

ExED's "DO'S" AND "DON'TS" OF CHARTER SCHOOL FISCAL RESPONSIBILITY

DO:

Have a truly independent school Board and adopt a conflict of interest policy

Pay all payroll taxes properly

- Pay taxes to Federal and State Agencies within set deadline
- File quarterly and annual payroll tax filings

Submit timely retirement payments to STRS and PERS

- Talk to County representatives about requirements, proper formats, and timelines
- Maintain \$-for-\$ reserve for all money owed to STRS and PERS

Adopt sound fiscal policies and follow them

Set up proper segregation of duties

Maintain proper supporting documentation for all expenditures.

Have board approved loan documents for all loans made to the school, even if made by the Executive Director or board member.

DON'T:

Do not have employees, relatives of employees, or paid vendors on the school Board

Do not pay Executive Directors way above industry standards or give excessive benefits

Do not make personal loans to school employees

Do not have weak internal controls, with the same person responsible for purchasing, deposits, and check writing.

Do not use school credit card for personal expenditures.

Do not write checks out to "Cash".

Do not write checks to the same person who then signs the checks.

Do not reimburse employees for purchases without receipts.