

# Budget Detail Report



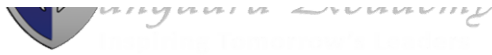
Anguard Academy

Actuals as of: August 31, 2023

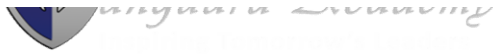
Percentage of Year:

16.7%

	(535 Students)		(565 Students)		Variance	(565 Students)		
	Previous Yr's Actuals	Current Yr's Actuals	Approved FY24 Budget	FY24 Forecast		% of Forecast		
<b>Revenue</b>								
<b>1000 Local</b>								
1510 Interest Income	\$ 57	\$ 3,230	\$ 56,000	\$ -	\$ 56,000	5.8%		
1610 Food Service- Sales to Students	\$ 100	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
1620 Food Service- Sales to Adults	\$ 1,898	\$ -	\$ 1,500	\$ -	\$ 1,500	0.0%		
1700 Student Activities	\$ 31,837	\$ 8,967	\$ 26,300	\$ -	\$ 26,300	34.1%		
1920 Donations & Fundraisers	\$ 34,147	\$ 25	\$ 15,000	\$ -	\$ 15,000	0.2%		
1990 Miscellaneous	\$ 16,811	\$ -	\$ 2,500	\$ -	\$ 2,500	0.0%		
1999 ERC	\$ 213,061	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
<b>Total 1000:</b>	<b>\$ 297,909</b>	<b>\$ 12,222</b>	<b>\$ 101,300</b>	<b>\$ -</b>	<b>\$ 101,300</b>	<b>12.1%</b>		
<b>3000 State</b>								
3010 Regular School Prgm K-12	\$ 2,382,628	\$ 420,328	\$ 2,679,427	\$ -	\$ 2,679,427	15.7%		
3020 Professional Staff	\$ 169,160	\$ 30,244	\$ 181,462	\$ -	\$ 181,462	16.7%		
3105 Special Education -- Add-On	\$ 149,384	\$ 19,796	\$ 118,775	\$ -	\$ 118,775	16.7%		
3110 Special Education -- Self-Contained	\$ 4,038	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
3120 Special Education -- Extended Year	\$ 2,651	\$ 450	\$ 2,703	\$ -	\$ 2,703	16.7%		
3125 Special Education -- Impact Aid	\$ 1,973	\$ 371	\$ 2,230	\$ -	\$ 2,230	16.7%		
3155 CTE Admin	\$ 341,905	\$ 37,489	\$ 238,597	\$ -	\$ 238,597	15.7%		
3101 CTE College & Career	\$ 11,910	\$ 5,863	\$ 6,148	\$ -	\$ 6,148	95.4%		
3600 CTE Tech Student Orgs	\$ 9,834	\$ 1,796	\$ 4,133	\$ -	\$ 4,133	43.5%		
3601 CTE Skill Certification	\$ 3,068	\$ 533	\$ 3,068	\$ -	\$ 3,068	17.4%		
3213 Concurrent Enrollment	\$ 94,168	\$ -	\$ 94,000	\$ -	\$ 94,000	0.0%		
3201 Class Size Reduction K-8	\$ 83,583	\$ 14,866	\$ 89,289	\$ -	\$ 89,289	16.6%		
3336 Enhancement for At-Risk Students	\$ 149,664	\$ 29,318	\$ 175,908	\$ -	\$ 175,908	16.7%		
3520 School Land Trust Program	\$ 68,462	\$ 77,840	\$ 78,364	\$ -	\$ 78,364	99.3%		
3468 Effective Teaching High Poverty	\$ 11,435	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
3178 Extended Yr. SpED Educators/Flex Allocation	\$ 1,292	\$ 246	\$ 1,474	\$ -	\$ 1,474	16.7%		
3673 Electronic Substance Abuse	\$ 7,025	\$ 308	\$ 4,000	\$ -	\$ 4,000	7.7%		
3674 Suicide Prevention	\$ 2,681	\$ 385	\$ 2,000	\$ -	\$ 2,000	19.2%		
3677 CTE Computer Science	\$ 45,714	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
3719 Charter School Local Replacement	\$ 1,586,985	\$ 266,254	\$ 1,765,060	\$ -	\$ 1,765,060	15.1%		
3725 CS Funding Base Program	\$ 50,749	\$ 4,811	\$ 57,730	\$ -	\$ 57,730	8.3%		
3578 Teacher and Student Success Act (TSSA)	\$ 126,696	\$ 114,385	\$ 156,378	\$ -	\$ 156,378	73.1%		
3807 Teacher Salary Supplement Program (TSSP)	\$ 11,354	\$ 13,229	\$ 11,354	\$ 1,875	\$ 13,229	100.0%		
3810 Library Books & Electronic Res	\$ 592	\$ -	\$ 600	\$ -	\$ 600	0.0%		
3854 HB162 Period Products	\$ 2,676	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
3868 Teacher Materials and Supplies	\$ 4,856	\$ 3,889	\$ 4,865	\$ -	\$ 4,865	79.9%		
3500 Special purpose programs	\$ (8,660)	\$ -	\$ 255,043	\$ -	\$ 255,043	0.0%		
3876 Educator Salary Adjustment	\$ 155,409	\$ 53,153	\$ 318,917	\$ -	\$ 318,917	16.7%		
3870 School Lunch (Liquor Control)	\$ 56,654	\$ 78,334	\$ 50,000	\$ 28,334	\$ 78,334	100.0%		
3844 STEM Endorsement	\$ 1,700	\$ 12,805	\$ 15,640	\$ -	\$ 15,640	81.9%		
3653 Public Ed Capital & Technology Fund	\$ 73,359	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
3651 Educator Professional Time (Stipend)	\$ 2,215	\$ 91,217	\$ 51,945	\$ 39,272	\$ 91,217	100.0%		
3577 Computer Science	\$ 45,714	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
3810 Drivers Ed	\$ 15,302	\$ 7,822	\$ 19,064	\$ -	\$ 19,064	41.0%		
3990 Cardiopulmonary Equipment	\$ 414	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
<b>Total 3000:</b>	<b>\$ 5,605,160</b>	<b>\$ 1,285,732</b>	<b>\$ 6,388,174</b>	<b>\$ 69,481</b>	<b>\$ 6,457,655</b>	<b>19.9%</b>		
<b>4000 Federal</b>								
4524 IDEA Part-B	\$ 96,385	\$ -	\$ 97,911	\$ -	\$ 97,911	0.0%		
4210 ESSER II	\$ 158,296	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
4215 ESSER III ARP	\$ 242,248	\$ -	\$ 267,707	\$ -	\$ 267,707	0.0%		
4220 GEERS	\$ 21,803	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
4230 GEERS II	\$ 3,108	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
4280 Lunch Program	\$ 269,860	\$ -	\$ 275,000	\$ -	\$ 275,000	0.0%		
4801 Title IA	\$ 144,633	\$ -	\$ 130,000	\$ -	\$ 130,000	0.0%		
4860 Title IIA	\$ 33,773	\$ -	\$ 17,000	\$ -	\$ 17,000	0.0%		
7905 Supporting Effective Instruction	\$ 15,494	\$ -	\$ -	\$ -	\$ -	#DIV/0!		
<b>Total 4000:</b>	<b>\$ 970,106</b>	<b>\$ -</b>	<b>\$ 787,618</b>	<b>\$ -</b>	<b>\$ 787,618</b>	<b>0.0%</b>		
<b>Total Revenue:</b>	<b>\$ 6,873,175</b>	<b>\$ 1,297,953</b>	<b>\$ 7,277,092</b>	<b>\$ 69,481</b>	<b>\$ 7,346,573</b>	<b>17.7%</b>		



	Previous Yr's Actuals	Current Yr's Actuals	Approved FY24 Budget	Variance	FY24 Forecast	% of Forecast																																																																																																																																																																																																				
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<b>100 Salaries</b>																																																																																																																																																																																																										
121 Director	\$ 73,868	\$ 3,000	\$ 75,600	\$ -	\$ 75,600	4.0%																																																																																																																																																																																																				
121 Principals and Assistants	\$ 85,378	\$ 6,404	\$ 90,979	\$ -	\$ 90,979	7.0%																																																																																																																																																																																																				
131 Teachers	\$ 1,346,514	\$ 92,440	\$ 1,614,366	\$ -	\$ 1,614,366	5.7%																																																																																																																																																																																																				
132 Substitute Teachers	\$ 26,705	\$ -	\$ 33,181	\$ -	\$ 33,181	0.0%																																																																																																																																																																																																				
133 Special Education Director & Teacher	\$ 120,015	\$ 9,500	\$ 124,249	\$ -	\$ 124,249	7.6%																																																																																																																																																																																																				
134 Stipends	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!																																																																																																																																																																																																				
142 Non-classroom support	\$ 167,481	\$ 13,259	\$ 155,083	\$ -	\$ 155,083	8.5%																																																																																																																																																																																																				
142 Guidance Counselor	\$ 54,747	\$ 3,496	\$ 59,254	\$ -	\$ 59,254	5.9%																																																																																																																																																																																																				
152 Office Salaries	\$ 486,268	\$ 51,564	\$ 504,150	\$ -	\$ 504,150	10.2%																																																																																																																																																																																																				
161 SpEd Paras Aides	\$ 87,432	\$ 1,264	\$ 95,241	\$ -	\$ 95,241	1.3%																																																																																																																																																																																																				
161 Paraprofessionals	\$ 179,306	\$ 24,992	\$ 202,001	\$ -	\$ 202,001	12.4%																																																																																																																																																																																																				
168 Teacher Mentor Operations	\$ 59,962	\$ 2,545	\$ 54,810	\$ -	\$ 54,810	4.6%																																																																																																																																																																																																				
171 Transportaion/Bus Drivers	\$ 15,839	\$ 761	\$ 16,850	\$ -	\$ 16,850	4.5%																																																																																																																																																																																																				
180 Custodial & Maintenance	\$ 37,581	\$ 1,870	\$ 42,341	\$ -	\$ 42,341	4.4%																																																																																																																																																																																																				
190 Kitchen Staff	\$ 67,916	\$ 4,174	\$ 78,893	\$ -	\$ 78,893	5.3%	<b>Total 100:</b>	<b>\$ 2,741,096</b>	<b>\$ 215,267</b>	<b>\$ 3,147,000</b>	<b>\$ -</b>	<b>\$ 3,147,000</b>	<b>6.8%</b>	<b>200 Benefits</b>							220 FICA (Social Security & Medicare)	\$ 208,363	\$ 33,405	\$ 240,746	\$ -	\$ 240,746	13.9%	230 Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	240 Health Benefits	\$ 194,850	\$ 16,090	\$ 187,750	\$ -	\$ 187,750	8.6%	270 Worker's Compensation Fund	\$ 8,053	\$ -	\$ 4,500	\$ -	\$ 4,500	0.0%	280 Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	<b>Total 200:</b>	<b>\$ 411,266</b>	<b>\$ 49,494</b>	<b>\$ 432,996</b>	<b>\$ -</b>	<b>\$ 432,996</b>	<b>11.4%</b>	<b>300 Prof &amp; Technical Services</b>							320 Instructional Services	\$ 19,804	\$ -	\$ 16,750	\$ -	\$ 16,750	0.0%	330 Employee Training & Development	\$ 107,096	\$ 24,687	\$ 120,000	\$ -	\$ 120,000	20.6%	310 Official Admin Service	\$ 38,266	\$ 1,034	\$ 15,000	\$ -	\$ 15,000	6.9%	340 Legal Services	\$ 340,163	\$ 9,733	\$ 75,000	\$ -	\$ 75,000	13.0%	351 Contracted Services	\$ 63,365	\$ 3,864	\$ 53,000	\$ -	\$ 53,000	7.3%	352 IT Services	\$ 129,859	\$ 5,960	\$ 105,000	\$ -	\$ 105,000	5.7%	342 Audit	\$ 27,350	\$ -	\$ 29,000	\$ -	\$ 29,000	0.0%	345 Business Manager Services (Red Apple)	\$ 18,800	\$ 13,800	\$ 82,800	\$ -	\$ 82,800	16.7%	<b>Total 300:</b>	<b>\$ 744,704</b>	<b>\$ 59,078</b>	<b>\$ 496,550</b>	<b>\$ -</b>	<b>\$ 496,550</b>	<b>11.9%</b>	<b>400 Purchased Property Services</b>							411 Utilities (Water, Sewer & Disposal)	\$ 26,855	\$ 2,878	\$ 26,800	\$ -	\$ 26,800	10.7%	431 Repairs & Maintenance	\$ 139,046	\$ 12,349	\$ 100,000	\$ -	\$ 100,000	12.3%	433 Custodial	\$ 46,123	\$ 4,296	\$ 70,000	\$ -	\$ 70,000	6.1%	435 Lawn Care & Snow Removal	\$ 21,280	\$ 1,749	\$ 21,600	\$ -	\$ 21,600	8.1%	441 Lease of Building & Facility	\$ 965,235	\$ 83,331	\$ 1,081,891	\$ -	\$ 1,081,891	7.7%	443 Copy Machine Lease & Servicing	\$ 17,065	\$ 4,254	\$ 18,000	\$ -	\$ 18,000	23.6%	442 Rental of Equipment & Vehicles	\$ 7,540	\$ -	\$ 5,644	\$ -	\$ 5,644	0.0%	490 Property Taxes	\$ 111,812	\$ 8,601	\$ 116,000	\$ -	\$ 116,000	7.4%	<b>Total 400:</b>	<b>\$ 1,334,956</b>	<b>\$ 117,458</b>	<b>\$ 1,439,934</b>	<b>\$ -</b>	<b>\$ 1,439,934</b>	<b>8.2%</b>
<b>Total 100:</b>	<b>\$ 2,741,096</b>	<b>\$ 215,267</b>	<b>\$ 3,147,000</b>	<b>\$ -</b>	<b>\$ 3,147,000</b>	<b>6.8%</b>																																																																																																																																																																																																				
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	Previous Yr's Actuals	Current Yr's Actuals	Approved FY24 Budget	Variance	FY24 Forecast	% of Forecast
<b>500 Other Purchase Services</b>						
513 Student Transportation Service	\$ 14,965		\$ 16,302	\$ -	\$ 16,302	0.0%
521 Liability & Property Insurance & Treasurer's	\$ 15,007	\$ 656	\$ 15,807	\$ -	\$ 15,807	4.1%
531 Communication: Telephone, Internet	\$ 1,530	\$ 1,669	\$ 1,600	\$ -	\$ 1,600	104.3%
540 Advertising	\$ 1,064		\$ 1,228	\$ -	\$ 1,228	0.0%
560 Tuition	\$ 37,245		\$ 35,419	\$ -	\$ 35,419	0.0%
580 Travel-Staff Travel & Mileage	\$ 39,550	\$ 8,720	\$ 20,758	\$ -	\$ 20,758	42.0%
<b>Total 500:</b>	<b>\$ 109,362</b>	<b>\$ 11,044</b>	<b>\$ 91,114</b>	<b>\$ -</b>	<b>\$ 91,114</b>	<b>12.1%</b>
<b>600 Supplies and Materials</b>						
610 General Supplies	\$ 30,644	\$ 8,743	\$ 35,000	\$ -	\$ 35,000	25.0%
611 Classroom Supplies	\$ 90,067	\$ 31,038	\$ 87,973	\$ -	\$ 87,973	35.3%
612 Office / Admin Supplies	\$ 9,736		\$ 12,000	\$ -	\$ 12,000	0.0%
613 Student Gov Supplies	\$ 19,613	\$ 3,434	\$ 7,000	\$ -	\$ 7,000	49.1%
614 Pro Development Supplies	\$ 7,480	\$ 3,721	\$ 3,500	\$ 500	\$ 4,000	93.0%
616 PE/Uniforms Supplies	\$ 35,179	\$ 3,242	\$ 43,000	\$ -	\$ 43,000	7.5%
618 Science Lab	\$ 3,011	\$ 119	\$ 3,475	\$ -	\$ 3,475	3.4%
619 Graduation/Yearbook Supplies	\$ 30,306		\$ 22,500	\$ -	\$ 22,500	0.0%
622 Electricity & Natural Gas	\$ 84,372	\$ 6,936	\$ 85,800	\$ -	\$ 85,800	8.1%
626 Motor Fuel (Gas & Diesel)	\$ 4,407	\$ 198	\$ 5,000	\$ -	\$ 5,000	4.0%
630 Food and Lunch Prgm Supplies	\$ 296,707	\$ 1,607	\$ 280,000	\$ -	\$ 280,000	0.6%
632 Non-Food Kitchen Supplies	\$ 6,054	\$ 1,000	\$ 6,750	\$ -	\$ 6,750	14.8%
641 Textbooks/Curriculum	\$ 96,259	\$ 47,211	\$ 109,003	\$ -	\$ 109,003	43.3%
644 Library Books & Materials	\$ 792	\$ -	\$ 464	\$ -	\$ 464	0.0%
670 Computer and Tech Hardware/Software	\$ 123,655	\$ 48,419	\$ 80,000	\$ -	\$ 80,000	60.5%
680 Maintenance & Custodial Supplies	\$ 26,649	\$ -	\$ 18,000	\$ -	\$ 18,000	0.0%
683 Vehicle Repair Supplies	\$ 462	\$ 343	\$ 500	\$ -	\$ 500	68.6%
<b>Total 600:</b>	<b>\$ 865,393</b>	<b>\$ 156,012</b>	<b>\$ 799,965</b>	<b>\$ 500</b>	<b>\$ 800,465</b>	<b>19.5%</b>
<b>700 Property, Equipment</b>						
710 Land & Improvements	\$ 76,509		\$ 160,000	\$ (10,000)	\$ 150,000	0.0%
733 Furniture & Fixtures	\$ 22,401	\$ 26,110	\$ 25,855	\$ 9,145	\$ 35,000	74.6%
734 Technology Hardware & Software	\$ 507,942	\$ 88,858	\$ 350,000	\$ -	\$ 350,000	25.4%
738 Kitchen Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!
739 Other Equipment	\$ 34,501	\$ 19,907	\$ 14,435	\$ 5,565	\$ 20,000	99.5%
<b>Total 700:</b>	<b>\$ 641,353</b>	<b>\$ 134,874</b>	<b>\$ 550,289</b>	<b>\$ 4,711</b>	<b>\$ 555,000</b>	<b>24.3%</b>
<b>800 Debt Service and Misc</b>						
810 Dues and Fees	\$ 7,518	\$ 3,748	\$ 6,222	\$ -	\$ 6,222	60.2%
810 Banking (Direct Deposit Fees)	\$ 9,712	\$ 428	\$ 8,631	\$ -	\$ 8,631	5.0%
831 Interest Fees	\$ 528	\$ 23	\$ -	\$ -	\$ -	#DIV/0!
860 Indirect Costs - Non Restricted	\$ -	\$ -	\$ 609	\$ -	\$ 609	0.0%
890 Misc Exp	\$ 4,385	\$ -	\$ -	\$ -	\$ -	#DIV/0!
<b>Total 800:</b>	<b>\$ 22,143</b>	<b>\$ 4,199</b>	<b>\$ 15,462</b>	<b>\$ -</b>	<b>\$ 15,462</b>	<b>27.2%</b>
<b>Total Expenses:</b>	<b>\$ 6,870,273</b>	<b>\$ 747,427</b>	<b>\$ 6,973,311</b>	<b>\$ 5,211</b>	<b>\$ 6,978,521</b>	<b>10.7%</b>
<b>Contingency</b>						
	\$ 2,902	\$ 550,527	\$ 303,781	\$ 64,270	\$ 368,051	149.6%
<b>3% Goal</b>					<b>\$ 220,397</b>	



# Financial Summary as of August 31, 2023

Guard Academy

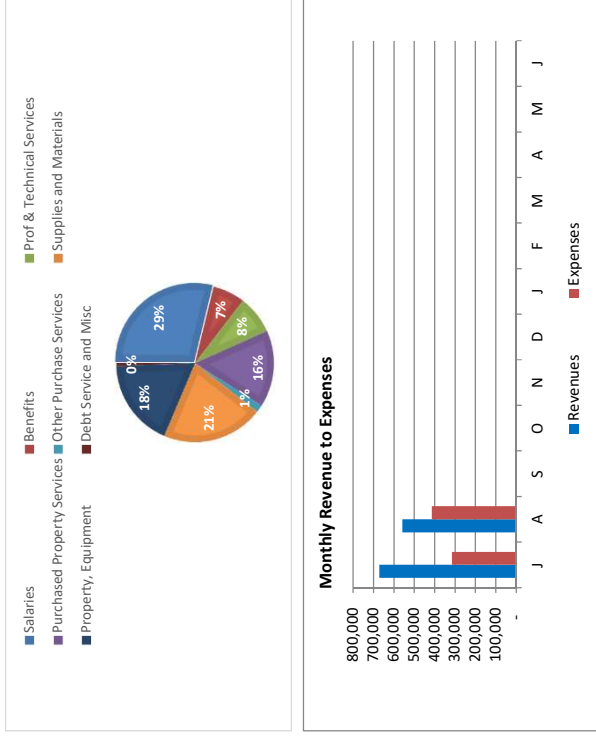
## RATIOS

## EXPENSE PIE GRAPH

## BUDGET REPORT

16.7% through the Year

Year-to Date Actuals	Approved Budget	Forecast	% of Forecast
\$ 12,222	\$ 101,300	\$ 101,300	12.1%
\$ 1,285,732	\$ 6,388,174	\$ 6,457,655	19.9%
\$ -	\$ 787,618	\$ 787,618	0.0%
\$ 1,297,953	\$ 7,277,092	\$ 7,346,573	17.7%
<b>Total Revenue</b>			
\$ 215,267	\$ 3,147,000	\$ 3,147,000	6.8%
\$ 49,494	\$ 432,996	\$ 432,996	11.4%
\$ 59,078	\$ 496,550	\$ 496,550	11.9%
\$ 117,458	\$ 1,439,934	\$ 1,439,934	8.2%
\$ 11,044	\$ 91,114	\$ 91,114	12.1%
\$ 156,012	\$ 799,965	\$ 800,465	19.5%
\$ 134,874	\$ 550,289	\$ 555,000	24.3%
\$ 4,199	\$ 15,462	\$ 15,462	27.2%
\$ 747,427	\$ 6,973,311	\$ 6,978,521	10.7%
<b>Total Expenses</b>			
\$ 550,527	\$ 303,781	\$ 368,051	150%



	Current	Goal
Operating Margin	42.4%	3%
Debt Service Coverage	1.51	1.25
Days Cash on Hand	124	90
Building Payment %	15.5%	20%

**Cash Reserve**  
 \$0-\$300,000 5%  
 \$300,000-\$500,000 4%  
 \$500,000-and above 3%

**Operating Margin**  
 5%  
 4%  
 3%

## ENROLLMENT

	A	S	O	N	D	J	F	M	A	M
7	108									
8	115									
9	108									
10	92									
11	81									
12	64									
<b>Total</b>	<b>568</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

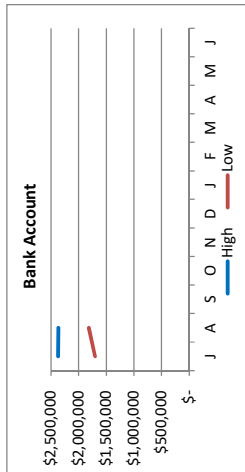


## RESERVES

	Actual Ytd	Forecast
<b>Last Year Reserve Balance</b>	\$ 1,222,000	\$ 1,222,000
Reserves Added this Year	\$ 550,527	\$ 368,051
Expenses from Reserves	\$ -	\$ -
	\$ -	\$ -
	\$ -	\$ -
<b>New Reserve Balance</b>	<b>\$ 1,772,527</b>	<b>\$ 1,590,051</b>

## CASH

<b>Ending Cash Balance</b>	\$ 2,367,605
Days Cash on Hand	124



### 4.1 ATTENDANCE POLICY

#### **Purpose**

The purpose of this policy is to provide directives to assist Vanguard in complying with Utah Compulsory Attendance Laws, which requires every school age child (6-18) be enrolled in school and attend regularly.

Additionally, the purpose of this policy is to help students identify and resolve problems with being present and on time since parents/guardians and students are responsible for regular and punctual attendance of all their classes.

#### **Definitions**

1. **Excused Absences and Tardies:** a "Valid Excuse" means:
  - a. mental or behavioral health of the school-age child;
  - b. death of a family member or close friend
  - c. medical appointments
  - d. family emergencies
  - e. personal illness
  - f. an approved school activity;
  - g. a pre-communicated absence by parent(s)/guardian(s) in accordance with Subsection 53G-6-803(5)
    - i. Vanguard shall record an excused absence for a scheduled family event if:
      1. the parent submits a written statement at least 1 school day before the scheduled absence; and
      2. the student agrees to make up course work for school days missed for the scheduled absence.
  - h. an absence permitted by a school-age child's:
    - i. individualized education program; or
    - ii. Section 504 accommodation plan;"Valid excuse" does not mean a parent acknowledgment of an absence for a reason other than a reason described above, unless specifically permitted by school.
2. **Detention:** a consequence in which students are required to attend a study hall style class for a specified amount of time. This is usually done during non-school hours.
3. **No Grade (NG):** Grade student receives if they have more than 1 outstanding absence/tardy that has not made up. NG does not reflect failure, in fact the grade may be passing, but the student has not put in enough time in class to receive a grade in it. The grade of an NG is not calculated in the grade point average. An NG will not override a failing grade.
4. **Truancy:** means a condition in which a school-age child, without a valid excuse is absent for at least half of the school day

# Vanguard Academy

## Policy Handbook

### Policy

Vanguard Academy recognizes that the Utah Compulsory Attendance Law (**Utah Code 53G-6-202.**) directs parents to require their children between the ages of six and eighteen years of age to attend school unless they have graduated from high school or have been excused by the Board of Education. **\*\*Utah State Law R277-419-5-4a(1)** requires that any student who misses ten consecutive days of school without prior arrangement by a parent/guardian should be considered no longer attending said school. Parent/guardian of students who fall into this category will be contacted by an Administrator informing them that their student is being withdrawn from Vanguard Academy.

All students, regardless of age, are required to have a parent/guardian excuse absences and/or 1<sup>st</sup> period tardies. A parent/guardian has ten (10) school days after the date of an absence and/or 1<sup>st</sup> period tardy to excuse the absence and/or tardy from a late check-in to school.

### Rules

1. Students are expected to be in attendance every school day in order to receive maximum benefit from their education experiences. If a student is legitimately absent from class, it is his/her responsibility to contact the teacher regarding make-up work.
2. Teachers will be required to give students who are absent and/or tardy an opportunity to make up work missed.
3. Students missing a class to participate in any school sponsored activity will not be considered absent from that class provided they have followed proper excusal procedures. To earn full grade or credit in the class missed, these students will be required to make up work if assigned by the teacher.
4. Classroom teachers are required to record and verify daily student attendance each class period. Each individual teacher will, where appropriate, develop grading and credit policy that promotes attendance, class participation, and academic achievement.
5. Parents/guardians are expected to ensure that their children attend school regularly and arrive on time. It is the responsibility of the parent/guardian to notify school officials of legitimate absences. The parent/guardian must email or telephone the attendance office to excuse absences and/or confirm student checkout prior to the student's leaving during the school day.
6. When the course commences, teachers must submit disclosure documents in writing to enrolled students outlining the attendance and class participation guidelines of the class which will be used for the student's grade and credit determination.
7. Administrators and teachers will coordinate extracurricular activities so students' attendance and participation will only be disrupted minimally.
8. Administrators shall work cooperatively with students, parents/guardians, teachers, and school guidance personnel to improve student attendance. Administrators shall use earnest and

persistent effort, including parent notification, to deter excessive and unexcused student absences.

9. An absence may be excused by a parent or guardian ~~("for reasons they deem necessary")~~ with a valid excuse up to 10 school days following an absence. After 10 days, an absence may only be excused with the Director's/Assistant Director's approval.

### PROCEDURES

#### ~~1.0~~ Excused Absences/Tardies

1. Parent/Guardian must contact the attendance office to excuse their students' absence or 1<sup>st</sup> period tardy.

- ~~• Understanding that student attendance is vital for success in school, Vanguard Academy recognizes that a parent or legal guardian of a student may excuse an absence for reasons they deem necessary.~~
- ~~• When attendance begins to significantly impact the ability of a student to be successful in school, teachers, administrators, and counselors shall intervene and work with parents to create interventions to change behaviors and improve school success.~~

#### Unexcused Absences and Tardies

1. ~~0-~~1-2 days absences per class: Parent will be notified of student's absence.
2. Any class with more than two (2) unexcused absence in a quarter, may result in:
  - a. A student will be given 1 hour of Detention upon receiving a third unexcused/truant absence in a given class. This extends to all subsequent unexcused/truant absences thereafter.
3. Any class with more than two (2) unexcused tardies in a quarter, may result in:
  - a. A student will be given 1/2 hour of Detention upon receiving a third tardy in a given class. This extends to all subsequent tardies thereafter.
4. Students and Parent/guardian will be sent out a notice if the student owes any Detention time. The first notice will let them know the amount of hours owed. The second notice will include time, place, and duration of Detention that the student is assigned.
5. A student will receive a No Grade (NG) in any class that has more than 1 unexcused absence and/or tardies in a quarter that have not been made up
  - a. NGs do not affect the underlying grade, but are put in place until the NGs have been cleared. Because of this, NGs do not count towards graduation.
  - b. The total number of NGs for a student is set to zero (0) at the start of each quarter.
  - c. Students may remove NGs from a class in one of the following ways:
    - i. A student may come to scheduled Detention.
    - ii. A student may request a special NG assignment project from the administration.
    - iii. A Student may submit community service hours (Must get a letter from the organization provided service for)

~~[A] 3-4 days absences per class: A warning notice will be sent to student and parent/guardian, letting them know that further unexcused absences may result in Detention.~~

~~[B] 5-6 days absences per class: Student and parent/guardian will be informed of the student's multiple absences, ½ hour of Detention will be assigned in an effort to improve student's academic progress.~~

~~[C] 7-9 days absences per class: Student and parent/guardian will be informed of the student's significant absence record, 1 hour of Friday or Saturday Detention will be assigned in an effort to improve student's academic progress.~~

~~[D] 10+ days absences per class: Student and both parents/guardians will be required to meet with an Administrator regarding chronic absenteeism. All parties will determine appropriate course of action to correct attendance issue. Alternate placement may be advised. In addition, 1 hour of Friday or Saturday Detention will be assigned to the student.~~

~~\*\*Student Absences accumulate on a per class basis. For example, if a student was absent for 1 full day and is assigned to attend 5 different classes that day, he/she would have 1 absent added to each of those courses. If the student was only gone for part of the day, whatever classes they missed will have 1 absence added. The Detention will only be assigned for any classes that have reached 5 or more absences. For Example: if the student has 2 classes that have reached 5 absences, 1 hour of Detention would be assigned (½ hour for each class at 5-6 absences). If the student has 3 classes that have reached 7 absences, 3 hours of Detention would be assigned (1 hour for each class at 7-9 absences).~~

### **Possible Detention assignments:**

- Study Hall
- Community Service
- Skill Building Lab
- Individualized Textbook

### Detention

1. Students and Parent/Guardian will be sent out a notice if the student owes any detention time. The first notice will let them know the amount of hours owed. The second notice will include time, place, and duration of detention that the student is assigned. If a student fails to attend their scheduled detention, they will be suspended until they have started attending their scheduled detention.

### 3.0 Truancy

1. Truancy Citations. A school administrator or a designee of a school administrator may issue a Truancy Citation. A copy of the Truancy Citation shall be sent in writing to the parent or legal guardian of the school-age child. The Truancy Citation shall:
  - Identify the classes and/or dates for which the student has been considered truant;
  - Direct the student and parent to meet with school authorities to discuss the student's truantries; and



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- Inform the student and parent that Utah State Law requires their cooperation in securing regular attendance of the school-age child.
- 2. Copies of truancy citations and notices shall be retained in the student's permanent record.
- 3. The parent shall have the right to appeal a truancy citation or notice of truancy in writing to the building level administrator within ten (10) days of being issued.
- 4. A school administrator may impose administrative penalties on a student who is issued a truancy citation. Administrative penalties may include, but are not limited to:
  - Referral to School Administration, or appropriate designee
  - Meeting(s) with student and parents
  - Adjustments to the student's schedule
  - Attendance monitoring
  - Attendance contracts
  - After-School Detention
  - Truancy citation (for students 12 and over)
  - School suspension
  - Parent attending school with student
  - Referral to Juvenile Court (for students 12 and over)

**Attendance Appeals Process:** Students and parents may appeal to the administration for a closer examination on a case by case basis. Appeals should provide details as to why absences should not count against a student's attendance. ~~Appeals are reserved for unusual and/or uncontrollable attendance problems (i.e., medically verifiable illness, etc.). It is expected that students will clear absences through the administrator or lose credit.~~ The waiving of absences is entirely up to the discretion of the administration. Appeals should be submitted as soon as possible to the front office.

### References

Utah State Law R277-419-5-a(1)

(Utah Code 53A-11-101)

### Revision History and Approval Date

Approved 02-15-2023

Changes Pending Board Approval

### 4.2 TARDY POLICY & PROCEDURES (Added to 4.1)

#### Purpose

#### Definitions

#### Policy

When a student is tardy to class it negatively affects not only that student, but the teacher and other students in the class. Punctuality is an important life skill and tardiness is disruptive to the educational process. The Tardy policy is presented here in an effort to maximize learning for Vanguard students. Students are expected to be on time to class, prepared, and ready to work when the tardy bell rings. There is a 3 minute passing period between each class. Any student not in the classroom when the final bell rings, is considered tardy. A student who is more than 30 minutes late will be marked absent.

#### 4.2.1: Beginning of the Day Tardies

- 0-2 Tardies per class per term: We appreciate that, for the most part, you have been arriving on time.
- 3-4 Tardies per class per term: Parent/Guardian will be contacted and warned that Parent Involvement may be assigned if tardies continue.
- 5-6 Tardies per class per term: An administrator will contact the parents/guardians and the parent/guardian be assigned 1/2 hour Parent Involvement per tardy. At the end of the quarter, if all assigned parent involvement hours are not made up, a \$10 fine will be charged for every ½ hour owed.
- 7-9 Tardies per class per term: Parent/Guardian will be assigned one hour of Parent Involvement, per tardy. At the end of the quarter, if all assigned Parent Involvement hours are not made up, a \$20 fine will be charged for every ½ hour owed.
- 10+ Tardies per class per term: Parent/Guardian will be contacted and assigned 1 hour of Parent Involvement time and will have a meeting with the administration.
- Fines are calculated at the end of the quarter for any hours not served and will be entered into PowerSchool.

#### 4.2.2: All other class period tardys

- 0-2 Tardies per class per term: We appreciate that, for the most part, you have been arriving on time.
- 3-4 Tardies per class per term: Parent/Guardian will be contacted by teacher and warned that Friday/Saturday Detention may be assigned if tardies continue.
- 5-6 Tardies per class per term: An administrator will contact the student and both parents/guardians and the student will be assigned 1/2 hour of Friday/Saturday Detention per tardy. At the end of the quarter, if all assigned detention hours are not made up, a \$10 fine will be charged for every ½ hour owed.
- 7-9 Tardies per class per term: Student will be assigned one hour of Friday/Saturday Detention, per tardy. At the end of the quarter, if all assigned detention hours are not made up, a \$20 fine will be charged for every ½ hour owed. Both parents/guardians must attend a school day with

# Vanguard Academy

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~~their student and/or meet with the Director to formulate an action plan to improve student attendance.~~

- ~~● 10+ Tardies per class per term: Student is considered truant and the truancy policy will apply.~~
- ~~● Fines are calculated at the end of the quarter for any hours not served and will be entered into Powerschool.~~

~~Friday/Saturday Detention: Students and Parent/guardian will be sent out a notice if the student owes any detention time. The first notice will let them know the amount of hours owed. The second notice will include time, place, and duration of detention that the student is assigned. Failure to attend Detention for all assigned hours by the end of the quarter, will result in a \$10 fine for every ½ hour that is owed.~~

### References

#### Revision History and Approval Date

Version 1: October, 2022: Original

Board Approved: 10/22/2022

Pending Board Approval:

## Vanguard Academy

### Policy Handbook

**Policy Title:** 15.10 Procurement

**Policy Reference:** PL.143

**Attaches To:** (see page 1 and 2, Objects(s): Job Descriptions, Etc., Applied To)

#### **15.10.1 Description:**

Vanguard Academy will follow applicable state and federal laws in connection with the procurement of supplies, equipment, and services, including but not limited to the applicable provisions of the Utah Procurement Code.

#### **15.10.2 Purpose:**

To ensure that all purchases are authorized by Vanguard Academy and in compliance with applicable law(s).

**15.10.3 Scope:** All purchases

#### **15.10.4 Legal Reference:**

##### **15.10.4-1 State Law Requirements**

This policy is established pursuant to all applicable laws including Utah Code § 63G-6a-101 et. seq. and Utah Administrative Rules, Title R33, and requires all Vanguard Academy employees to comply. ---Certain components of the law particularly relevant to Vanguard Academy employees are included below:

1. Contracts must follow the applicable provisions outlined in the State Procurement Code, including without limitation laws regarding the length of multi-year contracts (Utah Code § 63G-6a-1204(7)).
2. Construction and improvements must comply with the applicable provisions of the State Procurement Code (Utah Code § 63G-6a-1302; Utah State Board of Education Administrative Rules, and Title IX and XIII; 5-1 Vanguard Academy Fiscal Policy Manual – 2019 Section 5 – Procurement).
3. Exclusive contracts must comply with the provisions outlined in the State Procurement Code (Utah Code § 63G-6a-101 et. seq.), Vanguard Academy's procurement policy, and the Utah Public Officers' and Employees' Ethics Act (Utah Code § 67-16-1 et. seq.).

##### **15.10.4-2 Federal Law Requirements (Procurement and Allowability)**

1. This policy is established pursuant to Federal Code (200.318). Except where otherwise authorized by statute, costs must meet the following general criteria in order to be allowable under Federal awards:

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- a. Be necessary and reasonable in price for the performance of the award and be allocable thereto under these principles.
- b. Conform to any limitations or exclusions set forth in these principles or in the award as to types or amount of cost items.
- c. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of Vanguard Academy.
- d. Be accorded consistent treatment. A cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the award as an indirect cost.
- e. Be determined in accordance with generally accepted accounting principles (GAAP).
- f. Be adequately documented.
- g. Cost must be incurred during the approved budget.
  - i. 200.319 Competition
    1. All transactions for acquisition of property or services required under Federal Award must be conducted in a manner providing full and open competition.
  - ii. 200.213 Inventory Management (use of Federal Funds)
    1. All equipment acquired by Vanguard Academy with use of Federal Funds will be used in the program or project for which it was acquired.
    2. All equipment and supplies acquired by Vanguard Academy with a Federal Award will be inventoried and records will be maintained, which will include a description, serial number, source of funding, acquisition date, and cost.
    3. A physical inventory will be conducted at least every two years.
    4. A control system will be in place to ensure adequate safeguards to prevent loss, damage, or theft.

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5. If Vanguard Academy is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

#### h. Disposition

Except as otherwise provided in Federal statutes, regulations, or Federal XIV. 5-4 awarding agency disposition instructions, when original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, Vanguard Academy must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

- i. Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further responsibility to the Federal awarding agency.

#### 15.10.5 General Provisions

1. **Procurement Officer Designated:** A procurement/compliance officer (the "Procurement Officer") shall be hired by the board of directors and shall report directly to the Procurement Oversight Committee. The Procurement Officer shall oversee and review all purchases and procurements on behalf of Vanguard Academy to ensure that the procurement process complies with all federal and state statutes, rules and local LEA policies. The Procurement Officer shall also (a) ensure that each procurement is completed in a fair process, free from influence and/or conflicts of interest; and (b) oversee the preparation, and open and fair administration of all RFPs.
2. **Purchasing Agent Designated:** The purchasing agent (the "Purchasing Agent") is hereby appointed and designated as Vanguard Academy's purchasing agent. The Purchasing Agent may from time to time appoint another person to undertake all or some of the duties of the Purchasing Agent set forth herein or appointed to the Purchasing Agent.
3. **Authority to Enter into and Execute Contracts:** All employment contracts are to be approved by the Director, with the exception of employees with a familial conflict of interest. Those employee contracts shall be approved by the Procurement Officer. Non-employee contracts shall be approved by the Procurement Officer. No department, office, advisory or policy board or other organization of Vanguard Academy, nor any officer or employee thereof, shall be empowered to execute any purchase order or contract except as specifically authorized in this policy or by other

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applicable law. All contracts in violation of this provision are considered void and may result in the personal obligation and liability of persons at fault for such violations.

4. **Conflict of Interests Prohibited:** No officer, employee, agent, representative or member of any committee of Vanguard Academy shall have a financial interest in any contract, bid, or proposal; receive any compensation or gift from any bidder or proposer; or have any other conflict of interest (See Utah Code 67- 16 and 17-16a).
5. **Competitive Procurement:** Unless exempted by this policy, all purchases and contracts shall be awarded on a competitive basis, as required by this Policy and applicable State and Federal law.
6. **Participation in State Procurement Unit Agreement and Contracts:** Utah Code § 63G-6a-2105. In addition, Vanguard Academy shall make purchases from or participate in state public procurement unit agreements and contracts, pursuant to the terms of said agreements and contracts without soliciting additional procurement options, unless a state preferred provider is not available.
7. **Unethical Purchasing Practices:** Failure of any agent, officer or employee to comply with ethical purchasing requirements may result in suspension, termination, being personally liable for the purchase and/or criminal prosecution. All agents, officers and employees engaged in the procurement process for Vanguard Academy will maintain high ethical behavior in agreement with Utah Code 67-16, Utah Public Officers' and Employees' Ethics Act and avoid the following practices:
  - a. Dividing a procurement to avoid following policy (see Utah Code 63G-6a-2404.3)
  - b. Kickbacks and Gratuities (see Utah Code 63G-6a-2404, 67-16-5 through 67-16-6)
  - c. Failure to Disclose conflicts (see Utah Code 63G-6a-1205 & 67-16-9) Cost-plus-a-percentage-of-cost contracts (see Utah Code 63G-6a-1205)
8. Vanguard Academy purchases are not subject to sales tax. For vendors requiring documentation of tax exempt status, a TC-712G Exemption Certificate for Vanguard Academy may be obtained from the Purchasing Agent.
9. When a procurement involves the expenditure of State or Federal funds, Vanguard Academy shall comply with the applicable State and Federal laws and regulations.

#### 15.10.5-1 Authorization Requirements for Purchases

1. **Purchases up to \$1,000:** All purchases less than \$1,000 may be approved by Vanguard Academy's designated Purchasing Agent, as long as the purchases have

## Vanguard Academy

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been ~~approved by the Procurement Officer and are~~ budgeted for within the requesting department budget and are in line with the budgeted purposes and responsibilities of that department. Vanguard may make purchases from any vendor without obtaining competitive bids.

2. **Purchases ~~over \$1,0010 - \$5,000~~:** ~~All purchases of goods and services more than \$1,000 must be approved by the Procurement Officer. If the Procurement Officer is not available, purchases shall be approved by a non-conflicted member of the Procurement Oversight Committee. Documentation of the solicitation of at least 2 quotes (preferably 3) or reference to the exemption of those requirements must be attached. The "Quote for Small Purchases Form" must be completed for all small purchases over \$1,000. All purchases of goods and services between \$1,001 and \$5,000 may be approved by the Director. When purchasing an individual procurement item costing up to \$5,000 Vanguard may select the best source by direct award without seeking competitive bids or quotes (R33-5-104(3)).~~

3. **Purchases over \$5,000:** All purchases of goods and services over \$5,000 must be overseen by the Procurement Officer and approved by the Procurement Oversight Committee. Purchases for the renewal of software/subscriptions and curriculum that have previously been approved and included in the budget may be approved by the Director without going to the Procurement Oversight Committee. Documentation of the solicitation of at least two quotes (preferably 3) or reference to the exemption of those requirements must be attached. For small purchases defined in Utah Administrative Code R33-3-3, which will typically include purchases over \$1,000 up to \$50,000 of items other than professional services. Procedures set forth in the rule to purchase from the responsible vendor offering the lowest quote meeting the specifications.

4. **Purchases over \$50,000:** For all purchases of goods and services over \$50,000, the school shall first identify anyone on the state's preferred vendor list to contract with. If a preferred vendor is not available, the school will put out a competitive bid, with the Procurement Officer overseeing the RFP from start to finish. The Procurement Oversight Committee shall review and score bids. Unless an exception applies, for purchases of items other than professional services over \$50,000, an appropriate procurement process, such as Request for Bids or a Request for Proposals will be conducted.

5. **Avoidance of approval:** Purchases will not be artificially divided or other steps taken to avoid the approval process required by this policy.

- a. It may be determined after an order is placed or received that a large enough quantity was not ordered, or the correct sizes were not obtained, and additional items must be ordered. If this occurs, the employee initiating the purchase must include a written explanation of the purpose of the purchase and justification as



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to why it is not considered splitting a purchase. This should be retained with the vendor invoice

- b. Penalties for dividing purchases range from a class B misdemeanor to a second degree felony, depending on the total value of the divided procurement.

#### 6. Competitive Bids - When Required

- a. All procurements of goods which are reasonably anticipated to exceed \$50,000 shall be obtained by the Procurement Officer, by first, checking the state approved vendor list for a vendor that can meet the requirements of the purchase. If Vanguard seeks to award a contract to a good or service that is not offered on the state approved vendor list, Vanguard's Procurement Officer will procure the services through a competitive sealed bidding process that will be reviewed by the Procurement Oversight Committee. The Board of Directors may also require competitive bidding for the procurement of goods and services for any amount.
- b. In the event that bids exceed available funds and the lowest responsive and responsible bid does not exceed funds available by more than five percent, the Board may, where time or economic considerations preclude re-solicitation of work of a reduced scope, negotiate an adjustment of the bid price, including changes in the bid requirements, with the lowest responsive and responsible bidder, in order to bring the bid within the amount of available funds.
- c. Content of Invitation for Bids. An invitation for bids shall:
  - i. State that the Vanguard Academy is seeking bids for a procurement;
  - ii. Contain information on how to contact the person with the most knowledge about the procurement;
  - iii. State the period of time during which bids will be accepted;
  - iv. Describe the manner in which a bid shall be submitted;
  - v. State the address at which a bid may be submitted, and the person to whom the bid should be submitted;
  - vi. Describe the goods or services sought to be procured;

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- vii. List or refer to the objective criteria that will be used to evaluate the bids.
  - viii. To the extent possible, include or reference significant contractual terms and conditions.
  - ix. State the date, time and place for the public opening of all bids.
  - x. An invitation to bid may require attendance at a pre-bid meeting for the purpose of obtaining additional information relevant to the bid. The invitation shall list the time, date and place of any pre-bid meeting that will take place.
  - xi. An invitation to bid may require that a bidder obtain additional specifications and objective criteria too lengthy to publish in the invitation for bids. The invitation to bid shall indicate where such information may be obtained.
- d. All invitations for bids shall be published on the state procurement website at least 15 days prior to the deadline for submission of a bid.
  - e. Vanguard Academy shall reject bids from further evaluation that are: incomplete, illegible, conditional, modify bid requirements, contain additional terms or conditions, divide bid into parts, failed to attend required pre-bid meetings, fail to confirm requirements or specifications, the bidder has a pending dispute with the Vanguard Academy on a previous project or where the Vanguard Academy reasonably concludes that the bidder is unable to satisfactorily fulfill the bid requirements or has engaged in unlawful or unethical conduct in attempting to secure the bid. Any bidder whose bid has been rejected may obtain from the Vanguard Academy a written finding stating the specific reason the bid was rejected.
  - f. Vanguard Academy shall award the bid/contract to the lowest ~~qualified bidder or the bidder~~ who best satisfies the objective criteria described in the invitation for bids which may include: Experience, performance ratings, inspection of workmanship, suitability, quality, likely compatibility with existing assets or practices, availability, warrantee, references, licensure, proximity or other criteria reasonably specified in the invitation to bid.
  - g. Tied bids may be resolved using any reasonable criteria and at the sole discretion of Vanguard Academy.
  - h. Vanguard Academy may cancel the bid process or reject all bids in whole or in part if it determines that; no bids met bid requirements, there are insufficient

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funds, the item is no longer needed or the specifications or timing does not meet Vanguard Academy's current needs or long term plans. In the event of a bid cancellation Vanguard Academy shall publicly state the reason for the cancellation and make that information available for public inspection.

- i. Exemptions from competitive bid requirements may include the following: Sole source providers, service contracts with professionals or specialists, emergency purchases. The Purchasing Agent shall sufficiently document the reason for not competitively bidding the procurement and have it approved by the Finance Committee.
- j. Protests to the bidding process shall be submitted to the Vanguard Academy in writing within 5 days. The Purchasing Agent will respond to the protest within 5 days of receiving the complaint. The Purchasing Agent's decision may be appealed to the Finance Committee in writing within 5 days. The Finance Committee may address the appeal at its next regularly scheduled meeting or hold a special meeting to evaluate the merits of the protest appeal.

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Procurement Code requirements connected with any contract term longer than five (5) years, including any automatic renewals or extensions will be followed. Any construction or real property improvements undertaken by Vanguard will be done in compliance with the requirements of the Procurement Code. All purchases made with restricted program funds should be identified and tracked as such.

Any alleged violations of this policy or applicable law should be reported in writing to the Vanguard Academy director and board of directors.

SY23-24 LEA-S(pacific) Requests

Effective 8/2021, the following are NOT allowed for LEA-S: Audiologists, Deaf Education, Preschool Special Ed., School Psychologist, School Social Worker, Special Ed (K-12), Speech Language Pathologist, Speech Language Therapist

LEA District or Charter Name	Date LEA's Board Met	Cactus ID	Last Name	First Name	Years Approved (1, 2, 3)	Is this a RENEWAL Request from 9/20-21? (Y/N)	License Area	Endorsement 1	Endorsement 2	Endorsement 3	Endorsement 4	Endorsement 5	Endorsement 6	Endorsement 7	Endorsement 8	Rational/Motions	Is Educator's Assignment in CACTUS? (Y/N)	Has LEA Educator been in CACTUS completed? (Y/N)	Does Educator Have a current BACKGROUND check? (Y/N)	Does Educator Have a current ETHICS check? (Y/N)
Vanguard Academy	7/18/18	718618	Cannon	Erica	Y	Y	Secondary	Accounting II CE	Accounting I CE	Accounting I CE	Accounting I CE	Accounting I CE	Accounting I CE	Accounting I CE	Accounting I CE	Accounting I CE	Y	Y	Y	Y
Vanguard Academy	7/8/12	789122	Gardner	Absom	N	N	Secondary	Guitar/Piano	Guitar/Piano	Guitar/Piano	Guitar/Piano	Guitar/Piano	Guitar/Piano	Guitar/Piano	Guitar/Piano	Guitar/Piano	Y	N	N	N
Vanguard Academy	7/5/06	754066	Kingson	Eric	Y	Y	Secondary	Computer Programming	Computer Programming	Computer Programming	Computer Programming	Computer Programming	Computer Programming	Computer Programming	Computer Programming	Computer Programming	Y	Y	Y	Y
Vanguard Academy	7/18/14	718414	Kington	John	Y	Y	Secondary	Programming 2 CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Y	Y	Y	Y
Vanguard Academy	7/7/12	707812	Lucas	Rebela	Y	Y	Secondary	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Y	Y	Y	Y
Vanguard Academy	7/4/68	746668	Mathews	Orlean	N	N	Secondary	Student Study	Student Study	Student Study	Student Study	Student Study	Student Study	Student Study	Student Study	Student Study	Y	Y	Y	Y
Vanguard Academy	7/12/77	712977	Mattingly	Collin	Y	Y	Secondary	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Y	Y	Y	Y
Vanguard Academy	7/9/07	790497	Pratt	Nevin	N	N	Secondary	Big Fitness Team	Big Fitness Team	Big Fitness Team	Big Fitness Team	Big Fitness Team	Big Fitness Team	Big Fitness Team	Big Fitness Team	Big Fitness Team	Y	Y	Y	Y
Vanguard Academy	7/9/205	792055	Reynolds	Loren	N	N	Secondary	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Y	N	N	N
Vanguard Academy	6/8/13	686713	Spencer	Susannah	Y	Y	Secondary	Health Education I	Health Education II	Health Education II	Health Education II	Health Education II	Health Education II	Health Education II	Health Education II	Health Education II	Y	Y	Y	Y
Vanguard Academy	6/8/07	686407	Strong	Chelise	Y	Y	Secondary	General Financial Accounting	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Y	Y	Y	Y
Vanguard Academy	6/8/95	689354	O'Brien	Alex	Y	Y	Secondary	Introduction	Introduction	Introduction	Introduction	Introduction	Introduction	Introduction	Introduction	Introduction	Y	Y	Y	Y
Vanguard Academy	5/6/74	567574	Green	John	N	N	Secondary	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Y	Y	Y	Y
Vanguard Academy	2/9/72	298972	Jenkins	Jonis	N	N	Secondary	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Y	Y	Y	Y
Vanguard Academy	7/16/01	716501	Brown	Sarah	N	N	Secondary	Science General	Science General	Science General	Science General	Science General	Science General	Science General	Science General	Science General	Y	Y	Y	Y
Vanguard Academy	5/3/24	53249	Johnson	Kathryn	N	N	Secondary	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Y	Y	Y	Y
Vanguard Academy			Crandall	Brittany	N	N	Secondary	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Y	Y	Y	Y

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Vanguard Academy	7/18/18	68613	Spencer	Susannah	Y	Secondary	Accounting II CE	Accounting I CE	Accounting I CE	Student Study	Computer Systems Programming 2	Computer Science Principles I	Computer Science Principles II	Web Development	Web Development	Y	Y	Y	Y	
Vanguard Academy	7/8/12	68607	Strong	Chelise	Y	Secondary	Health Education I	Health Education II	Health Education II	Character Education	Health Education I	Health Education II	Health Education II	Health Education II	Health Education II	Y	Y	N	N	
Vanguard Academy	7/5/06	68606	Kingston	Eric	Y	Secondary	Guitar/Piano	Guitar/Piano	Guitar/Piano	Computer Programming	Computer Programming	Computer Programming	Computer Programming	Computer Programming	Computer Programming	Y	Y	Y	Y	
Vanguard Academy	7/18/14	68614	Kingston	John	Y	Secondary	Programming 2 CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Advanced CE	Y	Y	Y	Y	
Vanguard Academy	7/7/12	68612	Lucas	Rebelleh	Y	Secondary	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Y	Y	Y	Y	
Vanguard Academy	7/4/68	68668	Mathews	Orlean	N	Secondary	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Y	Y	Y	N	
Vanguard Academy	7/12/77	68697	Pratt	Nevin	Y	Secondary	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Y	Y	Y	Y	
Vanguard Academy	7/9/07	68697	Pratt	Nevin	Y	Secondary	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Business Office Specialist CE	Y	Y	N	N	
Vanguard Academy	7/9/20	68620	Reynolds	Loren	N	Secondary	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Finance CE	Y	Y	Y	N	
Vanguard Academy	6/8/13	68613	Spencer	Susannah	Y	Secondary	Health Education I	Health Education II	Health Education II	Health Education II	Health Education II	Health Education II	Health Education II	Health Education II	Health Education II	Y	Y	Y	Y	
Vanguard Academy	6/8/07	68607	Strong	Chelise	Y	Secondary	General Financial Accounting	General Financial Accounting	General Financial Accounting	General Financial Accounting	General Financial Accounting	General Financial Accounting	General Financial Accounting	General Financial Accounting	General Financial Accounting	Y	Y	Y	Y	
Vanguard Academy	6/8/94	68694	O'Brien	Alex	Y	Secondary	Introduction	Introduction	Introduction	Introduction	Introduction	Introduction	Introduction	Introduction	Introduction	Y	Y	Y	Y	
Vanguard Academy	5/7/74	68674	Green	John	N	Secondary	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Intro to Python 1	Y	Y	Y	Y	
Vanguard Academy	2/9/72	68672	Jenkins	Jonis	N	Secondary	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Human Resources CE	Y	Y	Y	Y	
Vanguard Academy	7/16/01	68601	Brown	Sarah	N	Secondary	Science General	Science General	Science General	Science General	Science General	Science General	Science General	Science General	Science General	Y	Y	Y	Y	
Vanguard Academy	5/3/09	68609	Johnson	Kathryn	N	Secondary	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Character Education	Y	Y	Y	Y	
Vanguard Academy			Crandall	Brittany	N	Secondary	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Digital Media 2 CE	Y	Y	Y	Y	