## Achievement Academy

## Contractual Reports and Dates June 2004 - June 2014

D .	June 2004 - June 2014	0	D 1
Due	D	Section	Report
Date	Report	Referenced	to Whom
20 Days prior to DOE due date	Annual Report	Part I. D(1)	Office of Magnet/Choice/Charter
30 Days prior to DOE due date	Allidai neport	Part I. D(1)	Office of Magnet/Choice/Charter
August 15 of each year	Annual Cost Report	` '	Finance Department (Rose Louden)
August 15 of each year	Affilial Cost Report	Fait IV. D(0)	
June 30, 2005	Accountability Plan	Part II. (2)	Office of Magnet/Choice/Charter
00, 2000	/toodinability i lair	1 art III. (2)	omoc of Magnet choice, charter
Last Work Day in February	Proposed Enrollment for next year	Part III. A(1)	Office of Magnet/Choice/Charter (Carla McMullen)
Scheduled provided by Office of	r repease a member for next year		o mod or magnet orreles, orraiter (ourise members)
Magnet/Choice/Charter	Enrollment Monitoring Report	Part III. B(1)	Office of Magnet/Choice/Charter (Marie Fenn)
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As set by DOE Survey dates	Report Student Enrollment	Part IV. A(9)	Information Systems
Within 30 days of the end of each month,	,	` ′	Office of Magnet/Choice/Charter (Carla McMullen) /
but no later than 45 days	Monthly Financial Statements	Part IV. B(5)	Finance Dept. (Steffanie Bastin)
			Office of Magnet/Choice/Charter (Carla McMullen) /
No later than August 15 of each year	Unaudited Statements	Part IV. B(6)	Finance Dept. (Steffanie Bastin)
			Office of Magnet/Choice/Charter (Carla McMullen) /
No later than Sept. 30 of each year	Audited Statements	Part IV. B(6)	Finance Dept. (Steffanie Bastin)
			Office of Magnet/Choice/Charter (Carla McMullen) /
Included with Annual Audited Statements	Cumulative Listing of Property as specified in contract	Part IV. B(6)	Finance Dept. (Steffanie Bastin)
Included in the Annual Audit Report or as	Correspondence from IRS granting tax-exempt status or		Office of Magnet/Choice/Charter (Carla McMullen) /
specified in contract	Form 990 as specified in contract	Part IV. B(6)	Finance Dept. (Steffanie Bastin)
April 15 of each year	Projected FTE for following year	Part IV. B(8)	Finance Dept. (Steffanie Bastin)
Beginning of Sponsor's fiscal year - July 1	School's adopted budget	Part IV. B(23)	Office of Magnet/Choice/Charter (Carla McMullen)
luku 45 anak wasa	All languations (Haalah Fire Contificate of Conveneed)	D = 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Office of Manuack/Obsides/Obsides/Administration
July 15 each year	All Inspections (Health, Fire, Certificate of Occupancy)	Part IV. D. I(1)	Office of Magnet/Choice/Charter (Marie Fenn)
July 1, 2004	Legge/Mertagge of building bouging pobed program	Bort IV D I(0)	Office of Magnet/Chaice/Charter (Mario Fonn)
July 1, 2004  10 working days prior to opening day of	Lease/Mortgage of building housing school program  Name of the private transportation provider and copy of	Fait IV. D. 1(2)	Office of Magnet/Choice/Charter (Marie Fenn)
classes	signed transportation contract	Part IV. E(2)	Office of Magnet/Choice/Charter (Marie Fenn)
Classes	Fully completed certificate(s) of insurance as specified in	Fait IV. E(2)	Chice of Magnet/Choice/Charter (Marie Ferin)
Before initial opening day of classes	contract	Part IV F I(1)	Office of Magnet/Choice/Charter (Marie Fenn)
No less than 30 days prior to	Evidence of renewal or replacement of required insurance	1 411111.1 ,1(1)	Cinice of Magnet Gridles, Griarter (Marie 1 Cini)
expiration/termination	as specified in contract	Part IV F I(3)	Office of Magnet/Choice/Charter (Marie Fenn)
ехричион, тенницион	Evidence of Business Personal Property Insurance and	1 4111111,1(0)	Cines of Magnet energy enarter (Mane 1 enin)
10 days prior to opening of school	Property Insurance as specified in contract	Part IV. F.VII	Office of Magnet/Choice/Charter (Marie Fenn)
to daily prior to opening or control	Schedule of all governing board meetings, including date,		l
Prior to first day of school	time, location	Part V. A(14)	Office of Magnet/Choice/Charter (Marie Fenn)
,	Any changes or cancellation of scheduled governing	` /	
Reasonable notice	board meetings	Part V. A(14)	Office of Magnet/Choice/Charter (Carla McMullen)
Prior to approval of School's contract and	Contract between the management company and the	, ,	. ,
amendments within 5 days of execution	governing body of the School & amendments	Part V. B(1)	Office of Magnet/Choice/Charter (Carla McMullen)
	Detailed statement calculating projected costs and		
	demonstrating adequate fund balances to cover said		
As Part of Annual Report	costs as specified in contract	Part VI. A(24)	Office of Magnet/Choice/Charter (Carla McMullen)
As Part of Annual Report	Copy of the property inventory as specified in contract	Part VII. (2)	Office of Magnet/Choice/Charter (Carla McMullen)

It is the School's responsibility to know the reporting requirements as outlined in the contract. This guide is not intended to be all incompasing or to take the place of what is stated in the contract or required by State and Federal Agencies.