

may be made from the wages of a staff member except for federal income tax, social security, medical aid, and state retirement, or in compliance with a court order such as garnishment.

Reporting Frequency: A "statement of financial condition" shall be submitted to the Board each month. The business office shall prepare a monthly budget status report for Board review.

The principal shall supervise the business office to reconcile ending net cash and investments, revenues and expenditures monthly. As part of the budget status report, the principal shall provide each Board member with a brief written explanation of any significant deviation in revenue and/or expenditure projections that may affect the financial status of the school.

Annual Financial and Statistical Report: At the close of each fiscal year, the principal shall submit to the Board an annual financial statistical report. The report shall include at least a summary of financial operations for the year.

Appendix 16: Letter of Support from the Museum of African American History

- Sherwood Forest Art Gallery

- Hartford Memorial Baptist Church

Appendix 17: Three Year Budget

**Bertha B. Williams Academy
Operating Budget
General Fund
Fiscal Years 1, 2, 3**

Fund	Major Class/ Function	Suffix/ Object	Description	Year 1	Year 2	Year 3
Revenues						
	Local Sources					
	151	XXXX	Earnings on Investments			
	192	XXXX	Private Sources (Contributions)	295,000	175,000	165,000
	199	XXXX	Miscellaneous	-	-	-
Subtotal				295,000	175,000	165,000