



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

---

# MASTER CALENDAR OF REPORTING REQUIREMENTS / 2021-22

---

The Governor John Engler Center for Charter Schools at Central Michigan University continues to work diligently to streamline the regulatory reporting process for schools. 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.

The Master Calendar of Reporting Requirements is designed to help schools anticipate and plan the work to complete reporting requirements as efficiently as possible. The Calendar includes document and submission details for state, federal and University submission requirements. This document is available on our website at [www.TheCenterForCharters.org](http://www.TheCenterForCharters.org), which also includes forms and sample templates.

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 school lead or Amy Van Atten-Densmore, the Center's director of school operations, for further clarification or assistance.

# 2021-22 CALENDAR CHANGES SUMMARY

The Calendar is color-coded into two categories: **State/Federal-Required or General Reminder** and **University Required**.

In conjunction with the Calendar, the Center has developed Notes that provide additional information for specific submissions (see page nine). A form-numbering system is cross-referenced throughout the Calendar. The Center has an online version of the Calendar available at [www.TheCenterForCharters.org](http://www.TheCenterForCharters.org). The online resources include forms, sample templates and Calendar files for downloading directly into Microsoft Outlook and Google Calendar.

## **REVISED** Submission Items:

- **Board-Reviewed Draft ESP Agreement, Draft Legal Opinion and ESP Information Sheet Submission Timeframe** – The requirement for Board-Reviewed Draft ESP Agreement (including amendments), Draft Legal Opinion and ESP Information Sheet was previously required to be submitted at least 30 days prior to execution. We are now adding that this is required to be submitted at least 30 days prior, or as requested by the Center. See page seven for this submission item.

## **REMOVED** Submission Items:

- **College Board Portal Access Form A5** – Our team carefully reviewed our PSAT/SAT processes and found a way to lift the tasks of assigning our team College Board access off of your plate. Therefore, the College Board Portal Access Form A5 has been removed from your required submissions.

## **REMINDER:**

- Schools that receive a waiver from the Michigan Department of Education (MDE) to begin school before Labor Day will have alternate MAP Growth testing windows and form submission due dates.

# 2021-22 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
July 30, 2021	<input type="checkbox"/> <b>2020-2021 4<sup>th</sup> Quarter Financial Statements ❶</b> Submit to: The Center via Epicenter ( <i>Sample Template F1</i> )
August 11, 2021	<input type="checkbox"/> <b>Academy Roles Verification Application ❷</b> Submit to: The Center – completed through an Epicenter task
August 23, 2021	<input type="checkbox"/> <b>Transparency Reporting Certification Form ❸</b> ( <i>MCL 388.1618; MCL 380.503(6); MCL 29.19</i> ) Submit to: The Center via Epicenter ( <i>Form C3</i> )
TBD	<input type="checkbox"/> <b>2020-2021 Annual Education Report Posting (Every Student Succeeds Act of 2015 and the Revised School Code)</b> ( <i>MCL 380.1204a</i> ) ( <i>Refer to: <a href="https://www.michigan.gov/documents/mde/AER_Memo_FAQ_673092_7.pdf">https://www.michigan.gov/documents/mde/AER_Memo_FAQ_673092_7.pdf</a></i> ) Submit to: The Center via Epicenter
September 1, 2021	<b>2021-2022 School Improvement Plan</b> ( <i>MCL 380.1277; MDE - SIP Info</i> ) No submission to the Center is required Submit to: MDE Office of Field Services ( <i>see MDE's website at <a href="https://mde.onlinehelp.cognia.org/">https://mde.onlinehelp.cognia.org/</a></i> ) ( <i>Refer to: <a href="https://mde.onlinehelp.cognia.org/wp-content/uploads/sites/17/2020/02/School-District_Reporting_679276_7.pdf">https://mde.onlinehelp.cognia.org/wp-content/uploads/sites/17/2020/02/School-District_Reporting_679276_7.pdf</a></i> )
September 3, 2021	<input type="checkbox"/> <b>Board Member Nomination Materials ❹ – for consideration at the December 2, 2021 University Board of Trustees meeting</b> Submit to: The Center – specific submission information provided separately
September 15, 2021	<input type="checkbox"/> <b>2021-2022 MAP Growth Schedule – Fall</b> Submit to: The Center via Epicenter ( <i>Form A1</i> ) <input type="checkbox"/> <b>School Administrator Verification Form ❺</b> Submit to: The Center via Epicenter ( <i>Form C7</i> )
September 23, 2021	<input type="checkbox"/> <b>AHERA Management Plan Approval Letter, Current 3-Year Asbestos Re-Inspection Report, and/or Exclusionary Document, if required ❻</b> Submit to: The Center via Epicenter <b>Annual Nonprofit Corporation Information Update ❻</b> ( <i>MCL 450.2911</i> ) Submit to: Department of Licensing and Regulatory Affairs (LARA). The Center will conduct a review of LARA's website and confirm the submission was made. <b>University Board of Trustees Meeting</b> No submission to the Center is required
October 4, 2021 – October 22, 2021	<b>MAP Growth – Fall Testing Window</b> No submission to the Center is required
October 6, 2021	<b>2021-2022 General Education and Special Education Student Count Day</b> ( <i>MCL 388.1606</i> ) No submission to the Center is required
October 8, 2021	<input type="checkbox"/> <b>2021-2022 Preliminary Head Count ❸ – Fall</b> Submit to: The Center – completed through an Epicenter task
October 13, 2021	<input type="checkbox"/> <b>2021-2022 Assessment Coordinator Verification – Fall</b> Submit to: The Center via Epicenter ( <i>Form A2</i> )

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

# 2021-22 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
October 15, 2021	<b>Deadline for the Public Presentation of the 2020-2021 Annual Education Report</b> (MCL 380.1204a) No submission to the Center is required
October 29, 2021	<input type="checkbox"/> <b>2021-2022 1<sup>st</sup> Quarter Financial Statements ①</b> Submit to: The Center via Epicenter (Sample Template F1)
November 1, 2021	<input type="checkbox"/> <b>2020-2021 Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters ②</b> (MCL 388.1618) Submit to: The Center via Epicenter and MDE
	<input type="checkbox"/> <b>2020-2021 Board-Approved Response to Any/All Material Weaknesses, as identified by the auditor, if required ⑩</b> Submit to: The Center via Epicenter – response may be included within the audited financial statements
	<b>2020-2021 Financial Information Database Data Files</b> (MCL 388.1618) No submission to the Center is required Submit to: Center for Educational Performance and Information
	<b>Immunization Records Report ①</b> (MCL 380.1177) No submission to the Center is required Submit to: Local Health Department
November 19, 2021	<input type="checkbox"/> <b>Board Member Nomination Materials ④</b> – for consideration at the February 17, 2022 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
December 2, 2021	<b>University Board of Trustees Meeting</b> No submission to the Center is required
December 31, 2021	<b>Online Qualifying Statement ⑫</b> (MCL 141.2303) No submission to the Center is required Submit to: Michigan Department of Treasury
January 19, 2022	<input type="checkbox"/> <b>2022-2023 Application and Enrollment Information ⑬</b> Submit to: The Center – completed through an Epicenter task
January 21, 2022	<input type="checkbox"/> <b>Board Member Nomination Materials ④</b> – for consideration at the April 21, 2022 University Board of Trustees meeting Submit to: The Center – specific submission information provided separately
January 28, 2022	<input type="checkbox"/> <b>2021-2022 2<sup>nd</sup> Quarter Financial Statements ①</b> Submit to: The Center via Epicenter (Sample Template F1)
February 1, 2022	<b>Immunization Records Report ①</b> (MCL 380.1177) No submission to the Center is required Submit to: Local Health Department
February 9, 2022	<b>2021-2022 General Education and Special Education Student Supplemental Count Day</b> (MCL 388.1606a) No submission to the Center is required

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

# 2021-22 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
February 11, 2022	<input type="checkbox"/> <b>2021-2022 Preliminary Head Count ③ – Supplemental Count</b> Submit to: The Center – completed through an Epicenter task  <input type="checkbox"/> <b>Academy Roles Verification Application ②</b> Submit to: The Center – completed through an Epicenter task
February 14, 2022 – March 4, 2022	<b>MAP Growth – Winter Testing Window (Optional)</b> No submission to the Center is required
February 17, 2022	<b>University Board of Trustees Meeting</b> No submission to the Center is required
February 24, 2022	<input type="checkbox"/> <b>2022-2023 Board-Approved Contract Amendment Request Resolution and Questionnaire</b> Submit to: The Center via Epicenter ( <i>Contract Amendment Resolution and Contract Amendment Questionnaire</i> )
March 23, 2022	<input type="checkbox"/> <b>Transparency Reporting Certification Form ③</b> ( <i>MCL 388.1618; MCL 380.503(6); MCL 29.19</i> ) Submit to: The Center via Epicenter ( <i>Form C3</i> )
April 1, 2022	<input type="checkbox"/> <b>Board Member Nomination Materials ④ – for consideration at the June 30, 2022 University Board of Trustees meeting</b> Submit to: The Center – specific submission information provided separately
April 11, 2022 – May 20, 2022	<b>2021-2022 Michigan Student Test of Educational Progress (M-STEP) – Testing Window (Grades 3 through 8, 11)</b> ( <i>Act 38 of 1970</i> ) No submission to the Center is required
April 13, 2022	<b>College Entrance SAT with Essay (Grade 11 – all students; Grade 12 – eligible students)</b> No submission to the Center is required  <b>PSAT (Grade 8)</b> No submission to the Center is required
April 13, 2022 – April 19, 2022	<b>PSAT (Grades 9 and 10)</b> Schools have the option of testing grades 9 and 10 on one day, or each grade on a separate day, but all students in the same grade must test on the same day at the same time. No submission to the Center is required
April 14, 2022	<b>ACT WorkKeys® (Grade 11 – all students; Grade 12 – eligible students)</b> No submission to the Center is required
April 14, 2022 – April 19, 2022	<b>PSAT Make-Up Primary (Grade 8)</b> No submission to the Center is required
April 21, 2022	<b>University Board of Trustees Meeting</b> No submission to the Center is required
April 26, 2022	<b>College Entrance SAT Make-Up (Grade 11 – all students; Grade 12 – eligible students)</b> No submission to the Center is required

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

# 2021-22 MASTER CALENDAR OF REPORTING REQUIREMENTS

DUE DATE	<input checked="" type="checkbox"/> CENTER DOCUMENT SUBMISSION
April 26, 2022 – April 27, 2022	<p><b>PSAT Make-Up (Grades 8, 9 and 10)</b> No submission to the Center is required</p>
April 27, 2022	<p><input type="checkbox"/> <b>2021-2022 MAP Growth Schedule – Spring</b> Submit to: The Center via Epicenter (<i>Form A3</i>)</p>
April 28, 2022	<p><b>ACT WorkKeys Make-Up (Grade 11 – all students; Grade 12 – eligible students)</b> No submission to the Center is required</p>
April 29, 2022	<p><input type="checkbox"/> <b>2021-2022 3<sup>rd</sup> Quarter Financial Statements ❶</b> Submit to: The Center via Epicenter (<i>Sample Template F1</i>)</p>
May 16, 2022 – June 3, 2022	<p><b>MAP Growth – Spring Testing Window</b> No submission to the Center is required</p>
May 25, 2022	<p><input type="checkbox"/> <b>2021-2022 Assessment Coordinator Verification – Spring</b> Submit to: The Center via Epicenter (<i>Form A2</i>)</p>
June 9, 2022	<p><input type="checkbox"/> <b>2022-2023 Board-Approved Annual Calendar of Regularly Scheduled Board Meetings ❷ (MCL 15.265)</b> Submit to: The Center via Epicenter (<i>Sample Template C1 or Sample Template C2</i>)</p> <p><input type="checkbox"/> <b>2022-2023 Board-Approved School Calendar/School Day Schedule (MCL 380.1284a)</b> Submit to: The Center via Epicenter</p> <p><input type="checkbox"/> <b>2022-2023 MAP Growth Optional Student Assessments Form</b> Submit to: The Center via Epicenter (<i>Form A4</i>)</p>
June 24, 2022	<p><input type="checkbox"/> <b>Board Member Nomination Materials ❸ – for consideration at the September 22, 2022 University Board of Trustees meeting</b> Submit to: The Center – specific submission information provided separately</p>
June 30, 2022	<p><input type="checkbox"/> <b>2022-2023 Board-Approved Annual Operating Budget – General Fund and Special Revenue Funds ❹ (Public Act 2 of 1968)</b> Submit to: The Center via Epicenter (<i>Sample Template F2</i>)</p> <p><input type="checkbox"/> <b>Annual Expulsion Report and Website Report on Criminal Incidents</b> Submit to: The Center – completed through an Epicenter task</p> <p><b>University Board of Trustees Meeting</b> No submission to the Center is required</p>

# ADDITIONAL REQUIREMENTS

The following documents require submission within a certain number of days following school board action or other occurrences.

<b>DUE DATE</b>	<b>CENTER DOCUMENT SUBMISSION</b>
<b>As Requested</b>	<p><b>Conflict of Interest Disclosure (CID)</b> 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: <a href="https://www.thecenterforcharters.org/wp-content/uploads/2020/11/CID-Fillable.pdf">https://www.thecenterforcharters.org/wp-content/uploads/2020/11/CID-Fillable.pdf</a>. Submit to: The Center via Epicenter</p> <p><b>Reauthorization Materials</b> Submit to: The Center – specific submission information provided separately</p>
<b>Prior to Occupancy</b>	<p><b>Certificate(s) of Use and Occupancy</b> Submit to: The Center – specific submission information provided separately</p>
<b>Upon Posting/Notice</b>	<p><b>School Board Special Meeting Notice</b> The school is required to provide a copy of the notice when it is posted at the school. Submit to: The Center via Epicenter</p> <p><b>School Board Meeting Cancellation Notice</b> The school is required to provide notice of any meeting cancellations. Submit to: The Center via Epicenter</p>
<b>Upon School Board Action</b>	<p><b>Long-Term Financing</b> Upon school board action to pursue long-term financing, the school is required to provide written notice of the school board's long-term financing plan.</p> <ul style="list-style-type: none"><li>• <b>At least 30 days prior to closing</b>, the school is required to submit long-term financing closing documents with related materials (including long-term intercept requests, if applicable).</li></ul> <p>Submit to: The Center – specific submission information provided separately</p> <p><b>Short-Term Financing</b></p> <ul style="list-style-type: none"><li>• <b>Michigan Finance Authority Borrowings (MFA)</b> – Prior to closing, the school is required to: Request an Authorizer's Letter from the Center which must then be submitted by the school to the MFA with its application. After closing, the school is required to submit a copy of the MFA financing transcript.</li><li>• <b>Non-MFA Borrowings</b> – At least 15 days prior to closing, the school is required to provide all closing documents, including any short-term intercept requests and related documentation, if applicable.</li></ul> <p>Submit to: The Center – specific submission information provided separately</p>
<b>Annually Upon Renewal</b>	<p><b>The School and Educational Service Provider (ESP) Insurance Certificates</b> Required to be submitted annually upon renewal. Submit to: The Center – specific submission information provided separately</p>
<b>30 Calendar Days</b>	<p><b>Board-Reviewed Draft ESP Agreement (including amendments), Draft Legal Opinion and ESP Information Sheet</b> Required to be submitted at least 30 days prior to execution, or as requested by the Center, refer to the Center's ESP Policies. Submit to: The Center – specific submission information provided separately</p> <p><b>Board-Reviewed Draft Matriculation Agreement(s)</b> Required to be submitted 30 days prior to execution. Submit to: The Center – specific submission information provided separately</p> <p><b>Board-Reviewed Draft Facility Lease Agreement(s) (including amendments)</b> 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 school board action or other occurrences.

## DUE DATE

## CENTER DOCUMENT SUBMISSION

### 30 Calendar Days

#### **School's Insurance Policies**

The school 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 10 business days after school board approval and requires:

- Board-approved General Appropriations Resolution (GAR) at the functional level - [https://www.thecenterforcharters.org/wp-content/uploads/2016/05/GAR\\_from\\_website.docx](https://www.thecenterforcharters.org/wp-content/uploads/2016/05/GAR_from_website.docx).
- Budget Detail, at the object-level, in a two-column format comparing the school board's prior board-approved budget to the current amended budget. Additional resources in Center's Budget Requirement Guide at <https://www.thecenterforcharters.org/fiscal>.

**Submit to: The Center via Epicenter (Sample Template F4)**

#### **Board-Approved Waiver Request(s) and Response(s), if applicable**

The school 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 Epicenter**

### 8 Business days

#### **Proposed Board Meeting Minutes of Regular, Special or Emergency Board Meetings (including all resolutions)**

This submission is due within eight business days after the regular, special or emergency board meeting is held.

**Submit to: The Center via Epicenter**

### 5 Business Days

#### **Litigation and Formal Proceedings**

The school is required to provide notice of any litigation or formal proceedings (including arbitration or mediation) initiated or received by the school within five 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 business days after a regular, special or emergency meeting wherein minutes are approved.

**Submit to: The Center via Epicenter**

#### **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 business days after board approval.

**Submit to: The Center via Epicenter**

#### **Application and Enrollment Results Form**

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

**Submit to: The Center via Epicenter (Form C5)**



# NOTES

- 1 Quarterly Financial Statements.** The school 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 Quarterly Financial Statements) is required to align to the appropriate board-approved budget. The submission, for all funds, is required to include: (1) Balance Sheet; (2) Statement of Revenues, Expenditures and Changes in Fund Balance with object-level detail.
- 2 Academy Roles Verification Application.** Epicenter users should work with administrators and board corresponding agents to ensure that the appropriate names and contact information is entered for the required roles. If you have specific questions, please contact Terri Ellis at (989) 774-2100 or via email at [TEllis@TheCenterForCharters.org](mailto:TEllis@TheCenterForCharters.org).
- 3 Transparency Reporting Certification Form.** The Revised School Code and the State School Aid Act require 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 school is appropriately fulfilling its reporting requirements, as mandated by applicable law. The Center will conduct various reviews on the school’s website throughout the fiscal year to ensure the items contained within the Certification Form are represented on the website, as required.
- 4 Board Member Nomination Materials.** The submission is required to include: (1) Board minutes of meeting at which nominating resolution was adopted (submit via Epicenter); (2) Board-approved Nominating Resolution (submit via Epicenter). The resolution is available at: <https://www.thecenterforcharters.org/wp-content/uploads/2016/05/Change-in-Membership.pdf>; (3) Board Member Application for Board Appointment (see application at <https://form.thecenterforcharters.org/psaba/>).
- 5 School Administrator Verification Form.** The submission is required to include all individuals who are considered “school administrators,” as defined by the Revised School Code, *MCL 380.1246*. This includes all individuals serving in the role of superintendent, principal, assistant principal, administrator of instruction programs, or chief business official. For more information, see MDE’s website: <https://www.michigan.gov/mde/0,4615,7-140-5683---00.html>.
- 6 Annual Nonprofit Corporation Information Update.** For more information see LARA’s website: [http://www.michigan.gov/documents/lara/BCS\\_CD\\_269\\_08-15\\_527658\\_7.pdf](http://www.michigan.gov/documents/lara/BCS_CD_269_08-15_527658_7.pdf).
- 7 AHERA Management Plan Approval Letter, Current 3-Year Asbestos Re-Inspection Report and/or Exclusionary Document, if required.** The submission is required to include an AHERA management plan approval letter, current 3-year asbestos re-inspection report along with a state-approved plan for each school site. If the school’s building was built without asbestos-containing material, an exclusionary document from the school’s architect or accredited building inspector must be submitted and approved by the state. If the Center has previously received the exclusionary document or if the Center has received a current three-year inspection report, there will not be a due date added in Epicenter.
- 8 Preliminary Head Count.** The submission is required to include the total number of students in attendance and the total number of students enrolled on the count day. The number of students reported should be in accordance with pupil eligibility requirements, consistent with the Michigan Pupil Accounting Manual.
- 9 Audited Financial Statements, A-133 Single Audit, Management Letter and Any Other Audit Letters.** The school board is required to demonstrate a general understanding of its Audited Financial Statements and related letters prior to submission. To satisfy this item, the school board shall (1) receive a presentation by the auditor; (2) discuss the results of the audit as documented in the board minutes; or (3) take board action to “approve,” “accept,” “place into public record,” etc.
- 10 Board-Approved Response to Any/All Material Weaknesses, as identified by the auditor, if required.** The board-approved response should address any/all material weaknesses contained within the audit submission, as outlined in #9 above, and may be reported within the school’s audited financial statements. No additional submission is required by the school if a material weakness was not identified by the auditor.
- 11 Immunization Records Report.** The school is required to submit the list of new entrants and their immunization status. A financial penalty of 5% of the school’s state school aid allocation may be assessed if the school’s immunization rate is not at or above 90% as of November 1, 2021 and 95% as of February 1, 2022.
- 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/0,4679,7-121-1751\\_59214---00.html](http://www.michigan.gov/treasury/0,4679,7-121-1751_59214---00.html).
- 13 Application and Enrollment Information.** Upon receipt of the school’s information, specific due dates will be added as follows:
  - Legal Notice** - Five business days Following the First Day of Open Enrollment. The submission is required to include: the school’s Legal Notice, Advertisement or Affidavit of Publication. At a minimum, the legal notice (or advertisement) must include: (1) The process and/or location(s) for requesting and submitting applications; (2) The beginning date and end date of the application period; and (3) The date, time, and place the random selection drawing(s) will be held, if needed.
  - Application and Enrollment Results Form** - Five business days after the Close of Open Enrollment and/or prior to the school’s Random Selection Drawing. The submission is required to include: the school’s completed Application and Enrollment Results Form (Form C5).
- 14 Board-Approved Annual Calendar of Regularly Scheduled Board Meetings.** The submission is required to include one meeting date to be designated as the board’s “Annual” meeting.
- 15 Board-Approved Annual Operating Budget – General Fund and Special Revenue Fund(s).** This submission requires: (1) Board-approved General Appropriations Resolution (GAR) at the functional available at [https://www.thecenterforcharters.org/wp-content/uploads/2016/05/GAR\\_from\\_website.docx](https://www.thecenterforcharters.org/wp-content/uploads/2016/05/GAR_from_website.docx); (2) Budget Detail, at the object-level, in a three-column format that includes: (a) Last Year Actual (FY2020-2021 Audited Financial Statements); (b) Current Year Projection (most recent FY 2021-2022 Board-approved amended budget); and (c) Proposed Budget (FY2022-2023). Additional resources in the Center’s Budget Requirement Guide at <https://www.thecenterforcharters.org/fiscal>.