



The Community Roots School Board Meeting
Tuesday, September 6, 2022 6:30
p.m. 229 Eureka Ave. Silverton

Agenda

1. Call meeting to order – Jackie
2. Reading of Community Roots School Mission Statement – Jane (6:30)
Rooted in our local community, we learn in an authentic Montessori environment, growing as conscientious and joyful learners, inspired to lead in the world community.
- Consent Agenda (6:35)
 - Approve August Meeting Minutes
- Audience with Visitors (Audience members may make comments to the board on any topic) (6:40)
- Administrator Report – Christen Kelly (6:45-6:55)
- Committee reports (Fundraising, Finance, Facilities) (6:55-7:05)
- Discussion Items and Actions (7:05-8:00)
 - **Insurance Packet Renewals**
 - **Financial Policies and Procedures Manual**
 - **Draft of Fundraising Letter**
 - **Vote on new board positions**

VISITORS: Meetings of the school board are for the members to conduct official school business. All meetings are open to the public, except executive sessions, which may be called according to Oregon law. Members of the public desiring to address the board are asked to contact the administrator at least one week in advance of the meeting. Large groups are asked to designate a primary spokesperson.



The Community Roots School Board Meeting
Aug 2, 2022
Draft Minutes

Staff: Hillary, Christen

Board Members: Jackie, Matt, Jane, Virginia, Jen, Sarah

Consent agenda: Virginia moves to approve, Matt second, unanimously passed.

Audience with Visitors: Hillary discusses the amount of interviews they are doing and how well the staff is working together.

Administrator Report: Christen discussed hiring an office manager, lower elementary assistant, and adolescent assistant.

Fundraising: Starting a kickoff off school gathering to get volunteers for later fundraising events, putting a meeting together to decide before 8/19

Finance: Silver Falls is right in the middle of their audit and soon we will be able to close the books on last year.

Facilities: Grange has installed new floor in one of the bathrooms and new fixtures are coming in. Working on installing a water tank. Who will pay for the water has not been determined. Fire inspection and county inspection still needed.

Executive Session: Grange Hall agreement - Matt motions to approve, Virginia seconds, unanimously passed.

Grange will allow us to put shipping container on the property. The Renter will be able to take possession on or before Dec 31st, 2022, Rent is \$1200 including utilities, agreement will be based on water shipping costs either shared or taken care of. In order for CRS to submit rent we need an invoice by the 15th of the month. Carpet cleaning is going on this week and we are doing the basic wear and tear walk through for the church. Board considering capital fund campaign. Board Positions: Possible new positions - Sarah: Chair, Jackie: Treasurer, Matt: Secretary. Spoke about a strategic plan implementation meeting with leadership team, administrators, and board. Vote on board positions on the next agenda.



The Community Roots School September 2022 Administrator Report

Enrollment:

- Current: 95 students enrolled for 22/23 as of 8/31/22

1. Enrollment

- a. We filled Lower Elementary with waitlisted students
- b. Space still available in K and grades 4-8

2. District Communication

- a. Bus transportation schedules were completed by Heather Johnson and First Student transportation. CRS shares a bus schedule with Bethany; the final schedule has been posted on the SFSD website and communicated out to CRS families via ParentSquare.
- b. School meals will begin the week of September 13th. All meals are free for students this year.
- c. Special Education department has hired Christine Davis to replace Heather Sweigart who has been reassigned to Silver Crest Elementary by SFSD.
- d. School nurse Leslie Kuhn created a training for CRS staff in SFSD Nursing protocols and procedures for this upcoming school year.
- e. IT department is able to provide students students in grades 3-8 with chromebooks. New laptops were issued for Guides, Admin, and Office Manager.
- f. Meals will go back to paid, pre-COVID times. We will use Meal Time in conjunction with the SFSD.

3. Educational Accountability & School News

- a. SBAC scores have been received from the state.
- b. Communications regarding the 2021/22 school year have gone out to families in the form of Parent Square Posts and our website.
- c. The Middle school students will start of the school year on campus at CRS; transferring to the Grange in October once the final inspection with the County has been scheduled and cleared.
- d. SPED IEP and 504 work will continue in September. New District SpEd staff member Christine Davis will be responsible for IEP's as well as 504s this year. The position for her assistant has yet to be filled. Together they will be providing push-in support services to CRS students.
- e. Strategic Priorities will be reviewed and assigned action items with the Leadership Team and Board in a work session on September 11th, 2022
- f. CRS website has been updated to reflect current COVID 19 and school information. Forthcoming edits include staff and board bios.
- g. Open houses for students and staff were held on 9/2.
- h. STAR assessments will once again be used throughout the year for students.

4. Budget & Finances

- a. Audit materials for CRS 21/22 have been uploaded; currently working on submitting specifically requested items for clarity.
- b. Medical Insurance rates have dropped by \$10/mo per employee. Dental remains the same. New plan takes effect October 1st.
- c. New staff have been factored into the working budget for 2022/23
- d. Christen met with Kim Doud at the Business office for a monthly review.

5. Community & Fundraising



- a. Fundraising committee has been renamed Community Engagement Committee. Ginnie Vigansky and Ali Wigowsky will be the staff liaisons for this committee. The first meeting will be held on September 8th, and will be held every second Tuesday of the month at 7pm.

6. **Facilities**

- a. SFC has regraded the parking lot
- b. Volunteers helped out a lot this summer with various facilities tasks including pressure washing, garden clean-up, moving items into storage and general maintenance. We are so grateful for the help and support!
- c. The final inspection for the grange will be scheduled once the bathroom renovations have been complete; within the next few weeks.
- d. A shipping container has been purchased with Auction paddle up funds and delivered to the Grange. We are all looking forward to migrating items into it so we can free up space in the facility for a staff room, sensory room, and library.
- e. Annual Carpet Cleaning has been completed

7. **HR**

- a. All staff has been hired for the year.
- b. New assistants include Bryna Rodenhizer, Andreas Neves, and Lindsey Davis
- c. New office manager is Gwen Hill.

| Account | Description | Budget | YTD Transactions | Balance | Encumbrance | Budget Balance |
|---|---|------------------|------------------|------------------|-------------|------------------|
| Revenue | | | | | | |
| 760.0000.1760.142.000.000 | Supplemental from Fundraised/School Related Acct. | 36051.00 | 0.00 | 36051.00 | 0.00 | 36051.00 |
| 760.0000.3101.142.000.000 | State School Fund—General Support (123) \$7037 | 798114.00 | 199528.63 | 598585.37 | 0.00 | 598585.37 |
| 760.0000.5400.142.000.000 | BEGINNING FUND BALANCE | 96452.00 | 0.00 | 96452.00 | 0.00 | 96452.00 |
| | Total Revenue | 930617.00 | 199528.63 | 731088.37 | 0.00 | 731088.37 |
| Expenditures - 1111 | | | | | | |
| | K-5 | | | | | |
| 760.1111.0111.142.000.000 | Licensed Salaries | 185916.00 | 0.00 | 185916.00 | 0.00 | 185916.00 |
| 760.1111.0112.142.000.000 | Classified Salaries | 163496.00 | 0.00 | 163496.00 | 0.00 | 163496.00 |
| 760.1111.0117.142.000.000 | Unused Leave | 5300.00 | 0.00 | 5300.00 | 0.00 | 5300.00 |
| 760.1111.0211.142.000.000 | Employer Contribution, Tier I and Tier II | 15873.00 | 0.00 | 15873.00 | 0.00 | 15873.00 |
| 760.1111.0213.142.000.000 | PERS UAL Contribution | 54110.00 | 0.00 | 54110.00 | 0.00 | 54110.00 |
| 760.1111.0220.142.000.000 | Social Security Administration | 26706.00 | 0.00 | 26706.00 | 0.00 | 26706.00 |
| 760.1111.0231.142.000.000 | Workers' Compensation | 1921.00 | 0.00 | 1921.00 | 0.00 | 1921.00 |
| 760.1111.0324.142.000.000 | Family Medical Leave Tax | 1396.00 | 0.00 | 1396.00 | 0.00 | 1396.00 |
| 760.1111.0240.142.000.000 | Contractual Employee Benefits | 53600.00 | 0.00 | 53600.00 | 0.00 | 53600.00 |
| 760.1111.0311.142.000.000 | Instruction Services - Certified Subs | 8000.00 | 0.00 | 8000.00 | 0.00 | 8000.00 |
| 760.1111.0312.142.000.000 | Instructional Programs Improvement Services - Classified Subs | 4000.00 | 0.00 | 4000.00 | 0.00 | 4000.00 |
| 760.1111.0410.142.000.000 | Consumable Supplies and Materials | 2160.00 | 0.00 | 2160.00 | 0.00 | 2160.00 |
| 760.1111.0640.142.000.000 | Computer Hardware | 8500.00 | 0.00 | 8500.00 | 0.00 | 8500.00 |
| 760.1111.0640.142.000.000 | Dues and Fees | 5080.00 | 0.00 | 5080.00 | 0.00 | 5080.00 |
| Expenditures - 1121 | | | | | | |
| | 6-8th | | | | | |
| 760.1121.0111.142.050.000 | Licensed Salaries | 69935.00 | 0.00 | 69935.00 | 0.00 | 69935.00 |
| 760.1121.0121.142.050.000 | Classified Salaries | 50133.00 | 0.00 | 50133.00 | 0.00 | 50133.00 |
| 760.1121.0211.142.050.000 | Employer Contribution, Tier I and Tier II | 6408.00 | 0.00 | 6408.00 | 0.00 | 6408.00 |
| 760.1121.0213.142.050.000 | PERS UAL Contribution | 18660.00 | 0.00 | 18660.00 | 0.00 | 18660.00 |
| 760.1121.0220.142.050.000 | Social Security Administration | 9228.00 | 0.00 | 9228.00 | 0.00 | 9228.00 |
| 760.1121.0231.142.050.000 | Workers' Compensation | 552.00 | 0.00 | 552.00 | 0.00 | 552.00 |
| 760.1121.0324.142.050.000 | Family Medical Leave Tax | 482.00 | 0.00 | 482.00 | 0.00 | 482.00 |
| 760.1121.0240.142.050.000 | Contractual Employee Benefits | 11500.00 | 0.00 | 11500.00 | 0.00 | 11500.00 |
| 760.1121.0410.142.250.000 | Consumables | 840.00 | 0.00 | 840.00 | 0.00 | 840.00 |
| Instructional Staff Development - 2240 | | | | | | |
| 760.2240.0310.142.000.000 | Instructional Professional and Technical | 5164.00 | 0.00 | 5164.00 | 0.00 | 5164.00 |
| Board of Education Services - 2310 | | | | | | |
| 760.2310.0380.142.000.000 | Non-instructional Professional and Tech. - OSBA etc | 3000.00 | 0.00 | 3000.00 | 0.00 | 3000.00 |
| 760.2310.0381.142.000.000 | Audit Services | 8000.00 | 0.00 | 8000.00 | 0.00 | 8000.00 |
| 760.2310.0650.142.000.000 | Insurance and Judgments | 7500.00 | 7116.00 | 384.00 | 0.00 | 384.00 |
| Other Support Services - 2490 | | | | | | |
| 760.2490.0112.142.000.000 | Classified Salaries | 27450.00 | 2658.17 | 24791.83 | 0.00 | 24791.83 |
| 760.2490.0113.142.000.000 | Administrators | 42947.00 | 12513.48 | 30433.52 | 0.00 | 30433.52 |

| | | | | | | |
|---|--|--------------|-------------|--------------|--------|--------------|
| 760.2490.0211.142.000.000 | Employer Contribution, Tier I and Tier II | 1504.00 | 244.02 | 1259.98 | 0.00 | 1259.98 |
| 760.2490.0213.142.000.000 | PERS UAL Contribution | 9234.00 | 1001.08 | 8232.92 | 0.00 | 8232.92 |
| 760.2490.0214.142.000.000 | PERS UAL Contribution 2021 Bond | 0.00 | 938.52 | | | |
| 760.2490.0220.142.000.000 | Social Security Administration | 3436.00 | 1152.79 | 2283.21 | 0.00 | 2283.21 |
| 760.2490.0231.142.000.000 | Workers Compensation | 128.00 | 2.12 | 125.88 | | |
| 760.2490.0234.142.000.000 | Family Medical Leave Tax | 396.00 | 0.00 | 396.00 | 0.00 | 396.00 |
| 760.2490.0240.142.000.000 | Contractual Employee Benefits | 10800.00 | 1359.08 | 9440.92 | 0.00 | 9440.92 |
| 760.2490.0311.142.000.000 | Substitutes - Licensed | 1500.00 | 0.00 | 1500.00 | 0.00 | 1500.00 |
| 760.2490.0355.142.000.000 | Printing and Binding | 2000.00 | 285.91 | 1714.09 | 0.00 | 1714.09 |
| 760.2490.0410.142.000.000 | Consumable Supplies and Materials (+ staff gear) | 5600.00 | 0.00 | 5600.00 | 0.00 | 5600.00 |
| 760.2490.0640.142.000.000 | Dues & Fees / OSBA policy charge /Bookkeeper/ | 4000.00 | 0.00 | 4000.00 | 0.00 | 4000.00 |
| Fiscal Services - 2520 | | | | | | |
| 760.2520.0231.142.000.000 | Workers' Compensation - whole school | 2500.00 | 2884.25 | -384.25 | 0.00 | -384.25 |
| Operations and Maintenance - 2540 | | | | | | |
| 760.2540.0320.142.000.000 | Property Services | 55000.00 | 0.00 | 55000.00 | 0.00 | 55000.00 |
| 760.2540.0321.142.000.000 | Cleaning Services | 8000.00 | 0.00 | 8000.00 | 0.00 | 8000.00 |
| 760.2540.0321.142.000.000 | Water and Sewer | 3000.00 | 0.00 | 3000.00 | 0.00 | 3000.00 |
| 760.2540.0328.142.000.000 | Garbage | 3100.00 | 345.86 | 2754.14 | 0.00 | 2754.14 |
| 760.2540.0329.142.000.000 | Other Property Services | 3750.00 | 0.00 | 3750.00 | 0.00 | 3750.00 |
| 760.2540.0410.142.000.000 | Supplies | 2500.00 | 0.00 | 2500.00 | 0.00 | 2500.00 |
| Student Transportation Services - 2550 | | | | | | |
| 760.2550.0330.142.000.000 | Student Transportation Services | 1000.00 | 0.00 | 1000.00 | 0.00 | 1000.00 |
| Planned Reserve | | | | | | |
| 760.6000.0810.142.000.000 | Planned Reserve | 10346.00 | 0.00 | 10346.00 | 0.00 | 10346.00 |
| 760.7000.0820.142.000.000 | Reserved for Next Year | 4966.00 | 0.00 | 4966.00 | 0.00 | 4966.00 |
| | | \$930,617.00 | \$30,501.28 | \$901,054.24 | \$0.00 | \$900,928.36 |

| | Budget | YTD Transactions |
|---------------------|--------------|------------------|
| Revenue | \$930,617.00 | \$199,528.63 |
| Expenditures | \$930,617.00 | \$30,501.28 |
| Balance | \$0.00 | \$169,027.35 |

| Reserve Designations | 2020-21 Actual | 2021-22 Budgeted |
|---|------------------|------------------|
| Assigned | | |
| Total in SSF Reserve | \$83,000 | \$83,000 |
| Reserve - roll over - Fundraising group | \$46,756 | \$46,756 |
| Play ground Donation | \$4,000 | \$4,000 |
| Restricted | | |
| Contingency Roll-Over | \$105,625 | \$105,625 |
| Reserve - CRS Longevity Fund | \$29,692 | \$29,692 |
| Total Reserves | \$269,073 | \$269,073 |

citizens bank



SAFETY • SERVICE • SAVINGS
A TRUST BUILT FOR STUDENTS

To: PACE Members and Their Independent Insurance Agents
From: Underwriting Department
Date: July 1, 2022
Re: 2022-2023 Property and Casualty for Education (PACE) Renewal Packet

Thank you for making this another successful PACE renewal!

Included in this packet are the invoice, declarations pages, and schedules. Please review these important documents carefully.

If any changes need to be made, your Agent of Record will be able to do that for you through the Insurance Portal. Any changes made after July 1st will be billed at the end of the month as a mid-term change.

PACE Educators Liability Coverage Document Update

Administration of NARCAN/Naloxone:

Prior to 7/1/2022, we feel the PACE Educators Liability Coverage Document provided coverage for the administration of Naloxone (commonly referred to as NARCAN), but only when administered by a volunteer providing first aid or by a school nurse or someone in a similar position. This activity was contemplated in the definition of Incidental Medical Practice. Activities included in this definition are listed as an exception to the Medical Care Exclusion (Exclusion K. in the PACE Educators Liability Coverage Document).

We know that many of our members were concerned about limiting the use of this potentially life-saving medication to a select few individuals. To find a solution, we worked with a coverage attorney and our reinsurance panel to develop language that specifically addresses the use of Naloxone and who can administer it in an emergency.

Effective 7/1/2022, the Incidental Medical Practice definition now includes a paragraph dedicated to the administration of Naloxone. This means that the administration of Naloxone by anyone who is contemplated in the 'Participant' definition is excepted from the Medical Care Exclusion as long as the following conditions are met:

1. the **Participant** is administering the medication pursuant to applicable state and local laws and regulations and the **Named Participant's** policies and procedures for such medication;
2. the medication, including its delivery system device, being administered by the **Participant** is approved by the United States Food and Drug Administration to treat overdose of an opioid drug;

3. the **Participant** has received training for the administration of such medication that is based on the **Named Participant's** policies and procedures, or that is consistent with the Oregon Health Authority's guidelines, or that is consistent with the Oregon Department of Education's guidelines;
4. the **Participant** believes in good faith that the person to whom the medication is administered is experiencing an overdose of an opioid drug; and
5. the administration of the medication takes place on property owned or occupied by the **Named Participant**, property under the jurisdiction of the **Named Participant**, or at an activity under the jurisdiction of the **Named Participant**.

People who are considered 'Participants' are:

- **Participant** means the **Named Participant** and each of the following while acting under the direction and control of the **Named Participant** and within the course and scope of their duties as such:
 - a. Members of the Board;
 - b. Executive Officers;
 - c. **Employees;**
 - d. **Agents of the Named Participant;**
 - e. Volunteers;
 - f. Registered Students whose course of study includes on-the-job training, but only while acting under directions and within the scope of their activities performed while in training;
 - g. Organizations that are under the supervision of the administration of the Named Participant, including Student Organizations, Parent Teacher Organizations, Booster Clubs, and Foundations; and
 - h. Any person, entity, or any organization the **Named Participant** is required by an **Insured Contract** to include as a **Participant**. The terms of the **Insured Contract** will have no effect on either the **Per Occurrence Limit of Liability**, **Per Wrongful Act Limit of Liability** or the **Annual Aggregate Limit of Liability**. The **Insured Contract** must be effective and executed prior to a covered **Occurrence** or **Wrongful Act**. In no event shall coverage under this **Coverage Document** extend pursuant to this subsection g. to any party for any **Claim**, however or whenever asserted, arising out of such party's sole negligence. The term "Additional Insured," if used in an **Insured Contract**, shall be understood to mean the same as **Additional Participant**.

This coverage is subject to all other terms, conditions, exclusions and definitions listed in the PACE Educators Liability Coverage Document. For more information regarding coverage information, including the bolded defined terms indicated above, please reach out to your Agent of Record or to the Underwriting Department at underwriting@sdao.com. The PACE Educators Liability Coverage Document can also be found by visiting the Insurance Portal and selecting the following sequence of links: 'Insurance' > 'Forms' > 'Documents' > 'Coverage.'

For information about the governing statutes regarding the use of NARCAN/Naloxone, please reach out to PACE Legal at pacelegal.osba.org.

Invoice

Invoice Number: 37P63007-498 **Entity ID:** 63007 **Effective Date:** 7/1/2022 **Expiration Date:** 6/30/2023 **Invoice Date:** 07/01/2022

Named Participant

Community Roots School
 C/O Silver Falls SD
 Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
 105 South Water Street
 Silverton, OR 97381

Coverage

Contribution

Educators Liability

PACE Trust Retention

\$5,725

Less Employment Practices Liability Toolkit Credit

\$225

Adjusted Contribution

\$5,500

Liability of the Reinsurer

\$500

Auto Liability

\$0

Includes: Excess Auto Liability Coverage
 Auto Supplemental Liability Coverage

Non-Owned and Hired Auto Liability

\$275

Auto Physical Damage

\$0

Hired Auto Physical Damage

\$0

Property

\$484

Earthquake

Included

Flood

Included

Equipment Breakdown/ Boiler and Machinery

\$0

Crime

\$357

Cyber Liability

Included

Total

\$7,116

Payment Due 60 Days From Effective Date

Make Checks Payable to:

PACE
 P.O. Box 12613
 Salem, OR 97309
 Phone: 800-285-5461 Fax: 503-371-4781

Please include a copy of this invoice with your payment



Educators Liability Coverage Declarations

Certificate Number: 37P63007-498

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

| Limits of Liability: | Educators Liability Coverage | Limit | Deductible* |
|--|---------------------------------------|---------------------|---------------------|
| | Per Occurrence Limit of Liability | \$10,000,000 | None |
| | Per Wrongful Act Limit of Liability | \$10,000,000 | None |
| | Annual Aggregate Limit of Liability** | \$20,000,000 | None |
| Educators Liability Contribution: | | | Contribution |
| | PACE Trust Retention | \$1,500,000 | \$5,500 |
| | Liability of the Reinsurer | <u>\$8,500,000</u> | <u>\$500</u> |
| | Totals: | \$10,000,000 | \$6,000 |

Additional and Supplemental Coverages: Unless indicated in the Additional Coverages Section (III) of the PACE Educators Liability Coverage Document, the following Additional Coverages are not added to the above identified Total Limit of Liability.

| Coverage | Per Occurrence Limit | Total Limit of Liability | Deductible | Contribution |
|---------------------------------------|-----------------------------|---------------------------------|-------------------|---------------------|
| Ethics Complaint Defense Costs | \$25,000 | \$25,000 | None | Included |
| Premises Medical Expense | \$5,000 | \$5,000 | None | Included |
| Limited Hazardous Substances Coverage | \$250,000 | \$250,000*** | None | Included |
| Applicators Pollution Coverage | \$50,000 | \$50,000 | None | Included |
| Injunctive Relief Defense Costs | \$25,000 | \$25,000*** | None | Included |
| Fungal Pathogens (Mold) Defense Costs | \$100,000 | \$100,000 | None | Included |
| OTSPC Defense Costs | \$25,000 | \$25,000 | None | Included |
| Lead Sublimit Defense Costs | \$50,000 | \$50,000*** | None | <u>Included</u> |

Total Contribution: \$6,000

Forms applicable to Named Participant: PACE Educators Liability Coverage Document - 07/01/2022

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the PACE Educators Liability Coverage Document. This certificate only represents a brief summary of coverage. Other conditions and exclusions apply as described in the PACE Educators Liability Coverage Document. Titles are merely provided for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Countersigned by:

Date: July 01, 2022

Authorized Representative
Property and Casualty Coverage for Education Trust

* \$25,000 minimum deductible for terminations if PACE or approved legal counsel is not consulted prior to an employment termination.
 ** Aggregate Limit of Liability is the maximum limit provided by the combination of coverage from the Trust and any Excess Carrier(s) listed on the PACE Excess Liability Coverage Certificate.
 *** Coverage subject to an Annual Aggregate Limit for all Trust members. See the PACE Educators Liability Coverage Document for specific terms and conditions.



Excess Liability Coverage Certificate

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided in excess of the listed Retention and only up to the listed Coverage Limits.

| Excess Carrier | Policy | Coverage Limits | | Retention |
|---|----------------------------------|-----------------|------------------|--------------|
| | | Per Occurrence | Annual Aggregate | |
| Hallmark Specialty Insurance Company | 77PEF22017E | \$5,000,000 | \$5,000,000 | \$10,000,000 |
| Group Ark Insurance Ltd./Arcadian Risk Capitol Ltd. | YLZ22WA01368 / ARCGL004652022 | \$5,000,000 | \$5,000,000 | \$15,000,000 |

Contribution: Included

PACE does not provide the coverage described in this document. PACE procured excess liability coverage from the above referenced Excess Carrier(s), with the above referenced Limit(s), but only in excess of the above referenced Retention(s). PACE permits members of OSBA, who purchase Educators Liability Coverage from PACE, access to the above referenced coverage.

This document provides a brief summary of the Excess Liability coverage provided by the above listed Excess Carrier(s) and in-no-way replaces or supersedes the coverage documents from any or all of the listed Excess Carrier(s). Please refer to the listed Excess Carriers' coverage documents (policies) and any associated documents for details regarding coverages, exclusions and conditions.



Auto Liability and Auto Physical Damage Coverage Declarations

Certificate Number: 37P63007-498

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

Auto Liability

| Coverage | Per Accident Limit of Liability | Deductible | Contribution |
|---------------------------------|---------------------------------|------------|--------------|
| Auto Liability | No Coverage | None | No Coverage |
| Non-Owned/ Hired Auto Liability | \$500,000 | None | \$275 |

Applicable Coverage Document:
PACE Auto Liability Coverage Document - 07/01/2022

Auto Physical Damage

| Coverage | Per Accident Limit of Liability | Deductible | Contribution |
|----------------------------|---------------------------------|-------------|--------------|
| Auto Physical Damage | No Coverage | N/A | No Coverage |
| Hired Auto Physical Damage | No Coverage | No Coverage | No Coverage |

Applicable Coverage Document:
PACE Auto Physical Damage Coverage Document - 07/01/2022

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the above-referenced coverage documents. This certificate only represents a brief summary of coverage. Other conditions and exclusions apply as described in the above-referenced coverage documents. Titles are merely provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by: Frank Stratton

Date: July 01, 2022

Authorized Representative
Property and Casualty Coverage for Education Trust



Excess Auto Liability Coverage Declarations

Certificate Number: 37P63007-498

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

Excess Auto Liability

| Coverage | Excess Liability Limit (Per Accident) | Retention | Contribution |
|--|--|-------------|---|
| Excess Auto Liability Coverage | No Coverage | No Coverage | No Coverage |
| Excess Non-Owned/ Hired Auto Liability | \$14,500,000 | \$500,000 | Included with Non-Owned/Hired AL Contribution |

Applicable Coverage Document:

PACE Excess Auto Liability Coverage Document - 07/01/2022

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the applicable PACE Excess Auto Liability Coverage Document. This certificate only represents a brief summary of coverage. Other conditions and exclusions apply as described in the PACE Excess Auto Liability Coverage Document. Titles are merely provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by:

Date: July 01, 2022

Authorized Representative
Property and Casualty Coverage for Education Trust



Auto Supplemental Coverage Declarations

Certificate Number: 37P63007-498

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

Auto Supplemental

| Coverage | Limit of Liability | Deductible | Contribution |
|--|------------------------|------------|------------------------------|
| Personal Injury Protection | No Coverage | N/A | N/A |
| Uninsured/ Underinsured Motorist Bodily Injury | \$500,000 Per Accident | None | Included with Auto Liability |

Applicable Coverage Document:

PACE Auto Supplemental Coverage Document - 07/01/2022

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the applicable PACE Auto Supplemental Coverage Document. This certificate only represents a brief summary of coverage. Other conditions and exclusions apply as described in the PACE Auto Supplemental Coverage Document. Titles are merely provided for convenience of reference and shall not be deemed to in any way to limit or affect the provisions to which they relate.

Countersigned by:

Date: July 01, 2022

Authorized Representative

Property and Casualty Coverage for Education Trust



Property Coverage Declarations

Certificate Number: 37P63007-498

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

Scheduled Property Values

- \$0 Buildings, Other Structures and Scheduled Outdoor Property
- \$214,239 Personal Property
- \$0 Mobile Equipment

Total Limit of Indemnification (Per Occurrence)

- \$214,239 The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
- \$550,000,000 PACE Per Occurrence Aggregate Loss Limit

Sublimits (Per Occurrence)

The subjects of coverage listed below are sub-limited within the "occurrence" Total Limit of Indemnification shown above. The Limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Covered Property

Section VIII - Covered Property in the PACE Property Coverage Document

- \$100,000 Personal Property Away From Scheduled Premises
- \$500,000 Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment
- \$250,000 Property of Students/Employees/Volunteers (subject to a \$5,000 maximum per person)
- \$50,000 Mobile Equipment of others that is within your Care, Custody or Control
- \$10,000 Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

Additional Coverages

Section X - Additional Coverages in the PACE Property Coverage Document

- \$5,000,000 Debris Removal
Sublimit is \$5,000,000 or 25%, whichever is less.
- \$100,000 Pollutant Clean-up and Removal from Land or Water
Sublimit is \$100,000 or 20% of the scheduled location(s) value, whichever is less.
- \$10,000 Fungus as a Result of a "Covered Cause of Loss"
Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less

| | |
|-------------|---|
| \$10,000 | Preservation of Undamaged Covered Property <i>Sublimit is \$10,000 or 10% of the covered portion of the loss, whichever is less.</i> |
| \$250,000 | Professional Services <i>Sublimit is \$250,000 or 10% of the covered portion of the loss, whichever is less.</i> |
| \$25,000 | Fire Department Service Charge |
| \$10,000 | Recharging of Fire Extinguishing Equipment |
| \$10,000 | Arson Reward |
| \$5,000,000 | Increased Cost of Construction - Enforcement of Ordinance or Law <i>Sublimit is \$5,000,000 or 25% of the covered portion of the loss, whichever is less.</i> |
| \$500,000 | Increased Cost of Construction - Cost Resulting from Unforeseen Delay <i>Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.</i> |
| \$500,000 | Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities <i>Sublimit is \$500,000 or 25% of the covered portion of the loss, whichever is less.</i> |

Additional Coverages - Business Income and Extra Expense

Section XI - Additional Coverages - Business Income and Extra Expense in the PACE Property Coverage Document

| | |
|-------------|--|
| \$5,000,000 | Business Income |
| \$5,000,000 | Extra Expense |
| \$25,000 | Enforcement of Order by Government Agency or Authority |
| \$25,000 | Business Income from Dependent Property |
| \$25,000 | Interruption of Utility Services |
| \$25,000 | Inability to Discharge Outgoing Sewage |

Coverage Extensions

Section XII - Coverage Extensions in the PACE Property Coverage Document

| | |
|-------------|--|
| \$5,000,000 | Property in the Course of Construction <i>If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction.</i> |
| \$500,000 | Newly Acquired or Constructed Property <i>No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII.A.</i> |
| \$250,000 | Unscheduled Outdoor Property |
| \$250,000 | Malicious mischief or Vandalism to Tracks and Artificial Turf Fields |
| \$500,000 | Property in Transit |
| \$500,000 | Accounts Receivable |
| \$50,000 | Property Damaged by Overflow of Sewers or Drains |
| \$100,000 | Covered Leashold Interest <i>Sublimit is lesser of amount listed here or an amount prorated based on time between the Loss and the earlier of: Lease Expiration, Re-occupancy of leased property, or lease of new property.</i> |
| \$500,000 | Valuable Papers and Records <i>Sublimit is lesser of: Cost to research, replace or restore the lost information; Actual Cash Value of the blank state of the paper, tape or other recording media if records are not actually researched, restored, or replaced; or amount of sublimit listed here.</i> |
| \$25,000 | Property Damaged by Computer Virus |
| \$250,000 | Miscellaneous Property Damaged by Specified Cause of Loss or Theft <i>Sublimit lesser of: Appraised Value, Fair Market Value, or Sublimit listed here.</i> |

Additional Sublimits

Sublimits showing below, if any, are in addition to the sublimits shown above.

Locations Covered

Locations that are specifically listed on the Named Participant's Property Schedule.

Perils Covered

Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the PACE Property Coverage Document.

Deductibles

- \$1,000 Per occurrence (unless specifically scheduled otherwise) except:
- \$1,000 Per occurrence for Mobile Equipment (unless specifically scheduled otherwise).

Contribution

\$484

Applicable Coverage Document:
PACE Property Coverage Document - 07/01/2022

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the applicable PACE Property Coverage Document. This Declaration only represents a brief summary of coverage. Reference the current PACE Property Coverage Document for complete terms and conditions.

Countersigned by: Frank Stratton

Date: Friday, July 01, 2022

Authorized Representative
Property and Casualty Coverage for Education Trust



Earth Movement Endorsement

Certificate Number: 37P63007-498

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

PLEASE CAREFULLY REVIEW THE ENDORSEMENT AS IT WILL MODIFY AND AMEND THE PROPERTY COVERAGE DOCUMENT.

This endorsement amends the **Property Coverage Document** by adding the following to Section XII. **COVERAGE EXTENSIONS:**

L. Extension of Coverage for Property Damaged by Earth Movement

Subject to the additional conditions and limitations set forth below, we will indemnify you for direct physical loss or damage to **Covered Property** caused by or resulting from **earth movement** that occurs on premises listed on the Schedule of Property Values on file with the Trust.

1. This **Coverage Extension** is subject to per-occurrence deductibles as follows:
 - a. The deductible shall be no less than the greater of:
 - (1) \$5,000;
 - (2) Five percent (5%) of the **actual cash value** of the **Covered Property** damaged by **earth movement** in a single **occurrence** on premises listed on the Schedule of Property Values on file with the Trust; or
 - (3) The Deductible stated in the Declarations.
 - b. The deductible shall be no more than the greater of:
 - (1) \$50,000; or
 - (2) The Deductible stated in the Declarations.
2. For the purposes of this **Coverage Extension** only, **earth movement** means:
 - a. Sudden and accidental earthquake, seaquake, shock, tremor, landslide, submarine landslide, avalanche, subsidence, sinkhole, collapse, mud flow, rock fall, or any similar seismic activity, resulting in cracking, lateral movement, rising, shifting, settling, sinking, or upheaval of **land**;
 - b. **Flood** that would not have occurred but for tsunami cause by, resulting from, or arising out of **earth movement**, regardless of any other cause or event that contributes concurrently or in any sequence to such **flood**;
 - c. **Collapse** directly caused by **earth movement**.
3. **Earth Movement** does not mean, and we will not indemnify you or anyone else for, damage caused by, resulting from, or consisting of:
 - a. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land** caused by, exacerbated by, or arising out of artificial means or artificially created soil conditions, including contraction, corrosion, erosion, excessive or insufficient moisture, expansion, freezing, improperly compacted soil, insufficient fill, liquefaction, slope instability, slumping, subsidence, or thawing;
 - b. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land** caused by, exacerbated by, or arising out of underground activity of animals, vegetation, or **water**; or
 - c. Any **water movement** or **flood**, except for **flood** that would not have occurred but for tsunami caused by, resulting from, or arising out of **earth movement** as described in section XII.L.2.

4. All Earth Movement that occurs within a 72-hour period will constitute a single occurrence.
5. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss caused by or resulting from earth movement, unless the damaged Covered Property is expressly identified on the Schedule of Property Values on file with the Trust as having coverage for earth movement.
6. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss caused by or resulting from earth movement, unless the damage or loss occurs during the Property Coverage Period, and is discovered and reported to the Trust by you during the Property Coverage Period.
7. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss caused by or resulting from earth movement, unless you notify us as soon as reasonably possible after the earth movement occurs and allow us to inspect the damaged Covered Property prior to making any repairs or replacing the damaged or destroyed Covered Property.
8. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss caused by or resulting from earth movement, if the Covered Property damaged by earth movement is demolished, discarded, reconstructed, repaired or replaced before the Trust has actually inspected the damage or loss and agreed, in writing, upon the scope of reconstruction, repair, or replacement of the damaged Covered Property.
9. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss to boardwalks, bridges, bulkheads, dams, dikes, docks, levees, piers, pilings, seawalls, wharves, or similar property structures located on, in or over water, or their appurtenances or accessories, regardless of whether or not expressly identified as scheduled outdoor property, caused by, exacerbated by, or arising out of tsunami.
10. Indemnification under this Coverage Extension is subject to the following limits:
 - a. The most we will pay under this Coverage Extension for all damage or loss sustained by the Named Participant in any single occurrence is \$214,239;
 - b. The most we will pay under this Coverage Extension for all damage or loss sustained by the Named Participant during the Coverage Period, is an Annual Aggregate Loss Limit of \$214,239;
 - c. The PACE Per-Occurrence Aggregate Loss Limit;
 - d. A PACE Annual Aggregate Loss Limit of \$450,000,000 for all damage or loss caused by, resulting from, or arising out of earth movement, flood, or both.
11. Any amounts paid under this Coverage Extension are included in, subject to, and not in any event in addition to, the Total Limit of Indemnification stated in the Declarations.

This Endorsement amends Section XII, Coverage Extensions of the Property Coverage Document only, and does not modify, amend, waive or otherwise affect any of the other terms, conditions, limitations, exceptions, or exclusions of the Property Coverage Document.

This certificate is made and is mutually accepted by the Trust and the Named Participant subject to all provisions, stipulations, and agreements of the applicable PACE Property Coverage Document that it amends. Reference the applicable PACE Property Coverage Document, as amended by this and any other applicable endorsements, for complete terms and conditions.

Countersigned by: 

Date: Friday, July 01, 2022

Authorized Representative
Property and Casualty Coverage for Education Trust



Flood Endorsement

Certificate Number: 37P63007-498

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

PLEASE CAREFULLY REVIEW THE ENDORSEMENT AS IT WILL MODIFY AND AMEND THE PROPERTY COVERAGE DOCUMENT.

This endorsement amends the **Property Coverage Document** by adding the following to Section XII. **COVERAGE EXTENSIONS**:

M. Extension of Coverage for Property Damaged by Flood

Subject to the additional conditions and limitations set forth below, we will indemnify you for direct physical loss or damage to **Covered Property** caused by or resulting from **flood** that occurs on premises listed on the Schedule of Property Values on file with the Trust.

1. This **Coverage Extension** is subject to per-occurrence deductibles as follows:

- a. If the damaged **Covered Property** is located, either partially or wholly, within a federally designated 100-year or greater Special Flood Hazard Area ("SFHA"), as defined by the Federal Emergency Management Agency ("FEMA"), at the time of the **occurrence**, then the deductible shall be:
 - (1) \$500,000 per occurrence for damage to each covered **building, other structure, outdoor property and scheduled outdoor property** listed on the Schedule of Property Values on file with the Trust;
 - (2) \$500,000 per occurrence for damage to covered **personal property, scheduled personal property, fine arts and scheduled fine arts** located within each covered **building, other structure, outdoor property and scheduled outdoor property** listed on the Schedule of Property Values on file with the Trust; and
 - (3) \$500,000 per occurrence for damage to covered **mobile equipment and scheduled mobile equipment** listed on the Schedule of Property Values on file with the Trust.
- b. If the damaged **Covered Property** is located, either partially or wholly outside of a federally designated 100-year or greater Special Flood Hazard Area ("SFHA"), as defined by the Federal Emergency Management Agency ("FEMA"), at the time of the **occurrence**, then the deductible shall be:
 - (1) no less than the greater of:
 - (a) \$25,000;
 - (b) five percent (5%) of the **actual cash value** of the **Covered Property** damaged by **flood** in a single **occurrence** on the premises listed on the Schedule of Property Values on file with the Trust; or
 - (c) the Deductible stated in the Declarations; and
 - (2) no more than the greater of:
 - (a) \$100,000; or
 - (b) the Deductible stated in the Declarations.

2. All **Flood** including **collapse** directly caused by **flood**, that occurs within a 72-hour period will constitute a single **occurrence**.
3. Whether or not damaged **Covered Property** is located, either partially or wholly, within a federally designated 100-year or greater SFHA, as defined by FEMA, at the time of **occurrence**, will be determined solely by reference to FEMA Flood Maps and the FEMA Flood Map Service Center, regardless of any previous information, estimate, or designation provided the **Named Participant** or appearing in the Declarations.

4. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss caused by or resulting from flood, including collapse directly caused by flood, unless the damaged Covered Property is expressly identified on the Schedule of Property Values on file with the Trust as having coverage for flood.
5. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss caused by or resulting from flood, including collapse directly caused by flood, unless the damage or loss occurs during the Property Coverage Period, and is discovered and reported to the Trust by you during the Property Coverage Period.
6. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss caused by or resulting from flood, including collapse directly caused by flood, unless you notify us as soon as reasonably possible after the flood occurs and allow us to inspect the damaged Covered Property prior to making any repairs or replacing the damaged or destroyed Covered Property .
7. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss caused by or resulting from flood, including collapse directly caused by flood, if the Covered Property damaged by flood is demolished, discarded, reconstructed, repaired or replaced before the Trust has actually inspected the damage or loss and agreed, in writing, upon on the scope of reconstruction, repair or replacement of the damaged Covered Property .
8. This Coverage Extension does not apply, and we will not indemnify you for any damage or loss to boardwalks, bridges, bulkheads, dams, dikes, docks, levees, piers, pilings, seawalls, wharves, or similar property or structures located on, in or over water, or their appurtenances or accessories, whether or not expressly identified as Covered Property , caused by, exacerbated by, or arising out of flood , including collapse directly caused by flood .
9. Indemnification under this Coverage Extension is subject to the following limits:
 - a. The most we will pay under this Coverage Extension for all damage or loss sustained by the Named Participant in any single occurrence is \$214,239;
 - b. The most we will pay under this Coverage Extension for all damage or loss sustained by the Named Participant during the Coverage Period, is an Annual Aggregate Loss Limit of \$214,239;
 - c. The PACE Annual Aggregate Loss Limit ;
 - d. A PACE Annual Aggregate Loss Limit of \$100,000,000 for all damage or loss to Coverage Property located, either partially or wholly, within a federally designated 100-year or greater SFHA as defined by FEMA.
 - e. A PACE Annual Aggregate Loss Limit of \$450,000,000 for all damage or loss caused by, resulting from, or arising out of earth movement, flood, or both.
10. Any amounts paid under this Coverage Extension are included in, subject to, and not in any event in addition to, the Total Limit of Indemnification stated in the Declarations.

This Endorsement amends Section XII, Coverage Extensions of the Property Coverage Document only, and does not modify, amend, waive or otherwise effect any of the other terms, conditions, limitations, exceptions, or exclusions of the Property Coverage Document.

This certificate is made and is mutually accepted by the Trust and the Named Participant subject to all provisions, stipulations, and agreements of the applicable PACE Property Coverage Document that it amends. Reference the applicable PACE Property Coverage Document, as amended by this and any other applicable endorsements, for complete terms and conditions.

Countersigned by:



Authorized Representative
Property and Casualty Coverage for Education Trust

Date: Friday, July 01, 2022



National Union Fire Comprehensive Crime Coverage Summary

National Union Fire Policy Number: TBD

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

Policy and Coverages

Limits

| | |
|---|--------------------|
| Government Crime Policy | \$50,000.00 |
| Forgery or Alteration | |
| Theft, Disappearance and Destruction | |
| Section 1 - Inside Premises | |
| Section 2 - Outside Premises | |
| Computer Fraud | |
| Funds Transfer Fraud | |
| Faithful Performance of Duty | |
| Money Orders and Counterfeit Money | |
| Impersonation Fraud (\$25,000 deductible) | \$50,000.00 |
| Loss Investigation Expense | \$25,000 |

Coverage Modifications

- Non Compensated Officers, Directors (includes volunteer workers and students as "Employees")
- Deletion of Bonded Employee Exclusion
- Deletion of Treasurer or Tax Collector Exclusion

Deductibles and Contributions

Deductible \$500.00
Contribution \$357.00

PACE does not provide Crime Coverage. PACE procured Crime Coverage from Chartis Insurance Company and permits members of OSBA, who purchase Property/Casualty coverage from PACE and fulfill certain requirements, to be Additional Insureds on the Chartis Crime Coverage policy. Additional Insureds are bound by, and will not receive benefits that exceed, the deductibles and limits in this document.

This document provides a brief summary of Crime Coverage from Chartis Insurance Company and in-no-way replaces or supersedes the Chartis policy or coverage terms. Please refer to the Chartis Policy and associated documents for detailed coverages, exclusions and conditions.



AIG Cyber Liability and Cyber Extortion Coverage Summary

AIG Policy Number: 01-277-05-40

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

Table with 2 columns: AIG Coverage Sections, Deductibles. Rows include Security And Privacy (\$5,000), Event Management (\$5,000), Media Content (\$5,000), Network Interruption (\$5,000), Cyber Extortion (\$25,000).

AIG Cyber Liability Coverage Limits

With respect to this Coverage, to this Additional Insured(s), AIG will not be liable, in any one annual coverage period, for more than: \$1,000,000
Annual Aggregate Limit - Regardless of the number of Additional Insureds that experience a loss; the most AIG will pay to all Additional Insureds in the aggregate for the Cyber Liability Coverage, in any one annual coverage period, is: \$5,000,000 (1)

AIG Cyber Extortion Coverage Limits

With respect to this Coverage to this Additional Insured, AIG will not be liable, in any one annual coverage period, for more than: \$200,000 (2)
Annual Aggregate Limit - Regardless of the number of Additional Insureds that experience a loss; the most AIG will pay for this Cyber Extortion Coverage, in any one annual Coverage Period, is: \$2,000,000 (1)(2)

Contribution: Included

PACE does not provide Cyber Liability or Cyber Extortion Coverage ('Cyber Coverage'). PACE procured Cyber Coverage from AIG Insurance and permits members of OSBA, who purchase Property/Casualty coverage from PACE and fulfill certain requirements, to be Additional Insureds on the AIG Cyber Coverage policy. Additional Insureds are bound by, and will not receive benefits that exceed, the deductibles and limits in this document.

This document provides a brief summary of Cyber Coverage from AIG and in-no-way replaces or supersedes the AIG policy or coverage terms. Please refer to the AIG Cyber Coverage Policy and associated documents for detailed coverages, exclusions and conditions.

(1) This Annual Aggregate Limit amount will be paid and reduced by claims of all Additional Insureds in the order in which the claims are paid by AIG. In the event the incurred losses arising from a single claim involving multiple Additional Insureds exceeds any remaining annual aggregate limit, that remaining amount will be paid on a pro-rata basis among those Additional Insureds involved in the claim.
(2) These limits include all amounts paid for Cyber Extortion claims including, but not limited to, loss amounts as well as defense and investigation expenses.



School Violent Acts Coverage Declarations

Certificate Number: 37P63007-498

Coverage Period: 7/1/2022 through 6/30/2023

Named Participant

Community Roots School
C/O Silver Falls SD
Silverton, OR 97381

Agent of Record

Larsen-Flynn Insurance, Inc.
105 South Water Street
Silverton, OR 97381

Coverage is only provided for those coverages indicated below for which a contribution is shown.

PACE will pay your Crisis Expenses in excess of the retained limit because of a Violent Act at your premises which takes place during the Coverage Period and to which this coverage applies.

Limit of Coverage (Per Occurrence and Annual Aggregate): \$50,000

Maximum Annual Aggregate Limit All PACE Members Combined: \$200,000

Deductible (Retained Limit): \$0

Contribution: Included

Applicable Coverage Document:

PACE School Violent Acts Coverage Document - 07/01/2022

This certificate is made and is mutually accepted by the Trust and the Named Participant subject to all provisions, stipulations, and agreements which are made part of the PACE School Violent Acts Coverage Document. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the PACE School Violent Acts Coverage Document.

Countersigned by:

Date: Friday, July 01, 2022

Authorized Representative
Property and Casualty Coverage for Education Trust



Property and Casualty Coverage for Education

Community Roots School

Agent: Larsen-Flynn Insurance, Inc.

Policy Year: 07/01/22 to 06/30/23

Schedule of Property Values - Section 1 Building, Other Structures and Scheduled Outdoor Property

| Premises: 229 Eureka Ave | | | | | | | | | | |
|--|-------|----------------|----|-----------|--|------|-------------------|-----|--------------|--------------|
| Covered Property: Business Personal Property | | | | | Address: 229 Eureka Avenue Silverton OR, 97381 | | | | | |
| Loc. Code | 003 | % Sprinkler | 0 | Appraiser | Year Built | 2014 | Equip. Break Cov. | No | Flood Zone* | |
| Vacant (Y/N) | No | Fire Alarm | No | App. Date | Sq. Footage | 6000 | Flood Cov. | Yes | Eff. Date | 7/1/2022 |
| Protect. Class | 4 | Security Alarm | No | App. Code | # of Stories | 1 | Earthquake Cov. | Yes | Deductible | \$1,000 |
| Const. Class | FRAME | Comments | | | | | | | | |
| Premises Total: | | | | | | | | | | |
| | | | | | | | | | Contribution | \$484 |
| | | | | | | | | | Total Value | \$214,238.96 |

| | | | |
|--------------------------------------|-----------------|---|--------------|
| Valuation Options | | Protection Class Description | |
| Actual Cash Value | Replacement | Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in. | |
| Stated Amount | | | |
| Construction Class Options | | Valuation Options | |
| Fire Resistive | Noncombustible | Actual Cash Value | \$0.00 |
| Modified Fire Resistive | Joisted Masonry | Replacement | \$214,238.96 |
| Masonry Noncombustible | Frame | Stated Amount | \$214,238.96 |
| Total Structure Value | | Total Contribution | |
| | | \$484 | |
| Total Personal Property Value | | Total Value | |
| | | \$214,238.96 | |
| Total Value | | Total Contribution | |
| | | \$484 | |

* Flood Zones shown on the Schedule of Property Values are an estimate, either provided by the member, the insurance agent, or an independent appraiser. It is not a guarantee that the location is or is not in federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim under this Supplemental Coverage, a determination on the flood zone will be made based on a review of Federal Emergency Management Agency flood maps, not by the estimated flood zone indicated on this Schedule of Property Values. If there is any question that a location is in a Special Flood Hazard Area, then make sure you obtain NFIP coverage for the location.



Statement of Member Benefits

Community Roots School receives specific services and grants from PACE. This report displays what PACE would charge a non-member for equivalent benefits.

| Date | Service Provided | Department | Activity | Dollar Benefit |
|------------|---|---------------------|----------------------|----------------|
| 1/21/2022 | SAM Prevention Toolkit | Risk Management | Toolkit Consultation | \$27.50 |
| 12/9/2020 | SB 155 Toolkit | Risk Management | Toolkit Consultation | \$27.50 |
| 5/8/2020 | Pre-Loss Legal | PACE Pre-Loss Legal | Pre-Loss Legal | \$67.50 |
| 2/4/2020 | Pre-Loss Legal | PACE Pre-Loss Legal | Pre-Loss Legal | \$90.00 |
| 11/18/2019 | Student Supervision Training | Risk Management | Training | \$55.00 |
| 10/28/2019 | Pre-Loss Legal | PACE Pre-Loss Legal | Pre-Loss Legal | \$74.25 |
| 10/14/2019 | Bullying Toolkit | Risk Management | Toolkit Consultation | \$68.75 |
| 9/27/2019 | Playground Inspection | Risk Management | VRMC | \$55.00 |
| 5/8/2019 | OFLA/FMLA | PACE Pre-Loss Legal | Pre-Loss Legal | \$247.50 |
| 4/9/2019 | Miscellaneous Subjects | PACE Pre-Loss Legal | Pre-Loss Legal | \$292.50 |
| 11/20/2018 | 2018 Toolkit | Risk Management | Toolkit Consultation | \$13.75 |
| 11/15/2018 | LCP Toolkit | Risk Management | Toolkit Consultation | \$55.00 |
| 11/15/2018 | Risk Management Review | Risk Management | VRMC | \$82.50 |
| 10/2/2018 | Miscellaneous Subjects | PACE Pre-Loss Legal | Pre-Loss Legal | \$540.00 |
| 9/13/2018 | Review Documents | PACE Pre-Loss Legal | Pre-Loss Legal | \$337.50 |
| 4/17/2018 | Abuse | PACE Pre-Loss Legal | Pre-Loss Legal | \$45.00 |
| 3/21/2018 | Complaint | PACE Pre-Loss Legal | Pre-Loss Legal | \$68.00 |
| 12/8/2017 | Miscellaneous | PACE Pre-Loss Legal | Pre-Loss Legal | \$405.00 |
| 9/20/2017 | Subpoena | PACE Pre-Loss Legal | Pre-Loss Legal | \$293.00 |
| 8/11/2017 | 2017 EPL Toolkit | Risk Management | Toolkit Consultation | \$13.75 |
| 11/9/2016 | Pre Loss School Constitutional Issues | PACE Pre-Loss Legal | Pre-Loss Legal | \$162.00 |
| 9/15/2016 | PACE 2016 EPL Toolkit | Risk Management | Toolkit Consultation | \$45.00 |
| 8/26/2016 | Voluntary Risk Management Consultation | Risk Management | VRMC | \$45.00 |
| 6/13/2016 | Pre-loss legal services | PACE Pre-Loss Legal | Pre-Loss Legal | \$72.00 |
| 6/13/2016 | Pre-loss legal services - Schwallie | PACE Pre-Loss Legal | Pre-Loss Legal | \$72.00 |
| 6/1/2016 | Pre-loss legal services - Wilkinson | PACE Pre-Loss Legal | Pre-Loss Legal | \$144.00 |
| 5/26/2016 | Pre-loss legal services - Percell | PACE Pre-Loss Legal | Pre-Loss Legal | \$54.00 |

| Date | Service Provided | Department | Activity | Dollar Benefit |
|-----------------------------|---------------------------------|---------------------|----------------------|-----------------------|
| 10/19/2015 | Safety Committee Training | Risk Management | Training | \$45.00 |
| 9/2/2015 | Field Visit | Risk Management | VRMC | \$45.00 |
| 2/3/2015 | Pre Loss Ethics | PACE Pre-Loss Legal | Pre-Loss Legal | \$360.00 |
| 1/29/2015 | Pre Loss Other | PACE Pre-Loss Legal | Pre-Loss Legal | \$54.00 |
| 1/13/2015 | Pre Loss Discrimination | PACE Pre-Loss Legal | Pre-Loss Legal | \$162.00 |
| 7/2/2014 | Consultation | Risk Management | VRMC | \$45.00 |
| 3/31/2014 | PACE PreLoss - Ethics | PACE Pre-Loss Legal | Pre-Loss Legal | \$54.00 |
| 10/15/2013 | PACE Pre Loss Tort Liability | PACE Pre-Loss Legal | Pre-Loss Legal | \$36.00 |
| 3/19/2012 | PACE Pre Loss Other FERPA | PACE Pre-Loss Legal | Pre-Loss Legal | \$157.00 |
| 3/15/2012 | PACE Pre Loss Emp Disc/Dis | PACE Pre-Loss Legal | Pre-Loss Legal | \$171.00 |
| 1/20/2012 | PACE Pre Loss Emp Disc/Dis | PACE Pre-Loss Legal | Pre-Loss Legal | \$104.00 |
| 11/4/2011 | Loss Control Survey | Risk Management | Toolkit Consultation | \$90.00 |
| 6/16/2011 | PACE pre Loss Contract Review | PACE Pre-Loss Legal | Pre-Loss Legal | \$240.00 |
| 10/5/2010 | Field Visit | Risk Management | VRMC | \$135.00 |
| 9/22/2010 | PACE Pre-Loss Emp D/D RCook | PACE Pre-Loss Legal | Pre-Loss Legal | \$547.00 |
| Total Dollar Benefit | | | | \$5,698.00 |

This statement is provided for your information. It is not a bill.

THE COMMUNITY ROOTS SCHOOL

Financial Policies and Procedures Manual

~~October 2014~~ September 2016

This document will describe the policies and procedures for the accounting and administrative functions conducted by The Community Roots School. Management may amend this manual as needed. The School Board is to review the manual every year.

~~November 2009~~ September 2016

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INTRODUCTION

The Community Roots School (“CRS” or “the School”) is committed to developing and maintaining financial policies and procedures that ensure sound internal controls, fiscal responsibility and accountability in accordance with the Generally Accepted Accounting Principles (GAAP), and rules and regulations of the Financial Accounting Standards Board (FASB). CRS will follow all the relevant laws and regulations that govern the Charter Schools within the State of Oregon. As a nonprofit organization, CRS is entrusted with funds granted by government agencies, private foundations and individual contributors and it will adhere to the highest of standards of accounting. Clear financial policies and procedures will enable the school to meet its financial needs and obligations, ensure long-term financial stability and viability, and protect its tangible assets and reputation.

Financial Policies

1. CRS shall comply with the laws, rules, and regulations applicable to it in regard to financial matters and with the terms of the contract by which it is bound.
2. Control procedures shall be in place to ensure the security of the organization’s assets.
3. Timely and accurate financial information shall be produced to fulfill all reporting requirements and management needs.

Financial Leadership and Management

The financial management team of CRS consists of:

- School Board,
- The Finance Committee,
- Treasurer of the School Board,
- Chairperson of the School Board,
- Administrator, and Office Manager

The day-to-day fiscal responsibilities of CRS are assigned to the financial management team outlined above. Ultimate fiduciary responsibility for the overall management of the organization lies with the School Board.

The School Board will meet monthly to ensure that its fiduciary duty is maintained. CRS school board will designate a board sanctioned finance committee with the attendance of board Treasurer, Administrator, and CRS parent. This committee will be responsible for selecting an audit firm on an annual basis, reviewing the financial policies and procedures manual on an annual basis, and working with the school’s finance team to review the monthly financial statements.

The School Board shall be responsible for the primary Board-level oversight of school

financial matters. The Administrator and Office Manager will have the primary responsibility of executing all financial matters. All members of the fiscal management team will work together to make certain that all financial matters of the organization are addressed with care, integrity, and in the best interest of CRS.

The Administrator is responsible for administering the school's adopted policies and ensuring compliance with procedures that have been approved by the School Board. Exceptions to written policies may only be made with the prior approval of the Finance Committee. Changes or amendments to these policies shall be conducted by the Finance Committee and approved by the School Board every year.

Any violation of these policies and procedures is considered to be cause for termination or removal and, depending upon the nature of the infraction, civil and/or criminal prosecution.

1

INTERNAL CONTROL STRUCTURE

Background

This manual describes the policies and procedures of CRS. The policies are designed to safeguard the assets of the school, facilitate compliance with applicable law, and produce timely and accurate financial information in accordance with the Generally Accepted Accounting Principles (GAAP), and rules and regulations of the Financial Accounting Standards Board (FASB). It is the responsibility of the leadership team to safeguard the school's assets, which include cash, cash equivalents, and fixed assets. The contents of this chapter will demonstrate the internal controls that will be/have been implemented to assure assets are safeguarded appropriately.

The internal control structure is composed of four basic elements, described in detail below.

1. Internal Control Environment

The internal control environment reflects the importance CRS places on internal controls as part of its day-to-day activities. Factors that impact the internal control environment can include management and Board philosophy; organizational structure; ways of assigning authority and responsibility; methods of management and control; personnel policies and practices; and external influences such as significant donor expectations.

2. Accounting System

CRS has established an accounting system comprised of the methods and records used to identify, assemble, classify, record and report accounting transactions. The methods are set up to: (1) identify and record all of the organization's transactions; (2) describe the transactions in enough detail to allow classification for financial reporting, and (3) indicate the time period in which transactions occurred in order to record them in the proper accounting period. The fiscal year is from July 1st to June 30th. The school's audited financial statements must be approved by the School Board and provided to the appropriate oversight entity according to all applicable requirements. Furthermore, the school's budgets for the following fiscal year must be drafted for Board review and approved by April 1st of the current fiscal year. The budget may later be revised and approved as necessary.

Commented [AP1]: Need time between draft and board approval.

Commented [MT2R1]: We approve in March

3. Internal Control Procedures

CRS has adopted a number of internal financial controls. These procedures are set up to strengthen CRS's internal control structure in order to safeguard the organization's assets. The internal financial controls consist of the following:

Segregation of Duties: A hierarchical structure of authority and responsibility has been developed at CRS. Tasks are divided and allocated to guard against one individual having the ability to make an accounting error (either knowingly or unknowingly). This protects the school from any potential fraud or misappropriation of funds. In situations where there are an insufficient number of employees to achieve this because of budget constraints, a compensating control has been created at the school.

Restricted Access: Physical access to valuable and moveable assets, such as school computers, materials, and mail, is restricted to authorized personnel.

Security of Financial Data: The school's accounting software is accessible only to the Administrator and Bookkeeper. Individual ID codes and passwords are in place for every user and limit their access and functionality depending on their role within the school. All other hard copies of financial data, when not in use, will be secured in a closet or cabinet at the school.

Document Control: In order to ensure that all documents are captured by the accounting system, all documents must be initialed and dated when recorded and then filed appropriately.

Records Retention: To provide an accurate and auditable record of all financial transactions, the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by Oregon State law, applicable to charter schools. Records will be maintained for the periods sufficient to satisfy IRS regulations, federal grant requirements, OMB A133 audit requirements, if applicable, and other legal needs as may be determined. Record retention requirements are reviewed annually with legal counsel and independent auditors to determine any necessary changes.

Processing Controls: These are designed to identify any errors *before* they are posted to the general ledger. Common processing controls are the following: (1) Source document matching; (2) Clerical accuracy of documents; and (3) General ledger account code checking.

Reconciliation Controls: These are designed to identify any errors *after* transactions have been posted and the general ledger has been run. The process involves reconciling selected general ledger control accounts to subsidiary ledgers. Reconciliation is completed by the Administrator and approved by the Treasurer of the Board.

Annual Independent Audit: Beginning in FY 2010, CRS's financial statements are audited annually by ~~Pauly, Rogers, & Co.~~, an independent audit firm selected by the School Board on the recommendation of the Finance Committee.

4. Accounting Cycle

The accounting cycle is designed to accurately process, record, summarize, and report transactions of CRS. CRS will maintain their accounting records and related financial reports on the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recognized when services are incurred or goods are received.

The component bookkeeping cycles fall into one of five primary functions:

1) Revenue, Accounts Receivable and Cash Receipts

Key tasks in this area include:

- Processing cash receipts
- Making deposits
- Recording cash receipts in the general ledger and subsidiary records
- Performing month-end reconciliation procedures
- Processing general ledger integration for private donations/revenue
- Processing wire transfers into school accounts

2) Purchases, Accounts Payable and Cash Disbursements

Key tasks in this area include:

- Authorizing the procurement of goods and/or services
- Processing purchases (check, reimbursement)
- Processing invoices
- Issuing checks
- Recording checks in the general ledger and in cash disbursement journals
- Performing month-end reconciliation procedures
- Year-end reporting: Preparing 1099 forms
- Processing wire transfers out of school accounts

3) Payroll

The Silver Falls School District will perform the payroll process. Their responsibilities include calculating appropriate amounts for taxes to be remitted to the Federal, State and City government agencies and voluntary and/or statutory deductions that may or may not require remittance to retirement plan trustees, child support agencies, etc.

Key tasks in this area include:

- Obtaining and gathering payroll information
- Preparing payroll checks and depositing payroll taxes
- Submitting information to the Silver Falls School District for processing
- Performing quarterly reconciliation
- Preparing quarterly payroll tax returns
- Preparing W-2s, the W-3, and other annual payroll tax returns

4) General Ledger and Financial Statements

Key tasks in this area include:

- Preparing monthly journal entries
- Reconciling bank accounts and other general ledger accounts
- Reviewing general ledger activity and posting adjusted journal entries
- Producing the financial statements
- Producing the annual budget

The general ledger process consists of posting the period's transactions to QuickBooks (the accounting software), which produces the financial statements. The Bookkeeper will reconcile bank accounts review the general ledger, and prepare for the annual audit. The Administrator will submit and review payroll as per Silver Falls School district's procedures.

The Treasurer of the Board will provide oversight to the Administrator's presentation of monthly statements to the School Board at each board meeting. The required statements are outlined in the following section.

The Administrator is responsible for creating and updating 5-year budget projections for the school. The Finance Committee will prepare the annual operating budget of income and expenses for the school. These budgets and the 5-year projection are reviewed and approved annually, first by the Administrator, then by the Finance Committee of the Board and finally by the School Board and modified as necessary, with approval by ~~the~~ April 1st. This process is described below.

5) Budgets and Financial Reporting

Budgets

The budget is created annually and updated semi-annually based on actual expenditures and programmatic changes that occur during the year. Creation of the annual budget is an iterative process led by the Administrator, but requires a great deal of input from the Finance Committee. This input is necessary to ensure

enrollment is accurately represented per the charter agreement, and to make certain the staff can properly support the proposed number of enrolled students. Critical school program expenses should be represented in the budget to ensure reality is properly reflected. Historical information is used when available and applicable. The iterative process is repeated until the overall budget fairly represents the revenues and expenses for the operating budget.

Once complete, the Administrator presents the overall budget to the Finance Committee for review. If/when the Committee is satisfied; the budget is then presented to the entire Board for a vote of approval. The budget must be approved and passed by the March board meeting before the start of the new fiscal year. Once approved, the implementation of, and accountability for, the budget is the sole responsibility of the Administrator.

After approval, the Bookkeeper uploads the budget into the accounting system. This budget is then used to run monthly budget vs. actual expense reports that are shared with the Administrator. Differences of \$1,000.00 or more are described in the notes section. The Administrator is responsible for making sure that significant differences are thoroughly researched and ultimately identified as either permanent or temporary variances. In the case of an extreme event that significantly impacts the budget, the Administrator will ensure that a contingency budget is produced.

From a day-to-day operational standpoint, the Administrator may work with the Treasurer of the Board or the Chairperson of the Board to resolve questions or issues related to the budget.

Financial Reporting

Before each Board meeting, the following will be sent to the Finance Committee for review: (1) the budget vs. actual report for the operating budget; (2) the balance sheet; and (3) the current status of enrollment vs. budgeted enrollment for students. The Treasurer of the Board will oversee the presentation of these reports to the entire Board at each meeting. The Finance Committee may also request cash flow projections through the end of the fiscal year to identify the months that cash flow may run negative.

In addition, monthly budget vs. actual reports for the operating budget will be produced by the Administrator for the Finance Committee.

At the end of the year, the following key financial statements are produced by the Administrator:

- 1) Balance Sheet
- 2) Income Statement
- 3) Statement of Cash Flows
- 4) Statement of Functional Expenses

Commented [MT3]: CRS board approval in March and to the district by April 1st

Commented [AP4]: Says by April 1 other places in this section.

Commented [AP5]: Does the change in facilities expenses, since last approved budget, not constitute an extreme event and significantly impact the budget?

Commented [MT6]: Approve adjustments to budget a couple times a year

Commented [AP7]: Wouldn't a contingency budget need board approval?

2

PROCESSING CASH RECEIPTS AND REVENUE

Background

CRS records revenue on the accrual basis of accounting, consistent with generally accepted accounting principles.

CRS receives revenues from the following primary sources:

- State Government
- Corporations
- Foundations
- Individuals

If total federal support for the fiscal year should exceed \$500,000, an additional audit under the guidance of OMB Circular A-133 will be conducted.

Processing and Recording Cash Receipts

The Office Manager of CRS is responsible for recording cash receipts as well as various other functions.

The Office Manager sorts all mail. Any mail addressed generally to the school that is not a bank statement may be opened by the Office Manager or Administrator.

In the case of bank statements, the unopened envelope should be stamped as received by the Office Manager with the date. The envelope should then be transferred immediately to the Board Treasurer, or held in a locked, secure location until the Board Treasurer is on site. Once the Board Treasurer receives the envelope, s/he should open and review the contents. Any bank statements must be marked "Reviewed by" (with initials and date) and "Approved by" (with signature). The bank statements should then be transferred immediately to the Administrator for review, payment, and filing.

The Office Manager may open mail that appears to contain a check and is addressed generally to the school. Once opened by the Office Manager, all checks must be stamped immediately in the designated endorsement area with "For Deposit Only", the appropriate bank account number and the name of the school. The receipt of the check must be logged in the Cash Receipts Log, maintained as an ongoing Excel file. The Excel

file will be emailed to the Administrator by the 15th of each month. The Office Manager will reconcile the Excel Cash Receipts Log with the Cash Receipts and Transfers Binder to ensure that all check receipts have been accounted for. The check should then be copied. Any correspondence accompanying the check should also be retained. The check, check copy, and any accompanying documents should be transferred in a secure manner to the Bookkeeper. The above tasks should not be completed by anyone who has direct use of the accounting system.

The Bookkeeper will staple the photocopy of the check and all correspondence (check copy on top) together and file the packet into the Cash Receipts and Transfers Binder, sorted by bank account number and in date order. The original check will be placed in a locked, secure location until it is to be deposited.

When a donation is received, a pre-numbered contribution acknowledgement letter will be drafted, signed, and sent to the donor by the Administrator.

Whenever reasonably possible, the Bookkeeper will deposit all checks on the day received. All checks must be deposited within five banking days. Checks that cannot be deposited immediately will be placed in a locked location. Before depositing a check, the Administrator will prepare a deposit slip, copy it, and staple this to the copied check. When deposited, a deposit receipt with bank-endorsed proof of deposit will be obtained for each batch of checks.

Deposits may be recorded either as invoices or as general ledger entries. After the check has been deposited, the Bookkeeper records the receipt of funds in the accounting system, organized by check number, date and name. If an invoice has already been created, then the deposit will be applied against the outstanding invoice(s). If not, a sales invoice is created, recognizing the revenue in the correct month(s). If the cash is not yet earned, it will be applied against the deferred revenues/unearned income general ledger account.

The Administrator prints a Cash Receipts Journal to show the transaction as posted in the accounting system. This (or a document showing an invoice has been paid) is attached to the front of the copy of the check, copy of deposit slip, deposit receipt with bank-endorsed proof of deposit, and any correspondence that arrived with the check. Together, these documents comprise the Cash Receipts Packet for the respective transaction, with the Cash Receipts Journal on top. The Cash Receipts Packet is sent to the Office Manager for approval. The Office Manager verifies the [QB-QuickBooks](#) entry reflects the same data as the copied check and proof of deposit, and initials and dates all documents to indicate approval. Once signed, the Administrator files the Cash Receipts Packet in the Cash Receipts and Transfers Binder, separated by bank account and in date order. All cash receipts and authorized transfers between accounts starting on July 1st and ending on June 30th will be maintained in each fiscal year's Cash Receipts and

Transfers_-Binder.

Processing and Recording Revenue

Typically, grants received will be accompanied by specific agreements that explicitly or implicitly restrict their use and which impose unique reporting requirements – financial as well as performance. CRS’s accounting and documentation system must be such that it is capable of meeting the individual requirements imposed by such grant agreements. Job codes and/or class codes will be attached to applicable expenses and assets so that associated grant revenues may be earned on an accrual basis. Inasmuch as the quality of grant agreements impacts its financial strength, CRS is committed to absolute adherence to this requirement in its reporting system. Accordingly, a reporting calendar shall be established wherein grantor accountability deadlines are tracked for compliance purposes.

Processing Wire Transfers into School Accounts

Government contracts and fundraising activities which execute payments via wire transfer remit a wire transfer advice indicating the date and amount of the funds to be deposited in CRS’s account. This wire transfer advice is processed in the same fashion as a deposit to the bank; with mail opened by the Office Manager and delivery of wire transfer notices to the Administrator. All relevant documentation (wire transfer advice, wire transfer confirmation, Cash Receipts Journal, etc.) should be retained and filed in the Cash Receipts and Transfers Binder under the proper bank account, in date order.

Commented [AP8]: Is this the right word?

Commented [MT9]: ?

Processing and Recording Transfers within School Accounts

Transfers between CRS bank accounts shall be made only when properly authorized. A Transfer Authorization form will be completed in order to transfer cash between accounts. ~~The Administrator must obtain the Treasurer’s signature for T~~ transfers under \$25,000.00, require approval by both the Administrator and Treasurer. ~~must both approve the transfer.~~ Transfers above \$25,000.00 require approval by both the Treasurer and Chair of the Board. In the event the Treasurer or Chair of the Board is not available for a signature, the Secretary will be able to approve transfers in place of one of those individuals.

Additionally, in the event that one of these individuals is not available for an in-person signature, the signatory may send an email stating his or her name and granting permission to execute the transfer, with the promise to sign the Transfer Authorization form in person at the first opportunity. The transfer may then be executed. As soon as the signatory is back on site, the original Transfer Authorization form will be signed in person and attached to the email granting permission. Any and all such correspondence must be retained and filed with the corresponding transfer documents.

Once transfer is authorized by the proper individual(s) and executed, the Transfer Authorization form, transfer confirmation statements, and the Cash Receipts Journal

will be filed in the Cash Receipts and Transfers Binder in date order, under the bank account receiving funds.

Revenue Recognition for Grants

In instances where grant funds are received in advance of CRS expending money applicable to the grant, the grant funds are recorded in the accounting system as deferred revenue or a liability until the applicable expenses have been incurred. If the grant funds are received after the school has already expended money on goods or services that are covered under the grant, the grant funds can be recorded as revenue at the time of receipt. If the school has expended part of the grant before receiving the actual funds, the only funds that may be recorded as revenues are those that have already been spent. Any remaining grant money must be recorded as deferred revenue or a liability until the time the funds are actually expended by the school.

Pledges or Grants Receivable

When revenues are earned yet the cash has not been received for all or a portion of the grant/pledge, a receivable is recorded in the accounting system. When CRS receives an Unconditional Pledge to Contribute, it will be acknowledged in a pre-numbered contribution acknowledgement letter drafted, signed, and sent to the donor by the Administrator. The Administrator will enter the amount of the pledge into the general ledger, discounting to their present value any pledges that go beyond a year. The school will only recognize the pledge as revenue when it is actually paid to the school, just as it does for all other restricted funding. The Administrator will evaluate all Pledges to Contribute quarterly to verify that each item is still collectible.

Revenue Recognition for Per-Pupil Funding

Per-pupil funding is received by CRS as per the charter contract with the Silver Falls School District, but recognized as revenues on a monthly basis.

Government Cost-Reimbursement Contracts

When an expense is incurred that is eligible for reimbursement through a government contract, the Administrator attaches the appropriate Job/Class Code to the expense in the accounting system. The Administrator compiles a monthly report of expenses with Job/Class Codes so that revenue can be recognized accordingly in that month.

Donations

Donations can include the following, and are handled in the manner described below:

- Donated goods can include office space, food, clothing, furniture and equipment, or bargain purchases of materials at prices less than market value.
- Donated materials and supplies are recorded as contributions to inventory or expenses in the period received and are recorded at their fair market value at the date of receipt. If materials are donated for a specific use, they are considered to be temporarily restricted contributions.

- Donated property and equipment received without donor-imposed stipulations are recorded as unrestricted contributions.
- Donated stocks are recorded and valued in the accounting system at the time of receipt.

The Administrator records donations in the system at fair value or a voided cost, as determined by the donor and documented in writing. When the school receives a donation, a pre-numbered contribution acknowledgement letter will be drafted, signed, and sent to the donor by the Administrator. General Ledger entries are recorded to recognize the in-kind revenues and in-kind expenses.

Accounts Receivable Aging

Accounts receivable outstanding are aged on a thirty, sixty, ninety, and over-ninety-day basis. The Administrator should review the accounts receivable aging monthly, determine which invoices are collectible, follow the necessary requirements based on the type of funding, and select which items to collect.

3

PROCESSING PURCHASES

Background

CRS records expenses on the accrual basis of accounting, consistent with generally accepted accounting principles.

By the adoption of the operating budget by the School Board, the Administrator becomes both responsible for, and generally authorized to expend, the amounts budgeted. This authorization may, however, be qualified by Board action based upon availability of funds. Such a qualification may necessitate a prioritization of expenditures based upon an incremental implementation of the organization's Business Plan.

CRS contracts with the Silver Falls School District to serve as its fiscal agent for payments made from the State School Fund. In the case of processing purchases from these sources, the Silver Falls School District will use its current fiscal policies and procedures as approved by the District School Board. The policies and procedures listed in the following section will be used by CRS in the processing of purchases associated with its Supplemental School Operations Account.

CRS procures only those items and services that are required to fulfill the mission and/or fill a bona fide need. Procurements are made using best value contracting, which entails assessing the best value considering quality, performance and price. This is achieved partly by the Administrator and Office Manager, who also has the annual responsibility of reviewing the newly approved budget to uncover patterns of orders and opportunities for clustering orders to achieve volume discounts.

CRS adheres to the following objectives:

1. Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, quality, etc.
2. The school will make all purchases in the best interests of the school and its funding sources.
3. The school will obtain quality supplies/services needed for delivery at the time and place required.
4. The school will buy from reliable sources of supply.

5. The school will obtain maximum value for all expenditures.
6. The school will deal fairly and impartially with all vendors.
7. The school will be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in CRS supplier relationships. The school's conflict of interest policies are described in its bylaws.

In all purchasing situations, CRS utilizes the following procurement guidelines:

- If the vendor has a contract with **the Silver Falls School District**, then they are called "preferred vendors" and no bidding is required.
- If the vendor is providing a unique service or product that is not offered by other ~~vendors~~ vendors, then they are called "sole vendors" and no bidding is required. However, it does require a letter describing the unique service.
- If the vendor is not a "preferred vendor" or a "sole vendor" then a competitive bidding procedure is put into effect. This only applies to purchase orders with a total exceeding \$5,000.00. A description of the competitive bidding procedure follows.

Competitive Bidding Procedure

- ***Contracts and/or purchases under \$5,000.00*** - The school uses sound business practices when procuring goods and services for amounts less than \$5,000.00.
- ***Contracts and/or purchases greater than \$5,000.00*** - The school seeks price quotes from at least three vendors and awards the contract to the responsible vendor offering the supply or service needed for the lowest price. The Administrator is responsible for soliciting these quotes and provides final approval. Award may be made to a vendor other than the low bidder in circumstances where the higher bid demonstrates best value contracting procedures to the school. In such situations, the Administrator shall prepare a justification statement for such awards, furnishing a brief explanation of the factors leading to such a decision.

Approval

Approval to fulfill a purchase order is garnered by first filling out a Purchase Request form.

Any staff member may fill out a Purchase Request form. Once complete, the form is submitted to the Administrator for an approval signature. The Purchase Request form is reviewed by the Administrator and signed to indicate approval. In the event that an item must be pre-approved and the Administrator is not available to provide an in-person signature, the Administrator may send an email stating his or her name and granting permission to create the ~~pPurchase oOrder~~ Purchase Order, with the promise to sign the Purchase Request form in person at the first opportunity. The ~~pPurchase oOrder~~ Purchase Order may then be created. As soon as the Administrator is back on site, the original Purchase

Request form will be signed in person and attached to the email granting permission. Any and all such correspondence must be retained and filed with the corresponding purchase documents.

The Administrator is responsible for ensuring adherence to the school's procurement guidelines and determining whether the order exceeds the thresholds requiring competitive bidding. All purchasing thresholds apply to the entire order, not single items. For instance, although one computer may cost \$1,500.00 (under the \$5,000.00 threshold requiring competitive bidding), if 20 computers are being requested, the order total will be \$30,000.00 (above the \$5,000.00 threshold), and as such, require bids from at least three vendors. The Administrator is responsible for conducting all competitive bidding procedures, when required. In these cases, all documentation of applicable bids and/or quotes obtained will be retained and filed as a packet in the Competitive Bidding Binder, organized by the check number that ultimately paid for the item(s) in the order.

In the event that the Administrator needs to request a purchase, the Purchase Request form must be approved by the Treasurer of the Board.

Once competitive bidding has been accomplished (when required), the approved Purchase Request form will be transferred to the Bookkeeper for processing.

If necessary, teachers may purchase non-consumable supplies directly from vendors and apply for reimbursement. Teachers may only acquire up to \$300.00 worth of materials under this policy per academic year. Further information regarding expense reimbursement is provided later in this chapter. ~~The school is tax exempt and therefore does not reimburse employees for tax. A copy of the Tax Exempt Certificate may be obtained from the Administrator.~~

Commented [AP10] : This is said 3 times. Including in its own paragraph.

Commented [AP11] : This is said twice but could be consolidated into the paragraph dedicated to tax exempt.

Issuance and Monitoring of Purchase Orders

The Office Manager works closely with the Administrator to ensure that all necessary instructional and administrative purchases are made in a timely and cost-effective manner and, when applicable, in accordance with grant restrictions.

For all products and services that need to be ordered, a Purchase Request form must be filled out and approved, as outlined above. If competitive bidding is required (as outlined above), the Administrator will complete this task. The approved Purchase Request form is submitted to the Administrator for processing.

The Administrator creates a ~~pPurchase oOrder-(PO)~~ Purchase ~~oOrders~~ totaling less than \$5,000.00 may be approved solely with the signature of the Treasurer. Purchase ~~oOrders~~ totaling more than \$5,000.00 must be approved with the signatures of **both** the Chair and the Treasurer of the Board. In the event the Chair or Treasurer of the Board is

not available for a signature, the Secretary will be able to approve purchase orders in place of one of those individuals.

Additionally, in the event that an item must be purchased and the proper signatory is not available to provide an in-person signature, the signatory may send an email stating his or her name and granting permission to execute the pPurchase oOrder, with the promise to sign the pPurchase oOrder in person at the first opportunity. The purchase may then be executed. As soon as the signatory is back on site, the original pPurchase oOrder will be signed in person and attached to the email granting permission. Any and all such correspondence must be retained and filed with the corresponding purchase documents.

Once the pPurchase oOrder is approved with the proper signatures, the Administrator reviews the PO-purchase order for accuracy of dates, account coding, quantities, and arithmetic extensions. The Administrator then sends the order to the vendor, accompanied by any required documentation.

Commented [AP12]: Use PO or purchase order. Don't switch back and forth.

The Administrator notes the vendor confirmation number(s) on the hard copy PO purchase order and files it into the Purchasing Binder under the pPurchase oOrders Placed tab.

Receipt of Goods

All goods purchased by the school are delivered directly to the school. It is the responsibility of the Office Manager or his/her designee (other than the Administrator) to sign for delivery. The Office Manager or his/her designee is also responsible for opening the box(es) and obtaining the packing slip(s). The packing slip will be reviewed for accuracy, checked against the original purchase orderPO, stamped as received and signed by the Administrator or his/her designee. In instances where there is no packing slip, a Substitute Packing Slip form is to be filled out by the Office Manager or his/her designee. If everything is correct and the contents of the entire purchase were received and documented on the packing slip, the packing slip will be stapled to the front of the original purchase orderPO. This packet is then filed in the Purchasing Binder under the Fully Received tab in order by vendor name. If only part of the purchase was received, the packing slip for the received items is stapled to the back of the original purchase orderPO and the packet is filed under the Partially Received tab in order by vendor name, until the remaining items are received.

If everything is not correct with the order, the Administrator will contact the vendor for a return/credit to the account. When discrepancies occur, they are investigated and resolved by the Administrator and Office Manager.

Exemption from Sales Tax

CRS is exempt from state and federal tax. As such, the school is exempt from sales taxes

on goods purchased for their own internal use and services. A copy of the Tax Exempt Certificate may be obtained from the Administrator. It is the responsibility of the ~~Administrator~~ Administrator to ensure that all vendors have a copy of the sales tax exemption letter allowing the organization to be exempt from sales taxes.

Commented [AP13]: This is said twice but could be consolidated into the paragraph dedicated to tax exempt.

Reimbursable Expenses

In situations where a purchase is required in short order, staff may make the purchase with their own funds and apply for reimbursement. Reimbursable expenses will require pre-approval by the Administrator via the Expense Reimbursement Pre-Approval form. Teachers may only acquire up to \$300.00 worth of materials under this policy per academic year. Expenses that have not been pre-approved will not be reimbursed. In the event that the Administrator requires reimbursement, the Treasurer of the Board must approve his/her expenses. It is the employee's responsibility to seek approval prior to incurring costs.

In the event that an item must be purchased and the Administrator is not available to provide an in-person signature on the Expense Reimbursement Pre-Approval form, the Administrator may send an email stating his or her name and granting permission to execute the purchase, with the promise to sign the Expense Reimbursement Pre-Approval form in person at the first opportunity. The purchase may then be executed. As soon as the Administrator is back on site, the original Expense Reimbursement Pre-Approval form will be signed in person and attached to the email granting permission. Any and all such correspondence must be retained and filed with the corresponding purchase documents.

Receipts are required for all expenditures requiring reimbursement. Once expenses have been incurred, requests for reimbursement should be made within 30 days of expense via an Expense Reimbursement form. All receipts should be taped onto blank sheets of paper and attached to the form, along with a copy of the original Expense Reimbursement Pre-Approval form. These documents are submitted to the Administrator for review and approval. Upon approval, they are forwarded to the Bookkeeper for processing. Reimbursement will be processed via check, separate from regular payroll.

~~Employees should note that the school is tax exempt and therefore does not reimburse employees for tax. A copy of the Tax Exempt Certificate may be obtained from the Administrator.~~

Commented [AP14]: Repeated.

Travel Expenses

In situations where expenses are incurred during the course of business travel, staff may apply for expense reimbursement via a Travel Reimbursement form. Expectations for daily expenses will be determined prior to the employee trip. Employees should file for reimbursement via the Travel Reimbursement form. Receipts are required for all

expenditures requiring reimbursement, and requests for reimbursement must be made within 30 days of expense. In the event that the Administrator requires travel reimbursement, the Treasurer of the Board must approve his/her expenses.

Employees should note that the school is tax exempt and therefore does not reimburse employees for tax. A copy of the Tax Exempt Certificate may be obtained from the Administrator or Administrator.

Mileage Reimbursement

All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business-related travel. Parking fees and tolls paid are reimbursable if supported by receipts.

All employees requesting such mileage reimbursement are required to furnish a Travel Reimbursement form containing all relevant information. All corresponding receipts must be taped to blank sheets of paper and attached to the Travel Reimbursement form. This packet must be submitted to the Administrator for approval within 30 days of the travel date in order for the employee to receive reimbursement.

4

PROCESSING CASH DISBURSEMENTS

Commented [AP15]: This whole section needs to be revisited.

CRS contracts with the Silver Falls School District to serve as its fiscal agent for payments made from the State School Fund. In the case of processing cash disbursements from these sources, the Silver Falls School District will use its current fiscal policies and procedures as approved by the District School Board. The policies and procedures listed in the following section will be used by CRS in the processing of cash disbursements associated with its Supplemental School Operations Account.

Processing Invoices

All invoices are mailed to CRS directly. The Administrator is responsible for sorting, opening, signing and dating all invoices.

If an invoice is received prior to receipt of goods, the Administrator files the invoice in the Purchasing Binder under the Invoices without Packing Slips tab, in order by vendor name

Once the goods have been received (or in the case that the shipment had already been received at the time of invoice arrival), the Administrator staples the invoice to the top of the corresponding packet composed of packing slip, purchase order, and Purchase Request form. This expanded packet is now a complete Cash Disbursement packet (invoice/packing slip/purchase order/purchase request). The Cash Disbursement packet is filed in the Purchasing Binder under the Invoices to be Posted tab, in order by vendor name.

Commented [AP16]: Conflicts with receipt of goods paragraph from section 3.

In instances where invoices cannot be obtained and a payment is required, a Check Request form is filled out. In this case, any applicable documentation to back up payments requested should be attached. The Check Request form will document the payee, payment due date, amount of payment, etc.

Invoices shall be processed weekly by the Administrator. The Administrator establishes the vendor file in the accounting system and reviews the invoice for any purchase discounts dates and properly captures the discount period in the system. The Administrator posts invoices to the accounting system with the correct general ledger codes and then moves the Cash Disbursement packet to the Invoices to be Paid tab of the Purchasing Binder, sorted by vendor name.

Cutting Checks

The Administrator will maintain all blank check stock in a locked location. All checks will be pre-numbered, voucher style, containing one stub for the vendor (attached to all outgoing checks) and one to be filed by the Administrator with all supporting disbursement documents.

Commented [AP17] : First 4 paragraphs contain many conflicts.

Checks are run on ~~a weekly basis,~~once a month and vendors are paid based on terms of the invoices, as recorded within the system. Check preparation and signatures are prepared not later than the due date, consistent with available discounts if available.

The Treasurer of the Board and the Chairperson of the Board are signatories on the checking account. The Administrator must obtain the Treasurer's signature for checks below \$1,000.00. ~~For checks above \$1,000.00, the Treasurer and Chair of the Board both sign the check.~~ ~~In the event the Chair or Treasurer of the Board is not available for a signature,~~ the Chairperson of the Board will be able to sign checks in place of one of those individuals.

Commented [AP18] : \$5k for PO elsewhere in the document.

The Bookkeeper processes payment for the invoice and creates a check. The check is submitted to the required signatories (see above) for signature(s), along with the corresponding Cash Disbursement packet (invoice/packing slip/purchase order/purchase request). At the time the check is signed, any required signatories should review the supporting documentation to ensure they are signing a check for the correct amount and to the correct payee. They should also initial and date each page of the supporting documentation to indicate that the item was received and appropriate payment has been disbursed. The Administrator staples the check stub or copy of the signed check to the top of the Cash Disbursement packet and files it in the Cash Disbursements Binder in check number order, starting with the first check after July 1st and ending with the last check on June 30th. The Administrator mails the check to the vendor awaiting payment. Electronic fund transfers may also be used, where the same authorizations as checks will be obtained using an Electronic Payment Authorization form. See below for details.

In no event shall an authorized signatory approve an invoice, execute a check, or authorize a disbursement of any kind, payable to him/herself.

Any and all voided checks should be stamped "void" with the date and filed in the Cash Disbursements Binder in check number order. If a check has gone missing, use a Missing Voided Check Substitute form to act as a placeholder in the Cash Disbursements Binder.

Online/Phone/Fax/EFT Payments

Payments made online or by phone, fax, or electronic funds transfer (EFT) may be processed by the Administrator only after an Electronic Payment Authorization form is

approved by the proper signatories (detailed above). The same controls should be followed except that the completed, approved Electronic Payment Authorization form will take the place of a traditional check. Any such payment is documented by a printed confirmation and stapled to the invoice. QuickBooks creates journal entries based on the vendor as cash is credited and the appropriate expense type is debited. Electronic payments will be recognized in QuickBooks just as if it were a check, by entering a unique transaction number in place of the check number. The Electronic Cash Disbursement packet, composed of Electronic Payment Authorization form, confirmation page, and any other supporting documentation, is filed in the Online/Phone/Fax/EFT Disbursements Binder in date order.

Recurring Expenses

Recurring expenses do not require any sort of special treatment. Payments for goods and services that are required on a regular basis (e.g. equipment lease, insurance payments, rent) are handled in the same manner as non-recurring expenses, as described above.

Commented [AP19] : Seems like this could be simplified.

Accounts Payable Aging

Accounts payable outstanding are aged on a thirty, sixty, ninety, and over -ninety- day basis. The Administrator will review the accounts payable aging monthly, determine the available cash balances while taking into consideration other cash requirements in the near future, and present a report to the Administrator, who will select which items to pay.

Commented [AP20] : Administrator reports to herself?

Petty Cash Account

Petty cash will be disbursed to staff for minimal out-of-pocket expenses. Petty cash may only be used to reimburse individual expenditures of \$50.00 or less and only in cases where a company check is unacceptable due to timing or other logistics. The Petty Cash Fund is maintained by the Office Manager in a locked, secure location. The Petty Cash Fund will start with a \$200 balance funded by a check from the general account for administrative purposes. Each site or grant within CRS may have separate petty cash funds, as required.

~~If petty cash will be provided on a pre-approved basis, the procedures are as follows:~~

~~As petty cash is needed, the employee requiring petty cash fills out the Petty Cash Pre-Approval form. This form must be approved by the Administrator prior to receiving petty cash. Once petty cash has been used to purchase an item, receipt(s) and all remaining funds must be returned to the Office Manager, along with the approved Petty Cash Pre-Approval form. The Administrator will enter the transaction into the accounting system."~~

Commented [AP21] : ??

When the petty cash fund is running low, below \$50.00, the Administrator will add up the receipts in the petty cash box and will request a check payable to the Administrator,

as custodian, to replenish the fund. The check should not be made payable to “Cash” in the case it is misplaced. This check may be a manually issued check, since system generated payments may be processed too far in the future, given the needs for petty cash availability. The Administrator will review the replenishment check along with all the related receipts. The check to replenish petty cash plus the monies left in the fund should equal the amount of \$200.00 ~~or other balance as initially funded~~. On an unscheduled test basis, the Administrator will perform a spot check of the Petty Cash Fund to ensure that the total of the cash and receipts on hand is equal to \$200.00.

Commented [AP22] : No option has been given to have any other balance.

Insurance Coverage

Insurance coverage is maintained pursuant to applicable law.

Commented [AP23] : Why is this even in the “Processing cash disbursements section?”

Currently, CRS maintains the following insurance policies: Liability for Directors & Officers, Commercial General Liability, Personal Property Insurance, Honesty Bond, Automobile Liability Insurance, Workers Compensation, and Unemployment Insurance.

Commented [AP24] : When is currently?

Commented [AP25] : Check and update if needed.

The School Board, Administrator, and Financial Committee will conduct a semiannual review of coverage amounts. The purpose of this review will be to ensure there are adequate means by which to preserve the school’s assets and lower the risk of being underinsured. Any proposed changes must be approved by the School Board and recorded in board meeting minutes. New coverages will be executed by the Administrator. The Administrator is responsible for procuring annual renewals with the school’s insurance broker. Quotes for renewal will be procured at least one month in advance of a policy’s expiration, and presented to the Finance Committee for review and approval. The Treasurer of the Board participates in this review.

The Administrator maintains original copies of all insurance policies at the school, filed in the Insurance Binder by type of insurance. A new binder is created for each fiscal year. When possible, copies of all current insurance policies are saved electronically on a server where the leadership team can view and access the information.

CRS requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the School Board.

Political Contributions

No funds or assets CRS may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. CRS also cannot be involved with any committee or other organization that raises funds for political purposes. Examples of prohibited activities are:

- Political contributions by an employee that are reimbursed by the school organization.
- Purchase by the organization of tickets for political fundraising events.

- Contributions in kind, such as lending employees to political parties or using school assets in political campaigns.

5

MANAGEMENT OF CASH

Accounts

CRS banks with Citizens Bank and has a total of one (1) bank account. The account is a business checking account and a savings account for school operations. The school account has 2 Authorized Signers: the Treasurer of the Board and Chairperson of the Board. The Treasurer is granted read-only online banking access at Citizens Bank. Bank statements are received monthly at the school, ~~and are always opened by the Treasurer of the Board.~~

Commented [AP26] : Is this still current? What about investment accounts? Consider leaving this type of info out as it can easily become out of date.

In the event that the organization wishes to open a new bank account, board approval is required. As part of the approval, the Board must describe the purpose of the account, signatories, and signatories' authority. The vote to approve and all associated determinations must be recorded in the board minutes. Should the school wish to close a bank account, Board approval is also required and will be documented in board minutes.

CRS recognizes that federal insurance on deposits with any bank is limited to a total of \$250,000.00, regardless of the number of accounts held. In the event the balance in a school account is anticipated to be in excess of the insurance coverage, a "re-positioning" agreement is to be negotiated with the financial institution in order to secure such deposits in excess of federal coverage.

Bank Statements

When bank statements are received at the school, the Administrator opens the envelope and provides it to the bookkeeper for preparation of the bank reconciliation. The Treasurer independently verifies the end of the month bank account balance via the bank's Online Banking system. A screenshot of the account balance or a digital copy of the bank statement is included as support for the monthly bank reconciliation. ~~the unopened envelope should be stamped as received by the Office Manager with the date. The unopened envelope should then be transferred immediately to the Board Treasurer, or held in a locked, secure location until the Board Treasurer is on site. Once the Board Treasurer receives the envelope, s/he should open and review the contents. Any bank statement must be marked "Reviewed by" (with initials and date) and "Approved by" (with signature). The bank statement should then be transferred immediately to the Administrator for review, payment, and filing.~~

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Bank Reconciliation

Using the QuickBooks bank reconciliation function, reconciliations are prepared monthly for all bank accounts. This preparation is accomplished by the Bookkeeper, who identifies reconciling items to ensure that cash is being accounted for properly. Any irregularities shall immediately be reported to the Office Manager, Administrator and the Treasurer of the Board. A bank reconciliation report from QuickBooks showing the unreconciled amount as zero is printed and attached to the bank statement. The report is submitted to the [Office Manager Administrator](#) and Treasurer of the Board for review, initialed by [the Treasurer](#) and returned to the Administrator. The Administrator files the statement, [screenshot of account balance or digital copy of bank statement from the Treasurer](#) and reconciliation report in the Bank Reconciliation Binder in date order, sorted by bank account.

Related Party Transactions

There are instances where related parties may incur expenses on behalf of each other. For example, it is possible that CRS might incur expenses on behalf of Friends of CRS, and vice versa. On a quarterly basis, the accounting will be reconciled between the two entities to ensure that there are no funds owed from one entity to the other at the end of the fiscal year.

Investment of Funds

The School Board sets the investment policy for CRS. The investment policy provides general guidelines regarding the type of investments deemed appropriate and the objectives of each investment (e.g., overnight deposits for excess cash, ~~90-day~~ [90-day](#) Treasury notes for excess working capital, etc.). The Treasurer of the Board has been designated to implement the Board's investment policy. The CRS Board with input from Administration has been granted authority to:

- Purchase and sell investments
- Have access to investment certificates
- Keep records of investments and investment earnings
- Review and approve investment accounting, bank and broker statement reconciliations, adjustments to the carrying value of investments, and other decisions regarding investments

Authorization of Investment Vehicles

Annually, the School Board authorizes use of specific depository and investment banks and brokerage firms. This authorization is documented in the minutes of the applicable board meeting and communicated to the Administrator. The Administrator communicates the authorization and a list of those personnel designated as authorized agents for the agency to the appropriate banks and firms. As a part of the annual authorization process, the Board Treasurer in consultation with the

~~Administrator reevaluates~~ Administrator evaluates the organization's prior relationship with banks and brokerage firms to determine suitability for renewal. Such evaluation considers service responsiveness, types of investments offered, quality of investment advice, service and transaction charges, and any other relevant criteria.

Authorization of Investments

All transactions regarding investments must be properly authorized by the Board Treasurer and properly communicated to the School Board. Such transactions include:

- Purchases
- Sales
- Movement to and from safekeeping (the physical safeguarding of assets through use of a vault, safe deposit box, or independent custodian)

Investment Purchases

Investment purchases are made by check or bank transfer after compliance with the following procedures:

- A determination that the purchase transaction is properly authorized in accordance with agency policy
- Preparation of a check requisition or a bank transfer request to accompany the investment purchase/sale authorization form

Investment Sales

Investment sales are transacted after compliance with the following procedures:

- A determination that the sale transaction is properly authorized
- The sales authorization is sent to the agent handling the sale transaction for investments held on the premises. Authorization to the agent is communicated in writing. If investments are kept off site, authorization to release the document from safekeeping is provided to the custodian. The custodian provides the agency with a receipt documenting the release from safekeeping. The receipt should be filed in the investment files.

Investment Sales Gain or Loss

The Administrator will calculate the expected gain or loss upon sale or other disposition of an investment, before a decision regarding the sale is finalized. The calculation is updated/finalized subsequent to the sale and documented in the investment file.

Investment Sales Proceeds

Proceeds from the sale of investments are received either by check or bank transfer, to the attention of the Administrator. A copy of the receipt or deposit ticket is included in the investment file.

Investment Results Reports

Monthly reports detailing the earnings and activity in all investment accounts are

prepared by the Administrator and distributed to appropriate management and board personnel. The summary of all transactions for the month is recorded in the general ledger through the use of a journal entry. Journal entries are reviewed by the Administrator.

Commented [AP27]: Who enters?

Reconciliation of Investment Accounts

Investment account balances are reconciled with the general ledger balance, by the Administrator on a quarterly basis. Such reconciliation is reviewed and approved by the Administrator.

Commented [AP28]: Reviewing her own work.

Investment Account Balances Agreed to Third Party Statements

Amounts recorded on the general ledger and supporting schedules are reconciled to third-party statements at least quarterly and preferably monthly, if possible. For those investments held on the agency's premises or at a safe deposit vault, quarterly physical inventories are performed and reconciled to the supporting schedules. The Administrator reviews and initials these reconciliations.

Commented [AP29]: Pick one. "Preferably" never occurs.

Commented [AP30]: By who?



PAYROLL

Hiring

Requests for new employees are initiated by the Administrator via a signed contract and compared with the approved annual personnel budget. Any new hire will be subject to a full investigation, including a background check, fingerprinting, and references from former employers. Once the new employee is hired, the Administrator will collect all necessary payroll data and communicate it to the Silver Falls School District. New employees complete an Application for Employment and the IRS W-4 Form and I-9 Form.

If a situation arises where an employee must begin service before fingerprint clearance is obtained, the employee must receive an Emergency Conditional Appointment that has been approved by the School Board. Under a conditional appointment, the staff person will be supervised on a regular basis to ensure the safety of students. Employees who have never been fingerprinted for the Oregon State Department of Education or the Teacher Standards and Practice Commission must be fingerprinted at the Oregon State Police Department.

Salary Determination

CRS has established a set salary formula for all instructional and non-instructional staff positions. Instructional staff will be paid according to the salary scale determined by the CRS Board, with considerations for special qualifications or experience. Non-instructional staff will be paid according to the salary scale determined by the CRS Board when possible, or paid market competitive wages. The School Board determines the Administrator's salary. Any such decisions will be captured in the Board meeting minutes. Any changes to a staff member's salary will be approved by the Administrator in writing or electronically and documented via a Personnel Action Form. A copy of this form will be maintained in the employee file.

Commented [AP31]: Is the competitive market rates taken into account in the set salary scales?

Bonus Policy

Bonus calculations, requirements, and eligibility are determined by the School Board, outlined explicitly, and recorded in the meeting minutes.

Compensation Accrual

Although each fiscal year starts on July 1st and ends on June 30th, not every staff member's service start and end dates will mirror the fiscal year. In order to accurately record these expenses according to GAAP, wages may be accrued. For example, if a teacher works from August 16th through June 30th, yet is paid from August 16th through August 15th, 1.5 months of wages will be accrued to the prior fiscal year for the period of July 1st to August 15th. Wages will be accrued according to the start and end dates of pay in order to recognize expenses in the correct fiscal year.

Employees vs. Independent Contractors

When CRS makes the choice to utilize an independent contractor, it first ensures that the individual does qualify as an independent contractor and should not be categorized as a regular employee. True independent contractors do not have taxes withheld and typically invoice the school to receive payment. Before the school engages an independent contractor, it sets up the relationship in such a way as to ensure that the status is in accordance with employment and tax law. Generally, if a worker is being managed closely on a day-to-day basis, he or she must be paid as an employee and have statutory deductions taken from his/her paycheck. In analyzing whether or not a worker qualifies as an independent contractor, the school should review each of the questions below.

The following questions are designed as a guide to help delineate between employees and contractors:

- How much control does the employer exercise over the worker?
- Who sets the hours and schedule for the worker?
- How much control does the worker have over the manner in which they go about their work - i.e. does the employer dictate how the job is done or simply expect the job to be finished?
- Does the worker use his or her own tools or equipment?
- Is the worker located on the employer's premises or does s/he work out of his or her own space?
- Is the worker exclusively employed by the employer or free to contract with others to provide the same or a similar service?
- Do the contract terms pay the worker a fixed sum, with the obligation to pay expenses, payroll taxes, and any relevant benefits resting with the worker?
- Does the worker use company letterhead?
- Who pays for the worker's expenses?

Utilization of Independent Contractors/Consultants

Once the determination has been made that a worker is an independent contractor, the school creates a written contract directly identifying the individual's status as an independent contractor and detailing why the relationship is as such. Part of the

Commented [AP32] : Need to require that ICs have background check.

contract should enumerate the rights and responsibilities on both sides of the independent contractor agreement. This includes clearly identifying the worker’s responsibility to pay estimated tax, self-employment tax, and so on. The utilization of all consultants and contract personnel are sufficiently evidenced by:

- a. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.
- b. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed.
- c. The use of a management contract for educational and administrative services will clearly identify the contractor’s performance requirements, including students’ academic achievement, contractor’s compensation and CRS’s rights to educational curricula and intellectual property developed (if applicable).

In processing payment for any independent contractor, a W-9 form must be filled out prior to issuance of the first payment for services provided. In all cases where compensation exceeded the \$600.00, a 1099-Misc will be issued, as required by law.

Commented [AP33] : Is this up-to-date?

Obtaining Payroll Information

The Administrator is responsible for the following:

Establishing a Personnel File for Each Employee

The personnel file serves as a chronological performance record throughout the employee’s tenure with the organization and, as such, is kept secure and confidential. Personnel records are kept for a minimum of ten years. All personnel files must be kept in a locked file cabinet. Access to such personnel files is limited to the Administrator.

Employee files are the sole property of CRS. No employee can review or access his or her own personnel file without the written permission of the Administrator. The employee will be provided with the opportunity to rebut and respond to any document contained in the personnel file in writing. All materials associated with the rebuttal and response shall stay in the personnel file. Any employee may examine his or her personnel file in the presence of the Administrator or his or her designee. The employee may take written notes concerning the contents of the personnel file, and may add comments for inclusion in the file. No personnel file is to be copied or removed from the office where it is kept unless expressly permitted in writing by the Administrator.

Personnel files for employees will contain the following documents:

| Form | Update Timeline | Month for Update (if applicable) |
|-------------------|------------------|-------------------------------------|
| Acceptance Letter | Annually | |
| Fingerprint Check | No update needed | |

| | | |
|------------------------------------|-----------|--|
| Federal Withholding Form W-4 | As needed | |
| Retirement Account Application | As needed | |
| Retirement Beneficiary Information | As needed | |
| Certifications (if applicable) | As needed | |
| Resume | As needed | |
| Job Description | As needed | |
| Annual Evaluation Documentation | Annually | |
| Direct Deposit | As needed | |

A separate binder in a separate locked location is maintained for I-9s, (including copies of Driver's Licenses/State IDs and Social Security Cards or Passports), as required by the U.S. Department of Homeland Security. Each I-9 form is filled out entirely in the same color ink. All information entered on the I-9 is verified by the Administrator, who signs off on the form after seeing original copies of all required documentation (copies are only made for the file, and are not acceptable forms of initial verification).

CRS complies with the laws and general principles of employee confidentiality as set forth in the Health Insurance Portability and Accountability Act (HIPAA) with regard to the dissemination of private health information (PHI) of school employees. In order to comply with all rules and regulations, including the Americans with Disabilities Act (ADA), CRS will keep all medical records and all other related documents separate from the personnel file. This includes all enrollment forms for medical, dental, and life insurance benefits. These forms will be maintained in a separate binder in a separate locked location. Employees should consult with the Administrator for further information concerning the school's privacy practices.

Employee Information

In order to prepare a payroll, the Administrator obtains and maintains the following information for each employee:

| Information | Source of Data |
|------------------------------|-----------------|
| Name and Address | W-4 |
| Social Security Number (SSN) | W-4 |
| Date of Birth | I-9 |
| Job Title | Job Description |

| | |
|-----------------------------|--|
| Wage Rate | Employee Agreement/Offer of Employment |
| Withholding Status | W-4 |
| Other authorized deductions | Employer information sheet |

Analyzing Job Information

The Fair Labor Standards Act (FLSA) sets employee minimum wage and overtime requirements. Job positions are classified as either exempt or non-exempt from the requirements. These requirements are summarized below and are adhered to by the school.

| Attribute | Exempt | Non-exempt |
|----------------|--|---|
| Payment amount | The employer pays an exempt employee a fixed salary for any and all work performed during a workweek. Minimum wage and overtime pay requirements do not apply. | The employer may pay a non-exempt employee using an hourly, salary, commission, or any other method. Total compensation must be at least the minimum wage for all hours plus overtime pay for hours over the maximum. |
| Pay deductions | Generally, deductions for time not worked may not be made from salary. | The employer pays a non-exempt employee only for the hours worked. Therefore, wage deductions may be made for tardiness, full- or partial-day absences, and any time the employee does not work. |

NON-EXEMPT employees are entitled to overtime pay for all hours worked over 40 hours in a workweek under the Fair Labor Standards Act. Non-exempt employees do not receive compensation for their lunchtime and they may not work during lunchtime.

EXEMPT employees are not entitled to overtime pay under the Fair Labor Standards Act.

In addition to the above categories, each employee will belong to one other employment category:

- **REGULAR FULL-TIME employees** are those who are regularly scheduled to work at least 40 hours per week. They receive all mandatory benefits and are generally eligible for all of CRS’s discretionary benefits, subject to the terms,

conditions and limitations of each benefit program, as in effect from time to time.

- **PART-TIME employees** are those employees who are regularly scheduled to work less than 40 hours per week. They receive all legally mandated benefits but are not generally eligible for CRS's discretionary benefits. The CRS board has determined that part-time employees working FTE of .88 or higher will receive pro-rated health benefits.
- **TEMPORARY employees** are those that are hired for short-term periods, usually no longer than 6 months. They will receive all legally mandated benefits but are not eligible for CRS's discretionary benefits.

Employees are hired as twelve-month employees. This determination is made at the time of hire and is indicated in the employee's hire letter or employment contract, if applicable.

Withholding Status

The completed W-4 and IT-2104 forms serve as a basis for employee withholding. If an employee needs to change withholding allowances, the employee must file amended W-4 and IT-2104 forms within 10 days of an event that *increases or decreases* the number of withholding allowances. An employee may amend his/her W-4 and IT-2104 forms to increase the number of withholding allowances at any time. In addition, employees are required to notify the Administrator of any change in name, family status, address, telephone number, emergency contact or other information concerning personnel data held or used by CRS within two (2) weeks of any change. Any employee who fails to notify the Administrator of any change in the above information within the two-week reporting period may be subject to disciplinary action, including termination of employment.

When W-4 and IT-2104 forms are received, the school's operations team will comply with the new withholding instructions by the next payroll period. The withholding instructions will usually continue to apply unless and until the employee amends the W-4 and IT-2104 forms.

Although not obligated to evaluate an employee's number of exemptions, the school has three duties relating to the contents of the W-4 and IT-2104 forms:

1. Disregard invalid W-4 and IT-2104 forms. A form is rendered invalid if the employee changes or adds language to the form.
2. Report excessive allowances. The organization is required to send copies of all W-4 and IT-2104 forms claiming more than 10 withholding allowances along with the organization Form 941 to the IRS.
3. Report full exemptions. The organization is required to send the IRS all claims for full exemptions from withholdings by employees with normal weekly wages of more than \$200.00.

Because of their importance to both the IRS and to employees, the school retains signed originals of the W-4 and IT-2104 forms (no copies) for four years after the annual employment tax returns are filed.

Time Reporting Procedures

Employees are instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives. Procedures for staff are as follows.

The Administrator will keep track of all sick days, personal days, vacation days, professional development days, holidays, bereavement or any other days that exempt employees are not at work.

All non-exempt employees are responsible for recording the actual time they have worked. Federal and state laws require CRS to keep an accurate record of time worked in order to calculate pay and benefits. CRS complies with applicable federal, state and local wage and hour laws. If an employee suspects that an error in pay has been made, the employee must immediately bring the issue to his or her supervisor's attention for prompt investigation and any necessary correction will be made. CRS will not tolerate any form of retaliation against an employee who reports a violation, files a complaint, or cooperates in an investigation concerning payment of wages. Violators of this policy will be subject to disciplinary action, up to and including termination of employment.

Time worked is solely the time actually spent on the job performing assigned duties and should not include any time that is spent not working or any time off that is taken during the workday. Non-exempt employees must accurately record the time they begin and end work, the time they begin and end each meal period, and the beginning and ending time of any breaks exceeding 15 minutes. All overtime work must be approved by the supervisor before it is performed. Violators of this policy will be subject to disciplinary action, up to and including termination of employment.

CRS requires non-exempt employees to regularly complete accurate timesheets. These timesheets are due at the end of every pay period and must be timely and accurately provided to the employee's supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Labor hours are accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals, are documented. Completed timesheets must be signed by both the employee and the employee's direct supervisor.

Hours charged on timesheets are reconciled to attendance records by the Administrator. The Administrator reviews and approves timesheets, then transfers them to the Silver Falls School District for processing.

Altering, falsifying, or tampering with time records or recording time on another employee's time record will result in disciplinary action, up to and including termination.

Salaried, exempt employees are paid their entire salary for every day in which they perform any work. Deductions from an exempt employee's pre-determined salary or charge against an exempt employee's accrued leave may be taken under one of the following circumstances, unless otherwise prohibited by law:

1. the employee is absent from work for one or more full days for personal reasons (other than sickness or disability);
2. the employee is absent for one or more full days due to sickness or disability and has exhausted his/her paid leave time under the sick leave policy;
3. the deduction is made to offset any amounts received as payment for jury fees, witness fees, or military pay;
4. the employee is on an unpaid disciplinary suspension imposed in good faith for violating published workplace conduct rules (e.g., rules against workplace harassment or safety rules of major significance);
5. it is the employee's first or last week of employment and he/she is paid a proportionate part of his/her full salary.

CRS makes a good faith effort to comply with this salary policy. If, however, an employee believes an improper deduction has been taken from his/her salary, the employee should contact the Administrator. The Administrator will investigate the deduction and provide the employee with his or her findings. If the Administrator determines that a deduction was improperly made, CRS will reimburse the employee for that deduction.

Overtime pay applies only to non-exempt employees. When operating requirements or other organizational needs cannot be met during regular working hours, employees may be required to work overtime. Whenever possible, employees will be given the opportunity to volunteer for overtime work assignments, and every effort will be made to distribute overtime opportunities as equitably as possible to all employees qualified to perform the required work. Overtime pay is provided to non-exempt employees in accordance with federal and state wage and hour laws that generally require time-and-one-half the employee's regular rate of pay for any hours worked beyond 40 hours in a workweek. Overtime pay is based on actual hours worked.

Time off for no-fault days, leaves of absence, and unpaid lunch hours will not be considered hours worked for purposes of calculating overtime pay. All overtime work must have the supervisor's prior authorization. Employees who work overtime without prior authorization will be subject to disciplinary action, up to and including termination of employment.

Processing Payroll

The Silver Falls School District processes the CRS payroll. Please note, in processing payroll for any independent contractor, a W-9 form must be filled out prior to issuance of the first payment for services provided.

Payroll Processing is comprised of the following:

| Responsibility | Performed by |
|--|------------------------------|
| Obtaining/Processing Payroll Information | Administrator |
| Computing Wages | Silver Falls School District |
| Performing Pay Period Activities | Silver Falls School District |
| Preparing various annual payroll tax returns | Silver Falls School District |
| Preparing 1099's* | Silver Falls School District |

*for independent contractors, LLPs and LLCs only

Both salaried and hourly employees are paid on the same schedule. Employees will be paid according to the pay schedule determined by the Silver Falls School District.

Once payroll documents are received from the payroll vendor (e.g., calculations, payrolls and payroll summaries), they are compared with timesheets, pay rates, payroll deductions, compensated absences etc. by the Administrator. The Administrator verifies gross pay and payroll deductions and compares the total hours and number of employees with the totals in the Payroll Register. The Payroll Register is reviewed and approved by the Administrator. Once signed, payroll payments by check, direct deposit or cash are distributed to employees by the Administrator, and the Payroll Register is filed.

The Administrator controls and monitors all undelivered and uncashed payroll checks.

If an employee is given a paper paycheck and loses that check, he or she must submit a written request for a new check to be issued to the Administrator. The request must indicate the date on the check, the pay period it covered, and the amount. The employee must also certify that he or she believes the check to be lost and that if the employee finds the check, he or she will return it to the Administrator. A new paycheck will be issued to the employee as soon as practicable after the request is submitted.

Payroll Tax Compliance

Silver Falls School District is responsible for the preparation of the periodic payroll tax filings. The Administrator is responsible for reviewing and approving all payroll tax

documents and supporting schedules for accuracy and completeness.

CRS works with Silver Falls School District to maintain a schedule of required filing due dates for:

- a. IRS Form W-2 - Wage and Tax Statement.
- b. IRS Form W-3 - Transmittal of Income and Tax Statements.
- c. IRS Form 940 - Employer's Federal Unemployment (FUTA) Tax Return.
- d. IRS Form 941 - Employer's Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes.
- e. IRS Form 1099 MISC (also 1099-DIV, 1099-INT, 1099-OID) - U.S. Annual Information Return for Recipients of Miscellaneous Income.
- f. Quarterly and annual state(s) unemployment tax return(s).

Periodic Payroll Reconciliations

Reconciling Employee Payroll Deductions

On a monthly basis, the Administrator will act as a liaison to the SFSD in regards to ~~reconciling to~~ reconciling deductions made from employees to the payments made to insurers, benefit plan providers, and other payees.

Quarterly Reconciliation of Payroll to Accounting Records

The Payroll Register, the Payroll Register Preview, time sheets for additional work by staff members and expense reimbursements (if any) are filed in Quarterly Payroll binders, according to each pay date by fiscal year. On a quarterly basis, CRS's Administrator performs a reconciliation of all salary accounts in the general ledger, as compared to the salary reported by the payroll processing company on the Form 941 and/or other Quarterly Payroll Return. Any variances are researched and cleared within the month following quarter end.

Annual Reconciliation of Payroll to Accounting Records

On an annual calendar basis, CRS's ~~Administrator~~ Administrator performs a reconciliation of the following:

- Gross salaries per all Forms 941
- Gross salaries per W-2 forms
- Gross salaries per General Ledger
- Variances are researched and cleared by January 31 of the following year

Protecting Payroll Information

Salary information constitutes sensitive information. It is the responsibility of the Administrator to ensure that all payroll information is kept secure and confidential. The security of personnel files is described above. In addition, the Administrator will maintain in a locked cabinet the payroll registers that are delivered with pay stubs as well as the vouchers and live checks for those that are not enrolled in the direct deposit

program.

Changes to Payroll Information

Changes to personnel data are initiated with a Personnel Action form. This is used when making any changes that affect payroll—new hires, terminations, pay rate changes, or payroll deductions. The Administrator authorizes any change to payroll data. The payroll vendor processes authorized changes to the payroll data and a copy of the Personnel Action Form is retained in the employee's personnel file.

Terminations and Resignations

The Administrator ensures that any departing employee, whether terminated or resigned, is removed from the payroll immediately after his or her last payment is made.

Whether an employee has elected to resign or is being terminated, a Personnel Action form must be completed. An exit interview is held between the departing employee, Administrator, and one witness, usually a member of the school leadership team. In the case of employee termination, a copy of the termination letter is presented to the departing employee at the exit interview. In the case of a resignation, this interview is used to document the departing employee's reasons for resignation. This information is critical when assessing staff turnover data.

Commented [AP34] : Define?

Upon termination or effective resignation date, all employee belongings are removed immediately, and all employer belongings are returned immediately. The Personnel Action form is filed in the employee's personnel file.

Unused Sick and Vacation Days

Employees that do not use their allotted amount of sick days in one calendar year will get paid for those unused leave at the end of the school year as per their contract. Employees that do not use their allotted amount of personal days in one calendar year will get paid for those unused leave at the end of the school year as per their contract. In the case of resignation or termination, neither unused sick nor vacation days will be paid out to the departing employee.



PROPERTY AND EQUIPMENT

Background

The Administrator is responsible for ensuring that accurate inventories are maintained so that all assets are safeguarded.

The school's Administrator is responsible for maintaining the equipment and all necessary asset inventories. All assets must be recorded both in the accounting system's general ledger under the fixed asset category and in a separate fixed asset inventory spreadsheet, created in Excel. All property and equipment subject to the school's Capitalization Policy must be tagged in the manner described below and depreciated according to the school's Depreciation Policy.

Upon receiving any property that qualifies as a fixed asset, the Administrator is responsible for recording the following into the fixed asset inventory spreadsheet:

- Inventory number as designated by CRS (use sequential numbers, no lettering)
- Asset name and description
- Classification (i.e. land, building, equipment, betterment, leasehold improvements, furniture, computer hardware and software)
- Serial number, model number, or other identification
- Whether title vests with CRS or a governmental agency
- Vendor name and acquisition date
- Location of the equipment
- Purchase Date
- Purchase Value
- Disposal Date
- Disposal Reason

In addition, the following data must be entered in the accounting system's general ledger under the fixed asset category:

- Asset name
- Inventory number
- Current Value

Each item is also physically tagged in a visible area on the item and with the following information:

- Inventory number
- Indication whether the item is property of CRS

All government-furnished property and equipment is also recorded and tagged, with identification information indicating it has been acquired through a government contract. **In the event of charter revocation, the item is returned as property of the Silver Falls School District.**

No employee may use any of the school property, equipment, material or supplies for personal use without the prior approval of the Administrator.

No item of property or equipment shall be removed from the premises without prior approval from the Administrator.

All lease agreements on real property will be evidenced by a lease or sublease agreement approved by the School Board and signed by the Administrator. The agreement will identify all the terms and conditions of the lease. Any real estate agreement to rent or sell will require a beneficial interest disclosure.

Capitalization Policy

The cost threshold for items purchased by CRS to capitalize is \$5,000.00. This allows items over this cost threshold to carry value over time, and not simply be expensed in year one. Items with an acquisition cost of less than \$5,000.00 or a useful life of less than one year are expensed in the year purchased. Items with an acquisition cost of more than \$5,000.00 are subject to the school's depreciation policy, outlined below.

In instances where a large quantity of one single item is purchased, if the total value exceeds the \$5,000.00 threshold, the items may be capitalized. For example, if a school buys 100 desks at \$250.00 per desk, each single item would not meet the threshold. Together, however, these 100 desks have a combined value of \$25,000.00, which should be capitalized over a 7-year period, as outlined in the Depreciation Policy table below.

The Administrator performs annual inventory audits, verifying and updating the data contained in the Excel fixed asset inventory spreadsheet. Once complete, this inventory is compared to the SFSD's Inventory Report to ensure the value of the assets per the accounting system matches the value of the assets per the spreadsheet. Differences are investigated and reconciled by the Administrator.

Depreciation Policy

Any items subject to the Capitalization Policy described above are subject to depreciation. The Administrator will account for depreciation based on the school's

inventories. Depreciation associated with the fixed assets will be calculated based on its useful life and straight-line depreciation method. Depreciation is based on the month the item was actually purchased. For instance, if the school purchased a computer in July, it would be depreciated for a full fiscal year (12 months out of 12), and recorded as such. But if the school purchased the computer in April, then it would be depreciated for just one-fourth of the fiscal year (3 months out of 12) because it would only be in service for April, May and June.

Any item that is damaged beyond use will be taken out of service and fully depreciated off the accounting records.

| Depreciation Policy | |
|----------------------------|--|
| Computers | 5 years |
| Office/Classroom Equipment | 5 years |
| Office/Classroom Furniture | 7 years |
| Leasehold improvements | Life of lease or 5 years, whichever is greater |
| Musical Instruments | 3 years |
| Software | 3 years |

Disposal of Property and Equipment Policy

CRS has adopted standard disposition procedures for staff to follow. The requester fills out and signs the Asset Disposal Form, which identifies the asset and the reason for disposition. This form is submitted to the Administrator, who takes photos of the asset, determines the asset’s book value and documents the condition of the asset. Disposal of any asset requires the approval of the Administrator.

Once approved for disposal, the dollar value of the disposed asset is recorded as a reduction in the general ledger. The disposed asset is also recorded as disposed in the Excel fixed asset inventory spreadsheet. The treatment of any proceeds from the disposition, and the recognition of any gain or loss on sale of the disposed asset, is also recorded in the general ledger by the Administrator.

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RECORDS RETENTION

Records Retention Policy

All confidential paper records shall be maintained in locked facilities on school premises.

In the event of a major system malfunction, all financial records would be safely maintained in third party internet space via the real-time QuickBooks Online backup system. In the event of any other major system malfunction, any transactions since the last available backup would be re-recorded based on the cash disbursement records and cash receipts records.

CRS has an established Disaster Recovery Policy. Please reference the School Safety Plan for details.

CRS will follow the Oregon Records Retention Schedule as defined in OAR 166.400 found at http://arcweb.sos.state.or.us/rules/OARS_100/OAR_166/166_400.html.

Originals of the following corporate documents are maintained on-site and the Administrator verifies their presence on a periodic basis:

- a. Charter and all related amendments
- b. Minutes of the School Board and subcommittees
- c. Banking agreements
- d. Leases
- e. Insurance policies
- f. Vendor invoices
- g. Grant and contract agreements
- h. Fixed asset inventory list

Records Access Policy

The Administrator will provide access to the organization's records and provide supporting records, as requested by government auditors to facilitate the completion of such audits or reviews, in a timely manner.

Records Destruction Policy

The destruction of confidential school records will be authorized by the Administrator.

Commented [AP35] : What if there is a fire or flood?

Should the Administrator be unable to provide authorization, destruction will be stayed pending review and final determination.

If any litigation, claim, or audit is started before the expiration of the designated retention period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

Once school records have reached the conclusion of their retention period according to the Records Retention Policy the office of origin will request authorization from the Administrator for their destruction.

The school will arrange for the safe and secure destruction of confidential records. Destruction methods will not permit recovery, reconstruction and/or future use of confidential information. An overview of these methods follows.

Paper records containing confidential information should be shredded and/or pulped, not simply thrown out with other classes of records or with miscellaneous trash.

Electronic or machine-readable records containing confidential information require a two-step process for assured, confidential destruction. Deletion of the contents of digital files and emptying of the desktop "trash" or "waste basket" is the first step. It must be kept in mind, however, that reconstruction and restoration of "deleted" files are quite possible in the hands of computer specialists. With regard to records stored on a "hard drive," it is recommended that commercially available software applications be utilized to remove all data from the storage device. When properly applied, these tools prevent the reconstruction of any data formerly stored on the hard drive. With regard to floppy disks and back-up tapes, it is recommended that these storage devices be physically destroyed.

A destruction record exists to track the destruction of any and all documents. This inventory describes and documents those records, in all formats, authorized for destruction, as well as the date, agent, and method of destruction. The destruction record itself shall not contain confidential information. The destruction record may be retained in paper, electronic, or other formats.



SUMMARY OF ACCOUNT STRUCTURE

CRS will use the Oregon Accounting Codes as published by the Oregon Department of Education and adopted by the Silver Falls School District.

Assets

Types of Equity

In non-profit organizations, assets must be classified by nature and segregated between:

1. Unrestricted Net Assets
2. Temporarily Restricted Net Assets
3. Permanently Restricted Net Assets

The school's assets are classified as unrestricted, temporarily restricted, or permanently restricted.

Cash and Cash Equivalents

All cash and cash equivalents of the school consist of cash in the school's bank account/s.

Grants Receivable

Grants receivable include money that the school expects to receive from government or private sources. Donation letters or pledges are also considered grants receivable.

Property and Equipment

Property and equipment includes the assets used by the school for activities and programs that have an estimated useful life longer than one year. For the school, fixed assets primarily consist of musical instruments, classroom equipment, furniture, computers and computer software.

Purchased property and equipment is recorded at cost. Donated property and equipment are recorded at fair market value at the date of donation. Acquisition costs include all costs necessary to bring the asset to its location in working condition, including:

- Sales tax, if any
- Freight
- Installation costs
- Direct and indirect costs, including interest, incurred in construction

Liabilities

Accounts Payable

Accounts payable include costs and expenses that are billed through a vendor invoice, and are recorded at the invoice amount. Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

Capital Lease Obligation

The school may lease office equipment under a capital lease. In this case, payments of both principal and interest will be made monthly.

Accrued Liabilities

Salaries, wages earned and payroll taxes, along with professional fees, rent and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

Debt

When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year and is recorded on the balance sheet as a long-term liability. All short-term and long-term debt is approved by the School Board and may not exceed the duration of the charter, without consent of the Board of Education. Loan agreements approved by the School Board should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

Revenue

Private Contributions

The school receives contributions from individuals, foundations, and corporations in the following forms:

1. ***Unrestricted Contributions:*** No donor-imposed restrictions.
2. ***Temporarily Restricted Contributions:*** Donor-imposed restrictions such as passage of time, or specific use.

3. ***Permanently Restricted Contributions:*** Donor has placed permanent restrictions on the timing of use of funds, purpose of use of funds and/or the use of earnings and appreciation.

Upon receipt of donation, donations are classified as unrestricted, temporarily restricted or permanently restricted.

For further information on the processing of donations, please see chapter 2.

Expenses

Types of Expenses

Expenses are classified by functional classification and are matched with any donor-imposed restrictions.

Functional Classifications:

- a. ***Program Service Expense:*** the direct and indirect costs related to providing education and other services consistent with the school's mission.
- b. ***Management & General Expenses:*** expenses for other activities related to the purpose for which the organization exists. These relate to the overall direction of the organization and include expenses for the activities of the governing board, business management, general record keeping, and budgeting.
- c. ***Fundraising Expenses:*** costs of all activities that constitute appeal for financial support and include costs of personnel, professional consultants, rent, printing, postage, telephone, etc.

The cost of providing the various programs and other activities of CRS will be summarized on a functional basis as part of the school's annual budget process. Accordingly, certain costs will be allocated among the following categories: general education program, special education program, management and general, and fundraising. Allocations are amended as necessary and the rationale documented. The Administrator and ~~Treasurer~~Treasurer are involved in this process.

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FRAUD AND MISAPPROPRIATION

CRS will not tolerate any fraud or suspected fraud involving employees, officers or trustees, as well as members, vendors, consultants, contractors, funding sources and/or any other parties with a business relationship with the school. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship with the school.

The Administrator and School Board are responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. The Administrator and each board member will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported immediately to the School Board and they will take the necessary actions.

Actions Constituting Fraud

The terms fraud, defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Forgery or alteration of any document or account belonging to the school
- Forgery or alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, supplies, equipment, or other assets of the school
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services the school
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
- Any similar or related irregularity

Investigation Responsibilities

The Board Chairperson has the primary responsibility for the investigation of all

suspected fraudulent acts as defined in the policy. The School Board may utilize whatever internal and/or external resources it considers necessary in conducting an investigation. If an investigation substantiates that fraudulent activities have occurred, the School Board will issue reports to appropriate designated personnel.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final dispositions of the case.

Confidentiality

The School Board will treat all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the Board Chair immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the school from potential civil liability.

Authority for Investigation of Suspected Fraud

Members of the School Board will have:

1. Free and unrestricted access to all the school's records and premises; and
2. The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who may use or have custody of any such items or facilities when it is within the scope of their investigations.

Reporting Procedures

An employee who discovers or suspects fraudulent activity will contact the Chairperson of the School Board immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), his or her attorney or representative(s), or any other inquirer should be directed to the Finance Committee or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is, "I am not a liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

1. Do not contact the suspected individual in an effort to determine facts or demand restitution.
2. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the appointed legal counsel or the School Board.



WHISTLEBLOWER POLICY

CRS requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the school are expected to practice honesty and integrity in fulfilling their responsibilities and are expected to comply with all applicable laws and regulations.

It is the responsibility of all employees to report violations of ethics or conduct or suspected violations in accordance with this Whistleblower Policy.

No employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the school prior to seeking resolution outside the school.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

The Administrator will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.



Contributing to Community Roots

The founders of the Community Roots School spent more than 2,500 hours collectively working to open our school in 2008. It was a tremendous undertaking that resulted in what we're all so fortunate to take part in today- an inclusive, safe, enriching community that connects our children to each other, the world, and their own innate sense of purpose and wellbeing.

While it may seem that the bulk of the work is behind us- it is not.

As a charter school, we receive 20% less funding than the other schools in our district. We rely on volunteers and donors to keep this school financially sustainable and support the space, activities, and resources that make this school fantastic. [We need your help.](#)

Our challenges:

- Staff salaries are, on average, 17% lower than our other district's schools.
- We receive \$1,750 less per student than other Silverton public schools
- Unlike any other school in the district, we pay \$3,500/mo in rent and incur maintenance and utility expenses above that.
- We are 12 students below our goal for 22/23 enrollment resulting in a \$91,000 deficit
- We lack CRS Specific staff designated for mental health support, and additional special education specialists.

The good news:

- Our average guide tenure is 6 years. We know and love the dedicated group of people who care for your children everyday.
- We raised a record breaking \$57,000 at last year's auction.
- We have a committed group of parents on our Board that are in this for the long haul.
- We're pleased to welcome 16 new families to the school this year!
- Our school is recognized within the district for its commitment to inclusivity and equity.
- We have an incredibly vibrant outdoor classroom.
- We're one of 128 Public Montessori charter schools in the country, and one of 5 in the state of Oregon.
- We're a community of rockstars that clearly care.

In the past, the school has asked that each family contribute 35 volunteer hours per year per student. Last year we learned that for some of you, a financial contribution is easier. We are introducing a range of contribution options to foster broader accessibility, while ensuring the necessary support for our school. There is a diversity of options to accommodate all families

interests, strengths, and budgets. Contributing according to one's available resources creates a more equitable system for engaging, supporting our kids, and the Community Roots community. We invite each of us to consider our financial resources and look deeper at our levels of privilege. While we ask you to take these factors into consideration, please don't stress about it. We need all kinds of support. Your commitment is what keeps this school viable and we are grateful for whatever you can provide!

Please identify how your family can support Community Roots this year. We ask that for each of your students, your family contributes 35 volunteer hours or the financial equivalent. You're welcome to select as many items as you can realistically commit to. A CRS Board member will follow up with you to discuss next steps.

Volunteering

- Event support (Ex: auction, community engagement, parent nights, etc)
- Classroom/garden parent. *Serve as a liaison between your child's classroom and its parents. Which classroom would you prefer?* _____
- After school programming (ex: chess club, robotics, etc.). *What would you like to coordinate and host?* _____
- I would like to: _____
- It doesn't matter! Tell me where you need me. (Ex: event childcare, garden cleanup, etc.)

Donations

Tax deductible donations can be made as one-time or recurring contributions.

- I'd like to make a one-time donation is the amount of:** _____
(Ex: \$1,750/student offsets decreased district funds and \$630 equates to 35hrs at \$18/hr)
- I'd like to make a recurring monthly donation (select one below):**
 - \$500-** This is a screaming deal for an education of this caliber and it's still cheaper than what I was spending on pre-school!
 - \$250-** I'm fortunate to be able to generously support the school community and I'm able to save more than when my kiddo was in preschool.
 - \$146-** I'm able to make up the cost difference for my child between what the district funds CRS and other schools.
 - \$52.50-** The equivalent of 35 hours at \$18/hr spread out over the year.
 - \$25-** I do not want to walk, swim, or run in any activity that has the word 'thon' in it. Here is the money I would have spent on my child's 'free' T-shirt, wrapping paper, See's Candy, or supporting a bake sale.
 - \$_____ I am making this donation to express my appreciation for not having anything to buy, sell, or do besides fill out this form.

Your Name: _____

Email: _____

Child(ren) Name(s): _____

Your signature: _____

Date: _____

Please return to Gwen Hill in the front office by September 19, 2022.