
Notice and Agenda

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

Thursday May 18, 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 April 20, 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 April 2022 Bank Rec and Check Register
 - 2. Discussion and consideration of **approval** of a Board Member approving BARs on the board's behalf until June 30, 2023 at 11:59 pm.
 - 3. Discussion and consideration of **approval** of FY24 Axiom Contract
 - 4. Discussion and consideration of **approval** of 2022-2023 BARs
 - i. Additional BARs
 - 5. Finance 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 Acquisition Update
- H. Closing Business
 - 1. Next Scheduled Meeting: June 15, 2023
 - 2. Adjourn

Meeting Minutes

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- A. Opening Business
 - 1. Call to Order – 6:05PM
 - 2. Roll Call – Reilly, Brejette, Katie, Gabe, Bruce, Hannah, Amanda, and Arslan in attendance. Katie Rarick, Isaac Rivas-Savell, Dan Hill, Josh Padilla also in attendance.
 - 3. Discussion and consideration of **approval** of March 16, 2022, Meeting Minutes – Arslan moved, Amanda seconded. Unanimous approval.
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Legal Counsel Report – Dan Hill gave remarks related to legal and political environment.
- D. Finance and Audit Committee Report
 - 1. Discussion and consideration of **approval** of March 2022 Bank Rec and Check Register – Hannah made the motion. Amanda seconded. Unanimous approval.
 - 2. Discussion and consideration of **approval** of FY24 Budget Materials – Hannah made the motion. Amanda seconded. Unanimous approval.
 - i. FY24 Salary Schedule
 - ii. FY24 Policies and Procedures
 - iii. FY24 Calendar
 - iv. FY24 Budget
 - 3. Discussion and consideration of **approval** of 2022-2023 BARs – tabled at discretion of finance chair.
 - i. Additional BARs
- E. Governance Committee Report – Amanda gave updates related to board training
 - 1. Board Recruitment Update
 - 2. Board Training Update
- F. School Foundation Report - Foundation met on 4/14; Katie will work to update a process document for the bank card; working to fund or establish targeted campaigns for Zoo and Aquarium field trips
- G. Head of School Report
 - 1. Student recruitment update
 - 2. Staff recruitment update



VOZ
Collegiate Preparatory
Charter School

3. CSGF Update
-
- H. Closing Business
 1. Next Scheduled Meeting: May 18, 2023
 2. Adjourn – 7:05PM

Bank Reconciliation GL Detail - Voz Collegiate Preparatory Charter School

As of 04/30/2023

Bank Account	PostingDate	Description	Debit (+)	Credit (-)	Notes
11884	4/3/2023	Facebook		\$35.91	
11884	4/4/2023	Yardi Service Ch WEB PMTS VOZ Preparatory School KKYPSB		\$0.95	
11884	4/4/2023	WESTMIAMIDEVELOP WEB PMTS VOZ Preparatory School 6G3SSB		\$14,641.51	
11884	4/4/2023	DEX Imaging #AR9062957		\$391.00	
11884	4/4/2023	Facebook		\$30.34	
11884	4/4/2023	STAPLES SPVC2		\$10,077.82	
11884	4/4/2023	CABQ PERMIT 2QIOR3RQIWFL09		\$35.00	
11884	4/6/2023	Facebook		\$28.78	
11884	4/6/2023	NMERB WEB PAY Voz Collegiate Prepara 02442		\$15,546.08	
11884	4/6/2023	NMPSIA BENEFITS NMBBIZBP VOZ COLLEGIATE PREPARA TRAN#47		\$2,570.72	
11884	4/6/2023	RETIREE HEALTHCA NMBBIZBP		\$1,674.62	
11884	4/10/2023	Facebook		\$28.47	
11884	4/12/2023	Reference Number: SPACH3; Invoice #: 21116; Vendor: Axiom Analytics; Memo:		\$5,342.60	
11884	4/12/2023	ADT Payment 40115610		\$157.02	
11884	4/12/2023	APS PAYMENTS VOZ PREP VOZ COLL PREP	\$19,004.23		
11884	4/12/2023	Facebook		\$40.37	
11884	4/13/2023	Mosaic Processing Fee		\$165.00	
11884	4/14/2023	PNM ELECTRIC SER ele/gs bl VOZ COLLEGIATE PREPARA 188139020275813		\$797.54	
11884	4/14/2023	Facebook		\$32.47	
11884	4/14/2023	04_14 NET PAYROLL		\$19,854.21	
11884	4/14/2023	04_14 PAYROLL TAXES		\$3,629.89	
11884	4/17/2023	NM GAS COMPANY nmgas bl VOZ COLLEGIATE PREPARA 163271091180647		\$196.58	
11884	4/17/2023	Facebook		\$36.31	
11884	4/18/2023	SANDOVAL COUNTY DECEMBER 2022 DISTRIBUTION HB-33	\$14.87		
11884	4/18/2023	NMPED FEE		\$10.00	
11884	4/19/2023	Facebook		\$40.52	
11884	4/20/2023	MITEL CLOUD SERV MITEL.COM ISAAC RIVAS-SAVELL M43700205489		\$499.33	
11884	4/20/2023	BERNALILLO COUNT DISTR_PYMT HB-33	\$554.66		
11884	4/20/2023	ADT Refund #0003457684	\$1,209.56		
11884	4/20/2023	CES Refund #239939 Invoices 36-045835; 36-045015; 36-045250	\$10,329.32		
11884	4/21/2023	REC9 AP DD PPD	\$14,264.57		
11884	4/21/2023	Lease Assistance Q3	\$8,156.00		
11884	4/21/2023	Facebook		\$35.44	
11884	4/24/2023	Facebook		\$35.06	
11884	4/25/2023	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 8456939560		\$42.39	
11884	4/25/2023	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 1556939560		\$70.62	
11884	4/25/2023	Facebook		\$32.10	
11884	4/26/2023	VOID Jani-King of New Mexico Check MTPMT127	\$1,186.63		
11884	4/27/2023	Mosaic Processing Fee		\$327.80	
11884	4/28/2023	04_28 NET PAYROLL		\$20,460.82	
11884	4/28/2023	04_28 PAYROLL TAXES		\$3,586.48	
		Cleared Subtotal	\$ 54,719.84	\$ 100,453.75	
		Smart Sign MAT-240749 Check#10001		\$ 477.05	
		Explora INV4568 Check#10002		\$ 330.00	

STAPLES NSL928_NSM777 Check#10003		\$	2,402.99
CES 36-047261 Check#10006		\$	579.00
MineralTree 8481 Check#10005		\$	101.00
Semiotic Design 20230309 Check#10004		\$	2,050.00
Reference Number: 10008; Invoice #: NMX03230287; Vendor: Jani-King of New Mexico (s-corp); Memo:		\$	2,436.94
Reference Number: 10007; Invoice #: 36-047396; Vendor: Cooperative Educational Services; Memo:		\$	671.91
	Cleared Checks		\$9,048.89
Total Deposits/Disbursements		\$	<u>54,719.84</u>
		\$	<u>109,502.64</u>
NM Bank Beginning Balance		\$	129,981.33
Cash Receipts		\$	54,719.84
Cash Disbursement		\$	(109,502.64)
Reconciled Amount		\$	<u>75,198.53</u>
Reference Number: 10009; Invoice #: NMX10210059; Vendor: Jani-King of New Mexico (s-corp); Memo:		\$	1,186.63
Outstanding Payment Total		\$	<u>1,186.63</u>
Unreconciled Amount		\$	<u>74,011.90</u>



Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
Cooperative Educational Services	4/5/2023	Platform	Check	USD	\$ 671.91
Axiom Analytics	4/12/2023	Platform	ACH	USD	\$ 5,342.60
Jani-King of New Mexico (s-corp)	4/20/2023	Platform	Check	USD	\$ 2,436.94
Jani-King of New Mexico (s-corp)	4/26/2023	Platform	Check	USD	\$ 1,186.63
Total					\$ 9,638.08

Other ACH

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
Facebook	04/03/2023	NM Bank & Tr	ACH	USD	\$ 35.91
Yardi Service Ch WEB PMTS VOZ Preparatory Sch	04/04/2023	NM Bank & Tr	ACH	USD	\$ 0.95
WESTMIAMIDEVELOP WEB PMTS VOZ Preparatory	04/04/2023	NM Bank & Tr	ACH	USD	\$ 14,641.51
DEX Imaging #AR9062957	04/04/2023	NM Bank & Tr	ACH	USD	\$ 391.00
Facebook	04/04/2023	NM Bank & Tr	ACH	USD	\$ 30.34
STAPLES SPVC2	04/04/2023	NM Bank & Tr	ACH	USD	\$ 10,077.82
CABQ PERMIT 2QIOR3RQIWFL09	04/04/2023	NM Bank & Tr	ACH	USD	\$ 35.00
Facebook	04/06/2023	NM Bank & Tr	ACH	USD	\$ 28.78
NMERB WEB PAY Voz Collegiate Prepara 02442	04/06/2023	NM Bank & Tr	ACH	USD	\$ 15,546.08
Facebook	04/10/2023	NM Bank & Tr	ACH	USD	\$ 28.78
ADT Payment 40115610	04/12/2023	NM Bank & Tr	ACH	USD	\$ 157.02
Facebook	04/12/2023	NM Bank & Tr	ACH	USD	\$ 40.37
Mosaic Processing Fee	04/13/2023	NM Bank & Tr	ACH	USD	\$ 165.00
PNM ELECTRIC SER ele/gs bl VOZ COLLEGIATE PRI	04/14/2023	NM Bank & Tr	ACH	USD	\$ 797.54
Facebook	04/14/2023	NM Bank & Tr	ACH	USD	\$ 32.47
NM GAS COMPANY nmgas bl VOZ COLLEGIATE PF	04/17/2023	NM Bank & Tr	ACH	USD	\$ 196.58
Facebook	04/17/2023	NM Bank & Tr	ACH	USD	\$ 36.31
NMPED FEE	04/18/2023	NM Bank & Tr	ACH	USD	\$ 10.00
Facebook	04/19/2023	NM Bank & Tr	ACH	USD	\$ 40.52
MITEL CLOUD SERV MITEL.COM ISAAC RIVAS-SAV	04/20/2023	NM Bank & Tr	ACH	USD	\$ 499.33
Facebook	04/21/2023	NM Bank & Tr	ACH	USD	\$ 35.44
Facebook	04/24/2023	NM Bank & Tr	ACH	USD	\$ 35.06
ABCWUA Water Aut WEB PAY Voz Collegiate Pre	04/25/2023	NM Bank & Tr	ACH	USD	\$ 42.39
ABCWUA Water Aut WEB PAY Voz Collegiate Pre	04/25/2023	NM Bank & Tr	ACH	USD	\$ 70.62
Facebook	04/25/2023	NM Bank & Tr	ACH	USD	\$ 32.10
Mosaic Processing Fee	04/27/2023	NM Bank & Tr	ACH	USD	\$ 327.80
Total					\$ 43,334.72

Grand Total					\$ 52,972.80
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2023-2024 Back Office Services

Voz Collegiate Preparatory Charter School
955 San Pedro SE
Albuquerque, NM 87108

In this financial services agreement (Agreement) made and entered between Voz Collegiate Preparatory Charter School (Voz), an APS approved Charter School (School), and Axiom Analytics (Contractor).

Objectives:

Axiom Analytics, the contractor, proposes to provide Voz, Back Office Services for FY24 to accomplish the following objectives:

Ensure compliance with New Mexico rules and requirements. Provide management and support of business and financial related functions;

Ensure all financial activity adheres to regulatory compliance and accounting standards; and

Assist in the improvement and development of any practices, controls, systems and applications for financial function and capacity.

STANDARD SCOPE OF WORK:

Activity I: Meet with the Executive Director and business management team on an interim basis to review and discuss business management related functions.

Activity II: Compile and submit reimbursement requests from local, state, and federal agencies on a monthly or regular basis.

Activity III: Provide review and analysis of all operating financial activity including treasury management and bank reconciliation.

Activity IV: Assist in reviewing financial impacts of business related contracts and agreements

Activity V: Ensure proper alignment of accounting principles (GASB, GAAP, etc), use of funds and financial position, including management of the general ledger and accounting matrix. Maintain compliance with federal, state and local fiscal policies.

- Activity VI: Assist in planning and formulating the annual budget for the subsequent fiscal year based on PED and APS guidance. Prepare and submit all required budget documents to regulatory and Governing Bodies. Provide interim budget review and analysis based on funding activity.
- Activity VII: Provide financial forecasting on the Charter School's fiscal position. Including: Cash-flow analysis, YTD vs. Budget, 3-5 year financial modeling.
- Activity VIII: Complete, compile and submit all annual IRS and TRD reports to ensure compliance with date and filing requirements, including NMPSIA and other non-regulatory agency reports to which the charter school holds liability and obligations.
- Activity IX: Provide Governing Council and regulatory agencies with monthly, quarterly, and regular financial reports; in addition to attending Governing Council Finance meetings virtually on a monthly basis. Including discussion and recommendation based on financial objectives of the school.
- Activity X: Complete compile, and submit financial reports to state, federal and other regulatory agencies. Assist in completing the financial section of grant applications. Assist with PED program reporting (IM, MEM, NBCT, TCI, etc.)
- Activity XI: Assist in proper closeout of the financial system and audit planning for the 2022-2023 fiscal year. Maintenance of fixed asset records according to state and federal requirements.
- Activity XII: Assist in alignment and management of the purchasing process. Including accounts payable processing and proper disbursement of funds. Including filing of 1099s.
- Activity XIII: Assist in payroll processing including filing of taxes (941s, ACA, W/C, ERB, RHC, NMPSIA, etc.), as well as liability reconciliation.
- Activity XIV: Provide support in Facility Master Planning and resource allocation modeling for capital outlay and facility needs.
- *Activity XV: Duties and tasks as outlined in Business Office Duties and Roles. Attached as an amendment (Appendix A) with this contract.

Logistics.

The client shall be responsible for providing information and access to business and financial related activity. This includes administrative access to the accounting management system, financial documents, programs and applications currently used for operations. Access and control shall be provided on a remote basis. The Contract shall commence according to approval of the Governing Charter School and shall continue through June 30, 2024.

Fees:

Axiom is an ACES vendor using contract ACES RFP 23-03. The contractor shall be compensated at the annual rate below plus GRT for the services below. The pricing is for the 2023-2024 fiscal year. The business management fee and foundation fee which is to be split into monthly installments and prorated for the period of service. The software fee will be due July 2023. The price is based on 108 students and will be adjusted based on 40th day enrollment.

Axiom Business Management Fee: \$61,915

Axiom Software Fee: \$8,000

Foundation Financials: \$6,000

Total: \$75,915 + GRT

FY24 Period of Service: 12 months

Additional Fees: If the Voz hires an Axiom Analytics employee to be a Voz employee, Voz will pay Axiom an additional \$25,000 the following fiscal year.

Payment.

The contractor shall invoice the client according to the completion of monthly, quarterly, and annual activity. Terms are 30 days net.

Contract agents and contact.

This contract shall be executed by the school's fiscal agent or governing board, whichever is able to obligate on behalf of the school and Katie Rarick. Communication and information shall be through the responsible parties by whom the function of the operations is managed.

Equipment and supplies.

All labor, materials and supplies necessary for the contractor to complete the work shall be at the contractor's expense. School specific materials such as 1099 forms, check stock, etc. will be the responsibility of the school.

Independent contractor.

The contractor shall be considered an independent agent and its employees will not be considered as employees of the school. Any recommendations, direction, or certification of articles considered as school activity will be done according to the direction of the executive director.

Confidentiality and Privacy.

Any information acquired or used by the contractor for the purpose of the school's financial management shall be considered confidential and solely for the purpose and use of providing financial services. Inspection of records must be directed by the school's executive director or agent of records.

All source documents, templates, tools and resources used by the contractor shall be considered intellectual property of the contractor and shall not be disclosed to other parties without the express written consent of the contractor.

Termination.

Except as otherwise expressed in this contract, either party may terminate the contract, with (30) days written notice, beginning on the second day after the notice (effective date). The school shall be liable for any goods or services rendered under the contract period prior to the effective date of termination.

Submitted by: _____

Date: _____
German Martinez

Approved by: _____

Date: _____
Voz Collegiate Head of School



Voz Collegiate Charter School

Katie Rarick

May 15, 2023

May Forecast



What has changed since the last forecast?

Voz Collegiate FY23 May Forecast					
		YTD		Budget	
		Actual YTD	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast
SUMMARY					
Revenue					
Revenue from Local Sources	159,802	315,989	328,989	13,000	
Revenue From State Sources	873,439	960,000	960,000	-	
Revenue from Federal Sources	-	-	-	-	
Other Financing Sources	175,783	-	-	-	
Other Items	-	-	-	-	
Total Revenue	1,209,023	1,275,989	1,288,989	13,000	
Expenses					
Personnel Services-Compensation	431,020	491,284	514,841	(23,558)	
Personnel Services-Employee Bene	100,212	120,465	121,465	(1,000)	
Professional and Technical Services	214,000	285,136	245,952	39,184	
Purchased Property Services	166,379	227,311	201,250	26,061	
Other Purchased Services	104,221	97,007	120,928	(23,921)	
Supplies	67,033	82,378	74,978	7,400	
Property	87,999	49,586	62,067	(12,481)	
Debt Service & Miscellaneous	-	-	-	-	
Total Expenses	1,170,863	1,353,167	1,341,482	11,685	
Operating Income	38,160	(77,178)	(52,493)	24,685	
Fund Balance					
Beginning Balance (Audited)		191,000	191,000		
Operating Income		(77,178)	(52,493)		
Ending Fund Balance		113,822	138,507		

- CSP was raised by 13k. CSP is expected to be received by June 30th
- Decrease in expenses balances that are not expected to be used by fiscal year end
- Payroll has increase due to new hire

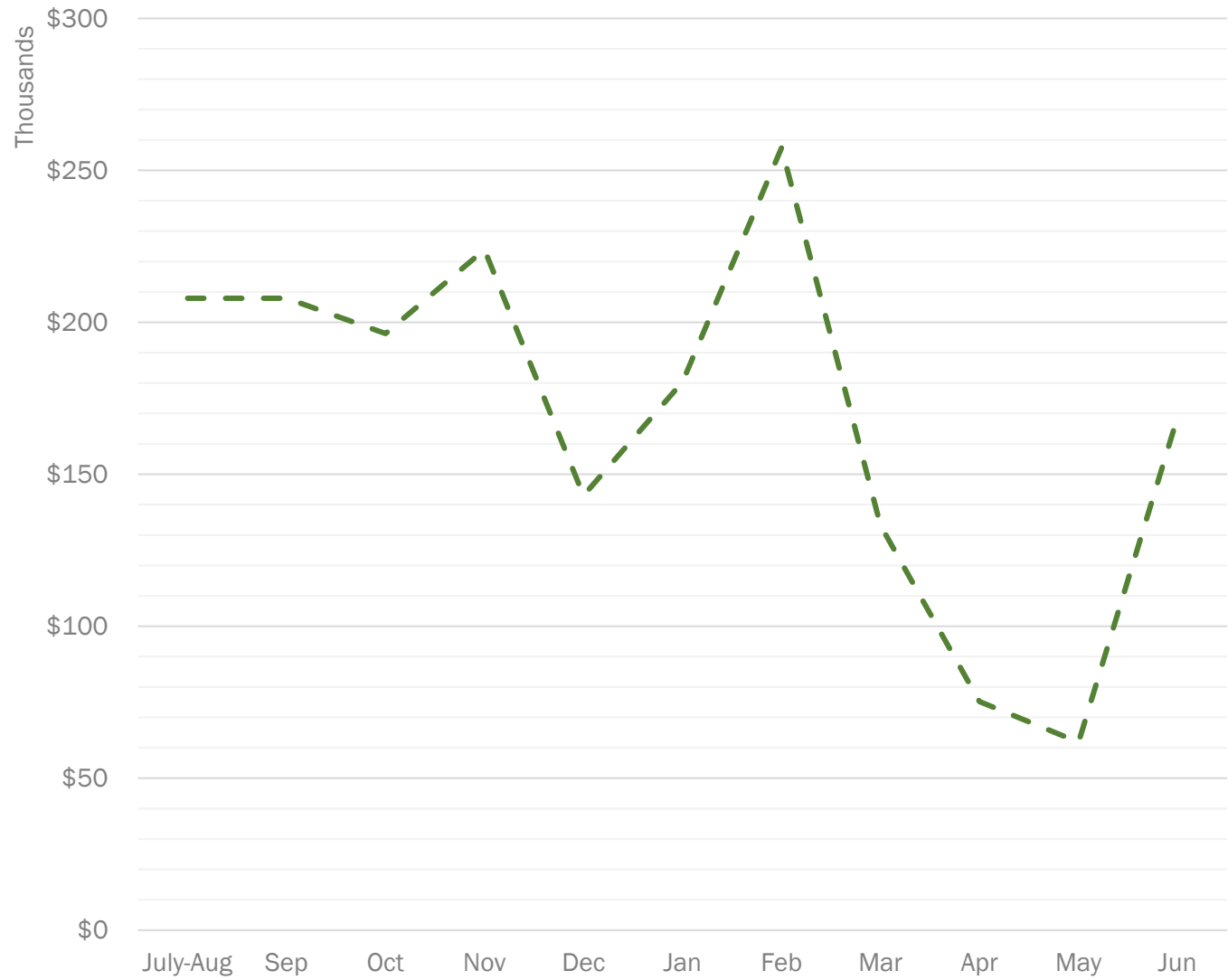


Cash-Flow Projections FY23

	Year 1 2022-23 Projected & Actuals										
	Jul-Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Forecast	Forecast
Beginning Cash	80,138	207,898	196,316	223,888	143,011	180,396	257,419	133,199	129,981	75,199	61,854
REVENUE											
Revenue from Local Sources	-	-	-	-	6,189	30,932	460	-	-	10,666	118,145
Revenue From State Sources	203,634	101,817	108,472	101,825	101,817	143,022	41,825	29,032	41,994	38,762	47,800
Revenue from Federal Sources	175,780	-	-	-	33,072	-	-	89,149	-	33,423	37,885
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-
Other Items	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	379,414	101,817	108,472	101,825	141,078	173,954	42,285	118,180	41,994	82,850	203,830
EXPENSES											
Personnel Services-Compensation	72,801	42,695	37,539	42,234	37,020	41,221	44,447	56,864	53,357	43,332	43,332
Personnel Services-Employee Benefits	15,019	10,626	10,432	9,001	7,609	10,313	10,959	11,891	12,362	11,626	11,626
Professional and Technical Services	18,625	20,792	14,466	27,840	35,665	11,546	56,521	30,928	(2,868)	16,437	16,000
Purchased Property Services	29,272	16,485	18,315	17,370	16,243	16,303	17,076	18,083	15,750	17,473	18,880
Other Purchased Services	16,952	10,508	2,797	18,057	2,807	20,766	21,310	6,027	4,201	7,327	352
Supplies	43,122	7,293	509	6,523	2,013	506	6,724	506	1,077	-	6,705
Property	394	5,000	2,765	59,589	-	2,330	10,439	-	12,481	-	-
Debt Service & Miscellaneous	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	196,185	113,399	86,824	180,614	101,356	102,986	167,477	124,299	96,360	96,195	96,895
Operating Cash Inflow (Outflow)	183,229	(11,582)	21,648	(78,789)	39,722	70,968	(125,192)	(6,118)	(54,366)	(13,345)	106,935
Ending Cash	207,898	196,316	223,888	143,011	180,396	257,419	133,199	129,981	75,199	61,854	168,789
Days Cash on Hand	32	52	77	24	53	75	24	31	23	19	52



Cash-Flow Projections Graph FY23





Next Steps

➤ Accomplishments

- Positive Net Operating
- Continue to meet our financial obligations
- All RfRs are up to date
- FY24 Budget has been approved by board and submitted to PED

➤ Next 30 days

- Create FY24 Budget
- Monitor Cash Flow from state to meet expense obligations

➤ Future Items

- Keep to FY23 Budget
- Close FY23
- Begin FY24