS leases school facilities from the Temple at 2399 Sellers Way and 2301 Evergreen Avenue, West Sacramento, CA 95691. This lease is for 2255 Evergreen Avenue, West Sacramento, CA 95691.
4. SVCS will occupy 1,122 square feet of classroom space, restroom, kitchen, and hallways plus 1,440 square feet of storage space and the outdoor yard/playground at 2255 Evergreen Avenue, West Sacramento, CA 95691.
5. Under the requirements of the Charter School Facility Grant Program (Senate Bill 740 Program), SVCS has obtained an independent appraisal for the Fair Market Rent Analysis to establish the monthly lease payments.
6. Based on the results of the Rent Study – Fair Market Rent Determination, the monthly rent shall be \$2,995.00 and is below the fair market rent determination of \$2,995.80.
7. Beginning July 1, 2024 and each July 1 thereafter for the remainder of the lease term, the monthly rent rate will be adjusted, on a compounding basis, by the State's adopted budget K-12 COLA with an annual effective date of July 1, retroactively, as needed. For example, if the 2024-25 COLA is 4%, the monthly rent would become $\$2,995 * 1.04 = \$3,114.80$ rounded to \$3,115, effective July 1, 2024.
8. SVCS will pay for the electricity, gas, sewer, garbage and water utilities at 2255 Evergreen Avenue, West Sacramento, CA 95691 as these utilities are on their own meters and utility billing.

9. By February 15th each year, SVCS will complete and file Form BOE-268-A Exemption for Property Used Exclusively by a Public School with the Yolo County Assessor's Office. The property tax assessment amount varies each year and the amount exempted and returned to the Temple by the Yolo County Assessor for the leased property shall be paid to SVCS.
10. Since SVCS' revenue stream for Transitional Kindergarten (TK) is primarily based on pupil attendance and this rent is based on average enrollment of 20 TK students, a downward trend in enrollment could trigger a renegotiation as a mutual adjustment in rent is expected in times of income crisis.
11. The terms of this lease agreement can be changed or modified by mutual agreement in writing by both parties.

Date: _____

President: _____

Balbir S. Dhillon, President
Sikh Temple Sacramento
2301 Evergreen Avenue
West Sacramento, CA 95691

President: _____

Narinder Thandi, President
Sacramento Valley Charter School
2399 Sellers Way
West Sacramento, CA 95691

Addendum #3 to the
Lease Agreement July 1, 2019 to June 30, 2024

Between

Sacramento Valley Charter School (SVCS), 2399 Sellers Way, West Sacramento, CA 95691

and

Sikh Temple of Sacramento (Temple), 2301 Evergreen Avenue, West Sacramento, CA 95691

Addendum effective date: 09/01/2023

This is the third addendum to the Lease Agreement for the five-year period of July 1, 2019 – June 30, 2024, as signed and executed on or about August 30, 2023, between the above-listed parties. The changes are agreed to as follows:

1. As a result of emergency declarations during the COVID pandemic and subsequent legislation, the charter term has been extended for an additional three years with the new expiration of June 30, 2027.
2. The existing lease is extended for the same three-year period to coincide with the charter authorization through June 30, 2027.
3. All other terms continue, as described, in the existing lease document, including that annual rent increases begin each July 1st at the State's Approved K-12 Statutory COLA .

Date: _____

President: _____

Narinder Thandi

SVCS Board, President

2399 Sellers Way

West Sacramento, CA 95691

President: _____

Balbir S. Dhillon

Sikh Temple of Sacramento

2301 Evergreen Ave

West Sacramento, CA 95691



Sacramento Valley Charter School

Learn. Compete. Excel.

2399 Sellers Way

West Sacramento, CA 95691

Front Office: 916.596.6422

Fax: 916.372-7249

Dr. Amrik Singh, Principal

Gurpreet Kaur, Operations Director

Principal's Report 8/30/2023

Upcoming Events:

Aug 25, 2023 - First Free Dress Day (Theme: College Day)

Sept 4, 2023 - Labor Day (NO SCHOOL)

Sept 21/22, 2023 - Minimum Days (Preliminary parents meetings)

First Day of School/Enrollment - The first day of school was a huge success. We have a current enrollment of 371 students from TK - 8th grade. SVCS is at full capacity regarding transportation.

First working day for teachers (August 14, 2023)-Classroom Aides were asked to report so that they could get training and guidance for helping students in classes. A meeting with all staff was held at Cafe Dantorels in the morning. Afterwards, all staff reported to SVCS and went to work in their classrooms to plan for the school year.

Professional Development - On **August 9, 2023** the National Literacy Institute hosted a research based reading and comprehension based training. Presenters shared new perspectives on how to teach those skills and strategies and offer concrete ideas for classroom application. This session encouraged evidence-based language and literacy strategies to promote both vocabulary development and comprehension skills. During the session faculty participated with engaging tasks to promote ways to use print rich environments to connect home language and academic language through meaningful instructional strategies. **On August 10, 2023** a morning session of training was held with *On a mission*, they provided workshops focused on Wellness, Emotional Intelligence and Personal Development. The training focused on increasing all staff member's self-care/ self-awareness and reminded all staff members to focus on their "why" for the work that they do. With a new school year approaching, all staff members need support in maintaining a positive mindset. In the afternoon, teachers attended a training session with Edmentum.

Meet & Greet - Was held on August 16, 2023 from 2PM - 5:30PM. Teachers met parents and new students to inform them about curriculum, homework, supply lists, and any other school related information.

New Hires - As our student population is growing, our staff is also growing in order to better support our students' learning needs. We are still looking to hire a TK teacher and an office assistant. In place of Mr.Kahlon, we need a math and science capable teacher/coach to support ELS in math and science. SVCS is actively looking to hire two additional instructional aides. SVCS now has over 70 staff members for 2023-24 school year.

Certificated Staff	Classified Staff
<p>School Counselor - Joseph Arrow School Psychologist - Grant Weiss Special Education Teacher - Janelle McGee Middle School English Teacher - Thanh Nyugen 3rd grade teacher - Nikita Dhir Middle School Science Teacher - Jonah Husted Middle School Social Studies - Jasmyn Lewis 4th grade teacher - Kristin Medina 5th grade teacher - Rajdeep Dosanjh</p>	<ul style="list-style-type: none"> ● Krystal Walters (Instructional Aide) ● Michelle Anderson (Instructional Aide) ● Sandeep Kaur (Instructional Aide) ● Satsimran Singh (Instructional Aide) ● Amina Bachman (Instructional Aide) ● Paramjit Sidhu (Instructional Aide) ● Bryan Guido (SpEd Paraprofessional) ● Bhupinder Singh (Instructional Aide) ● Bimaljeet Kaur (Volunteer) ● Carlos Alejo (Yard Supervisor) ● Carrie Mummert (Cafeteria Manager for Universal Lunch Program) ● Raghuvant Singh Arora (Aman) - Van Driver ● Gurdeep Singh - Van Driver/Grocery Shopper ● Harpreet Singh - Van Driver

1st grade teacher - With the sudden resignation of the first grade teacher we had recently hired, we have assigned Ms.Saini as the scholars' interim teacher. However, we are looking to hire a first grade teacher as soon as possible.

Repairs

- Upstairs ramp (Middle School Side) - Does not function or operate. It has been out of order for a while.

TK building/Lease - Still awaiting for inspection report and final set up. However, we are waiting for an additional lease to be finalized so that cameras, internet, and blinds can be installed and facilities can be made operable.

Special Education Team - Upon meeting with the special education team, we have decided to provide SEL to Sped and non-sped students as per their needs. A schedule is being prepared to deliver instruction directly in the class and separately in small groups. Janelle McGee, special education teacher, has scheduled IEP assessments in collaboration with the school psychologist, speech pathologist, and school counselor.