

## IPCSC Reporting Schedule

<b>ALL SCHOOLS*</b>		
Due Date	Description	Format
July 30 <sup>th</sup>	Board-Approved Annual Budget	Copy of worksheets submitted to SDE or a copy of the budget as it appeared in the school's board packet (either version in PDF is sufficient)
	Assurance Survey (including enrollment projection)	Link to complete provided by the IPCSC
	School Leadership & School Update Form	IPCSC Template
November 1 <sup>st</sup>	Fiscal Audit	PDF
February 1 <sup>st</sup>	2 <sup>nd</sup> Quarter Balance Sheet	Excel (with formulas intact) **
	Budget-to-Actuals Report	PDF or Excel
March 15 <sup>th</sup>	Authorizer Fee	Invoices issued in early February
Upon Revision	Revised Budget	Should the school's board vote to amend the school's budget for the current school year, the budget (as it appeared in the board packet) must be submitted to the IPCSC.

### ADDITIONAL REPORTING REQUIREMENTS (AS APPLICABLE)

#### FINANCIAL STATUS ON ANNUAL REPORT: DOES NOT MEET STANDARD OR APPROACHES STANDARD

A public charter school that did not meet standard on any financial measures of the most recently issued Annual Performance Report must also submit the following financial documentation in addition to the annually required reports for all schools. Schools achieving "Meets Standard" or "Exceeds Standard" status are exempt from these reports.

Due Date	Description	Format
November 1 <sup>st</sup>	1 <sup>st</sup> Quarter Balance Sheet and Income Statement	Excel (with formulas intact) **
	Budget-to-Actuals Report	
May 1 <sup>st</sup>	3 <sup>rd</sup> Quarter Balance Sheet and Income Statement	Excel (with formulas intact) **
	Budget-to-Actuals Report	

### SUPPLEMENTAL REPORTS

Due Date	Description	Applies To
December 15 <sup>th</sup>	Renewal Applications – See Renewal Guidance Document available online	Schools currently in their renewal school year.

\*Other Reports as Requested: the IPCSC or its staff may request additional reports on an as-needed basis to understand and monitor the school's financial, operational, and academic status.

\*\*Format Details:

- For 2M Software users: Please print your reports to a .csv file, then convert to Excel.
- All other software users: Please export, then submit, financial reports in an Excel spreadsheet.
- It is requested that all schools report using the State Chart of Accounts for budget/income statement submissions. No other formatting of the financial reports is necessary.

For questions, please contact: Idaho Public Charter School Commission  
208-332-1561  
PCSC@osbe.idaho.gov