
MASTER CALENDAR OF
**REPORTING
REQUIREMENTS** | 2014-15

MASTER CALENDAR OF REPORTING REQUIREMENTS FOR 2014-2015

OUR MISSION

To transform public education through accountability, innovation and access to quality education for all students.

OUR VISION

We envision a diverse and dynamic public education marketplace that fosters academic excellence for all children.

———— THE GOVERNOR JOHN ENGLER ————
CENTER FOR CHARTER SCHOOLS
———— CENTRAL MICHIGAN UNIVERSITY ————

The Governor John Engler
Center for Charter Schools
Central Michigan University
Mount Pleasant, MI 48859
(989) 774-2100
www.TheCenterForCharters.org



WELCOME

For nearly 20 years since Central Michigan University (“University”) began authorizing charter public schools, our team at The Governor John Engler Center for Charter Schools (“Center”) has worked to streamline the regulatory reporting process for the schools with whom we partner. Simplifying the reporting process means schools have more time to devote to living their mission and preparing students academically for success in college, work and life.

We are pleased to provide you with the 2014-2015 Master Calendar of Reporting Requirements (“Calendar”). The Calendar is designed to help anticipate and plan the work to complete the Academy’s reporting requirements as efficiently as possible. Consistent with previous Calendars, the Calendar continues to include document and submission details for state, federal and University submission requirements found in Schedule 7e: Methods of Pupil Assessment of the Charter Contract, as well as documents due within a specified number of days following Academy Board action or other occurrences.

The Calendar is also color-coded into two categories:

- State/Federal-Required or General Reminder
- University-Required

In conjunction with the Calendar, the Center has developed Notes that provide additional information for specific submissions (see page 11). A form-numbering system is cross-referenced throughout the Calendar. In addition to the user-friendly “Quarter At-A-Glance” Calendar, the Center continues to offer an expanded online version that includes more interactive details. Users can hover over each item for additional information to assist in the submission process, as well as direct links to all of the forms and sample templates referenced throughout the Calendar. As always, the Calendar remains available for downloading directly into Microsoft Outlook through our website, www.TheCenterForCharters.org.

As your partner, we are committed to making the Calendar as helpful and user-friendly a tool as possible. We value any feedback you may have on how we can simplify the regulatory process. Please contact either your Center-assigned Academy Lead or Amy Van Atten-Densmore, Director of School Operations, for further clarification or assistance. Together, we can transform public education by preparing students academically for success in college, work and life.

Sincerely,



Cindy Schumacher
Executive Director

The Center is distributing this year's Calendar later than usual in large part due to the lack of clarity surrounding the future of the state's assessment system. Consequently, we have established tentative testing windows for Measures of Academic Progress® ("MAP") and Performance Series® ("PS") and will adjust accordingly when additional information is available from the state.

During the preparation of the Calendar, the Center determined that three (3) items were no longer necessary, two (2) items needed to be changed, and one (1) item was added – but the additional submission only affects those schools that are in their first or second year of operations.

The changes in this year's Calendar are as follows:

The following submission items have been REMOVED from this year's Calendar:

- **Assessment Coordinator Verification – Winter**
- **MME Make-Up Window**
The State no longer has differentiated "make-up" time. The make-up window is included within the current window.
- **EXPLORE® and PLAN® Data File Submission**
This submission requirement has been eliminated; the Center will receive the data directly from ACT.

The following submission items have been CHANGED in this year's Calendar:

- **2015 EXPLORE® and PLAN® Testing Window (Grades 9 and 10)**
The Center no longer requires academies to test the eighth-graders on the Explore test. A separate correspondence from the Center was recently distributed providing additional information on this topic.
- **MAP and PS Schedule – Spring**
The Center removed "and Preliminary Enrollment Form" from this submission requirement.

The following item is NEW to this year's Calendar (but only affects schools in their first or second year of operation):

- **Preliminary Head Count Form – Supplemental Count.**
The Center developed this form as a mechanism to track the actual pupil count on the Supplemental Count day just as the Center requires in the fall. The Center uses these initial enrollment numbers for internal reporting and verification purposes.

2014-2015 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	✓ CENTER DOCUMENT SUBMISSION
July 23, 2014	<input type="checkbox"/> 2014-2015 Board-Approved Annual Calendar of Regularly Scheduled Meetings ❶ <i>(MCL 15.265)</i> Submit to: The Center via AOIS - Document Submission Tool (“DST”) <i>(Sample Template C1)</i> <input type="checkbox"/> 2014-2015 Board-Approved School Calendar/School Day Schedule <i>(MCL 380.1284a)</i> Submit to: The Center via AOIS - DST
July 31, 2014	<input type="checkbox"/> 2013-2014 4th Quarter Financial Statements ❷ Submit to: The Center via AOIS - DST <i>(Sample Template F1)</i>
August 19, 2014	<p>Deadline for the 2013-2014 Annual Education Report Posting (in order to meet Federal No Child Left Behind posting requirements) (refer to: http://www.michigan.gov/documents/mde/08.06.13_Updated_AER_due_date_final_430470_7.pdf) No submission to the Center is required</p>
August 20, 2014	<input type="checkbox"/> Academy Roles Verification Application (“ARVA”) ❸ Submit to: The Center via AOIS - DST
September 1, 2014	<p>2014-2015 School Improvement Plan <i>(MCL 380.1277)</i> No submission to the Center is required Submit to: MDE’s Office of Field Services (“OFS”) (see MDE’s website at www.advanc-ed.org/mde)</p>
September 3, 2014	<input type="checkbox"/> Measures of Academic Progress® (“MAP”) and Performance Series® (“PS”) Schedule – Fall Submit to: The Center via AOIS - DST <i>(Form A1)</i>
September 8, 2014 - October 9, 2014	<p>MAP and PS – Fall Testing Window No submission to the Center is required</p>
September 10, 2014	<input type="checkbox"/> Board Member Nomination Materials ❹ – for consideration at the December 9, 2014, University Board of Trustees meeting Submit to: The Center - specific submission information provided separately
September 18, 2014	<p>University Board of Trustees Meeting</p>
October 1, 2014	<input type="checkbox"/> Financial Account Signatory Card ❺ Submit to: The Center via AOIS - DST <input type="checkbox"/> Annual Nonprofit Corporation Information Update ❻ <i>(MCL 450.2911)</i> Submit to: The Center via AOIS - DST and Department of Licensing and Regulatory Affairs (“LARA”) <p>2014-2015 General Education and Special Education Student Count Day <i>(MCL 388.1606)</i> No submission to the Center is required</p>
October 3, 2014	<input type="checkbox"/> 2014-2015 Preliminary Head Count Form – Fall ❼ Submit to: The Center via AOIS - DST <i>(Form C2)</i>

Items in RED Text = State/Federal-Required or General Reminder Items in BLACK Text = University-Required

2014-2015 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
October 15, 2014	<p>Deadline for the Public Presentation of the 2013-2014 Annual Education Report <small>(MCL 380.1204a)</small> No submission to the Center is required</p> <p><input type="checkbox"/> MAP or PS Assessment Coordinator Verification – Fall Submit to: The Center via AOIS - DST <small>(Form A3)</small></p>
October 31, 2014	<p><input type="checkbox"/> 2014-2015 1st Quarter Financial Statements ② Submit to: The Center via AOIS - DST <small>(Sample Template F1)</small></p>
November 1, 2014	<p>Immunization Records Report ③ <small>(MCL 380.1177)</small> No submission to the Center is required Submit to: Local Health Department</p>
November 14, 2014	<p><input type="checkbox"/> 2013-2014 Board-Approved Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters ④ <small>(MCL 388.1618)</small> Submit to: The Center via AOIS - DST and MDE</p> <p><input type="checkbox"/> 2013-2014 Board-Approved Response to Audited Financial Statement Findings and Recommendations ⑤ Submit to: The Center via AOIS - DST</p> <p><input type="checkbox"/> 2013-2014 Financial Information Database Data Files ⑥ <small>(MCL 388.1618)</small> Submit to: The Center via AOIS - DST and Center for Educational Performance and Information (“CEPI”)</p>
November 21, 2014	<p><input type="checkbox"/> Board Member Nomination Materials ⑦ – for consideration at the February 19, 2015, University Board of Trustees meeting Submit to: The Center - specific submission information provided separately</p>
December 9, 2014	<p>University Board of Trustees Meeting</p>
December 10, 2014	<p><input type="checkbox"/> EXPLORE® and PLAN® Test Materials Order Form Submit to: The Center via AOIS - DST <small>(Form A10)</small></p>
December 31, 2014	<p>Online Qualifying Statement ⑧ <small>(MCL 141.2303)</small> No submission to the Center is required Submit to: Michigan Department of Treasury</p>
January 5, 2015 - February 5, 2015	<p>MAP and PS – Winter Testing Window (Optional) No submission to the Center is required</p>
January 7, 2015	<p><input type="checkbox"/> Transparency Reporting Certification Form ⑨ <small>(MCL 388.1618 and MCL 380.503(6)(m))</small> Submit to: The Center via AOIS - DST <small>(Form C3)</small></p>

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2014-2015 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
January 28, 2015	<input type="checkbox"/> 2015-2016 Application and Enrollment Information Form ⑫ Submit to: The Center via AOIS - DST (Form C4) <input type="checkbox"/> 2015-2016 Board-Approved Contract Amendment Request Resolution Submit to: The Center via AOIS - DST (Contract Amendment Resolution)
January 30, 2015	<input type="checkbox"/> Board Member Nomination Materials ④ – for consideration at the April 30, 2015, University Board of Trustees meeting Submit to: The Center - specific submission information provided separately <input type="checkbox"/> 2014-2015 2nd Quarter Financial Statements ② Submit to: The Center via AOIS - DST (Sample Template F1)
February 1, 2015	Immunization Records Report ⑧ (MCL 380.1177) No submission to the Center is required Submit to: Local Health Department
February 11, 2015	Supplemental Student Count Day (MCL 380.1606a)
February 13, 2015	<input type="checkbox"/> 2014-2015 Preliminary Head Count Form – Supplemental Count (Schools in 1st/2nd year ONLY) ⑦ Submit to: The Center via AOIS - DST (Form C6) <input type="checkbox"/> ARVA ⑤ Submit to: The Center via AOIS - DST
February 18, 2015	<input type="checkbox"/> EXPLORE and PLAN Schedule and Enrollment Form Submit to: The Center via AOIS - DST (Form A6)
February 19, 2015	University Board of Trustees Meeting
March 2, 2015 - March 13, 2015	2015 EXPLORE and PLAN Tests – Testing Window (Grades 9 and 10) No submission to the Center is required
March 3, 2015 - March 18, 2015	2015 College Entrance; ACT – Testing Window (Grade 11 - all students; Grade 12 - make-up as needed) No submission to the Center is required
March 25, 2015	<input type="checkbox"/> Board Member Nomination Materials ④ – for consideration at the June 23, 2015, University Board of Trustees meeting Submit to: The Center - specific submission information provided separately <input type="checkbox"/> MAP and PS Schedule – Spring Submit to: The Center via AOIS - DST (Form A4)

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2014-2015 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	✓ CENTER DOCUMENT SUBMISSION
April 13, 2015 - June 5, 2015	<p>2014 Michigan Student Test of Educational Progress (“M-STEP”) – Testing Window (Grades 3 through 8, and grade 11) <i>(MCL 388.1081 to 388.1086 (1970 PA 38))</i> No submission to the Center is required</p>
April 20, 2015 - May 28, 2015	<p>MAP and PS – Spring Testing Window No submission to the Center is required</p>
April 29, 2015	<p><input type="checkbox"/> 2014-2015 ACT® Score Submission Form Submit to: The Center via AOIS - DST <i>(Form A5)</i></p>
April 30, 2015	<p>University Board of Trustees Meeting</p>
May 27, 2015	<p><input type="checkbox"/> 2014-2015 3rd Quarter Financial Statements ② Submit to: The Center via AOIS - DST <i>(Sample Template F1)</i></p> <p><input type="checkbox"/> 2014-2015 Board-Approved Letter of Engagement for the Annual Independent Financial Audit (including A-133 Single Audit, if applicable) ⑤ Submit to: The Center via AOIS - DST</p>
May 28, 2015	<p><input type="checkbox"/> MAP or PS Assessment Coordinator Verification – Spring Submit to: The Center via AOIS - DST <i>(Form A3)</i></p>
June 3, 2015	<p><input type="checkbox"/> MAP or PS Student Assessment Form (if applicable) Submit to: The Center via AOIS - DST <i>(Form A11)</i></p>
June 19, 2015	<p><input type="checkbox"/> Board Member Nomination Materials ④ – for consideration at the September 17, 2015, University Board of Trustees meeting Submit to: The Center - specific submission information provided separately</p>
June 23, 2015	<p>University Board of Trustees Meeting</p>
June 30, 2015	<p><input type="checkbox"/> 2015-2016 Board-Approved Annual Operating Budget - General Fund and Special Revenue Fund(s) ⑥ <i>(MCL 141.434-141.440a)</i> Submit to: The Center via AOIS - DST <i>(Sample Template F2)</i></p> <p><input type="checkbox"/> 2015-2016 Notice of Public Hearing ⑦ <i>(MCL 141.412)</i> Submit to: The Center via AOIS - DST <i>(Sample Template F3)</i></p>

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ADDITIONAL REQUIREMENTS

THE FOLLOWING DOCUMENTS REQUIRE SUBMISSION WITHIN A CERTAIN NUMBER OF DAYS FOLLOWING ACADEMY BOARD ACTION OR OTHER OCCURRENCES.

DUE DATE	CENTER DOCUMENT SUBMISSION
As Requested	<p>Conflict of Interest Disclosure (“CID”) The Center will send a CID to each individual board member for completion and submission based on the board member’s appointment date. The CID is available at: http://www.thecenterforcharters.org/modules.php?name=Documents&op=viewlive&sp_id=752 Submit to: The Center via AOIS-DST</p> <p>Reauthorization Materials Submit to: The Center - specific submission information provided separately</p>
Prior to Occupancy	<p>Certificate(s) of Use and Occupancy Submit to: The Center - specific submission information provided separately</p>
Upon Posting/Notice	<p>Academy Board Special Meeting Notice The Academy is required to provide a copy of the notice when it is posted at the Academy. Submit to: The Center via AOIS - DST</p> <p>Academy Board Meeting Cancellation Notice The Academy is required to provide notice of any meeting cancellations. Submit to: The Center via AOIS - DST</p>
Upon Academy Board Action	<p>Long-Term Financing Upon Academy Board action to pursue long-term financing, the Academy is required to provide written notice of the Academy Board’s long-term financing plan.</p> <ul style="list-style-type: none">• At least 30 days prior to closing, the Academy is required to submit long-term financing closing documents with related materials (including long-term intercept requests, if applicable). <p>Submit to: The Center - specific submission information provided separately</p> <p>Short-Term Financing</p> <ul style="list-style-type: none">• Michigan Finance Authority (“MFA”) Borrowings Prior to closing, the Academy is required to: Request an Authorizer’s Letter from the Center which must then be submitted by the Academy to MFA with its application. After closing, the Academy is required to submit a copy of the MFA financing transcript.• Non-MFA Borrowings At least 15 days prior to closing, the Academy is required to provide all closing documents, including any short-term intercept requests and related documentation, if applicable. <p>Submit to: The Center - specific submission information provided separately</p>
Annually Upon Renewal	<p>The Academy and Educational Service Provider (“ESP”) Insurance Certificates are required to be submitted annually upon renewal. Submit to: The Center – specific submission information provided separately</p>
30 Calendar Days	<p>Board-Reviewed Draft ESP Agreement (including amendments), Draft Legal Opinion, and ESP Information Sheet are required to be submitted at least 30 days prior to execution. Refer to the ESP Policies. Submit to: The Center – specific submission information provided separately</p> <p>Board-Reviewed Draft Matriculation Agreement(s) are required to be submitted 30 days prior to execution. Submit to: The Center – specific submission information provided separately</p> <p>Board-Reviewed Draft Facility Lease Agreement(s) (including amendments) are required to be submitted at least 30 days prior to renewal or execution. Submit to: The Center – specific submission information provided separately</p>



ADDITIONAL REQUIREMENTS

THE FOLLOWING DOCUMENTS REQUIRE SUBMISSION WITHIN A CERTAIN NUMBER OF DAYS FOLLOWING ACADEMY BOARD ACTION OR OTHER OCCURRENCES.

DUE DATE

CENTER DOCUMENT SUBMISSION

30 Calendar Days

Academy's Insurance Policies The Academy is required to submit the following insurance policies (including all forms and endorsements) within 30 days of annual renewal:

- *General Liability*
- *Automobile*
- *Liability*
- *Workers Compensation*
- *Property*
- *Errors & Omissions including Directors & Officers and School Leaders Errors & Omissions*
- *Employment Practices Liability*
- *Employee Dishonesty*
- *Sexual Molestation & Abuse coverage and Corporal Punishment coverage*
- *Umbrella/Excess Liability policies*

Submit to: The Center - specific submission information provided separately

10 Business Days

Amended Budget for the General Fund and Special Revenue Fund(s) This submission is due within ten (10) business days after Academy Board approval and is required to include:

- *Object-level detail in a two-column format comparing the Academy Board's prior Board-approved budget to the current amended budget.*

Submit to: The Center via AOIS - DST *(Sample Template F4)*

Board-Approved Waiver Request(s) and Response(s), if applicable The Academy is required to submit any federal, state or ISD/RESA waiver (including the granting agency's approval documentation) requesting an extension, an exemption and/or relief from any applicable law or reporting requirement (i.e. seat time waiver, etc.).

Submit to: The Center via AOIS - DST

8 Business days

Proposed Board Meeting Minutes of Regular, Special or Emergency Board Meetings (including all resolutions) This submission is due within eight (8) business days after the regular, special or emergency board meeting is held.

Submit to: The Center via AOIS - DST

5 Business Days

Litigation and Formal Proceedings The Academy is required to provide notice of any litigation or formal proceedings (including arbitration or mediation) initiated or received by the Academy within five (5) business days upon notification.

Submit to: The Center – specific submission information provided separately

Board-Approved Meeting Minutes The Board-approved minutes are required to be submitted within five (5) business days after a regular, special or emergency meeting wherein minutes are approved.

Submit to: The Center via AOIS - DST

Board-Approved Changes to the Annual Calendar of Regularly Scheduled Meetings Any Board-approved changes to the Board Calendar are required to be submitted within five (5) business days after Board approval.

Submit to: The Center via AOIS - DST

Application and Enrollment Results Form The Academy is required to submit a completed Application and Enrollment Results Form within five (5) business days after the close of open enrollment and/or prior to the Academy's Random Selection Drawing.

Submit to: The Center via AOIS - DST *(Form C5)*

- 1 Board-Approved Annual Calendar of Regularly Scheduled Meetings.** The submission is required to include one (1) meeting date to be designated as the Board's "Annual" meeting.
- 2 Quarterly Financial Statements ("QFS").** The Academy is required to provide financial information in comparative budget-to-actual format in accordance with generally accepted public sector accounting principles, consistent with the Michigan Public School Accounting Manual (Bulletin 1022). The budget (as presented in the QFS) is required to align to the appropriate Board-approved budget. The submission, for all funds, is required to include:
 - Balance Sheet
 - Statement of Revenues, Expenditures and Changes in Fund Balance with object-level detail
- 3 Academy Roles Verification Application ("ARVA").** Administrators and Board Corresponding Agents will receive an email with submission information and a link to access this application.
- 4 Board Member Nomination Materials.** The submission is required to include:
 - Board minutes of meeting at which nominating resolution was adopted (submit via AOIS-DST)
 - Board-approved Nominating Resolution (submit via AOIS-DST). The resolution is available at: http://www.thecenterforcharters.org/modules.php?name=Documents&op=viewlive&sp_id=755
 - Board Member Application for Board Appointment (see online application at <http://www.thecenterforcharters.org/psaba/main.aspx>)
- 5 Financial Account Signatory Card.** The submission is limited to the signatory card reflecting all authorized signatories for the Academy's depository account wherein the University, as the Fiscal Agent for the Academy, deposits the Academy's state school aid funds. This submission is required to be produced by the applicable financial institution. (Note: The submission should restrict the Academy's account number to only the last four digits.)
- 6 Annual Nonprofit Corporation Information Update.** For more information on the Department of Licensing and Regulatory Affairs ("LARA") see LARA's website, www.michigan.gov/lara (Forms & Publication, Corporation Forms, MICHIGAN NONPROFIT CORPORATION FILING INFORMATION), for further information.
- 7 Preliminary Head Count Form.** If the Academy is in its first two years of operation, or if new grade levels have been added in the current fiscal year, then the Academy is also required to submit a separate form, known as the Public School Academy Preliminary Pupil Membership Head Count, to MDE. Please refer to the MDE website, www.michigan.gov/mde, to obtain the Public School Academy Preliminary Pupil Membership Head Count Form and confirm the MDE due date.
- 8 Immunization Records Report.** The Academy is required to submit the list of new entrants and their immunization status. A financial penalty of 5% of the Academy's state school aid allocation may be assessed if the Academy's immunization rate is not at or above 90% as of November 1 (2014) and 95% as of February 1 (2015).
- 9 Board-Approved Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters.** The Academy Board must approve the Audited Financial Statements and related letters prior to submission. The submission to the Center must align with the audit submission made to MDE as follows:
 - From an electronic source (no scanned documents)
 - Final (no DRAFT versions will be accepted)
 - Signed and without password protection
 All documents must be in one file and should be in the following order: (1) Financial Statements; (2) A-133 Single Audit, if required; (3) Management Letter and Any Other Audit Letters (i.e. Governance). The Data Collection Form is NOT required to be submitted. Additional information on MDE's audit submission requirements is available at: http://www.michigan.gov/mde/0,4615,7-140-6530_9091-95424--,00.html.
- 10 Board-Approved Response to the Audited Financial Statement Findings and Recommendations.** The Board-approved submission is required to be a separate letter (not the meeting minutes) and include a response to any/all findings and recommendations contained within:
 - Audited Financial Statements
 - Report on Internal Control over Financial Reporting
 - Management Letter, if issued
 - A-133 Single Audit Report: Schedule of Findings and Questioned Costs, if issued
 - Any other audit letters, not included above, that were issued
 In the event the Academy's audited financial statements, and supporting reports, contain no findings or recommendations and no Management Letter was issued, then the Academy is required to submit a letter to the Center from the Academy's auditor stating that no Management Letter was issued.
- 11 Financial Information Database ("FID") Data Files.** The following five (5) submissions are required:
 1. FID Submission Confirmation Page (PDF format);
 2. Balance Sheet (MS-Excel or comma delimited format);
 3. Revenue File (MS-Excel or comma delimited format);
 4. Expenditure File (MS-Excel or comma delimited format);
 5. Educational Service Provider File, if applicable (MS-Excel or comma delimited format)
 FID Data Files are required to balance to the Audited Financial Statements and are only to be submitted to the Center after they have been uploaded, and submitted to CEPI. In the event the Academy submits revised FID Data Files to CEPI they must also be submitted to the Center.
- 12 Online Qualifying Statement.** Municipalities subject to the Revised Municipal Finance Act, (PA 34 of 2001), including public school academies, are required to annually submit a qualifying statement electronically using the State of Michigan – Department of Treasury's website: http://www.michigan.gov/treasury/0,1607,7-121-1751_8013-168489--,00.html.
- 13 Transparency Reporting Certification Form.** The Revised School Code and the State School Aid Act, requires all school districts, including public school academies, to adhere to specific mandated reporting items commonly referred to as "transparency" requirements. This submission (see associated Form C3) is a mechanism to ensure the Academy is appropriately fulfilling its reporting requirements, as mandated by applicable law.
- 14 Application and Enrollment Information Form.** Upon receipt of the Academy's information, specific due dates will be added as follows:
 - First Day of Open Enrollment. The submission is required to include: the Academy's Legal Notice, Advertisement or Affidavit of Publication
 - Five (5) Business Days After the Close of Open Enrollment and/or prior to the Academy's Random Selection Drawing. The submission is required to include: the Academy's completed Application and Enrollment Results Form (Form C5)
- 15 Board-Approved Letter of Engagement for the Annual Independent Financial Audit (including A-133 Audit) – if applicable.** If the Academy Board previously approved a multi-year audit engagement letter (including an A-133 Audit, if applicable) that covers the 2013-2014 audited financial statements, then no additional submission is required by the Academy at this time.
- 16 Board-Approved Annual Operating Budget – General Fund and Special Revenue Fund(s).** The submission is required to include object-level detail in a three-column format:
 1. Last Year Actual (FY2013-2014 Audited Financial Statements);
 2. Current Year Projection (agrees with the most recent FY2014-2015 Board-approved budget);
 3. Proposed Budget (FY2015-2016)
- 17 Notice of Public Hearing.** The submission is required to be in the form of a Legal Notice, Advertisement or Affidavit of Publication that is published at least 6 days prior to the hearing and include:
 - Time and location of hearing
 - Location where a copy of the budget is available for public inspection

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AND ACCESS TO QUALITY EDUCATION FOR ALL STUDENTS.”
