



The School District of Palm Beach County
Department of Financial Services
Charter School Mid-Year Review Report
Fiscal Year 2009-2010



Name of School:
Name of Reviewer:
Date of Visit:

INTRODUCTION

Pursuant to F.S. 1002.33(5)(b)(1.b) *Sponsor duties* – The sponsor shall monitor the revenues and expenses of the charter school. Therefore, Mid-Year and End-of-the-Year Reviews are conducted to assess areas in need of improvement and/or correction and to identify additional support systems that may be needed to assist your school. The Mid-Year Review of your Charter School was performed on (month & year).

Prior to the review, the Department of Financial Services provided, in advance, a draft of the Mid-Year checklist to the Governing Board Chair and Charter School Principal. The Department of Finance and Charter Schools collaborated with the Principal to schedule the date and time of the review visit.

The summary of the Mid-Year Review for your school is attached herewith. A review rating of *Satisfactory* or *Deficient* is assign to the Mid-Year.

The overall review process consisted of site visits by a District staff member.

The Mid-Year Review of the school covered the following areas:

- Policies & Procedures
- Contracts
- Cash
- Assets
- Capital Assets & Inventory
- Liabilities
- Revenue & Expenses
- Financial Reports
- Payroll
- Transportation
- FTE Records
- Credit Cards & Debit Cards
- Travel & Employee Reimbursements
- Budgets
- Audits
- Grants & Donations

Mid-Year Review Summary (SY 2009-2010)

(School) was reviewed in the categories listed in the chart below by the Department of Finance. Here are the ratings of all category areas for your Mid-Year Review.

	CATEGORY AREAS	RATING
1	Policies & Procedures	
2	Contracts	
3	Cash	
4	Assets	
5	Capital Assets & Inventory	
6	Liabilities	
7	Revenue & Expenses	
8	Financial Reports	
9	Payroll	
10	Transportation	
11	FTE Records	
12	Credit Card & Debit Cards	
13	Travel & Employee Reimbursements	
14	Budgets	
15	Audits	
16	Grants & Donations	

Ratings were assigned based on the following criteria:	
Satisfactory	The Category Areas were found to be acceptable; no critical component was found deficient or only one area of a category was found to be deficient and this one area was not a critical component. A <i>critical</i> component is defined as one that impedes the health, safety, and/or welfare of the student.
Deficient	Three or more areas were found to be deficient and/or one <i>critical</i> area in a category was cited as deficient.

Findings:

(Please refer to the “comments/recommendations” section of the mid-year review for audit findings. For those schools with deficiencies in a specific category, the schools are expected to take action of the “comments/recommendations” before the next fiscal year financial review)

Commendations:

Recommendations:

OVERALL CATEGORY RATING:

*Schools with a “Deficient” overall category rating will be place on a financial corrective action plan.