

April 17, 2014

To: CLCS Board of Directors  
From: Patti Wilczek, Executive Director

Re: Revision of wording for Fiscal Policy

In an effort to create a comprehensive CLCS Business Continuity and Disaster Recovery Plan, it is proposed that the Board examine the following language in the CLCS Fiscal Policy. In such an instance that one or more of the CLCS staff may become incapacitated, incorporating a work-around into the policy will mitigate any confusion in case of an organizational crisis, specifically as related to approving expenditures.

The current policy wording is as follows (relevant text has been bolded):

*Segregation of Duties*

The ACLC/Nea Community Learning Center Charter Schools will develop and maintain simple check request and purchase order forms to document the authorization of all non-payroll expenditures. All purchases of goods and services shall be consistent with the Board-approved budget. These purchases shall not require Board-approved/executed contracts, with the exception of professional consulting services in total annual amounts greater than \$10,000. **Proposed expenditures greater than \$500 and under \$10,000 must be approved by the Executive Director and respective Lead Facilitator who will review the proposed expenditure to determine whether it is consistent with the Board adopted budget and sign the check request and purchase order forms.** Proposed expenditures of \$500 or less must be approved by the Executive Director, Lead Facilitator or Office Manager.

All transactions will be posted in an electronic general ledger. The transactions will be posted on the ledger by EdTec. To ensure segregation of recording and authorization, the bookkeeper may not co-sign check requests for purchase orders.

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I propose the following revised language for your review, comment and/or revision:

**Proposed expenditures greater than \$500 and under \$10,000 must be approved by two signatories, preferably the Executive Director and the respective Lead Facilitator. In such a case where the Executive Director and/or Lead Facilitator are incapacitated, unable, or unwilling to approve such expenditures, the CLCS Board President and/or the CLCS Board Treasurer may do so. In such cases, prior notice to the Lead Facilitator or**

**ED that either the Board President and/or Board Treasurer intends to approve such expenditures is required, though consent is not required. Those providing approval will review the proposed expenditure to determine whether it is consistent with the Board adopted budget and sign the check request and purchase order forms.**