



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area:</b> Governance	<b>Policy #:</b> 1500C
<b>Title:</b> Chief Financial Officer Policy	<b>Adopted:</b> February 11, 2021 <b>Revised:</b> November 11, 2021

### **I. Issue Statement**

- A. The Monument Academy Board collaboratively creates and reviews policies regarding organizational mission, vision and purpose which articulate the organization's goals, values, and primary constituency. By its very nature, the Board is responsible for oversight of the school through its policies but is not engaged in the day-to-day operations of the organization.
- B. The Board is by statute responsible for ensuring adherence to legal standards and ethical norms across all phases of the organization. The Board also provides for fiscal accountability, approves the budget, and formulates policies to strengthen programs and activities and ensures that such are consistent with the school's mission, values, and purpose.

### **II. Purpose**

- A. The purpose of the Chief Financial Officer Policy is to define a process, provide direction to the Chief Financial Officer and delineates the role as that of the financial manager.

### **III. Policy Statement**

- A. The Chief Financial Officer shall be dedicated to Monument Academy's vision, mission and educational philosophy and maintains accountability to the Board of Directors.
- B. As provided in Monument Academy's bylaws:
  1. Chief Financial Officer. The chief financial officer, if any, shall, subject to the direction and supervision of the President and the Board of Directors,
    - (i) be the chief financial officer of the corporation with the general responsibility for all financial operations of the corporation;
    - (ii) direct and supervise the implementation of the financial programs and activities approved by the President or the Board of Directors;
    - (iii) maintain accurate financial records and receive, process or disburse funds under controls that are in compliance with generally accepted accounting procedure and principles of government accounting;
    - (iv) prepare a budget and ensure that funds are not expended more than received, unless approved by the Board of Directors;
    - (v) propose, prepare, and submit to the President and the Board of Directors all relevant financial data; and

(vi) perform all other duties and responsibilities as from time to time may be required by the President or the Board of Directors.

C. The Board delineates its role as policy maker by holding the expectations that the Chief Financial Officer shall be responsible for the following items above and beyond that of the job description and/or additional goals/objectives set forth by the Board of Directors.

1. Oversee all financial operations of the school, collectively with the appropriate administrative staff, including, but not limited to personnel, facilities and operations, financial matters in conjunction with the Chief Operating Officer, and other areas as requested by the Board.
2. Maintain an in depth understanding of the Charter agreements with D38, Bond documents and requirements, grant financial and operational requirements, and other legal agreements pertaining to MA financial obligations.
3. The Chief Financial Officer shall not cause or allow any practice, activity, decision, or organizational condition, which is unlawful, imprudent, or in violation of the highest standards of educational and professional ethics.
4. The Chief Financial Officer shall remain apprised and compliant regarding legally mandated policies, state statutes, federal laws, and other local, state, or federal agency mandates.

D. With respect to the administration of the school's financial resources, excluding those not under his or her direct control because of charter school law statute, the Chief Financial Officer, in conjunction with the Chief Operating Officer, shall not cause or allow jeopardy to the long-term financial health of the school, or a material deviation from the Board of Directors' priorities. Accordingly, the Chief Financial Officer shall:

1. Ensure funds are not expended more than have been received in the fiscal year unless revenues are made available through other legal means, including Board of Directors authorized use of fund balances, or Board of Directors authorized transfer of funds from reserves.
2. Not indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within sixty days without approval of the Board of Directors.
3. Not permanently transfer unencumbered moneys from one fund to another, unless approved by the Board of Directors in accordance with state law.
4. Fail to settle payroll and vendor obligations and bonded indebtedness in a timely manner.
5. Not commit to any single, non-budgeted purchase or expenditure greater than \$5,000 except in cases of clear emergencies or legal needs, in conjunction with the Chief Operating Officer and with Board notification.
6. Not allow splitting orders to circumvent any limit.
7. Ensure that any purchase is based upon prudent judgment and sound financial practice, including precaution against conflict of interest, comparative prices based on items of similar quality and balance between long-term quality and cost.

8. Ensure procurements of \$5,000 or more for the purchase of supplies, materials and equipment, and any contracted services except professional services are obtained through comparative prices and quality, or over \$50,000 have a formal competitive bid process.
  9. File reports or filings required by any state or federal agency in a timely and accurate manner.
  10. Maintain accurate financial records and receive, process, or disburse funds under controls that are in compliance with generally accepted accounting procedures.
  11. Keep complete and accurate financial records by funds and accounts, including school activity accounts, in accordance with generally recognized principles of governmental accounting.
- E. The Chief Financial Officer, in conjunction with the Chief Operating Officer shall ensure financial planning for any fiscal year shall not deviate materially from the Board of Directors' policies or risk fiscal jeopardy to the school.
- F. The Chief Operating Officer and the Chief Financial Officer, along with two (2) Board members shall annually review and execute the contractual agreement with legal counsel for all organizations pertaining to Monument Academy.
- G. With respect to employment, compensation, and benefits to employees, consultants, and contract workers, the Chief Financial Officer shall not cause or allow jeopardy to fiscal integrity or public image.
- H. The Chief Financial Officer shall keep the Board of Directors adequately informed and supported in its work. Accordingly, the Chief Financial Officer shall:
1. Submit financial data required by the Board of Directors in a timely, thorough, accurate, and understandable fashion, directly addressing provisions of the Board of Directors' policies being monitored and including both the Chief Financial Officer's interpretations and relevant data.
  2. Provide decision information the Board periodically requests, and informs the Board of relevant trends, or other points of view, issues and options as needed for well-informed Board decisions.
  3. Inform the Board of any substantive negative citizen or employee reaction to actual, proposed, or anticipated financial decisions, circumstances, policies, procedures, or practices.
  4. Inform the Board if, in the Chief Financial Officer's opinion, the Board is not in compliance with its own financial policies on Governance Process and Board/Chief Financial Officer Relationship, particularly in the case of Board or Board member behavior that is detrimental to the work relationship between the Board and the Chief Financial Officer.

#### **IV. Roles and Responsibilities**

- A. The Board of Directors has sole responsibility for the determination and revision of this Policy. Enforcement of this Policy is hereby delegated to the President of the Board of Directors.

#### **V. Related Documents**

- A. Monument Academy Bylaws
- B. Board of Directors Governance Policy 1500A
- C. Chief Operating Officer Policy 1500B
- D. Board of Directors Staff Grievance and Conflict Resolution Policy 1518A
- E. Monument Academy Elementary School Charter Contract
- F. Monument Academy Secondary School Charter Contract
- G. District 38 Policies (<https://go.boarddocs.com/co/lewispalmer/Board.nsf/vpublic>)
- H. C.R.S. Title 22 Education
- I. Chief Financial Officer Job Description

#### **VI. Points of Contact**

- A. The following positions shall serve as points of contact for the enforcement of this policy:  
President of the Board of Directors.