

Charter Institute at Erskine

INSTITUTE INSIGHTS

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IRS 990 Filing (Extended)	07/15/2025	Aila Ranera	Finance
25-26 School Contacts Update	08/01/2025	Ashley Epperson	Communications
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FY26 LWS Trainings - July	07/02/2025 - 07/18/2025	Sarah Shealy	Accountability , Add...
Federal Budgets - July Update	07/02/2025 - 07/12/2025	Sarah Shealy	Federal Programs Fin...
Register for Federal Programs ...	07/03/2025 - 07/15/2025	Lacy Lucas	Federal Programs Fin...

Submission: School Report Card Narrative

Department: Leadership

Due Date: 07/11/2025

Details: The SCDE requires a School Leader or his or her designee to complete an annual School Report Card Narrative which will appear on the fall report card. The first step is to ensure you have access to the state Member Center. The second step is to either edit the current entry which is a copy of the previous year's entry or to write an entry for new schools. Due on member center July 11. Please reach out to Heather Holliday with questions.

Submission: Teacher Attendance Survey for SCDE

Department: Leadership

Due Date: 07/11/2025

Details: This annual survey required by the SCDE tracks information like: Days of Employment, Total Days Absent, and Professional Leave. Schools have until July 11 to complete this directly through the state Member Center. This submission simply requires the name of the person at the school who is responsible for completing the online information in case there are questions. Reach out to Heather Holliday with questions.

Submission: May 2025 Board Financial Statements (Extended)

Department: Finance

Due Date: 07/15/2025

Details: As outlined in 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. Please submit a copy of the school's May Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement needs to be in fund/function/object detail with account numbers. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: June 2025 Month-to-Date Financial Statements

Department: Finance

Due Date: 07/31/2025

Details: As outlined in 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. Please submit a copy of the school's June Month-To-Date Financials (Balance Sheet and Profit and Loss Statement). The Profit and Loss Statement needs to be in fund/function/object detail with account numbers. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions. Thank you!

Submission: Proviso 1.3 Budget Requirement

Department: Finance

Due Date: 07/15/2025

Details: Using the template provided, submit the board approved budget that will be made public on the school's website.

SECTION 59-20-80. School budgets must be made public; itemization of salaries.

Notwithstanding any other provision of law, each school board of trustees in this State shall annually make available to the general public its budget for that year, which budget shall include an itemized list of the average salaries paid to the superintendents, supervisors, administrators, principals, consultants, counselors and teachers employed by the district. No state aid shall be given to any school district whose board of trustees fails to comply with the provisions of this chapter. For questions regarding this submission, please contact Amanda Tucker at atucker@erskinecharters.org or Aila Ranera at aranera@erskinecharters.org.

Submission: FY25 Annual Audit Engagement (Extended)

Department: Finance

Due Date: 07/15/2025

Details: As outlined in the Charter Contract, the audit and its findings must be submitted to the Institute by November 1, 2025.

Submission: FY26 Board Approved Budget (Extended)

Department: Finance

Due Date: 07/15/2025

Details: As outlined in Section 8.1, Budget, of the Charter Contract, the School must use the same budget codes as are required of school districts in the State. The budget shall be based on documented SCDE estimated revenues in accordance with the allocations in S.C. Code Ann. § 59-40-140(A)-(C). The School shall establish and maintain adequate operating reserves in order to avoid possible financial hardships. When determining the reserve amount, the School shall take into account such factors as the School's mission and longterm strategy, current and future commitments and day-to-day operating costs. On or before April 30 of each year, the School shall submit to the Sponsor the School's preliminary proposed budget for the upcoming school year, with the School's final budget submitted to the Sponsor by July 01 subject to modifications throughout the year as are required or are permitted.

Submission: IRS 990 Filing (Extended)

Department: Finance

Due Date: 07/15/2025

Details: Please submit the most recent IRS 990 filing. This submission will be required going forward.

Submission: 25-26 School Contacts Update

Department: Communications

Due Date: 08/01/2025

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. The actual due date will be August 1 - I will reupload the submission on July 1 for those who have not completed it. Thank you!

Submission: Summer Survey Required by SCDE

Department: Leadership

Due Date: 07/11/2025

Details: The final survey due by the SCDE is the Summer Survey. This year's survey includes new questions around the cell phone policies. There are 20 separate tabs with questions for this survey, so I encourage you to begin as soon as possible. The list of questions is included in an attachment. Due date is Friday, July 11 but revisions can be made directly in Member Center by August 22. Contact Heather Holliday with questions.

Submission: FY26 Finance Distribution Update

Department: Finance

Due Date: 07/15/2025

Details: Please indicate the responsible finance contact for your school for the FY26 school year. Feel free to contact Aila Ranera at aranera@erskinecharters.org if you have any questions.

Announcement: July 11 - Federal Claiming Deadline (24-25)

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 07/01/2025

End Date: 07/11/2025

Details: All expenses obligated between 7/1/24 and 6/30/25 must be entered into SmartFusion for reimbursement no later than 7/11/25. Salaries cut in July and accrued back for work performed in June must be entered no later than 8/8/25. Log into SmartFusion daily to check for requisitions sent back for corrections. If a req is not corrected and re-submitted we cannot approve and reimburse it.

Announcement: Federal Programs and Title I Bootcamps

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance , Title I

Start Date: 07/01/2025

End Date: 07/19/2025

Details: Federal Programs will host its Federal Programs and Title I Bootcamps on July 23rd and July 24th from 9:00 - 4:00 at the Charter Institute at Erskine. At least 1 person from each school is required to attend the Federal Programs Bootcamp on July 23rd and 1 person from each Title I school is required to attend on July 24th. Calendar invitations were sent in June by Lacy Lucas. Accepting the calendar invitation does not register you for the trainings. Please RSVP using this link: <https://docs.google.com/forms/d/e/1FAIpQLSd6qa3Brz6mdnLodC4kEOxb319hSVQk5MxeYXffUsQUKWaKXg/viewform>.

Announcement: FY26 LWS Trainings - July

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 II, Title III MLP, Title IX

Start Date: 07/02/2025

End Date: 07/18/2025

Details: There will be three opportunities to attend a 30-minute training for Let's Work Smart (LWS) in July. The dates are 7/14, 7/17, and 7/18; each held via Zoom from 4-4:30pm. The training will provide an introductory presentation that covers LWS basics while highlighting effective practices and answering frequently asked questions. Five sessions will also be held in August. Please see the attached memo for the RSVP link and further details.

Announcement: Federal Budgets - July Update

Contact Person: Sarah Shealy

Department(s): Federal Programs Finance

Start Date: 07/02/2025

End Date: 07/12/2025

Details: Please review your school's federal finances carefully. If 2024-2025 expenses have been overlooked, we are still within the window to get them reimbursed. The deadline to submit 2024-2025 expenses into SmartFusion is 7/11/25, and the deadline for payroll cut in July but accrued for work performed in June is 8/8/25.

Announcement: Register for Federal Programs and Title I Bootcamp

Contact Person: Lacy Lucas

Department(s): Federal Programs Finance

Start Date: 07/03/2025

End Date: 07/15/2025

Details: Please register for the Federal Programs (7/23) and Title I (7/24) Bootcamps. Calendar holds were sent out but this does not register you for the Bootcamps. Please register by July 15, 2025, using this link: <https://forms.gle/1nPBRCrKTA3zX3uA6>. As a reminder at least one person from each school is required to attend as we have important updates to share. Only FY26 Title I schools should attend on 7/24/2025.