		and have reviewed the materials. If the employee disagrees with the documentation, please have them sign that they have at least "received" the materials. Employees can submit a separate written account to also be placed in their file if they disagree with the Supervisor's documentation.
4	Supervisor	**Verbal Warnings:** Depending on the offense, a verbal warning may be adequate. (1) Review the facts in private with the employee involved with only one third party present. NOTE: Third person MUST be told that all conversations are confidential. (2) Tell the employee what action will be taken if another violation occurs. (3) Summarize this in writing. Give a copy of the summary to the employee (Step 3) (4) Employee must sign that they have reviewed and received the verbal warning.

5	Supervisor	**Written Reprimand:** A written reprimand should be issued:
		(1) If an employee fails to follow guidelines that were previously placed into effect through a previous verbal warning. The employee should be given the written reprimand signed and dated by both the employee and the Supervisor.
		(2) During the meeting when the written reprimand is presented the following should take place:
		  1) Make sure a third person is present to witness the meeting.
		  2) Point out the rule, procedure or policy that was violated. Explain this verbally as well.
		  3) Employee should be given an outline of the action that will take place the next time the same offense occurs (i.e. "a further violation will result in discharge.")
		  4) Employee should be offered specific steps or objectives that should be reached in order to improve the situation.
		  5) Inform the employee of any training (if applicable) that they must attend in order to correct the situation.
		  6) Employee may call health care provider for referral to Employee Assistance Program or other services.
		
		If the employee refuses to sign the document the Supervisor should write "Refused to Sign" in the presence of a witness.

6	Supervisor	Depending on the severity of the offense, an employee may be suspended with or without pay. Your Supervisor will help you determine this and direct you through the process. If an employee is suspended:
		  1) Make sure a third person is present to witness the suspension.
		  2) Make sure the employee is issued a letter stating the nature of

		the suspension. This letter should also include formal documentation that they are NOT to return to or be on the school grounds under any circumstances until the investigation has been completed.
		3) The letter should also state that this issue is completely confidential and it should not be discussed with any member of the LHA community or with members of the press until the investigation is complete.
		4) Notify the employee if this is a paid or unpaid "administrative leave". Note "administrative leave" is forced leave that can be paid or unpaid.
		5) Have the employee sign that they have reviewed and received the documentation.
		6) Sign the letter and forward a copy to your Supervisor. The original should be placed in the employee's personnel file.
7	Supervisor	**Immediate Termination** – Offenses requiring immediate termination such as theft or conduct that is deemed harmful to other personnel or students should only be handled with the assistance of your Supervisor.
8	Supervisor	Place all *signed* documentation in a secure, separate file.

PROCEDURES FOR DIRECT DEPOSITS

I.   **Purpose:** The purpose of this procedure is to outline the steps entering accurate direct deposits with proper supporting documents.

       Functional Lead:
- ❖ Office Manager

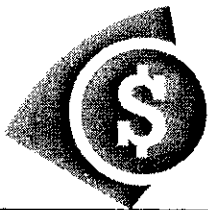**II.**   **Related Policies and Procedures:**
- ❖ PayeXpert Training Manual
- ❖ New Hire Checklist
- ❖ Procedures for Login to PayXpert
- ❖ Personnel Handbook

III.   **Technical Assistance:**
- ❖ Payroll and Benefits Manager
- ❖ ADP 866.237.7297

IV.   **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager	Direct Deposit Form is included in new hire packet and new hires should return the form to the OM completed. Existing employees may change their direct deposits and must also complete a new Direct Deposit Form.
2	Office Manager	When the employee returns the Direct Deposit Form, it must be accompanied by one of the following supporting documents: • Voided check • Deposit Slip • Printout from their bank indicating ABA and account number • Bank Statement with account number
3	Office Manager	Compare the documentation to the Direct Deposit For and make sure the account number, and routing number matches.
4	Office Manager	Log into ADP PayeXpert
5	Office Manager	Call up the employee to add or change Direct Deposit
6	Office Manager	Go to the Deductions screen
7	Office Manager	Go to the Direct Deposit tab
8	Office Manager	If this is a new Direct Deposit press "new". If you are editing and existing Direct Deposit, press the active field for the existing Direct Deposit
9	Office Manager	Enter direct deposit information.
10	Office Manager	Make sure the "prenotification method" is "Company Default Date". Never change this unless instructed by the Payroll and Benefits

		Manager.
11	Office Manager	Retain Direct Deposit Form and supporting documentation in employee file. [do not email or scan employee bank information]
12	Office Manager	If an employee wishes to replace their direct deposit, make a note on the old one. Retain both documents as an audit trail.
13	ADP	Account will "pre-note" for 10 business days meaning that the employee will receive a live check for the first one or two payrolls.
14	Banks	Prenote period: ADP's bank will verify the employee's name and bank information for 10 days. You will be notified by ADP if it does not match.
15	Office Manager	If the direct deposit pre-note comes back as incorrect, the direct deposit entry in PayeXpert must be deleted and a new one must be re-entered. If the pre-note comes back with no errors, the employee's paycheck will be direct deposit for the next payroll period.

FREEDOM OF INFORMATION
"FOIA" or "FOIL"

I.   **Purpose:** The purpose of this procedure is to ensure compliance with state laws regarding freedom of information.

Functional Lead:
❖ Office/ Business Manager
❖ Principal
Note:
❖ Below the procedure is a general information pertaining to FOIA/FOIL
❖ Freedom of information is state sensitive.

II.   **Technical Assistance:**
❖ Regional Director

III.   **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager/Principal	If any parent/guardian, adult aged student, staff member or member of the public asks to see any school records or information, other than student records, this information may be subject to public disclosure. The charter school is a public school. Please consult the policy below and please contact Regional Director for specific guidance.
2	Office Manager/Principal	A parent/guardian has a right to view their child's record. Only staff members with a legitimate need to know the contents of the child's record may view a student record. Others may not see student records.
3	Office Manager/ Principal	See Procedure regarding Family Educational Rights and Privacy Act ("FERPA") as to disclosure of "directory information" only

Lighthouse   School

Freedom of Information Policy

1. This policy provides information concerning the procedures by which records at School may be obtained under the Freedom of Information Policy.

2.   School Board of Trustees is responsible for insuring compliance with this policy, and designates the following person(s) as Records Access Officer(s):

add contact info including name address phone and email

add person 2 name address phone email

Compliance with FOIA with template.docCompliance with FOIA.doc

3. The Records Access Officer is responsible for insuring an appropriate response to public requests for access to records. The records access officer shall insure that school personnel:

a. Maintain an up-to-date subject matter list.

b. Assist persons seeking records to identify the records sought, if necessary, and when appropriate, indicate the manner in which the records are filed, retrieved or generated to assist persons in reasonably describing records.

c. Contact persons seeking records when a request is voluminous or when locating the records involves substantial effort, so that personnel may ascertain the nature of records of primary interest and attempt to reasonably reduce the volume of records requested.

d. Upon locating the records, take one of the following actions:

    (i)   Make records available for inspection or,

    (ii)   Deny access to the records in whole or in part and explain in writing the reasons for denial.

e. Upon request for copies of records:

    (i)   Make a copy available upon payment or offer to pay established fees, if any, or,

    (ii)   Permit the requester to copy those records.

f. Upon request, certify that a record is a true copy

g. Upon failure to locate records, certify that   School is not the custodian
for such records, or the records of which   School is a custodian cannot
be found after diligent search.

4. Records shall be available for public inspection and copying at: enter school address. **A written request for records is required.**

5. Requests for public access to records shall be accepted and records produced during all hours regularly open for business. These hours are: 8:00 A.M. – 3:00 P.M. Monday-Friday except for legal holidays or other days the school may be closed.

6. If records are maintained on the internet, the requester shall be informed that the records are accessible via the internet and in printed form either on paper or other information storage medium.

7. A response shall be given within five business days of receipt of a request by:

   a. Informing a person requesting records that the request or portion of the request does not reasonably describe the records sought, including direction, to the extent possible, that would enable that person to request records reasonably described;

   b. Granting or denying access to records in whole or in part;

   c. Acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than twenty business days after the date of the acknowledgment, or if it is known that circumstances prevent disclosure within twenty business days from the date of such acknowledgment, providing a statement in writing indicating the reason for inability to grant the request within that time and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part; or

   d. If the receipt of request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within twenty business days of such acknowledgment, but circumstances prevent disclosure within that time, providing a statement in writing within twenty business days of such acknowledgment specifying the reason for the inability to do so and a date certain, within a reasonable period under the circumstances of the request, when the request will be granted in whole or in part.

8. In determining a reasonable time for granting or denying a request under the circumstances of a request, personnel shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed, the number of requests received by the school, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time.

9. Subject matter list:

   a. The Records Access Officer shall maintain a reasonably detailed current list by subject matter of all records in its possession and whether or not records are available pursuant to subdivision two of Section eighty-seven of the Public Officers Law.

   b. The subject matter list shall be sufficiently detailed to permit identification of the category of the record sought.

c. The subject matter list shall be updated annually. The most recent update shall appear on the first page of the subject matter list.

10. Denial of access to records:

   a. Denial of access to records shall be in writing stating the reason therefore and advising the requester of the right to appeal to the individual identified as the Records Appeals Officer.

   b. The following person or persons or body shall determine appeals regarding denial of access to records under the Freedom of Information Law:

   > namePresident, Board of Trustees
   > school address

11. Any person denied access to records may appeal in writing within thirty days of a denial.

12. The time for deciding an appeal by the individual or body designated to determine appeals shall commence upon receipt of a written appeal identifying:

   a. The date and location of requests for records;

   b. A description, to the extent possible, of the records that were denied; and

   c. The name and return address of the person denied access.

13. A failure to determine an appeal within ten business days of its receipt by granting access to the records sought or fully explaining the reasons for further denial in writing shall constitute a denial of the appeal.

14. The person or body designated to determine appeals shall transmit to the Committee on Open Government copies of all appeals upon receipt of appeals. Such copies shall be addressed to: local government agency The person or body designated to determine appeals shall inform the appellant and the Committee on Open Government of its determination in writing within ten business days of receipt of an appeal. The determination shall be transmitted to the Committee on Open Government.

15. Fees:

   a. There shall be no fee charged for:

   > (i) Inspection of records

(ii)   Search for records; or

(iii)   Any certification pursuant to this part.

16. Fees for copies will be charged shall be $.25 cents per page for photocopies not exceeding 9 by 14 inches.

17. Family Education Rights and Privacy Act: The School will not disclose any information from a student's permanent record except as authorized pursuant to the Federal Education Rights and Privacy Act or in response to a subpoena as required by law. The parents or guardians of a student under the age of 18 years of age, or a student 18 years of age or older, are entitled to access to the student's school records by submitting a written request to the school leader.

Adopted by the Board of Trustees on _____

PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE
PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

School has adopted regulations governing when, where, and how you can see public records.

The regulations can be seen at all places where records are kept. According to these regulations, records can be seen and copied at school address The following officials will help you to exercise your right to access:
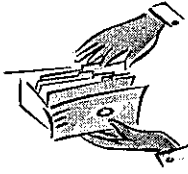
Records Access Officer(s)

add contact info from page 1

add contact info person 2 from page 1

If you are denied access to a record, you may appeal to the following person(s) or body:

name President, Board of Trustees

school address

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
"FERPA"

I.   **Purpose:** The purpose of this procedure is to ensure compliance with this federal law.

    Functional Lead:
- ❖ Principal /Office Manager

    Note:
- ❖ Below is a general explanation of FERPA

II.   **Technical Assistance:**
- ❖ Regional Director

III.   **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager	At the beginning of every school year, the FERPA notice must be sent home to every family. This form must be returned to the school from the parent/guardian. The FREPA form from a previous year can no longer be considered valid. A new form must be sent out each year.
2	Office Manager	It is imperative that you maintain an accurate, up to date log of families who have requested that their "directory information" not be disclosed.
3	Office Manager and Principal and staff	No information may be given out to anyone or any third party containing any "directory information" of any family which has affirmatively stated they do not want their information to be shared. Student pictures may not be used for school, marketing or website purposes unless the guardian authorizes this use on the FERPA form.

<div align="center">

Policy Regarding
And Explanation About
Family Educational Rights and Privacy Act "FERPA"

</div>

This policy shall apply to all records, including all information kept, held, filed, produced or reproduced by, with or for the School, in any physical form whatsoever. Records includes information generated, received, or maintained electronically.

All Trustees, employees and agents of the School (the "School") shall comply with all provisions of the Family Educational Rights and Privacy Act.

Compliance with FERPA.doc

Updated: May 5, 2009
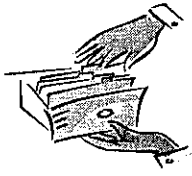
The School must have written permission from the parent or eligible student in order to release any information from a student's education record. The School may disclose records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to New York law.

The School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Directory information also includes a student photograph. The photograph may not be published or put on a web site without parental approval. Lighthouse Academies, Inc. asks that the photograph not be given to any third parties without parental approval.

At the beginning of each academic year, the School shall notify parents and students over the age of eighteen about directory information and allow them a reasonable amount of time to request that the school not disclose the directory information.
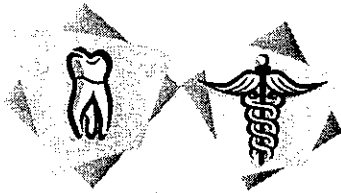
PROCEDURES FOR INSURANCE/BENEFITS ENROLLMENT

I. **Insurance Enrollment, including a qualifying event**
Purpose: The purpose of this procedure is to provide a framework to ensure that employees are enrolled in all health and welfare benefit programs, which they have selected or are entitled to, and that changes in their benefits are implemented accurately and timely.

Functional Lead:
❖ Office Manager

Notes:
❖ DC, Ohio and Indiana employees see Public Retirement Plan Enrollment procedure for retirement related information.
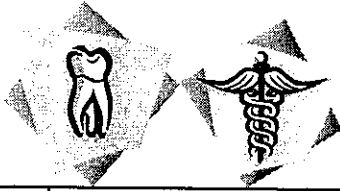
II. **Related Policies and Procedures:**
❖ New Hire Documentation Procedure
❖ Information Changes Procedure
❖ Disability Claims

III. **Technical Assistance:**
❖ Payroll and Benefits Manager

IV. **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager	(1) Give employee Benefits at a Glance benefit package based upon offer letter status: ❖ <u>Full-time</u> – scheduled to work 40+ hours per week for an expected 12 month period or more (if a teacher – 10 month period or more) Eligible for all benefits based upon eligibility requirements as stated in the respective Plan Descriptions. ❖ <u>Part-time</u> – scheduled to work less than 40 hours per week for an expected 12 month period or more (if a teacher – 10 month period or more) Only eligible for Retirement plan based upon eligibility requirements as stated in the Plan Description. ❖ <u>Temporary</u> – short-term position on an as needed basis. *Ineligible.* (2) Contact Payroll and Benefits Manager if unsure of eligibility status *prior to providing documents to employee.*
2	Office Manager	**Employees not Electing Coverage:** (1) Employee must complete a *Waiver of Group Medical & Dental Coverage* form if refusing medical or dental insurance. The signed form must be entered into HRB and retained in employee file. (2) Employee cannot change election until an open enrollment or a "Qualifying Event" takes place – see Step 5.

3	Office Manager (and Principal)	**Employees Electing Coverage:** (1) Employee should complete enrollment on the HRB website or by calling the Lighthouse Academies Benefits Center at 877.551.0603. See documents on the Prism on how to use self-service.
4	Office Manager (and Principal)	(2) Ensure all retirement forms are completed and signed by the employee and the principal prior to sending out. *Failure to do so will result in documents being sent back to the employee and possible denial of enrollment.*

5	Office Manager	**Employees with Qualifying Events:**
		(1) If an employee experiences a "qualifying event" and would like to enroll or make authorized changes to the benefit plans, they must notify Office Manager and submit evidentiary documentation within 30 days of the qualifying event.
		(2) A qualifying event per the IRS is:
		  ❖ Marriage, divorce, or legal separation
		  ❖ Birth or adoption of a child
		  ❖ Dependent reaches ineligible age or status
		  ❖ Death of spouse or dependent
		  ❖ Significant change in employee or spouses health coverage
		  ❖ Termination or commencement of employee or spouse's employment
		  ❖ Employee or spouse takes unpaid leave of absence
		  ❖ Employee or spouse's employment status changes from full to part-time or vice versa
		(3) If these procedures are not followed, the employee will not be permitted to enroll or to make changes until the next open enrollment.
		(4) Forward proof of event to the Lighthouse Benefits Center by fax at 678.682.9596. Retain a copy in Employee's File.

6	Lighthouse Benefits Center	HRB will validate all entries and documents, send enrollment files to appropriate insurance provider, and retain copy.

PROCEDURES FOR PROCESSING BACKGROUND CHECKS

I. **Completing and submitting Background Checks**
    Purpose: The purpose of this procedure is to provide detailed steps for processing criminal background checks for all school personnel, paid or unpaid, prior to their first day of employment. This same procedure applies to all individuals volunteering in the school, classroom or on field trips regardless of the number of hours volunteering.

    Functional Lead:
    ❖ Office/Business Manager

    Notes:
    ❖ This procedure is to be used to ensure that the employee or volunteer has completed all forms necessary for a criminal background check before confirming employment or allowed to volunteer.
    ❖ All schools use the *Authorization for Release of Information Form*. Office Managers must ensure form is completely filled out, signed and is legible. Background check cannot be processed without all information requested.
    ❖ DO NOT PROCESS A BACKGROUND CHECK UNTIL YOU HAVE A COPY OF THE SIGNED AUTHORIZATION FORM.
    ❖ For **DC** a new background check must be completed prior to the start of each new school year for all employees.
    ❖ For **IN** a new background check must be completed every five years for all employees. Run these prior to the start of each new school year for all employees. Set an Outlook reminder for the month of July to process all returning 5 year staff background checks.
    ❖ For **NY employees** the background checks do not need to be processed more than once. Once an employee is in the system they are all set.
    ❖ **Persons with convictions for violence, harm to children, drugs or weapons may not work in any school, whether paid or unpaid. Persons with problems on credit checks may not handle any school or student money. If a pending result is returned this information cannot be used in the hiring decision process. You may wait to for the outcome in court.**
    ❖ **The Sex Offender Registry is included in the national check that is always processed.**
    ❖ All school leadership positions will be processed with package III, this will include an education verification, federal check and credit report, in addition to the standard background check.
    ❖ All administrative and accounting positions will be processed with package II. This includes the standard background checks, credit report and a federal check.
    ❖ The authorization form and results contain confidential information. Do not email the form or results unless email attachment has been secured per the LHA Information Security Policy.
    ❖ A background check for a potential employee should be processed when the Hiring Manager has decided to make that candidate an offer. It can be sent with the offer letter. Offer letters state the offer is based on a clear background check. **It should not be processed on a pool of candidates or during the early stages of the interview process. This is for both legal and financial purposes.**

II. **Related Policies and Procedures:**

❖ Offer Letter Procedure
❖ Procedure for Reporting Unfavorable Background Results
❖ LHA Information Security Policy

III. Technical Assistance:
❖ National Office Manager
❖ Principal
❖ Regional Director

IV. Administering Policy:
These steps apply to potential employees working directly for Lighthouse Academies.

#	Responsibility	Procedure
1	Hiring Manager	Give candidate the **Authorization for Release of Information** form and explain employment is contingent upon the results.
2	Hiring Manager	Forward completed document to National Office Manager via secured PDF attachment in an email.
3	National Office Manager	National OM then runs the check through EmployeescreenIQ. It can take a few days for results. This depends on the number of areas that need to be checked as well as the workflow in that region's courthouse. The hiring manager is sent a copy of the results. This report should be filed or saved in a secure location or the employees personnel file if hired. (Locked cabinet or school server with limited access.) Do not email specific information in the text of the email in regards to any potential employee.

CHICAGO Specific:

#	Responsibility	Procedure
1	Volunteer or non-paid employee And Office Manager	(1) For volunteers or other non-paid employees, only a name background check must be done. (2) Get the *Authorization for Release of Information form* from the Office Manager and complete it. (3) The Office Manager will then send it to Teresa Diaz of CPS. (4) She will process it through the Safety & Security-Backgrounds Investigations Department. (5) The original report will be mailed to the school. If the report shows any unfavorable information, contact the Principal.
2	Employee And Office Manager	(1) Paid employees must be fingerprinted. (2) Get the *Authorization for Release of Information form* and the *Finger print form* in triplicate from the Office Manager and complete it. (3) CPS Charter Schools Office will provide Lighthouse Academies with 2 forms, which are given to the new employee: The Fingerprint Background Check Memo and Illinois State Database-Name Check Form (in triplicate)

		(4)The prospective employee will take the forms and a picture ID to: CPS New Hire Enrollment Center
		320 North Elizabeth Office Hours: 8:00am-5:00pm (773) 553-1142 The results go through an FBI and State of Illinois search. No appointment is needed. (5)Once fingerprinted the employee will receive the pink copy from the Technician, which the employee provides the Principal or Office Manager. (6)Arts Investigation will send the school a written report within 3-4 weeks. If there is a HIT, meaning an arrest or conviction, the school will also receive a memo from CPS instructing the school on what to do with that result. Notify the Principal of background check results. ❖ Note: If the potential employee has recently moved to that state or has lived in different states recently send the *Authorization for Release of Information* to the National Office Manager for a more comprehensive check.

❖   **These steps apply to volunteers in IN, DC, NY and potential employees in DC, IN and employees including anyone working directly for Lighthouse Academies of Indiana, Inc.:**

#	Responsibility	Procedure
1	Office Manager / Business Manager	Have candidate or volunteer fill out the *Authorization for Release of Information*
2	Office Manager / Business Manager	With authorization form in hand process background check at www.employeescreen.com and click on the **LOGIN** button located in the upper right-hand corner of the screen. **Step 2**: Login Page Please choose the *MyEmployeeScreen4.0* option for the purpose of ordering (and retrieving) a background check. **Step 3**: Please enter your unique user name and password provided to you by EmployeeScreenIQ. **Step 4**: Once you login to the system you will automatically be directed to the general information page. *This page will provide you with general information such as court delays due to whether or holidays, notification of EmployeeScreenIQ being closed due to weather or holidays etc.* To start a background check order, simply click on the **REQUEST** tab located at the top of the page. **Step 5**: Select the appropriate package of services. You will be prompted to select the **package of services** that are required for the position in which the individual is applying for. There are now three packages of services which are as follows: **Package I – Lighthouse Academies Standard Package** – This will be the **most commonly used** package of services. • This package includes a Social Security Number Trace, County Criminal Record Searches and a National Criminal Record (including sex offender registry) Search. • Positions that require this package of services include: Teachers, Custodial Staff, Lunch Staff, etc. • AKA's will be included by EmployeeScreen as needed.

Do not add any other searches without discussing position and requirements with the National Office Manager.

Package II – Lighthouse Academies Administrative / Financial Package
- This package includes a Social Security Number Trace, County Criminal Record Searches, Federal District Criminal Record Searches, a National Criminal Record (including sex offender registry) Search and a Pre-Employment Credit Report.
- AKA's will be included by EmployeeScreen as needed.

Positions that require this package of services include: **Administrative Staff, Accounting Staff, etc.**

Do not add any other searches without discussing position and requirements with the National Office Manager.

Package III – Lighthouse Academies Leadership Package
- This package includes a Social Security Number Trace, County Criminal Record Searches, Federal District Criminal Record Searches, a National Criminal Record (including sex offender registry) Search, a Pre-Employment Credit Report and an Education Verification.
- AKA's will be included by EmployeeScreen as needed.
- Positions that require this package of services include: **Principals, DOI, RD, VP, etc.**

Do not add any other searches without discussing position and requirements with the National Office Manager.

Step 6: Applicant Information Page
Please provide as much applicant information as you have available but keep in mind that all fields marked with the * are required.
- Add your school code to the reference and billing code fields. If you do not know your school billing code please request it from the National Office Manager.
- For the **Standard Package** you will <u>only</u> need to check the box at the bottom of the page marked **"County"**
- For the **Administrative / Financial Package** you will need to check the box marked for <u>both</u> **"County"** and **"Federal"**.
- For the **Leadership Package** you will need to check the box marked for <u>both</u> **"County"** and **"Federal"**.

(The only difference between the Administrative and Leadership package is the Leadership package includes Education Verifications.)

Step 7: The Enter Search Request Details page will list the applicant information you just supplied at the top of the page. *This is a good opportunity to double check the information to ensure everything was entered correctly. If you spot a mistake, please do not use the BACK button on your browser but instead use the tabs at the top of the page to go back to the Applicant Information page to correct your mistake.*

Once you have double checked the applicant information you can **"Agree and Submit Order"**. *You are agreeing that you have written authorization on file for each candidate and that you are ordering these background checks for permissible purposes.*
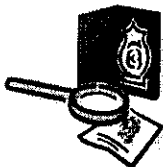
Step 7 (cont) Education Verifications

#		
		If you are ordering a **Leadership Package** you will notice there will be an Education field added to the Enter Search Request Details. Please be sure to provide us with as much information as you have available but keep in mind that the fields marked with the * are required. Once you have provided all the information needed, please be sure to click **"Save Keyed Information and Add to Order"**. Once you save your Education Verification information you will notice that the saved information is now minimized and highlighted in light blue. Should you need to add another school simply click the "Add" button and repeat the Education Verification step listed above. Once you have completed the Education Verification(s) you can **"Agree and Submit Order"**. It can take a few days for results. This depends on the number of areas that need to be checked as well as the workflow in that region's courthouse. To retrieve results after sign in select the Results tab. A list of completed background checks will appear. Any results with a checkmark indicate the results have already been viewed. Results with a red dot indicate a potential problem has been detected in the findings. Select the word View to see results and print for the hiring manager. These results are highly confidential. Do not share, email, show or discuss them with anyone. This report should be filed or saved in a secure location. (Locked cabinet or school server with limited access.) If **any** unfavorable information appears in a background check the Principal must review the results.
4	Office Manager	If the background check is clean the OM/BM shall contact the volunteer via the **School Response to Volunteer Background Check** form located on the Prism in the Student Forms folder. For employees note that a background check was completed on the employee file checklist and on the next payroll time sheet. A person should not come into contact with children until you have received an unblemished background report. A person should not get paid until background reports are completed and received.
5	Office Manager	Notify the Principal immediately of any unfavorable information in background checks. See Unfavorable Background Check Procedure for additional information. File unfavorable results in a separate secured cabinet or secured drive on school computer.

NY Specific:

All employees are required to have a "FINGERPRINT CLEARANCE FOR EMPLOYMENT" provided by NYC Charter Center before they may commence work.

#	Responsibility	Procedure
1	Office Manager and Employee	Should potential employee require BLCS to advance money for fingerprinting, please consult *New York Fingerprinting Loan Form.* **NY Contacts:** Caryl Cohen 212-437-8326 (1) Give candidate the following compliance forms to complete prior to date of employment: *Authorization for Release of*

		Information which allows disclosure and authorization for consumer check. General Information handout: *Information for Employees and Candidates Regarding Fingerprinting Form.* (2) Review and explain each compliance form. (3) Provide assistance to employee in filling out documents. (4) Potential employee sits with the OM to complete the online fingerprint application and credit card payment of $94.25. OM has login and password information for TEACH site (http://www.highered.nysed.gov/tcert/ospra/index.html). Once application complete print coupon for the potential employee to take to the Charter Center for fingerprinting. (5) OM facilitates arrangements for fingerprinting appointment with the NYC Charter School Center. (6) Potential employee must bring the printed fingerprint coupon, $10 money order (payable to NYC Charter School Center for their processing fee) and a current photo ID (drivers license or passport) to the Center on the date and time previously scheduled.
2	Office Manager	The Center will perform the scan function and logs the applicant's name, social security number, and charter school for a follow up email to the school that the process was complete. The OM (TEACH site user) should be able to access and print the fingerprint clearance for the applicant within 48 hours after the scan.
3	Office Manager	Before any person can volunteer they need to have a background check. See steps at beginning of this procedure for NY volunteer background checks. ❖ Note: If the potential employee has recently moved to that state or has lived in different states recently process the background check through EmployeeScreenIQ as well.

AR Specific: All employees and volunteers of Lighthouse Academies of Arkansas must have their background check processed through the Arkansas State Police Identification Individual Record Check. 1Office / Business ManagerHave potential employee or volunteer fill out Arkansas State Police Identification Individual Record Check Form and Fingerprint card.

1.	Office / Business Manager	Log on to the website https://www.ark.org/criminal and go to 'Pending' tab to print information. Show results to the Principal. These results are highly confidential. Do not share, email, show or discuss them with anyone. This report should be filed or saved in a secure location. (Locked cabinet or school server with limited access.)
2.	Office / Business	If the background check is clean the OM/BM shall contact the

	Manager	volunteer via the ***School Response to Volunteer Background Check*** form located on the Prism in the Student Forms folder. For employees note that a background check was completed on the employee file checklist and on the next payroll time sheet. A person should not come into contact with children until you have received an unblemished background report. A person should not get paid until background reports are completed and received.
3	Office / Business Manager	Notify the Principal immediately of any unfavorable information in background checks. See Unfavorable Background Check Procedure for additional information. File unfavorable results in a separate secured cabinet or secured drive on school computer.

SECTION 9
PROCEDURES FOR SCHEDULING CONFERENCE CALLS

I.   Conference Calls

Purpose: The purpose of this procedure is to provide detailed steps by which conference calls should be arranged as well as how to use the conference call service.

Functional Lead:
* Principal
* National Office Manager

Notes:
*   If a call involves more than two lines then use the conference call service through RCI/Premiere. Also, if the quality of the call on school's phones is in question then use Premiere/RCI Conferencing. The principal shall have an account already but should another account be needed then please notify the Lighthouse Academies' National Office Manager.
*   Premiere/RCI is a reservationless service. Do not need to notify when you want to have a conference call.
*   Principal received conference call info, including dial in number, moderator passcode (not for distribution to participants), and passcode, during training.
*   Start call on time/call in on time.
*   Be prepared-read the material in advance and, if you have any questions that may require additional research-email those out the last workday before the meeting.
*   Stay on agenda topics
*   Turn off cell phones.
*   If person(s) are calling from a cell phone, they must make sure they are in an area that has a strong signal.
*   Minimize need to leave conference room.
*   If you are in the office please speak up so remote participants can hear.
*   If you are a remote call please make sure you are in a quiet place and that you do not interrupt-wait for signal to speak.
*   "Mute" buttons should be used as needed. Note, Blackberries do have mute button-just requires scrolling down menu.
*   If multiple people are calling in from the same location arrange to use an area with a speaker phone. The calls are invoiced by the number of people calling in.
*   When using speaker phone keep in mind all sounds are picked up. Do not shuffle papers or engage in sidebar conversations.

II.   Related Policies and Procedures: None

III.   Technical Assistance: Premiere/RCI conference, 877.807.0970

IV.   Administering Policy:

#	Responsibility	Procedure
		Using Premiere/RCI for a conference call

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Updated: November 3, 2008

1.	Principal	When scheduling a conference call, use email to invite the participants. Request that the parties email you as to whether or not they will participate. NOTE: include TIME ZONE that the call is taking place ex: 1:00 p.m. EST. Follow-up with a confirmation email.
2	Principal	If using the Premiere/RCI account then include the following in the email: ❖ Phone number. ❖ Passcode
3	Principal	When logging into the call, you will be asked for a billing code, enter the proper accounting code and select #. (See Accounting Codes list)

Updated: November 3, 2008

SECTION 7
PROCEDURES FOR SHARED ELECTRONIC FILE MANAGEMENT

I. **Electronic File Management**
    Purpose: The purpose of this procedure is to provide detailed steps for maintaining electronic files.

Functional Lead:
❖ Office Manager

Notes:
❖ The shared electronic database on the S drive is for files that may be viewed/ used by all staff (access to files dependent on staff's position within the organization).
❖ Any file which you take off the S drive and change should be saved to the same location from which it came. If your changes are proposed or pending, save your new draft under a new name but always in the same location. This will avoid file duplication.
❖ Once a document is finalized, all prior drafts should be deleted. Prior versions of the file that were at one time considered "final" should not be deleted. That version should be archived by emailing it to the Office Manager.
❖ **Updated files should be renamed so that the current date is added at the end of the file name (before the file extension). For example, if you had edited a file called "results.doc", you would rename it: "results 022607.doc"**
❖ This database is different than the H drive, which is staff specific, where files that are being edited and/or are used exclusively by that employee are stored.
❖ The C drive, located on each employee's hard drive is not backed up. No company files should be placed on this drive.
❖ Certain folders and files should be protected so that only the appropriate parties have access to them. The Director of Information Technology controls access with authorized requests. Additionally, permission access is also available to the CEO.
❖ Files that employees outside of the office must be able to view and/or comment on should be placed on the Prism. **A file that is on the Prism MUST be placed on the server prior to placement on the Prism.**
❖ Files should not be duplicated in multiple locations on the server. If you have a question on where a file should be located, please contact the Office Manager
❖ If you take file to work on it while traveling, the copy that remains on the server should be renamed to let people know it is locked for editing. Please amend the name of the file by adding "-OUT + your initials." For example a file called "results022607.doc" should be renamed: "results022607-OUTJM" to indicate the file is being edited while traveling. You can rename a document by right clicking on it.

II. **Related Policies and Procedures:**
   ❖ Prism Procedure

III. **Technical Assistance:** The Helpdesk

IV. **Administering Policy:**

#	Responsibility	Procedure

1	All LHA Employees	It is the responsibility of all Lighthouse employees to help maintain the files on the server. Any files that are updated should be placed in the respective folder on the server.
2	Office Manager	In order for files to be permanently removed from the server or an active folder, the CEO must approve of the removal, via email, and the Office Manager shall remove them.

Updated: November 5, 2008
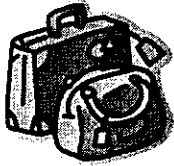
SECTION 8
PROCEDURES FOR SCHEDULING TRAVEL/TRAVEL REIMBURSEMENT

I. **Process for arranging travel and accounting for travel reimbursement**
Purpose: The purpose of this procedure is to detail the process for selecting travel arrangements and for reimbursement of travel.

Functional Lead:
❖ Principal

Notes:
❖ Use a "Cash is King and Queen" philosophy. Please be fiscally responsible in selecting travel.

II. **Technical Assistance:**
❖ Lighthouse Academies National Office Manager
❖ Senior Accountant

IV. **Administering Policy:**

#	Responsibility	Procedure
1	Principal	All employees must e-mail, in advance, the following information regarding travel to the Principal: ❖ Dates/Times of travel ❖ Departure/Destination cities ❖ Price of airfare/train/bus ❖ Location of hotel & price ❖ Car rental information-vendor & price Consult Travel & Reimbursement Policy for information on vendors as well as Per Diem allowances.
2	Principal	Approve all travel arrangements, in writing, prior to any employee traveling. If you are the person traveling and/or the school does not have a school credit card then please obtain approval from the Regional Director. After approval the National Office Manager can assist with travel plans. Email all pertinent information to the National Office Manager with as much lead time as possible.
3	Principal	If the school is located in Indiana, then requisition and purchase order must be completed by the Indiana Regional Accountant (see Requisition and Purchase Order procedure.)
4	Principal	REIMBURSEMENTS-In order to be reimbursed, receipts must be attached to a LHA Expense Report. Forward expense report and back up i.e. receipts, to Senior Accountant
5	Senior Accountant	Senior Accountant shall process reimbursement as an accounts payable.

Updated: October 29, 2008
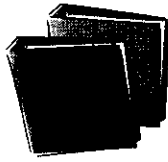
I. **Creating or Revising a Procedure or Policy**
    Purpose: The purpose of this procedure is to provide information on how to create a new procedure (or form) or policy and how to revise an existing procedure (or form) or policy.

    Functional Lead:
    ❖ Employees

II. **Related Policies and Procedures:** None

III. **Technical Assistance:**
     Supervisor

IV. **Administering Policy:**

#	Responsibility	Procedure Creating a Procedure and/or Form
1	Employee	Should an employee feel that a procedure, form or policy needs to be created then they should notify their Supervisor.
2	Employee	Once Supervisor approves request Supervisor will notify Office Manager via email that a new procedure (or form) will need to be added to the manual.
3	Office Manager	Office Manager will then send the employee the *Procedure/policy Template Form* which the employee will populate.
4	Supervisor/LHA Team	Procedure (or form) is created and forwarded to the Office Manager post on the Prism for staff to review. LHA team must approve changes with the final approval being granted by CEO before new procedure can be accepted.
5	LHA National Office Manager	If procedure is approved, LHA National Office Manager will assign it a Section Number (or Form number) and update the Table of Contents. If procedure needs further work then employee who requested procedure will make changes and give back to Office Manager to post on Prism(for the next round of reviews.) If procedure is outright rejected then the process stops here.
6	LHA National Office Manager	Office Manager will save the approved procedure in the School Procedure Manual on the LHA server. The updated procedure will then be posted on the Prism in the appropriate section of School Procedure Manual.
7	Office Manager/Employees	An email notification, with the updated procedure and/or
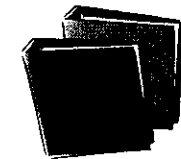
		form, shall be sent out to parties that have the manual.
8	Employee	Employee must respond to Office Manager's email confirming receipt of notification.

#	Responsibility	Procedure Existing Procedure Policy and Form
1	Employee	Should an employee feel that a procedure needs to be revised then they should notify their Supervisor
2	Employee	Once Supervisor approves request for a revision, employee and Supervisor should notify Office Manager via email that the procedure and/or form will need to be revised.
3	Office Manager	Office Manager will then send the employee the procedure (or Form). Note: **Track Changes must be turned on.**
4	Supervisor/LHA Team	Once employee has made changes the changes must be approved by the Supervisor and the Lighthouse Academies' Team (at following staff meeting). Final approval must be given by CEO before change can go into effect.
5	LHA National Office Manager	When procedure has been approved, LHA Office Manager will accept changes. If further changes need to be made then the procedure goes back to employee (who requested revision of procedure.) If revised procedure is rejected out right, then the process stops here.
6	LHA National Office Manager	Office Manager will save the approved procedure in the School Procedure Manual on the LHA server. The updated procedure will then be posted on the Prism in the appropriate section of School Procedure Manual.
7	Office Manager/Employees	An email notification shall be sent out to parties that have the manual.
8	Employee	Employee must respond to Office Manager's email confirming receipt of notification.

SECTION 4
Rules for Saving Files to the S Drive

1. The main folders on the server are:
   a. LHA Inc which includes all corporate files, financial files, personnel information and LAI folders and files.
   b. LHA Schools which includes a standard set of folders for each school. All documents that relate directly to a school must be kept in these folders, with the exception of information related to medical or personnel actions. See procedure on Personnel Folders.
   c. Business Development which includes draft charter application, business development tools, research related to prospects and business development presentations.
   d. Education which includes all documents developed by the education team that are not specifically related to an LHA school.
   e. LHA Scholarship LLC
   f. LFM
2. Saving that must be saved to the server:
   a. Documents that are received by LHA staff by others that needs to be retained for a school, LHA, LAI or LAI.
   b. Documents that are created by LHA staff that need to be retained for a school, LHA, LAI or LAI.
3. Once a document is considered completed it is to be saved to the S:\ Drive. Completed means that the document is ready for distribution to a client, vendor, and authorizer or other.
4. Once a document is updated then the previous version should be deleted.
5. Examples:
   a. All documents related to the development of a school facility are to be saved to LHA Schools/ School Ops/Facility/ Name of Facility.
   b. Reports from external evaluators, assessment reports written for individual schools are to be saved to LHA Schools/ School Ops/External Evaluator
   c. Completed charter applications and charter amendments are to be saved to LHA Schools/ School Ops/ Charter Application

SECTION 5
PROCEDURES FOR KEY STORAGE

I.   **Security/Key Storage**
     Purpose: The purpose of this procedure is to provide detailed steps of securing files.

     Functional Lead:
     ❖ Office Manager or Office Assistant

II. **Related Policies and Procedures:**   None

III. **Technical Assistance:** Lighthouse Academies, Inc. National Office Manager

IV. **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager/Office Assistant	Lock all file cabinets at the end of the day
2	Office Manager/Office Assistant	Collect keys from cabinets and store in a lockable key box. The Office Manager and Principal will hold keys to the key box. NOTE: Employees are responsible for locking their own desks and file cabinets.
3	Office Manager/Office Assistant	Maintain an inventory list in Excel of file cabinet keys. All activity in relation to the keys i.e. a key given to an employee or if a key is lost, should be noted in this spreadsheet.
4	Office Manager/Office Assistant	In the event that a key is lost, notify area locksmith and have lock replaced immediately (new key will be provided by the locksmith)

SECTION 1
PROCEDURES PERTAINING TO CUSTOMER SERVICE

I. **Customer Service**
Purpose: The purpose of this procedure is to provide information on customer service. It is very important to think of our families as "customers".

Functional Lead:
* Office Manager or Receptionist

II. **Related Policies and Procedures:**
* For Auto Attendant message setup-refer to Director of Information Technology or local Technical Specialist.
    o Note-changes in Auto Attendant are performed by the OM, with the Principal's approval.
        ▪ Auto attendant message will read "Welcome to _____ Lighthouse Charter School. Para Espanol oprimas numero _____. If you know your parties' extension, please dial it now.
        ▪ If there is not designated Spanish speaking employee at the school, i.e. Family Coordinator, then Community Development Associate will check Spanish extension.
* Refer to for Key Spanish Phrases for speaking key phrases and customs.
* An extension list is kept on the Prism. If there are any changes to be made to this document then send an email to the Lighthouse Academies' National Office Manager.
* *VOICEMAIL*
        ▪ Make sure when you set up voicemail on your phone (and/or cell phone) that the message begins with "Hello, you have reached the voicemail box of (your name) at Lighthouse Academies. I am unable to take your call at the moment but if you leave your name, number and a brief message, then I will contact you as soon as I can. Thank you"
        ▪ **TEACHERS-if system allows for teachers to have voicemail...**
        1. Check messages in the morning before students arrive – there may be important information about the upcoming school day – and before leaving at the end of the day.
        2. Return all messages from parents within 24 hours.
        3. Do not engage the "voice mail only" option during the school day. There may be emergency phone calls from the office or parents. It is fine to ask the main office to take messages while class is in session.
            a. If your voice mail malfunctions, alert the Principal immediately and mention the problem in your letter home to parents that week. Power failures can sometimes erase messages on the system
        4.
        5.
        6. Check messages in the morning before students arrive and before leaving at the end of the day.

7. Submit a help desk ticket immediately if your e-mail malfunctions. If this is not possible, please ask the school OM to submit one for you.

III. Technical Assistance:
- ❖ Lighthouse Academies National Office Manager
- ❖ Director of Information Technology
- ❖ Help desk

IV. Administering Policy:

#	Responsibility	Procedure Answering Phones
1	Office Manager/Receptionist	Phones are to be answered with: ❖ "Good morning/afternoon" ❖ Announce School Name ❖ State your name NOTE: Smile when speaking on the phone-it projects a positive attitude.
2	Office Manager/Receptionist	If the customer would like to speak with someone other than yourself then ask them to please hold so that you can determine if the requested party is available.
3	Office Manager	If the person is speaking Spanish and does not understand English then refer to the Key Spanish Phrases form. If this is still inadequate then ask them to leave a message in the Spanish voicemail box (or give you a name and number) and a Spanish speaking person will call them back.
4	Office Manager/Receptionist	Contact requested party and ask if they can take the call.
5	Office Manager/Receptionist	If yes, then go back to customer, thank them for holding and tell them you are transferring them to the requested party
6	Office Manager/Receptionist	If no, then go back to customer, thank them for holding and inform them that the requested party is unavailable and... ❖ Ask them if they would like to transferred to the requested party's voicemail or ❖ If they would prefer to have you take a message.
7	Office Manager/Receptionist	If you take the message then send it via email to the requested party. Ask that the requested party confirm receipt of email.
8	Requested Party	Once the customer has been called back, notify the Office Manager/Receptionist (or whoever took the message) that the call has been returned. All calls should be return within 24 hours.

Updated: September 3, 2008

#	Responsibility	Procedure **Meeting and Greeting Customers**
1	Office Manager/Receptionist	When a customer comes into the School, greet them with... ❖ "Good afternoon/morning" ❖ "Welcome to" school name ❖ "How can I help you" NOTE: As with phone greetings, always smile when greeting customers.
2	Office Manager/Receptionist	If they are meeting someone in the school, then ask them to take a seat and then contact the requested party.
3	Office Manager/Receptionist	If they are looking for general information then help them the best that you can. If you cannot address all of their questions then take down their contact information and inform them that the appropriate person will get back to them.
4	Office Manager	If customer is Spanish speaking please refer to **Key Phrases** form. If those are not sufficient then please ask the person to wait while you locate someone who can better assist them i.e. speak Spanish

PROCEDURE TO ENSURE PROPER DISTRIBUTION OF IMPORTANT DOCUMENTS

I. **Distribution and saving of important documents**

Purpose: The purpose of this procedure is to provide the proper channels important documents such as board meeting minutes, board resolutions and charter amendments must go through to ensure proper filing.

Functional Lead:
* ❖ Vice President Regions

* ❖ **Notes:**
* ❖ Per the Electronic File Management procedure documents should be stored on the school S drive using the Model School Folder system. Remote personnel will be connected to a single local server where they maintain an office. Remote personnel will use a separate drive to store works in progress. Permissions for access to folders will be set with the CIO.
* ❖ Per the LHA IT Security Policy confidential information should not be saved to any portable device including laptops and USB devices.

II. **Related Policies and Procedures:**
* ❖ Electronic File Management Procedure
* ❖ LHA IT Security Policy

IV. **Technical Assistance:**
* ❖ Director of Operations National Office (DOO)

Administering Policy:

#	Responsibility	Procedure Distributing important documents
1	VPR or designee	When board minutes or a resolution is approved by the board it is the responsibility of the VPR or designee to ensure all required signatures are on the document and that the document is saved to the appropriate school server and posted on the Prism.
2	DOO	The DOO will download a copy of the board documents and save on the National Office server.
3	VPR or designee	For documents, including charter amendments, sent to an authorizer, bank or other party that requires counter signatures the VPR or designee will ensure that the executed copies will be sent to: o School's paper and electronic files o If used - the Board book for minutes and resolutions o Director of Operations for the National Office

Updated: May 25, 2010

		(DOO)
		o Charter amendments will be posted to the Prism in the school specific admin folder To maintain files accurately the documents should be scanned and emailed to the DOO within 48 hours.
4	DOO	The DOO will save the scanned documents to the National Office server.
3	DOO	Quarterly the DOO will review board documents and contact the VPR for any missing signed resolutions or minutes.
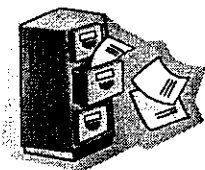
SECTION 6
PROCEDURES FOR PAPER FILE MANAGEMENT

I. **Paper File Management**
Purpose: The purpose of this procedure is to provide detailed steps for organizing community paper files.

Functional Lead:
Office Manager or Office Assistant

Notes: Human Resources Files will be kept in a secure location, separate from other school files.

II. **Related Policies and Procedures:**
❖ Student records regulations
❖ LHA IT security policy

III. **Technical Assistance:** Lighthouse Academies, Inc. National Office Manager

IV. **Administering Policy:**

#	Responsibility	Procedure
1	Office Manager/ Office Assistant	File general school information in alphabetical order in a central file location. When alphabetizing please note the following: ❖ Files beginning with "the" should be filed under the second name, not under "the" Ex: "The Manual" would be filed under "Manual" ❖ Personal names should be filed by last name, then first name. ❖ Files that are initialized/abbreviated should be filed as is (not as the name spelled out)
2	Office Manager/ Office Assistant	All files should be stamped with a red "File Copy" stamp
3	Office Manager/ Office Assistant	If an employee would like to remove a file then note it in the *Hard Copy File log Form*. Also, upon removal of file, place an "out card" in its place.
4	Office Manager/Office Assistant	When file is returned note that in the *Hard Copy File Log Form.*

PROCEDURES FOR SENDING & RECEIVING MAIL, E-MAIL AND CORRESPONDENCE

I. **Office Mail and Correspondence**
Purpose: The purpose of this procedure is to provide detailed steps by which schools can process all office correspondence.

Functional Lead:
❖ Office Manager or Office Assistant

Notes on Mailing:
❖ All employees must use regular mail (USPS) when mailing correspondence from the School. Regular mail is the *least expensive*, and therefore it should be your first choice in mailing.
All schools have a postage machine to process USPS mail.
❖ For Ground Shipment, use the following vendors:
      i. United States Postal Service
      ii. UPS; each school has their own account
❖ Overnight and 2nd day priority should *only* be used in immediate circumstances. Within the overnight and 2nd day services there are levels of urgency and cost. For example the Early AM would be most expensive and Air Saver option would be the least expensive. UPS does offer a guaranteed third day service as well.
❖ When Certified Mail is necessary it can be completed through the postage machine so keeping cash on hand for post office trips is not necessary.

Notes on Email:
❖ Regarding opening email- do not open emails that come from an unfamiliar source.
❖ Email rules and format questions are found in the **Communication Guidelines** on the Prism.

II. **Related Policies and Procedures:**
❖ **Communication Guidelines**

III. **Technical Assistance:**
❖ Director of Operations, National Office

IV. **Administering Policy:**

#	Responsibility	Procedure **Sending Mail**
1	Office Manager/Assistant	Correctly package and label all correspondence. Overnight packages use UPS labels and are generated online.
2	Office Manager/Assistant	Make sure all letters/packages contain the following

		information:
		(1) Name
		(2) Company Name
		(3) Complete Address (No PO Boxes for UPS)
		(4) City, State and ZIP Code
		(5) Return Address
3	Office Manager/Assistant	For Certified Mail:
		(1) Get the certified mail forms from the Post Office and keep a supply at the school.
		(2) Add $2.70 to the amount of the required postage.
		(3) Fill out the certified form
		(4) Once letter is complete bring it to the Post Office so they can stamp the tear off copy for your records.
3	Office Manager/Assistant	Make sure there are no duplicate packages going to the same location.
4	Staff Accountant	Accountant will receive UPS invoice to process for payment.

#	Responsibility	Procedure Distribution of Mail
1	Office Manager/Assistant	Open all envelopes/packages on the day received unless marked CONFIDENTIAL.
2	Office Manager/Assistant	Stamp all mail with the **Date Received Stamp**. Please make sure that the date on the stamp reflects the correct date. With CONFIDENTIAL envelopes/packages, stamp outside of envelope/package with Received Stamp.
3	Office Manager/Assistant	All incoming mail shall be distributed to appropriate employee's mailboxes (located in the front office.) All other mail shall be distributed to employees at the Office Manager's discretion.

#	Responsibility	Procedure Sending Email w/ attachments
1	Office Manager/Assistant	When sending attachments to parties outside of the School and/or Lighthouse Academies, Inc., the document(s) must be in PDF form.
2	Office Manager/Assistant	If the intention is to have the outside party edit the document then it can be sent in Microsoft Word (or Excel) Confirm with your supervisor a word document should be sent outside of the LHA network. NOTE: Be aware of any and all changes parties make to the document. Changes should be tracked.

PROCEDURE TO ENTER HELP DESK TICKETS

I. Electronic File Management

Purpose: The purpose of this procedure is to provide detailed steps for entering helpdesk tickets.

Functional Lead:
- ❖ Employee ("Ticket Owner")
- ❖ CIO and Regional Tech Support (including contracted vendors)

Notes:
- ❖ All technology issues must be entered in the helpdesk. This will allow for better tracking of issues and communication.

II. Related Policies and Procedures:

- ❖ **III.** Technical Assistance: CIO and Regional Tech Support (RTS)

IV. Administering Policy:

#	Responsibility	Procedure
1	All LHA Employees	Enter a helpdesk ticket when experiencing difficulty with technology. ❖ Click on the Helpdesk Tab/Link on the Prism. ❖ User will be prompted for their login credentials. These should be the same as the Prism login. ❖ Once they enter their credentials the Helpdesk screen shown below will pop-up. ❖ From here the users can click on "Create New Ticket" to create a helpdesk ticket.

		My Home Page - Windows Internet Explorer
		Lighthouse Academies Hello, . You are logged into Lighthouse Academies Create New Ticket Enter Ticket ID Search My Open Tickets (0) Knowledgebase My Closed Tickets Update My Profile HELP | LOG OFF Lighthouse Academies Copyright © 2000-2010 bigWebApps, Inc.. All rights reserved. 0.0.0.0
2	CIO / RTS	After a user opens a ticket the IT department will fix the problem or assign the ticket to a vendor depending on what the issue is.
3	CIO / RTS	Vendor will work on the Ticket and respond to the ticket providing information on the fix and any other relevant information. The IT department will respond to all tickets within a reasonable time frame of 24 hrs depending on the nature of the issue.
4	CIO / RTS	The IT department will review the vendor's response and either request additional work or if satisfied close the Ticket.
5	CIO/RTS / LHA Employees	Ticket owner will get an email informing them that the

Updated: September 22, 2010

		ticket has been closed and they can reopen the ticket if not satisfied.
		Example of displayed message below:
		Ticket #377 has been closed out by Patrick Kangethe on 9/17/2010 05:25PM (UTC-5).
		You can reopen the ticket by logging back into the bigWebDesk system.
		Ticket was CLOSED by Patrick Kangethe.
		Click here to open this ticket in a web browser.
		Lighthouse Acaden
		Ticket # **377**
		Subject **RD email list**
		Department **Lighthouse Academies**
		Technician **Patrick Kangethe**
		User **Kimberlee Sia**
		Priority **2 - Medium - Not Immediate, timely response requested**
		Location **LHA**
		Class **Email**
		Resolution **Resolved - Email**
		Ticket Closed Kangethe, Patrick 9/17/2010 05:25PM Ticket was CLOSED by Patrick Kangethe.
		Tkt Response Kangethe, Patrick 9/17/2010 05:25PM Chuck is added to RD
		Initial Post Sia, Kimberlee 9/17/2010 11:32AM Chuck Salter is not on the RD email list so any emails being sent to this list are not getting to him. Please add him.
6	CIO/RD/Principals	Regional Directors and Principals are Super Users. ❖ Super Users are able to view tickets and pull reports if needed. ❖ Super Users cannot edit tickets.

PROCEDURES FOR YEAR END SCHOOL AUDIT

I. **Year-end School Audit**

Purpose: The purpose of this procedure is to detail the documents and information to be prepared for the annual year end audit. These procedures are performed at the corporate level by Corporate Accounting Staff.

Functional Lead
- ❖ Charter School Staff Accountant
- ❖ View President of Finance

Notes
- ❖ Ensure each school has selected an auditor no later than September 30th and that it is noted in the board minutes.

II. **Related Policies and Procedures:** None

III. **Technical Assistance:** External Auditor

IV. **Administering Policy:**

#	Responsibility	Procedure
1.	Vice President of Finance or designated staff accountant	Normal month end procedures should be followed along with the other procedures listed below.
2.	" "	New lease/note payable entries: • Debit Amount provided to LTD • Credit Note/Lease Payable Lease payments: • Debit Note/Lease Payable • Credit Amount provided for LTD Throughout the year the total lease payments will have been shown as an expense according to governmental accounting.
3.	" "	Fixed Assets purchased during the year should be reclassified to the balance sheet and depreciation expense recorded.
4.	" "	Year end audit schedules are as following: • Trial Balance • Detailed General Ledger • Bank Reconciliations and Bank Statements • Aged Account Receivable • Fixed Assets and Depreciation Schedule • Prepaid Assets

		• Aged Accounts Payable • Amortization schedules of notes/loans • Schedule of Grants Expended • Grant Revenue/Grant Expenditure reconciliation • Confirmation of State/Federal revenues • Payroll accrual support • Year-end Payroll reconciliation
5.	" "	Review audit with Board Finance Committee
6.	" "	Submit audit to Board of Trustees
7.	" "	Submit audit to authorizer, state or other entities as may be required

SECTION 18 - YEAR END SCHOOL AUDIT.doc

Updated: December 16, 2008

PROCEDURES ON UPDATING INVENTORY AND PROPER RECORD KEEPING

I. Purpose of Inventory and Record Keeping:

The primary purpose for performing annual inventories and maintaining accurate inventory records is to maintain accountability for, and to account for changes in quantities of equipment or furniture within a school from year to year. Inventory items are items or equipment with a value of $50.00 or more. (i.e., phones, printers, scanners, portable computer equipment, computer monitors, cameras (all), projectors, radios, facsimile machines, chairs, desks, tables, etc.) [1] Annual inventories will be conducted by Charter Facilities Management (CFM) client schools annually prior to March 1 of the next school year. .

II. Inventory Responsibilities:

CFM will establish a base line inventory for each school within ninety days of the school's signing a service contract.

CFM will train designated school personnel on the inventory procedures within ninety days of the school's signing a service contract.

School inventories will be posted on PRISM in the inventory folder under the CFM tab for the school's review and use.

Once trained the school's designated personnel will be responsible for recording / updating individual direct shipment inventory that they receive during the year (after the base line or annual CFM inventory) and send newly inventoried items to the Director of Procurement at CFM. The DOP will add these items to the school's inventory.

For Annual Orders (delivery July/ August at start of school year) CFM will send an order template to the school principal by April 1. To expect timely delivery, the school needs to send the completed template to the Director of Procurement by May 1. CFM will post current status of expected delivery dates, backorders and claims on Prism. The school should not interact directly with the supplier as current information will be visibly provided by CFM.

Upon request from the school (and a signed agreement where applicable for non-contracted schools), a representative from CFM will oversee delivery, install and inventory updates for all FF&E (furniture, fixtures, and equipment, excluding technology) that involve the outfitting of more than 2 classrooms. Deliveries for 2 or less classrooms, CFM will coordinate the FF&E installation with the supplier and the office manager (or DOF). Supplier will manage the delivery and placement of the asset tags and provide CFM with a detailed list that will be updated on the inventory software.

III. Technical Assistance:
❖ Charter Facilities Management (CFM) – Director of Finance & Procurement (DOFP)

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[1] Textbooks inventories are kept at the school site.
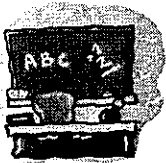
- ❖ Office Manager (OM)/ Business Manager (BM)
- ❖ Custodian (C)
- ❖ Director of Facilities (DOF)

IV.   Related Policies and Procedures:
- ❖ Procedures for Purchase Orders
- ❖ Procedures for Schools Receiving and Returning Goods
- ❖ Barcode Asset Label Placement Guide

V.   Administering Policy (Office Manager & Custodian – Updating Inventory):

Step	Responsibility	Procedure
1.	Designated school personnel	After individual direct shipment inventory items have been received in accordance with Receiving and Returning Goods, OM must ensure a barcode asset label is placed on each item that has a value of $50.00 or greater and/or all computer equipment.
2.	Designated school personnel	Barcode asset labels must be affixed to the back or bottom of furniture/equipment whenever possible to prevent removal by students. In the case of a laptop, the asset label should be affixed to the underside and not the battery. If asset was purchased with Title 1 funds (regardless of amount), a special asset tag must be used. **Barcode asset labels and Federal Funds/Title 1 labels can be ordered from CFM.** All items covered under this policy must have an asset label or Federal Funds/Title 1 label in place before the furniture/equipment can be placed in service. *Please review Barcode Asset Placement Guide for further assistance.*
3.	Designated school personnel	OM/BM must document the number on the barcode and location where asset was placed next to the item description on the packing slip, purchase order or invoice. Once all barcode numbers and locations have been documented on packing slip CFM contracted schools should fax or email to CFM (508-626-0944) or email to inventory@lighthouse-facilities.org.
4.	CFM	CFM will update annual inventory to reflect new items and post revised inventory to PRISM. This will be done perpetually for CFM contracted schools. For schools that choose "a la Carte" inventory services with CFM, CFM will update the system as of the most recent physical inventory performed.
5.	Designated school personnel	Additional barcode asset and Federal Funds/Title 1 labels can be purchased from CFM. Please contact CFM at (508) 626-0904 or email request to inventory@lighthouse-facilities.org.

Administering Policy (for CFM Client Schools)– Updating Inventory):

Step	Responsibility	Procedure
1.	CFM	CFM will coordinate the delivery with the supplier and the school. The school will submit paperwork to CFM listing item description, asset tag numbers and room numbers. CFM will update inventory records for schools with facility services agreements. CFM representative will provide school on-site management upon request for <u>installations covering more than two classrooms</u>. CFM will oversee installation of furniture/equipment, place appropriate label and update the inventory. If two classrooms or less, CFM will coordinate the installation with the supplier and the office manager. Supplier will manage the placement of the asset tags and provide CFM with a detailed list that will be updated on the inventory software where applicable.
2.	CFM	Post an updated status on PRISM within 30 days of annual inventory.

Administering Policy (CFM – Annual Inventory):

Step	Responsibility	Procedure
1.	CFM	CFM representative will conduct annual inventory process including technology for schools under contract (upon request for non-contracted schools)
2.	CFM	CFM will provide complete physical inventory information and post to PRISM within 30 days of annual inventory.
3.	CFM	School and CFM will utilize the annual report for current and future needs.

PROCEDURES FOR STUDENT ACTIVITES and FUNDRASING

I. **Local Fundraising for Events**

Purpose: The purpose of this procedure is to provide detailed steps for the process of fundraising at the school for events and special purchases.

Functional Lead
- ❖ Principal
- ❖ Office Manager

II. **Related Policies, Forms and Procedures:**
- ❖ Deposits
- ❖ Disbursements
- ❖ Request for Fundraising Activity Form

III. **Technical Assistance:** Vice President of Finance and Regional Vice President

IV. **Administering Policy:**

| #	Responsibility	Procedure
1.	Principal	Discusses and obtains written approval from Regional Vice President (VPR) for fundraising activities by or for the benefit of the students or the school using <u>Request for Fundraising Activity (RFA) Form as follows.</u> • activity name • purpose or use of funds • accounting code (gets from OM/BM) see #2 • Date activity to start and end • Group undertaking activity • Person in charge • Target audience • Anticipated Gross Revenue • Anticipated Expense • Anticipated Net Fundraising Income • One-time or On-going
2.	Office Manager/Business Manager	Each activity whether ongoing or one time only needs to have the proper accounting code. The school will maintain a list of the codes and provide the new numbers of new activities to the accountant. IN only: maintain Fundraising accounting code log on Prism starting with code 2300 and sequentially added for each new activity up to 2399. If you reach 2399, start back with closed

Updated: June 25, 2005

		numbers 2300.
		Schools using Quickbooks: ask accountant for new number
		AR schools: .ask accountant for new number
3.	Principal	Signs form and forwards to VPR
4.	VPR	Signs and send RFA Form to the VPF. Note: Certain events that may include rides or fairs may require insurance riders. VPR will notify insurance company.
5.	VPF	Gives the RFA Form to the accountant to create the new accounting codes as instructed
6.	Principal	Inform staff, parents, volunteers, that they must issue a receipt for cash to a payee at the time cash is received. Please refer to procedure for Cash Collections and Deposits.
7.	Principal	Assign a lead person to manage the activity. If needed lead person will be trained by the Office / Business Manager in procedures.
8.	Business / Office Manager	Inform designated lead person for fundraiser to distribute to volunteers and staff the fundraising cash receipts books. They should indicate the date of collection, name of payee, amount and description of the payment on the cash receipt. Training shall be provided if this is a first event for the volunteers/staff on collection procedures.
9.	Business / Office Manager	The receipts are distributed as follows: • Original to the payee • Copy attached to summary list and forwarded to lead person • One copy remains in the receipt book
10.	Business / Office Manager	If staff is collecting funds, the money collected from students shall be kept in a locked drawer until turned in to Business/ Office Manager daily.
11.	Business / Office Manager	Each day, the person (staff or other designated persons) who collects money, shall turn the money collected to the Office/ Business Manager. CASH IS TO BE DEPOSITED DAILY INTO THE STUDENT ACTIVITES ACCOUNT using disposable deposit envelopes obtained from Bank. **See Deposit Procedure. (i.e. OM/BM completes cash receipt voucher and attaches list and fundraising cash receipt slips as support)**
12.	Business / Office Manager	Deposits for fundraising are coded to fundraising account on the weekly deposit report.

		The event name and any restrictions for funds are written on the weekly deposit report.
13.	Business / Office Manager	Weekly deposit report and supporting list and fundraising slips are sent to assigned LHA accountant who will enter the information into the accounting system.
14.	Business / Office Manager	Completes check request and/or purchase order for payments from the Student Activities Fundraising account using the assigned account number code and forwards to accounting for check processing. (see procedure on invoice processing or check request as the case may be.) [Note: see Purchase Order procedure for pre-approval and purchase order procedures when purchasing equipment.
15.	Principal	The Principal signs the check request or purchase order and returns to Business/ Office Manager who forwards to vendor or cuts the check. Enters PO number in log book.
16.	Office Manager	Schools using Quickbooks: Enters PO or check request into QuickBooks. IN Schools: Completes an APV (see invoice processing procedure) and attaches PO or check request and forwards to accountant. The Expense account coded is the Student Activities / Fundraising fund. The check request clearly marks the check is to be cut from the Student Activities / Fundraising account.
17.	LHA Accountant	If there is a separate student activities account, , the check is drawn using check stock of the Student Activities / Fundraising account. If there is not a separate student activities account then the check is drawn from the operating account and charged to the activities accounting code. Note: Arkansas schools will follow the approved disbursing policy.
18.	Principal	Donations are spent in accordance with donor's wishes or program intent. Unused balances are carried over into succeeding fiscal year
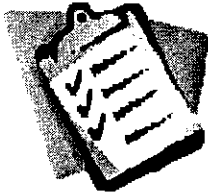
PROCEDURES FOR PURCHASE ORDERS

I. **Processing Purchase Requisitions**

Purpose: A purchase order is required to be completed in order to request goods and services or for repairs and maintenance without regard to amount. Refer to Procurement of Goods and Contracted Services Procedure or Service Channel Work Flow Procedure for the need to obtain quotes and bids. Once a purchase order is approved, the order may be placed with the vendors by school personnel or in limited cases during startup, CFM.

Functional Lead
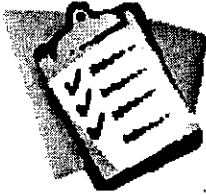 ❖ Office Manager or Business Manager

Notes
  ❖ The Principal is responsible for insuring that purchases are not made in excess of the approved line item in the budget.
  ❖ To check current account status, log into QuickBooks Online, https:\\login.quickbooks.com and view budget versus actual report.
  ❖ or if in a state that does not use Quickbooks, review the appropriate Budget to Actual report
  ❖ For orders that require check payment, a **Check Request Form** must be completed and accompany the purchase order. Once form is completed, it must be signed by the Principal **and then forwarded** to the school's Accountant to cut the check.
  ❖ Office Manager/ Business Manager should review the school's AHERA management plan and will ensure that the required forms are included in each purchase order to contractors who are completing work on the facility. The form is located in the AHERA management plan.
  ❖ For purchases in Washington D.C. please review the Public Charter School Board <u>Fiscal Policy Handbook</u>
  ❖ Tools to have
    o Chart of Accounts
    o Grant Documents
    o Current budget remaining
    o Prism access to Purchase Order Log

II. **Related Policies and Procedures:**
  ❖ Procedures for Schools Receiving and Returning Goods
  ❖ Procedures on Updating Inventory and Proper Record Keeping
  ❖ Procedures For Procurement Of Goods And Contracted Services
  ❖ Procedures For Service Channel Work Flow

III. **Technical Assistance:**
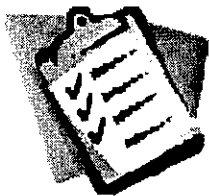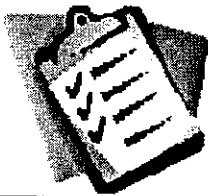 ❖ LHA Staff Accountant assigned to the school

❖ CFM Director, Finance & Procurement (DOFP)

IV.   Administering Policy:

#	Responsibility	Procedure
1.	Office Manager/Business Manager	Evaluate the need prior to completing the purchase order and that it is within budget
2.	Office Manager/Business Manager	A **Purchase Order form** is needed for all goods and services ordered except utilities, phone service, rent, management contract, and any other approved contract that has an approved budget allocation.
3.	Office Manager/Business Manager	Once the funds are available open the standard Purchase Order template from the Prism
4.	Office Manager/Business Manager	Open PO Log from the Prism and obtain next sequential PO number. Note the first two digits refer to the year and the next three are the school accounting code. OM should reset the sequence at the start of each calendar year.
5.	Office Manager/Business Manager	See Procurement of Goods and Contract Services to determine if there is a need to obtain more than one quote; the need to seek a bid; and the involvement of the DOFP
6.	Office Manager/Business Manager	If the expenditure is **not** within the budget line, a budget amendment needs to be obtained for the item. For a school, the budget amendment must be approved by the school's Board of Trustees or designated person (if required by the management contract or Board policy) and then filed with the Vice President of Finance. Office Manager prepares the recommended budget amendment using the approved form and sends it to the Principal. The Principal signs the amendment and forwards it to the Regional Director and Regional VP for review. If approved the Regional Director forwards the amendment to the Regional VP for Board action.

#	Responsibility	Procedure

7.	Office Manager/Business Manager	Enters the following on the PO template
		• the date,
		• Bill to and Ship to name and address
		• the vendor information,
		• the PO number
		• the product or service
		• the quantity
		• the price
		• the extended total
		• shipping or handling
		• total
		• at the bottom of the form indicate the
		  o account number
		  o budget source
		• Saves the PO file on the school server using the PO number as file name

8.	Office Manager/Business Manager	Enters the PO on the PO log. (number, vendor, date placed, dollar amount, grant restrictions, by whom.
9.	Principal	Reviews the PO for the need for the expense, the correct budget code, correct funding source, and availability of budget line.
10.	Regional Director	Reviews the PO for the need for the expense, the correct budget code, correct funding source, and availability of budget line.
11.	Principal	If approved, signs PO and forwards it to the Regional Director for co-signature. If over $5,000 the Regional Director will obtain approval and signature from the Regional Vice President. If over $25,000 the Regional Vice President will obtain approval and signature from Vice President of Finance. ❖ If over 25K, and in DC, send contract or PO to Board for approval and write letters from Board to PCSB for authorizer approval. Send all Board approval letters and unsigned contracts, POs

#	Responsibility	Procedure
		and bid documents to authorizer. (Contact CFM Director, Finance & Procurement (DOFP) for assistance.
12.	Regional Director	If approved forwards to the school's Office Manager for placing the order. If unapproved, returns it to the Office Manager and copies the Principal. Office Manager records it as unapproved on the PO Log and files it in the unapproved PO file.
13.	Office Manager/Business Manager	Places the order with the vendor either by fax, phone or online.
14.	Office Manager/Business Manager	Enters the PO into QuickBooks Online through accounts payable as an invoice. Using the PO number as an invoice number. This is to encumber the budgeted funds. Schools in IN do not use Quickbooks and the open POS will encumber funds after the weekly budget to actual report is updated for open PO's
15.	Office Manager/Business Manager	Places the PO into an open PO file until the shipment and invoice arrive and are matched up.
16.	Office Manager/Business Manager	When goods arrive follows Procedures for Schools Receiving and Returning Goods
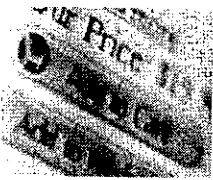
PROCEDURES FOR PROCUREMENT of GOODS and CONTRACTED SERVICES

I. **Purchase Orders, Procurement, Contracted Services**

Purpose: Procedures used in obtaining best price and quality of goods to be purchased. Depending on the cost, obtaining quotes or a formal bid process may be implemented with the assistance of the Director of Finance & Procurement. A procedure for preparing and approving contracts for services is described.

Functional Lead
❖ Office Manager/Business Manager

Notes
❖ Procurement rules for textbooks vary by State. Purchasing of additional copies of an existing textbook does require quotes/bids. Purchasing a new textbook series must follow the procurement process below.
❖ If contract services are being procured for asbestos containing building materials (ACBM) treatment and/or work in which the contractor will be working around ACBM, Office Manager will then refer to the AHERA management plan for documentation that must be acquired and/or processed.
❖ For purchases in Washington D.C. please review the Public Charter School Board Fiscal Policy Handbook. Please consult the CFM Director, Finance & Procurement (DOFP) on this matter.
❖ Capital Improvement Projects in Arkansas over $20,000 additional requirements. Please consult the CFM Director, Finance & Procurement (DOFP) on this matter.

II. **Related Policies and Procedures:**
❖ Purchase Requisitions and Orders

III. **Technical Assistance:**
❖ Regional Director or Vice President
❖ CFM Director, Finance & Procurement (DOFP)

IV. **Administering Policy:**

#	Responsibility	Procedures For Procurement Of Goods And Contracted Services
1.	Office Manager/Business Manager	When the value of the purchase is estimated to be under $5,000: • The quantity sought must be determined. • The quality sought must be described. • More than one quotation should be obtained when possible to ensure best price. • A firm price must be obtained.

#		
		• Obtain estimate of shipping prices. • The requisition process must be followed once the vendor is selected.
2.	Principal	When the value of the purchase is estimated to be above $5,000 contact the Regional Director to determine the need and to coordinate with CFM.
3.	DOFP	• Will develop a written statement of quantity, quality, delivery, terms of payment, and insurance requirements, if applicable. • Send the description to three (3) vendors. • Request a firm bid in writing agreeing to provide supply/services at the price and terms specified. The bid may be lump sum, hourly, or daily. The vendor must specify in writing any additional costs/expenses. • Obtain three (3) written quotations and send to the school for review. The school will select the lowest or best price and attach quotes to requisitions. • For amounts exceeding $25,000 an open bid process must be followed. The request for bids must be advertized in a least one paper one time. Note: In Arkansas the notice must be in a paper having state wide circulation. • Vice President Finance (VPF) must verify funding source prior to ordering item(s) in excess of $25,000 • VPF will be notified of textbook cost prior to order submission • For District of Columbia Charter Schools, prepare letters to Board documenting recommended or winning bid, Chair and Treasurer letters to Authorizer, zip all bid documents and forward to RVP. Complete D.C.'s Contract Package Checklist for Board Submission form.
4.	Office Manager/Business Manager	After selecting vendor follow procedures in "Purchase Orders". For DC – see below

#	Responsibility	Procedure for Contracted Services
1.	Principal	Services shall follow the same procedures described under the above "Procurement" section.

#	Responsibility	
2.	Office Manager/Business Manager	Draft agreement, using consulting agreement template and consult with Regional Director about any questions. • Consultant's name and full address • Consultant's project or responsibilities – in detail • Compensation to be paid to Consultant – based on hours? Based on project? • Expenses to be reimbursed to Consultant, if any • Maximum amount to be paid to Consultant • End date of Consultant's work • Follow PO Procedure
3.	Office Manager/Business Manager	Have the agreement signed by the Principal and the Consultant. The signed consulting agreement should be filed in a consulting file at the school. A copy of the agreement should then be sent to the LHA Staff Accountant. The Consultant should be given a copy. The consultant must complete Form W-9, required by the IRS.
4.	Staff Accountant	Once the agreement is received by the LHA Staff Accountant, invoices for services shall be processed as an account payable.
5.	Principal	Approved invoices will be submitted to Lighthouse Academies in the same manner as a packing slip (See Receiving Goods procedure.) The Consulting Agreement should be used where applicable. The scope of work from the consulting agreement can be used as the receiving ticket. (Note: Some are subject to procurement procedures in some states.) When issuing a Consulting Agreement make sure W-9 tax form accompanies the consulting agreement.

#	**Responsibility**	**ADDITIONAL PROCEDURES FOR DC ONLY** -- For all contracts to be submitted to the Board and DCPCSB as described in #3 above for Procurement of Contract over $25,000.
1.	Regional VP (RVP)	Prepares a list of all contracts required to be submitted to Board meeting before contract is signed to monitor Board and authorizer approval
2.	RVP	Reviews the DC Contract Package Checklist Procedure for each contract required
3.	RVP	Submits contract and Board letters addressed to authorizer (DCPCSB) to the Board at appropriate meeting

4.	RVP	If approved obtains signatures on the Board letters to DCPCSB
5.	RVP	Submits or delegates (to PAL or BM) submission of the required Contract Package with Board letters to DCPCSB
6.	RVP	Obtains DCPCSB approval of contract before allowing contract to be signed.
7.	RVP	Scans and forwards all documents to CFM
8.	CFM	Saves scanned documents on LHA server under school procurement folder

PROCEDURES FOR MONTHLY CLOSING

I. Monthly Closing

Purpose: The procedure details preparing monthly board packages for the Lighthouse Charter Schools as well as closing the General Ledger on a monthly basis.

Functional Lead
❖ Charter School Accountant

II. Related Policies and Procedures: None

III. Technical Assistance: Vice President of Finance

IV. Administering Policy:

#	Responsibility	Procedure
1.	Vice President of Finance or designated charter school staff accountant	Monthly closings should be commenced by the 3rd day after month end. This delay allows review of invoices relating to the prior month.
2.	" "	Review LHA and each school's preliminary financial statement for accuracy. Post standard month end entries.
3.	" "	Reconcile all bank accounts and make necessary adjustments.
4.	" "	Print month end detailed A/R and A/P
5.	" "	Reconcile all accounts. Adjustments to be made as necessary (i.e. note balances agree with amortization schedules)
6.	" "	Update year end audit schedules accordingly.
7.	" "	Review expenditures charged to grants and recognize grant revenue. If applicable, determine current claims to be made for grants.
8.	" "	Reviews the financial reports and prepares the cover letter to Board members. Saves copy as a PDF file in school's accounting folder.
9.	" "	School financial statements and letter should given to the Regional Admin Asst for distribution

PROCEDURES FOR PREPARATION OF MONTHLY CASH FLOW REPORT

I. **Cash Flow Report**
   Purpose: The purpose of this procedure is to provide detailed steps in preparing monthly cash flow reports

   Functional Lead
   Vice President of Finance or designated Charter School Accountant

II. **Related Policies and Procedures:**
   ❖ Budget Process

III. **Technical Assistance:** Vice President of Finance or designated Charter School Accountant

IV. **Administering Policy:**

#	Responsibility	Procedure
1.	Vice President of Finance or designated Charter School Accountant	Prepare Cash flow for YE 6/30/XX in Excel spreadsheet format from budget.
2.	" "	Include beginning cash and ending cash rows and beginning cash balance.
3.	" "	By 3rd work day of following month prepare cash flow report as follows: -create actual column, budget column and variance for the related month. Input actual expense line items in actual month column. Complete variance column by deducting actual column from budget column. -compare month end G/L cash balances to ending cash balance per report for accuracy.
4.	" "	Create additional columns forecasting cash flow on a monthly basis to the end of the fiscal year
5.	" "	Send cash flow report to VPF for review
6.	" "	Present Cash Flow by 5th work day of the month.

SECTION 16 - PREPARATION OF MONTHLY CASH FLOW REPORT

Updated: December 16, 2008

PROCEDURES FOR GRANTS AND GRANT REPORTING

I. Grants and Grant Reporting

Purpose: The purpose of this procedure is to provide detailed steps for which schools and Lighthouse Academies, Inc. (LHA) process grants and complete all required grant reports.

Functional Lead
- ❖ Principal
- ❖ Office Manager
- ❖ LHA Grant Writer
- ❖ School Grant Writer

Notes
- ❖ Grants may be initiated by the LHA Grant Writer or by the School Grant Writer. All staff members are encouraged to suggest applicable grants.

II. Related Policies and Procedures: None

III. Technical Assistance: Grant Writer, VPF

IV. Administering Policy:

#	Responsibility	Procedure
1.	Principal	Each school principal should designate one person to be responsible for school grants.
2.	LHA Grant Writer	All allocation grants will be written by the LHA Grant Writer.
3.	School Grant Writer	Competitive Grants a. If the grant is for $4,999 or less the school's designated grant writer shall prepare the application and send it to the LHA grant writer for review and feedback. b. The school's designated grant writer is responsible for submitting the grant following below.
4.	School Grant Writer	Competitive Grants: a. If the grant is for an award amount is between $5,000 and $10,000 the designated person at the school shall write and prepare the grant. b. This person may request guidance from the LHA Grant Writer. Before submission of the grant application, the application will be reviewed by the LHA Grant Writer. c. The school's designated grant writer is responsible for submitting the grant following steps below.

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5.	LHA Grant Writer	Competitive Grants:
		  a. Any grant for an award of more than $10,000 shall be written by the LHA grant writer, provided such grant fits within the mission of the school and the principal states that such funds are needed by the school.
		  b. If the technical nature of the grant or other factors dictate a third party consultant may be hired by Lighthouse Academies with the school's approval to help write the grant. Any such cost will be charged back to the school.

6.	LHA/School Grant Writer	Submits the grant to grantor, files a copy at the school and sends a copy to the school's account manager. The document is scanned and saved to the server by the recipient.
7.	LHA/School Grant Writer	Upon approval from grantor, the award letter is sent to the school's account manager. The document is scanned and saved to the server by the recipient.
8.	VPF	Records the full award into the schools books increasing grant receivable and deferred revenue.
9.	VPF	Maintains a summary sheet of all school grants. Updates list for additional grants
10.	VPF	Reconciles grant budget to school's budget and determines the need to amend the school's budget.
11.	LHA/School Grant Writer	Any subsequent grant amendments shall also be sent to the school principal and the school's office manager. The VPF will be notified via email of when amendments are submitted and subsequently approved by granting agency.
12.	Office Manager	Copies of these documents shall be maintained on file in a secure cabinet.
13.	Office Manager	Grant number must identify grant revenue and expenditures and grant title on deposit slips and requisitions to allow the grant to be properly tracked. Processing will follow normal accounting procedures as discussed in subsequent sections.
14.	Office Manager/Senior Accountant	School is responsible for completing all statistical reports as stated in the grant documents and sending them to the appropriate authority Copies of these documents shall be maintained on file at the School and at the Lighthouse Corporate Office. The Lighthouse Academies, Inc. Senior Accountant shall retain the Lighthouse Copy
15.	VPF / Grant Writer	Will review compliance and reporting requirements and setup reminders to file

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16.	VPF	Monitor the draw down requirements and will communicate to the Grant Writer the need to draw and upon receipt of funding
17.	VPF or designated accountant	Will copy grant invoices, timesheets, etc and file concurrently in current year grant file

PROCEDURES FOR GRANT REIMBURSEMENTS

I. **Grant Reimbursements**
Purpose: The purpose of this procedure details processing grant reimbursements.

Functional Lead
- ❖ VP of finance or designated Charter School Accountant
- ❖ Director of Grant's Management

II. **Related Policies and Procedures:**
- ❖ Monthly Closing

III. **Technical Assistance:** DGM

IV. **Administering Policy:**

#	Responsibility	Procedure
1.	VP of Finance or designated Charter School Accountant	A separate grant revenue account should be maintained for each grant awarded.
2.	" "	When the grant budget is created, grant revenue and expense accounts should be set up that match the approved grant budget. Totals for grant revenue and grant expenditures must equal.
3.	" "	Except in certain cases, revenue for grants should be recorded in the same period as expenses. Under the principle of matching, revenues should not be recorded until the funds are available to be spent.
4.	" "	Upon receiving the award, the VP of Finance should record the full amount of the award into grant receivable and deferred grant revenue using a separate account for each grant.
5.	" "	Upon receipt of cash the VP of Finance reduces the grant receivable account, thereby knowing how much is left to draw on the grant
6.	" "	Each month the Senior Accountant will recognize grant revenue equal to the grant expenses, thereby reducing the deferred grant revenue liability. This will show how much more is remaining to be spent from the grant budget.
7.	" "	VP of Finance will monitor the budget versus actual for the grants and will inform the Director of Grants Mgmt the need to amend the grants.

PROCEDURES FOR FOOD PROGRAM-DETERMINE ELIGIBILITY

I.   **Lunch Program**
Purpose: The purpose of this procedure is to outline the steps for determining student eligibility and classification in the USDA Free and Reduced Lunch Breakfast Program

Functional Lead
- ❖ Regional Director oversees scheduling and completion of tasks at local level
- ❖ Lunch Coordinator, if applicable
- ❖ Office Manager

Notes: For NY Schools, reference Forms 12A in NY section for notifying parents our eligibility.

II.   **Related Policies and Procedures:**
- ❖ Food Program Operations
- ❖ National School Lunch program guidelines.

III.   **Technical Assistance:** Internal Food Auditor; VPF

IV.   **Administering Policy:**

#	TASK	Responsibility	Procedure
1.	Contract with state to be a school food authority	Regional Director	Review guidelines and policy to schedule staff deadlines.
		Principal IN	Signs contract for upcoming school year to be school food authority
		Office Manager DC	Attends mandatory course offered by DC office of children nutrition. Acquires documentation and completes and signs.
		Lunch Manager OH	Arranges health inspection visit by State, receives permission to file contract online to be a school food authority
2.	Public announcement	LFM	Public announcement of policy. Review state guidelines before start of school year for procedure to publicly announce F&R meals program at the charter school
3.	Determine Eligibility	Office Manager IN Office Manager DC Food Manager OH	Parent letters/instructions – Prepare letters to parents with Free/Reduced Lunch Applications one to two months before start of school.
		Office Manager	Parent letters/instructions – Send letters at or about the start of the school year. Either mail or give to students to bring home to parents or distribute during open house or marketing event.
		Office Manager IN Office Manager DC Food Manager OH	Process the Application – the school must have an approved application or a list of directly certified students on file. o Obtain a control list of students to mark off as applications are returned and approved. o Review and determine eligibility within 10 days of receipt of applications

#	TASK	Responsibility	Procedure
4.		Office Manager IN Office Manager DC Food Manager OH	Determining Eligibility –to be eligible the completed application may be either categorically eligible or income eligible • Categorical Eligible – Student is automatically eligible for <u>Free Meals</u> if they receive Food Stamps. • Completed Application Check list for Categorical Eligible: o Name of child o Appropriate identifier for Food Stamp o Signature of adult household member • Income Eligible – Child is eligible for <u>Free</u> or <u>Reduced</u> if they submit a completed application and the household income is below IEG (Income Eligibility Guidelines). • Complete the Application Check list for Income Eligible o Name of all household members including the child for whom application is made o Social security number of the adult who signs the application o Current amount of income received by each household member, and the source of income (wages, alimony, welfare) o Signature of an adult household member • Completed Application Check list for Income Eligible for Foster Children: o Name of child o The child's personal income o Signature of adult household member
5.		Office Manager IN Office Manager DC Food Manager OH	Compute the household income and compare to Income Eligibility Guidelines list
6.		Office Manager IN Office Manager DC Food Manager OH	Approval – all applications must be complete and the student must be either Categorical Eligible or Income Eligible • The school's Office Manager must make efforts to obtain missing information or resolve inconsistencies • Only in certain cases can a household that fails to apply can still be certified. In cases where the school knows the student is eligible and the household fails to apply, the school can complete an application on behalf of the student and note the source on the application.

	TASK	Responsibility	Procedure

7.		Office Manager IN
		Office Manager DC
		Food Manager OH
			Notification of Eligibility –
			• All households must be notified of their eligibility status. Prepare and Send Notification Letters to Parents.
			• Households denied benefits must be given written notification with:
			   o Reason for denial
			   o The right to appeal, with instructions
			   o A statement that they may re-apply at any time during the school year

8.	Student Databases	Office Manager IN Office Manager DC Food Manager OH	Student record. The Office Manager will update the student records as to the proper category for F&R food program: free, reduced or paid within powerschool and foodserv.
9.	Verification	Office Manager IN Office Manager DC Food Manager OH	Verification: Before October 15th, the school will select a sample of 3% of the applications and mail out verification request letters. Due date for response from parents is November 15th.
10.		Office Manager IN Office Manager DC Food Manager OH	Will compare responses from the above household and income verification letters to the application and determine if the student is in the proper eligibility category. For those letters where there is no response, the family would be changed to paid.
11.		Office Manager IN Office Manager DC Food Manager OH	If applicable, determine need for Direct Certification which becomes mandated in 2007. See your state's specific guidelines for Direct Certification.
12.		Principal	Wellness policy in place by 7/1/06 - The Child Nutrition and WIC Reauthorization Act of 2004 includes a requirement that local education agencies participating in the National School Lunch Program have a local wellness policy in place by July 1, 2006.

PROCEDURES FOR FOOD PROGRAM – OPERATIONS – Heating, Serving, Collecting, Submitting Claims

I. Lunch Program

Purpose: The purpose of this procedure is to outline the steps for ordering lunches, recording the proper information, and completing necessary State Reports. This procedure is essential to tracking all aspects of the lunch program and ensuring the program is not in deficit.

Functional Lead
- ❖ Regional Director
- ❖ Lunch Manager
- ❖ Office Manager

II. Related Policies and Procedures:
- ❖ Food Program-Determining Eligibility
- ❖   National School Lunch program guidelines.

III. Technical Assistance: Internal Food Auditor, VPF

IV. Administering Policy:

#	TASK	Responsibility	Procedure
1.		Principal/Office Manager	Review guidelines. Create and update annually the policy statement for free & reduced lunch
2.	Software updates	Director of Technology	Each year in the spring, the Director of Technology will review with the regional directors and/or principals the current system and the need for software updates, additional licenses. As needed, DT will order hardware software and software form upgrades, renew support agreements. Systems should be updated before the start of the school year.
3.	Pricing	Principal	Determine the price schedule for lunch and breakfast tha is charged to reduced and paid categories. If nonpricing school is determined because of high percentage of F&R are eligible then the price is 0
4.	Collections Note – not applicable to a nonpricing school	Office Manager IN Office Manager DC Food Manager OH	Determine invoicing and collection schedule. Monthly in advance is recommended as to efficiency.
		Office Manager IN Office Manager DC Food Manager OH	Prepare monthly invoices from the accounting application the monthly charge to parents.
		Office Manager IN Office Manager DC Food Manager OH	Send invoices to parents at start of the month.

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.		TASK	Responsibility	Procedure
			Office Manager IN Office Manager DC Food Manager OH	Collect and deposit money from parents. The deposits shall be handled as described in Cash Collection Procedures and Deposit Procedure.
			Office Manager IN Office Manager DC Food Manager OH	Update accounting application. Run aging of receivabl from parents. Send monthly statements to increase collection efforts.
5.	2	Food Delivery	Lunch Manager	<u>Daily Delivery of Prepared Meals:</u> Count the lunches when they are received from the vendor and record any shortages.
6.	4	Food Preparation	Lunch Manager	<u>Heating and Serving:</u> Teachers should coordinate with the Office Manager the number of meals to be served each day. The Lunch Manager will heat appropriate number of meals to avoid waste.
7.	3	Food Counts at point of service	Lunch Manager	For those schools participating in the federal free and reduced lunch and breakfast programs: As lunches are distributed, appropriate records shall be kept of the number of meals served to students in the three categories: free, reduced, and paid. Record this data daily on the appropriate form. <u>See the sample form included in your state manual.</u>
8.		Use of foodserv	Lunch Manager	For the schools using biometric scanner the student is counted when placing thumb on the biometric. For the schools using list of names with a bar code, the food manager reads the bar code from the classroom lisl with a handheld scanner that is attached to the foodserv system.
9.			Lunch Manager	Meals should not be served to staff. Any meals served t staff should be accounted for separately and charged to the staff.
10.	7		Office Manager IN Office Manager DC Food Manager OH	Complete the relevant State Reports at the end of each month and submit to State for reimbursement. This is prepared from the edit check report for the month from the foodserv system.
11.			Office Manager	Copies shall go to Controller
12.			Office Manager IN Office Manager DC Food Manager OH	Maintain copies of the claim form, the edit check, and the transaction journal for the month on file in a secure location.
13.		End of Year Processing	Office Manager IN Office Manager DC Food Manager OH	At eh end of the year, there are system tasks required by foodserv that are necessary before starting the new year, including purging of nonreturning students, and archiving. See foodserv manual or contact vendor for steps.
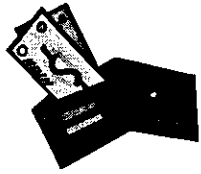
PROCEDURES FOR EMPLOYEE REIMBURSEMENTS

I. Employee Reimbursements

Purpose: The purpose of this procedure is to outline the steps for employees to be reimbursed for school expenses paid out of personal funds.

Functional Lead
- ❖ Principal
- ❖ Office Manager

Note: Employee reimbursements should not be a substitute for standard purchasing practices described in Purchase Requisitions and Orders. Staff must obtain pre-approval for Travel and purchases of small or immediate items using a requisition form.

II. Related Policies and Procedures:
- ❖ Purchase Requisitions and Orders
- ❖ Processing Payment Procedure

III. Technical Assistance: Vice President of Finance

IV. Administering Policy

#	Responsibility	Procedure
1.	Employee	The employee will complete Travel and Expense Reimbursement form (**Form 3A**) and attach original receipts.
2.	Employee/Supervisor	The Employee will sign form and get manager/supervisor's approval. Once signed, give to Office Manager
3.	Office Manager	Process expense report according to Processing Payment Procedure.
4.	Office Manager	Forward form and back up to Senior Accountant.
5.	VPF or, designated Charter School Accountant	Process reimbursement for payment. Check will be cut for the following pay period.

PROCEDURES FOR CASH RECEIPTS AND DEPOSITS

I. **Processing Deposits**
    Purpose: The purpose of this procedure is to outline the steps for handling and processing cash or check deposits into the School's accounts and the subsequent weekly cash summary.

    Functional Lead
    ❖ Office Manager

    Notes
    ❖ Receipts should be given to all persons giving cash
    ❖ Deposits should be made daily.
    ❖ Deposits are properly coded into the accounting system

II. **Related Policies, Forms and Procedures:**
    ❖ Student Activities and Fundraising
    ❖ Weekly Deposits Summary Form

III. **Technical Assistance:** VPR, Accountant

IV. **Administering Policy:**

#	Responsibility	Procedure
1.	Principal	Inform staff, especially Teachers, that they must issue a receipt for cash to a payee at the time cash is received.
2.	Principal	Inform staff to use a three-part pre-numbered receipt (**Form 10A**). (They can obtain this from the Office Manager.) They should indicate the date of collection, name of payee, amount and description of the payment on the cash receipt.
		IN only: IN requires the state approved prescribed form that is currently being used and should be re-ordered from current forms company.
3.	Office Manager / Business Manager	The receipts are distributed as follows: • Original to the payee • Voucher to support the deposit and sent with the deposit summary to Accountant. • One copy remains in the receipt book, and saved for audit
4.	Office Manager / Business Manager	Verify that the money submitted by the above party agrees with the person's receipt book.
5.	Principal, Office Manager	Inform staff that money collected from students shall be kept in locked drawers until turned in to Office Manager.
6.	Principal, Office Manager	Each day, the person who collects money, shall turn the money collected to the Office Manager. CASH IS TO BE

		DEPOSITED DAILY using disposable deposit envelopes obtained from Bank. See Deposit Procedure.
7.	Office Manager	All checks shall be deposited on a daily basis to the appropriate school accounts. All cash over $50 shall be deposited on a daily basis to the appropriate school accounts.
8.	Office Manager	Deposit slips are prepared in duplicate in the following manner: (1) Original goes to the bank. (2) The copy that is validated by the bank must be filed with documentation (See Step 3).
9.	Office Manager	Photocopy all checks that are deposited. Staple the copies to a copy of the deposit slip and bank receipt. Then file in a cash receipts folder for the current year.
10.	Office Manager	If the person taking the deposit to the bank is not the same person preparing the deposit slip, the deposit shall be counted in the presence of both persons and initialed by the person accepting responsibility of the deposit.
11.	Office Manager	Each deposit shall be recorded on a Weekly Cash Receipts Summary. The standard *Weekly Deposit Summary Form* shall be used in all instances.
12.	Office Manager	Records the deposits into the accounting application using the correct chart of accounts. IN: Forwards weekly deposit form to Accountant for entry

PROCEDURES FOR ISSUING CREDIT CARDS AND SUBMITTING EXPENSE REPORTS

I.   **Credit Cards**
   Purpose: The purpose of this procedure is to detail the issuance of credit cards.

   Functional Lead:
   ❖ Payroll and Benefits Manager

   Notes:
   ❖ Corporate employees may be issued a corporate credit card.
   ❖ School principals may be issued a school or corporate credit card.

II.   **Related Policies and Procedures:**
   ❖ Travel and Reimbursement Policy

III.   **Technical Assistance: Benefits and Payroll Manager**

IV.   **Administering Policy:**

#	Responsibility	Procedure
1	Hiring Manager	Will request approval of corporate or school credit card from Vice President of Finance (VPF) for a corporate employee or a school principal.
2	VPF	Will approve /disapprove request and inform the Hiring Manager.
3	VPF	If the principal is not an LHA employee the VFP will request through the Regional Vice President (RVP) local board approval of the card and a guarantee of payment in the event of a default.
4	VFP	Upon VPF / or local board approval, VPF will forward approval for issuing a credit card to the Payroll Benefits Manager
5	Payroll and Benefits Manager	Will verify that there is a signed Travel and Reimbursement Policy in the employees file and then apply for a corporate credit card for the employees that requires a card.
6	Credit card holder	All purchases made with the corporate credit card must be in compliance with the Travel and Reimbursement Policy. Expense reports for reimbursement must be: ❖ Submitted on the approved form (Expense Report Form) with the required documentation to the credit card holder's supervisor for approval. ❖ The Supervisor then returns the approved report to the credit card holder who submits the approved report to the Payroll and Benefits Manager.

		❖ The Supervisor may deny reimbursement if the claim is not allowed by the Travel and Reimbursement Policy; the claim is not timely or the claim is an excessive expense. ❖ The credit card holder may resubmit the disapproved claim with additional documentation. ❖ Disputes will be referred to the Payroll and Benefits Manager ❖ Benefit and Payroll Manager for final resolution.
7	Supervisor	Terminated employees must return corporate credit card to Payroll and Benefits Manager for disposal.

PROCEDURES FOR BANKING-STUDENT ACTIVITY ACCOUNT

I.   **Banking**
Purpose: The purpose of this procedure is to outline the steps for maintaining a student activity account (where applicable)

Functional Lead
❖ Principal
❖ Office Manager
Notes
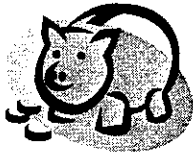❖ The School will manage and issue all the checks on the student activity account.

II.   **Related Policies and Procedures:** None

III.   **Technical Assistance:** Vice President of Finance

IV.   **Administering Policy:**

#	Responsibility	Procedure
1	Vice President of Finance	The Vice President of Finance will discuss the need for opening a student activity account with Board of Trustees. After obtaining approval from the Board, the Vice President of Finance will open the student activity account for the School with the following documents: (1) The vote of the Board of Trustees, authorizing the opening of this account (if applicable) (2) The *Blank certificate of Resolution of Corporate Board of Trustees* obtained from the Bank (if applicable) (3) *Blank signature cards* obtained from the designated bank.
2	Vice President of Finance	The Vice President of Finance will fill in all necessary information including the school's Federal ID number and signatures required.
3	Office Manager	The account is maintained at the school.
4	Vice President of Finance	All monthly bank statements will be mailed directly from Bank to Lighthouse Academies Corporate Office-ATTN: Vice President of Finance. Vice President of Finance or designated charter school accountant will reconcile the account.

PROCEDURES FOR BANKING-OPERATING ACCOUNT

I.   **Banking**

      Purpose: The purpose of this procedure is to outline the steps for maintaining operating accounts.

      Functional Lead
- ❖ Vice President of Finance

      Notes
- ❖ Each School will have an "Operational" Account for payment of invoices, and/or payroll
- ❖ The Vice President of Finance will manage and issue all the checks on the operating account.

II.   **Related Policies and Procedures:**

III.   **Technical Assistance: Vice President of Finance**

IV.   **Administering Policy:**

#	Responsibility	Procedure
1.	Vice President of Finance	Vice President of Finance will open new accounts with the approval from the Board of Trustees of the applicable school
2.	Vice President of Finance	The Senior Accountant will open the operating account for the School with the following documents: (1) The vote of the Board of Trustees, authorizing the opening of this account (if applicable) (2) The Blank certificate of Resolution of Corporate Board of Trustees obtained from the Bank (if applicable) (3) Blank signature cards obtained from the designated bank.
3.	Vice President of Finance	The Senior Accountant will fill in all necessary information including the school's Federal ID number and signatures required. The account is maintained by the Lighthouse Academies Corporate office.
4.	Vice President of Finance	All monthly bank statements will be mailed directly from bank to Lighthouse Academies Corporate Office-ATTN: Vice President of Finance, who inspects the unopened bank statement and cancelled checks.
5.	Vice President of Finance r designated staff accountant, if any	Reconciles the bank account.

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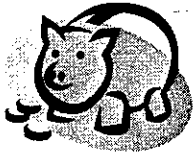
PROCEDURES FOR BANKING-BOARD & DEPOSITORY ACCOUNTS

I.   Banking

Purpose: The purpose of this procedure is to outline the steps for maintaining Board & Depository accounts (where applicable)

Functional Lead
- ❖ Principal
- ❖ Office Manager
- ❖ Vice President of Finance

Notes
- ❖ The Vice President of Finance will manage all activity on this account.
- ❖ The School may prefer to set up a "Depository Account" if the school does not have a local Fleet or Bank of America available or if the school prefers to make deposits locally.

#	Responsibility	Procedure
1.	Vice President of Finance	The Vice President of Finance will discuss the need for opening a Board account with the school board. After obtaining approval from the board by resolution Vice President of Finance will open the accounts for the School with the following documents: (1) The vote of the Board of Trustees, authorizing the opening of this account (if applicable) (2) The Blank certificate of Resolution of Corporate Board of Trustees obtained from the Bank (if applicable) (3) Blank signature cards obtained from the designated bank.
2.	Vice President of Finance	The Vice President of Finance will fill in all necessary information including the school's Federal ID number and signatures required. The accounts are maintained by the Lighthouse Academies Corporate office.
3.	Vice President of Finance	All check signatures on this account will be board members and Vice President of Finance. Funds will be transferred when State Funds are received or to cover checks cut from the operating account. This depends on the preferred method of the School Board.
4.	Vice President of Finance	All monthly bank statements will be mailed directly from bank to Lighthouse Academies Corporate Office-ATTN: Vice President of Finance r, who inspects the unopened bank statement and cancelled checks.
5.	Vice President of Finance	Reconciles the bank account.