



THE  
COLLABORATIVE

**Fiscal Control Policy:  
Finance and Assets**

**The Collaborative Charter Services Organization**

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**FINANCE AND ASSETS FISCAL POLICY**

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**FINANCE AND ASSETS FISCAL POLICY****FINANCE****Financial Reporting**

1. The Director of Fiscal Services shall prepare the annual financial budget for approval by the Board of Directors including revenue calculators and assumptions at the time of budget adoption.
2. The Director of Fiscal Services shall submit a monthly balance sheet and monthly revenue and expense summaries to the CEO including a review of the discretionary accounts and any line items that result in a budget variance of \$10,000, or 3% whoever is higher. The report will be reviewed at the next regular board meeting and action will be taken to approve variances and/or adjust the budget as needed.
3. The CSO recognizes the need to align with the State budgeting timelines stated in Education Code section 47604.33, in order to provide information timely to its member charter schools. The Director of Fiscal Services will provide the CEO and/or Board of Directors with additional financial reports, as needed or requested, namely:
  - a. On or before June 20, a preliminary budget;
  - b. On or before December 15, a first interim financial report, reflecting changes through October 31;
  - c. On or before March 15, a second interim financial report, reflecting changes through January 31;
  - d. On or before September 15, a final unaudited report for the full prior fiscal year

**Loans**

1. The CEO and the Board of Directors will approve all loans from third parties.
2. Once approved, a promissory note will be prepared and signed by the CEO before funds are borrowed.
3. Employee loans, including salary advances, are not allowed.

**Financial Institutions**

1. All funds will be maintained at a financial institution offering FDIC insurance and balances will remain within the range of FDIC insurance so as not to risk CSO's funds.
2. Physical evidence will be maintained on-site for all financial institution transactions.

**Retention of Records**

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**FINANCE AND ASSETS FISCAL POLICY**

1. Financial records, such as transaction ledgers, canceled/duplicate checks, payroll records, and any other necessary fiscal documentation will be retained for a minimum of seven (7) years. At the discretion of the Board of Directors or CEO, certain documentation may be maintained for a longer period of time.
2. Financial records will be shredded at the end of their retention period.
3. Appropriate back-up copies of electronic and paper documentation, will be regularly prepared and stored in a secure off-site location, separate from the Organization.

**ASSETS****Asset Inventory**

Non-Capitalized Equipment - Equipment with a value of less than \$5,000.00 and more than \$1,000 is considered non-capitalized equipment. Non-capitalized equipment shall be marked with an inventory identification tag and shall be accounted for by serial number, description, location, and cost. All non-capitalized equipment (100%) will be physically inventoried annually prior to the end of the fiscal year, in dictating the condition and location of the asset. The Director of Fiscal Services and CEO shall immediately be notified of all cases of theft, loss, damage or destruction of assets.

Disposal of Assets - The Director of Fiscal Services shall prepare and submit to the Board of Directors written notification of plans for disposing of assets with a clear and complete description of the asset and the date of disposal.

Depreciation Method - Non-capitalized assets are depreciated using the straight line method.

Surplus - Technology, devices, or office equipment will be logged on a surplus inventory list and submitted to the Board of Directors for authorization to discard upon expiration of warranty or when an item becomes damaged beyond repair or no longer useful to the school. Devices such as chromebooks may be discarded after two to three years and laptops may be discarded after four years or when no longer operating. Computers and peripheral equipment will be disposed of through an approved e-waste program. Items that are no longer of use to the school may be donated to other organizations as appropriate.