

Charter Institute at Erskine

INSTITUTE INSIGHTS

NAME	DATE	CONTACT	DEPARTMENT
FY24 YTD Financials	07/31/2024	Aila Ranera	Finance
May 2024 Board Financial State...	07/15/2024	Aila Ranera	Finance
Bank Account Deposit Form - Up...	07/31/2024	Aila Ranera	Finance
May 2024 Journal Entry Upload ...	07/15/2024	Aila Ranera	Finance
June 2024 Journal Entry Upload	07/31/2024	Aila Ranera	Finance
24-25 School Contacts Update	08/09/2024	Ashley Epperson	Communications
FY25 Title II Preliminary Plan...	07/15/2024	Sarah Shealy	Federal Programs Fin...
Let's Work Smart Trainings	07/01/2024 - 08/08/2024	Sarah Shealy	Accountability , Add...
FY24-25 Federal Programs and T...	07/01/2024 - 07/26/2024	Lacy Lucas	Federal Programs Fin...
FY24 Federal Budget Reports - ...	07/08/2024 - 07/19/2024	Sarah Shealy	Federal Programs Fin...
SCASA Memberships 2024-2025	07/10/2024 - 08/15/2024	Robbie Anderson	Human Resources and ...
Teacher Supply Stipend Amount ...	07/10/2024 - 08/15/2024	Robbie Anderson	Human Resources and ...

Submission: FY24 YTD Financials

Department: Finance

Due Date: 07/31/2024

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School.

Submission: May 2024 Board Financial Statements (Extended)

Department: Finance

Due Date: 07/15/2024

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School.

Submission: Bank Account Deposit Form - Update

Department: Finance

Due Date: 07/31/2024

Details: Please work with you financial institution to complete the attached to ensure that the Institute has the most updated file. As a requirement, the school must demonstrate control of its cash in a collateralized bank account owned by the school board. If applicable, the school board's EMO/CMO are not owners and signatories on the school board's bank account.

Submission: May 2024 Journal Entry Upload (Extended)

Department: Finance

Due Date: 07/15/2024

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School.

Submission: June 2024 Journal Entry Upload

Department: Finance

Due Date: 07/31/2024

Details: As outlined in Section 8.7, Monthly and quarterly reporting, of the Charter Contract, the School shall be responsible for entering a monthly upload of all financial transactions in the format prescribed by the Sponsor by the 15th day of the subsequent month and a yearly upload of the audited adjustments by November 15. In addition, the School shall be responsible for submitting a quarterly financial statement in the format prescribed by the Sponsor by the 15th day of the month following the end of each quarter. The Parties agree that it is the responsibility of the Sponsor to use any financial information it obtains, including reports and audits, to monitor the fiscal condition and compliance of the School.

Submission: 24-25 School Contacts Update

Department: Communications

Due Date: 08/09/2024

Details: The Institute is conducting its annual update of school contacts. Descriptions for each role are on both tabs for quick reference. Please download the attached template and complete it for your school, then reupload. If you would like to reference your sheet from last year and do not have a copy, email aeperson@erskinecharters.org. Thank you!

Submission: FY25 Title II Preliminary Plans

Department: Federal Programs Finance

Due Date: 07/15/2024

Details: Spending Plans for FY24 Title II preliminary funds are due in Google by July 15th (previously June 30th). After your plan is written, please indicate here that it is complete and ready for the Federal Programs department to review. Your schools preliminary allocation memo is attached for your records. Please contact Lacy Lucas with any questions.

Announcement: Let's Work Smart Trainings

Contact Person: Sarah Shealy

Department(s): Accountability , Additional Targeted Support and Improvement, Assessment, Charter Applications , Charter Authorization , Communications, Comprehensive Support and Improvement, CTE, Federal Programs Finance , Finance, Gift and Talented , Human Resources and Benefits, Leadership, MTSS, New Schools, PowerSchool and IT, School Facilities, Special Education and 504, State and Academic Programs , Title I, Title III ESOL, Title IX

Start Date: 07/01/2024

End Date: 08/08/2024

Details: There will be four virtual opportunities to attend the annual Let's Work Smart Overview training. Please see the included memo for dates and times. It is highly recommended that any new staff with access to LWS attend a session. Sessions are 30-40 minutes long, with an additional 20 minutes reserved for Q&A afterwards, To be sent a calendar invitation, please RSVP using this link: <https://forms.gle/TQFZr4YYU5iQJoN86>

Announcement: FY24-25 Federal Programs and Title I Bootcamp

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 07/01/2024

End Date: 07/26/2024

Details: All school leaders and federal programs coordinators are invited to attend the Federal Programs Bootcamp on Wednesday, July 24, 2024, from 9:00 a.m. - 4:00 p.m. at the Charter Institute at Erskine. In addition, Title I schools are required to attend a Title I Bootcamp on Thursday, July 25, 2024, from 9:00 a.m. - 4:00 p.m. at the Charter Institute at Erskine in Columbia, SC. Please visit the following link to register for the trainings: tinyurl.com/FPBootcamp24. Contact Lacy Lucas if you have questions.

Announcement: FY24 Federal Budget Reports - July

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 07/08/2024

End Date: 07/19/2024

Details: Please find posted here your school's FY24 federal budget report from SmartFusion as run on July 8, 2024. Review remaining balances and encumbrances closely to ensure all pending requests are entered or corrected and resubmitted into SmartFusion by July 12th. Remaining FY24 funding will roll to FY25 budgets shortly after August 16th.

Announcement: SCASA Memberships 2024-2025

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 07/10/2024

End Date: 08/15/2024

Details: It is time to register for the 2024-2025 SCASA Memberships! Please email a list of those interested to Robbie Anderson at randerson@erskinecharters.org. Please include the name, email address, phone number, position title, and preferred roundtables of those interested in membership. A copy of SCASA benefits of membership and a list of roundtables are attached. The group membership fee is discounted compared to the individual rate. Please submit a list of names to me no later than Thursday, August 15th. Please contact me if you have any questions.

Announcement: Teacher Supply Stipend Amount 2024-2025

Contact Person: Robbie Anderson

Department(s): Human Resources and Benefits

Start Date: 07/10/2024

End Date: 08/15/2024

Details: Please note that the individual Teacher Supply check amount increased to \$400 for the 2024-2025 school year. Please contact Robbie Anderson at randerson@erskinecharters.org if you have any questions.