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**Notice and Agenda**  
**Regular Governing Council Meeting**  
**Voz Collegiate Preparatory Charter School**  
**Thursday, September 16 6:00pm**

**Join Zoom Meeting:**  
**<https://us02web.zoom.us/j/7596191312>**

Please contact Isaac Rivas-Savell at [irivassavell@vozcollegiateprep.org](mailto:irivassavell@vozcollegiateprep.org) or 575.605.3527 at least 48 hours prior to the meeting or as soon as possible if you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or listen to (or in this case, view) the meeting. Information to participate in the meeting is included below:

- A. Opening Business
  - 1. Call to Order
  - 2. Roll Call
  - 3. Discussion and consideration of **approval** of August 19<sup>th</sup> Meeting Minutes
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Legal Counsel Report
- D. Finance Committee Report
  - 1. EdTec Financial Presentation
  - 2. Discussion and consideration of **approval** of BAR 001-709-2122-0004-IB
  - 3. Discussion and consideration of **approval** of August Check & CC Register and Bank Rec
  - 4. Discussion and consideration of **approval** of NMAC 6.20.2.14H
  - 5. Discussion and consideration of **approval** of Business Manager to complete Maintenance BARs prior to board approval
- E. Governance Committee Report
  - 1. Board Recruitment Update
  - 2. Board Training Update
- F. Academic Achievement Committee Report
- G. Head of School Report
  - 1. Student recruitment update
  - 2. Staff recruitment update
- H. Closing Business
  - 1. Next Scheduled Meeting: October 21st, 2021 (To be held in-person at Voz Collegiate)
  - 2. Adjourn

**Notice and Agenda**  
**Regular Governing Council Meeting**  
**Voz Collegiate Preparatory Charter School**  
**August 19, 2021**  
**VIRTUAL MEETING - HELD OVER ZOOM**

A. Opening Business

1. Call to Order - made at 6:01pm
2. Roll Call - Amanda, Brejette, Celestina, Reilly, Hannah, Katie, and Bruce present. Gabe and Arslan absent.
3. Discussion and consideration of **approval** of July 15th meeting minutes
  - i. Motion by Hannah, seconded by Reilly. Unanimous do pass.
4. Discussion and consideration of **approval** of August 2nd special meeting minutes
  - i. Amendments - add date, add open/close time, add location. Motion by Amanda to approve and seconded by Brejette. Unanimous do pass.

B. Public Input (10-minute time limit, speakers limited to 3 minutes each)

1. Sean Duncan - thank you for allowing Thrive board members to attend and watch as they prepare to launch Thrive Community School in Santa Fe

C. Legal Counsel Report

1. Update to COVID policies: Schools will not be shut down after 4 positive cases have been reported - PED will evaluate on a case by case basis.

D. Finance Committee Report

1. Report from Katie Rarick, EdTec re: updated budget projections included in board packet
2. Approval of BAR (ESSR III funds) ADD BAR NUMBER
  - i. Moved by Hannah
  - ii. Second by Brejette
  - iii. Unanimous do pass
3. Approval of Check Register & Bank Reconciliation
  - i. Moved by Hannah
  - ii. 2nd by Reilly
  - iii. Unanimous do pass
4. Katie provided brief update on audit. Audit committee will be meeting with the auditors soon

E. Governance Committee Report

1. Will work on training plan for board training hours - which will be presented next month. Ideas for training topics should be sent to Amanda.

2. Reminder that training hours can be completed through the PED
  3. Bruce presented governing board members with new committee assignments
- F. Academic Achievement Committee Report
1. Reminder - family resource night is coming up on the 27th
  2. Reminder to the board that social media posts are a big help. Keep Voz on front of mind at the top of conversations.
- G. Head of School Report
1. Note from Bruce - in the future add Authorizer interactions and Complaints/IPRA Submissions
  2. Student recruitment update
    - i. 36 students enrolled so far
    - ii. 44% of students receive Special Education Services
    - iii. Added 7th grade seats - will do split classrooms
    - iv. 40th day is October 13th
  3. Staff recruitment update
    - i. EA vacancy will be filled
  4. Charter School Growth Fund - Voz is a part of the newest SEED Cohort
- H. Closing Business
1. Next meeting September 16th - in person at Voz, pending Covid Delta Variant
  2. Motion to Adjourn: Amanda
    - i. Hannah Seconded
    - ii. Unanimous do pass
    - iii. Meeting adjourned at 6:37

# Voz Collegiate Prep

## FY22 Financials

KATIE RARICK  
SEPTEMBER 16, 2021  
ALBUQUERQUE, NM



FY22

July-Aug Actuals & Sept-June Forecast

edtec



# Forecast Assumptions – FY22



## Enrollment – Funding based on

- *Total 38 students*
  - *About 42% with an IEP who require additional support*

## Staffing

- Total 5 full time staff & 2 contractors
  - 1 School Leader
  - 1 Office Manager
  - 1 SPED Teacher
  - 2 General Ed Teachers
  - 2 Contractors to help with learning loss

## Revenue

- Total estimated revenue for FY22 is \$1,046,127
- Our revenue forecast is based on:
  - 250k from the Charter School Growth Fund
  - SEG based on 38 students
  - CSP and ESSER III Funding
  - 27k from FY21 CSP funding that came in during FY22
  - 22k carryover from FY21

## Expenses

- Total estimated expenses for FY22 are \$1,018,199
- About 36% of expenses are salary and benefits
- Expenses are based on current staff and 38 kids
- Overall, our expenses are similar to the July forecast

# FY22 July Forecast vs. Current Budget



		2021-22	2021-22	Variance
		Previous Forecast	Current Forecast	
Revenue	Revenue from Local Sources	250,000	600,469	350,469
	Revenue From State Sources	345,606	382,658	37,052
	Revenue from Federal Sources	386,136	63,000	(323,136)
	Other Financing Sources	-	-	-
	Other Items	-	-	-
	<b>Total Revenue</b>	<b>981,742</b>	<b>1,046,127</b>	<b>64,385</b>
Expenses	Personnel Services-Compensation	299,881	299,881	-
	Personnel Services-Employee Benefits	70,249	70,249	-
	Professional and Technical Services	193,148	198,945	(5,797)
	Purchased Property Services	192,000	192,000	-
	Other Purchased Services	92,610	92,610	-
	Supplies	21,500	21,500	-
	Property	150,303	143,014	7,289
	Debt Service & Miscellaneous	-	-	-
	<b>Total Expenses</b>	<b>1,019,691</b>	<b>1,018,199</b>	<b>1,492</b>
<b>Operating Income</b>	<b>(37,949)</b>	<b>27,928</b>	<b>65,877</b>	
	Beginning Balance (Audited)	50,000	22,667	(27,333)
	Operating Income	(37,949)	27,928	65,877
<b>Ending Fund Balance (incl. Depreciation)</b>	<b>12,051</b>	<b>50,595</b>	<b>38,544</b>	
<b>Ending Fund Balance as % of Expenses</b>	<b>1.2%</b>	<b>5.0%</b>	<b>3.8%</b>	

Estimating an additional \$37k in the SEG and \$27k of CSP funds that hit in July

Found small savings in furniture and tech and adjusted for additional PD costs

The net operating is positive and we have a solid fund balance based on the August forecast

# 2021-2022 Monthly Cash Balance Projection



## Revenue assumptions:

- **August** – The \$250k from the Charter School Growth fund
- **Nov** – This will be the last month we should get SEG funds based on 40<sup>th</sup> day
- **June** – Estimate that we will end around \$50k

The cash-flow decreases throughout the year, but if we get reimbursements regularly, we should be able to operate with at least a 50k cushion throughout the year.



# 2021-2022 Cash Flow as of August



2021-22 Actuals & Forecast												
	Aug Actuals	Sep Forecast	Oct Forecast	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast	Forecast
<b>Voz Collegiate</b> Monthly Cash Forecast As of Aug FY2022												
<b>Beginning Cash</b>	56,916	244,092	244,871	302,372	261,491	188,599	166,266	143,934	127,465	105,132	82,800	
<b>REVENUE</b>												
Revenue from Local Sources	277,372	8,553	70,000	10,000	10,000	40,000	40,000	40,000	40,000	40,000	24,544	600,469
Revenue From State Sources	70,333	76,197	70,333	70,333	13,401	-	-	5,864	-	-	5,864	382,658
Revenue from Federal Sources	-	-	-	-	-	10,500	10,500	10,500	10,500	10,500	10,500	63,000
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-	-
Other Items	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>347,705</b>	<b>84,750</b>	<b>140,333</b>	<b>80,333</b>	<b>23,401</b>	<b>50,500</b>	<b>50,500</b>	<b>56,364</b>	<b>50,500</b>	<b>50,500</b>	<b>40,908</b>	<b>1,046,127</b>
<b>EXPENSES</b>												
Personnel Services-Compensation	26,245	27,409	28,427	28,427	28,427	28,427	28,427	28,427	28,427	28,427	28,427	299,881
Personnel Services-Employee Benefits	5,060	9,370	6,784	6,784	6,784	6,784	6,784	6,784	6,784	6,784	6,784	70,249
Professional and Technical Services	7,581	16,277	25,481	15,481	15,481	15,481	15,481	15,481	15,481	15,481	14,535	198,945
Purchased Property Services	15,939	19,300	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	192,000
Other Purchased Services	13,932	5,749	5,000	5,000	28,460	5,000	5,000	5,000	5,000	5,000	5,000	92,610
Supplies	3,269	655	1,141	1,141	1,141	1,141	1,141	1,141	1,141	1,141	6,641	21,500
Property	84,094	(22,917)	-	48,381	-	-	-	-	-	-	-	143,014
Debt Service & Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>156,120</b>	<b>55,843</b>	<b>82,833</b>	<b>121,214</b>	<b>96,293</b>	<b>72,833</b>	<b>72,833</b>	<b>72,833</b>	<b>72,833</b>	<b>72,833</b>	<b>77,386</b>	<b>1,018,199</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>191,585</b>	<b>28,907</b>	<b>57,500</b>	<b>(40,881)</b>	<b>(72,892)</b>	<b>(22,333)</b>	<b>(22,333)</b>	<b>(16,469)</b>	<b>(22,333)</b>	<b>(22,333)</b>	<b>(36,478)</b>	<b>27,928</b>
Accounts Payable - Current Year	(10,010)	(20,473)	-	-	-	-	-	-	-	-	-	-
Loans Payable (Current)	5,601	(7,654)	-	-	-	-	-	-	-	-	-	-
<b>Ending Cash</b>	<b>244,092</b>	<b>244,871</b>	<b>302,372</b>	<b>261,491</b>	<b>188,599</b>	<b>166,266</b>	<b>143,934</b>	<b>127,465</b>	<b>105,132</b>	<b>82,800</b>	<b>46,321</b>	
Days Cash on Hand	88	88	108	94	68	60	52	46	38	30	17	

Our net operating becomes negative in November. Our cash-flow remains positive due to the cash we will carryover each month and monthly reimbursements.

# Financial Summary



## Accomplishments

- We have a positive forecast with lower than anticipated enrollment
- Estimating a positive cash-flow all year even with large fixed costs
- We are using funding strategically to make sure the school has the resources it needs

## Next Steps

- Continue to enroll students and focus on 40<sup>th</sup> day
- Adjust the forecast based on 40<sup>th</sup> day next month
- Push for additional federal funding throughout the year
- We will have to be flexible in our first year as funding changes

## Goals & Horizon Issues

- Once we know 40<sup>th</sup> day and estimate our final FY22 SEG, determine when we would like our monthly SEG allocations to stop
- FY23 Fundraising – create a plan to raise additional funds in FY23

ESP

ESP

**Bank Reconciliation with Description - 11000-3884 Cash in Ba... checking  
(main) 3884  
As of 8/31/2021**

ID	Transaction Type	Date	Document Number	Name	Description	Balance
<b>Reconciled</b>						
<b>Cleared Deposits and Other Credits</b>						
	Journal	8/5/2021	VCPC1075		Bank Verify SIGONFILE Voz Collegiate Prepara DT1H58	0.14
	Deposit	8/9/2021	27038		DEPOSIT	27,372.33
	Deposit	8/11/2021	27039		APS PAYMENTS VOZ PREP VOZ COLL PREP	70,333.05
	Deposit	8/13/2021	27142		CHARTER FUND INC 8.13RL A VOZ-F3- NATL-EIR-2021- 2Q(GRANT1	250,000.00
<b>Total - Cleared Deposits and Other Credits</b>						<b>347,705.52</b>
<b>Cleared Checks and Payments</b>						
	Journal	7/15/2021	VCPC1070		Payroll # 5017 NM Retiree Health Care Authority	(167.79)
	Journal	7/30/2021	VCPC1073		Payroll # 5018 NM Retiree Health Care Authority	(167.79)
	Check	8/9/2021	DB080921	42372 WEST MIAMI DEVELOP	DB080921 - WEST MIAMI DEVELOP	(14,889.34)
	Check	8/9/2021	DB080921 A	42373 YARDI SERVICE	DB080921A - YARDI SERVICE	(0.95)
	Bill Payment	8/9/2021	20537	40984 ACES - Assoc of Charter School Education Services	FY22 EdTec services	(5,217.88)
	Bill Payment	8/9/2021	20538	40977 Staples	CSP and non-CSP Allowable Materials from Staples	(25,265.40)
	Check	8/11/2021	DB081121	42374 NM PUBLIC SHOOL NMBBIZBP	DB081121 - NM PUBLIC SHOOL NMBBIZBP	(9,150.00)
	Check	8/11/2021	DB081121 B	39494 NMERB	DB081121B - NMERB	(2,891.58)
	Check	8/11/2021	DB081121 A	39631 NMPSIA BENEFITS	DB081121A - NMPSIA BENEFITS	(13.20)
	Payroll Journal Entry	8/13/2021	PRJE- VCPC0003		Payroll fees	(62.30)
	Payroll Journal Entry	8/13/2021	PRJE- VCPC0003		Payroll # 5021	(1,284.38)
	Payroll Journal Entry	8/13/2021	PRJE- VCPC0003		Direct Deposit	(4,392.55)
	Payroll Journal Entry	8/13/2021	PRJE- VCPC0003		Payroll # 5019	(1,643.13)
	Payroll Journal Entry	8/13/2021	PRJE- VCPC0003		Federal and State Taxes	(1,844.16)
	Payroll Journal Entry	8/13/2021	PRJE- VCPC0003		Payroll # 5020	(2,110.00)
	Bill Payment	8/17/2021	20540	42026 Jene Montano	Contractor/Tutor	(2,672.57)
	Bill Payment	8/17/2021	20539	42027 Kai Radius	Contractor/Tutor	(612.00)
	Bill Payment	8/19/2021	20541	40460 Staples Technology Solutions	Supplies	(26,618.78)

ID	Transaction Type	Date	Document Number	Name	Description	Balance
	Bill Payment	8/19/2021	20544	40717 COMCAST BUSINESS	utilities	(220.88)
	Bill Payment	8/19/2021	20542	39451 Isaac Rivas-Savell	Staff Recruitment and Communications	(2,592.95)
	Bill Payment	8/19/2021	20543	41799 AJF Enterprises Inc	security	(812.25)
	Check	8/30/2021	M1002	41799 AJF Enterprises Inc	M1002 - AJF ENTERPRISES INC	(451.25)
	Payroll Journal Entry	8/31/2021	PRJE-VCPC0005		Payroll fees	(72.30)
	Payroll Journal Entry	8/31/2021	PRJE-VCPC0005		Direct Deposit	(9,190.37)
	Payroll Journal Entry	8/31/2021	PRJE-VCPC0005		Federal and State Taxes	(1,777.54)
	Journal	8/31/2021	VCPC1080		SERVICE FEE	(35.00)
<b>Total - Cleared Checks and Payments</b>						<b>(114,156.34)</b>
<b>Total - Reconciled</b>						<b>233,549.18</b>
<b>Last Reconciled Statement Balance - 8/30/2021</b>						59,691.09
<b>Current Reconciled Balance</b>						293,240.27
<b>Reconcile Statement Balance - 8/31/2021</b>						293,240.27
<b>Difference</b>						0.00
<b>Unreconciled</b>						
<b>Uncleared</b>						
<b>Checks and Payments</b>						
	Payroll Journal Entry	8/13/2021	PRJE-VCPC0003		Payroll # 5022 NM Retiree Health Care Authority	(393.67)
	Bill Payment	8/27/2021	20549	40977 Staples	CSP Classroom Supplies	(43,650.93)
	Bill Payment	8/27/2021	20546	42026 Jene Montano	Contractor/Tutor	(787.78)
	Bill Payment	8/27/2021	20548	42136 Scholastic INC	Supplies	(439.00)
	Bill Payment	8/27/2021	20550	39673 InAccord, P.C.	Contractor	(863.00)
	Bill Payment	8/27/2021	20545	42137 Public Service Company of NEW Mexico	utilities	(330.72)
	Bill Payment	8/27/2021	20547	40978 New Mexico Gas Company	Gas Meters	(80.67)
	Payroll Journal Entry	8/31/2021	PRJE-VCPC0005		Payroll # 5023 NM Retiree Health Care Authority	(393.67)
<b>Total - Checks and Payments</b>						<b>(46,939.44)</b>
<b>Total - Uncleared</b>						<b>(46,939.44)</b>
<b>Total - Unreconciled</b>						<b>(46,939.44)</b>
<b>Total as of 8/31/2021</b>						<b>246,300.83</b>

**Voz Collegiate**  
**Income Statement**  
**As of Aug FY2022**

	Actual		YTD	Budget							
	Jul	Aug		Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>SUMMARY</b>											
<b>Revenue</b>											
Revenue from Local Sources	-	277,372	277,372	51,000	250,000	600,469	350,469	549,469	323,097	46%	
Revenue From State Sources	70,333	70,333	140,666	923,161	345,606	382,658	37,052	(540,503)	241,992	37%	
Revenue from Federal Sources	-	-	-	210,000	386,136	63,000	(323,136)	(147,000)	63,000	0%	
<b>Total Revenue</b>	<b>70,333</b>	<b>347,705</b>	<b>418,038</b>	<b>1,184,161</b>	<b>981,742</b>	<b>1,046,127</b>	<b>64,385</b>	<b>(138,034)</b>	<b>628,089</b>	<b>40%</b>	
<b>Expenses</b>											
Personnel Services-Compensation	11,186	26,245	37,431	477,232	299,881	299,881	-	177,351	262,450	12%	
Personnel Services-Employee Benefits	2,121	5,060	7,181	130,315	70,249	70,249	-	60,066	63,068	10%	
Professional and Technical Services	11,636	7,581	19,217	134,399	193,148	198,945	(5,797)	(64,546)	179,728	10%	
Purchased Property Services	15,225	15,939	31,165	192,000	192,000	192,000	-	-	160,835	16%	
Other Purchased Services	4,469	13,932	18,401	76,000	92,610	92,610	-	(16,610)	74,209	20%	
Supplies	1,809	3,269	5,078	40,296	21,500	21,500	-	18,796	16,422	24%	
Property	23,456	84,094	107,550	118,150	150,303	143,014	7,289	(24,864)	35,464	75%	
<b>Total Expenses</b>	<b>69,902</b>	<b>156,120</b>	<b>226,023</b>	<b>1,168,392</b>	<b>1,019,691</b>	<b>1,018,199</b>	<b>1,492</b>	<b>150,193</b>	<b>792,176</b>	<b>22%</b>	
<b>Operating Income</b>	<b>431</b>	<b>191,585</b>	<b>192,016</b>	<b>15,769</b>	<b>(37,949)</b>	<b>27,928</b>	<b>65,877</b>	<b>12,160</b>	<b>(164,087)</b>		
<b>Fund Balance</b>											
Beginning Balance (Unaudited)				50,000	50,000	22,667					
Operating Income				15,769	(37,949)	27,928					
<b>Ending Fund Balance</b>				<b>65,769</b>	<b>12,051</b>	<b>50,595</b>					
<b>Total Revenue Per Enrollment</b>				5.6%	1.2%	27,530					
<b>Total Expenses Per Enrollment</b>				10964.45056	30679.4375	26,795					
<b>Operating Income Per Enrollment</b>				146.0081111	-1185.90251	735					
<b>Fund Balance as a % of Expenses</b>				0.056290088	0.011818405	5%					

**Voz Collegiate  
Income Statement  
As of Aug FY2022**

**KEY ASSUMPTIONS**

40th Day Enrollment Breakdown

6

Enrollment Summary

4-6

**Total Enrolled 40th Day**

Actual		YTD	Budget						
Jul	Aug	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
			108	32	38	6	(70)		
			108	32	38	6	(70)		
			<b>108</b>	<b>32</b>	<b>38</b>	<b>6</b>	<b>(70)</b>		

**Voz Collegiate**  
**Income Statement**  
**As of Aug FY2022**

		Actual		YTD	Budget						
		Jul	Aug		Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining
<b>REVENUE</b>											
<b>Revenue from Local Sources</b>											
41000	Revenue from Local Sources	-	-	-	51,000	-	-	-	(51,000)	-	
41920	Contributions and Donations From Private Sources	-	250,000	250,000	-	250,000	250,000	-	250,000	-	100%
41924	Flow-through Grants from Districts to Charter Schools	-	27,372	27,372	-	-	350,469	350,469	350,469	323,097	8%
	<b>SUBTOTAL - Revenue from Local Sources</b>	-	<b>277,372</b>	<b>277,372</b>	<b>51,000</b>	<b>250,000</b>	<b>600,469</b>	<b>350,469</b>	<b>549,469</b>	<b>323,097</b>	<b>46%</b>
<b>Revenue From State Sources</b>											
43101	State Equalization Guarantee	70,333	70,333	140,666	843,997	322,150	359,202	37,052	(484,795)	218,536	39%
43209	PSCOC Awards	-	-	-	79,164	23,456	23,456	-	(55,708)	23,456	0%
	<b>SUBTOTAL - Revenue From State Sources</b>	<b>70,333</b>	<b>70,333</b>	<b>140,666</b>	<b>923,161</b>	<b>345,606</b>	<b>382,658</b>	<b>37,052</b>	<b>(540,503)</b>	<b>241,992</b>	<b>37%</b>
<b>Revenue from Federal Sources</b>											
44000	Revenue from Federal Sources	-	-	-	210,000	386,136	63,000	(323,136)	(147,000)	63,000	0%
	<b>SUBTOTAL - Revenue from Federal Sources</b>	-	-	-	<b>210,000</b>	<b>386,136</b>	<b>63,000</b>	<b>(323,136)</b>	<b>(147,000)</b>	<b>63,000</b>	<b>0%</b>
<b>Other Financing Sources</b>											
	<b>SUBTOTAL - Other Financing Sources</b>	-	-	-	-	-	-	-	-	-	
<b>TOTAL REVENUE</b>		<b>70,333</b>	<b>347,705</b>	<b>418,038</b>	<b>1,184,161</b>	<b>981,742</b>	<b>1,046,127</b>	<b>64,385</b>	<b>(138,034)</b>	<b>628,089</b>	<b>40%</b>

**Voz Collegiate**  
**Income Statement**  
**As of Aug FY2022**

		Actual		YTD	Budget						
		Jul	Aug	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>EXPENSES</b>											
<b>Personnel &amp; Benefits</b>											
<b>Personnel Services-Compensation</b>											
51111	Superintendent	7,686	7,686	15,372	92,232	92,232	92,232	-	-	76,860	17%
51217	Secretarial/Clerical/Technical Assistants	3,500	3,500	7,000	42,000	42,000	42,000	-	-	35,000	17%
51411	Teachers - Grades 1 - 12	-	10,691	10,691	240,000	117,598	117,598	-	122,402	106,907	9%
51412	Teachers - Special Education	-	4,368	4,368	55,000	48,051	48,051	-	6,949	43,683	9%
51711	Instructional Assistants - Grades 1 - 12	-	-	-	48,000	-	-	-	48,000	-	-
<b>SUBTOTAL - Personnel Services-Compensation</b>		<b>11,186</b>	<b>26,245</b>	<b>37,431</b>	<b>477,232</b>	<b>299,881</b>	<b>299,881</b>	-	<b>177,351</b>	<b>262,450</b>	<b>12%</b>
<b>Personnel Services-Employee Benefits</b>											
52111	Educational Retirement	1,695	3,976	5,671	72,301	45,432	45,432	-	26,869	39,761	12%
52112	ERA - Retiree Health	224	525	749	9,545	5,998	5,998	-	3,547	5,249	12%
52220	Medicare Payments	162	368	531	6,920	4,348	4,348	-	2,572	3,818	12%
52311	Health and Medical Premiums	-	-	-	38,192	12,731	12,731	-	25,462	12,731	0%
52500	Unemployment Compensation	35	177	212	2,880	1,440	1,440	-	1,440	1,228	15%
52710	Workers Compensation Premium	-	-	-	477	300	300	-	177	300	0%
52312	Life	5	13	18	-	-	-	-	-	(18)	-
<b>SUBTOTAL - Personnel Services-Employee Benefits</b>		<b>2,121</b>	<b>5,060</b>	<b>7,181</b>	<b>130,315</b>	<b>70,249</b>	<b>70,249</b>	-	<b>60,066</b>	<b>63,068</b>	<b>10%</b>
<b>Professional and Technical Services</b>											
53218	Specialists - Contracted	-	-	-	7,000	16,000	16,000	-	(9,000)	16,000	0%
53330	Professional Development	-	-	-	21,000	25,333	34,500	(9,167)	(13,500)	34,500	0%
53411	Auditing	-	-	-	15,000	10,000	10,000	-	5,000	10,000	0%
53413	Legal	-	863	863	8,000	9,000	8,630	370	(630)	7,767	10%
53414	Other Professional Services	11,636	5,454	17,089	3,000	53,000	50,000	3,000	(47,000)	32,911	34%
53414.04	Payroll	-	-	-	2,000	2,000	2,000	-	-	2,000	0%
53414.05	Back-Office Support & Financial Consulting	-	-	-	59,999	59,999	59,999	-	-	59,999	0%
53414.07	E-Rate Consulting	-	-	-	-	2,000	2,000	-	(2,000)	2,000	0%
53414.08	Technology Support	-	-	-	14,400	14,400	14,400	-	-	14,400	0%
53414.09	School Website	-	-	-	-	1,000	1,000	-	(1,000)	1,000	0%
53711	Other Charges	-	1,264	1,264	4,000	416	416	-	3,584	(848)	304%
<b>SUBTOTAL - Professional and Technical Services</b>		<b>11,636</b>	<b>7,581</b>	<b>19,217</b>	<b>134,399</b>	<b>193,148</b>	<b>198,945</b>	<b>(5,797)</b>	<b>(64,546)</b>	<b>179,728</b>	<b>10%</b>
<b>Purchased Property Services</b>											
54312	Maintenance & Repair Buildings and Grounds	130	-	130	-	-	-	-	-	(130)	-
54411	Electricity	336	650	986	12,000	2,400	2,400	-	9,600	1,414	41%
54412	Natural Gas (Buildings	-	179	179	6,000	1,800	1,800	-	4,200	1,621	10%
54415	Water/Sewage	-	-	-	6,000	1,800	1,800	-	4,200	1,800	0%
54416	Communication Services	-	221	221	6,000	6,000	6,000	-	-	5,779	4%
54610	Rental Land and Buildings	14,760	14,889	29,649	156,000	174,000	174,000	-	(18,000)	144,351	17%
54630	Rental Computers and Related Equipment	-	-	-	6,000	6,000	6,000	-	-	6,000	0%
<b>SUBTOTAL - Purchased Property Services</b>		<b>15,225</b>	<b>15,939</b>	<b>31,165</b>	<b>192,000</b>	<b>192,000</b>	<b>192,000</b>	-	-	<b>160,835</b>	<b>16%</b>
<b>Other Purchased Services</b>											
55112	Transportation Contractors	-	-	-	45,000	45,000	45,000	-	-	45,000	0%
55200	Property/Liability Insurance	-	9,150	9,150	7,000	9,150	9,150	-	(2,150)	-	100%
55400	Advertising	4,469	4,747	9,217	15,000	15,000	15,000	-	-	5,783	61%
55915	Other Contract Services	-	35	35	9,000	23,460	23,460	-	(14,460)	23,425	0%
<b>SUBTOTAL - Other Purchased Services</b>		<b>4,469</b>	<b>13,932</b>	<b>18,401</b>	<b>76,000</b>	<b>92,610</b>	<b>92,610</b>	-	<b>(16,610)</b>	<b>74,209</b>	<b>20%</b>
<b>Supplies</b>											
56112	Other Instructional Materials	-	1,652	1,652	8,000	7,000	7,000	-	1,000	5,348	24%
56113	Software	-	-	-	5,500	5,500	5,500	-	-	5,500	0%
56118	General Supplies and Materials	1,809	1,617	3,426	26,796	9,000	9,000	-	17,796	5,574	38%
<b>SUBTOTAL - Supplies</b>		<b>1,809</b>	<b>3,269</b>	<b>5,078</b>	<b>40,296</b>	<b>21,500</b>	<b>21,500</b>	-	<b>18,796</b>	<b>16,422</b>	<b>24%</b>



**Voz Collegiate  
Income Statement  
As of Aug FY2022**

		Actual		YTD	Budget						
		Jul	Aug	Actual YTD	Approved Budget v1	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget v1 vs. Current Forecast	Current Forecast Remaining	% Current Forecast Spent
<b>Property</b>											
57331	Property - Fixed Assets (More Than \$5000)	-	-	-	54,000	54,000	48,381	5,619	5,619	48,381	0%
57332	Supply Assets (\$5,000 or less)	23,456	84,094	107,550	-	-	94,633	(94,633)	(94,633)	(12,917)	114%
57332.02	Student Desks	-	-	-	20,250	36,670	-	36,670	20,250	-	
57332.03	Other Furniture	-	-	-	12,000	1,456	-	1,456	12,000	-	
57332.04	Classroom Technology	-	-	-	4,000	16,990	-	16,990	4,000	-	
57332.05	Student Computers	-	-	-	24,300	32,704	-	32,704	24,300	-	
57332.06	Teacher Computers	-	-	-	3,600	6,483	-	6,483	3,600	-	
57332.08	Principal Computer	-	-	-	-	1,000	-	1,000	-	-	
57332.09	Office Staff Computer	-	-	-	-	1,000	-	1,000	-	-	
<b>SUBTOTAL - Property</b>		<b>23,456</b>	<b>84,094</b>	<b>107,550</b>	<b>118,150</b>	<b>150,303</b>	<b>143,014</b>	<b>7,289</b>	<b>(24,864)</b>	<b>35,464</b>	<b>75%</b>
<b>Debt Service &amp; Miscellaneous</b>											
<b>SUBTOTAL - Debt Service &amp; Miscellaneous</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>69,902</b>	<b>156,120</b>	<b>226,023</b>	<b>1,168,392</b>	<b>1,019,691</b>	<b>1,018,199</b>	<b>1,492</b>	<b>150,193</b>	<b>792,176</b>	<b>22%</b>

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: 001-709-2122-0004-IB

Fund Type: Direct Grant

Adjustment Type: Initial Budget

Fiscal Year: 2021-2022

Entity Name: Voz Collegiate Preparatory Charter School

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

Contact: Katie Rarick, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505) 917-4023

Email: katie.rarick@edtec.com

<b>FLOWTHROUGH ONLY</b>	
Budget Period: Jul 1 2021 12:00AM	To: Jun 30 2022 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 26220.0000.41920      \$250,000

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26220 Charter School Growth Fund	2200 Support Services-Instruction	53414 Other Services	0000 No Program	0000 No Job Class		\$20,000	\$20,000	
26220 Charter School Growth Fund	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class		\$10,000	\$10,000	
26220 Charter School Growth Fund	2500 Central Services	53414 Other Services	0000 No Program	0000 No Job Class		\$60,000	\$60,000	
26220 Charter School Growth Fund	2600 Operation & Maintenance of Plant	54610 Rental - Land and Buildings	0000 No Program	0000 No Job Class		\$160,000	\$160,000	
Sub Total						\$250,000		
Indirect Cost								
<b>DOC. TOTAL</b>						\$250,000		

**Justification:**

Grant from the Charter School Growth Fund

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.

**Combined Board Check Register**



**School: Voz Collegiate Prep**

**Month: August 2021**

					<b>Total Paid By Check:</b>	\$ 137,109.88
					<b>Total Paid By Credit Card:</b>	\$ -

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20537	ACES - Assoc of Charter School Education Services	8/9/2021	FY22 EdTec servicesBill #22000--FY22 EdTec services		\$ 5,217.88
Check	20538	Staples	8/9/2021	CSP and non-CSP Allowable Materials from StaplesBill #3481340906--CSP and non-CSP Allowable Materials from Staples Bill #3481340902--CSP and non-CSP Allowable Materials from Staples Bill #3481340903--CSP and non-CSP Allowable Materials from Staples Bill #3482693347--Non-CSP Staples Items Bill #3482693346--Non-CSP Staples Items Bill #3482693349--CSP and non-CSP Allowable Materials from Staples Bill #3482693345--Non-CSP Staples Items Bill #3481340904--CSP and non-CSP Allowable Materials from Staples Bill #3481340905--CSP and non-CSP Allowable Materials from Staples Bill #3481340908--CSP and non-CSP Allowable Materials from Staples Bill #3481340907--CSP and non-CSP Allowable Materials from Staples		\$ 25,265.40
Check	DB080921	WEST MIAMI DEVELOP	8/9/2021	DB080921 - WEST MIAMI DEVELOP		\$ 14,889.34
Check	DB080921A	YARDI SERVICE	8/9/2021	DB080921A - YARDI SERVICE		\$ 0.95
Check	DB081121	NM PUBLIC SHOOL NMBBIZBP	8/11/2021	DB081121 - NM PUBLIC SHOOL NMBBIZBP		\$ 9,150.00
Check	DB081121A	NMPSIA BENEFITS	8/11/2021	DB081121A - NMPSIA BENEFITS		\$ 13.20
Check	DB081121B	NMERB	8/11/2021	DB081121B - NMERB		\$ 2,891.58
Check	20539	Kai Radius	8/17/2021	Contractor/TutorBill #001--Contractor/Tutor		\$ 612.00
Check	20540	Jene Montano	8/17/2021	Contractor/TutorBill #002--Contractor/Tutor Bill #001--Contractor/Tutor		\$ 2,672.57

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20541	Staples Technology Solutions	8/19/2021	SuppliesBill #3481340906--Supplies Bill #3479496193--Supplies Bill #3481759978--Supplies Bill #3481759977--Supplies Bill #3479496194--Supplies Bill #3479496192--Supplies Bill #3481340904--Supplies Bill #3480461280--Supplies Bill #3480461279--Supplies Bill #3481340905--Supplies Bill #3481759983--Supplies Bill #3481759982--Supplies Bill #3481340903--Supplies Bill #3481340902--Supplies Bill #3481759980--Supplies Bill #3481759979--Supplies Bill #3481759975--Supplies Bill #3481759976--Supplies Bill #3481340907--Supplies Bill #3481340908--Supplies		\$ 26,618.78
Check	20542	Isaac Rivas-Savell	8/19/2021	Staff Recruitment and CommunicationsBill #080621-- Staff Recruitment and Communications		\$ 2,592.95
Check	20543	AJF Enterprises Inc	8/19/2021	securityBill #071921--security		\$ 812.25
Check	20544	COMCAST BUSINESS	8/19/2021	utilitiesBill #062021--#8497 95 005 8245613		\$ 220.88
Check	20545	Public Service Company of NEW Mexico	8/27/2021	utilitiesBill #081121--115710896-1208255-8 Bill #081121A--115710896-0285814-2 Bill #081921--115710896-0275813-3 Bill #081221--115710896-0275813-3		\$ 330.72
Check	20546	Jene Montano	8/27/2021	Contractor/TutorBill #082021--Contractor/Tutor		\$ 787.78
Check	20547	New Mexico Gas Company	8/27/2021	Gas MetersBill #072121--115710896-1208255-8 Bill #072821--115710896-1208255-8		\$ 80.67
Check	20548	Scholastic INC	8/27/2021	SuppliesBill #31166885--Supplies		\$ 439.00
Check	20549	Staples	8/27/2021	CSP Classroom SuppliesBill #152ETS--CSP Classroom Supplies Bill #3484627325--CSP Classroom Supplies Bill #3484627322--CSP Classroom Supplies		\$ 43,650.93
Check	20550	InAccord, P.C.	8/27/2021	ContractorBill #350--Contractor		\$ 863.00

The school may also choose to follow NMAC 6.20.2.14H, A local board, through the issuance of a formal board resolution, may authorize the superintendent of schools or his/her designee to approve vouchers for payment prior to a board meeting. A summary listing of the vouchers and any additional information prescribed by the local board shall be presented at the next regular board meeting for formal approval and entry in the minutes.