



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

## **BOARD MEETING AGENDA**

**6:00 p.m. December 17, 2018**

**Meeting Location: 1555 40<sup>th</sup> Avenue NE, 2<sup>nd</sup> Floor, Columbia Heights, MN 55421**

### **1.0 CALL TO ORDER**

### **2.0 APPROVAL OF AGENDA**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

### **3.0 COMMENTS FROM CITIZENS PRESENT**

Visitors attending the meeting who wish to address the school board may do so at this time.

### **5.0 EXECUTIVE DIRECTOR REPORT**

### **6.0 APPROVAL OF THE CONSENT AGENDA**

Consent items, December 17, 2018 – School Board Agenda as warranted including approval of:

- Personnel Recommendations
- Payment of Bills and Acknowledgment of Wire Transfer Report
- Minutes – Regular Meeting Minutes of November 26, 2018

The Executive Director recommends the School Board approve the Consent Items as detailed in the enclosure.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

### **7.0 Monthly Financials**

Approval of the November Financial Statements

### **8.0 Presentations and Discussion Items**

**8.01** Draft FY19 Budget Revision (for January approval)

**8.02** Strategic Direction Parameters

-Programming Plans

-Enrollment Goals



**TESFA INTERNATIONAL SCHOOL**  
*Global Minds with Minnesota Hearts*

**9.0 ACTION ITEMS**

**9.01** Data Practices Policy #132

**9.02** Appointments of Data Practices Officials

- Responsible Authority - Elena Hanson
- Designated Authority - Pat Exner
- Designated Data Practices Compliance Official - Jonas Beugen

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

**10.0 VOA authorizer input/update**

**11.0 ADJOURNMENT**

**Mission**

*Tesfa International School is committed to providing an equitable and empowering education for all. Our scholars will engage in a transdisciplinary curriculum supported by conceptual and inquiry based learning. Side-by-side with dedicated educators, scholars will develop the knowledge, skills and characteristics necessary for active citizenship throughout the world.*



## BOARD MEETING MINUTES

6:00 p.m. November 26, 2018

Meeting Location: 1555 40<sup>th</sup> Avenue NE, 2<sup>nd</sup> Floor, Columbia Heights, MN 55421

Name	Present/Absent
<b>Patrick Exner</b> (Board Chair/Community Member)	<b>Present</b>
<b>Hussein Ahmed</b> (Parent Member)	<b>Present (6:13)</b>
<b>Amir Orandi</b> (Board Secretary/Parent Member)	<b>Present</b>
<b>John Groenke</b> (Community Member)	<b>Present</b>
<b>Antoinette Monster</b> (Board Treasurer/Community Member)	<b>Absent</b>
<b>Maren Rodriguez</b> (Teacher Member)	<b>Present</b>
<b>Abby Hendricks</b> (Vice-Chair/Teacher Member)	<b>Present</b>
<b>Jonas Beugen</b> (Director/Ex-officio)	<b>Present</b>
<b>Mohamed Selim</b> (Assistant Director/Ex-Officio)	<b>Present</b>

Name	Position/Role
<b>Rod Haenke</b>	VOA

**1.0 CALL TO ORDER - 6:04 by Patrick Exner**

**2.0 APPROVAL OF AGENDA**

Motion by: John Groenke      Seconded by: Abby Hendricks      Vote: Yea: 5 Nay: 0 Abstain: 0

**3.0 BOARD CALENDAR DATES**

- Work Session: December 17, 2018 6:00PM
- Regular Board Meeting: December 17, 2018 6:30PM

**4.0 COMMENTS FROM CITIZENS PRESENT**

Visitors attending the meeting who wish to address the school board may do so at this time.



NONE

## **5.0 EXECUTIVE DIRECTOR REPORT**

- Celebration of cultures
  - Board members that attended shared their experience
  - High turnout
  - High level of excitement compared to other events because of high level of student involvement
  - Great opportunity for neighbors and other community members to come and see school
  - Great food

## **6.0 APPROVAL OF THE CONSENT AGENDA**

Consent items, November 26, 2018 – School Board Agenda as warranted including approval of:

- Personnel Recommendations
- Payment of Bills and Acknowledgment of Wire Transfer Report
- Minutes – Regular Meeting Minutes of October 22, 2018

The Executive Director recommends the School Board approve the Consent Items as detailed in the enclosure.

Motion by: Maren Rodriguez      Seconded by: Amir Orandi      Vote: Yea: 6 Nay: 0 Abstain: 0

## **7.0 Monthly Financials**

Approval of the October Financial Statements

Motion by: Hussein Ahmed      Seconded by: Abby Hendricks      Vote: Yea: 6 Nay: 0 Abstain: 0

## **8.0 Presentations and Discussion Items**

**8.01** NWEA Linking Study Projected Proficiency

**8.02** Teacher Observation/Evaluation Process - Policy 494

**8.03** Homework Practices

- More challenging homework - suggested by Hussein Ahmed
- Discussion about best homework practices



**Tesfa International School**  
Financial Dashboard for:

11/30/2018

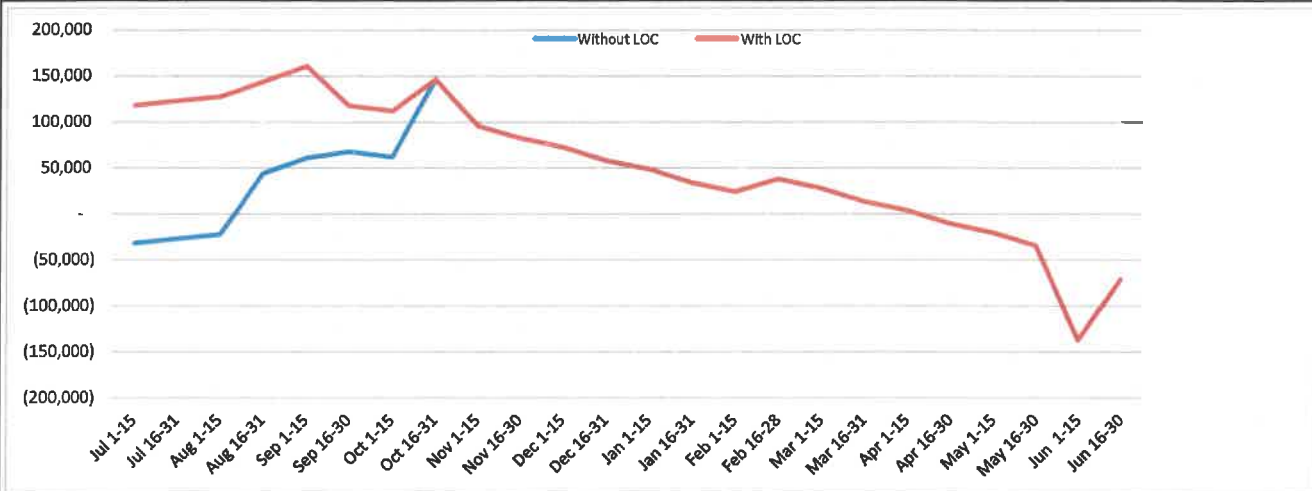
**Student Count**

Actual Current ADM: **167.04**  
*See note below*  
Actual Current WADM: **167.04**

ADM from Budget: **182.00**  
WADM from Budget: **182.00**

	YTD Actual		YTD Budget Target	
Revenue	\$1,007,979.97	35%	\$1,212,216.45	42%
Expense	\$1,020,463.47	35%	\$1,211,029.92	42%
Change in Fund Balance	-\$12,483.50		\$1,186.54	42%

**Cash Balance Projection**



**Grants and Other Awards:**

Description	Award	Expensed PFY	Expensed CFY	Remaining	Expiration Date

**Comments:**

**General:**  
 \*\*The November financials show the FY19 Revised Budget which is based on 182 ADM.  
 \*\*The School has a reconciled cash balance of \$82,300.  
 \*\*The state aid holdback is at 10%, which is estimated at \$111,146 through November.

**Revenue:**  
 \*\*Year-to-date revenue of \$1,007,980 represents 35% of the approved revenue budget.

**Expenses:**  
 \*\*The School has spent \$984,237 which is 34% of the approved expenditure budget.

**Cash Flow:**  
 \*\*The cash flow reflects the 10% holdback of state aid and 24 payment schedule.



**Tesfa International School**  
**Financial Dashboard for:**

11/30/2018

**Financial Ratios:**

	YTD Actual	FY19 Budget	Required
(A) Unrestricted Cash and Investments	82,300	119,878	
(B) Total Operating Expenses	1,020,463	2,906,472	
Cash on Hand Ratio ((A x 365) / B)	12.27	15.05	45
(A) Beginning Fund Balance	98,681	98,681	
(B) Revenues	1,007,980	2,909,319	
(C) Expenditures	(1,020,463)	(2,906,472)	
(D) Ending Fund Balance	86,198	101,529	
Fund Balance as a % of Expenditures (-C / D)	0.0%	3.5%	25%
(A) Annual Net Income	(12,901)	2,848	
(B) Lease Payment	236,520	236,520	
Debt Service Coverage Ratio (A + B) / B	0.95	1.01	1.1

**Upcoming Deadlines:**

Task	Due Date
FY18 Audit	September 2018
Quarterly Financial Reports of School and Building Company	45 Days After Quarter End
Quarterly Current Student Waiting List	45 Days After Quarter End
All Required Applications to MDE for Title, Special Education, Other	June 30th, 2018
Apply for Building Lease Aid	June 30th, 2018
Prior Year Audited Financials	November 30th, 2018
Carry Automobile and Workers Compensation Insurance	Ongoing Renewals

These financials were compiled from information supplied by school management. They are unaudited and should be used for management purposes only.

**Tesfa International School  
Balance Sheet  
11/30/2018**

Descriptions	General	Food	Fixed	Total
<b>Assets</b>				
<b>Current Assets</b>				
Checking Accounts	80,559	1,740	-	82,300
Accounts Receivable	3,094	-	-	3,094
Due from State	32,999	-	-	32,999
Due from Federal	-	-	-	-
Prepaid AP Expenditures	-	-	-	-
<b>Total Current Assets</b>	<b>116,652</b>	<b>1,740</b>	<b>-</b>	<b>118,393</b>
<b>Fixed Assets</b>				
Equipment	-	-	-	-
Property & Equipment under Cap. Lease	-	-	-	-
Accum Depr Buildings	-	-	-	-
Accum Depr On Equip.	-	-	-	-
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Assets</b>	<b>116,652</b>	<b>1,740</b>	<b>-</b>	<b>118,393</b>
<b>Liabilities &amp; Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	-	-	-	-
Payroll Liabilities	(3,614)	-	-	(3,614)
Short Term Indebtedness	-	-	-	-
<b>Total Current Liabilities</b>	<b>(3,614)</b>	<b>-</b>	<b>-</b>	<b>(3,614)</b>
<b>Fund Balance</b>				
Investment Fixed Assets	-	-	-	-
Restricted Fund Balance	36,226	-	-	36,226
Unassigned Fund Balance - 6/30/2019	98,681	-	-	98,681
Net Income/(Loss) - FY19	(14,641)	1,740	-	(12,901)
<b>Total Fund Balance</b>	<b>120,266</b>	<b>1,740</b>	<b>-</b>	<b>122,007</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>116,652</b>	<b>1,740</b>	<b>-</b>	<b>118,393</b>

**State Holdback Calculation:**

**Total Fiscal Year School Budgeted State Revenues	2,646,340
Prorated Fiscal Year-to-Date (5 of 12 months)	42%
Total Fiscal Year-to-Date Budget (November 2018)	1,111,463
State Holdback Percentage	10%
<b>Total Estimated Year-to-Date Holdback</b>	<b>111,146</b>

\*Based on the assumptions that actual ADMs and state aid payments are based on an ADM of 182

**Tesfa International School  
Summary Income Statement  
Fiscal Year 2019  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>GENERAL FUND 01</b>			<i>Targeted Percent</i>	42%
<b>REVENUE</b>				
<b>State Aid Revenue</b>				
Endowment Fund Apportionment	-	3,191	6,171	52%
General Education Aid	37,095	789,545	1,869,104	42%
Long Term Facility Maintenance	-	-	-	N/A
Literacy Incentive Aid	2,535	2,535	4,900	52%
Lease Aid	75,026	75,026	212,868	35%
State Special Education	91,558	97,491	553,297	18%
<b>Total State Aid Revenue</b>	<b>206,214</b>	<b>967,789</b>	<b>2,646,340</b>	<b>37%</b>
<b>Federal Aid Revenue</b>				
Title I	-	-	62,868	0%
Title II	-	-	9,352	0%
Title III	-	-	14,125	0%
Federal Special Education	-	-	26,626	0%
<b>Total Federal Aid Revenue</b>	<b>-</b>	<b>-</b>	<b>112,972</b>	<b>0%</b>
<b>Other Revenue</b>				
Donations	-	6	3,000	0%
Misc. Revenue/E-Rate	200	3,627	6,810	53%
<b>Total Other Revenue</b>	<b>200</b>	<b>3,633</b>	<b>9,810</b>	<b>37%</b>
<b>TOTAL REVENUE</b>	<b>206,414</b>	<b>971,422</b>	<b>2,769,122</b>	<b>35%</b>
<b>EXPENDITURE</b>				
<b>Administration</b>				
Salaries	19,708	95,295	235,000	41%
Benefits	6,197	27,945	87,719	32%
Purchased Services	11,593	59,931	129,666	46%
Supplies	1,973	10,509	10,200	103%
Equipment	-	-	-	N/A
Dues/Membership	-	11,540	32,000	36%
<b>Total Administration</b>	<b>39,471</b>	<b>205,221</b>	<b>494,585</b>	<b>41%</b>



**Tesfa International School  
Summary Income Statement  
Fiscal Year 2019  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>General Education</b>				
Salaries	55,462	200,035	643,434	31%
Benefits	13,076	73,739	189,393	39%
Purchased Services	(109)	2,550	12,000	21%
Supplies	(1,170)	11,226	19,777	57%
Equipment	(847)	7,061	27,500	26%
Dues/Memberships	-	4,500	4,500	100%
<b>Total General Education</b>	<b>66,412</b>	<b>299,111</b>	<b>896,604</b>	<b>33%</b>
<b>Title Programs</b>				
Title I	6,294	21,571	62,868	34%
Title II	348	7,766	9,352	83%
Title III	1,777	6,014	14,125	43%
<b>Total Title Programs</b>	<b>8,419</b>	<b>35,351</b>	<b>86,346</b>	<b>41%</b>
<b>State Special Education</b>				
Salaries	29,843	90,090	309,539	29%
Benefits	9,356	34,350	138,279	25%
Purchased Services	21,329	37,704	85,000	44%
Supplies	-	1,270	7,100	18%
Equipment	-	-	1,500	0%
<b>Total State Special Education</b>	<b>60,528</b>	<b>163,413</b>	<b>541,418</b>	<b>30%</b>
<b>Federal Special Education</b>				
Purchased Services	3,634	24,634	25,000	99%
Supplies	-	-	1,626	0%
<b>Total Federal Special Education</b>	<b>3,634</b>	<b>24,634</b>	<b>26,626</b>	<b>93%</b>
<b>Instructional Support</b>				
Salaries	-	-	-	N/A
Benefits	-	-	-	N/A
Purchased Services	-	-	-	N/A
<b>Total Instructional Support</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Student Support</b>				
Salaries	6,003	18,909	61,950	31%
Benefits	995	3,273	10,829	30%
Purchased Services	61,974	97,419	324,000	30%
Supplies	-	25	700	4%
<b>Total Student Support</b>	<b>68,972</b>	<b>119,625</b>	<b>397,479</b>	<b>30%</b>
<b>Facility</b>				
Salaries	-	-	-	N/A
Benefits	-	-	-	N/A
Purchased Services	4,778	30,595	77,698	39%
Facility Lease	19,412	105,091	236,520	44%
Supplies	807	3,021	9,000	34%
<b>Total Facility</b>	<b>24,997</b>	<b>138,707</b>	<b>323,218</b>	<b>43%</b>
<b>TOTAL EXPENDITURE</b>	<b>272,432</b>	<b>986,063</b>	<b>2,766,274</b>	<b>36%</b>
<b>NET INCOME/LOSS - GENERAL FUND 01</b>	<b>(66,018)</b>	<b>(14,641)</b>	<b>2,848</b>	

**Tesfa International School  
Summary Income Statement  
Fiscal Year 2019  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>FOOD SERVICE FUND 02</b>				
<b>REVENUE</b>				
State Aid	402	878	3,300	27%
Federal Aid	16,940	35,681	136,898	26%
<b>TOTAL REVENUE</b>	<b>17,342</b>	<b>36,558</b>	<b>140,198</b>	<b>26%</b>
<b>EXPENDITURE</b>				
Purchased Services	-	-	-	N/A
Supplies	15,616	34,818	140,198	25%
Equipment	-	-	-	N/A
<b>TOTAL EXPENDITURE</b>	<b>15,616</b>	<b>34,818</b>	<b>140,198</b>	<b>25%</b>
<b>NET INCOME/LOSS - FOOD SERVICE FUND 02</b>	<b>1,726</b>	<b>*1,740</b>	<b>-</b>	
<b>NET INCOME/LOSS - ALL FUNDS</b>	<b>(64,292)</b>	<b>(12,901)</b>	<b>2,848</b>	

Tesfa International School  
 Payment Register - November 2018  
 Fiscal Year 2018-2019

CHECK DATE	VENDOR	INVOICE DESCRIPTION	CHECK NUMBER	AMOUNT
	<b>Regular Checks</b>			
11/02/18	SAFAARI TRANSPORTATION LLC	October Regular Field Trip & SpEd Transportation	6312	35,040.00
11/08/18	FIRST LUTHERAN CHURCH	November Lease, Utilities, Custodial, Window Repair	6314	24,109.10
11/08/18	FIRST LUTHERAN CHURCH	November Lease, Utilities, Custodial, Window Repair	6314	24,190.10
11/08/18	FIRST LUTHERAN CHURCH	November Lease, Utilities, Custodial, Window Repair	6314	(24,109.10)
11/16/18	Arlys Reine	Office Support 9/26-9/27	6315	397.50
11/20/18	USA Inflatables	Title I - Family Indoor Event	6316	207.71
11/30/18	SAFAARI TRANSPORTATION LLC	Regular & SpEd Transportation	6317	26,710.00
11/30/18	TEACHERS ON CALL	Sub	11311	(153.00)
11/30/18	THREE RIVERS PARK DISTRICT	Grade 2 Field Trip	11365	(37.64)
11/06/18	AMIN KALIFA	Bus Support	11376	320.95
11/06/18	CONSOLIDATED COMMUNICATIONS	Phone	11377	444.29
11/06/18	CPI	#1084591 - CPI Training Title II	11378	150.00
11/06/18	DONALD'S	Uniforms	11379	283.70
11/06/18	HEALTH PARTNERS	November Health Insurance	11380	23,375.73
11/06/18	HENNEPIN HEALTHCARE	Gen Ed & SpEd Nurse Services	11381	448.00
11/06/18	HUSSEN KELIFA	Bus Support	11382	360.57
11/06/18	INDIGO EDUCATION	SpEd Services, FY19 SpEd Director Deposit	11383	4,833.75
11/06/18	INTEGRATIVE THERAPY, LLC	Occupational Therapy Services	11384	6,300.07
11/06/18	MAREN RODRIGUEZ	3rd Grade Supplies	11385	24.25
11/06/18	MOHAMED SELIM	Three Rivers Field Trip Reimbursement	11386	37.64
11/06/18	Office Depot	Office Supplies	11387	531.79
11/06/18	PURCHASE POWER	Postage	11388	70.20
11/06/18	Region V Computer Services	FY19 Quarterly Fees	11389	549.75
11/06/18	REUVERS PSYCH CONSULTING LLC	SpEd Pysch Services	11390	373.68
11/06/18	TECHNOLOGY BY DESIGN LLC	Technology Service Contract	11391	2,725.00
11/06/18	TIES	Title II Google Training	11392	198.00
11/06/18	WordPlay Speech & Language Services	Speech & Language Services	11393	5,907.00
11/20/18	ABBY HENDRICKS	Wall Map	11394	37.39
11/20/18	Blue Bell Enterprises, Inc	Lunch & Breakfast	11395	15,616.14
11/20/18	CONSOLIDATED COMMUNICATIONS	Phone	11396	444.32
11/20/18	Dieci School Finance	November Financial Services	11397	3,374.78
11/20/18	INTEGRATIVE THERAPY, LLC	Occupational Therapy Services	11398	1,837.53
11/20/18	LOFFLER COMPANIES INC	Copier Charges	11399	1,106.35
11/20/18	Main Modes	Uniforms	11400	435.90
11/20/18	MN HISTORICAL SOCIETY	Field Trip	11401	44.00
11/20/18	Office Depot	Supplies, Office Supplies	11402	171.58
11/20/18	PK PROPERTY SERVICES . LLC	Maintenance Supplies	11403	806.60

Tesfa International School  
 Payment Register - November 2018  
 Fiscal Year 2018-2019

CHECK DATE	VENDOR	INVOICE DESCRIPTION	CHECK NUMBER	AMOUNT
11/20/18	REUVERS PSYCH CONSULTING LLC	Psych Services	11404	411.84
11/20/18	TECHNOLOGY BY DESIGN LLC	Technology Services Contract	11405	2,725.00
11/20/18	WordPlay Speech & Language Services	Speech & Language Services	11406	5,074.66
<b>Wires</b>				
11/01/18	Paychex	EIB Invoice	WX	112.82
11/16/18	Paychex	EIB Invoice	WX	114.89
11/02/18	Alerus	10/31/18 Payroll Contributions	WX	667.83
11/19/18	Alerus	11/15/18 Payroll Contributions	WX	667.83
11/19/18	American Funds	403b 10/31/18 Payroll Contributions	WX	552.50
11/19/18	American Funds	403b 11/15/18 Payroll Contributions	WX	552.50
11/27/18	Alerus	HSA FEE	WX	28.00
11/27/18	Alerus	HSA FEE	WX	50.00
11/14/18	PERA	10/31/18 Payroll Contributions	WX	2,641.49
11/14/18	TEACHERS RETIREMENT ASSOCIATION	10/31/18 Payroll Contributions	WX	5,917.10
11/15/18	Paychex	11/15/18 Payroll Net Pay	WX	39,826.84
11/15/18	Paychex	11/15/18 Payroll Taxes - Federal, MN State, MN SUI, FICA EE/ER	WX	13,349.74
11/29/18	TEACHERS RETIREMENT ASSOCIATION	11/15/18 Payroll Contributions	WX	5,917.10
11/30/18	PERA	11/15/18 Payroll Contributions	WX	2,292.96
11/30/18	Paychex	11/30/18 Payroll Net Pay	WX	43,384.62
11/30/18	Paychex	11/30/18 Payroll Taxes - Federal, MN State, MN SUI, FICA EE/ER	WX	15,370.62
<b>Total November 2018 Disbursements</b>				<b>296,821.77</b>

V = Void Check  
 \* = Break in sequence

Tesfa International School  
FY19 Cash Flow Projection

	Estimated Receipts by Revenue Category										Estimated Disbursements				Estimated Cash Balance
	Current YR		Prior YR		Other Revenue	Total Receipts	Estimated Payroll	Building Lease	Estimated A/P	Total Disbursements	Estimated Cash Balance	Line of Credit			
	State Aid	Federal Aid	State Aid	Federal Aid											
<b>FY19 Beginning Cash Balance</b>	86,432	-	-	-	-	86,432	53,797	-	345	54,143	(64,063)	75,000	10,917		
Jul 1-15	110,065	-	-	-	3,096	113,161	53,363	26,601	28,225	108,190	(31,794)	75,000	116,206		
Jul 16-31	98,376	-	-	-	338	98,714	51,954	26,601	15,874	94,430	(26,803)	-	123,197		
Aug 1-15	98,368	-	-	-	1,497	99,865	99,563	-	35,140	134,704	(22,520)	(50,000)	127,480		
Aug 16-31	102,098	4,407	101,169	-	500	201,033	61,328	-	28,534	89,862	43,809	-	143,809		
Sep 1-15	72,536	-	79,731	-	-	152,267	66,457	26,665	52,392	146,515	67,705	(50,000)	160,953		
Sep 16-30	100,084	14,333	114,541	-	114	202,247	67,997	24,148	52,202	120,199	62,047	-	117,705		
Oct 1-15	94,063	-	107,421	-	763	202,247	62,894	-	30,884	117,926	146,368	(50,000)	112,047		
Oct 16-31	91,960	16,940	-	6,824	2,278	118,003	95,779	24,190	58,711	168,980	98,691	-	146,368		
Nov 1-15	39,629	-	75,122	-	-	114,751	68,738	-	59,404	128,142	82,300	-	96,691		
Nov 16-30	98,140	29,170	-	-	297	127,607	58,691	24,190	54,448	137,329	72,578	-	82,300		
Dec 1-15	98,376	29,170	-	-	297	98,673	58,691	-	54,448	113,139	58,111	-	72,578		
Dec 16-31	98,376	29,170	-	-	297	127,843	58,691	24,190	54,448	137,329	48,625	-	58,111		
Jan 1-15	98,140	-	-	-	297	98,437	58,691	-	54,448	113,139	33,923	-	48,625		
Jan 16-31	98,376	29,170	-	-	164	127,710	58,691	24,190	54,448	137,329	24,304	-	33,923		
Feb 1-15	98,376	-	27,848	-	594	126,818	58,691	-	54,448	113,139	37,983	-	24,304		
Feb 16-28	98,140	29,170	-	-	594	127,310	58,691	24,190	54,448	137,329	27,963	-	37,983		
Mar 1-15	98,376	-	-	-	594	99,970	58,691	-	54,448	113,139	13,794	-	27,963		
Mar 16-31	98,376	29,170	-	-	594	127,546	58,691	24,190	54,448	137,329	4,011	-	13,794		
Apr 1-15	98,140	-	-	-	594	98,734	58,691	-	54,448	113,139	(10,394)	-	4,011		
Apr 16-30	98,376	29,170	-	-	594	127,546	58,691	24,190	54,448	137,329	(20,177)	-	(10,394)		
May 1-15	98,376	-	-	-	594	98,970	58,691	-	54,448	113,139	(34,346)	-	(20,177)		
May 16-30	178,874	29,170	5,246	-	-	34,416	58,691	24,190	54,448	137,329	(137,260)	-	(34,346)		
Jun 1-15	2,252,084	239,869	396,536	6,824	12,906	2,908,218	1,493,548	297,536	1,123,982	2,915,066	(70,930)	-	(137,260)		
Jun 16-30	2,649,640	249,869	-	-	9,810	2,909,319	1,493,548	288,941	1,123,982	2,906,472	(70,930)	-	(70,930)		
<b>Total Estimated</b>	(264,964)	(10,000)	321,415	6,824	3,094	(274,964)	(108,000)	-	(25,000)	(133,000)	2,848	-	2,848		
FY19 Budget	2,384,876	239,869	321,415	6,824	12,904	2,965,688	1,493,548	288,941	1,123,982	2,906,472	-	-	-		
FY18 Accruals	(132,593)	(0)	75,122	-	1	(57,470)	(0)	8,595	(0)	8,594	-	-	-		
FY19 Accruals															
<b>Budget Variance</b>															



**Tesfa International School  
Detailed Income Statement  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>GENERAL FUND 01</b>				42%
<b>REVENUE</b>				
<b>State Aid Revenue</b>				
01 R 005 000 000 201	-	3,191.26	6,171.20	52%
01 R 005 000 000 211	37,094.52	789,545.34	1,869,104.49	42%
01 R 005 000 000 317 211	-	-	-	N/A
01 R 005 000 000 212	2,534.74	2,534.74	4,900.00	52%
01 R 005 000 000 348 300	75,026.26	75,026.26	212,868.00	35%
01 R 005 000 000 740 360	91,558.34	97,491.24	553,296.74	18%
<b>Total State Aid Revenue</b>	206,213.86	967,788.84	2,646,340.43	37%
<b>Federal Aid Revenue</b>				
01 R 005 216 000 401 400	-	-	62,868.40	0%
01 R 005 204 000 414 400	-	-	9,352.27	0%
01 R 005 205 000 417 400	-	-	14,125.00	0%
01 R 005 000 000 419 400	-	-	26,625.85	0%
<b>Total Federal Aid Revenue</b>	-	-	112,971.52	0%
<b>Other Revenue</b>				
01 R 005 000 000 000 096	-	6.32	3,000.00	0%
01 R 005 000 000 000 099	200.00	3,626.74	6,810.00	53%
<b>Total Other Revenue</b>	200.00	3,633.06	9,810.00	37%
<b>TOTAL REVENUE</b>	<b>206,413.86</b>	<b>971,421.90</b>	<b>2,769,121.95</b>	<b>35%</b>

Targeted Percent

**Tesfa International School  
Detailed Income Statement  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>EXPENDITURES</b>				
<b>Administration</b>				
<b>Salaries</b>				
01 E 005 050 000 000 110	16,666.68	83,125.06	196,500.00	42%
01 E 005 105 000 000 170	3,041.66	12,170.43	38,500.00	32%
01 E 005 110 000 000 170	-	-	-	N/A
<b>Total Salaries</b>	<b>19,708.34</b>	<b>95,295.49</b>	<b>235,000.00</b>	<b>41%</b>
<b>Benefits</b>				
01 E 005 050 000 000 210	1,212.26	6,045.40	15,032.25	40%
01 E 005 105 000 000 210	227.72	913.66	2,945.25	31%
01 E 005 105 000 000 214	228.12	912.77	2,887.50	32%
01 E 005 050 000 000 218	1,285.00	6,408.94	15,150.15	42%
01 E 005 050 000 000 220	2,734.31	10,937.24	44,927.16	24%
01 E 005 105 000 000 220	509.21	2,036.84	6,776.40	30%
01 E 005 050 000 000 235	-	568.86	-	N/A
01 E 005 105 000 000 235	-	121.47	-	N/A
01 E 005 050 000 000 240	-	-	-	N/A
<b>Total Benefits</b>	<b>6,196.62</b>	<b>27,945.18</b>	<b>87,718.71</b>	<b>32%</b>
<b>Purchased Services</b>				
01 E 005 105 000 000 305	-	1,232.00	9,556.00	13%
01 E 005 105 110 000 305	-	-	-	N/A
01 E 005 108 000 000 305	5,450.00	18,772.84	32,750.00	57%
01 E 005 110 000 000 305	4,077.99	28,602.11	60,860.00	47%
01 E 005 110 000 000 320	-	-	-	N/A
01 E 005 105 000 000 320	888.61	1,767.14	8,000.00	22%
01 E 005 105 000 000 329	-	-	-	N/A
01 E 005 110 000 000 329	70.20	505.09	1,500.00	34%
01 E 005 050 000 000 366	-	-	-	N/A
01 E 005 105 000 000 366	-	-	-	N/A
01 E 005 105 000 000 370	-	-	-	N/A
01 E 005 110 000 000 370	1,106.35	9,051.98	17,000.00	53%
<b>Total Purchased Services</b>	<b>11,593.15</b>	<b>59,931.16</b>	<b>129,666.00</b>	<b>46%</b>



**Tesfa International School  
Detailed Income Statement  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>Supplies</b>				
01 E 005 105 000 000 401	-	-	-	N/A
01 E 005 110 000 000 401	1,422.97	9,409.78	8,000.00	118%
01 E 005 110 000 000 405	549.75	1,099.50	2,200.00	50%
<b>Total Supplies</b>	1,972.72	10,509.28	10,200.00	103%
<b>Equipment</b>				
01 E 005 105 000 000 530	-	-	-	N/A
01 E 005 105 000 000 555	-	-	-	N/A
<b>Total Equipment</b>	-	-	-	N/A
<b>Dues/Memberships</b>				
01 E 005 105 000 000 820	-	11,540.00	29,000.00	40%
01 E 005 950 000 000 910	-	-	3,000.00	0%
<b>Total Interfund Transfer</b>	-	11,540.00	32,000.00	36%
<b>Total Administration</b>	39,470.83	205,221.11	494,584.71	41%
<b>General Education</b>				
<b>Salaries</b>				
01 E 010 201 000 000 140	-	-	-	N/A
01 E 010 203 000 000 140	55,461.94	200,035.32	633,433.60	32%
01 E 010 203 000 000 141	-	-	-	N/A
01 E 010 230 000 000 140	-	-	-	N/A
01 E 010 203 000 000 185	-	-	10,000.00	0%
01 E 010 240 000 000 140	-	-	-	N/A
01 E 010 240 000 000 141	-	-	-	N/A
<b>Total Salaries</b>	55,461.94	200,035.32	643,433.60	31%

**Tesfa International School  
Detailed Income Statement  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>Benefits</b>				
01 E 010 201 000 000 210	-	-	-	N/A
01 E 010 203 000 000 210	4,173.26	15,011.24	49,222.67	30%
01 E 010 203 000 000 214	-	-	750.00	0%
01 E 010 201 000 000 218	-	-	-	N/A
01 E 010 203 000 000 218	4,276.14	15,422.81	49,608.73	31%
01 E 010 203 000 000 220	4,417.52	37,971.26	81,011.96	47%
01 E 010 203 000 000 230	-	-	-	N/A
01 E 010 203 000 000 235	-	1,743.04	-	N/A
01 E 010 203 000 000 240	-	-	-	N/A
01 E 010 203 000 000 270	-	2,307.00	4,000.00	58%
01 E 010 203 000 000 280	208.61	1,283.40	4,800.00	27%
<b>Total Benefits</b>	13,075.53	73,738.75	189,393.36	39%
<b>Purchased Services</b>				
01 E 010 203 000 000 305	(153.00)	1,729.11	12,000.00	14%
01 E 010 203 000 000 369	44.00	821.14	-	N/A
<b>Total Purchased Services</b>	(109.00)	2,550.25	12,000.00	21%
<b>Supplies</b>				
01 E 010 203 000 000 401	(1,193.84)	8,078.61	16,000.00	50%
01 E 010 201 000 000 430	-	-	-	N/A
01 E 010 203 000 000 430	24.25	447.65	1,000.00	45%
01 E 010 203 000 000 460	-	-	77.00	0%
01 E 010 203 000 000 461	-	2,700.00	2,700.00	100%
<b>Total Supplies</b>	(1,169.59)	11,226.26	19,777.00	57%
<b>Equipment</b>				
01 E 010 203 000 000 530	-	-	-	N/A
01 E 010 203 000 000 555	(847.00)	7,060.72	27,500.00	26%
<b>Total Equipment</b>	(847.00)	7,060.72	27,500.00	26%

**Tesfa International School  
Detailed Income Statement  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>Dues/Memberships</b>				
01 E 010 203 000 000 820	-	4,500.00	4,500.00	100%
<b>Total Dues/Memberships</b>	-	4,500.00	4,500.00	100%
<b>Total General Education</b>	<b>66,411.88</b>	<b>299,111.30</b>	<b>896,603.96</b>	<b>33%</b>
<b>Title Programs</b>				
<b>Title I</b>				
01 E 010 216 000 401 140	4,757.63	16,325.21	47,018.40	35%
01 E 010 216 000 401 210	363.09	1,245.82	3,596.91	35%
01 E 010 216 667 401 210	-	-	-	N/A
01 E 010 216 000 401 214	240.62	842.17	-	N/A
01 E 010 216 000 401 218	119.45	392.89	3,625.12	11%
01 E 010 216 000 401 220	605.52	2,422.08	7,778.97	31%
01 E 010 216 000 401 235	-	93.54	-	N/A
01 E 010 216 000 401 401	207.71	249.60	500.00	50%
01 E 010 216 000 401 430	-	-	349.00	0%
<b>Total Title I</b>	<b>6,294.02</b>	<b>21,571.31</b>	<b>62,868.40</b>	<b>34%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>Title III</b>				
01 E 010 205 000 417 143	1,616.83	5,245.37	10,808.00	49%
01 E 010 205 000 417 210	-	173.88	826.81	21%
01 E 010 205 000 417 280	-	-	-	N/A
01 E 010 205 000 417 218	81.45	267.88	833.30	32%
01 E 010 205 000 417 220	78.64	314.56	1,010.26	31%
01 E 010 205 000 417 235	-	12.15	-	N/A
01 E 010 205 000 417 430	-	-	646.64	0%
<b>Total Title III</b>	<b>1,776.92</b>	<b>6,013.84</b>	<b>14,125.01</b>	<b>133%</b>
<b>Title II</b>				
01 E 010 204 000 414 366	348.00	7,765.91	9,352.27	83%
<b>Total Title II</b>	<b>348.00</b>	<b>7,765.91</b>	<b>9,352.27</b>	<b>83%</b>
<b>Total Title Programs</b>	<b>8,418.94</b>	<b>35,351.06</b>	<b>86,345.68</b>	<b>41%</b>
<b>State Special Education</b>				
<b>Salaries</b>				
01 E 010 407 000 740 140	8,916.66	25,333.32	96,800.00	26%
01 E 010 420 000 000 140	-	-	-	N/A
01 E 010 420 000 740 161	20,926.68	64,756.18	212,738.95	30%
<b>Total Salaries</b>	<b>29,843.34</b>	<b>90,089.50</b>	<b>309,538.95</b>	<b>29%</b>
<b>Benefits</b>				
01 E 010 407 000 740 210	641.96	1,799.15	7,405.20	24%
01 E 010 420 000 740 210	1,488.60	4,552.99	16,274.53	28%
01 E 010 420 000 740 214	1,522.44	4,809.75	15,955.42	30%
01 E 010 407 000 740 218	687.48	1,953.21	7,463.28	26%
01 E 010 420 000 740 218	-	-	-	N/A
01 E 010 407 000 740 220	1,349.09	5,396.36	23,246.80	23%
01 E 010 420 000 740 220	3,666.11	14,664.44	67,933.44	22%
01 E 010 407 000 740 235	-	284.43	-	N/A
01 E 010 420 000 740 235	-	890.01	-	N/A
<b>Total Benefits</b>	<b>9,355.68</b>	<b>34,350.34</b>	<b>138,278.67</b>	<b>25%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>Purchased Services</b>				
01 E 010 420 000 740 305	-	285.00	-	N/A
01 E 010 401 000 740 394	10,981.66	10,981.66	-	N/A
01 E 010 420 000 740 394	10,347.12	26,437.14	85,000.00	31%
<b>Total Purchased Services</b>	<b>21,328.78</b>	<b>37,703.80</b>	<b>85,000.00</b>	<b>44%</b>
<b>Supplies</b>				
01 E 010 420 000 740 401	-	1,269.65	2,500.00	51%
01 E 010 420 000 740 433	-	-	4,600.00	0%
<b>Total Supplies</b>	<b>-</b>	<b>1,269.65</b>	<b>7,100.00</b>	<b>18%</b>
<b>Equipment</b>				
01 E 010 420 000 740 530	-	-	1,000.00	0%
01 E 010 420 000 740 555	-	-	500.00	0%
<b>Total Equipment</b>	<b>-</b>	<b>-</b>	<b>1,500.00</b>	<b>0%</b>
<b>Total State Special Education</b>	<b>60,527.80</b>	<b>163,413.29</b>	<b>541,417.62</b>	<b>30%</b>
<b>Federal Special Education</b>				
<b>Purchased Services</b>				
01 E 010 420 000 419 303	3,633.75	24,633.75	25,000.00	99%
<b>Total Purchased Services</b>	<b>3,633.75</b>	<b>24,633.75</b>	<b>25,000.00</b>	<b>99%</b>
<b>Supplies</b>				
01 E 010 420 000 419 401	-	-	-	N/A
01 E 010 420 000 419 433	-	-	1,625.85	0%
<b>Total Supplies</b>	<b>-</b>	<b>-</b>	<b>1,625.85</b>	<b>0%</b>
<b>Total Federal Special Education</b>	<b>3,633.75</b>	<b>24,633.75</b>	<b>26,625.85</b>	<b>93%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>Instructional Support</b>				
<b>Salaries</b>				
01 E 010 610 000 000 143	-	-	-	N/A
<b>Total Salaries</b>	-	-	-	N/A
<b>Benefits</b>				
01 E 010 610 000 000 210	-	-	-	N/A
01 E 010 610 000 000 218	-	-	-	N/A
01 E 010 610 000 000 220	-	-	-	N/A
01 E 010 610 000 000 235	-	-	-	N/A
01 E 010 610 000 000 299	-	-	-	N/A
<b>Total Benefits</b>	-	-	-	N/A
<b>Purchased Services</b>				
01 E 010 640 000 000 366	-	-	-	N/A
<b>Total Purchased Services</b>	-	-	-	N/A
<b>Total Instructional Support</b>				
	-	-	-	N/A
<b>Student Support</b>				
<b>Salaries</b>				
01 E 005 720 000 000 143	5,162.50	18,068.75	61,950.00	29%
01 E 005 760 000 723 170	840.00	840.00	-	N/A
<b>Total Salaries</b>	6,002.50	18,908.75	61,950.00	31%
<b>Benefits</b>				
01 E 005 720 000 000 210	394.76	1,381.71	4,739.18	29%
01 E 005 760 000 723 210	63.98	63.98	-	N/A
01 E 005 720 000 000 214	387.18	1,355.13	-	N/A
01 E 005 760 000 723 214	47.10	47.10	-	N/A
01 E 005 720 000 000 218	-	-	4,776.35	0%
01 E 005 720 000 000 220	102.23	408.92	1,313.33	31%
01 E 005 720 000 000 235	-	15.78	-	N/A
<b>Total Benefits</b>	995.25	3,272.62	10,828.86	30%

**Tesfa International School**  
**Detailed Income Statement**  
**For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>Purchased Services</b>				
01 E 005 720 000 000 305	224.00	444.00	3,000.00	15%
01 E 010 720 000 000 305	-	-	-	N/A
01 E 005 760 000 720 360	50,390.00	78,390.00	280,000.00	28%
01 E 005 760 000 723 360	9,360.00	16,585.00	41,000.00	40%
01 E 005 760 000 733 360	2,000.00	2,000.00	-	N/A
<b>Total Purchased Services</b>	61,974.00	97,419.00	324,000.00	30%
<b>Supplies</b>				
01 E 005 720 000 000 401	-	24.95	700.00	4%
<b>Total Supplies</b>	-	24.95	700.00	4%
<b>Total Student Support</b>	<b>68,971.75</b>	<b>119,625.32</b>	<b>397,478.86</b>	<b>30%</b>
<b>Facility</b>				
<b>Salaries</b>				
01 E 005 810 000 000 170	-	-	-	N/A
<b>Total Salaries</b>	-	-	-	N/A
<b>Benefits</b>				
01 E 005 810 000 000 210	-	-	-	N/A
01 E 005 810 000 000 214	-	-	-	N/A
<b>Total Benefits</b>	-	-	-	N/A
<b>Purchased Services</b>				
01 E 005 810 000 000 305	2,776.15	14,213.75	33,246.00	43%
01 E 005 810 000 000 330	1,708.95	8,544.75	20,507.40	42%
01 E 005 810 000 000 350	293.00	3,739.86	5,000.00	75%
01 E 005 810 000 000 370	-	-	-	N/A
01 E 005 850 000 000 370	-	-	3,996.00	0%
01 E 005 920 000 000 740	-	2,234.93	3,948.18	57%
01 E 005 940 000 000 340	-	1,861.52	11,000.00	17%
<b>Total Purchased Services</b>	4,778.10	30,594.81	77,697.58	39%



**Tesfa International School  
Detailed Income Statement  
For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>Facility Lease</b>				
01 E 005 850 000 348 370 Building Lease	19,412.00	105,091.00	236,520.00	44%
<b>Total Facility Lease</b>	19,412.00	105,091.00	236,520.00	44%
<b>Supplies</b>				
01 E 005 810 000 000 401 Operations & Maintenance - Non Instructional Supplies	806.60	3,021.36	8,000.00	38%
01 E 005 850 000 000 530 Operations & Maintenance - Non Instructional Supplies	-	-	1,000.00	0%
<b>Total Supplies</b>	806.60	3,021.36	9,000.00	34%
<b>Total Facility</b>	<b>24,996.70</b>	<b>138,707.17</b>	<b>323,217.58</b>	<b>43%</b>
<b>TOTAL EXPENDITURES</b>	<b>272,431.65</b>	<b>986,063.00</b>	<b>2,766,274.26</b>	<b>36%</b>
<b>NET INCOME/LOSS - GENERAL FUND 01</b>	<b>(66,017.79)</b>	<b>(14,641.10)</b>	<b>2,847.69</b>	
<b>FOOD SERVICE FUND 02</b>				
<b>REVENUE</b>				
<b>State Aid Revenue</b>				
02 R 005 770 000 701 300 State - Food & Nutrition - Regular Lunch	401.75	877.50	2,800.00	31%
02 R 005 770 000 703 300 State - Food & Nutrition - Breakfast	-	-	500.00	0%
<b>Total State Aid Revenue</b>	401.75	877.50	3,300.00	27%
<b>Federal Aid Revenue</b>				
02 R 005 770 000 701 471 Federal - Food & Nutrition - Regular Lunch	1,253.46	2,737.80	9,964.59	28%
02 R 005 770 000 701 472 Federal - Free & Reduced	9,642.00	21,060.00	73,219.02	29%
02 R 005 000 000 705 476 Federal - Breakfast	-	-	-	N/A
02 R 005 770 000 705 476 Federal - Breakfast	5,146.70	10,984.62	43,025.93	26%
02 R 005 000 000 706 400 Federal - Fresh Fruit & Vegetable Program	-	-	1,275.00	0%
02 R 005 770 000 706 400 Federal - Fresh Fruit & Vegetable Program	898.15	898.15	6,413.00	14%
02 R 005 000 000 000 649 Interfund Transfer	-	-	3,000.00	0%
<b>Total Federal Aid Revenue</b>	16,940.31	35,680.57	136,897.54	26%
<b>TOTAL REVENUE</b>	<b>17,342.06</b>	<b>36,558.07</b>	<b>140,197.54</b>	<b>26%</b>



**Tesfa International School**  
**Detailed Income Statement**  
**For Period Ending November 30, 2018**

	Month Activity	Year-to-Date Activity	FY19 Revised Budget 182 ADM	% of Budget
<b>EXPENDITURE</b>				
<b>Purchased Services</b>				
02 E 005 770 000 701 305	-	-	-	N/A
<b>Total Purchased Services</b>	-	-	-	N/A
<b>Supplies</b>				
02 E 005 770 000 701 490	11,178.14	24,044.64	140,197.54	17%
02 E 005 770 000 705 490	4,438.00	10,773.00	-	N/A
<b>Total Supplies</b>	15,616.14	34,817.64	140,197.54	25%
<b>Equipment</b>				
02 E 005 770 000 701 530	-	-	-	N/A
<b>Total Equipment</b>	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>	<b>15,616.14</b>	<b>34,817.64</b>	<b>140,197.54</b>	<b>25%</b>
<b>NET INCOME/LOSS - FOOD SERVICE FUND 02</b>	<b>1,725.92</b>	<b>1,740.43</b>	<b>-</b>	
<b>NET INCOME/LOSS - ALL FUNDS</b>	<b>(64,291.87)</b>	<b>(12,900.67)</b>	<b>2,847.69</b>	



200 University Avenue West  
Saint Paul, MN 55103

Period: 11/01/2018 thru 11/30/2018

'SRLNUM' 0.6500 WCL0001  
Tesfa International School Inc  
1550 40th Ave NE  
Columbia Heights, MN 55421

<T> 30  
0  
0



**Core Business Checking ACCOUNT** Account: XXXXXXXX2761

Last Statement	Previous Balance	Total Credits	Total Debits	This Statement	Current Balance
10/31/18	\$157,369.71	\$232,753.79 (5)	\$277,447.62 (53)	11/30/18	\$112,675.88

Minimum Balance \$41,016.84  
Avg Available Balance \$89,810.37  
Average Balance \$89,879.65

**DEPOSITS**

Reference	Date	Amount	Reference	Date	Amount	Reference	Date	Amount
	11/01	\$2,078.23		11/13	\$200.00			

**OTHER CREDITS**

Date	Description	Amount
11/08	ACH MN State-Mmb Trn*1*0004953940*1416007162\	\$6,824.21
11/15	ACH MN State-Mmb Trn*1*0004972748*1416007162\	\$108,900.40
11/30	ACH MN State-Mmb Trn*1*0004999537*1416007162\	\$114,750.95

## CONSUMER ACCOUNTS ONLY

### IN CASE OF ERRORS OR QUESTION ABOUT YOUR ELECTRONIC TRANSFERS:

If you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt, we must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. Call us at the number listed below or write us at the address on the front of the statement.

When you contact us, please give us the following information:

- Account Information: Your name and account number
- Dollar Amount: The dollar amount of the suspected error
- Description of Problem: Describe the error or transfer you are unsure about. Explain as clearly as you can why you believe it is an error or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this (5 business days if the transfer involved a point-of-sale transaction and 20 business days if the transfer involved a new account), we will credit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

## BILLING RIGHTS SUMMARY - CONSUMER LOAN ACCOUNTS ONLY

If you think your statement is wrong, or if you need more information about a transaction on your statement, write us on a separate sheet at the address shown below as soon as possible. We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. You can telephone us, but if you do so we are not required to investigate any potential errors, and you may have to pay the amount in question.

### IN CASE OF ERRORS OR QUESTION ABOUT YOUR BILL:

#### Write to us at:

Sunrise Banks Loan Operations  
200 University Avenue West  
St. Paul, MN 55103

#### In your letter, give us the following information:

- Account Information: Your name and account number
- Dollar Amount: The dollar amount of the suspected error
- Description of Problem: If you think there is an error on your bill, describe what you believe is wrong and why you believe it is a mistake.

While we investigate whether or not there has been an error, the following are true:

1. You do not have to pay the amount in question while we are investigating, but you are still obligated to pay the parts of your statement that are not in question. While investigating your question, we cannot report you as delinquent or take any action to collect the amount you question.
2. The charge in question may remain on your statement, and we may continue to charge you interest on that amount. If we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
3. While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
4. We can apply any unpaid amount against your credit limit.

**READY CASH/CREDIT LINE AND CONSUMER LINE OF CREDIT INTEREST CHARGES ARE COMPUTED BY APPLYING THE PERIODIC RATE TO THE "DAILY BALANCE" OF YOUR ACCOUNT FOR EACH DAY IN THE BILLING CYCLE. TO GET THE "DAILY BALANCE," WE TAKE THE BEGINNING BALANCE OF YOUR ACCOUNT EACH DAY, ADD ANY NEW ADVANCES, AND SUBTRACT ANY UNPAID INTEREST OR OTHER FINANCE CHARGES AND ANY PAYMENTS OR CREDITS. THIS GIVES US THE DAILY BALANCE. \*Note: If the statement falls on a Friday or on any business day immediately prior to a non-business day, the number of days in the billing cycle will include the subsequent number of non-business days until the next business day, and the finance charge will continue to accrue. However, the number of days in the next billing cycle will not include any days included in the prior cycle.**

**IF YOU HAVE A VARIABLE RATE PLAN, THE ANNUAL PERCENTAGE RATE AND DAILY PERIODIC RATE MAY VARY.**

**HOME EQUITY LINE OF CREDIT CONSUMERS - WE FIGURE THE FINANCE CHARGE ON YOUR ACCOUNT BY APPLYING THE PERIODIC RATE TO THE "DAILY BALANCE" OF YOUR ACCOUNT FOR EACH DAY IN THE BILLING CYCLE. TO GET THE "DAILY BALANCE," WE TAKE THE BEGINNING BALANCE OF YOUR ACCOUNT EACH DAY, ADD ANY NEW ADVANCES OR FEES AND SUBTRACT ANY UNPAID FINANCE CHARGES AND ANY PAYMENTS OR CREDITS. THIS GIVES US THE DAILY BALANCE. \*Note: If the statement falls on a Friday or on any business day immediately prior to a non-business day, the number of days in the billing cycle will include the subsequent number of non-business days until the next business day, and the finance charge will continue to accrue. However, the number of days in the next billing cycle will not include any days included in the prior cycle.**

**IF YOU HAVE A VARIABLE RATE PLAN, THE ANNUAL PERCENTAGE RATE AND DAILY PERIODIC RATE MAY VARY.**

**LOAN PAYMENTS RECEIVED AFTER NORMAL BUSINESS HOURS WILL BE CREDITED THE FOLLOWING BUSINESS DAY. PAYMENTS RECEIVED ON A SATURDAY WILL BE CREDITED ON THE FOLLOWING BUSINESS DAY. NORMAL BUSINESS HOURS ARE POSTED IN EACH OFFICE OR BRANCH AND WILL BE FURNISHED UPON REQUEST, OR MAY BE OBTAINED BY CALLING THE BANK NUMBER LISTED BELOW.**

SUNRISE BANKS, N.A. | [www.sunrisebanks.com](http://www.sunrisebanks.com) | 651-265-5600



Testa International School Inc  
1550 40th Ave NE  
Columbia Heights, MN 55421

Page: 2 of 2  
Statement Date: 11/30/2018  
Primary Account: XXXXXXXX2761

**OTHER DEBITS**

<u>Date</u>	<u>Description</u>	<u>Amount</u>
11/01	Paychex Eib Invoice X78771200007587	\$112.82
11/02	Alerus Plan Fund 183053cb35e3c	\$667.83
11/14	Pera MN Pera Txp*Pera*119300*10312018****\	\$2,641.49
11/14	MN Teachers Ret Mntra Tratra000103857	\$5,917.10
11/15	Paychex Tps Taxes 79022800003512x	\$13,349.74
11/15	Paychex-Rcx Payroll 79020400000545x	\$39,826.64
11/16	Paychex Eib Invoice X79028500006285	\$114.89
11/19	American Funds Investment Irk123816181116	\$552.50
11/19	American Funds Investment Irk123816181116	\$552.50
11/19	Alerus Plan Fund 183206c0e9a61	\$667.83
11/27	Alerus Empl Fee Tis849471553568	\$28.00
11/27	Alerus Empl Fee Tis849471553568	\$50.00
11/29	MN Teachers Ret Mntra Tratra000104448	\$5,917.10
11/30	Pera MN Pera Txp*Pera*119300*11152018****\	\$2,292.96
11/30	Paychex Tps Taxes 79333500007664x	\$15,370.62
11/30	Paychex Payroll 79327300000503x	\$43,384.62

**CHECKS**

<u>Date</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Check No</u>	<u>Amount</u>
11/02	6312 *	\$35,040.00	11/08	11380	\$23,375.73	11/09	11393 *	\$5,907.00
11/08	6314	\$24,190.10	11/08	11381	\$448.00	11/27	11395	\$15,616.14
11/20	6315	\$397.50	11/08	11382	\$360.57	11/28	11396	\$444.32
11/29	6316 *	\$207.71	11/14	11383	\$4,833.75	11/23	11397	\$3,374.78
11/13	11350 *	\$21.00	11/09	11384	\$6,300.07	11/26	11398	\$1,837.53
11/01	11360 *	\$2,632.00	11/14	11385	\$24.25	11/26	11399	\$1,106.35
11/13	11367 *	\$109.00	11/13	11386	\$37.64	11/28	11400 *	\$435.90
11/01	11374	\$1,465.00	11/14	11387	\$531.79	11/28	11402	\$171.58
11/06	11375	\$5,724.60	11/14	11388	\$70.20	11/26	11403	\$806.60
11/14	11376	\$320.95	11/09	11389	\$549.75	11/27	11404 *	\$411.84
11/09	11377	\$444.29	11/13	11390	\$373.68	11/28	11406	\$5,074.66
11/09	11378	\$150.00	11/13	11391	\$2,725.00			
11/08	11379	\$283.70	11/09	11392	\$198.00			

\* Indicates a Gap in Check Number Sequence

**ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES**

	Total For This Period	Total Year-to-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

**DAILY BALANCE**

<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>	<u>Date</u>	<u>Balance</u>
11/01	\$155,238.12	11/14	\$41,016.84	11/26	\$87,330.38
11/02	\$119,530.29	11/15	\$96,740.86	11/27	\$71,224.40
11/06	\$113,805.69	11/16	\$96,625.97	11/28	\$65,097.94
11/08	\$71,971.80	11/19	\$94,853.14	11/29	\$58,973.13
11/09	\$58,422.69	11/20	\$94,455.64	11/30	\$112,675.88
11/13	\$55,356.37	11/23	\$91,080.86		



**Tesfa International School**  
**Reconciliation Worksheet Report**  
**11/30/2018**

Audit No	Statement Date	Co	Bank Code	Bank Name/Description
1047	11/30/2018	4239	SUN	SUNRISE BANK
				SUNRISE BANK

**Statement Amount**                      112,675.88

**Deposits in Transit**                      0.00

**Outstanding Payments**

**Checks**                                      30,376.00

**Wires**                                        0.00

**SHR - Payments**                        0.00

**SHR - Third Party**                      0.00

**Cash**                                        0.00

**ACH**                                         0.00

**Adjustment Amount**                      0.00

**Amount Per Bank**                      82,299.88

**GL Account Balance**                      82,299.88

**Difference**                                0.00

**Co**    **L**    **Fd**    **Org**    **Pro**    **Crs**    **Fin**    **O/S**  
 4239   B   01   101   000

**Ty**  
 F

**Adjustments**  
 00/00/0000

### Tesfa International School Outstanding Payments by Payment Date

Bank: SUN  
Acct#:

11/30/2018

Co	Pmt No	Grp Code	Vendor	Pmt Date	Check No	Pmt Type	Amount	
4239	2651	1 1178	SAFAARI TRANSPORTATION LLC	11/30/2018	6317	Check	26,710.00	
	2316	1 1202	SARAH LAPIN	04/26/2018	11196	Check	30.00	
	2399	1 1196	SABRIN DUQOW	06/26/2018	11272	Check	200.00	
	2404	1 1084	CORPORATE BENEFIT ADMINIST	08/02/2018	11283	Check	437.50	
	2483	1 1151	JONAS BEUGEN	09/07/2018	11322	Check	182.11	
	2570	1 1231	Kryterion Inc	10/24/2018	11372	Check	10.00	
	2626	1 1165	ABBY HENDRICKS	11/20/2018	11394	Check	37.39	
	2623	1 1133	MN HISTORICAL SOCIETY	11/20/2018	11401	Check	44.00	
	2618	1 1035	TECHNOLOGY BY DESIGN LLC	11/20/2018	11405	Check	2,725.00	
					<b>Bank</b>	<b>SUN</b>	<b>Total</b>	<b>30,376.00</b>
							<b>Total</b>	<b>\$30,376.00</b>



Tesfa International Academy  
 FY19 Revised Budget

*Draft October 17, 2018*

Description	FY19 Original Budget	FY19 Revised Budget	Change
<b>GENERAL FUND 01 REVENUES</b>			
State Revenue			
01 R 005 000 000 000 201		6,171.20	6,171.20
01 R 005 000 000 000 211		1,753,183.87	(344,180.69)
01 R 005 000 000 000 212		4,900.00	4,900.00
01 R 005 000 000 348 300	227,113.20	212,868.00	(14,245.20)
01 R 005 000 000 740 360	277,175.66	615,902.63	338,726.97
<b>Total State Revenue</b>	<b>2,601,653.42</b>	<b>2,593,025.70</b>	<b>(8,627.72)</b>
Federal Revenue			
01 R 005 216 000 401 400	65,200.00	67,274.62	2,074.62
01 R 005 204 000 414 400	7,000.00	9,937.00	2,937.00
01 R 005 205 000 417 400	12,000.00	14,212.28	2,212.28
01 R 005 000 000 419 400	30,000.00	35,787.00	5,787.00
<b>Total Federal Revenue</b>	<b>114,200.00</b>	<b>127,210.90</b>	<b>13,010.90</b>
Other Revenue			
01 R 005 000 000 000 370			
01 R 005 000 000 000 096			
01 R 005 000 000 000 099			
01 R 005 000 111 000 370			
<b>Total Other Revenue</b>	<b>15,000.00</b>	<b>9,810.00</b>	<b>(5,190.00)</b>
<b>TOTAL REVENUES</b>	<b>2,730,853.42</b>	<b>2,730,046.61</b>	<b>(806.82)</b>
<b>EXPENDITURES</b>			
Administration			
Salaries/Wages			
01 E 005 050 000 000 110		192,500.00	(175,987.68)
01 E 005 105 000 000 170		38,500.00	38,500.00
01 E 005 110 000 000 170			
<b>Total Salaries/Wages</b>	<b>368,487.68</b>	<b>231,000.00</b>	<b>(137,487.68)</b>

Testa International Academy  
FY19 Revised Budget

	FY19 Original Budget	FY19 Revised Budget	Change
<b>Benefits</b>			
01 E 005 050 000 000 210	-	14,726.25	14,726.25
01 E 005 105 000 000 210	-	2,945.25	2,945.25
01 E 005 105 000 000 214	-	2,887.50	2,887.50
01 E 005 050 000 000 218	-	14,841.75	14,841.75
01 E 005 105 000 000 220	-	6,776.40	6,776.40
01 E 005 050 000 000 220	-	36,527.16	36,527.16
01 E 005 105 000 000 235	-	-	-
01 E 005 050 000 000 240	-	-	-
01 E 005 105 000 000 240	-	-	-
01 E 005 050 000 000 280	-	-	-
01 E 005 105 000 000 280	-	-	-
<b>Total Benefits</b>	-	78,704.31	78,704.31
<b>Purchased Services</b>			
01 E 005 050 000 000 366	1,000.00	-	(1,000.00)
01 E 005 105 000 000 305	-	9,556.00	9,556.00
01 E 005 105 000 000 370	-	-	-
01 E 005 110 000 000 370	-	17,000.00	17,000.00
01 E 005 105 000 000 320	-	-	-
01 E 005 108 000 000 305	-	41,000.00	41,000.00
01 E 005 110 000 000 305	140,000.00	60,860.00	(79,140.00)
01 E 005 110 000 000 320	8,000.00	8,000.00	-
01 E 005 110 000 000 329	1,000.00	1,500.00	500.00
<b>Total Purchased Services</b>	150,000.00	137,916.00	(12,084.00)
<b>Supplies/Materials</b>			
01 E 005 110 000 000 405	-	2,200.00	2,200.00
01 E 005 110 000 000 401	-	13,000.00	13,000.00
01 E 005 105 000 000 401	20,000.00	-	(20,000.00)
<b>Total Supplies/Materials</b>	20,000.00	15,200.00	(4,800.00)

**Tesfa International Academy  
FY19 Revised Budget**

	FY19 Original Budget	FY19 Revised Budget	Change
<b>Equipment</b>			
01 E 005 110 000 000 555	-	-	-
01 E 005 105 000 000 555	4,600.00	-	(4,600.00)
<b>Total Equipment</b>	4,600.00	-	(4,600.00)
<b>Other Expenditures</b>			
01 E 005 105 000 000 820	27,000.00	29,000.00	2,000.00
01 E 005 950 000 000 910	12,000.00	-	(12,000.00)
<b>Total Other Expenditures</b>	39,000.00	29,000.00	(10,000.00)
<b>Total Administration</b>	582,087.68	491,820.31	(90,267.37)
<b>General Education</b>			
<b>Salaries/Wages</b>			
01 E 010 201 000 000 140	-	-	-
01 E 010 203 000 000 140	887,936.00	600,066.67	(287,869.33)
01 E 010 240 000 000 140	-	-	-
01 E 010 203 000 000 141	-	-	-
01 E 010 230 000 000 140	-	-	-
01 E 010 240 000 000 141	-	-	-
01 E 010 203 000 000 185	-	12,000.00	12,000.00
<b>Total Salaries/Wages</b>	887,936.00	612,066.67	(275,869.33)
<b>Benefits</b>			
01 E 010 203 000 000 210	-	46,823.10	46,823.10
01 E 010 203 000 000 214	-	-	-
01 E 010 203 000 000 218	-	47,190.34	47,190.34
01 E 010 203 000 000 220	-	69,030.14	69,030.14
01 E 010 203 000 000 230	-	-	-
01 E 010 203 000 000 235	-	-	-
01 E 010 203 000 000 240	-	-	-
01 E 010 203 000 000 270	-	5,200.00	5,200.00
01 E 010 203 000 000 280	-	11,650.00	11,650.00
<b>Total Benefits</b>	-	179,893.58	179,893.58
<b>Purchased Services</b>			
01 E 010 203 000 000 305	30,050.00	1,000.00	(29,050.00)
01 E 010 203 000 000 369	-	2,000.00	2,000.00
<b>Total Purchased Services</b>	30,050.00	3,000.00	(27,050.00)

Tesfa International Academy  
FY19 Revised Budget

	FY19 Original Budget	FY19 Revised Budget	Change
<b>Supplies/Materials</b>			
01 E 010 203 000 000 401	-	13,000.00	13,000.00
01 E 010 203 000 000 430	25,000.00	1,000.00	(24,000.00)
01 E 010 201 000 000 430	-	-	-
01 E 010 203 000 000 460	-	77.00	77.00
01 E 010 203 000 000 461	500.00	2,700.00	2,200.00
<b>Total Supplies/Materials</b>	<b>25,500.00</b>	<b>16,777.00</b>	<b>(8,723.00)</b>
<b>Equipment</b>			
01 E 010 203 000 000 530	-	-	-
01 E 010 203 000 000 535	-	23,304.00	23,304.00
01 E 010 203 000 000 555	20,000.00	4,196.00	(15,804.00)
<b>Total Equipment</b>	<b>20,000.00</b>	<b>4,196.00</b>	<b>(15,804.00)</b>
<b>Other Expenditures</b>			
01 E 010 203 000 000 820	-	6,200.00	6,200.00
<b>Total Other Expenditures</b>	<b>-</b>	<b>6,200.00</b>	<b>6,200.00</b>
<b>General Education</b>	<b>953,486.00</b>	<b>822,133.25</b>	<b>(141,352.75)</b>
<b>State - Special Education</b>			
<b>Salaries/Wages</b>			
01 E 010 407 000 740 140	216,872.96	96,800.00	(120,072.96)
01 E 010 420 000 740 161	-	235,131.95	235,131.95
01 E 010 420 000 740 141	-	-	-
01 E 010 420 000 740 186	-	2,880.00	2,880.00
<b>Total Salaries/Wages</b>	<b>216,872.96</b>	<b>334,811.95</b>	<b>117,938.99</b>
<b>Benefits</b>			
01 E 010 407 000 740 210	-	7,405.20	7,405.20
01 E 010 408 000 740 210	-	-	-
01 E 010 420 000 740 210	-	18,207.91	18,207.91
01 E 010 407 000 740 214	-	-	-
01 E 010 420 000 740 214	-	17,850.90	17,850.90
01 E 010 407 000 740 218	-	7,463.28	7,463.28
01 E 010 420 000 740 218	-	-	-

**Tesfa International Academy  
FY19 Revised Budget**

	FY19 Original Budget	FY19 Revised Budget	Change
01 E 010 407 000 740 220			
Health Insurance - SpEd			
01 E 010 420 000 740 220	-	23,045.88	23,045.88
Health Insurance - SpEd			
01 E 010 407 000 740 235	-	57,533.44	57,533.44
Dental Insurance - SpEd			
01 E 010 420 000 740 235	-	-	-
Dental Insurance - SpEd			
01 E 010 407 000 740 280	-	-	-
STD / LTD			
01 E 010 420 000 740 280	-	-	-
Unemployment			
<b>Total Benefits</b>	-	131,506.61	131,506.61
<b>Purchased Services</b>			
01 E 010 420 000 740 305	85,000.00	-	(85,000.00)
Contracted Services - General SpEd			
01 E 010 420 000 740 394	-	141,000.00	141,000.00
Payments to Other Agencies- General SpEd			
<b>Total Purchased Services</b>	85,000.00	141,000.00	56,000.00
<b>Supplies/Materials</b>			
01 E 010 420 000 740 401	-	-	-
Sup/Mat Indiv NonInstr			
01 E 010 420 000 740 433	4,600.00	-	(4,600.00)
Sup/Mat Indiv Instr			
<b>Total Supplies/Materials</b>	4,600.00	-	(4,600.00)
<b>Equipment</b>			
01 E 010 420 000 740 530	1,000.00	-	(1,000.00)
Equipment purchased			
01 E 010 420 000 740 555	500.00	-	(500.00)
Technology			
<b>Total Equipment</b>	1,500.00	-	(1,500.00)
<b>Total State - Special Education</b>	<b>307,972.96</b>	<b>607,318.56</b>	<b>299,345.60</b>
<b>Federal Funds</b>			
<b>Title I</b>			
01 E 010 216 000 401 140	-	50,207.41	50,207.41
Salary - Title I Licensed Teacher			
01 E 010 216 000 401 210	-	3,840.87	3,840.87
FICA - Title I			
01 E 010 216 000 401 214	-	-	-
Pera			
01 E 010 216 000 401 218	-	3,870.99	3,870.99
TRA - Title I			
01 E 010 216 000 401 220	-	8,506.36	8,506.36
Health			
01 E 010 216 000 401 280	-	-	-
Suta			
01 E 010 216 000 401 401	-	500.00	500.00
Sup/Mat Non-Instr.			
01 E 010 216 000 401 430	-	349.00	349.00
Supp/Mat N-Indiv Instr			
<b>Total Title I</b>	-	67,274.62	67,274.62

**Tesfa International Academy  
FY19 Revised Budget**

	FY19 Original Budget	FY19 Revised Budget	Change
<b>Title II</b>			
01 E 010 204 000 414 366	-	9,937.00	9,937.00
<b>Total Title II</b>	-	9,937.00	9,937.00
<b>Title III</b>			
01 E 010 205 000 407 143	-	10,524.60	10,524.60
01 E 010 205 000 407 210	-	805.13	805.13
01 E 010 205 000 407 280	-	-	-
01 E 010 205 000 407 218	-	811.45	811.45
01 E 010 205 000 407 220	-	1,424.46	1,424.46
01 E 010 205 000 407 430	-	646.64	646.64
<b>Total Title III</b>	-	14,212.28	14,212.28
<b>Federal - Special Education</b>			
01 E 010 420 000 419 303	-	29,787.00	29,787.00
01 E 010 420 000 419 433	-	6,000.00	6,000.00
<b>Total Federal Special Education</b>	-	35,787.00	35,787.00
<b>Total Federal Funds</b>	-	<b>127,210.90</b>	<b>127,210.90</b>
<b>Instructional Support</b>			
<b>Purchased Services</b>			
01 E 010 640 000 000 366	20,000.00	-	(20,000.00)
01 E 010 640 000 306 368	-	-	-
01 E 010 640 000 000 401	-	-	-
01 E 010 640 000 000 490	-	-	-
01 E 010 640 000 306 401	-	-	-
01 E 010 640 000 306 490	-	-	-
<b>Total Purchased Services</b>	20,000.00	-	(20,000.00)
<b>Total Instructional Support</b>	<b>20,000.00</b>	<b>-</b>	<b>(20,000.00)</b>
<b>Student Support Services</b>			
<b>Salaries/Wages</b>			
01 E 005 720 000 000 143	134,976.00	59,180.00	(75,796.00)
01 E 005 710 000 000 185	-	-	-
<b>Total Salaries/Wages</b>	134,976.00	59,180.00	(75,796.00)

**Tesfa International Academy  
FY19 Revised Budget**

	FY19 Original Budget	FY19 Revised Budget	Change
<b>Benefits</b>			
01 E 005 720 000 000 210	-	4,527.27	4,527.27
01 E 005 720 000 000 218	-	4,340.73	4,340.73
01 E 005 720 000 000 220	-	171.74	171.74
01 E 005 720 000 000 214	-	216.00	216.00
<b>Total Benefits</b>	-	9,255.74	9,255.74
<b>Purchased Services</b>			
01 E 005 720 000 000 305	6,025.00	3,000.00	(3,025.00)
01 E 005 760 000 720 360	280,000.00	233,120.00	(46,880.00)
01 E 005 760 000 723 360	20,000.00	41,000.00	21,000.00
01 E 005 760 000 733 360	-	2,000.00	2,000.00
<b>Total Purchased Services</b>	306,025.00	279,120.00	(28,905.00)
<b>Supplies/Materials</b>			
01 E 005 720 000 000 401	-	700.00	700.00
<b>Total Supplies/Materials</b>	-	700.00	700.00
<b>Total Student Support Services</b>	<b>441,001.00</b>	<b>348,255.74</b>	<b>(94,745.26)</b>
<b>Operations</b>			
<b>Salaries/Wages</b>			
01 E 005 810 000 000 170	-	-	-
<b>Total Salaries/Wages</b>	-	-	-
<b>Benefits</b>			
01 E 005 810 000 000 210	-	-	-
01 E 005 810 000 000 214	-	-	-
<b>Total Benefits</b>	-	-	-
<b>Purchased Services</b>			
01 E 005 810 000 000 305	10,000.00	33,246.00	23,246.00
01 E 005 810 000 000 370	15,000.00	-	(15,000.00)
01 E 005 810 000 000 330	20,400.00	20,507.40	107.40
01 E 005 810 000 000 350	8,600.00	5,000.00	(3,600.00)
01 E 005 850 000 000 370	5,000.00	3,996.00	(1,004.00)
<b>Total Purchased Services</b>	59,000.00	62,749.40	3,749.40

Tesfa International Academy  
FY19 Revised Budget

	FY19 Original Budget	FY19 Revised Budget	Change
<b>Building Lease</b>			
01 E 005 850 000 348 370 Building Lease	252,348.00	236,520.00	(15,828.00)
<b>Total Building Lease</b>	252,348.00	236,520.00	(15,828.00)
<b>Supplies/Materials</b>			
01 E 005 810 000 000 401 Non-Instnl Supplies - Operations and Maintenance	8,000.00	8,000.00	-
<b>Total Supplies/Materials</b>	8,000.00	8,000.00	-
<b>Equipment</b>			
01 E 005 850 000 000 530 Equipment - Operations and Maintenance	1,000.00	1,000.00	-
<b>Total Equipment</b>	1,000.00	1,000.00	-
<b>Total Operations</b>	<b>320,348.00</b>	<b>308,269.40</b>	<b>(12,078.60)</b>
<b>Fiscal and Other Fixed Costs</b>			
01 E 005 920 000 000 740 Loans and Interest Expense	-	3,948.18	3,948.18
<b>Total</b>	13,500.00	11,000.00	(2,500.00)
01 E 005 940 000 000 340 Property and Liability Insurance	13,500.00	14,948.18	1,448.18
<b>TOTAL EXPENDITURES</b>	<b>2,648,395.64</b>	<b>2,719,956.35</b>	<b>69,560.71</b>
<b>GENERAL FUND 01 - NET INCOME(LOSS)</b>	<b>82,457.78</b>	<b>10,090.26</b>	<b>(70,367.53)</b>
<b>FOOD SERVICE FUND 02</b>			
<b>REVENUES</b>			
02 R 005 770 000 701 300 State Revenue	-	2,800.00	2,800.00
02 R 005 770 000 703 300 State - Lunch Revenue	-	500.00	500.00
02 R 005 000 000 705 476 State - Milk Revenue	-	-	-
02 R 005 000 000 705 476 State - Breakfast Revenue	-	-	-
<b>Total State Revenue</b>	-	3,300.00	3,300.00



**Tesfa International Academy  
FY19 Revised Budget**

	FY19 Original Budget	FY19 Revised Budget	Change
<b>Federal Revenue</b>			
02 R 005 770 000 701 471	-	9,964.59	9,964.59
02 R 005 770 000 701 472	126,825.00	73,219.02	(53,605.98)
02 R 005 770 000 705 476	-	43,025.93	43,025.93
02 R 005 000 000 706 400	-	1,275.00	1,275.00
02 R 005 770 000 706 400	-	6,413.00	6,413.00
<b>Total Federal Revenue</b>	<b>126,825.00</b>	<b>133,897.54</b>	<b>7,072.54</b>
<b>Other</b>			
02 R 005 770 000 701 601	-	-	-
02 R 005 000 000 000 649	12,000.00	-	(12,000.00)
	12,000.00	-	(12,000.00)
<b>TOTAL REVENUES</b>	<b>138,825.00</b>	<b>137,197.54</b>	<b>(1,627.46)</b>
<b>EXPENDITURES</b>			
<b>Salaries/Wages</b>			
02 E 010 770 000 701 170	-	-	-
<b>Total Salaries/Wages</b>	-	-	-
<b>Benefits</b>			
02 E 010 770 000 701 210	-	-	-
02 E 010 770 000 701 214	-	-	-
<b>Total Benefits</b>	-	-	-
<b>Purchased Services</b>			
02 E 005 770 000 701 305	-	-	-
02 E 005 770 000 709 305	-	-	-
02 E 005 770 000 709 330	-	-	-
02 E 005 770 000 709 370	-	-	-
<b>Total Purchased Services</b>	-	-	-
<b>Salary - Kitchen Manager/Assistant</b>	-	-	-
<b>FICA</b>	-	-	-
<b>PERA</b>	-	-	-
<b>Consult/Fees for Svs</b>	-	-	-
<b>Consult/Fees for Svs - Summer Food Program</b>	-	-	-
<b>Utilities - Summer Food Program</b>	-	-	-
<b>Rent - Summer Food Program</b>	-	-	-

Tesfa International Academy  
FY19 Revised Budget

	FY19 Original Budget	FY19 Revised Budget	Change
<b>Supplies/Materials</b>			
02 E 005 770 000 701 401	-	-	-
02 E 005 770 000 709 401	-	-	-
02 E 005 770 000 701 495	-	-	-
02 E 005 770 000 709 495	-	-	-
02 E 005 770 000 701 490	140,175.00	92,197.54	(47,977.46)
02 E 005 770 000 709 490	-	-	-
02 E 005 770 000 702 490	-	-	-
02 E 005 770 000 705 490	-	45,000.00	45,000.00
02 E 005 770 000 706 490	-	-	-
<b>Total Supplies/Materials</b>	<b>140,175.00</b>	<b>137,197.54</b>	<b>(2,977.46)</b>
<b>Other Finance Uses</b>			
02 E 005 770 000 701 820	-	-	-
<b>Total Other Finance Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>140,175.00</b>	<b>137,197.54</b>	<b>(2,977.46)</b>
<b>FOOD SERVICE FUND 02 - NET INCOME(LOSS)</b>	<b>(1,350.00)</b>	<b>-</b>	<b>1,350.00</b>
<b>ALL FUNDS - NET INCOME(LOSS)</b>	<b>81,107.78</b>	<b>10,090.26</b>	<b>(69,017.53)</b>

**Tesfa International School— District 4239  
DATA PRACTICES REQUESTING PUBLIC INFORMATION  
POLICY 132**

**The Public's Guide to Requesting Information  
Lakes International Language Academy, District 4116**

**This document is required by Minnesota Statutes,  
section 13.03, subdivision 2(b).**

## DATA PRACTICES REQUESTING PUBLIC INFORMATION POLICY 132

### **Right to Access Public Data**

The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Tesfa International School must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

### **How to Make a Data Request**

To look at data or request copies of data that Tesfa International School keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page 4. You may make your written request for data by mail using the data request form on page 6. If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

Tesfa International School cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

### **How We Respond to a Data Request**

Upon receiving your written request, we will work to process it.

- If we do not have the data, we will notify you writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you in writing as soon as reasonably possible and state which specific law says the data are not public.

- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:

- o arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or

- o provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Information about copy charges is on page 5. We also will arrange for you to pre-pay for the copies.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

### **Requests for Summary Data**

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. Lakes International Language Academy will prepare summary data if you make your request in writing and prepay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

### **Data Practices Contacts**

#### **Responsible Authority**

Elena Hansen

Tesfa International School

1555 40<sup>th</sup> Avenue Northeast

Columbia Heights, MN 55421

Main line: 651-717-4844

Fax: 651-641-4052

Email: [elena.hansen@tesfainternationalschool.org](mailto:elena.hansen@tesfainternationalschool.org)

Data Practices Designee(s) Board Chair- Patrick Exner  
Tesfa International School  
1555 40<sup>th</sup> Avenue Northeast  
Columbia Heights, MN 55421  
Main line: 651-717-4844  
Fax: 651-641-4052  
Email: [patrick.exner@tesfainternationalschool.org](mailto:patrick.exner@tesfainternationalschool.org)

Data Practices Compliance Official – Jonas Beugen  
Tesfa International School  
1555 40<sup>th</sup> Avenue Northeast  
Columbia Heights, MN 55421  
Main line: 651-717-4844  
Fax: 651-641-4052  
Email: [jonas.beugen@tesfainternationalschool.org](mailto:jonas.beugen@tesfainternationalschool.org)

### **Copy Costs Members of the Public**

Tesfa International School charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

We do not charge for copies if the cost is less than \$10. In the event that the cost of copies exceeds \$10, you must pay for the copies before we will give them to you and the price will be calculated as follows:

### **For 100 or Fewer Paper Copies – 25 Cents Per Page**

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a onesided copy, or 50¢ for a two-sided copy.

### **Most Other Types of Copies – Actual Cost**

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is \$13.75 per hour. If, because of the subject matter of your request, we find it necessary for a higherpaid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.

**Tesfa International School Data Request Form –**

Members of the Public Date of request: \_\_\_\_\_

**I am requesting access to data in the following way:**

Note: inspection is free but Lakes International Language Academy charges for copies when the cost is over \$10.00.

Inspection \_\_\_\_\_ Copies \_\_\_\_\_ Both Inspection & Copies \_\_\_\_\_

**These are the data I am requesting:** Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

<p><b>Contact Information</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone number: _____</p> <p>Email address: _____</p>
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You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us. Tesfa International school will respond to your request as soon as reasonably possible.

