



GOVERNING BOARD MEETING AGENDA

4660 N. Rancho Drive
Las Vegas, Nevada 89130
www.questlv.com

Receiver: Josh Kern

Wednesday, June 7th, at 5:00 PM
Quest Governing Board/Receiver Meeting
Teleconference Call: Teleconference Meeting
Conference Call Number: Dial In: (515) 739-1428: ID #417983

Below is an agenda of all items to be considered. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the chairperson. Public comment will be taken on every action item after discussion but before action on each item, and is limited to three (3) minutes per person. Persons may not allocate unused time to other speakers. To ensure the public has notice of all matters the Receiver may choose not to respond to public comments in order to avoid the appearance of deliberation on topics not listed for action on the agenda.

Forum restrictions and order of business: The viewpoint of a speaker will not be restricted, but reasonable restrictions may be imposed upon the time, place and manner of speech. Irrelevant and unduly repetitious statements and personal attacks that antagonize or incite others are examples of public comment that may be reasonably restricted.

Reasonable efforts will be made to accommodate physically handicapped persons desiring to attend the meeting.

Ceremonial Items

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Public Comment**

Action Items: The Receiver will hold discussion on the following items. Action may or may not be taken on these items. When applicable, supporting documentation will be provided to the public and be available at www.questlv.com.

- 5. Approve Meeting Minutes from Last Meeting, January 27th, 2017
(review/discussion/possible action)-presented by Dana Parks**
- 6. 2018 FY Final Budget (review/discussion/possible action)-presented by Dana Parks**



7. **Financial Policies and Procedures (review/discussion/possible action)**-presented by Dana parks
8. **Moving Bids for the K-8 Torrey Pines campus relocating to the K-8 Northwest campus (review/discussion/possible action)**-presented by Ken MacRae
9. **Landscaping Bids (review/discussion/possible action)**-presented by Ken MacRae
10. **Playground Bids for the K-8 Northwest Campus (review/discussion/possible action)**-presented by Ken MacRae
11. **2017-2018 Salary Schedule (review/discussion/possible action)**-presented by Janelle Veith
12. **Global Charities Foundation partnership for tutoring in the 2017-2018 school year (review/discussion/possible action)**-presented by Janelle Veith
13. **Adjournment**

*This notice and agenda have been posted on or before 9:00 a.m. on the third working day before the meeting. In accordance with section 241.020 (2)(c)(2) of the Nevada Revised Statutes, all of the agenda items are subject to action and disposition by the Quest Academy Preparatory Education Governing Receiver, unless the agenda item specifically indicates otherwise. In accordance with NRS 241.020 this agenda closes three (3) days prior to the meeting date and has been posted on the Quest Academy website at www.questlv.com and at the following locations:

1. Quest Preparatory Academy-Alexander Campus at 7550 W. Alexander Ave., Las Vegas, NV 89129
Name: _____ Position: _____ Date: _____ Time: _____
2. Quest Preparatory Academy - Bridger Campus at 1300 Bridger Ave., Las Vegas, NV 89101
Name: _____ Position: _____ Date: _____ Time: _____
3. Quest Preparatory Academy - Torrey Pines Campus at 4660 N. Rancho Dr., Las Vegas, NV 89130
Name: _____ Position: _____ Date: _____ Time: _____
4. Quest Preparatory Academy Website located at <http://www.questlv.com>

Minutes from January 27, 2017



Quest Academy Public Meeting

January 27, 2017

Meeting Minutes

1. Call to Order: Josh Kern calls meeting to order at 8am
2. Roll Call-Josh Kern- present
3. Public Comment- none
4. Josh Kern makes motion to accept the meeting minutes from the January 26, 2017 Public Meeting. Ken MacRae seconds motion. Josh Kern accepts second and motion is approved.
5. Meeting adjourned 8:02am



2017/2018 BUDGET



CHARTER SCHOOL BUDGET INSTRUCTIONS

Per NAC 387.720:

TENTATIVE budget is due to the clerk or secretary of the Charter School Governing Body and Nevada Department of Education (NDE) by **April 15** annually.

FINAL budget must be adopted on or before **June 8** Annually. Copies of the approved final budget are then SUBMITTED by the Charter School Governing Body to NDE, Program Analyst - Fiscal Analysis Division - Legislative Counsel Bureau and the Charter School sponsor.

General Instructions:

The preferred method of submitting the Tentative and Final budgets to the NDE, is electronically.

The signed cover page (Form 1) for the final budget, can be scanned and sent electronically, faxed, or mailed.

Enter data in the yellow cells only.

FORM 1 COVER PAGE

- 1 Enter the name of the charter school in "Charter School - fill in the name of your school".
- 2 Enter the number of governmental fund types. You will most likely have one (General Fund) or two (also Special Education).
- 3 Enter the total estimated expenditures for governmental funds. This amount must agree with "TOTAL ALL EXPENDITURES" on Form 4 Expenses, page 11.
- 4 If you have a proprietary fund(s), enter the number of funds and estimated expenses. It is unusual for Charter Schools to have proprietary funds. This total must agree with "TOTAL EXPENSES" on Form 6 Proprietary, page 2.
- 5 Fill in the certification information on the lower left side of the page, prior to submitting the budget. Fill in the "Scheduled Public Hearing." information at the bottom page for the tentative budget.
- 6
Fill in the certification information on the lower portion of the page, including the board members, prior to submitting the final budget. The certification needs to be signed by the charter school principal or administrator and all members of the governing board.
- 7 Fill in the actual public hearing information under "Scheduled Public Hearing:" prior to submitting the final budget.

FORM 2 ENROLLMENT-DSA

- 1 Enter the weighted Average Daily Enrollments (ADE) for both "Actual Year Ending 06/30/XX" (columns D/F & H/J) for pre-K, Kindergarten, Elementary, Secondary, and Ungraded. As well as "Students transported into Nevada from out-of-state" and "Students transported to another state".
- 2 Enter the weighted ADE for "Estimated Year Ending 06/30/XX" for the budget submission year in #1-5, 7-8.
- 3 Enter the Hold Harmless amount in #10. As per SB508 (2015) hold harmless may only consider the prior year.
- 4 Enter the WEIGHTED estimated average daily enrollments based on School District of residence in #11. If the pupils only reside in one school district, enter the total number of students (WEIGHTED) next to that district. If they reside in more than one district, allocate the enrollment to the correct school districts. The rate for basic support will automatically calculate for you.
- 5 Enter an estimated "Outside Revenue" amount in #12. The prior year amounts are listed at the far right under #11 as a reference.
- 6 #13 will calculate based on the numbers you have provided for #1-12.
- 7 Enter the estimated dollar value of Special Education weighted funding anticipated to be received in FY18 (should be based upon FY17 funding).

FORM 3 REVENUES

- 1 Fill in the amounts of revenue for the prior fiscal year per revenue code in column (1) from your audited financial statements.
- 2 Fill in the amounts of revenue per revenue code in column (2) from your current year estimates.
- 3 Fill in the amounts of revenue per revenue code in column (3) based on anticipated revenue for the school year to begin July 1 for the tentative budget.
- 4 Fill in the amounts of revenue per revenue code in column (4) based on the approved and adopted budget for the school year to begin July 1 for the final budget.
- 5 Note: there will be a limited number of revenue sources so most of the revenue codes will be blank.
- 6 Enter the **opening balance** under revenue code 8000. Column (1) will have the audited opening balance.
- 7 Column (2) will have the audited **ending** balance from column (1) as the budgeted opening balances (3) and (4) will be the anticipated ending balance for the current year, column (2).
- 8 Check that the "TOTAL ALL RESOURCES" amounts are correct.

FORM 4 EXPENDITURES

- 1 Fill in the expenditure amounts, per program, in column (1) on pages 1-6, from your audited financial statements.
- 2 Fill in the expenditure amounts, per program, in column (2) on pages 1-6, from your current year estimates.

- 3 Fill in the expenditure amounts, per program, in column (3) on pages 1-6, based on anticipated expenditures for the school year to begin July 1 for the tentative budget.
- 4 Fill in the expenditure amounts, per program, in column (4) on pages 1-6, based on the approved and adopted budget for the school year to begin July 1 for the final budget.
- 5 Fill in the remaining expenditures (Undistributed, food service, facilities and debt) in column (1) on pages 8-11 from your audited financial statements. Do not forget to include your charter school sponsorship fees.
- 6 Fill in the remaining expenditures (Undistributed, food service, facilities and debt) in column (2) on pages 8-11 for your current year expenditures. Do not forget to include your charter school sponsorship fees.
- 7 Fill in the remaining expenditures (Undistributed, food service, facilities and debt) in column (3) on pages 8-11 based on anticipated expenditures for the school year beginning July 1. Do not forget to include your charter school sponsorship fees.
- 8 Fill in the remaining expenditures (Undistributed, food service, facilities and debt) in column (4) on pages 8-11 based on the approved and adopted budget for the school year beginning July 1. Do not forget to include your charter school sponsorship fees.
- 9 Fill in the contingency amount under function 6300, if appropriate. Note that it is not to exceed 3% of all expenditures. This amount has been calculated for you at the bottom of page 11.
- 10 Fill in the ending balance under function 8000. This amount has been calculated for you at the bottom of page 11. If you do not agree, please check that all revenue and expense items have been included on Forms 3 and 4.
- 11 If the ending balance is less than zero, please reallocate your expenditures and/or revenues. **We expect all charter schools to be fiscally responsible.** A positive ending balance is required unless prior arrangements have been made and approved by your sponsor AND the Deputy Superintendent of Business Support and Services.

FORM 5 EXPENDITURE SUMMARY

- 1 This form calculates the information from Forms 3 and 4. Please check the numbers to verify that they are correct.

FORM 6 PROPRIETARY OR ENTERPRISE

Form 6 is only filled out if you maintain proprietary or enterprise funds. This is unusual for charter schools.

- 1 Fill in the amounts of revenue per revenue code in column (1) from your audited financial statements.
 - 2 Fill in the amounts of revenue per revenue code in column (2) from your current year estimates.
 - 3 Fill in the amounts of revenue per revenue code in column (3) based on anticipated revenue for the school year to begin July 1 for the tentative budget.
 - 4 Fill in the amounts of revenue per revenue code in column (4) based on the approved and adopted budget for the school year to begin July 1 for the final budget.
- Note: there will be a limited number of revenue sources so most of the revenue codes will be blank.*
- 5 Enter the **opening balance** under revenue code 8000. Column (1) will have the audited opening balance.
 - 6 Column (2) will have the audited **ending balance** from column (1). The budgeted opening balances (3) and (4) will be the anticipated ending balance for the current year, column (2).
 - 7 Check that the "TOTAL ALL RESOURCES" amounts are correct.
 - 8 Fill in the expenditure amounts, per function, in column (1) from your audited financial statements.
 - 9 Fill in the expenditure amounts, per function, in column (2) from your current year estimates.
 - 10 Fill in the expenditure amounts, per function, in column (3) based on anticipated expenditures for the school year to begin July 1 for the tentative budget.
 - 11 Fill in the expenditure amounts, per function, in column (4) based on the approved and adopted budget for the school year to begin July 1 for the final budget.
 - 12 Fill in the ending balance under function 8000. This amount has been calculated for you at the bottom of the page. If you do not agree, please check that all revenue and expense items have been included.

FORM 7 INDEBTEDNESS

Form 7 is only filled out if you currently have or anticipate loans.

- 1 Enter the fund which includes the indebtedness in column (1).
- 2 List each loan in column (1) under the appropriate fund.
- 3 Enter the type of loan in column (2). Choices 1-11 are listed at the upper right of the form.
- 4 Enter the term of the loan in number of **MONTHS** in column (3). Example 2 years = 24 months.
- 5 Enter the original amount of the loan (issue) in column (4).
- 6 Enter date of issue in column (5).
- 7 Enter date of final payment in column (6).
- 8 Enter the interest rate of the loan in column (7).
- 9 Enter the outstanding balance at the beginning of the current year in column (8).
- 10 Enter the amount of interest payable in column (9) for the budgeted year beginning July 1.
- 11 Enter the amount of principal payable in column (10) for the budgeted year beginning July 1.
- 12 Column 11 will calculate the total interest and principal payables for the budgeted year beginning July 1.

FORM 8- TUITION AND TRANSPORTATION

FORM 8 is only filled out if you receive or pay tuition or transportation costs to another education entity.

- 1 Enter any tuition revenue received from NV individuals or NV school districts in column (1) under Revenue.
- 2 Enter the amount into the correct row, under column (1).
- 3 Enter any transportation revenue received from NV individuals or NV school districts in column (2) under Revenue. Enter the amount into the correct row, under column (2).
- 4 Enter any tuition revenue received from out-of-state individuals or out-of-state school districts in column (3). Enter the amount into the correct row, under column (3).
- 5 Enter any transportation revenue received from out-of-state individuals or out-of-state school districts in column (4). Enter the amount into the correct row, under column (4).
- 6 Enter tuition paid to Nevada school districts under object code 561, column (1), by program.
- 7 Enter transportation paid to Nevada school districts under object code 511, column (2), by program.
- 8 Enter tuition paid to out-of-state school districts under object code 562, column (3), by program.
- 9 Enter transportation paid to out-of-state school districts under object code 512, column (4), by program.
- 10 Totals will calculate.

FORM 9 FUND TRANSFERS

FORM 9 is filled out if you have more than one fund, and transfer funds from one fund to another.

- 1 In column (2) General Fund, list all funds with money transferred INTO the General Fund.
- 2 In column (3) General Fund, enter the amount of each transfer next to the fund listed in item #2.
- 3 In column (4) General Fund, list all funds RECEIVING General Fund transfers.
- 4 In column (5) General Fund, enter the amount of each transfer next to the fund listed in item #3.
- 5 In column (2) Special Revenue Fund, list all funds with money transferred INTO the Special Revenue Fund.
- 6 In column (3) Special Revenue Fund, enter the amount of each transfer next to the fund listed in item #2.
- 7 In column (4) Special Revenue Fund, list all funds RECEIVING Special Revenue Fund transfers.
- 8 In column (5) Special Revenue Fund, enter the amount of each transfer next to the fund listed in item #3.
- 9 The totals will calculate and should balance.

FORM 10 LOBBY EXPENSE

Form 10 is only filled out if you anticipate lobby expenses.

- 1 Item #1, enter the lobbying activity.
- 2 Item #2, enter the source of the funding.
- 3 Item #3, enter the anticipated costs for transportation.
- 4 Item #4, enter the anticipated costs for lodging and meals.
- 5 Item #5, enter the anticipated costs for salaries and wages.
- 6 Item #6, enter the anticipated costs for compensation to lobbyists.
- 7 Item #7, enter the anticipated costs for entertainment.
- 8 Item #8, enter the anticipated costs for supplies, equipment & facilities; other personnel and services spent in Carson City.
- 9 The total anticipated expenditures will calculate.
- 10 Enter the Entity involved in the lobbying effort.

Form 11 CASH FLOW

- 1 Enter basic revenue sources in the left column under "REVENUES, Type:".
- 2 Enter the anticipated cash flow, for each revenue source, per month. The totals will calculate.
- 3 Enter the total budgeted revenue per source under the column at the right "Final Approved Budget". The variance will calculate.
- 4 Enter the basic operating (object) categories in the left column
- 5 Enter the anticipated cash flow, for each expenditure category, per month. The totals will calculate.
- 6 Enter the total budgeted expenditures per category under the column at the right "Final Approved Budget". The variance will calculate.
- 7 In the bottom section, enter the opening cash balance as of July 1, in the "PROJECTED July" column, in the row "Begin Cash Balance (F/B)". The remaining balances will calculate as additional data is entered.

BRIAN SANDOVAL
Governor
STEVE CANAVERO, Ph.D.
Superintendent
of Public Instruction

STATE OF NEVADA



DEPARTMENT OF EDUCATION
700 E. Fifth Street
Carson City, Nevada 89701-5096
(775) 687-9200 • Fax: (775) 687-9101
<http://www.doe.nv.gov>

SOUTHERN NEVADA OFFICE
9890 S. Maryland Parkway, Suite 221
Las Vegas, Nevada 89183
(702) 486-6458
Fax: (702) 486-6450
www.doe.nv.gov/Educator_Licensure

Charter School Budget

Quest Preparatory Academy herewith submits the Tentative
budget for the fiscal year ending June 30, 2018

This budget contains 2 governmental fund types with estimated expenditures of \$ 6,381,190
proprietary funds with estimated expenses of \$

Per NAC 387.730:

TENTATIVE budget is due to the clerk or secretary of the Charter School Governing Body and Nevada Department of Education (NDE) by **April 15** annually.

FINAL budget must be adopted on or before **June 8** Annually. Copies of the approved final budget are **SUBMITTED** by the Charter School Governing Body to NDE, Legislative Council Bureau and the Charter School sponsor if other than the Department of Education.

CERTIFICATION

I, Josh Kern
(Print Name of Governing Board President/Receiver)
(Signature of Governing Board President/Receiver)

certify that all applicable funds and financial
operations of this Local Government are
listed herein

Signed _____

Dated: _____

APPROVED BY THE GOVERNING BOARD

Josh Kern

SCHEDULED PUBLIC HEARING:

Date and Time: 5/30/2017 5:30 PM PST

Publication Date June 8, 2017

Place: Quest Academy Torrey Pines Campus
4660 N. Rancho Drive, Las Vegas, NV 89130

ENROLLMENT AND BASIC SUPPORT GUARANTEE INFORMATION

	WEIGHTED ACTUAL PRIOR YEAR ENDING 06/30/16	WEIGHTED ACTUAL CURRENT YEAR ADE ENDING 06/30/17	WEIGHTED ESTIMATED ADE - YEAR ENDING 06/30/18
1. Pre-kindergarten (NRS 387.123)	<u> </u> x .6 = <u>0.0</u>	<u> </u> x .6 = <u>0.0</u>	<u> </u> x .6 = <u>0.0</u>
2. Kindergarten	<u>183</u> x .6 = <u>109.8</u>	<u>93</u> x .6 = <u>55.8</u>	<u>102</u>
3. Elementary	<u>665</u>	<u>461</u>	<u>541</u>
4. Secondary	<u>427</u>	<u>169</u>	<u>250</u>
5. Ungraded	<u> </u>	<u> </u>	<u> </u>
6. Subtotal	<u>1,201.8</u>	<u>685.8</u>	<u>893.0</u>
7. Students transported into Nevada from out-of-state	<u> </u>	<u> </u>	<u> </u>
8. Students transported to another state	<u> </u>	<u> </u>	<u> </u>
9. Total WEIGHTED enrollment	<u>1,201.8</u>	<u>685.8</u>	<u>893.0</u>
10. Hold Harmless			<u>685.8</u>

11. Basic support per pupil amount, Year Ending 06/30/18
Actual 2017 per pupil amount used for budgeting purposes

School District	2017	WEIGHTED Est. SY17-18 ADE	Subtotal	Use rates below:	Reference amounts for #12 Estimate: "Outside Revenue"
Carson City	\$ 6,996		\$0		1,095.98
Churchill	\$ 6,744		\$0		1,318.25
Clark	\$ 5,574	893.0	\$4,977,582		1,060.94
Douglas	\$ 6,051		\$0		2,734.67
Elko	\$ 7,589		\$0		1,425.64
Esmeralda	\$ 24,283		\$0		6,025.68
Eureka	\$ 12,140		\$0		26,315.31
Humboldt	\$ 6,719		\$0		2,455.25
Lander	\$ 4,883		\$0		6,385.06
Lincoln	\$ 10,689		\$0		1,467.83
Lyon	\$ 7,316		\$0		975.81
Mineral	\$ 9,060		\$0		1,965.73
Nye	\$ 7,856		\$0		1,570.94
Pershing	\$ 9,079		\$0		3,419.34
Storey	\$ 8,053		\$0		6,652.98
Washoe	\$ 5,658		\$0		1,284.41
White Pine	\$ 7,849		\$0		479.63
Multidistrict		893.0	\$4,977,582	<u>5,574</u>	

12. Estimated "Outside Revenue" (Supplemental Support) per pupil
This is the per pupil share of local taxes, etc, from the district.

\$1,061

13. Total basic support for enrollee including outside revenue

Total Weighted-#9	Hold Harmless-#10
\$ 5,925,001.42	\$ 4,550,241.85

14. Estimated dollar value of special education weighted funding 110,282

\$110,282

15. TOTAL BASIC SUPPORT GUARANTEE (Number 13 +14)

Total Weighted	Hold Harmless
\$ 6,035,283.42	\$ 4,660,523.85

Form 3	(1)	(2)	(3)	(4)	(4)
Quest Preparatory Academy	ACTUAL PRIOR	ESTIMATED	BUDGET YEAR ENDING 06/30/18		AMENDED
REVENUE	YEAR ENDING 06/30/16	YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	FINAL APPROVED
1000 LOCAL SOURCES					
1100 Taxes					
1110 Ad Valorem Taxes					
1111 Net Proceed of Mines					
1120 Sales & Use/School Support Taxes					
1140 Penalties & Interest on Tax					
1150 Residential Construction Tax					
1190 Other					
1200 Revenue from Local Govmt Units other than School Districts					
1300 Tuition					
1310 Tuition from Individuals					
1320 Tuition-other Govt sources within State					
1330 Tuition-other Govt sources out of State					
1400 Transportation Fees					
1410 Trans Fees from Individuals					
1420 Trans Fees - other Govt within State					
1430 Trans Fees - other Govt out of State					
1440 Trans Fees - Other Private Sources					
1500 Investment Income	11	11	11		
1600 Food Services					
1610 Daily Sales - Reimbursable Program	81,192	43,710	54,000		
1620 Daily Sales - Non-Reimbursable Progm					
1630 Special Functions					
1650 Daily Sales - Summer Food Program					
1700 Direct Activities	54,796	3,675	5,500		
1800 Community Service Activities	155				
1900 Other Revenues					
1910 Rent	26,000				
1920 Donations	2,759	1,763			
1930 Gains/Loss on Sales of Capital Assets					
1940 Textbook Sales & Rentals					
1950 Misc Revenues from Other Districts					
1951 Charter School Fees portion of code 1951					
1960 Misc Revenues from Other Local Govt					
1970 Operating Revenues					
1980 Refund of Prior Year's Expenditures					
1990 Miscellaneous - local sources	90,123	5,159	30,000		
TOTAL LOCAL SOURCES	255,036	54,318	89,511	0	0
3000 REVENUE FROM STATE SOURCES					
3100 Unrestricted Grants-in-Aid					
3110 Distributive School Account (DSA)	9,378,448	7,691,328	5,925,001		
3115 Special Ed portion of DSA	118,870	218,971	110,282		
3200 State Govt Restricted Funding	22,174	27,600	207,600		
3210 Special Transportation					
3220 Adult High School Diploma Program Fnd					
3230 Class Size Reduction					
3800 Revenue in Lieu of Taxes					
3900 Revenue for/on Behalf of School Dist					
TOTAL STATE SOURCES	9,519,491	7,937,899	6,242,883	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

REVENUE	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/18		(4)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
4000 FEDERAL SOURCES					
Unrestricted Grants-in-Aid DIRECT from					
4100 Fed Govt					
4103 E-Rate Funds	5,811	33,497	11,000		
Unrestricted Grants-in-Aid from Fed Govt					
4200 pass thru the State					
4300 Restricted Grants-in-Aid Direct - Fed	158,206	106,337	110,000		
Restricted Grants-in-Aid Fed Govnt pass-					
4500 thru the State					
Grants-in-Aid from Fed Govt Thru Other					
4700 Intermediate Agencies					
4800 Revenue in Lieu of Taxes					
4900 Revenue for/on Behalf of School District					
TOTAL FEDERAL SOURCES	164,017	139,834	121,000	0	0
OTHER RESOURCES AND FUND BALANCE	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/18		(4)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
5000 OTHER FINANCING SOURCES					
5100 Issuance of Bonds					
5110 Bond Principal					
Premium of Discount on the Issuance of					
5120 Bonds					
5200 Fund Transfers In					
Proceeds from the Disposal of Real or					
5300 Personal Property					
5400 Loan Proceeds					
5500 Capital Lease Proceeds					
5600 Other Long-Term Debt Proceeds					
6000 Other Items					
6100 Capital Contributions					
Amortization of Premium on Issuance of					
6200 Bonds					
6300 Special Items					
6400 Extraordinary Items					
TOTAL OTHER SOURCES	0	0	0	0	0
8000 OPENING FUND BALANCE					
Reserved Opening Balance					
Unreserved Opening Balance					
TOTAL OPENING FUND BALANCE	0	0	0	0	0
Prior Period Adjustments					
Residual Equity Transfers					
TOTAL ALL RESOURCES	9,938,544	8,132,051	6,453,394	0	0

Budget Fiscal Year 2017-2018

Quest Preparatory Academy Form 4 PROGRAM FUNCTION OBJECT	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/18		(5)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
100 REGULAR PROGRAMS					
1000 Instruction					
100 Salaries	3,406,436	2,436,513	2,167,500		
200 Benefits	888,915	339,924	614,730		
300/400/500 Purchased Services	198				
600 Supplies	97,629	77,820	80,000		
700 Property	-8,445	3,675	10,000		
800 Other	33,410				
2100-2600, 2900 Other Support Services					
100 Salaries	1,445,245	1,018,408	857,638		
200 Benefits	389,167	450,669	246,925		
300/400/500 Purchased Services	1,689,727	2,389,930	1,500,000		
600 Supplies	65,083	136,425	115,000		
700 Property	22,987	121,043	80,000		
800 Other	17,406	16,923	15,000		
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
100 TOTAL REGULAR PROGRAMS	8,485,422	6,991,329	5,686,792	0	0
140 Summer School for Reg Programs					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
140 TOTAL Summer School - Reg Prog	0	0	0	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

Form 4 Expenditures

2/21/2017

Quest Preparatory Academy PROGRAM FUNCTION OBJECT	(1) ACTUAL PRIOR YEAR ENDING 06/30/16	(2) ESTIMATED CURRENT YEAR ENDING 06/30/17	BUDGET YEAR ENDING 06/30/18		(5) AMENDED FINAL APPROVED
			TENTATIVE APPROVED	FINAL APPROVED	
200 SPECIAL PROGRAMS					
1000 Instruction					
100 Salaries	408,947	270,505	295,250		
200 Benefits	91,968	29,040	85,065		
300/400/500 Purchased Services	41,620	66,596	68,000		
600 Supplies	491				
700 Property					
800 Other	2,700		1,500		
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
200 SPECIAL PROGRAMS	545,726	366,141	449,815	0	0
240 Summer School for Special Programs					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
240 TOTAL Summer School - Spec Prog	0	0	0	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

Form 4 Expenditures

2/21/2017

PROGRAM FUNCTION OBJECT	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/18		(5)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
270 Gifted and Talented Programs					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
270 TOTAL Gifted & Talented Programs	0	0	0	0	0
300 Vocational & Technical Programs					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
300 Total Vocational & Technical Prog	0	0	0	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

Form 4 Expenditures

2/21/2017

PROGRAM FUNCTION OBJECT	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/18		(5)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
340 Summer School for Voc & Tech					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
340 Total Summer School for Voc & Tech	0	0	0	0	0
420 English for Speakers of Other Lang					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services		25,116			
600 Supplies		1,900			
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
420 Total Speakers of Other Lang	0	27,016	0	0	0

PROGRAM FUNCTION OBJECT	(1)	(2)	(3)	(4)	(5)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	BUDGET YEAR ENDING 06/30/18 TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
430 At Risk Education Programs					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
430 Total At Risk Education Programs	0	0	0	0	0
440 Summer School for Other Inst Prog					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
440 Total Summer School for Other Inst Prog	0	0	0	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

Form 4 Expenditures

2/21/2017

PROGRAM FUNCTION OBJECT	(1)	(2)	BUDGET YEAR ENDING 06/30/18		(5)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
490 Other Instructional Programs					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
490 Total Other Instructional Programs	0	0	0	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

Form 4 Expenditures

2/21/2017

800 Community Services Programs					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
800 Total Community Services Programs	0	0	0	0	0
900 Co-curricular & Extra-Curricular					
1000 Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100-2600, 2900 Other Support Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
900 Co-curricular & Extra-Curricular	0	0	0	0	0

Form 4 Expenditures

2/21/2017

PROGRAM FUNCTION OBJECT	(1)	(2)	(3)	(4)	(5)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	BUDGET YEAR ENDING 06/30/18 FINAL APPROVED	AMENDED FINAL APPROVED
000 UNDISTRIBUTED EXPENDITURES					
2100 Support Services-Students					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2100 SUBTOTAL	0	0	0	0	0
2200 Support Services-Instruction					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2200 SUBTOTAL	0	0	0	0	0
2300 Support Services-Gen Admin					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2300 SUBTOTAL	0	0	0	0	0
2400 Support Serv-School Admin					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2400 SUBTOTAL	0	0	0	0	0
2500 Central Services					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2500 SUBTOTAL	0	0	0	0	0

PROGRAM FUNCTION OBJECT	(1)	(2)	BUDGET YEAR ENDING 06/30/18		(5)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
2600 Operating/Maintenance Plant Service					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2600 SUBTOTAL	0	0	0	0	0
2700 Student Transportation					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2700 SUBTOTAL	0	0	0	0	0
2900 Other Support (All Objects)					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
2900 SUBTOTAL	0	0	0	0	0
2000s TOTAL SUPPORT SERVICES	0	0	0	0	0
3100 Food Service					
100 Salaries	176,158	147,531	89,457		
200 Benefits	53,015	17,718	25,125		
300/400/500 Purchased Services		160,000	110,000		
600 Supplies	253,256				
700 Property					
800 Other					
3100 TOTAL FOOD SERVICES	482,429	325,249	224,582	0	0

PROGRAM FUNCTION OBJECT	(1)	(2)	BUDGET YEAR ENDING 06/30/18		(5)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
4100 Land Acquisition					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
4100 SUBTOTAL	0	0	0	0	0
4200 Land Improvement					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
4200 SUBTOTAL	0	0	0	0	0
4300 Architecture/Engineering					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
4300 SUBTOTAL	0	0	0	0	0
4400 Educational Specifications Dev					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
4400 SUBTOTAL	0	0	0	0	0
4500 Building Improvement					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
4500 SUBTOTAL	0	0	0	0	0
4600 Site Improvement					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
4600 SUBTOTAL	0	0	0	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

Form 4 Expenditures

2/21/2017

PROGRAM FUNCTION OBJECT	(1)	(2)	(3) BUDGET YEAR ENDING 06/30/18		(5)
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED	AMENDED FINAL APPROVED
4700 Building Improvement					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
4700 SUBTOTAL	0	0	0	0	0
4900 Other (All Objects)					
100 Salaries					
200 Benefits					
300/400/500 Purchased Services					
600 Supplies					
700 Property					
800 Other					
4900 SUBTOTAL	0	0	0	0	0
4000s TOTAL FACILITIES ACQUISITION AND	0	0	0	0	0
5000 Debt Service	48,506	19,828	20,000		
000 EXPENDITURES	530,935	345,077	244,582	0	0
TOTAL ALL EXPENDITURES	8,485,422	7,729,564	6,381,190	0	0
6300	XXXXXXXXXXXX				
Contingency (not to exceed 3% of Total Expenditures)	XXXXXXXXXXXX	231,887	191,436		
8000 ENDING FUND BALANCE					
Reserved Ending Balance					
Unreserved Ending Balance					
TOTAL ENDING FUND BALANCE	0	231,887	191,436	0	0
TOTAL APPLICATIONS	8,485,422	7,961,450	6,572,626	0	0

CHECKS:	Contingency cannot exceed:	XXXXXXXX	231,887	191,436	0	0
	Calculated Total Ending Fund Balance:	1,453,122	402,487	72,204	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

Form 4 Expenditures

2/21/2017

TENTATIVE BUDGET 2017-2018				
(1) PROGRAM OR FUNCTION	(2) SALARIES AND WAGES	(3) EMPLOYEE BENEFITS	(4) SERVICES SUPPLIES AND OTHER	(5) SUB-TOTAL REQUIRE- MENTS
PROGRAM EXPENDITURES				
100 Regular	3,025,138	861,655	1,800,000	5,686,792
200 Special	295,250	85,065	69,500	449,815
300 Vocational	0	0	0	0
400 Other PK-12	0	0	0	0
500 Nonpublic School				0
600 Adult Education				0
800 Community Services	0	0	0	0
900 Co-Curricular/Extra Curricular	0	0	0	0
PROGRAM TOTALS	3,320,388	946,720	1,869,500	6,136,607
000 Undistributed Expenditures				
2000 Support Services	0	0	0	0
3100 Food Service	89,457	25,125	110,000	224,582
4000 Facility Acquisition and Construction			0	0
5000 Debt Service			20,000	20,000
6300 Contingency				191,436
8000 Ending Balance				0
UNDISTRIBUTED TOTALS	89,457	25,125	130,000	436,018
TOTAL ALL FUNDS TENTATIVE	3,409,845	971,845	1,999,500	6,572,626
FINAL BUDGET 2017-2018				
(1) PROGRAM OR FUNCTION	(2) SALARIES AND WAGES	(3) EMPLOYEE BENEFITS	(4) SERVICES SUPPLIES AND OTHER	(5) SUB-TOTAL REQUIRE- MENTS
PROGRAM EXPENDITURES				
100 Regular	0	0	0	0
200 Special	0	0	0	0
300 Vocational	0	0	0	0
400 Other PK-12	0	0	0	0
500 Nonpublic School	0	0	0	0
600 Adult Education	0	0	0	0
800 Community Services	0	0	0	0
900 Co-Curricular/Extra Curricular	0	0	0	0
PROGRAM TOTALS	0	0	0	0
000 Undistributed Expenditures				
2000 Support Services	0	0	0	0
3100 Food Service	0	0	0	0
4000 Facility Acquisition and Construction			0	0
5000 Debt Service			0	0
6300 Contingency				0
8000 Ending Balance				0
UNDISTRIBUTED TOTALS	0	0	0	0
TOTAL ALL FUNDS FINAL BUDGET	0	0	0	0

FINAL AMENDED BUDGET - Estimated				
	Obj 100	Obj 200	Obj 300-900	
(1) PROGRAM OR FUNCTION	(2) SALARIES AND WAGES	(3) EMPLOYEE BENEFITS	(4) SERVICES SUPPLIES AND OTHER	(5) SUB-TOTAL REQUIRE- MENTS
PROGRAM EXPENDITURES				
100 Regular	0	0	0	0
200 Special	0	0	0	0
300 Vocational	0	0	0	0
400 Other PK-12	0	0	0	0
500 Nonpublic School	0	0	0	0
600 Adult Education	0	0	0	0
800 Community Services	0	0	0	0
900 Co-Curricular/Extra Curricular	0	0	0	0
PROGRAM TOTALS	0	0	0	0
000 Undistributed Expenditures				
2000 Support Services	0	0	0	0
3100 Food Service	0	0	0	0
4000 Facility Acquisition and Construction			0	0
5000 Debt Service			0	0
6300 Contingency				0
8000 Ending Balance				0
UNDISTRIBUTED TOTALS	0	0	0	0
TOTAL FINAL AMENDED BUDGET	0	0	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

Form 5 Exp Summary

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2/21/2017

PROPRIETARY OR ENTERPRISE FUND

Quest Preparatory Academy

Fund:	REVENUE	(1)	(2)	(3) (4)	
		ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	BUDGET YEAR ENDING 06/30/18	
				TENTATIVE APPROVED	FINAL APPROVED
1000 LOCAL SOURCES					
1300 Tuition					
1400 Transportation Fees					
1500 Investment Income					
1600 Food Services					
1700 Direct Activities					
1800 Community Service Activities					
1900 Other Revenues					
TOTAL LOCAL SOURCES		0	0	0	0
3000 REVENUE FROM STATE SOURCES					
3100 Unrestricted Grants-in-Aid					
3200 State Govt Restricted Funding					
TOTAL STATE SOURCES		0	0	0	0
4000 FEDERAL SOURCES					
4100 Unrestricted Grants-in-Aid DIRECT from Fed Govt					
4200 Unrestricted Grants-in-Aid from Fed Govt pass thru the State					
4300 Restricted Grants-in-Aid Direct - Fed					
4500 Restricted Grants-in-Aid Fed Govnt pass-thru the State					
4700 Grants-in-Aid from Fed Govt Thru Other Intermediate Agencies					
TOTAL FEDERAL SOURCES		0	0	0	0
5000 OTHER FINANCING SOURCES					
5200 Fund Transfers In					
5300 Proceeds from the Disposal of Real or Personal Property					
5400 Loan Proceeds					
5500 Capital Lease Proceeds					
5600 Other Long-Term Debt Proceeds					
6000 Other Items					
TOTAL OTHER SOURCES		0	0	0	0
8000 OPENING FUND BALANCE					
Reserved Opening Balance					
Unreserved Opening Balance					
TOTAL OPENING FUND BALANCE		0	0	0	0
TOTAL ALL RESOURCES		0	0	0	0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

Form 6 Proprietary/Enterprise FUNCTION / OBJECT	(1)	(2)	(3) (4) BUDGET YEAR ENDING 06/30/18	
	ACTUAL PRIOR YEAR ENDING 06/30/16	ESTIMATED CURRENT YEAR ENDING 06/30/17	TENTATIVE APPROVED	FINAL APPROVED
EXPENSES				
1000 Instruction				
100 Salaries				
200 Benefits				
300/400/500 Purchased Services				
600 Supplies				
700 Property				
800 Other				
SUBTOTAL INSTRUCTION EXPENSES:	0	0	0	0
2000 Support Services				
100 Salaries				
200 Benefits				
300/400/500 Purchased Services				
600 Supplies				
700 Property				
800 Other				
SUBTOTAL SUPPORT EXPENSES:	0	0	0	0
3100 Food Service				
100 Salaries				
200 Benefits				
300/400/500 Purchased Services				
600 Supplies				
700 Property				
800 Other				
SUBTOTAL FOOD SERVICE EXPENSES:	0	0	0	0
4000 Facilities Acquisition & Construction				
100 Salaries				
200 Benefits				
300/400/500 Purchased Services				
600 Supplies				
700 Property				
800 Other				
SUBTOTAL FOOD SERVICE EXPENSES:	0	0	0	0
5000 Debt Service				
6000 Miscellaneous				
SUBTOTAL OTHER SERVICES	0	0	0	0
TOTAL EXPENSES	0	0	0	0
8000 ENDING FUND BALANCE				
Reserved Ending Balance				
Unreserved Ending Balance				
TOTAL ENDING FUND BALANCE	0	0	0	0
TOTAL APPLICATIONS	0	0	0	0

Quest Preparatory Academy

ALL EXISTING OR PROPOSED

* - Type - use codes 1-11

- 1 - General Obligation Bonds
- 2 - G. O. Revenue Supported Bonds
- 3 - G. O. Special Assessment Bonds
- 4 - Revenue Bonds
- 5 - Medium-Term Financing

- 6 - Medium-Term Financing - Lease Purchase
- 7 - Capital Leases
- 8 - Special Assessment Bonds
- 9 - Mortgages
- 10 - Other (Specify Type)
- 11 - Proposed (Specify Type)

(1) NAME OF LOAN List and Subtotal By Fund	(2) Type *	(3) Number of Months of TERM	(4) ORIGINAL AMOUNT OF ISSUE	(5) ISSUE DATE	(6) FINAL PAYMENT DATE	(7) INTEREST RATE	(8) BEGINNING OUTSTANDING BALANCE 7/1/2017	(9) REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/18		(11) (9) + (10) 6/30/2018 TOTAL
								INTEREST PAYABLE	PRINCIPAL PAYABLE	
FUND:										
3303137	9	120	\$234,000	07/12/12	7/5/20122	6.25%	\$200,176	\$12,514	\$7,314	\$19,828
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
										\$0
TOTAL ALL DEBT SERVICE			\$234,000				\$200,176	\$12,514	\$7,314	\$19,828

Quest Preparatory Academy

Form 7 INDEBTEDNESS

Budget Fiscal Year 2017-2018

2/21/2017

Quest Preparatory Academy

REPORT FOR ALL FUNDS		2017-2018	FROM DISTRICTS WITHIN NEVADA		FROM DISTRICTS OUTSIDE NEVADA	
REVENUES	Revenue CODES		(1) TUITION	(2) TRANSPORTATION	(3) TUITION	(4) TRANSPORTATION
Nevada Individuals	1310/1410		1310 NV Individual	1410 NV Individual	1310 Out-of-state Ind	1410 Out-of-state Ind
Nevada School Districts	1321/1421		1321 NV School Dist	1421 NV School Dist	1331 Out-of-state SD	1431 Out-of-state SD
Out-of-state Individuals	1310/1410					
Out-of-State School Districts	1331/1431					
			\$0	\$0	\$0	\$0

		TO DISTRICTS WITHIN NEVADA		TO DISTRICTS OUTSIDE NEVADA	
EXPENDITURES	Object Codes				
100 - Regular Programs		561	511	562	512
200 - Special Programs					
300 - Vocational Programs					
400 - Other PK-12 Programs					
500 - Nonpublic Programs					
600 - Adult Programs					
TOTALS		\$0	\$0	\$0	\$0

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

[illegible]

Budget Fiscal Year 2017-2018

2/21/2017

LOBBY EXPENSES 2017-2018

Pursuant to NRS 354.600 (3), **each** (emphasis added) local government budget must obtain a separate statement of anticipated expenses relating to activities designed to influence the passage or defeat of legislation in an upcoming legislative session.

1. Activity: _____

2. Funding Source: _____

3. Transportation \$ _____

4. Lodging and meals \$ _____

5. Salaries and Wages \$ _____

6. Compensation to lobbyists \$ _____

7. Entertainment \$ _____

8. Supplies, equipment & facilities; other personnel and
services spent in Carson City \$ _____

Total \$ _____

Entity: _____

Lobbying Expense Estimate,

Quest Preparatory Academy

Budget Fiscal Year 2017-2018

CASH FLOW STATEMENT

ED	PROJECTED September	PROJECTED October	PROJECTED November	PROJECTED December	PROJECTED January	PROJECTED February	PROJECTED March	PROJECTED April	PROJECTED May	PROJECTED June	Total Projected	Final Approved Budget	Variance
1.29	\$ 502,940.29	\$ 502,940.29	\$ 502,940.29	\$ 502,940.29	\$ 502,940.29	\$ 502,940.29	\$ 502,940.29	\$ 502,940.29	\$ 502,940.29	\$ 502,940.29	\$ 6,035,283.42		\$ 6,035,283.42
3.67	\$ 13,666.67	\$ 13,666.67	\$ 13,666.67	\$ 13,666.67	\$ 13,666.67	\$ 13,666.67	\$ 13,666.67	\$ 13,666.67	\$ 13,666.67	\$ 13,666.67	\$ 164,000.00		\$ 164,000.00
3.33	\$ 458.33	\$ 458.33	\$ 458.33	\$ 458.33	\$ 458.33	\$ 458.33	\$ 458.33	\$ 458.33	\$ 458.33	\$ 458.33	\$ 5,500.00		\$ 5,500.00
3.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 180,000.00		\$ 180,000.00
3.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 916.67	\$ 11,000.00		\$ 11,000.00
3.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 27,600.00		\$ 27,600.00
1.92	\$ 2,500.92	\$ 2,500.92	\$ 2,500.92	\$ 2,500.92	\$ 2,500.92	\$ 2,500.92	\$ 2,500.92	\$ 2,500.92	\$ 2,500.92	\$ 2,500.92	\$ 30,011.00		\$ 30,011.00
2.87	\$ 537,782.87	\$ 537,782.87	\$ 537,782.87	\$ 537,782.87	\$ 537,782.87	\$ 537,782.87	\$ 537,782.87	\$ 537,782.87	\$ 537,782.87	\$ 537,782.87	\$ 6,453,394.42		\$ 6,453,394.42
5.74	\$ 1,613,348.61	\$ 2,151,131.47	\$ 2,688,914.34	\$ 3,226,697.21	\$ 3,764,480.08	\$ 4,302,262.95	\$ 4,840,045.82	\$ 5,377,828.68	\$ 5,915,611.55	\$ 6,453,394.42			
3.75	\$ 284,153.75	\$ 284,153.75	\$ 284,153.75	\$ 284,153.75	\$ 284,153.75	\$ 284,153.75	\$ 284,153.75	\$ 284,153.75	\$ 284,153.75	\$ 284,153.75	\$ 3,409,845.00		\$ (3,409,845.00)
7.08	\$ 80,987.08	\$ 80,987.08	\$ 80,987.08	\$ 80,987.08	\$ 80,987.08	\$ 80,987.08	\$ 80,987.08	\$ 80,987.08	\$ 80,987.08	\$ 80,987.08	\$ 971,844.96		\$ (971,844.96)
3.83	\$ 365,140.83	\$ 365,140.83	\$ 365,140.83	\$ 365,140.83	\$ 365,140.83	\$ 365,140.83	\$ 365,140.83	\$ 365,140.83	\$ 365,140.83	\$ 365,140.83	\$ 4,381,689.96		\$ (4,381,689.96)
3.08	\$ 6,799.08	\$ 6,799.08	\$ 6,799.08	\$ 6,799.08	\$ 6,799.08	\$ 6,799.08	\$ 6,799.08	\$ 6,799.08	\$ 6,799.08	\$ 6,799.08	\$ 81,588.96		\$ (81,588.96)
4.00	\$ 63,184.00	\$ 63,184.00	\$ 63,184.00	\$ 63,184.00	\$ 63,184.00	\$ 63,184.00	\$ 63,184.00	\$ 63,184.00	\$ 63,184.00	\$ 63,184.00	\$ 758,208.00		\$ (758,208.00)
3.56	\$ 9,555.56	\$ 9,555.56	\$ 9,555.56	\$ 9,555.56	\$ 9,555.56	\$ 9,555.56	\$ 9,555.56	\$ 9,555.56	\$ 9,555.56	\$ 9,555.56	\$ 114,666.72		\$ (114,666.72)
3.78	\$ 67,093.78	\$ 67,093.78	\$ 67,093.78	\$ 67,093.78	\$ 67,093.78	\$ 67,093.78	\$ 67,093.78	\$ 67,093.78	\$ 67,093.78	\$ 67,093.78	\$ 805,125.36		\$ (805,125.36)
3.92	\$ 9,450.92	\$ 9,450.92	\$ 9,450.92	\$ 9,450.92	\$ 9,450.92	\$ 9,450.92	\$ 9,450.92	\$ 9,450.92	\$ 9,450.92	\$ 9,450.92	\$ 113,411.04		\$ (113,411.04)
3.34	\$ 833.34	\$ 833.34	\$ 833.33	\$ 833.33	\$ 833.33	\$ 833.33	\$ 833.33	\$ 833.33	\$ 833.33	\$ 833.33	\$ 10,000.00		\$ (10,000.00)
3.00	\$ 30,000.00										\$ 80,000.00		\$ (80,000.00)
3.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 1,375.00	\$ 16,500.00		\$ (16,500.00)
3.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 1,666.67	\$ 20,000.00		\$ (20,000.00)
											\$ -		\$ -
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											\$ -		\$ -
3.18	\$ 555,099.18	\$ 525,099.18	\$ 525,099.17	\$ 525,099.17	\$ 525,099.17	\$ 525,099.17	\$ 525,099.17	\$ 525,099.17	\$ 525,099.17	\$ 525,099.17	\$ 6,381,190.04	\$ -	\$ (6,381,190.04)
3.35	\$ 1,655,297.53	\$ 2,180,396.71	\$ 2,705,495.87	\$ 3,230,595.04	\$ 3,755,694.21	\$ 4,280,793.37	\$ 4,805,892.54	\$ 5,330,991.71	\$ 5,856,090.87	\$ 6,381,190.04	\$ 6,381,190.04	\$ -	\$ 72,204.38
	#מורה/מ	#מורה/מ	#מורה/מ	#מורה/מ	#מורה/מ	#מורה/מ	#מורה/מ	#מורה/מ	#מורה/מ	#מורה/מ			

Projected Cash Balance Statement

\$ 3.31	\$ (17,316.31)	\$ 12,683.69	\$ 12,683.70	\$ 12,683.70	\$ 12,683.70	\$ 12,683.70	\$ 12,683.70	\$ 12,683.70	\$ 12,683.70	\$ -	\$ 72,204.38
3.69	\$ 525,367.38	\$ 508,051.08	\$ 520,734.77	\$ 533,418.47	\$ 546,102.17	\$ 558,785.87	\$ 571,469.57	\$ 584,153.27	\$ 596,836.98		\$ -
3.38	\$ 508,051.08	\$ 520,734.77	\$ 533,418.47	\$ 546,102.17	\$ 558,785.87	\$ 571,469.57	\$ 584,153.27	\$ 596,836.98	\$ 609,520.68	\$ 622,204.38	\$ 72,204.38

FINANCIAL POLICIES & PROCEDURES





QUEST
PREPARATORY ACADEMY

Financial Policies & Procedures

as adapted from the

Suggested Model
Financial Policies for
Nevada Charter Schools

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Preface

Quest Academy has developed these policies and procedures as adapted from The Suggested Model Financial Policies for Nevada Charter Schools which were developed by the Nevada Department of Education to assist Nevada's charter schools in their attempts to establish and maintain strong financial standing and accountability. These policies and procedures include policies as approved in the Quest Academy Charter School Agreement with the State Public Charter School Authority, and complies with Nevada Administrative Code and Nevada Revised Statutes as they apply to Nevada Charter Schools.

In the event a policy or procedure documented here disagrees with an NAC or NRS statute, the statute shall supersede the policy and/or procedures indicated here.

Fiscal Management Goals

The governing body will review the fiscal needs of the Quest Academy Charter School annually, considering instruction, capital outlay, building improvements and adjustments to accommodate any growth or decline of student enrollment or charter school area. The governing body encourages the input of staff, parents and members of the community as a part of the review and recommendation process. After due consideration of recommendations, the governing body will adopt fiscal goals for the school year.

END OF POLICY

Legal Reference(s):

Quest Academy Charter School Budget

The Quest Academy Charter School budget will serve as the financial plan of operation for the charter school and will include estimates and purpose of expenditures for a given period and the proposed means of financing the estimated expenditures. The Quest Academy Charter School will provide the budget and budget documents in accordance with the rules and regulations as specified by the Nevada Department of Education on an annual basis.

The charter school budget will be prepared in full compliance with NRS 386.550 and NAC 386.370. The controller will be responsible for the preparation of the budget document.

END OF POLICY

Legal Reference(s):

Budgeting System

The Quest Academy Charter School's budgeting system will be in accordance with federal and state laws, regulations and sponsor and charter school procedures.

END OF POLICY

Legal Reference(s):

Budget Calendar

The Governing body will adopt and comply with a budget calendar which identifies dates and deadlines required for the legal presentation and adoption of the budget as determined by the Nevada Department of Education. The budget calendar will be prepared on an annual basis.

The administrator will prepare and recommend a proposed calendar for governing body approval. The calendar will identify dates and activities to include those needed to comply with state law.

END OF POLICY

Legal Reference(s):

NAC 386.370

NOTE: 386.370 reads as follows:
A Budget Calendar is not required.

Budget Priorities

As the budget is prepared, staff will use a prioritizing system consistent with program needs as identified by staff and the governing body. Priorities should be established to be used as a basis for budget additions or reductions.

A budget committee may review suggested priorities and will either accept, modify or reject the priorities.

END OF POLICY

Legal Reference(s):

General Operating Contingencies

General operating contingencies may be established at an amount deemed sufficient by the governing body to responsibly enable the Quest Academy Charter School to meet unforeseen financial needs due to emergencies and changing charter school needs not to exceed 3% of charter school general fund funding amounts.

General operating contingencies may be recommended by the administrator for governing body approval. The need, purpose and amount of the transfer shall be duly recorded.

END OF POLICY

Legal Reference(s):

NRS 386.550

NAC 386.370

Fund Balance

The governing body recognizes its responsibility to establish an unreserved fund balance¹ in an amount sufficient to:

1. Protect the charter school from unnecessary borrowing in order to meet cash-flow needs;
2. Provide prudent reserves to meet unexpected emergencies and protect against catastrophic events;
3. Meet the uncertainties of state and federal funding; and
4. Help ensure a charter school credit rating that would qualify the charter school for lower interest costs.

Consequently, the governing body directs the administrator to manage the currently adopted budget in such a way to ensure [strive for] an ending fund balance of at least 8.3 percent of total adopted revenues.

In determining an appropriate unreserved fund balance, the governing body will consider a variety of factors with potential impact on the Quest Academy Charter School's budget including the predictability and volatility of its expenditures²; the availability of resources in other funds as well as the potential drain upon general fund resources from other funds³; liquidity⁴; and designations⁵. Such factors will be reviewed annually.

END OF POLICY

Legal Reference(s):

¹The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain an unreserved fund balance in their general fund of no less than 5 to 15 percent of regular general fund operating revenues, or of no less than one to two months of regular general fund operating expenditures. The Nevada Association of School Business Officials recommends, at a minimum, an unreserved ending fund balance of no less than 3 to 8 percent of the general fund budget. In general practice, levels of fund balance, typically, are less for larger governments than for smaller governments because of the magnitude of the amounts involved and because the diversification of their revenues and expenditures often results in lower degrees of volatility.

²Higher levels of unreserved fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile.

³The availability of resources in other funds may reduce the amount of unreserved fund balance needed in the general fund, just as deficits in other funds may require that a higher level of unreserved fund balance be maintained in the general fund.

⁴The disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained.

⁵The need to maintain a higher level of unreserved fund balance to compensate for any portion of unreserved fund balance already designated for a special purpose.

Budget Preparation

The controller has the overall responsibility for budget preparation and will develop such procedures necessary to ensure that the proposed budget reflects all areas of charter school operation.

The administrator, controller, and the governing body will establish budget priorities for the Quest Academy Charter School and will make appropriate recommendations related to those priorities.

The controller will deliver the budget message and actual budget document to the budget committee when the message and budget have been completed and are ready for presentation.

END OF POLICY

Legal Reference(s):

Budget Preparation

The following steps will be followed in preparing the budget:

1. In developing the proposed budget, the controller will solicit participation by administrators, teachers and other building staff in determining the budget requirements necessary to meet identified student needs;
2. Building administrators will evaluate proposed staff budget requests to ensure compatibility with charter school goals, curriculum goals and fiscal guidelines;
3. After screening requests, administrators will submit their proposed building budgets to the management team for discussion and possible modification before presentation to the budget committee;
4. The controller will work with the management team and other supervisory staff to develop proposed budgets for the various administrative units of the charter school;
5. The controller will compile the proposed budget and will present it to the budget committee. He/She will see that committee members have detailed as well as summary information early enough to allow time for adequate study before decisions are made.

Budget Committee

Organization, Membership and Terms of Office

The Quest Academy Charter School budget committee will consist of the members of the governing body and electors appointed by the governing body. The governing body will establish appropriate timelines and procedures for appointment of budget committee members.

A majority of the constituted committee is required for passing an action item.

Presiding Officer and Orientation of Budget Committee

- Organization: The budget committee will hold its first regular organizational meeting on a day set by the governing body. A presiding officer shall be elected from among its members at this meeting. Such meeting may be prior to or on the date the budget message and document are presented.
- Background Information: Budget committee members will be provided with data for the ensuing year(s), such as the governing body's educational plan, and other pertinent material bearing on the preparation of a school budget.

Meetings of the Budget Committee

The budget committee shall hold one or more meetings to receive the budget message, the budget document and to provide members of the public with an opportunity to ask questions about and comment on the budget document. The budget officer shall announce the time and place for all meetings, as provided by law. All meetings of the budget committee are open to the public pursuant to NAC 386.223.

Function of the Budget Committee

It is the function of the budget committee to approve budget estimates for an educational plan previously determined by the governing body. No new program should be considered for the budget estimate that has not previously been submitted to the governing body and approved as a part of the educational plan. The budget committee will determine levels of spending, but will not determine programs.

Final Action

The budget committee will approve an estimated budget document for submission to the governing body.

END OF POLICY

Legal Reference(s):

NAC 386.223

Budget Hearing

After the budget document has been approved by the budget committee, a public hearing will be held regarding the recommended budget document. The date will be on or before June 1st; time and place will be determined by the governing body. At the hearing, any person may speak for or against items in the budget document.

END OF POLICY

Legal Reference(s):

NAC 386.370

Budget Implementation

The budget, as adopted by the governing body, becomes the financial plan of the Quest Academy Charter School for the ensuing budget period.

The administrator and staff are authorized to make expenditures and commitments in accordance with the policies of the governing body and the approved budget.

The administrator will make the governing body aware of any substantial changes in expected revenues or unusual expenditures to the governing body by January 1st and the end of the fiscal year.

END OF POLICY

Legal Reference(s):

Budget Transfer Authority

The adopted budget is a financial plan which may be subject to change as a result of circumstances or events occurring during the ensuing budget period. All appropriation transfers shall be made using the guidelines in NAC Chapter 354.

END OF POLICY

Legal Reference(s):

NAC Chapter 354

Budget Transfer Authority

1. The "Budget Transfer Request" form will be filed in the business office with a second copy being forwarded to the originating department after final approval.
2. All "Budget Transfer Request" forms, when completed and approved by building administrators and/or department directors and/or budget owner, will be forwarded to accounting for review. A determination will be made if funds are available for transfer (i.e., outstanding encumbrances or low fund balance).
3. Requests will be forwarded to the administrator for approval. If the request involves a transfer between levels of appropriation, a resolution will be prepared for Board consideration.
4. The "Budget Transfer Request" form will accompany the resolution and upon affirmative action by the governing body, be signed by the administrator.
5. The approved request will then be acted upon by the controller who will make the transfer.

BUDGET TRANSFER REQUEST

DATE: _____

Fund	Function	Object	Building	Area	Decrease	Increase

Explanation of Request

Requested by: _____

Reviewed by: _____
Accounting

Approved: _____
Administrator

Approval: _____
Controller

Funding Proposals and Applications

The Quest Academy Charter School shall pursue federal, state or private grants or other such funds that will assist the charter school in meeting adopted governing body and charter school goals.

Proposals for external funds will be submitted to the governing body for evaluation and approval.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the governing body, the administrator is authorized to use his/her judgment in approving it for submission. The administrator will review the proposal with the governing body at its next regular meeting. The governing body reserves the right to reject funds associated with any grant which has been approved.

The governing body shall, before an acceptance of such funds, consider the charter school's obligations, expectations or encumbrances when the grant ceases.

END OF POLICY

Legal Reference(s):

Revenues From Private, State and Federal Sources

The governing body may authorize, accept and use private, state or federal funds available to the Quest Academy Charter School to carry out charter school educational programs. The charter school will comply with all regulations and procedures required for receiving and using such funds.

END OF POLICY

Legal Reference(s):

NRS 386.570

Investment of Funds

The governing body may authorize the investment or reinvestment of funds which are not immediately needed for operation of the Quest Academy Charter School. Such investments will comply with state law and Nevada Administrative Code.

END OF POLICY

Legal Reference(s):

NRS 386.570

Investment of Funds

These regulations are issued for the guidance of the portfolio manager in the day-to-day operation of the investment program.

These regulations apply to activities of the portfolio manager with regard to investing the financial assets of all excess funds of the Quest Academy Charter School including the General Fund, Special Revenue Funds, Capital Project Funds, Internal Services Funds and any and all Trust and Agency Funds under the control and direction of the charter school.

The portfolio manager will routinely and actively monitor the contents of the investment portfolio, the available markets and the relative values of competing investments and will adjust the portfolio accordingly. The portfolio manager, acting in accordance with these procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported as soon as practical and that appropriate action is taken to control adverse developments.

All investments will be carried at cost. Gains or losses from investments will be credited or charged to investment income at the time of sale. Premiums or discounts on securities may be amortized over the life of the security.

Diversification of Maturity

1. The charter school shall attempt, to the maximum extent possible, to match investment maturity schedules with anticipated cash flow requirements. In no event, unless specifically matched to specific requirements such as bond sinking funds or reserves, will the charter school invest in securities having a maturity more than 18 months from the date of purchase.
2. Investment maturities for operating funds shall be scheduled to coincide with projected cash flow needs.
3. In determining the amount of excess funds available for investment purposes, the portfolio manager will maintain cash flow projections and schedules as well as a historical record of expenditures and receipts. These forecasts and schedules will be reviewed and updated as required to reflect actual conditions as they exist.

Qualified Institutions for Investment Purchases

1. The charter school shall evaluate each financial institution (as used herein, the term is meant to include brokers/dealers) from whom it purchases investments as to financial soundness at least once annually. Investigation may include review of the most recent Consolidated Report

of Condition ("call" report), rating reports, financial statements as well as analysis of the particular institution's management, profitability, capitalization and asset quality.

2. Any financial institution with whom the charter school wishes to do business shall provide financial data at the request of the portfolio manager. The information will be reviewed by the portfolio manager who will decide on the soundness of the institution before adding that institution to those that are on the approved qualified institution list for the charter school. The charter school reserves the right to be selective and to add or delete institutions from the approved list at will.
3. The portfolio manager will maintain a qualified institution list. A financial institution must be on this approved list prior to transacting any business with the charter school. A basic requirement for inclusion on the approved listing is a capital adequacy ratio in excess of 120 percent (1.2 to 1).
4. All approved financial institutions must be chartered in Nevada and insured by either the FDIC or FSLIC.
5. Brokers or dealers not affiliated with a bank shall have offices located in Nevada, be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers, or be required to meet capital adequacy requirements.

Diversification of Instrument of Investment

1. The portfolio manager will diversify the investment portfolio to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual institutions or maturities.
2. Time certificates of deposit: In purchasing a time certificate of deposit (TCD), the portfolio manager will not invest an amount which is more than 10 percent of the total deposits of any single institution. As required by Nevada Revised Statutes, the portfolio manager will be responsible to ensure that a Certificate of Participation has been presented by the issuing institution to cover any outstanding TCD above the statutory level of insurance provided by FDIC/FSLIC. The charter school will always require full collateralization on all TCD investments.
3. Banker's acceptances: All banker's acceptances (BA's) will be purchased from a Nevada chartered financial institution.
4. Repurchase Agreements: All repurchase agreements will be collateralized 110 percent by U.S. Government or Agency obligations. All collateral will be held by third party safekeeping. A signed repurchase agreement will be obtained from the issuing institution.
5. U.S. Treasury Obligations: No limits on purchase.
6. U.S. Government Agency Securities: No limits on purchases other than limit on concentration of 25 percent in any one type issue.

7. Local Government Investment Pool: The LGIP limits investment to two accounts of \$30,630,000 each. Other than this limitation, there is no limit to the amount that can be invested in the pool, although the pool does not collateralize or deliver investment instruments.
8. Diversification Guidelines:

Diversification by Instrument	Percent of Portfolio
(The charter school will consult ORS 294.035 when establishing limitations.)	
U.S. Treasury Obligations (Bills, Notes, Bonds)	100
U.S. Government Agencies	100
Banker's Acceptances	25 (of surplus in any single qualified institution) 50* (of surplus funds in the aggregate)
Time Certificates of Deposit	75*
Repurchase Agreements	25* (of operations surplus funds) 100* (of capital funds surplus funds)
State and Local Government Securities	25*
Local Government Investment Pool	100

*Suggested maximums. Limit not set in statute.

Grants for Private Sources

Grant proposals for external funds from private sources will be submitted to the governing body for evaluation and approval.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the governing body, the administrator is authorized to use his/her judgment in approving it for submission. The administrator will review the grant proposal with the governing body at its next regular meeting. The governing body reserves the right to reject funds associated with any grant which has been approved.

END OF POLICY

Legal Reference(s):

Income From Program-Related Sales and Services

Certain activities allow students to charge the public for goods and services. These activities are designed for educational purposes and not to compete with community businesses.

Charges for work performed and goods sold through these activities will be kept current with costs for the service or item.

Money collected will be deposited in the student body fund account, named the "Activity" account, in accordance with the charter school student activity account handbook.

END OF POLICY

Legal Reference(s):

Depository of Funds

The governing body will, at its annual organizational meeting following January 1, or at other times deemed necessary by the governing body, designate one or more banks which meet Quest Academy Charter School, state and federal guidelines as official depositories for charter school funds.

END OF POLICY

Legal Reference(s):

NRS 386.570

Authorized Signatures

The governing body will, at least annually or at other times deemed necessary by the governing body, designate and authorize check signors with one signature required on all Quest Academy Charter School checks; however, the governing body will designate and authorize two signatures on all purchase request authorizations.

Check batches provided to signature authority shall be accompanied by original purchase request, written approvals, and supporting vendor quotes and invoice information. Supporting documentation shall be initialed by signature authority prior to signing bank notes for payment.

END OF POLICY

Legal Reference(s):

Fiscal Accounting and Reporting

The Quest Academy Charter School's accounting and reporting system will be in accordance with generally accepted accounting principles and will conform to state laws and regulations.

Accounting procedures shall show a detailed and meaningful analysis of both receipts and expenditures. This analysis should be adequate for study and evaluation by the governing body and school management, and will serve as a basis to make financial and related educational decisions, to formulate future plans, to safeguard public funds and to ensure adequate financial accountability.

Payment on all Quest Academy Charter School accounts, including the general fund and special accounts, shall operate according to established accounting procedures.

All cash received is to be properly receipted. Money received shall be placed in deposit.

The controller shall be the lawful custodial officer of all charter school funds and shall demand receipt for, and safely keep according to law, all bonds, mortgages, notes, moneys, effects, books and papers belonging to the charter school. Funds may be commingled in the depository so long as they are budgeted and accounted for separately. The controller may designate one or more of these duties as necessary but must maintain control and final authority over all processes and funds.

END OF POLICY

Legal Reference(s):

NAC 386.390

Bank Reconciliations

The Quest Academy Charter School's controller shall be responsible for the reconciliation of each bank account and credit card statement. Reconciliations shall occur not less frequently than monthly, and reconciliations shall include a resolution of reconciled items. Reconciliations shall be reviewed by a second individual to assure that account reconciliations agree with the general ledger balance for the time period being reconciled.

END OF POLICY

Legal Reference(s):

Financial Reports and Statements

The governing body will receive and accept financial reports that include estimates of expenditures for the general fund in comparison to budget appropriations, actual receipts in comparison to budget estimates and the Quest Academy Charter School's overall cash condition. Supplementary reports on other funds or accounts will be furnished upon request of the governing body or administrator.

Appropriate staff will be available at any governing body meeting, upon the governing body's request, to respond to questions and to present current financial information. The administrator will notify the governing body at any time of substantial deviations in the anticipated revenues and/or expenditures.

END OF POLICY

Legal Reference(s):

NRS 386.600

Segregation of Duties

The Quest Academy Charter School will provide job descriptions and maintain segregation of duties and responsibilities of personnel in the accounting functions to assure proper oversight and accountability. Roles and responsibilities will be segregated to properly safeguard assets and reduce the risks of misappropriation and errors, while increasing oversight of financial statements, daily accounting procedures, and reconciliations.

END OF POLICY

Legal Reference(s):

Property Inventory and Capitalization

The Quest Academy Charter School will maintain a complete property inventory which lists all school sites, buildings, equipment and supplies with a value greater than \$200. This inventory will be updated [as necessary]. The governing body may authorize the employment of an appraisal company to assist with the inventory procedure.

The charter school will maintain an inventory of all capital assets in accordance with governmental accounting standards. The charter school's inventory will be updated to include property newly purchased and disposed.

Capital assets includes all charter school-owned property such as land, buildings, improvements to property other than buildings (i.e., parking lots, athletic fields, playgrounds, etc.) and equipment with a value greater than \$5,000.

END OF POLICY

Legal Reference(s):

NAC 386.342

Audits

An audit of all Quest Academy Charter School accounts will be made at least annually by an accountant selected by the governing body.

A copy of the audit report will be presented to the governing body. The administrator will submit a copy of the audit report to the sponsor, Legislative Counsel Bureau and Department of Education.

END OF POLICY

Legal Reference(s):

NAC 386.380

Charter School Purchasing

The function of Quest Academy Charter School purchasing is to serve the educational program by providing the necessary supplies, equipment and services.

The purchasing agent will be appointed by the governing body. He/She will be responsible for developing and administering the charter school's purchasing program.

No obligation may be incurred by any officer or employee of the governing body unless that expenditure has been authorized in the budget or by governing body action and/or governing body policy. In all cases calling for the expenditure of charter school money, except payrolls, a requisition and purchase order system must be used.

Unless authorized by the administrator, no purchase will be authorized unless covered by an approved purchase order. No bills will be approved for payment unless purchases were made on approved orders.

The administrator or designee is authorized to enter into and approve payment on contracts obligating charter school funds not to exceed (\$10,000) for products, materials, supplies, capital outlay and services that are within current budget appropriations. The governing body shall approve all contracts that are collective bargaining agreements or service contracts that include the provision of labor performed by charter school employees, such as custodial, food service and transportation services.

The administrator will review purchase requests for the purchase of supplies and services to determine if they are within budget amounts. After appropriate administrative review, the administrator will direct payment of the just claims against the charter school. The administrator is responsible for the accuracy of all bills and vouchers.

No governing body member, officer, employee or agent of this charter school shall use or attempt to use his/her official position to obtain financial gain or for avoidance of financial detriment for himself/herself, a relative or for any business with which the governing body member or a relative is associated. Acceptance of any gratuities, financial or otherwise, from any supplier of materials or services to the charter school by any governing body member, officer or employee of the charter school is prohibited.

END OF POLICY

Legal Reference(s):

NRS Chapter 332
NRS 386.573

Expenditure of Charter School Funds for Meals, Refreshments and Gifts

The Quest Academy Charter School recognizes there may be occasions when it is appropriate for governing body members, administrators and others to expend charter school funds in the course of conducting charter school business to provide meals or refreshments (bakery goods, snacks, fruit, punch, coffee, tea, soft drinks, etc.). The purchase of gifts may also be approved, in certain situations. Such occasions may include, but are not limited to, various charter school and building level meetings, gatherings to celebrate charter school successes or recognize individual achievements, contributions or outstanding service to the charter school and other charter school and school-sponsored activities. Such expenditures may be made with prior governing body approval only, subject to the provisions of this administrative regulation.

The use of charter school funds, as used in this regulation, means the use of money in any of the general accounts of the charter school. This includes the General Fund, Food Service Fund and others. It also includes money in student body accounts held at each school that are derived from any student activity or from parent organizations. Exceptions are funds collected from staff members or others for the specific purpose of providing gifts or parties. It is also recognized that buildings may have established a "social fund" or "sunshine fund" to which each staff member may voluntarily contribute. Such funds are generally used for birthday recognition, bereavement and illness acknowledgment activities, etc. These funds are also exempt from the following requirements.

Meals and Refreshments

Charter school funds may be used to pay for individual or group meals only if official charter school business is being conducted during the time in which the meal is provided and only if the meal provides a particularly practical time or setting for the discussion, consistent with governing body policy and the following:

- Meals may be provided by the charter school to recognize the contributions of staff, through retirement dinners or other recognition events;
- Meals may be provided by the charter school as a part of governing body or administrative work sessions, at charter school or building-level committee meetings or other charter school-approved activities.

Meals not directly business related may be provided to staff or others at the individual's expense only.

Governing body members, administrators and other charter school administrative staff may use charter school funds to provide refreshments for staff, parents or others at meetings, in-service

programs or other similar charter school or school-sponsored activities, subject to the following additional requirements:

- Each purchase must be requested by Purchase Request guidelines and approved in advance of purchase in writing.
- The purchase of alcoholic beverages with charter school funds is strictly prohibited;
- The use of charter school funds for parties is prohibited.

Gifts

There are numerous occasions that may arise whereby governing body members, administrators or other charter school staff may feel the need to recognize employees, i.e., Bosses' Day, Secretaries' Day, classified employees' week, birthday, etc. A governing body member, administrator or other charter school employee may provide such recognition at his/her expense only, unless as otherwise permitted below:

- The charter school may provide a small token of appreciation for a governing body member's or employee's retirement and years of service and other related activities utilizing charter school funds, as approved in advance. For example, the governing body generally proclaims special recognition for classified employees' week and teacher appreciation week;
- Administrators may use charter school funds to provide an appropriate token of appreciation on behalf of the governing body. The value of this item may not exceed \$ 25 per person;
- No expenditure of Quest Academy Charter School funds for gifts is permitted without prior authorization from the Body or administrator.

Petty Cash Accounts

The handling and processing costs of a single purchase order for nominal purchases are very expensive. To facilitate small expenditures, a petty cash revolving fund may be established for each charter school.

Administrative regulations will be developed establishing the amount of petty cash to be allowed, the maximum dollar amount for a single purchase and the accounting system to be used for record keeping.

Petty cash will not be used to thwart or circumvent established purchasing procedures. It is a convenient accommodation to facilitate immediate acquisition of low-cost goods and services in an efficient manner.

The controller/deputy clerk may, at their discretion, periodically audit each petty cash account to ensure that the proper accounting is followed. Records will be kept of all expenditures from the petty cash fund and receipts will be furnished to account for all money expended. Expenses will be assigned to the proper budget account.

END OF POLICY

Legal Reference(s):

Bidding Requirements

Bids or proposals shall be called for on all purchase, lease or sale of personal property, public improvements or services other than agreements for personal service, in accordance with applicable competitive procurement provisions of Nevada Revised Statutes and adopted public contracting rules.

END OF POLICY

Legal Reference(s):

NRS Chapter 332

Personal Services and Other Contracts

The Quest Academy Charter School may enter into personal services contracts with qualified professionals. Personal services contracts, as used in this policy, means contracts for specialized skills, knowledge and resources in the application of highly technical or scientific expertise or the exercise of professional, artistic or management discretion or judgment. The charter school may enter into a personal services contract with a current charter school employee only when the individual meets independent contractor status in accordance with state, Public Employees Retirement System (PERS) and Internal Revenue Service (IRS) requirements.

Selection of a personal services contractor will be based primarily on qualifications and performance history, expertise, knowledge and creativity and the ability to exercise sound professional judgment.

All personal services contracts shall be based on demonstrated qualifications and competence to perform the required services, encourage competition, discourage favoritism and obtain services at a fair and reasonable price.

All Contracts shall require prior governing body approval.

The administrator will develop administrative regulations as necessary to implement this policy.

END OF POLICY

Legal Reference(s):

NRS Chapter 332

NAC 386.400

NAC 386.405

NAC 386.407

NAC 386.033

NAC 386.345

Credit Cards

The governing body authorizes the administrator to hold a bank credit card in the name of the Quest Academy Charter School and to issue such cards to designated employees. Approved card holders will be held responsible for maintaining sole possession and security of issued cards at all times. Credit cards shall have a governing body approved maximum limit.

Credit cards issued to employees may only be used to purchase items authorized by the adopted charter school budget when purchase orders are not feasible.

Purchase slips and receipts must be turned in to the business office within 5 business days of the transaction. The business office shall pay in full the credit card balance no later than the due date so that finance charges will not be incurred.

Charter school-issued credit cards shall be subject to the following:

1. Personal items shall not be charged on charter school-issued credit cards. If a personal item is inadvertently purchased on a charter school-issued credit card in violation of this policy, repayment by the employee must be made immediately. Failure to make the required payment may result in an automatic deduction from the individual's next payroll disbursement. Accordingly, the charter school will require individuals issued credit cards to sign a written authorization for payroll deduction in the event of such personal use;
2. The purchase of alcoholic beverages is strictly prohibited. The purchase of gasoline for a privately-owned vehicle is also prohibited without prior authorization;
3. Leaving a gratuity that exceeds 15% is prohibited;
4. Airline tickets may be purchased with a charter school-issued credit card only with prior administrator or designee approval. If the issued credit card provides for purchase incentives (i.e., points, discounts or airline mileage credits), such incentives shall only be redeemed for authorized charter school business.

Violation of the provisions of this policy may result in the revocation of the credit card and/or discipline up to and including termination of employment.

END OF POLICY

Legal Reference(s):

Business Expense (Bank Card) Claim

Name: _____ Office: _____

Time Period Covered: From: _____ To: _____ (Inclusive)

Please list each expenditure separately. Attach receipts for all lodging and other disbursements.

Date	Item	Account Code	Auto Expense	Meals	Lodging	Trans- portation	Miscellaneous
TOTALS:							

Total amount due this bank card statement: \$ _____

Date Submitted: _____ Submitted By: _____

Date Approved: _____ Approved By: _____

Vendor Relations

The charter school welcomes business and bids from all eligible vendors. Preferential treatment will not be extended to any vendor. Orders will be placed on the basis of quality, price and delivery, with past services being a factor if other considerations are equal.

The purchasing agent shall assure the review and identification of vendors who may be suspended or disbarred from receiving federal funds, including the creation and maintenance of documentation, filing and retention of this information.

Salesmen or agents may not solicit staff members during hours when students are present or during teach prep. The Administrator may allow sales representatives or agents of educational products to contact staff members at times that will not interfere with the educational program.

Advertising is not allowed in the charter school unless it is approved by the governing body . No charter school employee will receive compensation of any kind from any vendor for the sale of supplies or services.

END OF POLICY

Legal Reference(s):

NAC 386.345

Payment Procedures

All claims for payment from Quest Academy Charter School funds will be processed by the controller in conformance with charter school procedures. Payment will be authorized against invoices properly supported by approved purchase orders, with properly submitted vouchers approved by the governing body or administrator.

The administrator will be responsible for assuring that budget allocations are observed and that total expenditures do not exceed the amount allocated in the budget.

END OF POLICY

Legal Reference(s):

NRS 386.573

Payroll

Preparation of payroll, including time schedules and payroll periods, will be done in accordance with each employee's agreement with the governing body. Employee health, accident, dental and other types of insurance will be provided as outlined in the agreements. Mandatory payroll deductions will be withheld as required by state and federal law.

END OF POLICY

Legal Reference(s):

NRS 386.595

Payday Schedule

Regular salary checks will be issued on the governing body approved pay date(s).

Deviations from this schedule must be approved by the governing body.

END OF POLICY

Legal Reference(s):

Salary Deductions

Authorized payroll deductions will be made upon an appropriately submitted written request from the employee.

There must be five or more employees participating in any one program in order for that plan to qualify for payroll deduction. Quest Academy Charter School reserves the right to limit the number of TSA programs. Changes of TSA companies or plans will only be allowed from the starting of fall in- service to the payroll cutoff date for September of that fiscal year.

Subject to standard accounting procedures, employees may authorize modification of their salary or withholdings to include deductions such as:

1. Tax-Sheltered Annuities (TSA), as authorized by the Internal Revenue Service and approved by the governing body;
2. Insurance premiums in excess of charter school contributions to governing body-approved programs;

The employee will comply with federal requirements that establish maximum annual TSA allowable contributions.

Automatic deductions, except those required by law, will not be made from an employee's pay without the employee's express, written authorization.

END OF POLICY

Legal Reference(s):

Expense Reimbursements

The governing body recognizes that certain expenses are incurred by Quest Academy Charter School employees in carrying out authorized duties. The governing body approves the reimbursement of necessary and reasonable expenditures consistent with Internal Revenue Service requirements and Nevada Administrative Codes.

All approval and reimbursement procedures must be followed prior to reimbursement. Purchase requests must be approved in advance of purchase to qualify as a reimbursable expense.

Reimbursement for out-of-state travel by private vehicle will be made on the basis of airfare or mileage rate, whichever is lower.

END OF POLICY

Legal Reference(s):

NRS 386.573

Staff Expense Reimbursement

Expense reimbursement for staff traveling on approved Quest Academy Charter School business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incident to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for charter school business purposes and directly attributable to it will be reimbursed. As used in this regulation an "ordinary" expense means one that is common and accepted in the profession; a "necessary" expense means one that is essential and appropriate in order to conduct charter school business. Reimbursement procedures established by the charter school will also apply to governing body members traveling on governing body-approved] charter school business, as applicable.

In-Charter School Travel – Use of Private Vehicles

1. Staff will use charter school-owned vehicles, whenever possible, in conducting charter school business that requires travel within charter school boundaries.
2. Private vehicles may be used in conducting charter school business only with prior approval. In-charter school travel approval may be granted by the governing body for individual trips or by blanket approval, as deemed appropriate.
3. Travel in a private vehicle for conducting charter school business may be approved when:
 - a. A charter school vehicle is not available;
 - b. The destination is not conveniently accessible by commercial carrier;
 - c. Various points must be visited and commercial carrier schedules are such that the use of commercial carrier transportation is not practical;
 - d. Carrying articles by commercial carrier would not be feasible; or
 - e. Commercial travel is deemed to be less economical.

Out-of-Charter School Travel (In-State) – Use of Private Vehicles

1. Staff will use charter school-owned vehicles, whenever possible, in conducting approved charter school business that requires in-state travel outside charter school boundaries.
2. Private vehicles may be used only with prior approval. Out of charter school travel approval may be granted by the governing board for individual trips or by blanket approval, as deemed appropriate.

Out-of-State Travel

Out-of-state travel requires prior governing body approval.

Insurance Coverage

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct charter school business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
2. The responsibility of the charter school for damages resulting from vehicle accidents is not the same as set forth in the charter school's general liability insurance policy. The employee's insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved charter school business.
3. All charter school employees operating private vehicles on approved charter school business are required to complete and maintain on file with the charter school, verification of vehicle liability insurance that meets or exceeds Nevada statutory minimum limits. This verification is required prior to any charter school approval to conduct charter school business in a private vehicle. Employees are required to update their verification of vehicle liability information maintained on file with the charter school upon **any** change in the employee's vehicle insurance coverage.

Meals and Meetings

1. Reimbursement will be made for ordinary and necessary meal expenses incurred during approved travel for charter school business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the charter school. See **Expense Reimbursement Request and Accounting Procedures** below.
2. Expenses more than the charter school's established limit are ordinarily the responsibility of the employee and may be reimbursed only with administrator approval. Receipts for all meal expenses must be secured and attached to the claim.

Travel Advances

1. A travel advance may be requested when the estimated cost for meals, lodging, etc., exceeds \$50. The travel advance may be requested by completing the form provided by the charter school.
2. The cost of commercial travel tickets will not be included in a cash advance request.
3. In the event of loss, the employee is personally responsible for cash advances issued and for any third party use of a charter school-provided credit card.
4. At least 15 business days are required for processing an advance check after the approved

request is received by the business office.

5. Only one cash advance may be outstanding to any employee at any time.

Reservations, Commercial Carrier and Lodging

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by the charter school.
2. Each employee is responsible for making his/her own reservations by obtaining a purchase order number from the business office and furnishing that number to the local travel agency or commercial carrier.

Vehicle Rentals

1. Rental vehicles may be used only when use will affect a savings or otherwise be more advantageous to the charter school or when the use of other transportation is not feasible.
2. Rental of a compact vehicle is recommended when suitable for approved charter school business because of the lower initial rate and the guaranteed rate. Certain rental agencies guarantee the compact rate in all owned stations and in most licensee stations, which means that if a reservation for a compact vehicle is accepted and one is not available, a standard-sized vehicle will be substituted at the compact rate.
4. Rental vehicles will be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.
5. Employees will be informed if the charter school carries the rental car endorsement as part of its insurance coverage. In the event the charter school does not carry the rental car endorsement, the employee will be authorized to purchase insurance coverage from the rental agency.

Cancelled Trips

1. If an employee cannot leave at the scheduled time, it is his/her responsibility to call the travel agency or carrier and arrange to have the tickets cancelled or exchanged.
2. Commercial carrier reservation cancellations must be made at least 24 hours before departure time, whenever possible.
3. Lodging reservations must be cancelled by the employee as soon as possible to avoid a cancellation charge.

4. If a trip is cancelled after an advance and/or tickets have been issued, the advance and tickets must be returned to the business office immediately.

Personal Travel Combined With Charter School Business Travel

1. If an individual traveling on approved charter school business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of charter school business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. When personal travel is combined with approved charter school business travel and the individual is traveling by less than the most expeditious and cost-effective manner, any additional costs must be paid by the traveler.
3. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.
4. Vacation or other personal leave may be taken in conjunction with approved charter school travel subject to the following:
 - a. Time delays related to approved charter school business are charged as working time even if no work is performed;
 - b. If the employee travels by less than the most cost-effective manner, as determined by the charter school, for approved charter school business or for personal travel combined with travel for charter school business purposes, he/she must pay the additional cost (e.g., increased fare, meals, lodging expenses, etc.) incurred as a result of the personal travel;
 - c. All subsistence and local transportation (taxi, vehicle fare, etc.) while on vacation status or other appropriate leave must be paid by the employee;
 - d. The traveler will not be required to pay any of the basic transportation costs incurred as a part of the approved charter school business, even though he/she spends a substantial part of the total time away from home on vacation or other personal leave, provided the employee was traveling on approved charter school business;
 - e. A traveler who decides on his/her own to conduct charter school business without prior approval, while on vacation or other personal leave, cannot then use this as a justification to have the charter school pay his/her basic transportation cost from the charter school to the location visited, or submit a request for other expense reimbursement.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the charter school's travel expense form and be approved by the [administrator] in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the charter school office within 10 business days of the conclusion of the trip.

- a. If the completed travel expense report totals less than the travel advance, the difference must be returned within 10 business days to the business office with the report.
 - b. Reimbursement for expenditures more than a travel advance, or where no travel advance has been requested, will be made within 30 business days after the approved travel expense report is received by the business office.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
 - a. Names of guests;
 - b. Organizations involved;
 - c. Full explanation of the charter school business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. The rental charge should be paid from the amount advanced, as applicable. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.
4. Any claim for mileage reimbursement only may be submitted at the end of each month in which reimbursement is to be claimed. A claim must be submitted no later than [90] calendar days of incurring the expense. Reimbursement claims later than 90 calendar days of the expense will be denied.
5. Mileage for approved charter school business travel in a private vehicle will be reimbursed at the current rate per mile established by the charter school, collective bargaining agreement or Internal Revenue Service (IRS), as applicable. Reimbursement that exceeds the IRS rate will be included as income to the employee in accordance with IRS regulations.
6. Meal expenses for approved charter school business travel purposes may be reportable as income to the employee in accordance with IRS regulations. Generally, meal expenses incurred for approved charter school business purposes in which charter school business is conducted with at least one or more other persons or that is incurred on approved charter school business for a trip that is overnight, or long enough that the individual needs to stop for sleep or rest to properly perform his/her duties, as defined by the IRS, will not be reportable as income to the employee.
7. In the event the total of the amount charged to, and/or received from, the charter school by the employee as advances, reimbursement or otherwise, exceeds the ordinary and necessary business expenses, the excess must be reported as income in accordance with IRS requirements.

Reimbursable Expense Limitations

1. Meal expenses may be reimbursed up to the approved Government Services Administration (GSA) Per Diem amounts per location. Meals provided to the employee will not be reimbursed by the charter school, for example, Free Continental Breakfast services.
2. Gratuities must not exceed 15 percent and must be included as a part of the receipt. Gratuities in excess of 15 percent are the responsibility of the employee and will not be reimbursed by the charter school.
3. Other expenses such as toll charges, parking fees, valet services, cleaning, pressing and laundry may be reimbursed if the length of the trip or circumstances demand based on GSA per diem rates.
4. Mileage reimbursement for actual miles traveled on charter school business, may be approved subject to GSA limitations and rates and includes the following limitations:
 - a. In-charter school mileage reimbursement will not be granted to an employee, other than a charter school-approved tutor, for traveling from his/her residence to the place where work begins for the day or for returning home from the last place worked during the day;
 - b. Reimbursement will be made only for those miles traveled during completing approved charter school business. When chauffeured, mileage for two round trips and short-term parking will be reimbursed if not greater than the cost of one round trip plus economy parking;
 - c. Group travel may be requested on one travel request form for a group traveling together if advance and reimbursement is payable to one person who has complete responsibility for reporting expenses;
 - d. In the event a private vehicle is approved for use from home, to or from airport or railroad station, mileage for one round trip and economy parking will be reimbursed. Parking receipts are required;
 - e. Individuals requesting reimbursement for use of a private vehicle on approved charter school business must meet insurance requirements. See **Insurance Coverage** above.
5. Lodging will be reimbursed at GSA approved rates per location.
6. Local taxi, shuttle, bus fares and vehicle rentals may be reimbursed, subject to the charter school's requirement that travel selected is by the most expeditious, cost-effective manner, as determined by the charter school.

I certify that the above claim accurately reflects actual expenses incurred by me in authorized charter school travel:

Submitted by: _____

Advance Funds Used: \$ _____ Total Owed Claimant or Due to Charter School: _____
(Please circle: "Owed Claimant" or "Due to Charter School")

Supervisor Approval: _____

All receipts must be attached, substantiating request for reimbursement. Form must be completed totally. If not preprinted on receipt, write names of restaurant on meals receipts and itemize meals. If you paid for persons other than yourself, please list individuals' names and positions (attach additional page, if necessary).

Cash in Charter School Buildings

Money collected within Quest Academy Charter School buildings will be taken to the office of the controller each Monday for deposit into the charter school's designated depository on Tuesdays of each week.

Pre-numbered three way receipt is required for any cash transaction. For sales events, a list of items sold and total amount collected and verified is required.

END OF POLICY

Legal Reference(s):

Capital Assets

Quest Academy Charter School shall update and maintain a comprehensive detailed capital asset schedule including a description of the asset, date of acquisition, tag number, location, and identify if the asset was purchased with public funds. The schedule will be maintained on not less than a quarterly basis, to include identification of new and disposed items and will be used to assist in monthly depreciation calculations. Annually, the schedule will be used to reconcile against physical inventory.

END OF POLICY

Legal Reference(s):

Capital Leases

Upon execution of each lease, Quest Academy Charter School shall review and identify capital lease using the criteria listed below:

The criteria for a capital lease can be any one of the following four alternatives:

- *Ownership.* The ownership of the asset is shifted from the lessor to the lessee by the end of the lease period; or
- *Bargain purchase option.* The lessee can buy the asset from the lessor at the end of the lease term for a below-market price; or
- *Lease term.* The period of the lease encompasses at least 75% of the useful life of the asset (and the lease is non-cancellable during that time); or
- *Present value.* The present value of the minimum lease payments required under the lease is at least 90% of the fair value of the asset at the inception of the lease.

If a lease agreement contains any one of the preceding four criteria, the lessee records it as a capital lease. Otherwise, the lease is recorded as an operating lease. The recordation of these two types of leases is as follows:

- *Capital lease.* The present value of all lease payments is considered to be the cost of the asset, which is recorded as a fixed asset, with an offsetting credit to a capital lease liability account. As each monthly lease payment is made to the lessor, the lessee records a combined reduction in the capital lease liability account and a charge to interest expense. The lessee also records a periodic depreciation charge to gradually reduce the carrying amount of the fixed asset in its accounting records.
- *Operating lease.* Record each lease payment as an expense. There is no other entry.

END OF POLICY

Legal Reference(s):

Disposal of Charter School Property

Except as stipulated in NAC 386.342, the governing body may, at any time, declare charter school property as surplus and authorize its disposal when such property is no longer useful to the charter school, unsuitable for use, too costly to repair or obsolete.

If reasonable attempts to dispose of surplus properties fail to produce a monetary return to the charter school, the governing body may dispose of them in another manner.

END OF POLICY

Legal Reference(s):

NAC 386.342

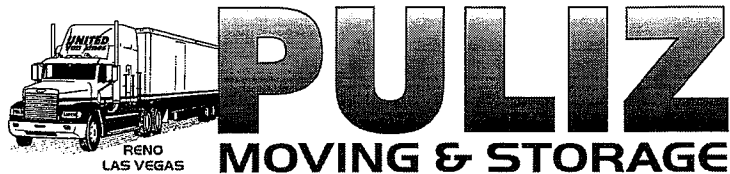
NRS Chapter 332

Moving Bids



Move from Torrey Pines to NW campus Gym.

Puliz Moving & Storage	\$10,389 includes boxes
Move4Less	\$21,600
Champion Movers	\$10,302 Move only no boxes



May 10, 2017

Quest Academy
4660 N. Rancho Dr.
Las Vegas, NV 89130

Attn: Ken MacRae

To Whom It May Concern:

After carefully examining your relocation requirements, we have developed a plan to accomplish this task within a reasonable time. Billing will reflect actual labor and vehicle charges.

Box Delivery*:	\$70
Box Pick-up*:	\$70
Box Rental, 1000 count*:	\$700
Labor Charges Out, 26 men for 9 hours:	\$8,658
Truck Charges Out, 3 trucks for 9 hours:	\$891
Storage, 17k sqft @ 85 cents/sqft/month (1 month min.):	\$14,450
Labor Charges In, 24 men for 8 hours:	\$7,104
Truck Charges In, 3 trucks for 8 hours:	\$792
Total:	\$32,735

The agreement as described includes the following provisions:

1. Released valuation coverage is at \$.60 per pound per article on office furnishings and contents. Full replacement protection is available at a charge of \$.75 per \$100.00 valuation and is **not** included in the estimated charges. If you incur property damage or cargo damage caused by a Puliz employee during your local move, it must be noted on the bill of lading prior to the crew leaving the destination address. Concealed damage and/or items packed by carrier must be reported within 90 days. Local moving does not include an itemized inventory of items moved or their condition. It is the responsibility of the customer to verify that all items requested to be moved are loaded at origin and unload at destination. We suggest that a walk through is performed before the crew leaves origin and again before the crew leaves the destination of the shipment.

2. Any construction interference (carpentry, electrical workers, etc.) that may cause a delay in the scheduled move will result in an addendum to the final billing.

We will be happy to meet with you and your staff to coordinate this relocation or to answer any questions you may have. If this meets with your approval, please sign and return a copy of this proposal to Puliz Moving and Storage. Our goal is to ensure that the details that make up the overall task in the relocation are done smoothly, efficiently and pleasantly.

Accepted By: _____ Date: _____

If you have any additional questions, please feel free to call me at (702) 415-8289.

Cordially,

Nick Pizzariello
Sales Manager

Puliz Moving & Storage
1841 E Craig Rd
N Las Vegas, NV 89030

C: 702-415-8289
F: 702-644-2568
E: nickpizzariello@puliz.com

Ken MacRae

From: Eric - Move 4 Less of Nevada <eric@move4lessnevada.com>
Sent: Tuesday, May 09, 2017 4:44 PM
To: Ken MacRae
Subject: Your Moving Estimate #538535

Hi Ken, here is your moving estimate if we do a straight move to the new facility. I will follow up with an estimate for the move in and out of storage.

Thanks,
Eric



Estimate		Reference No:W538535
Move 4 Less of Nevada 7632 W Post Road Las Vegas, NV 89113 http://www.move4lessnevada.com	Customer Rep: Eric Phone: 702-889-6683 Ext. 312 Fax : 702-889-6685 Email : eric@move4lessnevada.com	US DOT: 1251663 MC: 490778 Registration #: CPCN.3344

Moving From	Moving To
Quest Academy 4660 N Rancho LAS VEGAS, NV 89130 Phone: 702-927-0702 ken	Quest Academy LAS VEGAS, NV 89130 k.macrae@questlv.com

Relocation Details		Relocation Rate	
Job No:	W538535	6 Truck/s, 12 Men, \$600.00/hrs 36.0 hours	\$21600.00
Representative:	Eric	Basic Valuation Protection:	
Visual On:	05/08/2017 08-09AM	\$0.60 per lbs. per article	\$0.00
Estimator:	ERIC	Total Moving Estimate	\$21600.00
Move Type: Commercial	Local Move,		
Estimated Volume:	19118 cf. (133826 lbs)		
Requested Date of Move:	Monday, 06/19/2017		
Reference By:	GOOGLE- WEB SEO		
Created on:	05/04/2017		

Understanding Your Estimate

This is a non-binding estimate based on the relocation information you provided to Move 4 Less. This estimate includes pick up & delivery, loading & unloading, assembling & disassembling, mileage, fuel, and valuation coverage. The total cost is based on an hourly rate with **double the drive time included in the 3 hr minimum. Drive time is from pick-up location to drop-off location.** Moving

pads are supplied for free. **All packing supplies are not included. Should there be any other services or packing requested, additional charges may apply. Move4Less suggests removing any jewelry, medicine, personal or fragile items from ALL furniture. These items need to be packed and handled separately. Move4Less is not responsible for any loss or damage to personal items left inside furniture.** Move4Less reserves the right to charge a one hour cancellation fee with the credit/debit card you provided our company to put on file to reserve your move. Should you cancel less than 24 hours before your move date, a one hour fee will be charged. If job is canceled with less than 24hr notice, all deposits are non-refundable. Form of payment must be paid by Cash, Postal Money Order, Visa, Mastercard, American Express or Discover Card only. As Licensed carrier with the US DOT we are required to provide you with limited liability coverage free of charge. Under this coverage, the maximum liability is limited to \$0.60 per pound per article. Move 4 Less always recommends purchasing additional insurance. ****Claims must be filed within 7 business days of your move date.**** It is the customer's responsibility to pick up all small valuables, such as money, jewelry, electronics, prescriptions, hearing aids, guns, television remotes. In addition to this, all dresser drawers must be emptied prior to your move. Move4Less will NOT be responsible for any water damage that may be caused by disconnected water valves!! In Nevada all moving companies are regulated by the Nevada Transportation Authority (NTA) and are required to have a Certificate of Public Convenience and Necessity (CPCN) numbers.
Move4Less, LLC. CPCN: 3344; US DOT: 1251663; MC: 490778.

Full Value Protection Amount of Liability: \$ _____ (Optional)						
FVP Amount of Liability:	\$5,000	\$10,000	\$20,000	\$30,000	\$75,000	\$100,000
Deductible Levels:	\$1000	\$1000	\$1000	\$1000	\$1000	\$1000
Valuation Charge:	\$49	\$99	\$149	\$199	\$399	\$499
Customer's Initials:	X _____	X _____	X _____	X _____	X _____	X _____

Articles List 63 Items, 1737 Pieces					
Qty	Items	Qty	Items	Qty	Items
1	ARMORED STATUE	307	DESK SM	2	REFRIGERATOR
3	BENCH MED	3	FILE CABINET LATERAL SM	1	REFRIGERATOR
1	BENCH XL	8	FILE CABINET LATERAL TWO DRAWER	1	REFRIGERATOR SIDE/SIDE
2	BOOKCASE LG	4	FILE CABINET LATERAL TWO DRAWER	1	RUG LG
20	BOOKCASE MED	2	FILE CABINET VERTICAL 2DR	1	SEMI-TRAILER
5	BOOKSHELF MED	6	FILE CABINET VERTICAL 2DR	1	SHELF
650	BOX (1.5 CU. FT.)	6	FILE CABINET VERTICAL FOUR DWR	2	SHELF UNIT
1	BULLETIN BOARD	6	FOLDING TABLES	2	SHELF UNIT
2	CABINET	1	FOLDING WALL	1	SHELF UNIT LG
1	CABINET	1	FRONT COUNTER	2	SHELF UNIT MED
35	CABINET	4	GARBAGE CAN	3	SHELF UNIT SMALL
8	CABINET XL	1	I.T. RACK	6	SIDE TABLE XL
3	CART MED	1	LAMINATOR	225	SM DESK
2	CHAIR ARM	1	LITERATURE RACK	63	STACK OF CHAIRS
24	CHAIR OFFICE	4	METAL SHELF LG(BROKEN DOWN)	1	STAGE
8	CHAIR SINGLE	1	MISC. CORNER	7	STOOL BAR
1	CUBBY SHELF	2	PATIENT TABLE	25	STOOL SM
18	DESK	1	PIANO BENCH	34	TABLE
10	DESK DOUBLE	1	PIANO SPINET	116	TABLE FOLDING
3	DESK HUTCH LG	1	PLASTIC SHELF SM(BROKEN DOWN)	1	TABLE FOLDING
2	DESK HUTCH MED			8	WHITE BOARD

	1	PODIUM	
<hr/>			
Customer Name	Customer Signature		Date

If you no longer wish to receive emails from Move 4 Less of Nevada, please click on [remove me](#)

Ken MacRae

From: Jeff Rosenthal <jeff@championmovers1.com>
Sent: Wednesday, May 17, 2017 1:24 PM
To: Ken MacRae
Subject: Hi ken . Here's moving info and rates for your move.



"The Winning Move"

Toll Free: 1.877.419.6683

Fax : 1.702.876.2382

4420 Andrews st Suite C, North Las Vegas, NV, 89081

USDOT#1415523
MC#535787
CPCN # 3337



WWW.CHAMPIONMOVERS1.COM

Dear ken
Order# 576117,

Thank you for your interest in our company. Champion Movers is a full service, professional moving company specializing in local and long distance for both residential and commercial moves. We're licensed, bonded and insured and have all of the accreditation you can ask for in a moving company.

We are independent which assures you that only we will handle your move from start to finish. All of our guys are professionally trained, background checked and drug screened employees of our company. We do not hire independent operators or daily laborers, and we own all of our own trucks!

All of our rates are totally inclusive of the following:

- Disassembly and Reassembly of all items
- Individual heavy duty blanket and wrap of all items
- FREE Plastic Shrink Wrap and Tape (Most other companies do not include these materials)
- Placement of all items into each room at your new home.
- Mileage, fuel, labor expenses, surcharges
- Basic Valuation Coverage @ .60 cents per pound (Additional coverage is available for an additional cost)
- Storage is available upon request for an additional charge in our 35,000 sqft climate controlled warehouse, which is under 24 hour video surveillance for the maximum protection of your items
- Free Online or On Site Estimate-- @@EstimateLink@@
- Free Delivery Of Moving Supplies (With minimum order)
- Also piano and antique specialists

Our Local Moving Rates are as follows:

2 men and 1 truck, 2 hour minimum \$270.00. Each additional hour is \$85.00 per hour.

3 men and 1 truck, 2 hour minimum \$350.00. Each additional hour is \$125.00 per hour.

4 men and 1 trucks, 2 hour minimum \$430.00. Each additional hour is \$165.00 per hour

Each additional hour will be billed in 15 minute increments.

Don't want to pack your own boxes? We offer full packing service at an additional cost!!

If you have not yet shared your inventory with us then please call us or click here to update this information. [Online Inventory Form](#)

Our rates are all inclusive and we never have any hidden fees! Please feel free to visit our website at www.championmovers1.com for coupons, reference letters from our customers, and more. We look forward to hearing from you soon.

Thank you,

Jeff Rosenthal

Relocation Consultant

Champion Movers

Local 1-702-876-2343

Toll Free 1-877-419-MOVE (6683)

Fax 1-702-876-2382

jeff@championmovers1.com

Landscaping Bids



Landscaping Bids

Alexander

On Time Landscaping

Monthly Service \$300

Simon's Tree Service

Tree Trimming \$850

Bridger

On Time Landscaping

Initial Clean up \$1,700

Monthly Service \$375

Asked several companies to bid both properties, On Time Landscaping is the only one that responded for both properties.

10 May 2017

We hereby submit specifications and estimates for the maintenance of the existing landscaping as follows: On Time Landscaping ("contractor") and Quest Academy Preparatory Ed and its officers ("customer") enter into a contract as set forth below.



Address: 7550 West Alexander Las Vegas, NV **Clark county parcel numbers:** 138-10-101-002

Service schedule One visit per week but weather such as rain, snow and high winds may cause limited services to be provided. If weather does not permit scheduled work to be done it will be made up.

Debris

- Weeds will be handpicked in the landscaped areas. If blanket herbicides are needed and applied they will be billed at competitive market rates and in a legal manner according to government regulations.
- Blowing - Some green debris on the ground is beneficial to the landscaping. It provides additional shade to help control the heat retained by the rocks which if they get too hot can do damage to the trunk, branches and roots of plants. In addition, as green waste decomposes it provides nutrients into the soil. Blowing will occur to remove unwanted green debris in the landscaped areas and may occur up to two times per month.

Shrub maintenance

- Appropriate bushes will be trimmed with hedge trimmers up to three times per year. To benefit plant health no hedge trimming will be performed during the hottest months of the year.
- To correct damage done to bushes by hedge trimmers. Bushes may be rejuvenated one time per year. This process is completed by using hand trimmers and cutting the bush close to the ground to encourage new growth.
- Shrub and tree fertilization will be applied one time per calendar year.

Irrigation system

- Accessible irrigation clock(s) will be set in accordance with the Southern Nevada Water Authority guidelines and manually run monthly to check for leaks.
- Irrigation systems will be manually run once a month during a scheduled visit.
- Irrigation repairs will be billed on a time and materials basis.

Tree and palm work. The only tree work that is included is trimming suckers off the main trunk of trees up to six feet off the ground. Some emergency work can be done but will be an extra charge.

Planting/Replacement/Instillation Removal of old plant material and the cost of the new plants plays a large part in calculating the costs associated with removal and replacement. Because of this proposals will be submitted for work unless otherwise stated. Plants, except for certain short lived plants such as seasonal color will have a six month limited warranty. Plant and decorative rock prices vary depending on type, size and availability.

Unpredicted incidences extra charges will apply.

Communication If this bid is accepted and a contract is signed, upon execution of the contract On Time Landscaping requests a walkthrough of the property with the owner or their representative to review the property with the owner of On Time Landscaping. Additional walks can be performed when requested by either party. Communication between the board and On Time Landscaping is recommended so action items can be addressed. For record keeping purposes the use of email is greatly appreciated.



Limits of liability Contractor cannot be held liable for any loss, damage or delay resulting from the following. Customer will be responsible for full replacement/repair cost.

- | | |
|----------------------|--|
| 1. Faulty irrigation | 6. Any natural or man made causes not caused by contractor |
| 2. Any pet damage | 7. Malfunction of irrigation system beyond contractors control |
| 3. Perennial plants | 8. Any other item out of the contractors control and or scope. |
| 4. Annual plants | 9. Excessive and or extreme heat or cold or wind |
| 5. Power Outage | 10. No access to water by way of automatic irrigation system |

Extra/Additional/Uncovered work/items The contractor may be requested to replace damaged or destroyed materials or perform remedial work. Such work shall be considered extra work, to be invoiced separate from the contracted rate. Except for emergency work such as water related or downed trees and limbs all work must be approved by in writing prior to any work beginning.

Beyond the scope Proposals will be submitted.

Addition or deletion of landscaped areas. If areas are removed or deleted a reduction of charges may occur. If and when new areas are added additional charges may apply. This contract will need to be amended to include/delete them and signed by the customer and contractor.

Time between proposal submission and start date. If any unforeseen items occur prior to the contractors start date, like excessive weed growth between the time this proposal is submitted and work is to begin by On Time Landscaping a fee may be charged to bring the landscaping back to the point of where it was when this proposal was submitted.

Permission The customer warrants that all work covered in this contract is authorized by the appropriate parties. On Time Landscaping will be held harmless from all claims for damages resulting from the customers failure to properly identify or obtain permissions. On Time Landscaping to take photos of the property and use these photos for record keeping and may be used in marketing material. The contractor may also put up to two signs in the landscaping notifying people we are taking care of the landscaping.

Contract Duration This contract shall commence as of the date/week of start by the customer in this contract pending approval from the contractor and shall continue unless it is canceled for a minimum period of one year. Either party must notify the other with thirty days (30) notice. In the event of cancelation all outstanding payments are due in full at the same time as the notification. If On Time Landscaping does not receive payments within the contracted time frame the contractor will be exempt from the notice period and will stop work immediately and all payments will be due immediately. The contract will be reviewed on an ongoing basis and changes may be made when signed off on by both parties. To take into account the growth of plants and the extra labor needed to maintain larger plants on the anniversary of the contract, a 3% to 6% increase may be applied for the following term of service.



Payments Payment is due for the subsequent month of service by the last day of each month. Invoices will be sent to the designated person as a courtesy and will include any charges beyond the contracted rate. A late fee of five percent of the total amount per week will be levied if payment is not received in this time frame. Payment thereafter will be applied first to accrued interest and then to the principal unpaid amount. Attorney's fees, collections fees and or other cost incurred in collecting any delinquent amount shall be paid by the customer. By signing the agreement you are fully authorizing contractor to cause a claim of lien as a means of collection for nonpayment for landscape maintenance or any landscape services provided by contractor.

Billed at the time the work is preformed and separately from the monthly cost.

1. Service calls. 9am to 4pm Monday to Friday during non holidays a service call of \$65 will be applied and \$20 per hour with a one hour minimum. All other times are billed at a \$75 service call fee and \$30 per hour with a one hour minimum. Visits are billed in half hour increments after minimum hours. Additional fees will apply for parts or special equipment.

2. Anything not covered in this proposal.

Ongoing maintenance to be \$300 per month

Acceptance: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn or amended by the contractor if not accepted within 10 calendar days. If conditions change such as excessive weed or plant growth between the date of this proposal and the start date an initial clean up fee may be assessed. The individual(s) executing this contract on behalf of the customer hereby personally guarantees to you the payment of any obligation of the company and hereby agrees to bind themselves to pay On Time Landscaping on demand any sum which may become due to On Time Landscaping by the customer whenever the customer shall fail to pay the same. It is understood that this guaranty shall be a continuing and irrevocable guaranty, and indemnity for such indebtedness of the company.

Date of signatures for acceptance: _____ Requested start date/week: _____

Signature and printed name for acceptance _____

People authorized to give the contractor instructions: _____

Invoicing Information _____

7590 w Alexander

for Skinning \$10 dollar each feet

TOTAL 58 feet. TOTAL \$580 dollars

for trimming each PAIR \$45 dollar

TOTAL \$270 dollar

TOTAL \$850 dollar

LUNA LANDSCAPING

Simon 702 202 8147

FRANK 702 466 4223

~~702 466 4223~~

16 May 2017

We hereby submit specifications and estimates for the maintenance of the existing landscaping as follows: On Time Landscaping ("contractor") and CSP Bridger Avenue LLC and its officers ("customer") enter into a contract as set forth below.



Address: 1300 East Bridger Avenue Las Vegas, NV **Clark county parcel numbers:** 13935410021 and 13935410005

Initial clean up for the amount of \$1,700 Signature for approval _____

- Hand pick the majority of the weeds over two inches tall in the landscaped areas.
- One application of pre and post emergent herbicide which may contain colored marker. More than one application may be needed in order to service the property weekly at the below price and each application is an additional fee of \$1,000. We will need access to a place to fill our back packs with water for each application on site.
- Manually run the irrigation system from each valve we can find. Irrigation repairs up to a total of \$100 are included in the initial clean up price. If there are more repairs then they will be billed for.

Ongoing service at the rate of \$375 per month

Service schedule One visit per week but weather such as rain, snow and high winds may cause limited services to be provided. If weather does not permit scheduled work to be done it will be made up.

Debris

- Weeds will be handpicked in the landscaped areas. If blanket herbicides are needed and applied they will be billed as a line item.
- Blowing - Some green debris on the ground is beneficial to the landscaping. It provides additional shade to help control the heat retained by the rocks which if they get too hot can do damage to the trunk, branches and roots of plants. In addition, as green waste decomposes it provides nutrients into the soil. Blowing will occur to remove unwanted green debris in the landscaped areas and may occur up to two times per month.

Shrub maintenance

- Appropriate bushes will be trimmed with hedge trimmers up to three times per year. To benefit plant health no hedge trimming will be performed during the hottest months of the year.
- To correct damage done to bushes by hedge trimmers. Bushes may be rejuvenated one time per year. This process is completed by using hand trimmers and cutting the bush close to the ground to encourage new growth.
- Shrub and tree fertilization will be applied one time per calendar year.

Irrigation system

- Accessible irrigation clock(s) will be set in accordance with the Southern Nevada Water Authority guidelines and manually run monthly to check for leaks.
- Irrigation systems will be manually run once a month during a scheduled visit.
- Irrigation repairs will be billed on a time and materials basis.



Limits of liability Contractor cannot be held liable for any loss, damage or delay resulting from the following. Customer will be responsible for full replacement/repair cost.

- | | |
|----------------------|--|
| 1. Faulty irrigation | 6. Any natural or man made causes not caused by contractor |
| 2. Any pet damage | 7. Malfunction of irrigation system beyond contractors control |
| 3. Perennial plants | 8. Any other item out of the contractors control and or scope. |
| 4. Annual plants | 9. Excessive and or extreme heat or cold or wind |
| 5. Power Outage | 10. No access to water by way of automatic irrigation system |

Tree and palm work. The only tree work that is included is trimming suckers off the main trunk of trees up to six feet off the ground. Some emergency work can be done but will be an extra charge.

Planting/Replacement/Instillation Removal of old plant material and the cost of the new plants plays a large part in calculating the costs associated with removal and replacement. Because of this proposals will be submitted for work unless otherwise stated. Plants, except for certain short lived plants such as seasonal color will have a six month limited warranty. Plant and decorative rock prices vary depending on type, size and availability.

Unpredicted incidences extra charges will apply.

Beyond the scope Proposals will be submitted.

Communication For record keeping purposes the use of email is greatly appreciated.

Extra/Additional/Uncovered work/items The contractor may be requested to replace damaged or destroyed materials or perform remedial work. Such work shall be considered extra work, to be invoiced separate from the contracted rate. Except for emergency work such as water related or downed trees and limbs all work must be approved by in writing prior to any work beginning.

Addition or deletion of landscaped areas. If areas are removed or deleted a reduction of charges may occur. If and when new areas are added additional charges may apply. This contract will need to be amended to include/delete them and signed by the customer and contractor.

Time between proposal submission and start date. If any unforeseen items occur prior to the contractors start date, like excessive weed growth between the time this proposal is submitted and work is to begin by On Time Landscaping a fee may be charged to bring the landscaping back to the point of where it was when this proposal was submitted.

Permission The customer warrants that all work covered in this contract is authorized by the appropriate parties. On Time Landscaping will be held harmless from all claims for damages resulting from the customers failure to properly identify or obtain permissions. On Time Landscaping to take photos of the property and use these photos for record keeping and may be used in marketing material. The contractor may also put up to two signs in the landscaping notifying people we are taking care of the landscaping.



Contract Duration This contract shall commence as of the date/week of start by the customer in this contract pending approval from the contractor and shall continue unless it is canceled for a minimum period of one year. Either party must notify the other with thirty days (30) notice. In the event of cancelation all outstanding payments are due in full at the same time as the notification. If On Time Landscaping does not receive payments within the contracted time frame the contractor will be exempt from the notice period and will stop work immediately and all payments will be due immediately. The contract will be reviewed on an ongoing basis and changes may be made when signed off on by both parties. To take into account the growth of plants and the extra labor needed to maintain larger plants on the anniversary of the contract, a 3% to 6% increase may be applied for the following term of service.

Payments Payment is due for the subsequent month of service by the last day of each month. Invoices will be sent to the designated person as a courtesy and will include any charges beyond the contracted rate. A late fee of five percent of the total amount per week will be levied if payment is not received in this time frame. Payment thereafter will be applied first to accrued interest and then to the principal unpaid amount. Attorney's fees, collections fees and or other cost incurred in collecting any delinquent amount shall be paid by the customer. By signing the agreement you are fully authorizing contractor to cause a claim of lien as a means of collection for nonpayment for landscape maintenance or any landscape services provided by contractor.

Billed at the time the work is preformed and separately from the monthly cost.

1. Service calls. 9am to 4pm Monday to Friday during non holidays a service call of \$65 will be applied and \$20 per hour with a one hour minimum. All other times are billed at a \$75 service call fee and \$30 per hour with a one hour minimum. Visits are billed in half hour increments after minimum hours. Additional fees will apply for parts or special equipment.

2. Anything not covered in this proposal.

Ongoing maintenance to be \$375 per month

Acceptance: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn or amended by the contractor if not accepted within 10 calendar days. If conditions change such as excessive weed or plant growth between the date of this proposal and the start date an initial clean up fee may be assessed. The individual(s) executing this contract on behalf of the customer hereby personally guarantees to you the payment of any obligation of the company and hereby agrees to bind themselves to pay On Time Landscaping on demand any sum which may become due to On Time Landscaping by the customer whenever the customer shall fail to pay the same. It is understood that this guaranty shall be a continuing and irrevocable guaranty, and indemnity for such indebtedness of the company.

Date of signatures for acceptance: _____ Requested start date/week: _____

Signature and printed name for acceptance _____

People authorized to give the contractor instructions: _____

Invoicing Information _____

Playground Bids



Playground

Civil Engineering

Dwyer Engineering, Inc

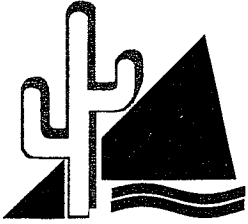
\$15,500

Asked three companies to bid. Dwyer was the only to reply.

Dwyer Engineering, Inc

\$15,500

Asked three companies to bid. They were the only one responded.



DWYER ENGINEERING, INC.

CIVIL ENGINEERS, LAND SURVEYORS, WATER RIGHTS, LAND USE PLANNING

May 18, 2017

Ken MacRae
Quest Preparatory Academy
4025 N. Rancho Drive
Las Vegas, NV 89130

Re: Quest Preparatory Academy Playground
APN: 138-02-814-032 & 0037


Dear Ken:

We have reviewed the referenced site and we are pleased to submit the following Scope of Services.

Our standard contract is attached, please sign and return the original to our office along with your retainer check.

We look forward to working with you. If you have any questions, please call our office.

Sincerely,
DWYER ENGINEERING, INC.



David A. Dwyer, P.E.
Principal

Attachment

**QUEST PREPARATORY ACADEMY
PLAYGROUND @ 4025 N. RANCHO DRIVE
APN: 138-02-814-032 & 037**

CONTRACT - REVISED

THIS AGREEMENT, made and entered into this ____ day of _____, 20____, by and between QUEST PREPARATORY ACADEMY, 4025 N. RANCHO DRIVE, LAS VEGAS, NV 89130, hereinafter referred to as the CLIENT, and DWYER ENGINEERING, INC., 7310 Smoke Ranch Road, Suite E, Las Vegas, NV 89128, hereinafter referred to as the CONSULTANT:

WITNESSETH

WHEREAS, the CLIENT desires to engage the CONSULTANT to render certain services as described in Exhibits "A" SCOPE OF SERVICES, which is hereby incorporated as an integral part of this contract; and,

WHEREAS, the CONSULTANT represents that it is duly qualified, ready, willing and able to provide said work by virtue of education, training and experience;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. Scope of Services. The CONSULTANT shall do, perform and carry out, in a satisfactory and proper manner, as determined by the CLIENT, the services as specified in Exhibits "A", SCOPE OF SERVICES, which is appended hereto and made a part of this contract
2. Personnel. None of the work or services covered by this Contract shall be subcontracted without prior written approval of the CLIENT, WITH THE EXCEPTION OF THOSE ITEMS SPECIFICALLY LISTED IN EXHIBITS "A".
3. Time of Performance. The CONSULTANT may begin the services specified in the Contract upon RECEIPT OF RETAINER. All of the work to be performed by CONSULTANT shall be completed in a timely fashion subject to delays for causes beyond reasonable control of CONSULTANT, including, but not limited to acts of God, acts of third parties and acts or directions of the CLIENT.

**QUEST PREPARATORY ACADEMY
PLAYGROUND @ 4025 N. RANCHO DRIVE
APN: 138-02-814-032 & 037**

CONTRACT - REVISED

4. Compensation. The CLIENT agrees to pay the CONSULTANT the sum of FIFTEEN THOUSAND FIVE HUNDRED DOLLARS (\$15,500.00) for satisfactory completion of the Scope of Services and related work tasks. REPRODUCTION COSTS & FILING FEES ARE NOT INCLUDED.

5. Compensation Method - Payments.

A. CLIENT will pay CONSULTANT retainage fee of \$2,500.00 as part of the executed contract. Retainage fee will be credited to the CLIENT at Final Billing of the Exhibit "A". CLIENT will pay CONSULTANT for work performed under Exhibit "B" in accordance with the work items listed in the Scope of Services.

B. Method of Payment. CONSULTANT will provide CLIENT Progress Invoices and Certification as to percentage of work as it is completed. **CLIENT will pay invoices within 30 days from the date of the invoices.**

C. Progress Payment. Requests for payments shall be accompanied by appropriate invoice forms and adequate evidence of work to substantiate the estimate of progress. Complete and detailed listing of individual man hours will not normally be included with progress invoices. Estimates of progress will be made on the basis of the Engineer's percentage estimate of progress for each pay item as listed on the EXHIBITS.

D. Payment Upon Work Element Completion. Upon total completion of any work task, and acceptance and approval by the CLIENT of total work for the completed work task, the CONSULTANT shall be paid the retained funds for that work task, less any progress payments previously made.

**QUEST PREPARATORY ACADEMY
PLAYGROUND @ 4025 N. RANCHO DRIVE
APN: 138-02-814-032 & 037**

CONTRACT - REVISED

E. Default On Payments. Failure to pay the submitted billings within thirty (30) days of the submitted invoice will be considered to be in default. All monies not received within thirty (30) days of said invoice will accrue interest at 1.5% per month (18% per annum) upon the unpaid principal and interest. All attorney and/or collection fees, court costs, and reasonable expenses will be paid by the CLIENT.

Also CLIENT agrees that CONSULTANT has the right to suspend or terminate service if undisputed charges are not paid within 30 days of receipt of CONSULTANT'S invoice, and CLIENT agrees to waive any claim against CONSULTANT, and to indemnify, defend, and hold CONSULTANT harmless from and against any claims arising from CONSULTANT'S suspension or termination due to CLIENT'S failure to provide timely payment. Any charges held to be in dispute shall be called to CONSULTANT'S attention within ten days of receipt of CONSULTANT'S invoice.

F. Statute Applicability. The governing law for this agreement shall be interpreted in accordance with the laws of the State of Nevada. Pursuant to NRS 108.245 you are hereby given notice that the Engineer providing the services indicated above may, at a future date, claim a lien as provided by law against the property if the Engineer is not paid.

6. Termination of Contract for Cause. If, through any cause, the CONSULTANT shall fail to fulfill, in timely and proper manner, its obligations under this Contract, or if the CONSULTANT shall violate any of the covenants, agreements, or stipulations of this Contract, the CLIENT shall thereupon have the right to terminate this Contract by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination, and specifying the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawing maps, models, photographs, and reports or other material prepared by the CONSULTANT under this Contract shall, at the option of the CLIENT, become its property, and the CONSULTANT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. Failure to obtain a discretionary approval from an elected or appointed Public Body shall not constitute grounds for termination for cause.

**QUEST PREPARATORY ACADEMY
PLAYGROUND @ 4025 N. RANCHO DRIVE
APN: 138-02-814-032 & 037**

CONTRACT - REVISED

7. Termination of Convenience. The CLIENT or CONSULTANT may terminate the Contract in whole, or in part, when both parties agree, in writing, that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The CONSULTANT shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible.

8. Amendments. The CLIENT and the CONSULTANT may request amendment of the provisions of this Contract, however, oral understandings shall not be binding. To be valid, all such amendments shall be made in writing and signed by all parties hereto.

9. Changes. The CLIENT may, from time to time, require changes in the Scope of Services of the CONSULTANT to be performed thereunder. Such changes, including any increase or decrease in the amount of the CONSULTANT'S compensation, which are mutually agreed upon by and between the CLIENT and the CONSULTANT, shall be incorporated in written amendments to this Contract and signed by all parties hereto.

10. Assignability. The CONSULTANT shall not assign interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the CLIENT thereto; provided, however, that claims for money due or to become due to the CONSULTANT from the CLIENT under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the CLIENT. This contract shall not be assignable by client without the express written consent of the CONSULTANT.

11. Responsibility. This contract is between QUEST PREPARATORY ACADEMY and DWYER ENGINEERING, INC. Payment on invoices shall be made within stipulated guidelines and is the responsibility of QUEST PREPARATORY ACADEMY exclusively.

**QUEST PREPARATORY ACADEMY
PLAYGROUND @ 4025 N. RANCHO DRIVE
APN: 138-02-814-032 & 037**

CONTRACT - REVISED

12. Consultant Subcontracts. In connection with the work required under this contract, CONSULTANT may engage specialists to perform such work as soils investigation, aerial photography and topographic maps. Prior to beginning work with any such specialist, CONSULTANT shall require an additional retainer in the amount of the subcontract with each specialist.
13. Expiration of Contract. This contract shall be null and void if not signed by the CLIENT within thirty (30) days from delivery.
14. Agreement. The CLIENT and CONSULTANT (Engineer) agree in accordance with the terms and conditions of the contract including:
- A. If the scope of work of the project is changed, materially, compensation shall be subject to renegotiation.
 - B. If the services covered by this agreement have not been completed within (12) twelve months of the date hereof, the amounts of compensation shall be subject to renegotiation.
15. Dispute Resolution. In the unlikely event a dispute should arise during the design or construction of the project or following the completion of the project, the CLIENT and the CONSULTANT agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The CLIENT and CONSULTANT further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, sub-consultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

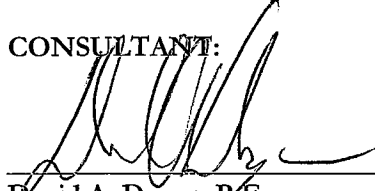
QUEST PREPARATORY ACADEMY
PLAYGROUND @ 4025 N. RANCHO DRIVE
APN: 138-02-814-032 & 037

CONTRACT - REVISED

16. Limitation of Liability. To the maximum extent permitted by law, the CLIENT agrees to limit the CONSULTANT'S liability for the CLIENT'S damages to the sum of \$50,000.00 or the CONSULTANT'S fee, whichever is less. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this Contract as of the date first above written.

CONSULTANT:



David A. Dwyer, P.E.
Principal 702-254-2200 Fax 702-254-2236

Date

5-18-78

CLIENT:

Ken MacRae
702-631-4751 ext 127

Date

EXHIBIT A

QUEST PREPARATORY ACADEMY PLAYGROUND @ 4025 N. RANCHO DRIVE APN: 138-02-814-032 & 037

SCOPE OF SERVICES

PHASE I – ENGINEERING

- | | | |
|----|--|-------------|
| 1. | Boundary and Topographic Map | \$ 3,500.00 |
| | Prepare a topographic map indicating 1' contours over property site from field survey data. Map will be prepared at horizontal scale of 1" = 20'. Includes horizontal and vertical recovery of sanitary sewer manholes & inverts. Provide off-site topo to cover 100'± outside of property boundary for utilities and drainage as per City of Las Vegas Development Standards. | |
| 2. | ALTA Map | \$ 1,500.00 |
| | Provide an ALTA Survey of the project site per "Minimum Standard Detail Requirements and Classifications" for ALTA/NSPS Land Title Surveys as adopted by the American Land Title Association and the National Society of Professional Surveyors, 2016. | |
| 3. | Hydrology Study | Not a Part |
| | Prepare a Technical Drainage Study Update in compliance with City of Las Vegas Public Works and Clark County Regional Flood Control District requirements. This site is within a mapped flood hazard zone, Zone X. | |
| 4. | Traffic Report | Not a Part |
| | Prepare necessary documents & attend meetings per City of Las Vegas Traffic Department requirements. | |
| 5. | Special Use Permit & Design Review | \$ 5,500.00 |
| | Based on approved site plan, prepare zone change, us permit and design review and landscape applications. Submit applications to the City of Las Vegas, attend coordination meetings with the City staff to process applications, and represent items at town board and planning commission and city council meetings. | |

EXHIBIT A

QUEST PREPARATORY ACADEMY PLAYGROUND @ 4025 N. RANCHO DRIVE APN: 138-02-814-032 & 037

SCOPE OF SERVICES

PHASE I – ENGINEERING – continued

6.	Improvement Drawings	\$ 4,000.00
A.	Grading and Drainage Plans	
B.	Site Plan – Horizontal Control for improvements	
C.	Utility Plan	
D.	Cover Sheet and Detail	
E.	Specification & Quantities	
F.	Bond and Fee Estimates	
7.	Project Administration	\$ 1,000.00
A.	Coordinate project approval	
	1. City of Las Vegas	
	a. Planning Department	
	b. Fire Department	
	c. Department of Public Works	
	1. Flood Prevention	
	2. Right of Way	
	3. Engineering Design	
	2. Las Vegas Valley Water District	
	3. NV Energy	
	4. Architect/Owner	
	5. Clark County Regional Flood Control District	-----
	ENGINEERING COST	\$15,500.00

- EXHIBIT A

QUEST PREPARATORY ACADEMY
PLAYGROUND @ 4025 N. RANCHO DRIVE
APN: 138-02-814-032 & 037

SCOPE OF SERVICES

PHASE I – ENGINEERING – continued

Reproduction Costs are **Not** a part.

Filing Fees are **Not** a part.

*Sub-Consultant.

Current Legible Title Report with all exceptions is to be provided by Owner.

- All subsequent updates & subdivision guarantees, if required.

Rezoning/Design Review is **Not** a part.

On-Site Permits are **Not** a part.

Electronic format (CD) is **Not** a part.

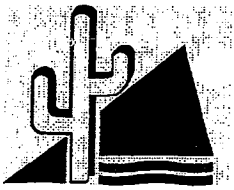
Vacations and patent Easements are **Not** a part.

Federal Aviation Administration documents are **Not** a part.

Airspace approval requirements are **Not** a part.

Structural calculations are **Not** a part.

Geotechnical reports are **Not** a part.



DWYER ENGINEERING, INC

CIVIL ENGINEERS, LAND SURVEYORS, WATER RIGHTS, LAND USE PLANNING
20 YEARS IN NEVADA

DWYER ENGINEERING'S 2017 CONTRACT REFERENCES

Gillard Construction, Inc.	Gene Gillard	702-565-0199 ext 107
Mountain Vista Construction	Vickie King	702-458-9700
Martin Harris Construction	Nick Gushie	702-232-1622
KME Architects	Emanuele Arguelles	702-888-2088
Wells Fargo Bank, Properties Dept.	Bob Hesse	702-791-6602

DWYER ENGINEERING'S FEE SCHEDULE 2017

<u>Professional</u>	<u>Hourly Rate</u>
<i>Firm Principals</i>	\$175.00
<i>Professional Engineer</i>	\$145.00
<i>Planning Manager</i>	\$145.00
<i>Design Engineer</i>	\$125.00
<i>Engineering Technician</i>	\$110.00
<i>Draftsman</i>	\$ 90.00
<i>Professional Licensed Land Surveyor</i>	\$135.00
<i>Professional Licensed Water Rights Surveyor</i>	\$145.00
<i>Design Surveyor</i>	\$125.00
<i>Surveying Technician</i>	\$110.00
<i>Two Man Survey Crew or One Man with Robotic</i>	\$180.00
<i>Three Man Survey Crew</i>	\$230.00
<i>Secretarial</i>	\$ 60.00

Prevailing Wage Rates:

<i>Two Man Survey Crew or One Man with Robotic</i>	\$245.00
<i>Three Man Survey Crew</i>	\$340.00

GPS Survey Crew

<i>Two Man Survey Crew (min. chg. 5 hrs.)</i>	\$275.00
---	----------

DWYER ENGINEERING'S FEE SCHEDULE 2017 Page 2

MISCELLANEOUS

<i>Expenses</i>	<i>Cost + 15%</i>
<i>Deliveries</i>	<i>\$20.00</i>
<i>Autocad Diskettes/CD's/Email</i>	<i>\$ 10.00</i>
<i>Mileage</i>	<i>\$ 0.50/mile</i>

PRODUCTION COSTS

<i>Xeroxing</i>	<i>\$ 0.10/sheet</i>
<i>Blueprints</i>	<i>\$ 5.00/sheet</i>
<i>Mylars</i>	<i>\$ 35.00/sheet</i>
<i>Vellums</i>	<i>\$ 20.00/sheet</i>
<i>Drainage Study/Addendum/Reports</i>	<i>\$ 50.00/each</i>

- Note:*
- 1. The above rates include cost of all instruments.*
 - 2. Filing Fees are to be paid by Client.*
 - 3. Contract may otherwise specify costs on a billing basis.*

Playground

Play & Park Structures

Large Playground	\$48,140.20
Small Playground	\$19,821.75
Landing Tiles	\$29,172.10
Shade Structures	\$36,579.12
Trash Receptacles	\$2,176.00
Benches	\$5,566.00
Basketball Hoops	\$1,820.00
Tetherball	\$824.00
Total	\$144,099.07

Quotation

The one resource for all of your recreation product needs!

Henry Sudweeks

435.619.7625

hsudweeks@playandpark.com

www.playandpark.com

email

website

TODAY'S DATE: 5/5/2017

EXPIRES AFTER: 8/5/2017

Quotation # 783-105984

Customer ID:

**play&park
structures®**

A PLAYCORE Company

Quotation for: Quest Academy

Ship to: Las Vegas, NV

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	Play&Park Quote#	TERMS
Henry Sudweeks				783-105984	TBD
QUANTITY	DESCRIPTION		UNIT PRICE	TAXABLE?	AMOUNT
1	Large Playground		48,170.20		48,170.20
1	Small Playground		19,821.75		19,821.75
	*Equipment only - Installation provided by Robertson Installations				

ORDER PROCEDURE & PAYMENT TERMS: To proceed with an order, please sign this quote and email to hsudweeks@playandpark.com. A current credit application must be on file with Play&Park Structures, except if prepaid. Purchase order and/or payments, make payable to Play&Park Structures. Please contact your Play&Park Structures representative, Henry Sudweeks at (435) 619-7625 to set payment terms. Thank you from Play&Park Structures!

SUBTOTAL	\$ 67,991.95
TAX RATE	0.00%
SALES TAX	
FREIGHT	7,381.00
TOTAL	\$ 75,372.95

ACCEPTANCE OF QUOTATION: This quotation is subject to policies in the current Play & Park Structures catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price changes. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Play & Park Structures.

LEAD TIME: order shall ship within 30-45 days after Play & Park Structures' receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

DELIVERY INFO: Freight charges are estimated at the time of quote and charges may increase due to the volatile situation with fuel surcharges, delivery site conditions, and other unforeseen occurrences.

EXCLUSIONS: Unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Please print your name and title, then sign and date below to accept this quotation. Thank you!

Print name _____ Print title _____

Signed and accepted by _____ Date: _____



The one resource for all of your recreation product needs!

Henry Sudweeks

435.619.7625

hsudweeks@playandpark.com

www.playandpark.com

email

website

Quotation

TODAY'S DATE: 5/5/2017

EXPIRES AFTER: 8/5/2017

Quotation # TP1834

Customer ID:

Quotation for: Quest Academy



Ship to: Las Vegas, NV

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	Play&Park Quote#	TERMS
Henry Sudweeks					TBD
QUANTITY	DESCRIPTION		UNIT PRICE	TAXABLE?	AMOUNT
1	Playground Safety Tiles Blue and Green Checkerboard Pattern. Interlocking & Recycled *Materials only - installation provided by Robertson Installations.		27,292.10		27,292.10

ORDER PROCEDURE & PAYMENT TERMS: To proceed with an order, please sign this quote and email to hsudweeks@playandpark.com. A current credit application must be on file with Play&Park Structures, except if prepaid. Purchase order and/or payments, make payable to Play&Park Structures. Please contact your Play&Park Structures representative, Henry Sudweeks at (435) 619-7625 to set payment terms. Thank you from Play&Park Structures!

SUBTOTAL	\$ 27,292.10
TAX RATE	0.00%
SALES TAX	-
FREIGHT	1,880.00
TOTAL	\$ 29,172.10

ACCEPTANCE OF QUOTATION: This quotation is subject to policies in the current Play & Park Structures catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price changes. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Play & Park Structures.

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Please print your name and title, then sign and date below to accept this quotation. Thank you!

Print name _____ Print title _____

Signed and accepted by _____ Date: _____



A PLAYCORE Company

The one resource for all of your recreation product needs!

Henry Sudweeks

435.619.7625

hsudweeks@playandpark.com

www.playandpark.com

email

website

Quotation

TODAY'S DATE: 5/5/2017

EXPIRES AFTER: 8/5/2017

Quotation # QU-00088208

Customer ID:

Quotation for: Quest Academy



Ship to: Las Vegas, NV

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	Play&Park Quote#	TERMS
Henry Sudweeks					TBD
QUANTITY	DESCRIPTION		UNIT PRICE	TAXABLE?	AMOUNT
1	Large Shade 60x30 14' Entry		22,297.37		22,297.37
1	Small Shade 38x38 12' Entry		9,274.75		9,274.75
2	Engineering - Signed and Sealed		600.00		1,200.00
	*Equipment only - installation provided by Robertson Installations.				

ORDER PROCEDURE & PAYMENT TERMS: To proceed with an order, please sign this quote and email to hsudweeks@playandpark.com. A current credit application must be on file with Play&Park Structures, except if prepaid. Purchase order and/or payments, make payable to Play&Park Structures. Please contact your Play&Park Structures representative, Henry Sudweeks at (435) 619-7625 to set payment terms. Thank you from Play&Park Structures!

SUBTOTAL	\$ 32,772.12
TAX RATE	0.00%
SALES TAX	-
FREIGHT	3,807.00
TOTAL	\$ 36,579.12

ACCEPTANCE OF QUOTATION: This quotation is subject to policies in the current Play & Park Structures catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price changes. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Play & Park Structures.

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Please print your name and title, then sign and date below to accept this quotation. Thank you!

Print name _____ Print title _____

Signed and accepted by _____ Date: _____



A PLAYCORE Company

The one resource for all of your recreation product needs!

Henry Sudweeks

435.619.7625

hsudweeks@playandpark.comwww.playandpark.com

email

website

Quotation

TODAY'S DATE: 5/5/2017

EXPIRES AFTER: 8/5/2017

Quotation # QU-00087465-1

Customer ID:

Quotation for: Quest Academy



A PLAYCORE Company

Ship to: Las Vegas, NV

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	Play&Park Quote#	TERMS
Henry Sudweeks					TBD
QUANTITY	DESCRIPTION	UNIT PRICE	TAXABLE?	AMOUNT	
4	Trash TPR-32	544.00		2,176.00	
4	6' Bench P966S-P6	864.00		3,456.00	
2	6' Double Sided Bench P962S-P6	1,055.00		2,110.00	
2	Basketball Hoops #202SS	910.00		1,820.00	
4	Tetherball #67646	206.00		824.00	
	*Materials only - installation provided by Robertson Installations.				

ORDER PROCEDURE & PAYMENT TERMS: To proceed with an order, please sign this quote and email to hsudweeks@playandpark.com. A current credit application must be on file with Play&Park Structures, except if prepaid. Purchase order and/or payments, make payable to Play&Park Structures. Please contact your Play&Park Structures representative, Henry Sudweeks at (435) 619-7625 to set payment terms. Thank you from Play&Park Structures!

SUBTOTAL	\$ 10,386.00
TAX RATE	0.00%
SALES TAX	-
FREIGHT	1,226.06
TOTAL	\$ 11,612.06

ACCEPTANCE OF QUOTATION: This quotation is subject to policies in the current Play & Park Structures catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price changes. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Play & Park Structures.

LEAD TIME: order shall ship within 30-45 days after Play & Park Structures' receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required.

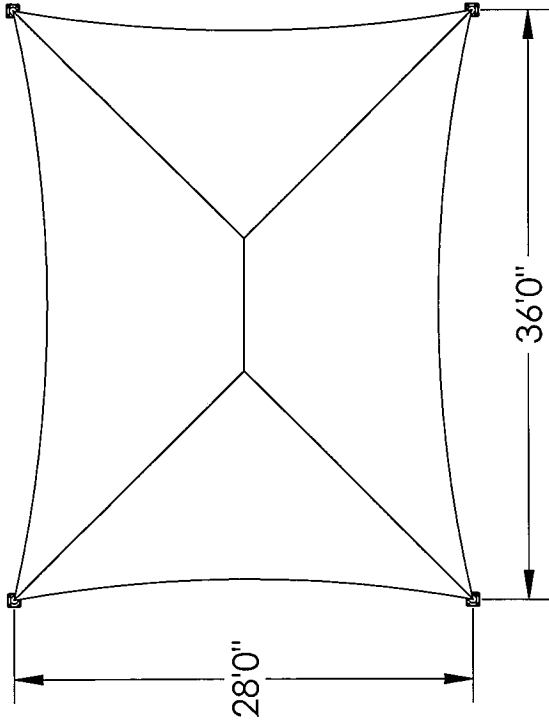
DELIVERY INFO: Freight charges are estimated at the time of quote and charges may increase due to the volatile situation with fuel surcharges, delivery site conditions, and other unforeseen occurrences.

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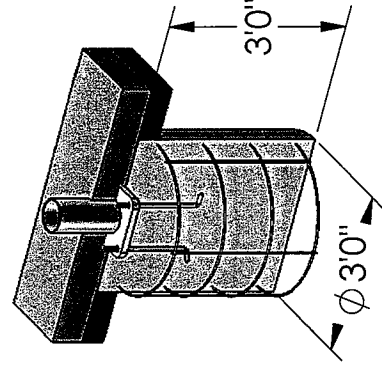
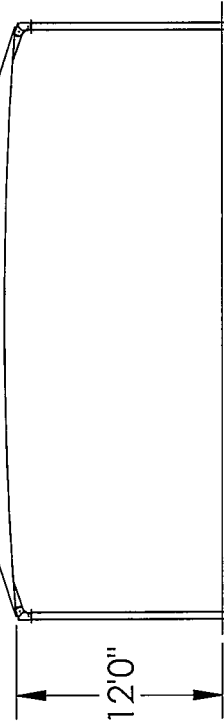
Please print your name and title, then sign and date below to accept this quotation. Thank you!

Print name _____ Print title _____

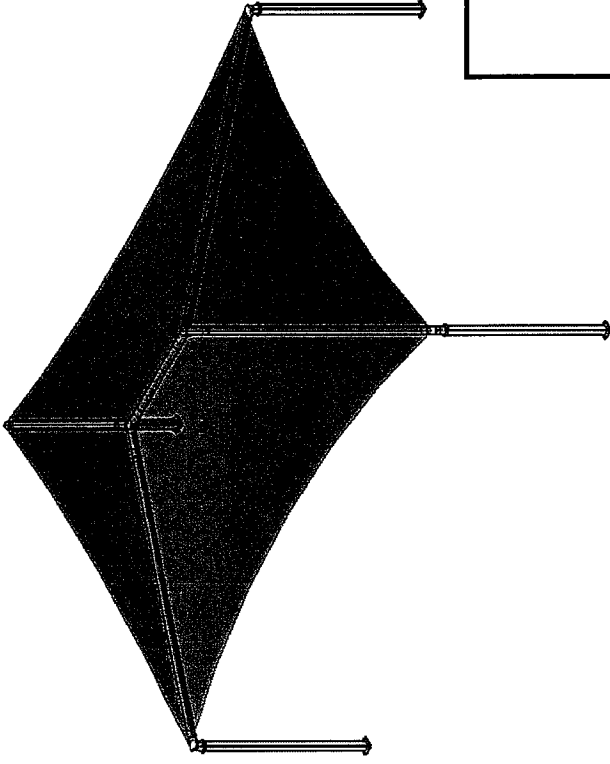
Signed and accepted by _____ Date: _____



HDPE FABRIC



REBAR CAGE
(6) #5 VERTICAL
#3 TIES @ 12" O.C.



UltraPlaySystems, Inc.



PROPRIETARY DOCUMENT
1675 Locust Street
Red Bud, IL 62278
Phone (800) 45-ULTRA
Fax (618) 282-8202

ALL DIMENSIONS
ARE IN INCHES
UNLESS OTHERWISE NOTED
FABRICATION TOLERANCES
DISTANCE: 1/16"

ANGLE: 2°
FABRICATION OF ALL
EQUIPMENT MUST COMPLY
WITH "ULTRA PLAY"
DESIGN STANDARDS"

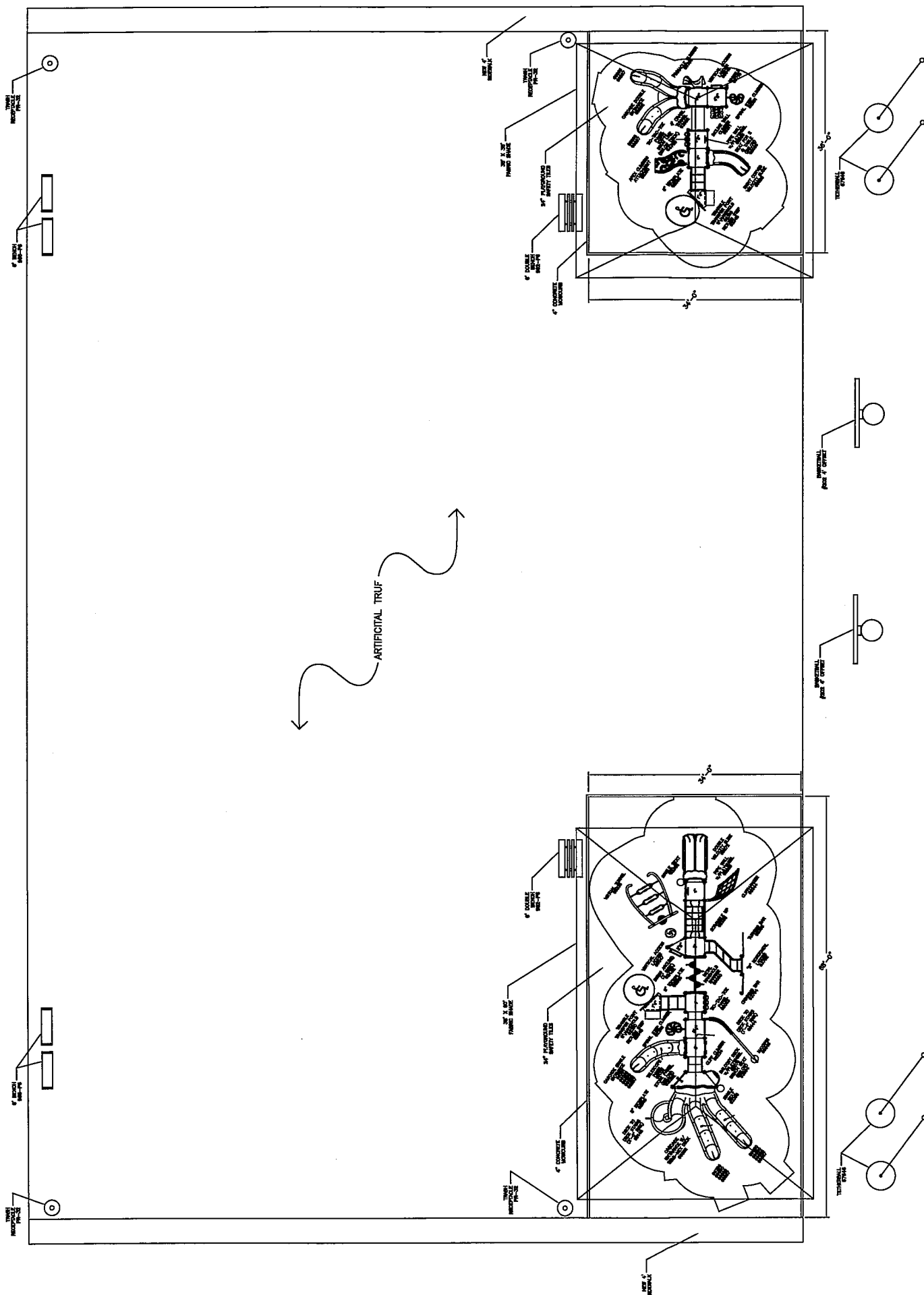
TYPE OF DWG	DRAWN BY
INS	JAA
DATE	REVISED
6/28/13	
CATALOG REFERENCE	

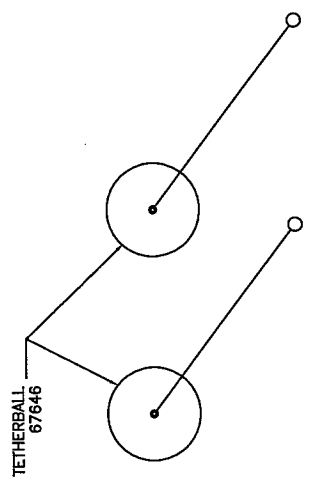
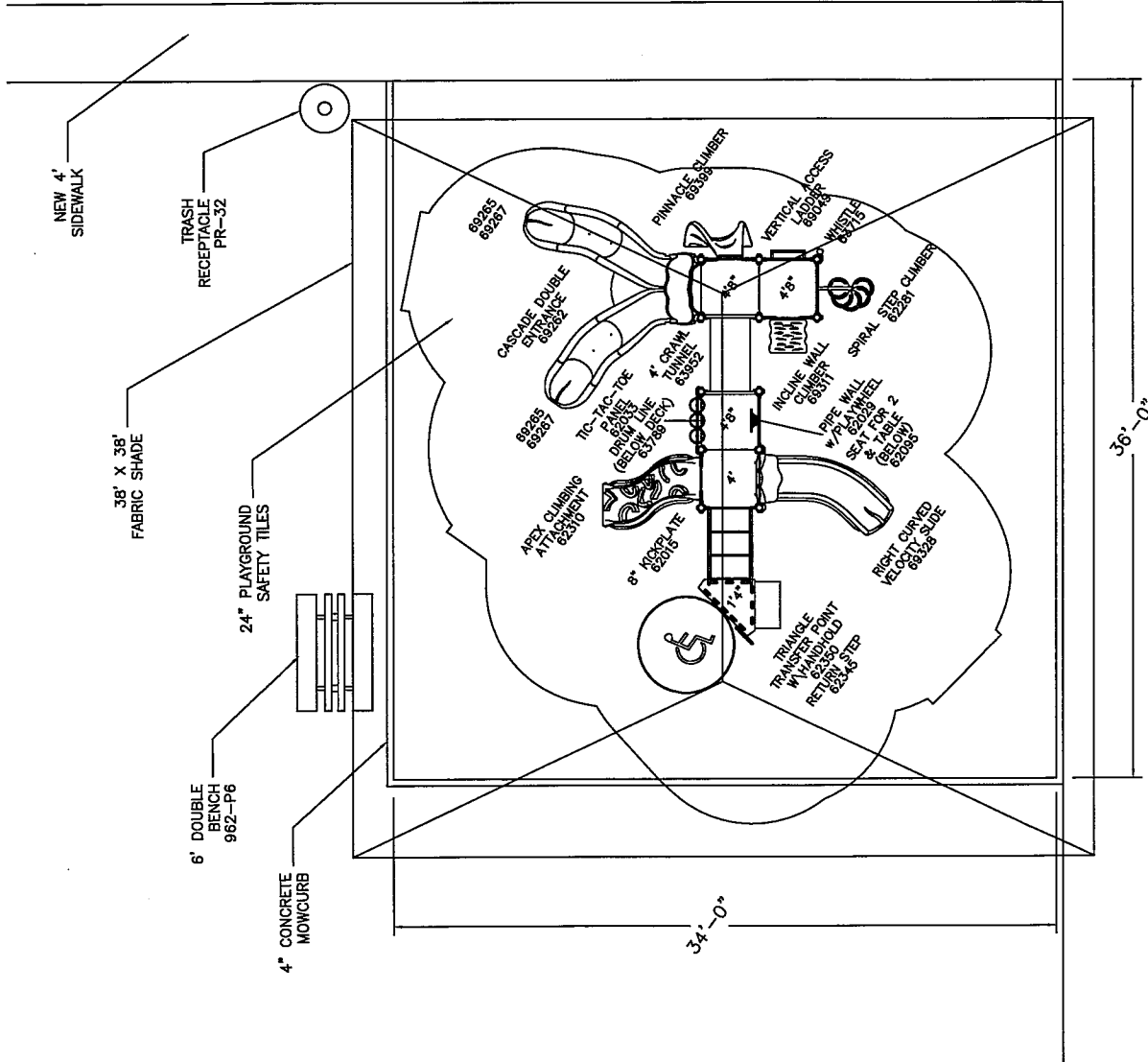
Hip 28x36 Shade
12' eave

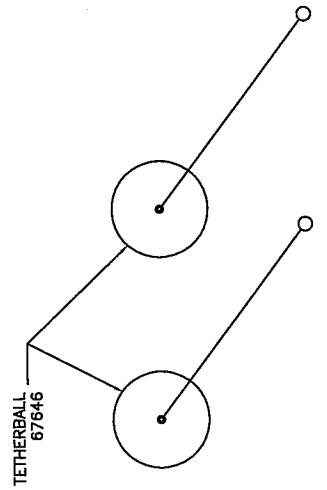
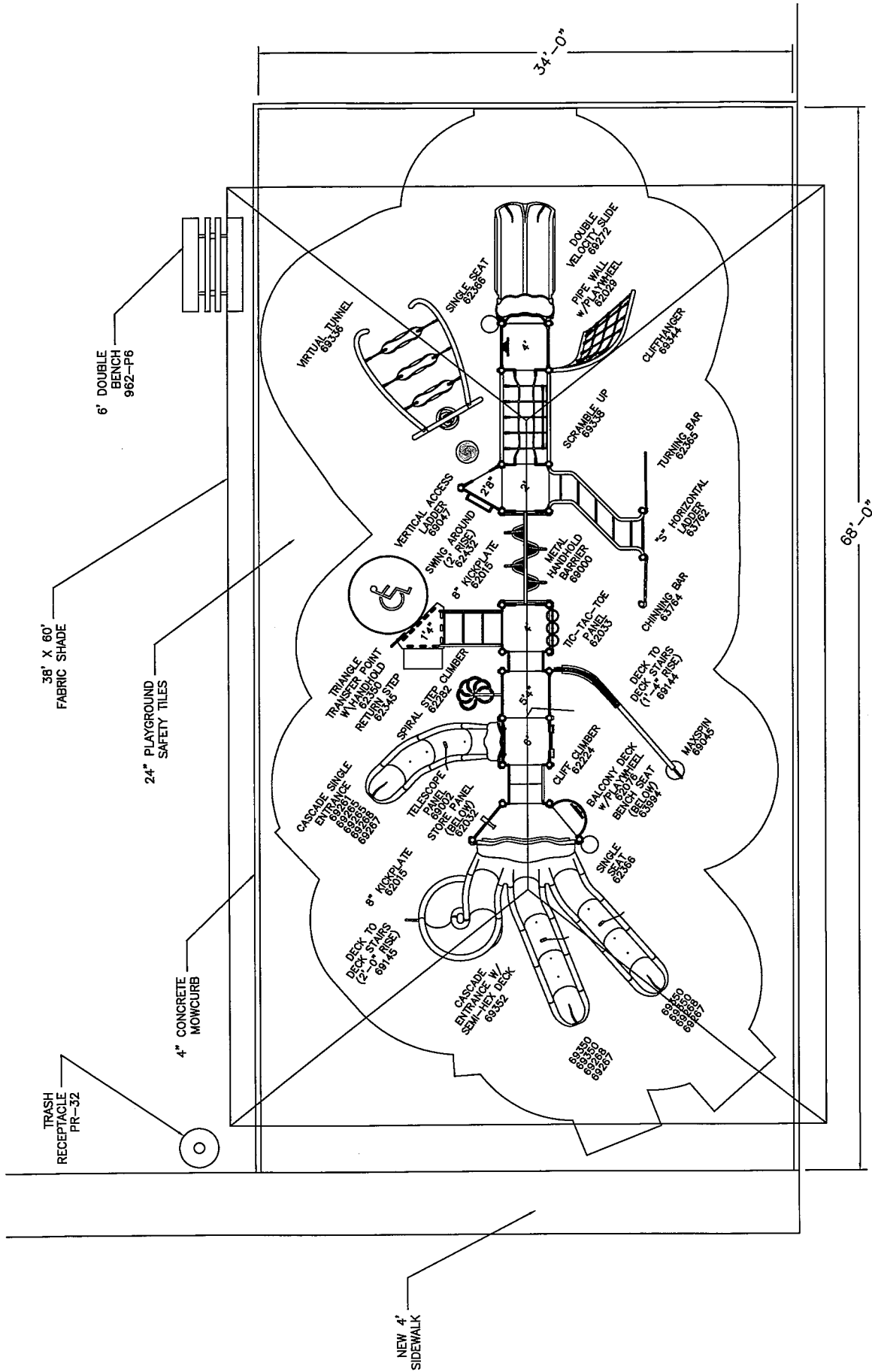
Model Number
HP2836S-12-FB

SHEET 1 OF 1

FOOTING AND REBAR SPEC MAY CHANGE PENDING ENGINEERING APPROVAL
PRELIMINARY - NOT FOR CONSTRUCTION







Playground

Robertson Installations

Installation of all equipment

\$49,818

Installation of 19,600 Square Feet Artificial Turf

\$98,800

Total \$148,618



May 4, 2017

Via email: hsudweeks@playandpark.com

Henry Sudweeks
Play and Park Structures

RE: Quest Academy

Dear Henry:

We, **Robertson Installations LLC.** wish to provide you with this proposal for the equipment installation work outlined below for the above referenced project. All work is to be performed in accordance with Plans and Specifications, unless noted otherwise. No addenda are included.

Installation of Large Playground Unit.....	\$8,305
Installation of Small Playground Unit.....	\$6,272
Installation of 60' x 30' Fabric Canopy Shade Structure	\$7,165
Installation of 28' x 28' Fabric Canopy Shade Structure	\$6,865
Installation of (2) Inground Basketball Hoops	\$1,500
Installation of (4) Tetherball Poles	\$800
Installation of (6) Benches	\$650
Installation of (4) Trash Receptacles	\$700
Installation of 1000 SF of 4" Sidewalk over 4" of Type II Base.....	\$3,810
Installation of 272 LF of 6" x 6" Curb	\$2,235
Installation & Compaction of 3,536 SF of 4" Backfill @ Playground Areas	\$4,316
Installation of 19,600 SF of Artificial Turf	\$98,800
Installation of Rubber Safety Tiles @ Playground Areas	\$7,200

SCOPE OF WORK:

A. Furnish and Install

1. Excavation of our work. Excess excavated material will be spoiled on-site where possible.
2. Backfilling at our work only.
3. Concrete footings at playground and shade structures
4. 4" Sidewalk
5. 6" x 6" Curbing

EXCLUSIONS:

A. Areas of Work

1. Demolition.
2. Additional Backfill.
3. Compaction, installing of earth subgrade.
4. Security.

QUALIFICATIONS:

1. Area is assumed to be easily accessible by vehicle and/or equipment.
2. Excavation does not include hard dig.

3. Job will be performed in **one mobilization**. Additional charges may occur if multiple mobilizations are required.

PAYMENT TERMS:

1. 50% Deposit due prior to commencing work. Final payment shall be due and payable within 30 days after substantial completion of our scope of work.

Respectfully,

ROBERTSON INSTALLATIONS LLC

A handwritten signature in black ink, appearing to read "Brian Robertson", is written over the printed name.

Brian Robertson
702-908-0990

Playground

Evans Recreation Installation INC

Large playground	\$74,848.29
Small Playground	\$35,815.46
Landing Tiles	\$60,141.28
Shade Structures	\$73,253.35
Benches	\$7,366.33
Trash Receptacles	\$3,150.06
Hoops/poles	\$6,336.29
Tetherball	\$3921.48
Artificial Turf	\$129,097.50
Mobilization	\$14,492.16
Total	\$408,422.20

EVANS RECREATION INSTALLATION INC

PO BOX 42607

LAS VEGAS NV 89116

P: 702-271-8170 F: 702-926-9685

**ESTIMATE****NO: 6504****Date:** Thursday, May 25, 2017**Licenses:** **Limits:**

NV 45382A \$ 200,000.00

NV 68127 \$ 200,000.00

NV 72965 \$ 200,000.00

UTS500 no limit

TO: Dana Parks: d.parks@questlv.com**Quoted by:** Warren Evans**Email Address:** warren.e@evansrecreation.com

PROJECT
Quest Academy Playground

DESCRIPTION	QTY	UNIT	TOTAL
PLAYGROUND SECTION OF BID			
*Water connections for dust control to be supplied by customer.			
Provide and install (1) Miracle Playgrounds 5-12 age custom play structure + concrete slurry sub base for PIP or tile rubber surfacing. *Includes footing excavation + concrete and sub base prep, and curbing.	1	\$ 74,484.29	\$ 74,484.29
Provide and install (1) Miracle Playgrounds 2-5 age custom play structure + concrete slurry sub base for PIP or tile rubber surfacing. *Includes footing excavation + concrete and sub base prep, and curbing.	1	\$ 35,815.46	\$ 35,815.46
SHADE SHELTER SECTION OF BID			
Provide and install (2) USA Shades Hip Fabric Shades- (1) 38'x38'x12' Entry Height, (1) 60'x38'x12' Entry Height. *Includes permits and inspection fees + excavation, reinforcement, and concrete footings.	1	\$ 73,253.35	\$ 73,253.35
SITE FURNISHING SECTION OF BID			
Provide and install (2) MyTCoat 6' Double Pedestal Bench w/Back Model #BRT06-C-62-002 -Surface Mount. *Includes install of concrete attachment base.	2	\$ 1,410.04	\$ 2,820.08
Provide and install (4) MyTCoat #BCA06-C-60-000 - 6' Contoured Bench without Back - Surface Mount. *Includes install of concrete attachment base.	4	\$ 1,136.56	\$ 4,546.25
Provide and install (4) MyTCoat #RRD32-D-00-000 - 32 Gallon Trash Receptacle + lid and liner. *Includes install of concrete attachment base.	4	\$ 787.52	\$ 3,150.06
Provide and install (2) LA Steelcraft Model #12C44-01-600 Basketball standards- includes: 4-1/2" OD Curved Basketball Post w/Steel Powder Coated Fan-Shaped Backboard, Double Rim & Chain Net.	2	\$ 3,168.14	\$ 6,336.29
Provide and install (4) LA Steelcraft Model #TBPCB - Tetherball posts- includes chain, rope, and ball.	4	\$ 980.37	\$ 3,921.48
SYNTHETIC TURF SECTION OF BID			
Option A Provide and install 25,000 sq.ft. of new GLS "Playturf" synthetic turf- a shorter turf but it is much more dense. It has several different color blades and they are different lengths also. This system requires very little infill so it is much cleaner than the Sports Play. *Includes install of 4" decomposed granite base. Synthetic turf to be nailed to nailer board around the perimeter. All seems to be glued with commercial grade binder. Excludes any lines or markings.	1	\$ 155,347.50	\$ 155,347.50
Option B Provide and install 25,000 sq.ft. of GLS "Sports Play" synthetic turf. "Sports Play" synthetic turf is our traditional field turf. Mono blade installed crumb rubber on top. Typical turf field system. *Includes install of up to 4" decomposed granite base, crumb rubber infill-approximately 2 pounds per sq. ft.. Synthetic turf to be nailed to nailer board around the perimeter. All seems to be glued with commercial grade binder. Excludes any lines or markings.	1	\$ 129,097.50	\$ 129,097.50

Option 1TILE SURFACING SECTION OF BID			
Provide and install DuraSafe premium rubber tile safety surfacing system. *Installed by DuraSafe professional installation team.	1	\$ 60,141.28	\$ 60,141.28
Option 2POUR IN PLACE SURFACING SECTION OF BID			
Provide and install 2132 sq.ft. of G Flex safety surfacing as per the project requirements which includes 6' fall height for 5-12 age play area and a 50/50 color mix of blue and green. *Pricing for the playground safety surfacing for this project excludes bonds, permits, taxes and any item not listed herein. *Billing will be for actual square footage installed.	2132	\$ 11.57	\$ 24,667.24
Provide and install 1224 sq.ft. of G Flex safety surfacing as per the project requirements which includes 5' fall height for 2-5 age play area and a 50/50 color mix of blue and green. *Pricing for the playground safety surfacing for this project excludes bonds, permits, taxes and any item not listed herein. *Billing will be for actual square footage installed.	1224	\$ 11.84	\$ 14,492.16
MOBILIZATION			
Mobilization: Local mobilization of trucks and equipment for the duration of the job. Out of town mobilization includes lodging, per diem, hotel, trucks and equipment.	1	\$ 2,238.33	\$ 2,238.33
SUB TOTAL OF PLAYGROUNDS			\$ 110,299.75
SUB TOTAL OF SHADE SHELTERS			\$ 73,253.35
SUB TOTAL OF SITE FURNISHINGS			\$ 20,774.15
SUB TOTAL OF SYNTHETIC TURF			CHOOSE OPTION
Playground Safety Surfacing Option 1 SUB TOTAL OF TILE SURFACING OPTION AT PLAYGROUNDS			\$ 60,141.28
*** Playground Safety Surfacing Option 2***SUB TOTAL OF POUR IN PLACE SURFACING AT PLAYGROUNDS			\$ 39,159.40
SUB TOTAL OF MOBILIZATION			\$ 2,238.33
TOTAL AMOUNT OF ESTIMATE			TBD

-Quote is valid for 90 days.
 -Quote based on normal digging conditions and normal work hours. Owners to provide proper access to location. Caliche, rock, hard rock digging , and/or overtime/weekend demanded hours will incur additional charges.
 -Quote based on current labor and material costs. 1.5% increase to billing for projects beyond 120 days to cover rising expenses
 -Quote is for installation only, unless otherwise noted. Equipment to be provided by others.
 -Owner is responsible for ensuring all underground utilities and irrigation lines are clearly marked prior to work beginning.
 -Evans Recreation Installations is not responsible for damage to unmarked underground items.
 -Evans Recreation Installations is not responsible for damage along access paths and in designated work areas to: unmarked underground items, concrete, landscaping, and irrigation.
 -If there are bid alternates, **TOTAL AMOUNT OF ESTIMATE to be determined after bid alternates are chosen and added up.**
NOTE: A deposit of 50% is required when a quote states "provide and install".

Accepted by: _____ Date: _____

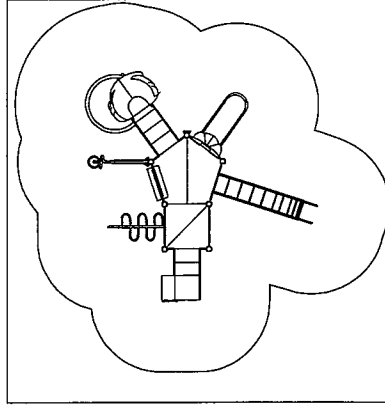
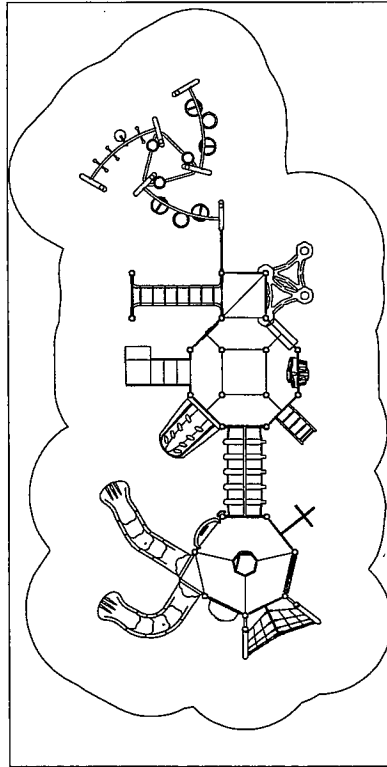
Company Name: _____

Once accepted please sign and send back to lori.e@evansrecreation.com

Quest Preparatory Academy Las Vegas, NV

INTERPRET
5-12
AGE GROUP: 5-12
TOTAL: 16
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER: 16 RECD 8
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP: 0 RECD 8
GROUND LEVEL ACTIVITY TYPE: 8 RECD 8
GROUND LEVEL QUANTITY: 8 RECD 8

INTERPRET
2-5
AGE GROUP: 2-5
TOTAL: 3
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER: 0 RECD 3
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP: 0 RECD 3
GROUND LEVEL ACTIVITY TYPE: 3 RECD 2
GROUND LEVEL QUANTITY: 3 RECD 2



To verify product certification, visit www.ipema.org



MIRACLE PLAYGROUND SALES, INC.
9106 Pulsar Ct
Corona, CA
PHONE NO: (800) 264-7225 x102
FAX NO: (877) 215-3889

GROUND SPACE: 149'-6" x 25'-6"
PROTECTIVE AREA: 160'-6" x 37'-0"

DRAWN BY: Bryce Lawrence

R0036_42870472066

✓ COMPLIES TO ASTM/CPSC

✓ COMPLIES TO ADA

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the playsystem and general rules for safe play.

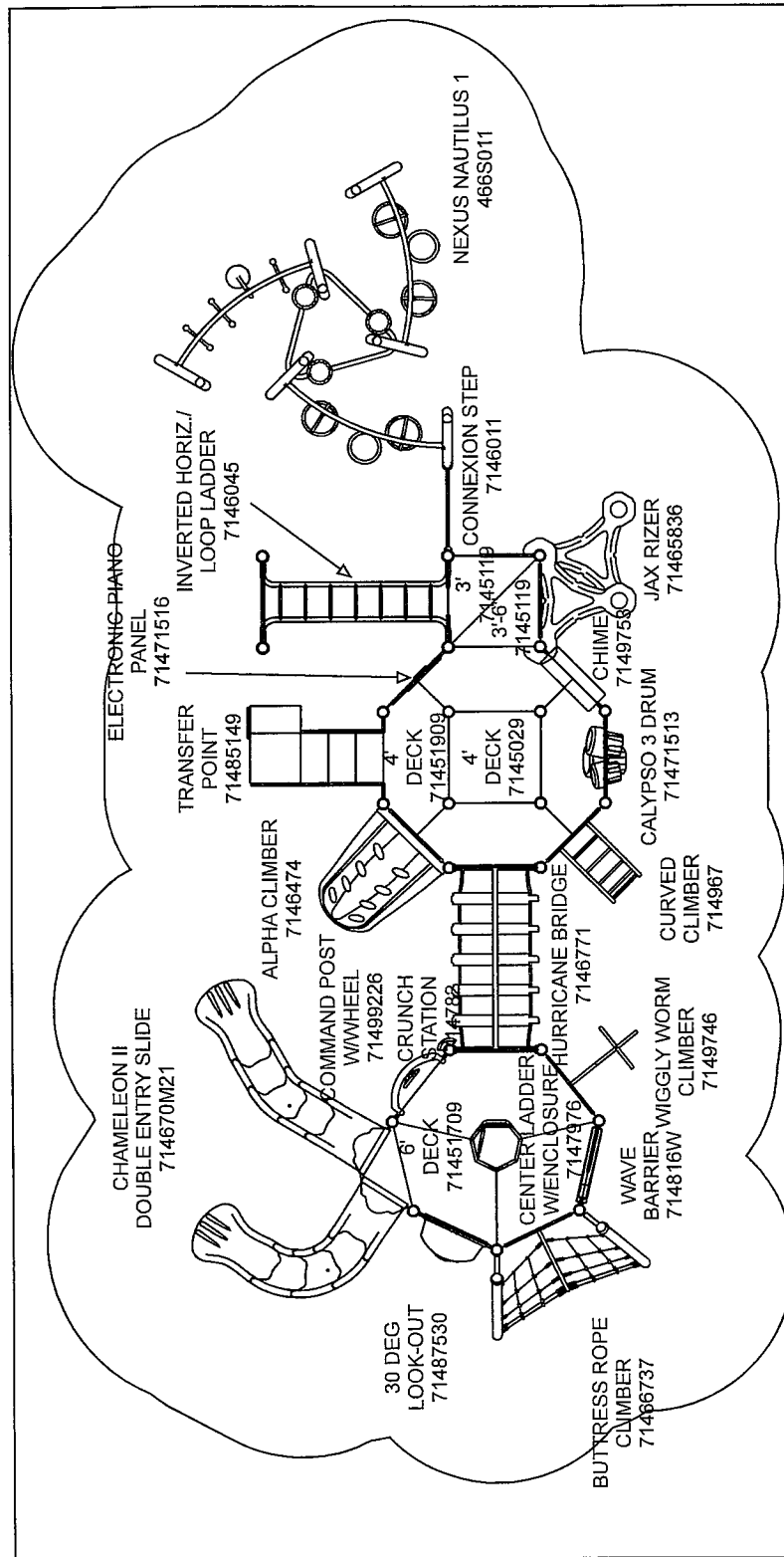
THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS

Quest Preparatory Academy Las Vegas, NV

FOR KIDS AGES
5-12
YEARS

AGE GROUP: 5-12
ELEVATED PLAY ACTIVITIES - TOTAL: 16
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER: 16 REQ'D 8
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP: 0 REQ'D 0
ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP: 4 REQ'D 3
GROUND LEVEL ACTIVITY TYPE: 8 REQ'D 5
GROUND LEVEL QUANTITY:



THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

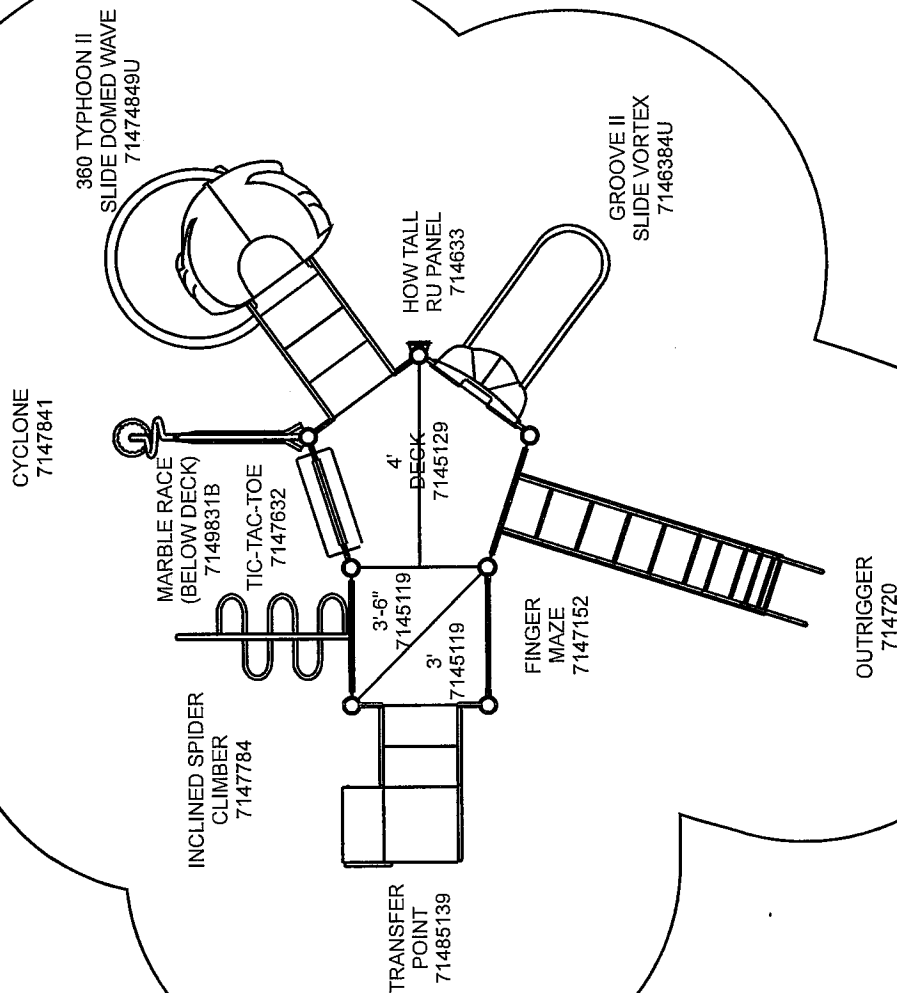
AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the playsystem and general rules for safe play.

MIRACLE PLAYGROUND SALES, INC.	R0036_42870472066
PHONE NO: (800) 264-7225 x102	
FAX NO: (877) 215-3869	
COMPLIES TO ASTM/CPSC	
COMPLIES TO ADA	
DATE: 5/16/2017	
DRAWN BY: Bryce Lawrence	
GROUND SPACE: 149'-6" x 25'-5"	
PROTECTIVE AREA: 160'-8" x 37'-0"	

Quest Preparatory Academy Las Vegas, NV

FOR KIDS AGES	AGE GROUP: 2-5
2-5 YEARS	ELEVATED PLAY ACTIVITIES - TOTAL: 6
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY TRANSFER: 6 - RECD 3
	ELEVATED PLAY ACTIVITIES ACCESSIBLE BY RAMP: 0 RECD 0
	GROUND LEVEL ACTIVITY TYPE: 3 RECD 2
	GROUND LEVEL ACTIVITY QUANTITY: 3 RECD 2



To verify product certification, visit www.ipema.org

Miracle

R0036_42870472066

MIRACLE PLAYGROUND SALES, INC.

PHONE NO: (800) 284-7225 x102
FAX NO: (877) 215-3869

COMPLIES TO ASTM/CPSC

GROUND SPACE: 149'-6" x 25'-6"

PROTECTIVE AREA: 160'-8" x 37'-0"

DRAWN BY: Bryce Lawrence

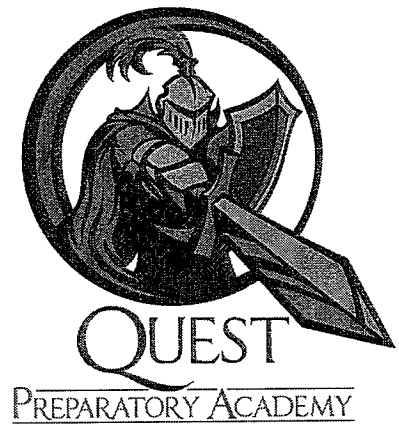
DATE: 5/16/2017

COMPLIES TO ADA

To promote safe and proper equipment use by children, Miracle recommends the installation of either a Miracle safety sign or other appropriate safety signage near each play system's main entry point(s) to inform parents and supervisors of the age appropriateness of the play system and general rules for safe play.

THE PLAY COMPONENTS IDENTIFIED IN THIS PLAN ARE IPEMA CERTIFIED. THE USE AND LAYOUT OF THESE COMPONENTS CONFORM TO THE REQUIREMENTS OF ASTM F1487.

AN ENERGY ABSORBING PROTECTIVE SURFACE IS REQUIRED UNDER & AROUND ALL PLAY SYSTEMS



2017-2018

Salary Schedule

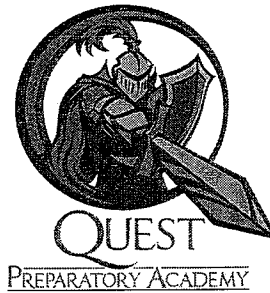


RETURNING LICENSED SUBS and CERTIFIED STAFF

100% PERS Instructional Staff Pay Schedule (base pay of \$37,500)						
Yrs of Exp	BA	BA + 16	BA + 32	MA	MA + 16	MA + 32
0	\$ 37,500.00	\$ 40,500.00	\$ 41,000.00	\$ 41,500.00	\$ 42,000.00	\$ 42,500.00
1	\$ 39,500.00	\$ 42,500.00	\$ 43,000.00	\$ 43,500.00	\$ 44,000.00	\$ 44,500.00
2	\$ 39,500.00	\$ 42,500.00	\$ 43,000.00	\$ 43,500.00	\$ 44,000.00	\$ 44,500.00
3	\$ 40,500.00	\$ 43,500.00	\$ 44,000.00	\$ 44,500.00	\$ 45,000.00	\$ 45,500.00
4	\$ 40,500.00	\$ 43,500.00	\$ 44,000.00	\$ 44,500.00	\$ 45,000.00	\$ 45,500.00
5	\$ 41,500.00	\$ 44,500.00	\$ 45,000.00	\$ 45,500.00	\$ 46,000.00	\$ 46,500.00
6	\$ 41,500.00	\$ 44,500.00	\$ 45,000.00	\$ 45,500.00	\$ 46,000.00	\$ 46,500.00
7	\$ 41,500.00	\$ 44,500.00	\$ 45,000.00	\$ 45,500.00	\$ 46,000.00	\$ 46,500.00
8	\$ 42,500.00	\$ 45,500.00	\$ 46,000.00	\$ 46,500.00	\$ 47,000.00	\$ 47,500.00
9	\$ 42,500.00	\$ 45,500.00	\$ 46,000.00	\$ 46,500.00	\$ 47,000.00	\$ 47,500.00
10	\$ 42,500.00	\$ 45,500.00	\$ 46,000.00	\$ 46,500.00	\$ 47,000.00	\$ 47,500.00

Plus \$500 x Quest Yrs - Returning Quest Instructional Staff; Cap at \$5,000						
50/50% PERS Instructional Staff Pay Schedule (base pay of \$42,883.58)						
Yrs of Exp	BA	BA + 16	BA + 32	MA	MA + 16	MA + 32
0	\$ 42,883.58	\$ 46,314.26	\$ 46,886.04	\$ 47,457.82	\$ 48,029.60	\$ 48,601.39
1	\$ 45,170.70	\$ 48,601.39	\$ 49,173.17	\$ 49,744.95	\$ 50,316.73	\$ 50,888.51
2	\$ 45,170.70	\$ 48,601.39	\$ 49,173.17	\$ 49,744.95	\$ 50,316.73	\$ 50,888.51
3	\$ 46,314.26	\$ 49,744.95	\$ 50,316.73	\$ 50,888.51	\$ 51,460.29	\$ 52,032.07
4	\$ 46,314.26	\$ 49,744.95	\$ 50,316.73	\$ 50,888.51	\$ 51,460.29	\$ 52,032.07
5	\$ 47,457.82	\$ 50,888.51	\$ 51,460.29	\$ 52,032.07	\$ 52,603.85	\$ 53,175.63
6	\$ 47,457.82	\$ 50,888.51	\$ 51,460.29	\$ 52,032.07	\$ 52,603.85	\$ 53,175.63
7	\$ 47,457.82	\$ 50,888.51	\$ 51,460.29	\$ 52,032.07	\$ 52,603.85	\$ 53,175.63
8	\$ 48,601.39	\$ 52,032.07	\$ 52,603.85	\$ 53,175.63	\$ 53,747.41	\$ 54,319.20
9	\$ 48,601.39	\$ 52,032.07	\$ 52,603.85	\$ 53,175.63	\$ 53,747.41	\$ 54,319.20
10	\$ 48,601.39	\$ 52,032.07	\$ 52,603.85	\$ 53,175.63	\$ 53,747.41	\$ 54,319.20

2017-2018 NEW LICENSED SUBSTITUTES



100% PERS Substitute Teacher (Vacancy) Pay Schedule (base pay of \$31,500)			
NO EDUCATIONAL CREDITS/TEACHING EXPERIENCE			
	\$ 31,750.00	NA	NA
EDUCATION RELATED CREDITS/CONTRACTED TEACHING EXPERIENCE			
Yrs of Exp	BA	MA	MA + 32
0	\$ 33,750.00	\$ 36,750.00	\$ 37,250.00
1	\$ 33,750.00	\$ 36,750.00	\$ 37,250.00
2	\$ 34,750.00	\$ 37,750.00	\$ 38,250.00
3	\$ 34,750.00	\$ 37,750.00	\$ 38,250.00
4	\$ 35,750.00	\$ 38,750.00	\$ 39,250.00
5	\$ 35,750.00	\$ 38,750.00	\$ 39,250.00

50/50% PERS Substitute Teacher (Vacancy) Pay Schedule			
NO EDUCATIONAL CREDITS/TEACHING EXPERIENCE			
	\$ 36,308.09	NA	NA
EDUCATION RELATED CREDITS/CONTRACTED TEACHING EXPERIENCE			
Yrs of Exp	BA	MA	MA + 32
0	\$ 38,595.22	\$ 42,025.90	\$ 42,597.68
1	\$ 38,595.22	\$ 42,025.90	\$ 42,597.68
2	\$ 39,738.78	\$ 43,169.47	\$ 43,741.25
3	\$ 39,738.78	\$ 43,169.47	\$ 43,741.25
4	\$ 40,882.34	\$ 44,313.03	\$ 44,884.81
5	\$ 40,882.34	\$ 44,313.03	\$ 44,884.81

SUBSTITUTE: DAILY RATE (NON-LONG TERM/VACANCY) \$120/day

Academic:

K-3 Learning Strategist: \$7,500/school year

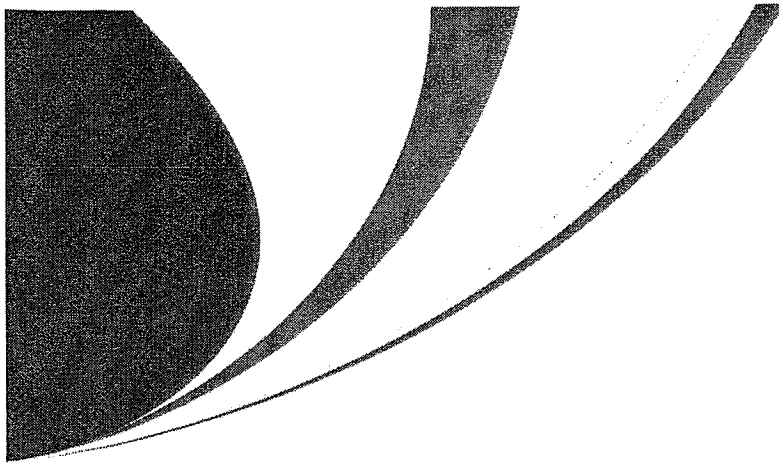
Athletic:

Coach a season for NCSSL: \$500/team

Athletic Coordinator:

Season-Fall/Winter/Spring (if has 1-2 teams): \$500

Season-Fall/Winter/Spring (if has 3+ teams): \$1,000



Global Charities Foundation



a 501(c)(3) non-profit organization
Providing Healthcare and Education for Those in Need

Board Members

Reeta K. Thukral, M.D.
Founder & President
Las Vegas, Nevada

James Saavedra
Vice president
Director of the substation
And technical operations
Department at NV Energy
Las Vegas, NV

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Secretary
Civil rights and education
Lawyer, providing legal
Services to charter
Schools across the
Country
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Stacy Standley
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Jt. Managing director
Sikand Standley Ent.
Las Vegas, NV

Rohini KT. McKee
Board Member
Management consultant
with UPD consulting.
Palo Alto, CA

Kirby C. Gruchow
Board Member
An owner of Leach
Johnson Song and
Gruchow, Las Vegas,
Nevada, Law firm

September 2016

GCF Tutoring Program qualifying criteria and terms of the program:

Each student will be selected by your school. The qualifying criteria you will use to select students are:

- Between 2nd and 8th grade.
- Below their grade level proficiency when entering the program.
- And an emphasis on students that are significantly below their grade level proficiency.

Each student will be tested before starting the program to determine their qualifying status, with a summary of the test results provided to GCF without individual student names or identification.

- Once in the program, each student will be tutored up to four (4) hours per week cumulatively among, Science, Technology, English and Math.
- The Student/Teacher ratio will not exceed (7:1).
- Students in the program will be tested on regular intervals after entering the program with a progress report provided to GCF every 10 weeks or 3 times per year, including a summary of the test results and performance data showing increases/decreases in performance without individual student names or identification.
- GCF will visit with you at periodic intervals during the school year, which may include after each testing to go over the progress. These visits may include visiting the school, visiting with qualifying student and the designated teachers/tutors, and may include taking pictures for the GCF website and social media.
- GCF program funds may only be used for tutors and no other purpose, including remediation directors, supplies, etc. GCF program funds may not be allocated to assist with homework.
- GCF funding will be provided as follows:

50% percent of funding will be provided at the start of the program in the second week of October.

Other 50% percent of funding will be provided during the program in the first week of March. All funding is conditioned on your compliance with all terms set forth above, including testing and timely providing progress reports with performance data to GCF.

- Your school will attend GCF fundraiser activities, with mandatory attendance at the annual Gala, to support the GCF program, and you may be asked to provide a progress report to our guests and report as to how your students have benefited by the GCF tutoring program.
- Please sign below to accept and agree to the above terms.

Thank you again.

Sincerely,

GCF Board of Directors

READ, APPROVED, AND ACCEPTED BY:

I have read the terms set forth herein, represent that I have authority to accept these terms, and hereby accept all terms of this letter on behalf of my school.

By: _____

Print Name:

School:

Its: _____

Date: _____