

Quarterly Report

Prepared for Lakeview Academy

Quarter 3—January-March 2021



AEgis BUSINESS RESOURCES, LLC

Aegis Business Resources provides useful training resources and accountability supports to assist schools with successful business operations. Aegis resources such as the TaskScheduler To Do list (with linked materials found in our Uneti Tree Library) help business administrators (BAs) to be aware of upcoming deadlines and have the tools and resources at their fingertips to maintain compliance. When used properly, the resources provided by Aegis help schools to complete tasks on time, complete, and accurate.

Q3 of the fiscal year (January—March) includes a number of HR/payroll-related tasks, balancing restricted programs, as well as budget reviews. The state has also implemented some new requirements your business office is preparing for including the new GASB standards and related reporting. We have been working with your BA and audit firm to assist the school with getting in front of the new GASB requirements/processes. Support has also been provided to assist the BA in resolving any pending items from the quarter two review.

Our support and review work focused on these areas for Q3:

- Providing information on new legislation impacting charter schools.
- Sharing relevant information from USBE board meetings.
- Year-end tax reporting (W-2, 1099, and 941 forms).
- Coordination with the USBE School Finance staff and auditors regarding implementation of GASB standards and their effect on revenue recognition.
- Support and coordination with USBE School Finance staff regarding CARES funding.
- Review of program accounting and analysis of budget impact.
- Review of key general ledger data through Q3 in preparation for closing the year.

This report also includes information on your school's utilization of our resources. We include reports on BA attendance at Aegis training meetings as well as tracking of tasks completed (self-reported by your business administrator(s)). This data can help the board and admin to understand the work performed by your business office staff and provides useful accountability data.

In addition to the support provided to the business office, see the available upcoming training opportunities and resources for your board and admin at the end of this report.

Mandee Thompson
President

—Q3 REVIEW—

Q1	Jul—Sep
Q2	Oct—Dec
Q3	Jan—Mar
Q4	Apr—Jun

Quarter Close—the business office works with Aegis to close Q3 in April.

Submission to Aegis—The business office submits final data to Aegis two weeks before the April board meeting.

Aegis Review/Report—Aegis staff review specific items (on a sample basis), reporting findings and other relevant data back to the school.



This review is not an audit and is performed on a sample basis per our Agreement. Sampling is defined as a technique used to discover information by selecting and examining a small proportion of a population containing the characteristics of the larger population. Please keep in mind that the school's accounting records are in an interim state at this point in the year. This means that it is within industry norms to identify transactions needing correction and/or for the reclassification of transactions to make the books reflect what actually happened—to make correcting entries as legally

allowed and appropriate.

✓ = OK ▲ = In Process ✗ = Needs Attention

Item	Notes	Analysis	Status
Review of General Ledger	Reviewed sample transactions for key general ledger accounts for July-March.	There is one petty cash account that needs to be reconciled on the books, it has been manually counted and confirmed that the balance in the box matches the book balance.	▲
Suspense Account	Reviewed transactions in this holding account to ensure all have been cleared properly and hitting financial reports.	No balance in this holding account, meaning no outstanding transactions to allocate or resolve.	✓
Bank and Purchasing Card Reconciliation	Confirmed accounts are being reconciled monthly and that P-Card balances are reasonable.	Bank and P-Card accounts are being reconciled timely and balances seem reasonable. Nicole is double checking that the outstanding balances reconcile to the GL balance.	✓
Payroll Accrual Accounts 9540's	Review all payroll accrual wage & benefit accounts for reasonableness and that they are clearing monthly/quarterly as they should.	Wage and benefit accrual payout accounts are clearing monthly as they should.	✓
Payroll Wage Accrual Validation	Reviewed Accrued & Paid Wages report for indicators of accrual issues and compared to the balance in the 9546.12 Accrued Wages account.	Small discrepancy between the Accrued & Paid Report and the wage accrual general ledger account balance. Nicole is reviewing to identify the issue and make any needed adjustments.	▲
Fundraising Accounting	Reviewed fundraising revenue and expense allocations for compliance with updated USBE chart of accounts and proper tracking for 990 IRS reporting.	The state added new accounts for recording fundraising activities at the school. Nicole is working on ensuring all fundraising and donation activities of the school are recorded in these new accounts and also being tracked properly for IRS 990 reporting.	▲
Account Payable Validation	Reviewed Open Invoices register for old invoices and compared to balance in the accounts payable general ledger account to ensure balance is accurate.	Accounts payable balance is reasonable with payments processing regularly. The balance on the Open Invoices register matches the general ledger.	✓
Accounts Receivable Validation	Reviewed accounts receivable detail and balance to ensure all prior year receivables have been cleared and current balance is valid.	All prior year receivable amounts have been received and cleared from the receivable accounts. The sales tax receivable account has a small reasonable balance for the current year that is well within a normal balance.	✓

Item	Notes	Analysis	Status
Pre-paid Account Validation	Reviewed prepaid account detail and balance to ensure all prior year prepaid have been expensed in the current year and balance reflects current prepaid amounts.	Prior year pre-paid transactions were properly reversed and expensed in FY21. A new pre-paid has been recorded for a FY22 conference registration. The pre-pays are recorded correctly.	✓
Asset Booking	Reviewed all services, supply, and property general ledger accounts to identify any transactions that may require capitalization of an asset.	We reviewed all larger purchases for capitalization requirements. There is one transaction that may require capitalization.	▲
Financial Report Review	Reviewed Balance Sheet and Income Statement for potential concerns or trend to monitor.	Reviewed with Nicole and found nothing of real concern. There are many budget lines that need updating, which Nicole is addressing on the upcoming budget proposal. We are also tracking to ensure the school is within 5% of budgeted revenue and budgeted expenses.	✓

—WHAT IS THE UNETI TREE?—

What is the Uneti Tree Wiki Library?

The Uneti Tree is a Utah school finance wiki library created and maintained by Aegis. It is similar to Wikipedia, except that it is not public and the topics in the library are related to:

- Utah charter school finance & accounting;
- State and federal governmental reporting;
- Additional topics such as human resources and payroll.

Why is it important?

Public school finance/governmental accounting is certainly on the more complex end of the accounting spectrum. Business office staff must know and understand a very broad set of governmental/accounting laws, rules, regulations and standards, including a myriad of program regulations for the many state and federal funding programs a charter school receives. In addition, they need to know and understand HR and payroll-related topics, including state and federal regulations applicable when government funds are used to pay school employees. Without the pages in Uneti Tree Wiki Library, business administrators would need to keep apprised of ever changing rules on their own—on top of their more-than-a-full-time job.

Why is it called the Uneti Tree Wiki Library?

The name has meaning. The Uneti Tree is a tree in the Star Wars series that held the ancient library—the sacred founding texts of the Jedi Order. The Uneti Tree Wiki Library of Aegis is a repository of technical information gathered over nearly two decades. It holds the combined experience of pioneering and industry-leading school finance and accounting professionals. It is key to business office operations and is updated and maintained regularly.

Training & Accountability—Q3

Training—Business Administrator (BA) Meetings & Resources

BA meetings are hosted by Aegis and are held on the second Wednesday of each month. Training is geared toward the upcoming TaskScheduler To Dos, upcoming state and federal reporting as well as other relevant accounting-related topics. We use our Uneti Tree wiki library as the basis for much of this training. Additionally, we provide training modules on the varied ongoing responsibilities of the business office, including sharing best practices for helping each schools' business office run more effectively.

Attendance for your school's BA(s) is found in the table at right. Meetings for the next quarter will be held:

- June 10, 2021
- July: 1-1 audit prep meetings
- August: School startup- no meeting

Over the summer we provide ample opportunities for your BA(s) to meet with Aegis staff as well as other BAs from around the state to prepare for the school's annual audit.

Training—School Admin Resources

(will be sent via e-mail)

- June—FY2021 Finance Procedures/PARS
- July—FY2022 School Improvement Plans
- August—FY2021 HR/Student Transportation

Training—Board Resources

(will be sent via e-mail)

- June—FY2021 Strategic Planning/School Improvement Plans
- July—FY2022 Board Governance/Meetings
- August—FY2021 Board Administration (Code of Conduct, Conflict of Interest, etc.)

Max Meyer
Chief Operations Officer



ACCOUNTABILITY Reporting

Monthly BA Meeting Attendance

(meetings are recorded)

January 2021

February 2021-No Meeting

March 2021



N/A



Q2 TaskScheduler To Do Items

(sample, self-reported by BA in Aegis Intranet)

Update Payroll Tax/Unemployment

Distributed W2 Forms

Distributed 1099 Forms

Tax forms submittal to UT/IRS

Monthly & Quarterly Close

Qtrly. Fiscal Transparency

DWS New Hire/Wage Reports

IRS 5500 & Retirement Census

Quarterly Payroll Taxes

Money Management Council

Review Insurance Coverage

Audit Personnel Files

Review HR/New Hire Forms

Audit Employee Deductions

Audit Employee Background Checks

Begin Budget Work (Year End/FY22)



N/A

