



DZIL DITŁ'OOÍ SCHOOL OF EMPOWERMENT, ACTION AND PERSEVERANCE (DEAP)

Empowering students and communities through education, culture, wellness and service

PO BOX 156 Navajo, NM 87328 ♦ (505)777-2053 ♦ www.deapschool.org

Dził Dítł'ooí School of Empowerment, Action and Perseverance

Governing Council Regular Meeting

February 13, 2018

6:00 PM

Location: DEAP School

Agenda

- A. Call to order
- B. Roll Call
 - 1. Benita Litson, President _____
 - 2. Gavin Sosa, Vice-President _____
 - 3. Michaela Shirley, Secretary _____
 - 4. Regina Manygoats, Treasurer _____
 - 5. Ryan Dennison, Member _____
- C. Review and Approval of Agenda
- D. Review and Approval of January 10, 2018 Meeting Minutes
- E. Discussion and possible Action Items:
 - 1. Approval of Budget Adjustment Requests (BAR)
 - 2. Approval of Revisions to Governing Council Bylaws
 - 3. Discussion on Corrective Action Plan
- F. Reports
 - 1. Head Administrator's Report
 - 2. Business Manager's Report
 - 3. Director of Curriculum's Report
 - 4. Director of Operations' Report
 - 5. Governing Council Committee Reports
- G. Public Comment
- H. The next meeting for DEAP Governing Council will be on March 14, 2018 6:00 PM at DEAP
- I. Adjournment

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 562-000-1718-0022-I
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: DEAP

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Sean Fry, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505) 938-7712

Email: sean@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 11000.0000.43101 \$49,344

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$47,700	\$34,000	\$81,700	1.00
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$6,630	\$4,726	\$11,356	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$954	\$680	\$1,634	
11000 Operational	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class	\$2,957	\$2,108	\$5,065	
11000 Operational	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$692	\$493	\$1,185	
11000 Operational	2300 Support Services-General Administration	51100 Salaries Expense	0000 No Program	1111 Superintendent	\$17,500	\$7,337	\$24,837	0.10
Sub Total						\$49,344		1.10
Indirect Cost								
DOC. TOTAL						\$49,344		

Justification:

Adjust for final FY18 unit value and 40 day count SDF.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 562-000-1718-0021-I

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: DEAP

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Sean Fry, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505) 938-7712

Email: sean@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2017	To: 06/30/2018
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 14000.0000.43207 \$335

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
14000	1000 Instruction	56111 Instructional Materials Cash - 50% Textbooks	1010 Regular Education (K-12) Programs	0000 No Job Class	\$1,872	\$335	\$2,207	
					Sub Total	\$335		
					Indirect Cost			
					DOC. TOTAL	\$335		

Justification:

Received final FY18 allocation worksheet SDF.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 562-000-1718-0023-T
 Fund Type: Direct Grant

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: DEAP

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Sean Fry, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505) 938-7712

Email: sean@vigilgroup.net

FLOWTHROUGH ONLY	Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
	A. Approved Carryover:	
	B. Total Current Year Allocation:	
	D. Total Funding Available:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25248 Native American Program	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$3,420	(\$3,151)	\$269	
25248 Native American Program	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1211 Coordinator/Subject Matter Specialist		\$3,151	\$3,151	0.06
Sub Total						\$0		0.06
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Adjust authority based on final allowable expenditures SDF.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 562-000-1718-0024-T

Fund Type: Direct Grant

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: DEAP

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Sean Fry, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505) 938-7712

Email: sean@vigilgroup.net

FLOWTHROUGH ONLY	Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
	A. Approved Carryover:	
	B. Total Current Year Allocation:	
	D. Total Funding Available:	

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Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25248 Native American Program	3100 Food Services Operations	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$1,500	(\$1,500)		
25248 Native American Program	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1211 Coordinator/Subject Matter Specialist		\$850	\$850	0.02
25248 Native American Program	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$400	\$400	
25248 Native American Program	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$50	\$50	
25248 Native American Program	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	0000 No Job Class		\$200	\$200	
Sub Total						\$0		0.02
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Adjust authority based on final allowable expenditures SDF.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

Findings: Failure to correct audit findings

Failure to have a properly constituted and active audit committee

Corrective Action Plan Requirements: A properly constituted and active audit committee will implement monthly monitoring protocols to ensure appropriate corrective actions are implemented to correct all prior audit findings.

Upon release of an audit with no repeat findings, the audit committee may meet on a bi-monthly basis.

The audit committee will be properly constituted and vacancies in membership will be filled at the next regular monthly meeting after a resignation is tendered.

The whole board and the PEC will receive monthly reports to monitor compliance with this requirement.

SCHOOL'S PROPOSED PLAN

Intended Outcome of Corrective Actions: A properly constituted and full audit committee will implement monthly monitoring protocols to ensure corrective actions are implemented to correct all prior audit findings.

Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
Audit committee will implement monthly monitoring protocols to ensure appropriate corrective actions are implemented to correct all prior audit findings	Board President	5/31/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President
Description of Corrective Action(s) to Ensure Concern Does Not Reoccur:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
Audit Committee will fill vacancies at the next regular monthly meeting after a resignation is tendered	Board President	3/31/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President
Monthly report to board and PEC on compliance	Board President	5/31/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President

**CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)**

Reference, Authority, and Issue:	Corrective Action Plan Status:	Status Date:
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Basis for Decision:

A corrective plan must :

- (a) Address how the corrective action will be accomplished;
- (b) Address how the school will identify and address other deficiencies associated with the corrective action;
- (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
- (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
- (e) Identify person(s) responsible for corrections and sustaining change;
- (f) Give the date by which correction will be made; and
- (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

Findings: Failure to abide to budgetary authority and to monitor and maintain budget

Corrective Action Plan Requirements: The finance and audit committees, school board, and the PEC will receive monthly reports on monthly and annual spending in comparison to budget. BARS will be submitted to the board and PED on a monthly basis to correct any expenses exceeding budget authority.

After the first quarter, there shall not be over-expenditures in any function that persist more than one month unless the school is able to provide a justification for the expectation of excess revenues and expenditures that support the excess budgetary authority.

SCHOOL'S PROPOSED PLAN

Intended Outcome of Corrective Actions: School will abide to budgetary authority and maintain budget

Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
BARS will be submitted to the board and PED on a monthly basis to correct any expenses exceeding budget authority.	Business Manager, Board President	2/28/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President
The finance and audit committees, school board, and the PEC will receive monthly reports on monthly and annual spending in comparison to budget.	Board President	3/31/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President
Description of Corrective Action(s) to Ensure Concern Does Not Recur: After the first quarter, there shall not be over-expenditures in any function that persist more than one month unless the school is able to provide a justification for the expectation of excess revenues and expenditures that support the excess budgetary authority	Title/Role(s) of Responsible Persons: Business Manager	Expected Date of Completion: 10/31/2018???	Evidence of Completion of the Corrective Action: ???	Description of Internal Monitoring Procedures: ???

**CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)**

Reference, Authority, and Issue:	Corrective Action Plan Status:	Status Date:
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Basis for Decision:

- A corrective plan must:
- (a) Address how the corrective action will be accomplished;
 - (b) Address how the school will identify and address other deficiencies associated with the corrective action;
 - (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
 - (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
 - (e) Identify person(s) responsible for corrections and sustaining change;
 - (f) Give the date by which correction will be made; and
 - (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

Findings: Failure to maintain proper staffing, Licensed School Business Manager

Corrective Action Plan Requirements: The school will contract with or directly employ an individual who holds a valid New Mexico Level 2 or higher school business official license, or contract with a company/firm that employs one or more individuals who hold a valid New Mexico Level 2 or higher school business official license.

The licensed business manager working with the school will spend 2 days per month in person on school property interacting with school financial paperwork.

If, at any time the individual, company, or firm that provides business management services tenders a resignation, the school will within 72 hours notify the PEC through the CSD and retain, through contracting or another process, an interim business manager who is able to be present on campus at least 2 days per month for up to 60 days until the position can be filled on a permanent basis.

A permanent business manager must begin employment within 60 days of the resignation of the previous business manager.

The whole board and the PEC will receive monthly reports to monitor compliance with this requirement.

SCHOOL'S PROPOSED PLAN

Intended Outcome of Corrective Actions: The school will maintain appropriate staffing, business manager responsibilities will be carried out by a licensed school business manager, staffing turnover will not result in compliance issues for the school.

Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
The school will contract with or directly employ an individual who holds a valid New Mexico Level 2 or higher school business official license, or contract with a company/firm that employs one or more individuals who hold a valid New Mexico Level 2 or higher school business official license.	Administrator and Board President	2/28/2018	Contract approved by Board Meeting minutes and agendas reflecting work is done by board	Report to entire board on process for revision and review; review by entire board of revised description
Revision, if necessary, of current Business Manager's contract to meet requirement for on campus employment	Administrator and Board President	2/28/2018	Business services contract reflecting on campus, in-person support 2 times per month	Board review of annual contract
Description of Corrective Action(s) to Ensure Concern Does Not Reoccur:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
Development and implementation of policy and process for accepting resignation of business manager	Board President	4/30/2018	Policy and process documents	Board approval
Monthly report to board and PED on business manager status	Board President	5/31/2018	Board agendas Monthly report to PEC	Monthly reporting and submission calendar monitored by board President

**CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)**

Reference, Authority, and Issue:

Corrective Action Plan Status:

Status Date:

Basis for Decision:

A corrective plan must :

- (a) Address how the corrective action will be accomplished;
- (b) Address how the school will identify and address other deficiencies associated with the corrective action;
- (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
- (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
- (e) Identify person(s) responsible for corrections and sustaining change;
- (f) Give the date by which correction will be made; and
- (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

Findings: Failure to comply with Procurement Code

Corrective Action Plan Requirements: The school will have a current, reported Chief Procurement Officer at all times in compliance with the requirements of statute and regulation. Replacement will occur as required by statute or regulation.

If, at any time, the reported Chief Procurement Officer tenders a resignation, the school will report this information to the PEC and the State Purchasing Division within 30 days.

A properly constituted and active audit committee will implement monthly monitoring protocols to review random purchasing files (all files must be available and the board will select at least 5 files at random). The committee will review files to ensure all required documentation is present including requisitions, POs, and support to demonstrate most reasonable cost.

The school business manager, when on site, will implement a monitoring protocol to review purchasing files and ensure all documentation is properly kept.

The board and the PEC will receive monthly reports to monitor compliance with this requirement.

SCHOOL'S PROPOSED PLAN

Intended Outcome of Corrective Actions: School will comply with statutes and regulations regarding the training and reporting of the current Chief Procurement Officer			
Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:
School will update required databases, inputting current CPO	Administrator	2/28/2018	Updated state CPO database reflecting current CPO
Description of Corrective Action(s) to Ensure Concern Does Not Reoccur:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:
Members of school's audit committee will implement monthly monitoring protocols to review purchasing files	Board President	2/28/2018	Board agendas Monthly report to PEC
School business manager will implement monitoring protocols to review purchasing files	School Business Manager	2/28/2018	Board agendas Monthly report to PEC
Monthly report to board and PEC on compliance	Board President	5/31/2018	Board agendas Monthly report to PEC

**CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)**

Reference, Authority, and Issue:	Corrective Action Plan Status:	Status Date:
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Basis for Decision:

- A corrective plan must:
- (a) Address how the corrective action will be accomplished;
 - (b) Address how the school will identify and address other deficiencies associated with the corrective action;
 - (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
 - (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
 - (e) Identify person(s) responsible for corrections and sustaining change;
 - (f) Give the date by which correction will be made; and
 - (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

Findings: Failure to reconcile all general ledger accounts

Corrective Action Plan Requirements: The finance and audit committees, whole board, and the PEC will receive monthly reports that include a reconciliation of all general ledger accounts to the bank account.

The licensed business manager will be responsible for preparing and presenting these monthly reconciliations on a timely basis.

SCHOOL'S PROPOSED PLAN

Intended Outcome of Corrective Actions: General ledger accounts will be reconciled on a timely basis and reported to the finance and audit committees and whole school board at regular board meetings

Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
Business Manager will prepare and present monthly general ledger reconciliation reports to the finance and audit committees, the school board and send to the PEC	Business Manager, Board President	4/30/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President
Description of Corrective Action(s) to Ensure Concern Does Not Reoccur:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:

**CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)**

Reference, Authority, and Issue:

Basis for Decision:

- A corrective plan must :
- (a) Address how the corrective action will be accomplished;
 - (b) Address how the school will identify and address other deficiencies associated with the corrective action;
 - (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
 - (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
 - (e) Identify person(s) responsible for corrections and sustaining change;
 - (f) Give the date by which correction will be made; and
 - (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

Corrective Action Plan Status:

Status Date:

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

Findings: Failure of the school board to maintain required membership, the report changes in a timely manner, and to fill vacancies in a timely manner

Corrective Action Plan Requirements: The school board will maintain board membership of 5 members at all times.

The school board will report any changes to board membership within 30 days of the change.

The school board will fill all vacancies within 45 days of accepting a resignation notification. The school board will fill any vacancies created by voting to remove a member within 45 days.

Members who miss three consecutive meetings will be removed at the third meeting.

The PEC will receive monthly reports to monitor compliance with this requirement.

**SCHOOL'S PROPOSED PLAN
(To Be Completed By The School)**

Intended Outcome of Corrective Actions: School's governing council will maintain required membership and report changes in a timely manner

Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
The governing council will maintain board membership of 5 members at all times	Board President	5/31/2018	Board minutes Monthly report to PEC	Revised Governing Board bylaws
The governing council will report any changes to board membership within 30 days of change	Board President	5/31/2018	Board minutes Monthly report to PEC	Revised Governing Board bylaws
Description of Corrective Action(s) to Ensure Concern Does Not Reoccur:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
The governing council will fill vacancies within 45 days of accepting a resignation notification	Board President	5/31/2018	Board minutes Monthly report to PEC	Revised Governing Board bylaws
Members who miss three consecutive meetings will be removed at the third meeting	Board President	5/31/2018	Board minutes Monthly report to PEC	Revised Governing Board bylaws
The PEC will receive monthly reports to monitor compliance with this requirement	Board President	5/31/2018	Board minutes Monthly report to PEC	Monthly reporting monitored by board President

**CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)**

Reference, Authority, and Issue:

Corrective Action Plan Status:

Status Date:

Basis for Decision:

A corrective plan must :

- (a) Address how the corrective action will be accomplished;
- (b) Address how the school will identify and address other deficiencies associated with the corrective action;
- (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
- (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
- (e) Identify person(s) responsible for corrections and sustaining change;
- (f) Give the date by which correction will be made; and
- (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

Findings: Failure of school board to meet in person on a regular basis

Corrective Action Plan Requirements: The board shall meet in person on a monthly basis. No board member shall attend more than 4 board meetings telephonically on an annual basis. If a board member loses connection while participating telephonically, the board member may not vote on action items being discuss while that member is disconnected.

The PEC will receive monthly reports to monitor compliance with this requirement.

**SCHOOL'S PROPOSED PLAN
(To Be Completed By The School)**

Intended Outcome of Corrective Actions: School's governing council will meet in person on a regular basis

Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
The Board shall meet in person on a monthly basis	Board President	2/28/2018	Board meeting minutes Governing Board bylaws, where applicable	Revised Governing Board onboarding training will cover high expectations for board membership, including in-person participation in monthly meetings and call-in protocols
Description of Corrective Action(s) to Ensure Concern Does Not Reoccur:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
Monthly report to board and PEC on compliance	Board President	5/31/2018	Board minutes Monthly report to PEC	Monthly reporting monitored by board President

**CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)**

Reference, Authority, and Issue:	Corrective Action Plan Status:	Status Date:
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Basis for Decision:

- A corrective plan must:
- (a) Address how the corrective action will be accomplished;
 - (b) Address how the school will identify and address other deficiencies associated with the corrective action;
 - (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
 - (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
 - (e) Identify person(s) responsible for corrections and sustaining change;
 - (f) Give the date by which correction will be made; and
 - (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

22-88-10. Charter schools; employees. - The head administrator of the charter school shall employ, fix the salaries of, assign, terminate and discharge all employees of the charter school.

Findings:

The school has failed to maintain proper staffing including a licensed administrator. Some administrative actions taken by non-licensed staff include signing on behalf of the school, making staffing decisions, making budget decisions, and processing time sheets.

Corrective Action Plan Requirements:

The school will have on campus as a full time employee an individual who possesses a valid New Mexico 3B Administrative License (who may split time between administrative and other responsibilities).

If, at any time the individual who possesses a valid New Mexico 3B Administrative License, the school will within 72 hours retain, through contracting or another process, an interim administrator who is able to be present on campus at least .5FTE for no more than 60 days until the position is filled on a permanent basis.

The whole board and the PEC will receive monthly reports to monitor compliance with this requirement.

The school leader and the school board will work together to redefine the responsibilities of the "Director of Operations" to ensure the person in that role, if they do not possess a valid New Mexico 3B Administrative License, does not perform any administrative duties.

The whole board will receive monthly reports from the school leader on the responsibilities of the Director of Operations to monitor compliance with this requirement.

SCHOOL'S PROPOSED PLAN

Intended Outcome of Corrective Actions: The school will maintain appropriate staffing, administrative responsibilities will be carried out by a licensed administrator, staffing turnover will not result in compliance issues for the school.

Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
Review and revise Administrator Job Description to ensure full time employment is a requirement and that all administrative responsibilities are carried out by this individual	Board President	2/28/2018	Revised Job Description approved by Board Meeting minutes and agendas reflecting work is done by board	Report to entire board on process for revision and review; review by entire board of revised description; annual review by the administrator of role/responsibilities
Review and revise Director of Operations Job Description to ensure no administrative actions are taken	Board President and Administrator	2/28/2018	Revised Job Description approved by Board Meeting minutes and agendas reflecting work is done by board	Report to entire board on process for revision and review; review by entire board of revised description; monthly reports on the actions/responsibilities of the director of operations
Revision, if necessary, of current Administrator's contract to meet requirement for full time, on campus employment	Board President and Administrator	2/28/2018	Revised contract Rubric incorporating "rubric" establishing requirements for employment FTE	Board review of annual contract
Explore MOU with local school district to delegate administrative authority to licensed administrator	Board President and Administrator	5/31/2018	Communication efforts with GMCS; Board minutes reflecting Discussion	Monthly board report on this item
Description of Corrective Action(s) to Ensure Concern Does Not Recurr:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
Development and Implementation of policy and process for accepting resignation of administrator	Board President and Administrator	4/30/2018	Policy and process documents	Board approval
Implementation of policy and process for accepting resignation of administrator by training all current board members and any new board members	Board President and Administrator	5/31/2018	Development of board policy and approval by the board Inclusion of policy in approved board "onboarding" training Agenda and meeting minutes for training of all current members	Quarterly review of board policies, including administrator resignation policy as demonstrated through agenda and meeting minutes
Monthly report to board and PED on administrator status	Board President	5/31/2018	Monthly report to PEC	Monthly reporting monitored by board President
Implement mentoring program/leadership succession plan	Administrator	6/30/2018	Mentorship Plan/Succession Plan Policy Program documentation	Monthly reporting to Governing Board

CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)

Reference, Authority, and Issue:
22-98-10, Charter schools; employees. - The head administrator of the charter school shall employ, fix the salaries of, assign, terminate and discharge all employees of the charter school.

Corrective Action Plan Status:

Status Date:

Basis for Decision:

A corrective plan must :

- (a) Address how the corrective action will be accomplished;
- (b) Address how the school will identify and address other deficiencies associated with the corrective action;
- (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
- (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
- (e) Identify person(s) responsible for corrections and sustaining change;
- (f) Give the date by which correction will be made; and
- (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

Findings: Failure to implement required internal controls and segregation of duties

Corrective Action Plan Requirements: All school staff will be trained in internal controls and segregation of duties.

A properly constituted and active audit committee will implement monthly monitoring protocols to ensure fidelity to the school's internal controls and segregation of duties.

Upon release of an audit with no repeat findings, the audit committee may meet on a bi-monthly basis.

The whole board and the PEC will receive monthly reports to monitor compliance with this requirement.

SCHOOL'S PROPOSED PLAN

Intended Outcome of Corrective Actions: Internal controls will be developed and segregation of duties will be implemented. Audit committee will implement monthly monitoring protocols

Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
School staff will receive annual training in internal controls and segregation of duties	Administrator	5/31/2018	Agenda of staff training and staff sign-in	Administrator will ensure staff on-boarding and annual training includes internal controls and segregation of duties
Audit committee will implement monthly monitoring protocols to ensure fidelity to school's internal controls and segregation of duties	Board President	2/28/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President
Description of Corrective Action(s) to Ensure Concern Does Not Reoccur:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
Audit Committee will meet monthly until the release of an audit with no repeat findings	Board President	3/31/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President
Monthly report to board and PEC on compliance	Board President	5/31/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President

**CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)**

Reference, Authority, and Issue:

Corrective Action Plan Status:

Status Date:

Basis for Decision:

- A corrective plan must :
- (a) Address how the corrective action will be accomplished;
 - (b) Address how the school will identify and address other deficiencies associated with the corrective action;
 - (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
 - (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
 - (e) Identify person(s) responsible for corrections and sustaining change;
 - (f) Give the date by which correction will be made; and
 - (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

CORRECTIVE ACTION PLAN

Reference, Authority, and Issue:

Findings: Failure to record all liabilities

Corrective Action Plan Requirements: All liabilities will be recorded within 30 days and before the end of the school year. The school business manager will provide a monthly report on all liabilities and recording of the liabilities.

The school will contract with or directly employ an individual who holds a valid New Mexico Level 2 or higher school business official license, or contract with a company/firm that employs one or more individuals who hold a valid New Mexico Level 2 or higher school business official license.

The licensed business manager working with the school will spend at least 2 days per month in person on school property interacting with school financial paperwork.

If, at any time the individual, company, or firm that provides business management services tenders a resignation, the school will within 72 hours notify the PEC through the CSD and retain, through contracting or another process, an interim business manager who is able to be present on campus 2 days per month for up to 60 days until the position can be filled on a permanent basis.

A permanent business manager must begin employment within 60 days of the resignation of the previous business manager.

The whole board and the PEC will receive monthly reports to monitor compliance with this requirement.

SCHOOL'S PROPOSED PLAN

Intended Outcome of Corrective Actions: All liabilities will be recorded within 30 days, and before the end of the school year

Description of Corrective Action(s) to Address Immediate Concern:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
School business manager will record all liabilities within 30 days and before the end of the school year	Business Manager	2/28/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President
School business manager will provide a monthly report on all liabilities and recording of the liabilities	Business Manager, Board President	2/28/2018	Board agendas Monthly report to PEC	Monthly reporting monitored by board President
Description of Corrective Action(s) to Ensure Concern Does Not Recurr:	Title/Role(s) of Responsible Persons:	Expected Date of Completion:	Evidence of Completion of the Corrective Action:	Description of Internal Monitoring Procedures:
Development and implementation of policy and process for accepting resignation of business manager	Board President	4/30/2018	Policy and process documents	Board approval
Monthly report to board and PED on business manager status	Board President	5/31/2018	Board agendas Monthly report to PEC	Monthly reporting and submission calendar monitored by board President

**CORRECTIVE ACTION PLAN APPROVAL SECTION
(To Be Completed By The Commission)**

Reference, Authority, and Issue:

Corrective Action Plan Status:

Status Date:

Basis for Decision:

A corrective plan must :

- (a) Address how the corrective action will be accomplished;
- (b) Address how the school will identify and address other deficiencies associated with the corrective action;
- (c) Address what measure(s) will be put in place to prevent future occurrence of defect;
- (d) Indicate how the school will monitor compliance to assure that solutions are sustained;
- (e) Identify person(s) responsible for corrections and sustaining change;
- (f) Give the date by which correction will be made; and
- (g) Include steps that will be taken to accomplish correction with steps, dates, and supporting evidence that the plan will be carried out as scheduled.

Head Administrator Report to Governing Council | Feb. 12, 2018

Staffing Update:

- AmeriCorps new P/T (4 hrs) member joins DEAP. Start date Feb. 5, 2018.
- Two AC members created school clubs, 1. Art and 2. Guitar Club.
- AmeriCorps Coordinator from ABQ NACA AmeriCorps Inspired School Network visited and introduced herself to DEAP AC team members on Feb.8, 2018.
- New student teacher, from Dine College, Teacher College, will do student teaching for this semester.

Staffing Next Steps: 1. Flexible AC members schedules will be finalized for supervision and student support in classrooms. 2. Create processes for accepting new student teachers from local colleges, similar to new hires.

DEAP Retreat in Chinle, Jan 12 & 13, Chinle.

Next Steps Align the four pillars to curriculum, find ways to measure & collect data to show growth

DEAP Corrective Plan of Action, (CAP), Jan. 17, Meet PEC Chair, and two members in Santa Director of Charter School Division (CSD) in Santa Fe. Meeting provided support in how to respond to financial findings and action steps. After submissions to CSD, PEC will review responses, then provide school with feedback in moving forward.

CAP Next Steps: Continued discussions with Governing Council and leadership team, or and adhering to submission deadlines.

DEAP Students:

Current enrollment: 25 students, 10 females, 15 males, we had three students drop after winter break.

Students Next Steps: Continued monitoring of attendance intervention strategies by H. A. & Office Manager with phone calls to home after two or more days absences, if student continues absences, a 3-5-7 or 10 day letter goes out to parents. By the 4th consecutive absence, H. A. will conduct a home visit to family or family come in for meeting at school with teachers, student and family members. DEAP has one student on a attendance contract.

WestED, Jan. 20, 2018: West Ed visited DEAP school. NACAInspired School contracted WestEd to evaluate how fU.S. Dept. of Education funds were being used at our school site. Four visitors conferenced with staff regarding financial, academic programs and professional development supports. Questions included how NISN is supporting DEAP's school towards independence.

WestEd Next Steps: West Ed ran out of time and was not able to interview business manager from Vigil Group, so they will set up follow up interview.

New Mexico Coalition for Charter Schools, Feb.7, 2018. Interesting professional development for me because it gave me pulse of NM Charter schools. Charters schools are not satisfied with school authorizers, Public Education Commissioners and the Charter School Division. Many schools are feeling different layers of frustration, lack of clarity with the charter school contracts, school performance framework, and the punitive process with renewal. As a result, several charters are moving under the safety net of local public school districts.

NM Coalition for Charter Schools Next Steps: Keep in contact with NM Coalition for Charter School and become involved in advocacy and networking with other charter school administrators.

NACA/NISN-MOU: Jan. 29-Received first MOU from NACA/NISN-corrections made. In discussions, categories for spending. NACA/NISN sent back amended MOU to DEAP with corrected edits and with new budget line items in how much monies to spend in Personnel salary/fringes, supplies and school start up expenses.

- Personnel (salary) = \$25,000
- Personnel (Fringe) = \$7,500
- Supplies -\$5, 208.75
- School Start Up Expenses = \$47,754.25

NACA/NISN Next Steps: Continue discussion between NACA/NISN and DEAP

Legal Expenses from Revocation: -Phone Conference with Justin Soliman, discuss lawyer pay out. DEAP will filter all lawyer expenses that is specific for DEAP and revocation hearing, the total lawyer fees will be negotiated for shared payment to Johnson Barnhouse & Keegan, LLP, Natasha D. Cuylear. **Next Steps:** Need detailed DEAP financial outline that shows Revocation Hearing, connect with Justin Soliman for payment consensus.

Head Administrator Upcoming Events:

1. Feb. 21-Head Administrator presents at Red Lake Chapter House to give update on DEAP academics and programs
2. Feb. 24-GC Training, Rio Rancho, ABQ, Governing Body Ethics Overview & Understanding Data, Open Meeting Act
3. March 8, Annual Site Visit, Charter School Division at DEAP
4. March 15 & 16, 2018, NISN Leadership Summit, ABQ, NM,

DEAP Charter School
 Account Summary Report - Revenues
 1/31/2018

Cycle: FY2018; Begin Date: 7/01/2017; End Date: 1/31/2018; Account Type: Revenue; Subtotal Elements: Fund; Filter: ([Fund] >= '11000') ; Subtotal By Account Type: No; Include Unposted Transactions: No;
 Created On: 2/9/2018 7:49:38 PM

Account Code	Budget (YTD)	Actual (YTD)	Available (YTD)	% of Budget
Fund 11000 - Operational	\$220,802.00	\$136,737.30	\$84,064.70	61.93%
Fund 14000 - Total Instructional Materials Sub-Fund	\$552.00	\$552.26	\$0.00	100.05%
Fund 21000 - Food Services	\$10,000.00	\$5,956.44	\$4,043.56	59.56%
Fund 23000 - Non-Instructional Support	\$2,000.00	\$1,985.58	\$14.42	99.28%
Fund 24101 - Title I - IASA	\$13,756.00	\$2,693.50	\$11,062.50	19.58%
Fund 24106 - Entitlement IDEA-B	\$4,346.00	\$0.00	\$4,346.00	0.00%
Fund 24154 - Title II Teacher/Principal Training & Recruiting	\$1,817.00	\$0.00	\$1,817.00	0.00%
Fund 24183 - USDA 2010 EQUIPMENT ASSISTANCE PROGRAM	\$6,820.00	\$6,820.00	\$0.00	100.00%
Fund 25184 - Indian Ed Formula Grant	\$4,458.00	\$0.00	\$4,458.00	0.00%
Fund 26198 - Abq Community Foundation	\$6,000.00	\$0.00	\$6,000.00	0.00%
Fund 27107 - 2012 GOB Public School Library	\$2,090.00	\$0.00	\$2,090.00	0.00%
Fund 27150 - Indian Education Act	\$0.00	\$0.00	\$0.00	
Fund 29102 - 20000 - Futures for Children	\$35,000.00	\$35,000.00	\$0.00	100.00%
Fund 29102 - 30000 - Running Strong	\$1,000.00	\$1,000.00	\$0.00	100.00%
Fund 29102 - 40000 - AIHEC	\$1,800.00	\$1,500.00	\$300.00	83.33%
Fund 29102 - 90000 - NISN General	\$0.00	\$0.00	\$0.00	
Fund 31200 - Public School Capital Outlay	\$16,934.00	\$8,467.00	\$8,467.00	50.00%
Fund 31700 - Capital Improvements SB-9	\$3,464.00	\$0.00	\$3,464.00	0.00%
Fund 31701 - Capital Improvement SB-9 County	\$3,080.00	\$2,613.54	\$466.46	84.86%
Grand Total	\$333,919.00	\$203,325.62	\$130,593.64	60.89%

DEAP Charter School
 Budget to actuals
 1/31/2018

Cycle: FY2018; Begin Date: 07/01/2017; End Date: 01/31/2018; Account Type: Expenditure; Subtotal Elements: Fund,Function; Filter: ((Fund] >= '11000') ; Subtotal By Account
 Type: No; Include Unposted Transactions: No; Created On: 2/10/2018 3:58:08 PM

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
Operational - 11000					
Salaries Expense-Teachers-Grades 1-12	\$47,700.00	\$50,938.68	\$47,271.32	(\$50,510.00)	205.89%
Benefits	\$12,693.00	\$12,348.86	\$11,625.12	(\$11,280.98)	188.88%
Student Travel	\$0.00	\$240.00	\$0.00	(\$240.00)	
General Supplies and Materials	\$297.00	\$244.75	\$207.92	(\$155.67)	152.41%
Function 1000 - Instruction	\$60,690.00	\$63,772.29	\$59,104.36	(\$62,186.65)	202.47%
Diagnosticians - Contracted	\$1,000.00	\$62.03	\$0.00	\$937.97	6.20%
Psychologists - Contracted	\$20,000.00	\$3,244.00	\$8,996.00	\$7,760.00	61.20%
Other Contract Services	\$14,000.00	\$2,954.89	\$10,701.07	\$344.04	97.54%
Function 2100 - Support Services-Students	\$35,000.00	\$6,260.92	\$19,697.07	\$9,042.01	74.17%
General Supplies and Materials	\$500.00	\$402.00	\$0.00	\$98.00	80.40%
Function 2200 - Support Services-Instruction	\$500.00	\$402.00	\$0.00	\$98.00	80.40%
Salaries Expense-Head Administrator	\$17,500.00	\$32,213.75	\$24,586.25	(\$39,300.00)	324.57%
Salaries Expense-Secretarial/Technical/Clerical	\$18,477.00	\$0.00	\$0.00	\$18,477.00	0.00%
Benefits	\$9,023.00	\$10,541.50	\$7,830.99	(\$9,349.49)	203.62%
Auditing	\$13,000.00	\$8,901.00	\$3,976.50	\$122.50	99.06%
Legal	\$24,000.00	\$8,248.08	\$2,956.83	\$12,795.09	46.69%
Rentals of Computers and Related Equipment	\$1,728.00	\$0.00	\$0.00	\$1,728.00	0.00%
Function 2300 - Support Services-General Administration	\$83,728.00	\$59,904.33	\$39,350.57	(\$15,526.90)	118.54%
Salaries Expense-Office Manager	\$0.00	\$13,925.21	\$10,711.69	(\$24,636.90)	
Benefits	\$0.00	\$3,498.95	\$2,625.60	(\$6,124.55)	
General Supplies and Materials	\$0.00	\$435.55	\$0.00	(\$435.55)	
Function 2400 - Support Services-School Administration	\$0.00	\$17,859.71	\$13,337.29	(\$31,197.00)	
Professional Development	\$0.00	\$540.00	\$0.00	(\$540.00)	
Other Professional/Technical Services	\$58,731.00	\$29,008.14	\$28,957.50	\$765.36	98.70%
Other Charges	\$0.00	\$1,599.02	\$0.00	(\$1,599.02)	
Renting Land and Buildings	\$16,703.00	\$0.00	\$0.00	\$16,703.00	0.00%
Rentals of Computers and Related Equipment	\$5,600.00	\$2,292.86	\$1,236.95	\$2,070.19	63.03%
Other Contract Services	\$0.00	\$567.75	\$608.60	(\$1,176.35)	
Function 2500 - Central Services	\$81,034.00	\$34,007.77	\$30,803.05	\$16,223.18	79.98%
Electricity	\$4,500.00	\$1,997.19	\$4,625.44	(\$2,122.63)	147.17%
Water/Sewage	\$600.00	\$722.29	\$2,146.79	(\$2,269.08)	478.18%
Communication Services	\$20,000.00	\$16,051.22	\$17,538.29	(\$13,589.51)	167.95%
Renting Land and Buildings	\$11,225.00	\$8,497.88	\$15,874.15	(\$13,147.03)	217.12%
Property/Liability Insurance	\$9,150.00	\$9,173.00	\$0.00	(\$23.00)	100.25%
General Supplies and Materials	\$678.00	\$235.00	\$114.58	\$328.42	51.56%
Supply Assets (\$5,000 or Less)	\$0.00	\$0.00	\$80.99	(\$80.99)	
Function 2600 - Operation & Maintenance of Plant	\$46,153.00	\$36,676.58	\$40,380.24	(\$30,903.82)	166.96%
Benefits	\$0.00	\$41.80	\$0.00	(\$41.80)	

Other Charges	\$0.00	\$10.50	\$0.00	\$0.00	(\$10.50)	
Other Contract Services	\$0.00	\$777.50	\$0.00	\$0.00	(\$777.50)	
Food	\$0.00	\$636.96	\$281.69	\$0.00	(\$918.65)	
General Supplies and Materials	\$0.00	\$10.35	\$0.00	\$0.00	(\$10.35)	
Fixed Assets (More Than \$5,000)	\$0.00	\$0.14	\$0.00	\$0.00	(\$0.14)	
Function 3100 - Food Services Operations	\$0.00	\$1,477.25	\$281.69	\$0.00	(\$1,758.94)	
Fund 11000 - Operational	\$307,105.00	\$220,360.85	\$202,954.27	(\$116,210.12)		137.84%
<i>Instructional Materials</i>						
Instructional Materials Cash - 50% Textbooks	\$1,872.00	\$0.00	\$0.00	\$0.00	\$1,872.00	0.00%
Function 1000 - Instruction	\$1,872.00	\$0.00	\$0.00	\$0.00	\$1,872.00	0.00%
Fund 14000 - Total Instructional Materials Sub-Fund	\$1,872.00	\$0.00	\$0.00	\$0.00	\$1,872.00	0.00%
<i>Food Services - 21000</i>						
Salaries Expense-Food Service	\$0.00	\$1,615.00	\$4,845.00	\$0.00	(\$6,460.00)	
Benefits	\$0.00	\$463.06	\$1,217.62	\$0.00	(\$1,680.68)	
Other Contract Services	\$1,500.00	\$3,197.50	\$6,000.00	\$0.00	(\$7,697.50)	613.17%
Food	\$13,498.00	\$6,076.69	\$1,923.31	\$5,498.00	\$5,498.00	59.27%
General Supplies and Materials	\$0.00	\$138.45	\$0.00	\$0.00	(\$138.45)	
Function 3100 - Food Services Operations	\$14,998.00	\$11,490.70	\$13,985.93	(\$10,478.63)		169.87%
Fund 21000 - Food Services	\$14,998.00	\$11,490.70	\$13,985.93	(\$10,478.63)		169.87%
<i>Activities - 23000</i>						
Other Charges	\$0.00	\$402.23	\$0.00	\$0.00	(\$402.23)	
Other Contract Services	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
General Supplies and Materials	\$1,000.00	\$421.15	\$338.45	\$240.40	\$240.40	75.96%
Function 1000 - Instruction	\$2,000.00	\$823.38	\$338.45	\$838.17	\$838.17	58.09%
Fund 23000 - Non-Instructional Support	\$2,000.00	\$823.38	\$338.45	\$838.17		58.09%
<i>Title I - 24101</i>						
Salaries Expense-Teachers-Grades 1-12	\$13,756.00	\$5,115.00	\$5,115.00	\$3,526.00		74.37%
Benefits	\$0.00	\$1,348.20	\$1,337.59	(\$2,685.79)		
Function 1000 - Instruction	\$13,756.00	\$6,463.20	\$6,452.59	\$840.21		93.89%
Fund 24101 - Title I - IASA	\$13,756.00	\$6,463.20	\$6,452.59	\$840.21		93.89%
<i>IDEA-B - 24106</i>						
Diagnosticians - Contracted	\$1,400.00	\$0.00	\$0.00	\$1,400.00		0.00%
Speech Therapists - Contracted	\$1,000.00	\$341.66	\$2,938.24	(\$2,279.90)		327.99%
Psychologists - Contracted	\$1,946.00	\$0.00	\$0.00	\$1,946.00		0.00%

Function 2100 - Support Services-Students	\$4,346.00	\$341.66	\$2,938.24	\$1,066.10	75.47%
Fund 24106 - Entitlement IDEA-B	\$4,346.00	\$341.66	\$2,938.24	\$1,066.10	75.47%
Title II - 24154					
Professional Development	\$1,817.00	\$0.00	\$0.00	\$1,817.00	0.00%
Function 1000 - Instruction	\$1,817.00	\$0.00	\$0.00	\$1,817.00	0.00%
Fund 24154 - Title II Teacher/Principial Training & Recruiting	\$1,817.00	\$0.00	\$0.00	\$1,817.00	0.00%
USDA Equipment - 24183					
Fixed Assets (More Than \$5,000)	\$6,820.00	\$6,820.00	\$0.00	\$0.00	100.00%
Function 3100 - Food Services Operations	\$6,820.00	\$6,820.00	\$0.00	\$0.00	100.00%
Fund 24183 - USDA 2010 EQUIPMENT ASSISTANCE PROGRAM	\$6,820.00	\$6,820.00	\$0.00	\$0.00	100.00%
Indian Ed Formula Grant - 25184					
Student Travel	\$4,458.00	\$0.00	\$0.00	\$4,458.00	0.00%
Function 1000 - Instruction	\$4,458.00	\$0.00	\$0.00	\$4,458.00	0.00%
Fund 25184 - Indian Ed Formula Grant	\$4,458.00	\$0.00	\$0.00	\$4,458.00	0.00%
Native American Youth - 25248					
General Supplies and Materials	\$3,420.00	\$268.99	\$0.00	\$3,151.01	7.87%
Function 1000 - Instruction	\$3,420.00	\$268.99	\$0.00	\$3,151.01	7.87%
Additional Compensation-Curriculum Coordinator	\$6,517.00	\$5,200.00	\$0.00	\$1,317.00	79.79%
Benefits	\$0.00	\$1,316.88	\$0.00	(\$1,316.88)	
Function 2100 - Support Services-Students	\$6,517.00	\$6,516.88	\$0.00	\$0.12	100.00%
Salaries Expense-Coordinator	\$0.00	\$4,197.40	\$0.00	(\$4,197.40)	
Benefits	\$0.00	\$1,453.68	\$0.00	(\$1,453.68)	
General Supplies and Materials	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Function 2400 - Support Services-School Administration	\$1,000.00	\$5,651.08	\$0.00	(\$4,651.08)	565.11%
General Supplies and Materials	\$0.00	\$0.00	\$39.00	(\$39.00)	
Supply Assets (\$5,000 or Less)	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Function 3100 - Food Services Operations	\$1,500.00	\$0.00	\$39.00	\$1,461.00	2.60%
Fund 25248 - Native American Youth Program	\$12,437.00	\$12,436.95	\$39.00	(\$38.95)	100.31%
Golden Apple Foundation - 26163					
General Supplies and Materials	\$2,880.00	\$0.00	\$0.00	\$2,880.00	0.00%
Function 1000 - Instruction	\$2,880.00	\$0.00	\$0.00	\$2,880.00	0.00%
Fund 26163 - Golden Apple Foundation	\$2,880.00	\$0.00	\$0.00	\$2,880.00	0.00%

Abq. Community Foundation - 26198									
Salaries Expense-Before/After Care	\$2,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,750.00	0.00%		
Software	\$0.00	\$0.00	\$599.00	(\$599.00)	\$0.00		100.00%		
Supply Assets (\$5,000 or Less)	\$3,250.00	\$3,250.00	\$0.00	\$0.00	\$0.00	\$0.00			
Function 1000 - Instruction	\$6,000.00	\$3,250.00	\$599.00	\$2,151.00	\$2,151.00	\$2,151.00	64.15%		
Fund 26198 - ACF Grant	\$6,000.00	\$3,250.00	\$599.00	\$2,151.00	\$2,151.00	\$2,151.00	64.15%		
GO Bond-Student Library - 27107									
Software	\$2,090.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,090.00	0.00%		
Function 2200 - Support Services-Instruction	\$2,090.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,090.00	0.00%		
Fund 27107 - 2012 GOB Public School Library	\$2,090.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,090.00	0.00%		
First Nations - 29102 (10000)									
Fixed Assets (More Than \$5,000)	\$13,264.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,264.00	0.00%		
Function 1000 - Instruction	\$13,264.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,264.00	0.00%		
Fund 29102-10000 First Nations	\$13,264.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,264.00	0.00%		
SFCF FFC - 29102 (20000)									
Salaries Expense-Teachers-Grades 1-12	\$12,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0.00%		
Additional Compensation	\$0.00	\$2,000.02	\$999.98	(\$3,000.00)	\$0.00				
Benefits	\$0.00	\$499.37	\$405.68	(\$905.05)	\$0.00				
Other Charges	\$2,000.00	\$0.00	\$407.00	\$1,593.00	\$0.00				
Student Travel	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00				
Other Travel ? Non-Employees	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00				
Employee Travel - Teachers	\$0.00	\$128.40	\$104.77	(\$233.17)	\$0.00				
General Supplies and Materials	\$10,500.00	\$2,196.19	\$1,404.70	\$6,899.11	\$0.00				
Supply Assets (\$5,000 or Less)	\$4,100.00	\$0.00	\$3,233.16	\$866.84	\$0.00				
Function 1000 - Instruction	\$30,600.00	\$4,823.98	\$6,555.29	\$19,220.73	\$19,220.73	\$19,220.73	37.19%		
Additional Compensation-Coordinator	\$0.00	\$2,666.68	\$1,333.32	(\$4,000.00)	\$0.00				
Benefits	\$0.00	\$660.18	\$536.96	(\$1,197.14)	\$0.00				
Employee Travel - Non-Teachers	\$0.00	\$104.78	\$0.00	(\$104.78)	\$0.00				
Function 2200 - Support Services-Instruction	\$0.00	\$3,431.64	\$1,870.28	(\$5,301.92)	(\$5,301.92)	(\$5,301.92)	0.00%		
Other Charges	\$0.00	\$0.00	\$1,010.86	(\$1,010.86)	\$0.00				
Advertising	\$2,700.00	\$0.00	\$0.00	\$2,700.00	\$0.00				
Board Travel	\$0.00	\$250.81	\$0.00	(\$250.81)	\$0.00				
Employee Travel - Non-Teachers	\$0.00	\$59.83	\$0.00	(\$59.83)	\$0.00				
Other Travel ? Non-Employees	\$0.00	\$258.43	(\$49.90)	(\$208.53)	\$0.00				
Other Contract Services	\$0.00	\$1,398.42	\$0.00	(\$1,398.42)	\$0.00				
General Supplies and Materials	\$1,700.00	\$538.29	\$100.00	\$1,061.71	\$0.00				
Function 2300 - Support Services-General Administration	\$4,400.00	\$2,505.78	\$1,060.96	\$833.26	\$833.26	\$833.26	81.06%		
Additional Compensation-Secretarial	\$0.00	\$666.67	\$333.33	(\$1,000.00)	\$0.00				

Benefits	\$0.00	\$166.19	\$136.29	(\$302.48)	
Function 2400 - Support Services-School Administration	\$0.00	\$832.86	\$469.62	(\$1,302.48)	
Fund 29102-20000 - SFCF FCC	\$35,000.00	\$11,594.26	\$9,956.15	\$13,449.59	61.57%
Running Strong - 29102 (30000)					
Other Contract Services	\$155.00	\$0.00	\$0.00	\$155.00	0.00%
General Supplies and Materials	\$845.00	\$0.00	\$0.00	\$845.00	0.00%
Function 1000 - Instruction	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Fund 29102-30000 - Running Strong	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
AIHEC - 29102 (40000)					
General Supplies and Materials	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Supply Assets (\$5,000 or Less)	\$1,300.00	\$1,125.00	\$0.00	\$175.00	86.54%
Function 1000 - Instruction	\$1,800.00	\$1,125.00	\$0.00	\$675.00	62.50%
Fund 29102-40000 - AIHEC	\$1,800.00	\$1,125.00	\$0.00	\$675.00	62.50%
NISN General - 90000					
General Supplies and Materials	\$0.00	\$54.35	\$0.00	(\$54.35)	
Function 1000 - Instruction	\$0.00	\$54.35	\$0.00	(\$54.35)	
General Supplies and Materials	\$0.00	\$77.80	\$0.00	(\$77.80)	
Function 2100 - Support Services-Students	\$0.00	\$77.80	\$0.00	(\$77.80)	
Salaries Expense-Coordinator	\$40,000.00	\$13,333.36	\$16,666.62	\$10,000.02	75.00%
Benefits	\$6,016.00	\$4,624.73	\$5,706.29	(\$4,315.02)	171.73%
General Supplies and Materials	\$0.00	\$857.09	\$0.00	(\$857.09)	
Function 2400 - Support Services-School Administration	\$46,016.00	\$18,815.18	\$22,372.91	\$4,827.91	89.51%
Other Professional/Technical Services	\$0.00	\$5,049.56	\$0.00	(\$5,049.56)	
Software	\$0.00	\$4,200.00	\$0.00	(\$4,200.00)	
Function 2500 - Central Services	\$0.00	\$9,249.56	\$0.00	(\$9,249.56)	
General Supplies and Materials	\$0.00	\$6.80	\$0.00	(\$6.80)	
Function 2600 - Operation & Maintenance of Plant	\$0.00	\$6.80	\$0.00	(\$6.80)	
General Supplies and Materials	\$0.00	\$1,145.45	\$0.00	(\$1,145.45)	
Supply Assets (\$5,000 or Less)	\$0.00	\$435.20	\$0.00	(\$435.20)	
Function 3100 - Food Services Operations	\$0.00	\$1,580.65	\$0.00	(\$1,580.65)	
Fund 29102-90000 - NISN General	\$46,016.00	\$29,784.34	\$22,372.91	(\$6,141.25)	113.35%
High Quality Charters - 29138					
Other Charges	\$0.00	\$496.00	\$80.25	(\$576.25)	
Other Textbooks	\$4,000.00	\$1,725.86	\$1,553.63	\$720.51	81.99%
Software	\$0.00	\$317.39	\$79.99	(\$397.38)	
General Supplies and Materials	\$3,156.00	\$2,329.15	\$831.26	(\$4.41)	100.14%
Supply Assets (\$5,000 or Less)	\$5,936.00	\$2,044.19	\$238.00	\$3,653.81	38.45%
Function 1000 - Instruction	\$13,092.00	\$6,912.59	\$2,783.13	\$3,396.28	74.06%

Legal		\$0.00	\$9,407.89		\$0.00		(\$9,407.89)	
Function 2300 - Support Services-General Administration		\$0.00	\$9,407.89		\$0.00		(\$9,407.89)	
Salaries Expense-Coordinator		\$0.00	\$5,802.62		\$0.00		(\$5,802.62)	
Benefits		\$0.00	\$2,009.61		\$0.00		(\$2,009.61)	
General Supplies and Materials		\$0.00	\$0.00		\$45.87		(\$45.87)	
Supply Assets (\$5,000 or Less)		\$0.00	\$157.90		\$0.00		(\$157.90)	
Function 2400 - Support Services-School Administration		\$0.00	\$7,970.13		\$45.87		(\$8,016.00)	
Supply Assets (\$5,000 or Less)		\$0.00	\$659.12		\$0.00		(\$659.12)	
Function 2500 - Central Services		\$0.00	\$659.12		\$0.00		(\$659.12)	
Fund 29138 - NISN - High Performing Charter Schools		\$13,092.00	\$24,949.73		\$2,829.00		(\$14,686.73)	212.18%
Lease Assistance								
Renting Land and Buildings		\$16,934.00	\$16,934.00		\$0.00		\$0.00	100.00%
Function 4000 - Capital Outlay		\$16,934.00	\$16,934.00		\$0.00		\$0.00	100.00%
Fund 31200 - Public School Capital Outlay		\$16,934.00	\$16,934.00		\$0.00		\$0.00	100.00%
Capital Improvements SB-9 - 31700								
Supply Assets (\$5,000 or Less)		\$3,464.00	\$0.00		\$0.00		\$3,464.00	0.00%
Function 4000 - Capital Outlay		\$3,464.00	\$0.00		\$0.00		\$3,464.00	0.00%
Fund 31700 - Capital Improvements SB-9		\$3,464.00	\$0.00		\$0.00		\$3,464.00	0.00%
Capital Improvements SB-9 Local - 31701								
Supply Assets (\$5,000 or Less)		\$6,035.00	\$0.00		\$0.00		\$6,035.00	0.00%
Function 4000 - Capital Outlay		\$6,035.00	\$0.00		\$0.00		\$6,035.00	0.00%
Fund 31701 - Capital Improvement SB-9 County		\$6,035.00	\$0.00		\$0.00		\$6,035.00	0.00%
Total		\$517,184.00	\$346,374.07		\$262,465.54		(\$91,655.61)	117.72%

DEAP Charter School
Statement of Bills and Disbursements
Month Ending January 31, 2018

Bank: [All]; Bank Account: [All]; Begin Date: 01/01/2018; End Date: 01/31/2018; Status: [All]; Created On: 2/10/2018 5:03:31 PM

Bank	Account Number	Date	Number	Type	Payee/From	Deposit	Withdrawal
Wells Fargo	****9017	1/10/2018		Payroll Liability	NM Public Schools Insurance Au	\$1,372.58	
		1/10/2018		Payroll Liability	NM Retiree Health Care Authori	\$616.28	
		1/10/2018	01-001	Cash Receipts	SEG January 2018	\$26,286.00	
		1/11/2018		Payroll Liability	Wells Fargo-Direct Deposit	\$7,521.73	
		1/11/2018		Adjustment	December 2017 CASC: Temp Trans	\$62.17	
		1/11/2018	01-002	Cash Receipts	Box Tops	\$40.40	
		1/12/2018		Payroll Liability	NM Educational Retirement Boar	\$5,030.90	
		1/12/2018		Payroll	Manual Checks	\$1,038.02	
		1/16/2018		Payroll Liability	Aflac	\$154.72	
		1/16/2018		Accounts Payable	Frontier Communications	\$630.05	
		1/16/2018		Accounts Payable	Albuquerque Image Products	\$75.75	
		1/16/2018		Accounts Payable	Custom Ink	\$1,827.16	
		1/16/2018		Accounts Payable	Davis Instruments Corporation	\$1,125.00	
		1/16/2018		Accounts Payable	De Lage Landen Financial Servi	\$259.26	
		1/16/2018		Accounts Payable	Home Depot	\$547.83	
		1/16/2018		Accounts Payable	Johnson, Barnhouse and Keegan	\$5,499.19	
		1/16/2018		Accounts Payable	Labatt Food Service	\$813.68	
		1/16/2018		Accounts Payable	Lutheran Indian Ministries	\$855.00	
		1/16/2018		Accounts Payable	Modspace	\$3,180.37	
		1/16/2018		Accounts Payable	Navajo Tribal Utility Authori	\$595.39	
		1/16/2018		Accounts Payable	Navajo Tribal Utility Authori	\$1,470.00	
		1/16/2018		Accounts Payable	Nor-Kem Distributors, Inc.	\$440.25	
		1/16/2018		Accounts Payable	Gamenez, Prestene	\$79.15	
		1/16/2018		Accounts Payable	Unlimited Teletherapy, LLC.	\$341.66	
		1/16/2018		Accounts Payable	The Vigil Group, LLC	\$4,834.69	
		1/17/2018		Cash Receipts	SB-9 Local January 2018	\$887.39	
		1/17/2018		Cash Receipts	PSCOC Lease Assistance - FY18	\$8,467.00	
		1/22/2018		Cash Receipts	USDA November 2017	\$1,567.41	
		1/22/2018		Cash Receipts	Title 1	\$2,693.50	
		1/24/2018		Payroll Liability	Internal Revenue Service	\$3,138.24	
		1/24/2018		Adjustment	ADP 2017 Tax Fees; Temp Transa	\$125.34	
		1/30/2018	01-007	Cash Receipts	ADP Tax Refund	\$363.54	
		1/31/2018		Accounts Payable	Frontier Communications	\$636.64	
		1/31/2018		Payroll Liability	Wells Fargo-Direct Deposit	\$6,097.70	
		1/31/2018		Adjustment	ADP v Apla Check 50053: Temp T	\$2.40	
		1/31/2018		Payroll	Manual Checks	\$963.67	
		1/31/2018		Accounts Payable	Elijah Allan	\$51.36	
		1/31/2018		Accounts Payable	Dondi Begay Jr.	\$52.39	
		1/31/2018		Accounts Payable	Kayla Begay	\$180.72	
		1/31/2018		Accounts Payable	Terra, Bia	\$52.39	
		1/31/2018		Accounts Payable	Regina Billoy	\$52.39	
		1/31/2018		Accounts Payable	Blick Art Materials	\$577.75	
		1/31/2018		Accounts Payable	De Lage Landen Financial Servi	\$259.26	
		1/31/2018		Accounts Payable	Dine Professional Service Prov	\$1,752.24	
		1/31/2018		Accounts Payable	Prestene Gamenez	\$52.39	
		1/31/2018		Accounts Payable	Kylee George	\$77.04	
		1/31/2018		Accounts Payable	Jennie Jimenez	\$49.90	
		1/31/2018		Accounts Payable	Labatt Food Service	\$553.52	
		1/31/2018		Accounts Payable	Rossandra Laughing	\$52.39	
		1/31/2018		Accounts Payable	Clair Louis	\$51.36	
		1/31/2018		Accounts Payable	Karen Malman	\$52.39	
		1/31/2018		Accounts Payable	Nor-Kem Distributors, Inc.	\$49.85	
		1/31/2018		Accounts Payable	Louella Poblano	\$183.82	
		1/31/2018		Accounts Payable	Gamenez, Prestene	\$223.68	
		1/31/2018		Accounts Payable	Roanhorse Consulting	\$1,398.42	
		1/31/2018		Accounts Payable	Michaela Shihay	\$198.42	
		1/31/2018		Accounts Payable	Gavin Sosa	\$59.83	
						\$40,307.64	\$55,313.93

DEAP
 Issued and Closed Pos Report
 1/31/2018

PO Number	Type	Vendor Name	Date Issued	Days Outstanding	PO Amount	Invoiced Amount	Remaining Encumbrance
DEAP180006	Dollar	Abbuquerque Image Products	7/20/2017	205	\$999.96	\$391.36	\$608.60
DEAP180001	Regular	Modspace	7/21/2017	204	\$38,097.96	\$22,257.05	\$15,874.15
DEAP180002	Dollar	Navajo Tribal Utility Authority - Elect / Water	7/21/2017	204	\$9,060.00	\$2,287.77	\$6,772.23
DEAP180003	Regular	Navajo Tribal Utility Authority - Internet	7/21/2017	204	\$33,876.00	\$9,555.00	\$14,115.00
DEAP180004	Dollar	Frontier Communications	7/21/2017	204	\$7,524.00	\$4,400.71	\$3,123.29
DEAP180005	Regular	De Lage Landen Financial Services	7/21/2017	204	\$2,968.68	\$1,798.08	\$1,236.95
DEAP180007	Regular	Lutheran Indian Ministries	7/21/2017	204	\$12,000.00	\$3,197.50	\$6,000.00
DEAP180010	Dollar	Laball Food Service	7/21/2017	204	\$8,000.00	\$6,076.69	\$1,923.31
DEAP180011	Dollar	Johnson, Barnhouse and Keegan	7/21/2017	204	\$14,000.00	\$10,225.67	\$2,956.83
DEAP180013	Regular	The Vigil Group, LLC	7/21/2017	204	\$57,915.00	\$29,008.14	\$28,957.50
DEAP180017	Regular	Home Depot	8/17/2017	177	\$191.96	\$0.00	\$191.96
DEAP180021	Dollar	Gamenez, Prestlene	8/30/2017	164	\$500.00	\$218.31	\$281.69
DEAP180022	Regular	Great Minds	9/7/2017	156	\$1,191.48	\$29.96	\$1,164.52
DEAP180023	Regular	Great Minds	9/7/2017	156	\$267.73	\$0.00	\$267.73
DEAP180027	Regular	Louella Poblano	9/14/2017	149	\$200.00	\$0.00	\$200.00
DEAP180028	Regular	Quill Corporation	9/19/2017	144	\$45.87	\$0.00	\$45.87
DEAP180019-1	Dollar	Dine Professional Service Providers, LLC	9/21/2017	142	\$15,149.16	\$4,485.48	\$11,258.68
DEAP180031	Regular	Home Depot	9/21/2017	142	\$638.89	\$547.83	\$58.56
DEAP180032	Regular	Office Depot	9/21/2017	142	\$1,462.35	\$876.34	\$544.49
DEAP180035	Regular	Nor-Kem Distributors, Inc.	9/21/2017	142	\$398.00	\$369.00	\$29.00
DEAP180036	Regular	Apple Inc.	9/22/2017	141	\$846.85	\$707.85	\$139.00
DEAP180038	Regular	Bowen Creative	9/22/2017	141	\$80.25	\$0.00	\$80.25
DEAP180039	Regular	EQC Technologies	9/22/2017	141	\$382.20	\$0.00	\$382.20
DEAP180041	Regular	Standard Restaurant Supply	9/29/2017	134	\$1,333.61	\$1,323.61	\$10.00
DEAP180044	Regular	Office Depot	10/4/2017	129	\$195.57	\$0.00	\$195.57
DEAP180047	Dollar	ACES	10/9/2017	124	\$9,436.80	\$998.41	\$8,438.39
DEAP180053	Dollar	Axiom	10/31/2017	102	\$12,877.50	\$8,901.00	\$3,976.50
DEAP180052	Dollar	Unlimited Teletherapy, LLC.	11/16/2017	86	\$3,279.90	\$341.66	\$2,938.24
DEAP180054	Regular	Nor-Kem Distributors, Inc.	11/30/2017	72	\$138.45	\$0.00	\$138.45
DEAP180012-1	Regular	Gamenez, Prestlene	12/5/2017	67	\$400.00	\$99.51	\$300.00
DEAP180057	Regular	Rush Order Tees	12/12/2017	60	\$1,093.16	\$0.00	\$1,093.16
DEAP180060	Regular	Kayla Begay	1/8/2018	33	\$531.84	\$0.00	\$531.84
DEAP180064	Regular	The Vigil Group, LLC	1/8/2018	33	\$1,010.86	\$0.00	\$1,010.86
DEAP180067	Regular	Apple Inc.	1/12/2018	29	\$3,409.90	\$0.00	\$3,409.90
DEAP180074	Regular	Regina Manyoais	1/16/2018	25	\$52.39	\$0.00	\$52.39
DEAP180086	Dollar	Prestlene Gamenez	1/29/2018	12	\$100.00	\$0.00	\$100.00
DEAP180089	Regular	IXL Learning	1/30/2018	11	\$599.00	\$0.00	\$599.00
Sub Total					\$240,255.32	\$108,096.93	\$119,006.11

DEAP Charter School
Bank Reconciliation
Statement Date: JANUARY 31, 2018

	Bank Reconciliation +	Outstanding	ExpectedGL -	ActualGL 1	Difference
Beginning Balance	\$101,045.24 +	(\$16,171.99) =	\$84,873.25 -	\$84,873.25 =	\$0.00
Deposits/Debits	\$40,307.64 +	\$0.00 =	\$40,307.64 -	\$41,345.66 =	(\$1,038.02)
Withdrawals/Credits	(\$63,023.95) +	\$7,710.02 =	(\$55,313.93) -	(\$56,351.95) =	\$1,038.02
Sub Total	\$78,328.93		(\$8,461.97)	\$69,866.96	\$0.00

OUTSTANDING ITEMS

Date	Item Number	Description	Withdrawal
2/1/2017	1240	Pizza 9	\$250.10
1/16/2018		Frontier Communications	\$630.05
1/31/2018		Frontier Communications	\$636.64
1/31/2018	1410	Allan, Elijah	\$963.67
1/31/2018	600001	Elijah Allan	\$51.36
1/31/2018	600002	Dondi Begay Jr.	\$52.39
1/31/2018	600003	Kayla Begay	\$180.72
1/31/2018	600004	Tierra, Bia	\$52.39
1/31/2018	600005	Regina Bitloy	\$52.39
1/31/2018	600006	Blick Art Materials	\$577.75
1/31/2018	600007	De Lage Landen Financial Servi	\$259.26
1/31/2018	600008	Dine Professional Service Prov	\$1,752.24
1/31/2018	600009	Prestene Garronez	\$52.39
1/31/2018	600010	Kylee George	\$77.04
1/31/2018	600011	Jennie Jimenez	\$49.90
1/31/2018	600012	Labatt Food Service	\$553.52
1/31/2018	600013	Rossandra Laughing	\$52.39
1/31/2018	600014	Clair Louis	\$51.36
1/31/2018	600015	Karen Mailman	\$52.39
1/31/2018	600016	Nor-Kem Distributors, Inc.	\$49.85
1/31/2018	600017	Louella Poblano	\$183.82
1/31/2018	600018	Garronez, Prestene	\$223.68
1/31/2018	600019	Roanhorse Consulting	\$1,398.42
1/31/2018	600020	Michaela Shirley	\$198.42
1/31/2018	600021	Gavin Sosa	\$59.83
			\$8,461.97

