

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

	State Sources					
	311	XXXX	Unrestricted-Direct			
	312	XXXX	Restricted-Direct			
	317	XXXX	Restricted-Public School Pass-Thru	1,365,300	1,456,320	1,547,340
	Subtotal			1,365,300	1,456,320	1,547,340
	Federal Sources					
	411	XXXX	Unrestricted-Direct			
	412	XXXX	Unrestricted-State Pass-Thru	-	-	-
	413	XXXX	Restricted-Direct			
	414	XXXX	Restricted-State Pass-Thru	131,760	140,544	149,328
	417	XXXX	Restricted-Public School Pass-Thru			
	Subtotal			131,760	140,544	149,328
	Incoming Transfers and Other Transactions					
	519	XXXX	Distributions from Other Public Schools			
	599	XXXX	Miscellaneous			
	Subtotal			-	-	-
	Fund Modifications					
	6XX	XXXX	Transfer from ____ (please list fund)			
	Subtotal			-	-	-
	Total Revenues & Other Sources			1,792,060	1,771,864	1,861,668
	Expenditures					
	Instructional Expenditures					
	Basic Programs					
	Replace the " X" in the function column with 1 for elementary, 2 for middle school, 3 for high school, 8 for preschool, 9 for summer school and group expenditures based on function.					
	111	1240	Teacher Salaries	420,000	441,000	463,050
	111	1630	Aide Salaries	78,000	81,900	85,995
	111	1870	Substitute Salaries	-		
	111	2100	Employee Insurance (Total)	29,880	31,374	32,943
	111	2800	Mandatory Coverage (Total)	-		
	111	2820	Retirement	14,940	15,687	16,471
	111	2830	Payroll Taxes	38,097	40,002	42,002
	111	2840/	Workman's Compensation and			

			Coverage (Total)	-		
	122	3110	Other Purchased Services	65,000	71,500	78,650
	122	3220	Workshops and Conferences	-		
	122	5110	Teaching Supplies	-		
	122	5210	Textbooks	-		
	122	5990	Miscellaneous Supplies	-		
	122	6410	Capital Outlay-Equipment & Furniture	-		
	122	7410	Dues and Fees	-		
Subtotal				65,000	71,500	78,650
	Compensatory Education					
	125	1240	Teacher Salaries	-		
	125	1630	Aide Salaries	-		
	125	1870	Substitute Salaries	-		
	125	2100	Employee Insurance (Total)	-		
	125	2800	Mandatory Coverage (Total)	-		
	125	3110	Purchased Services-Teacher Salaries	-		
	125	3110	Purchased Services -Aide Salaries	-		
	125	3110	Purchased Services-Substitute Salaries	-		
	125	3110	Purchased Services-Employee Insurance (Total)	-		
	125	3110	Purchased Services-Mandatory Coverage (Total)	-		
	125	3110	Other Purchased Services	-		
	125	3220	Workshops and Conferences	-		
	125	5110	Teaching Supplies	-		
	125	5210	Textbooks	-		
	125	5990	Miscellaneous Supplies	-		
	125	6410	Capital Outlay-Equipment & Furniture	-		
	125	7410	Dues and Fees	-		

Subtotal				-	-	-
Subtotal - Added Needs				65,000	71,500	78,650
	Support Services					
	Pupil					
	211	XXXX	Attendance Services			
	212	XXXX	Guidance Services			
	213	XXXX	Health Services			
	214	XXXX	Psychological Services			
	215	XXXX	Speech Pathology and Audiology Services	30,000	33,000	36,300
	216	XXXX	Social Work Services	20,000	21,000	22,050
	217	XXXX	Visual Aid Services			
	218	XXXX	Teacher Consultant			
	219	XXXX	Other Pupil Services			
Subtotal				50,000	54,000	58,350
	Instructional Staff					
	221	XXXX	Improvement of Instruction			
	222	XXXX	Educational Media			
	224	XXXX	Educational Television			
	225	XXXX	Instruction Related Technology			
	226	XXXX	Supervision/Direction of Instructional Staff			
	227	5110	Academic Student Assessment	6,500	7,150	7,865
	229	XXXX	Other Instructional Staff Services			
Subtotal				6,500	7,150	7,865
	General Administration - Board of Education					
	General Administration					
	231	3170	Legal Services	15,000	16,500	18,150
	231	3180	Audit Services	7,500	8,250	9,075
	231	3190	Other Services			
	231	3220	Workshops and Conferences	7,500	8,250	9,075
	231	3510	Advertising	15,000	16,500	18,150
	232	1110	Superintendent Salaries			

	232	1620	Secretary Salaries			
	232	2100	Employee Insurance (Total)			
	232	2800	Mandatory Coverage (Total)			
	232	3140	Staff Services	1,650	-	-
	232	3150	Purchased Services-Superintendent Salaries			
	232	3150	Purchased Services - Secretary Salaries			
	232	3150	Purchased Services-Employee Insurance (Total)			
	232	3150	Purchased Services-Mandatory Coverage (Total)			
	232	3150	Other Purchased Services			
	232	3150	ESP Management Services (7% of State Foundation Grant)	95,571	101,942	108,314
	232	3150	CMU Oversight Fee (3% of State Foundation Grant)	40,959	43,690	46,420
	232	3410	Telephone	12,420	13,662	15,028
	232	3430	Mail/Postage	1,200	1,320	1,452
	232	3490	Internet Service Provider	8,600	9,460	10,406
	232	4270	Computer Lease			
	232	5910	Office Supplies	12,000	13,200	14,520
	232	5990	Miscellaneous Supplies			
	232	6410	Capital Outlay-Equipment & Furniture	8,500	-	-
	232	7410	Dues and Fees	2,500	2,750	3,025
	232	7900	Miscellaneous Expense	2,830	3,113	3,424
Subtotal				231,230	238,637	257,040
	School Administration					
	241	1150	Principal Salaries	80,000	84,000	88,200
	241	1620	Secretary Salaries	40,000	42,000	44,100
	241	2100	Employee Insurance (Total)			
	241	2800	Mandatory Coverage (Total)			
	241	2820	Retirement	3,600	3,780	3,969
	241	2830	Payroll Taxes	9,180	9,639	10,121
	241	2840/ 2850	Workman's Compensation and Unemployment			
	241	3150	Purchased Services-Principal Salaries			

	241	3150	Purchased Services -Secretary Salaries			
	241	3150	Purchased Services-Employee Insurance (Total)			
	241	3150	Purchased Services-Mandatory Coverage (Total)			
	241	3150	Other Purchased Services			
	241	3220	Workshops and Conferences			
	241	4220	Equipment Lease			
	241	4270	Technology Lease			
	241	5910	Office Supplies			
	241	5990	Miscellaneous Supplies			
	241	6410	Capital Outlay-Equipment & Furniture	10,000	-	-
	241	7410	Dues and Fees			
Subtotal				142,780	139,419	146,390
	Business					
	250	1390	Other Professional-Business	48,000	52,800	58,080
	252	XXXX	Fiscal Services			
	259	3920	Errors and Omissions Insurance			
	259	3990	Other Insurance (<i>not employee health</i>)			
	259	3910	Property and Liability Insurance	12,000	13,200	14,520
	259	7210	Interest on Short Term Notes			
Subtotal				60,000	66,000	72,600
	Operations & Maintenance					
	261	1640	Custodian Salaries			
	261	2100	Employee Insurance (Total)			
	261	2800	Mandatory Coverage (Total)			
	261	3190	Purchased Services-Custodian Salaries			
	261	3190	Purchased Services-Employee Insurance (Total)			
	261	3190	Purchased Services-Mandatory Coverage (Total)			
	261	3190	Other Purchased Services			
	261	3410	Telephone			
	261	3830	Water Sewage			
	261	3840	Waste and Trash Disposal	2,500	2,750	3,025
	261	3890	Other Utility Services			
	261	3910	Property and Liability Insurance			
	261	4110	Land and Building Repairs and Maintenance	123,000	135,300	148,830

	261	4120	Equipment Repairs and Maintenance			
	261	4210	Building Rental	72,000	72,000	72,000
	261	4220	Equipment Rental			
	261	5510	Gas	14,400	14,400	14,400
	261	5520	Electricity			
	261	5990	Miscellaneous Supplies	14,400	15,840	17,424
	261	6410	Capital Outlay-Equipment & Furniture	90,000	-	-
	266	6910	Other Capital Outlay-Depreciable- Security Alarm	2,654		
Subtotal				318,954	240,290	255,679
	Transportation					
	271	XXXX	Pupil Transportation			
Subtotal				-	-	-
	Central					
	281	XXXX	Planning, R & D and Evaluation			
	282	XXXX	Communication Services			
	283	XXXX	Staff/Personnel Services			
	284	XXXX	Technology Services			
Subtotal				-	-	-
	Other					
	293	XXXX	Athletic Activities			
	299	XXXX	Other Support Services			
Subtotal				-	-	-
	Community Services					
	331	XXXX	Community Activities			
	351	XXXX	Custody and Care of Children			
Subtotal				-	-	-
	Debt Service					
	511	7110	Principal Payments			
	511	7210	Interest Payments			
Subtotal				-	-	-
	Fund Modifications					

	6XX	8110	Transfer to ____ (please list fund)			
Subtotal				-	-	-
Total Expenditures and Other Uses				1,620,931	1,582,861	1,682,278
Revenues and Other Sources Over/Under Expenditures and Other Uses				171,129	189,003	179,390
Beginning Fund Balance (July 1st)				-	171,129	360,132
Ending Fund Balance (June 30th)				171,129	360,132	539,522
Fund Balance to Total Revenue				10%	11%	10%

The end of the Appendix