

MEMORANDUM

To: Public Education Commission (PEC)

From: Charter Schools Division (CSD)

Date: April 17, 2025

Re: Estancia Valley Classical Academy Proposed Corrective Action Plan (CAP) for FY2024 Audit

The proposed CAP, which was submitted timely, addresses the findings appropriately, and CSD agrees with the proposed documentation and due dates for findings 1, 5, 6, 7 and 8.

The proposed documentation for findings 3 and 4 is more than CSD recommends; uploading monthly bank reconciliations (3) seems an undue administrative burden on the school. Due dates for this are quarterly but the documentation list states monthly. Rather than uploading documentation quarterly in Epicenter, the process could be streamlined by CSD consultant Betty Seeley conducting an on-site visit in May, 2025, to review bank reconciliations and signatures for March and April as well as journal entries signed off by the director and a governing council member.

For finding 2, the school's executive director should review all vendor activity for FY25 year to date to determine if any vendor services are likely to exceed \$60,000. If it appears that vendors are nearing the threshold, the school should issue an RFP for FY26 for those services. If at the close of FY25 no vendors were paid in excess of the RFP threshold, submit an assurance to that effect by July 31, 2025. If such assurance cannot be made because payments in excess were made, the school should submit quarterly reports of vendor activity in FY26.