



## **STANDARD OPERATING PROCEDURE 6.02**

### **PROCEDURE TITLE: Monthly Enrollment, Financial Review and Foundation Overpayment Process**

**Department: Fiscal Department**

**Proposed by: Chief Financial Officer**

**Effective Date: 07/01/2013**

#### **PURPOSE**

The MONTHLY ENROLLMENT AND FINANCIAL REVIEW PROCESS supports compliance with applicable law and the monthly financial monitoring requirement for all schools sponsored by St. Aloysius. The Fiscal Operations Department is responsible for ensuring collection and review of each sponsored school's monthly financial reports to increase the knowledge and awareness of the school's financial wherewithal and stability and to comply with statutory requirements. The Fiscal Operations Department is also responsible for providing written feedback following each month's reviews including, if applicable, proactive recommendations to improve the governing authority's financial and enrollment decision making. The FOUNDATION OVERPAYMENT PROCESS ensures schools develop and comply with repayment of overpayments in foundation funds issued by DEW (this is generally known as "clawback").

#### **SCOPE**

The MONTHLY ENROLLMENT AND FINANCIAL REVIEW PROCESS and FOUNDATION OVERPAYMENT PROCESS applies primarily to the Fiscal Department and Office Manager. All CSS Staff attending governing authority meetings may be asked to share information from the fiscal reviews with the governing authorities of St. Aloysius sponsored schools.

#### **MONTHLY ENROLLMENT AND FINANCIAL REVIEW PROCEDURE**

1. The Office Manager updates the "FTE Report" spreadsheet (Fiscal Team – Documents/Monthly Fiscal Reviews/Fiscal Reviews/FTE Charts by month) with the current month's FTEs for each school, sends it to the Executive Team and shares the spreadsheet at each staff meeting.



2. The Treasurer provides annual written communication to all new schools identifying the requirement and process for submitting financials monthly to the sponsor as required by law, including enrollment records in the form of current FTEs.
3. The Fiscal Operations Department monitors and confirms that schools make monthly submission of financial reports to the sponsor by the 15<sup>th</sup> of the following month using a dedicated email: [financials@charterschoolspec.com](mailto:financials@charterschoolspec.com).
4. When financial reports are received, the Treasurer saves the reports to the school's folder within the "Monthly Fiscal Reviews" folder within the Fiscal Team in Share Point. Additionally, the Treasurer documents the date the reports were received on the "Fiscal Review Workflow".
5. The Treasurer reviews the financials on a monthly basis using a summary checklist. The checklist contains predetermined financial items and data that have been identified as significant to gain insight into the financial condition of the school. The checklist includes, but is not limited to, a budget analysis (review of budget ledgers or detail general ledger) and check register analysis (transaction detail reports).
6. Upon reviewing the current FTE of the school, a reduction in 10% or more FTEs will trigger communication with the school and treasurer to discuss ways to prevent overpayment and clawback.
7. Upon the Treasurer's determination of error or necessary revisions, the Treasurer contacts the school or the school's fiscal officer within five (5) business days to obtain necessary changes or request additional information.
8. The Treasurer conducts a monthly financial review, prior to the end of the month if the school has made the submission of the financial reports to the sponsor by the 15<sup>th</sup> of the month and there has not been a determination of an error or necessary revisions by the Treasurer. Once the review is complete, the Treasurer updates the "Fiscal Review Memo Template" and "Fiscal Review Template" to reflect the current data, saves both files as a PDF in the school's folder, and saves a copy of the "Fiscal Review Template" spreadsheet. Additionally, the Treasurer documents the date the fiscal review and memo are completed on the "Fiscal Review Workflow".
9. Within ten (10) days of the review, the Treasurer emails all school treasurers and governing authority presidents a written report signed by the Treasurer confirming receipt of the required financial and enrollment information and providing feedback regarding the review. The Treasurer documents the date the written reports are sent on the "Fiscal Review Workflow".
10. When a review indicates areas of financial concern, including but not limited to, enrollment, revenue and expense fluctuations, CSS makes proactive



recommendations to the governing authorities regarding financial and enrollment decision-making.

11. The Office Manager provides a copy of the written report to the CSS sponsor representative scheduled to attend the next governing authority meeting of the school.
12. The Treasurer advises the President of concerns and reports as necessary regarding the fiscal status of sponsored schools.
13. Sponsor representatives attending governing authority and other appropriate school meetings address enrollment or financial issues as appropriate with the governing authority or management company.
14. The Fiscal Operations Department saves all financial and written reports on the shared drive.
15. Schools that fail to submit financial statements and enrollment records by the 15th of the month will have a notice sent to the fiscal officer on the 16th stating the submissions are late, and they are in violation of the sponsorship agreement and Ohio Revised Code.
16. Schools that fail to submit financial statements and enrollment records by the 22nd of the month will have a notice sent to the fiscal officer, Governing Authority and Operator, when applicable, stating that submissions are late and they are in violation of the sponsorship agreement and Ohio Revised Code and that a CAP will be initiated if not received by the end of the month.
17. Schools that submit financial statements and enrollment records late three times within the same school year will have a corrective action plan initiated.

### **FOUNDATION OVERPAYMENT PROCEDURE**

1. Upon release by DEW, the Treasurer shall review the list of schools that received overpayment of foundation payments.
2. If a school has been identified as at risk of overpayment pursuant to step 6. of the process above, and action is not taken by the school or treasurer to prevent the overpayment, a corrective action plan may be requested.
3. If a school is on DEW's overpayment list for two or more consecutive years, additional intervention may be initiated, including: Corrective Action Plan, technical assistance, other interventions as deemed appropriate by the Treasurer and General Counsel.

### **DOCUMENTATION / VERIFICATION**

The monthly financials and related documentation is maintained by the Treasurer and accessed on Share Point in the Fiscal Team Folder as follows:



*Location of documentation:*

Charter School Specialists/Fiscal Team – Documents/Monthly Fiscal Reviews/Fiscal Reviews

### **DOCUMENT HISTORY**

Orig. Date June 2013  
Rev. November 2014  
Rev. February 2016  
Rev. March 2017  
Rev. October 2018  
Rev. March 2021  
Rev. October 2021  
Rev. July 2022  
Rev. October 2022  
Rev. June 2023  
Rev. June 2024

### **REVIEW AND APPROVAL**

Reviewer of the MONTHLY ENROLLMENT AND FINANCIAL REVIEW PROCESS and FOUNDATION OVERPAYMENT PROCESS is as follows:

Reviewed By: Management Team

Date: 06/21/2024

Approved By: President: David L. Cash, Jr.

Date: 06/21/2024

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The MONTHLY ENROLLMENT AND FINANCIAL REVIEW PROCESS and FOUNDATION OVERPAYMENT PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.