

# Lakeland Montessori Schoolhouse

## Contractual Reports and Dates

June 2007 - June 2014

Due Date	Report	Section Referenced	Report to Whom
30 Days prior to DOE due date	Annual Report	Part I. E(1)	Office of Magnet/Choice/Charter
August 15 of each year	Annual Cost Report	Part I. E(2) & Part IV. B(6)	Finance Department (Rose Louden)
with Renewal Document	Accountability Plan	Part II. B	Office of Magnet/Choice/Charter
Last Work Day in February	Proposed Enrollment for next year	Part III. A(1)	Office of Magnet/Choice/Charter (Carla McMullen)
Scheduled provided by Office of Magnet/Choice/Charter	Enrollment Monitoring Report	Part III. B(1)	Office of Magnet/Choice/Charter (Marie Fenn)
As set by DOE Survey dates	Report Student Enrollment	Part IV. A(9)	Information Systems
Within 30 days of the end of each month	Monthly Financial Statements	Part IV. B(5)	Office of Magnet/Choice/Charter (Carla McMullen) / Finance Dept. (Steffanie Bastin)
No later than August 30 of each year	Unaudited Statements	Part IV. B(6)	Office of Magnet/Choice/Charter (Carla McMullen) / Finance Dept. (Steffanie Bastin)
No later than Sept. 30 of each year	Audited Statements	Part IV. B(6)	Office of Magnet/Choice/Charter (Carla McMullen) / Finance Dept. (Steffanie Bastin)
Included with Annual Audited Statements	Cumulative Listing of Property as specified in contract	Part IV. B(6)	Office of Magnet/Choice/Charter (Carla McMullen) / Finance Dept. (Steffanie Bastin)
Included in the Annual Audit Report or as specified in contract	Correspondence from IRS granting tax-exempt status or Form 990 as specified in contract	Part IV. B(6)	Office of Magnet/Choice/Charter (Carla McMullen) / Finance Dept. (Steffanie Bastin)
Beginning of Sponsor's fiscal year - July 1	School's adopted budget	Part IV. B(8)	Office of Magnet/Choice/Charter (Carla McMullen)
April 15 of each year	Projected FTE for following year	Part IV. D(1)	Finance Dept. (Steffanie Bastin)
July 15 each year	All Inspections (Health, Fire, Certificate of Occupancy)	Part IV. I.(1)	Office of Magnet/Choice/Charter (Marie Fenn)
July 1, 2007	Lease/Mortgage of building housing school program	Part IV. I.(2)	Office of Magnet/Choice/Charter (Marie Fenn)
10 working days prior to opening day of classes	Name of the private transportation provider and copy of signed transportation contract	Part IV. J.(2)	Office of Magnet/Choice/Charter (Marie Fenn)
Before initial opening day of classes	Fully completed certificate(s) of insurance as specified in contract	Part IV. K.(1)(a)	Office of Magnet/Choice/Charter (Marie Fenn)
No less than 30 days prior to expiration/termination	Evidence of renewal or replacement of required insurance as specified in contract	Part IV. K.(1)(c)	Office of Magnet/Choice/Charter (Marie Fenn)
10 days prior to opening of school	Evidence of Business Personal Property Insurance and Property Insurance as specified in contract	Part IV. K.(7)	Office of Magnet/Choice/Charter (Marie Fenn)
annually	Schedule of all governing board meetings, including date, time, location posted on website and cancellations reported to sponsor	Part V. A(13)	Office of Magnet/Choice/Charter (Carla McMullen)
Prior to approval of School's contract and amendments within 5 days of execution	Contract between the management company and the governing body of the School & amendments	Part V. B(1)	Office of Magnet/Choice/Charter (Carla McMullen)
within 14 days of new hires, leaves of absence, transfers and terminations	Personnel Action Form	Part VI. A(2)	
As Part of Annual Report	Copy of the property inventory as specified in contract	Part VII. B	Office of Magnet/Choice/Charter (Carla McMullen)

It is the School's responsibility to know the reporting requirements as outlined in the contract. This guide is not intended to be all encompassing or to take the place of what is stated in the contract or required by State and Federal Agencies.