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**CONCEPTS AND ROLES POLICIES**

The Board of Directors recognizes that The Collaborative Charter Services Organization's ("CSO") ability to provide responsive, long-term, and effective support of its member charter schools' requires clearly defined fiscal policies and procedures. The Chief Executive Officer or designee shall ensure that the business operations and decisions prioritize resources of the CSO that are efficient and responsive to the needs of the member charter schools.

The Board desires to establish sound procedures that maintain high standards of safety and compliance. The Chief Executive Officer or designee shall establish a risk management program that promotes safety and protects CSO resources. In addition staff shall be provided training in compliance with State regulations and board policies. The Chief Executive Officer or designee shall ensure that liability insurance is maintained and appropriate coverage for the needs of the CSO.

The Board and Chief Executive Officer or designee shall establish a budget cycle calendar to ensure compliance with laws and allows for input from the member charter schools and the community. The Chief Executive Officer or designee shall provide fiscal data and prepare proposed budget documents within the budget priorities and parameters set by the Board. The Board shall adopt a budget that is aligned with the vision and goals and enables the CSO to meet its fiscal obligations.

The Board relies on the Chief Executive Officer and staff to provide clear communication and regular updates of the status of the budget. The Board expects sound fiscal management from the administration. The Chief Executive Officer or designee has responsibility to administer the adopted budget in accordance with board policies and accepted business and accounting practices.

The Board shall monitor the financial operations of the CSO so as to ensure the fiscal integrity and accountability to the member charter schools and their communities. The Chief Executive Officer or designee shall complete all required financial reports, facilitate the independent audit process, recommend financial plans for meeting program needs, and keep the Board informed about the business operations.