

McKeel Academy of Technology

Contractual Reports and Dates

June 2002 - June 2009

Due Date	Report	Section Referenced	Report to Whom
6 months prior to expiration of charter	Charter Renewal as specified in contract	1.3	Office of Magnet/Choice/Charter
As specified by Office of Magnet/Choice/Charter (30 days prior to	Annual Report	1.14	Office of Magnet/Choice/Charter
June 15 annually	Summary of student and school achievement gains as specified in contract	2.4.4	Office of Magnet/Choice/Charter & Office of Planning, Accountability, and Evaluation
As set by DOE Survey dates	Report Student Enrollment	4.2	Information Systems
Beginning of Sponsor's fiscal year - July 1	School's adopted budget	4.5	Office of Magnet/Choice/Charter (Carla McMullen)
In a timely manner (No later than Sept. 30 of each year)	Audited Statements	4.5.5	Office of Magnet/Choice/Charter (Carla McMullen) / Finance Dept. (Steffanie Bastin)
Scheduled provided by Office of Magnet/Choice/Charter	Enrollment Monitoring Report	Amendment	Office of Magnet/Choice/Charter (Marie Fenn)
On a monthly basis	Monthly Financial Statements	4.5.6	Office of Magnet/Choice/Charter (Carla McMullen) / Finance Dept. (Steffanie Bastin)
On a quarterly basis	Financial statement in accordance with State of Florida Red Book accounting standards	4.5.6	Office of Magnet/Choice/Charter (Carla McMullen) / Finance Dept. (Steffanie Bastin)
Before initial opening day of classes	Proof of insurance as specified in contract	4.6	Office of Magnet/Choice/Charter (Marie Fenn)
August annually and/or within 20 days of employment by School	Notification of all School Employees	5.2.9	Office of Magnet/Choice/Charter (Carla McMullen) and Human Resources
Subject to time parameters set forth herein as specified in contract	Notification of Sponsor Employee become School Employee using PAF	5.2.29	Human Resources
As Part of Annual Report	Detailed statement calculating projected costs and demonstrating adequate fund balances to cover said costs as specified in contract	5.2.30	Office of Magnet/Choice/Charter
As per NCLB (Survey 2,3) & DOE (Surveys 2,3,5)	Disclose qualifications of teachers and other school personnel to parents and Sponsor	5.3	Office of Magnet/Choice/Charter (Carla McMullen) and Human Resources

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.