

long-range budgets, and regulatory reporting, will be stored securely on the school’s network. An organized system of books and records will be maintained with specific file and folder naming conventions, network map requirements, and classifications by report date and report type. A master network map will be maintained to show how reports are named, classified, and stored. These records will also be replicated to a backup server for business continuity purposes.

The documents comprising the accounting records will be kept in accordance with the General Records Schedule for Local Government Agencies GS1-L, as authorized by 119 and 257, FS.

The approved Budget and Financial Statement Audit will be maintained on the school’s website for public access.

E. Describe how the school will ensure financial transparency to the authorizer and the public, including its plans for public adoption of its budget and public dissemination of its annual audit and financial report.

Financial statements will be presented to the authorizer in accordance with the charter contract and state law. These statements will be available to members of the public via public records request to either the authorizer or NCA.

The annual budget and annual audit report will be made available to the public as part of the supporting documentation for the board meeting agenda. These reports will be presented to the board in a public meeting, where the board will discuss and vote to approve them. Members of the public may comment on any of these items during the designated public comment period of the meeting. The approved budget will be made available on the school website.

F. Describe any key back-office services to be outsourced via contract, such as business services, payroll, and auditing services. Include the anticipated costs of such services and criteria for selecting such services.

NCA may outsource the following at the specified rate:

Table 21.1 Outsourced Services

Function	Rate	Selection Criteria
Audit	\$9,000 a year	Request for Proposal
Comprehensive management to include financial, operational, and academic administration	12% of Revenue	NCA intends to contract with The Optima Foundation, the sole organization with experience in starting Hillsdale affiliated Classical Charter Schools in Florida. Services include an onsite school operations manager, compliance management, business management, website, enrollment, financial services, student information systems, and academic oversight.

G. Describe how the school will store financial records.