



Curriculum Department
On-Site Charter School Monitoring Review Instrument
Finance and Operations
2017/18

Charter School Name: _____

ACPS Representative: _____

Charter School Administrator: _____

Date of Monitoring Visit: _____

Please indicate each item listed as:

- S Satisfactory** – All required documentation is complete, available and up-to-date
- N Needs Improvement** – Required documentation is incomplete or otherwise inadequate
- D Deficient** – Required documentation is not available, complete or up-to-date

<i>Department Contact (s): Barbara Roller/Talia Ford</i>			
<i>Contact information: 352-955-7590</i>			
Required Documentation on File at School	S	N	D
Budget Preparation			
Establish fiscal linkages with the district.			
Establish an oversight system.			
Develop an account coding system compatible with the district and state.			
Develop a planning budget.			
Fiscal			
Establish banking arrangements. (on file)			
Secure services of qualified financial advisor. Submit monthly reports according to the charter school contract.			
Establish fiscal accounting system for various funds (general, special revenue, capital outlay).			
Expenditures do not exceed available resources in each fund.			
Required monthly reports are on-time, complete and accurate.			
Establish payroll/employee benefit system. (on file)			
Develop fiscal policies.			
Submit annual audit for compliance and financial affairs. (all years)			
Records of grant expenditures correspond to budgeted funds.			
The Charter Schools Internal Control Questionnaire is completed and presented as documentation at the district on-site monitoring visit			

Charter School Signature

Date

ACPS Representative Signature

Date

**Please forward a copy of completed monitoring tool to the ACPS Curriculum office
attention Jenny Bunn and maintain copy at school**