
Notice and Agenda

Regular Governing Council Meeting
Voz Collegiate Preparatory Charter School
955 San Pedro SE
Albuquerque NM 87108

Thursday January 19, 2023, 6:00pm

Location: <https://us02web.zoom.us/j/7596191312>

Please contact Isaac Rivas-Savell at 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 December 15, 2022, Meeting Minutes
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Legal Counsel Report
- D. Finance and Audit Committee Report
 - 1. Discussion and consideration of **approval** of December 2022 Bank Rec and Check Register
 - 2. Discussion and consideration of **approval** of FY22 Audit and CAP
 - 3. Discussion and consideration of **approval** of Updated FY23 Policies and Procedures
 - 4. Discussion and consideration of **approval** of 2022-2023 BARs
 - i. Additional BARs
 - 5. Financial and Audit Presentation
- E. Governance Committee Report
 - 1. Board Recruitment Update
 - 2. Board Training Update
- F. School Foundation Report
- G. Head of School Report
 - 1. Student recruitment update
 - 2. Staff recruitment update
 - 3. Facility Update
- H. Closing Business
 - 1. Next Scheduled Meeting: February 16, 2023
 - 2. Adjourn

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- A. Opening Business
 - 1. Call to Order: Call to order at 6:01PM
 - 2. Roll Call: Board members Isaac, Arslan, Amanda, Bruce, Brejette, and Katie in attendance. Isaac Rivas-Savell, Katie Rarick, Dan Hill, and Sean Ricketts in attendance.
 - 3. Discussion and consideration of **approval** of November 17, 2022, Meeting Minutes. Amanda made the motion. Katie seconded. Unanimous approval.
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each): Potential Foundation board member Shawn Ricketts introduced himself.
- C. Legal Counsel Report; Dan Hill gave comments related to legal work delivered for Voz.
- D. Finance and Audit Committee Report
 - 1. Discussion and consideration of **approval** of November 2022 Bank Rec and Check Register: Arslan made the motion. Amanda made the second. Unanimous approval.
 - 2. Discussion and consideration of **approval** of 2022-2023 BARs
 - i. 001-709-2223-0010-IB. Arslan made the motion. Isaac made the second. Unanimous approval.
 - ii. Additional BARs
- E. Governance Committee Report: Chair Amanda Aragon gave report related to the governance committee, including a reminder to board members about training hours.
 - 1. Board Recruitment Update
 - 2. Board Training Update
- F. Facilities Taskforce Report
- G. School Foundation Report: Katie gave update related to the School Foundation.
- H. Head of School Report: Isaac Rivas-Savell gave updates to school security, funding opportunities, and personnel.
 - 1. Student recruitment update
 - 2. Staff recruitment update
 - 3. School Building Safety and Charter School Growth Fund Site Visit



VOZ
Collegiate Preparatory
Charter School

- I. Closing Business
 1. Next Scheduled Meeting: January 19, 2023
 2. Adjourn: Meeting adjourned at 6:25PM

Bank Reconciliation GL Detail - Voz Collegiate Preparatory Charter School

As of 12/31/2022

Bank Account	PostingDate	Description	Debit (+)	Credit (-)	Notes
11884	12/2/2022	Yardi Service Ch WEB PMTS VOZ Preparatory School KKYP5B		\$0.95	
11884	12/2/2022	WESTMIAMIDEVELOP WEB PMTS VOZ Preparatory School 6G355B		\$14,703.53	
11884	12/5/2022	Invoice #: NMX10210059; Vendor: Jani-King of New Mexico (s-corp); Memo:		\$1,186.63	
11884	12/5/2022	Invoice #: 3493215102; Vendor: Staples; Memo:		\$456.58	
11884	12/5/2022	Invoice #: 102216989; Vendor: MOSSADAMS; Memo:		\$2,845.20	
11884	12/5/2022	Invoice #: 102211220; Vendor: MOSSADAMS; Memo:		\$9,708.75	
11884	12/6/2022	NMERB WEB PAY Voz Collegiate Prepara 02442		\$10,607.57	
11884	12/6/2022	NMPSIA BENEFITS NMBBIZBP VOZ COLLEGIATE PREPARA TRAN#47		\$1,510.58	
11884	12/6/2022	RETIREE HEALTHCA NMBBIZBP		\$1,142.65	
11884	12/8/2022	Reference Number: MTPMT88; Invoice #: 134; Vendor: DMH Law LLC; Memo:		\$718.33	
11884	12/8/2022	Reference Number: MTPMT89; Invoice #: 1193; Vendor: JMP Academy of Professional Development; Memo:		\$2,993.30	
11884	12/12/2022	APS PAYMENTS VOZ PREP VOZ COLL PREP	\$101,817.09		
11884	12/13/2022	ADT PAYMENT VOZ COLLEGIATE PREPARA 40115610		\$157.02	
11884	12/13/2022	SANDOVAL COUNTY OCTOBER 2022 DISTRIBUTION HB-3	\$170.96		
11884	12/14/2022	Mosaic Processing Fee		\$135.00	
11884	12/15/2022	NET PAYROLL 12/15		\$19,123.22	
11884	12/15/2022	PAYROLL TAXES 12/15		\$2,558.65	
11884	12/16/2022	Invoice #: 12.5.22; Vendor: Cooperative Educational Services; Memo:		\$3,002.16	
11884	12/16/2022	Invoice #: 102347037; Vendor: MOSSADAMS; Memo:		\$2,885.01	
11884	12/16/2022	Invoice #: FIT 11-22; Vendor: New Mexico Functional Integrative Therapies; Memo:		\$346.04	
11884	12/16/2022	NM GAS COMPANY nmgas bl VOZ COLLEGIATE PREPARA 163271091180647		\$157.49	
11884	12/16/2022	PNM ELECTRIC SER ele/gs bl VOZ COLLEGIATE PREPARA 188139020275813		\$546.88	
11884	12/19/2022	Invoice #: 21079; Vendor: Axiom Analytics; Memo:		\$5,348.80	
11884	12/19/2022	Invoice #: 102347036; Vendor: MOSSADAMS; Memo:		\$12,768.38	
11884	12/19/2022	Invoice #: 102336378; Vendor: MOSSADAMS; Memo:		\$1,077.50	
11884	12/19/2022	NM GAS COMPANY nmgas bl VOZ COLLEGIATE PREPARA 163271091208255		\$51.12	
11884	12/19/2022	COMCAST 8497950 930657803 ISAAC *RIVAS SAVELL 2297436		\$246.80	
11884	12/20/2022	BERNALILLO COUNT DISTR_PYMT SB-9	\$6,017.80		
11884	12/20/2022	VOID Invoice#: 102216989; 102211220	\$12,553.95		
11884	12/20/2022	APS PAYMENTS 24101	\$25,462.44		
11884	12/20/2022	APS PAYMENTS 24106	\$7,610.05		
11884	12/22/2022	Invoice #: AR8604282; Vendor: DEX imaging; Memo:		\$401.53	
11884	12/22/2022	Invoice #: 10240; Vendor: ACES - Assoc of Charter School Education Serv; Memo:		\$1,077.50	
11884	12/22/2022	Invoice #: INV49216; Vendor: MineralTree; Memo:		\$88.80	
11884	12/22/2022	Invoice #: 6474; Vendor: LSG and Associates Inc; Memo:		\$243.75	
11884	12/22/2022	Invoice #: 6474; Vendor: LSG and Associates Inc; Memo:		\$1,462.50	
11884	12/22/2022	Invoice #: 118; Vendor: DMH Law LLC; Memo:		\$718.33	
11884	12/22/2022	Invoice #: 7278; Vendor: Accountability and Compliance Resources; Memo:		\$391.16	
11884	12/22/2022	Invoice #: 7110; Vendor: Accountability and Compliance Resources; Memo:		\$391.16	
11884	12/22/2022	Invoice #: 8068486549; Vendor: Staples; Memo:		\$1,050.37	
11884	12/22/2022	MITEL CLOUD SERV MITEL.COM ISAAC RIVAS-SAVELL M43700205489		\$505.84	
11884	12/27/2022	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 8456939560		\$63.96	
11884	12/27/2022	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 1556939560		\$70.62	
11884	12/29/2022	Worker's Comp Payment		\$6.00	

11884	12/29/2022	Worker's Comp Refund	\$3.70	
11884	12/30/2022	NET PAYROLL 12/30		\$13,158.13
11884	12/30/2022	PAYROLL TAXES 12/30		\$2,343.34
		Cleared Subtotal	<u>\$ 153,635.99</u>	<u>\$ 116,251.13</u>
		Cleared Checks		<u>\$ -</u>
		Total Deposits/Disbursements	<u>\$ 153,635.99</u>	<u>\$ 116,251.13</u>
		NM Bank Beginning Balance		\$ 143,011.10
		Cash Receipts		\$ 153,635.99
		Cash Disbursement		\$ (116,251.13)
		Reconciled Amount		<u>\$ 180,395.96</u>



Voz Collegiate
Preparatory Charter
School Dec-22

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
Jani-King of New Mexico (s-corp)	12/5/2022	Platform	Check	USD	1,186.63
MOSSADAMS	12/5/2022	Platform	Virtual Card	USD	12,553.95
Staples	12/5/2022	Platform	Virtual Card	USD	456.58
DMH Law LLC	12/8/2022	Platform	ACH	USD	718.33
JMP Academy of Professional Development	12/8/2022	Platform	Virtual Card	USD	2,993.30
Cooperative Educational Services	12/16/2022	Platform	Check	USD	3,002.16
MOSSADAMS	12/16/2022	Platform	Virtual Card	USD	2,885.01
New Mexico Functional Integrative Therapies	12/16/2022	Platform	Check	USD	346.04
Axiom Analytics	12/19/2022	Platform	ACH	USD	5,348.80
MOSSADAMS	12/19/2022	Platform	Virtual Card	USD	13,845.88
ACES - Assoc of Charter School Education Serv	12/22/2022	Platform	ACH	USD	1,077.50
Accountability and Compliance Resources	12/22/2022	Platform	ACH	USD	782.32
DEX imaging	12/22/2022	Platform	Virtual Card	USD	401.53
DMH Law LLC	12/22/2022	Platform	ACH	USD	718.33
LSG and Associates Inc	12/22/2022	Platform	Check	USD	1,706.25
MineralTree	12/22/2022	Platform	Virtual Card	USD	88.80
Staples	12/22/2022	Platform	Virtual Card	USD	1,050.37
Total					49,161.78

Other ACH

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
WESTMIAMIDEVELOP WEB PMTS VOZ Preparatory School QQ1WZB	12/2/2022	NM Bank & Trust	ACH	USD	\$ 14,703.53
Yardi Service Ch WEB PMTS VOZ Preparatory School CMVSZB	12/2/2022	NM Bank & Trust	ACH	USD	\$ 0.95
NMERB WEB PAY Voz Collegiate Prepara 02442	12/6/2022	NM Bank & Trust	ACH	USD	\$ 10,607.57
NMPSIA BENEFITS NMBBIZBP VOZ COLLEGIATE PREPARA TRAN#50	12/6/2022	NM Bank & Trust	ACH	USD	\$ 1,510.58
RETIREE HEALTHCA NMBBIZBP VOZ COLLEGIATE PREPARA TRAN#51	12/6/2022	NM Bank & Trust	ACH	USD	\$ 1,142.65

ADT	PAYMENT VOZ COLLEGIATE PREPARA 40115610	12/13/2022	NM Bank & Trust	ACH	USD	\$	157.02
	VOZ COLLEGIATE P BILLING AXIOM ANALYTICS VOZ COLLEGIATE	12/14/2022	NM Bank & Trust	ACH	USD	\$	135.00
	NM GAS COMPANY nmgas bl VOZ COLLEGIATE PREPARA 16327109118064	12/16/2022	NM Bank & Trust	ACH	USD	\$	157.49
	PNM ELECTRIC SER ele/gs bl VOZ COLLEGIATE PREPARA 188139020275813	12/16/2022	NM Bank & Trust	ACH	USD	\$	546.88
	COMCAST 8497950 930657803 ISAAC *RIVAS SAVELL 6751965	12/19/2022	NM Bank & Trust	ACH	USD	\$	246.80
	NM GAS COMPANY nmgas bl VOZ COLLEGIATE PREPARA 16327109120825	12/19/2022	NM Bank & Trust	ACH	USD	\$	51.12
	MITEL CLOUD SERV MITEL.COM ISAAC RIVAS-SAVELL M43829696981	12/22/2022	NM Bank & Trust	ACH	USD	\$	505.84
	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 1556939560	12/27/2022	NM Bank & Trust	ACH	USD	\$	70.62
	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 8456939560	12/27/2022	NM Bank & Trust	ACH	USD	\$	63.96
Total							\$ 29,900.01
Grand Total							\$ 79,061.79



Voz Collegiate Charter School

Katie Rarick

January 19, 2023

January Forecast



What has changed since the last forecast?

Voz Collegiate FY23 January Forecast					
	YTD	Budget			Previous Forecast vs. Current Forecast
	Actual YTD	Approved Budget	Previous Forecast	Current Forecast	
SUMMARY					
Revenue					
Revenue from Local Sources	39,261	192,500	284,000	315,529	31,529
Revenue From State Sources	617,566	1,301,915	838,607	961,546	122,939
Revenue from Federal Sources	-	171,275	171,275	-	(171,275)
Other Financing Sources	175,783	-	-	-	-
Other Items	-	-	-	-	-
Total Revenue	832,609	1,665,690	1,293,882	1,277,075	(16,807)
Expenses					
Personnel Services - Compensation	235,130	616,687	518,187	492,279	(2,630)
Personnel Services - Employee Benefits	54,686	165,501	130,199	122,445	2,175
Professional and Technical Services	117,872	215,543	277,738	281,448	(3,710)
Purchased Property Services	99,167	234,000	236,190	226,348	9,842
Other Purchased Services	51,918	135,000	79,249	86,249	(7,000)
Supplies	58,220	48,000	70,788	76,182	(5,394)
Property	62,748	50,000	40,000	72,748	(32,748)
Debt Service & Miscellaneous	-	-	-	-	-
Total Expenses	679,741	1,464,731	1,352,351	1,357,699	(39,465)
Operating Income	152,868	200,959	(58,469)	(80,624)	(22,155)
Fund Balance					
Beginning Balance (Unaudited) - Revenue (AP is in th		150,000	191,000	191,000	
Audit Adjustment		-	-	-	
Beginning Balance (Audited)					
Operating Income		200,959	(58,469)	(80,624)	
Ending Fund Balance		350,959	132,531	110,376	

- Moved funding to the correct category, increased EA grant b/c of 2 new fellows, decreased LEAP funding
- Updated staffing
- Increased utilities, copier, supply assets, and supplies
- Decreased CAM
- Overall, we still have a positive fund balance, but cash flow will become an issue next month
 - CSP, DOH, UEI

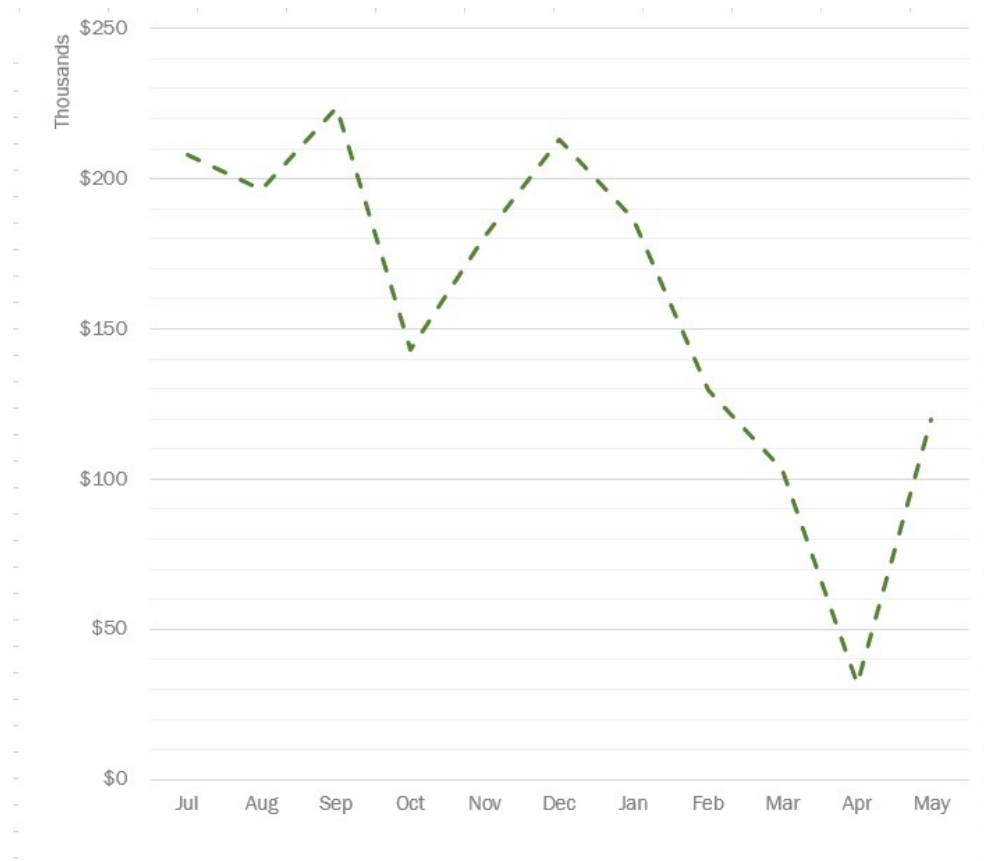


Cash-Flow Projections FY23

		Year 1 2022-23 Projected & Actuals							
		Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
		Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Beginning Cash		223,888	143,011	180,396	212,815	186,734	129,645	103,134	31,689
REVENUE									
Revenue from Local Sources		-	6,189	3,556	3,556	3,556	3,556	3,556	98,033
Revenue From State Sources		101,825	101,817	122,532	50,476	37,037	47,671	34,856	51,407
Revenue from Federal Sources		-	33,072	17,778	15,778	18,028	17,778	25,208	65,795
Other Financing Sources		-	-	-	-	-	-	-	-
Other Items		-	-	-	-	-	-	-	-
TOTAL REVENUE		101,825	141,078	143,865	69,810	58,621	69,005	63,619	215,235
EXPENSES									
Personnel Services-Compensation		42,234	37,020	43,332	43,332	43,332	43,332	43,332	43,332
Personnel Services-Employee Benefits		9,001	7,609	11,626	11,626	11,626	11,626	11,626	11,626
Professional and Technical Services		27,840	35,665	29,437	14,437	34,539	14,437	40,660	31,268
Purchased Property Services		17,370	16,243	19,950	19,950	19,950	19,857	21,773	26,253
Other Purchased Services		18,057	2,807	6,010	5,454	5,172	5,172	5,172	9,756
Supplies		6,523	2,013	1,091	1,091	1,091	1,091	12,501	-
Property		59,589	-	-	-	-	-	-	5,000
Debt Service & Miscellaneous		-	-	-	-	-	-	-	-
TOTAL EXPENSES		180,614	101,356	111,446	95,890	115,710	95,515	135,064	127,235
Operating Cash Inflow (Outflow)		(78,789)	39,722	32,419	(26,081)	(57,090)	(26,511)	(71,445)	88,000
Cleared Checks prior FY and Liabilities		(2,089)	(2,337)	-	-	-	-	-	-
Ending Cash		143,011	180,396	212,815	186,734	129,645	103,134	31,689	119,689
Days Cash on Hand		24	53	57	58	34	32	7	28



Cash-Flow Projections Graph FY23





Next Steps

➤ Accomplishments

- Positive Net Operating
- Continue to meet our financial obligations
- All RfRs are up to date

➤ Next 30 days

- CSP Funding
- Quarter 2 reporting
- Budgeting

➤ Future Items

- Keep to the current budget
- Hopefully, we will hear back from DOH on the additional funding



Audit – 2 Findings

2022-001 – Internal Control over Financial Reporting (Significant Deficiency at the Individual Component Unit Level, Other Non-Compliance at the District Level)

- The School did not properly accrue expenses related to 2022 in the amount of \$1,890.
- Management did not properly provide the correct GASB entry to record the Net Pension Liability. Management did not include \$11,442 of prior year contributions in their NPL calculation. These contributions were not included in the prior year NPL calculation, causing a variance in the current year as they should have been combined to align with the ERB reporting schedules. This caused differences in the amounts that should have been recorded.
- Management did not properly provide the correct GASB entry for the Other Post Employment Liability. Management incorrectly included both the employer and employee contributions in calculation causing a difference of \$2,951.
- Management included \$4,118 of license costs in capital asset additions. This resulted in the improper capitalization of capital assets and accumulated depreciation. Management was able to provide a corrected capital assets rollforward and additions listing.

2022-002 – Posting of General Council Meeting Minutes (Other Non-Compliance)

- The General Council meeting minutes for December 18, 2021; May 18, 2022; June 16, 2022; July 21, 2022; and August 18, 2022 were not posted to the School's website. The agenda and board packet for September 6, 2022 were restricted through a login requirement. Therefore, this information was not made accessible to the public.