



TESFA INTERNATIONAL SCHOOL  
*Global Minds with Minnesota Hearts*

## **Board Agenda**

**6:00 p.m. September 23, 2019**

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

### **Mission**

*Through a global-minded education, we empower and prepare all students with the empathy, knowledge, and skills to take risks and pursue goals that contribute meaningfully to their community.*

**1.0 CALL TO ORDER** - Appoint new board member Elizabeth Robertson to fill the open “teacher position” on the board.

### **2.0 APPROVAL OF AGENDA**

*Motion to approve the agenda.*

Motion by:                      Seconded by: John    Yea:    Nay:

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

Visitors attending the meeting who wish to address the school board may do so at this time.  
No visitors.

### **4.0 APPROVAL OF THE CONSENT AGENDA**

Consent items, August 19, 2019 – School Board Agenda as warranted including approval of:

- Minutes – Regular Meeting Minutes of August 19, 2019
- Personnel Recommendations

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

*Motion to approve consent agenda.*

Motion by:                      Seconded by: Yea:    Nay:



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

**5.0 Monthly Financials - August 2019**

- 5.01** Approval of August Financial Report and Payment of Bills  
(Current ADM 195 Current Enrollment 202)

*Motion to approve June financials.*

Motion by:                      Seconded by: Amir    Yea:    Nay:

**6.0 Presentations and Discussion Items**

- 6.01** Bus Contracts and Future Transportation Planning  
**6.02** Fall Budget Revision Planning Update  
**6.03** Northstar Accountability Results

**7.0 ACTION ITEMS**

**7.01** Reappoint Jonas Beugen as Individual With Authority (IoWA) for MDE reporting purposes.

**7.0 ADJOURNMENT**

*Motion to adjourn meeting.*

Motion by:                      Seconded by: Yea:    Nay:



## **Board Minutes**

**6:00 p.m. August 19, 2019**

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

### **Mission**

*Through a global-minded education, we empower and prepare all students with the empathy, knowledge, and skills to take risks and pursue goals that contribute meaningfully to their community.*

#### **1.0 CALL TO ORDER**

#### **2.0 APPROVAL OF AGENDA**

*Motion to approve the agenda.*

Motion by: Toni                      Seconded by: John      Yea: 4    Nay: 0

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

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

No visitors.

#### **4.0 APPROVAL OF THE CONSENT AGENDA**

Consent items, August 19, 2019 – School Board Agenda as warranted including approval of:

- Minutes – Regular Meeting Minutes of June 24, 2019
- Personnel Recommendations

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

*Motion to approve consent agenda.*

Motion by: Abby                      Seconded by: John      Yea: 5    Nay: 0

#### **5.0 Monthly Financials - June 2019**

**5.01** Final FY 19 ADM 164.22 Current FY20 Enrollment 17

**5.02** Approval of July Financial Report and Payment of Bills



***Motion to approve April financials.***

Motion by: John                      Seconded by: Amir    Yea: 5                      Nay: 0

**6.0 Presentations and Discussion Items**

**6.01** Enrollment Trends - steady increase - need to start tracking retention

**6.02** Staffing Update - staff was hired with flexibility to meet the needs of enrollment

**6.03** Process for Appointing 2 Replacement Board Members September, 2019 - several people approached, hope to appoint a parent and licensed staff by the September meeting.

**6.04** Programming Update

**6.05** Audit Progress

**6.06** Board Evaluation - in agreement with the authorizer, we will do a survey in September

**6.07** Board Officers - once new board is appointed, roles will be determined

**7.0 ACTION ITEMS**

**7.01** Approve 2019-2020 Employee Handbook

Motion by: Abby                      Seconded by: John    Yea: 5 Nay: 0

**7.02** Approve Independent Contract for Data Entry and Reporting Services with revisions in the language on limits and invoices

Motion by: John                      Seconded by: Amir    Yea: 5 Nay: 0

**7.03** Approve Independent Contract for Arabic Language Support

Motion by: Amir                      Seconded by: John    Yea: 5 Nay: 0

**7.0 ADJOURNMENT**

***Motion to adjourn meeting.***

Motion by: Abby                      Seconded by: John    Yea: 4 Nay: 0

### **Personnel Recommendations:**

*The following personnel items are recommended for approval at the September 23, 2019, school board meeting.*

#### **Hire:**

- Marissa Wynja            1.0 Elementary Teacher @ salary of 46,000 effective August 19, 2019.
- Muktar Adow            1.0 Supervisory Paraprofessional @ hourly rate of \$21 hour effective August 26, 2019
- Mohamed Arab           1.0 Building Substitute Teacher from September 16, 2019 - December 20, 2019 @ daily rate of \$250.
- Abdilahi Mohamed      1.0 Special Education Paraprofessional @ hourly rate of \$23 per hour effective September 3, 2019.

#### **Rehire:**

- Genemo Uka            1.0 Special Education Paraprofessional @ hourly rate of \$23 per hour effective September 23, 2019.



**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>GENERAL FUND 01</b>			Targeted Percent	17%
<b>REVENUE</b>				
<b>State Aid Revenue</b>				
01 R 005 000 000 000 201	-	-	6,171.20	0%
01 R 005 000 000 000 211	218,380.44	418,722.58	1,865,318.17	22%
01 R 005 000 000 317 211	-	-	-	N/A
01 R 005 000 000 000 212	-	-	4,900.00	0%
01 R 005 000 000 348 300	-	-	236,520.00	0%
01 R 005 000 000 740 360	-	-	559,023.82	0%
<b>Total State Aid Revenue</b>	218,380.44	418,722.58	2,671,933.19	16%
<b>State Audit Accrual</b>	-	41,529.52	-	N/A
<b>Federal Aid Revenue</b>				
01 R 005 216 000 401 400	-	-	67,352.31	0%
01 R 005 204 000 414 400	-	-	9,828.25	0%
01 R 005 205 000 417 400	-	-	14,325.43	0%
01 R 005 206 000 433 400	-	-	18,000.00	0%
01 R 005 000 000 419 400	-	-	35,787.00	0%
<b>Total Federal Aid Revenue</b>	-	-	145,292.99	0%
<b>Other Revenue</b>				
01 R 005 000 000 000 096	-	-	125.00	0%
01 R 005 000 000 000 099	-	-	3,089.00	0%
<b>Total Other Revenue</b>	-	-	3,214.00	0%
<b>TOTAL REVENUE</b>	<b>218,380.44</b>	<b>460,252.11</b>	<b>2,820,440.18</b>	<b>16%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>EXPENDITURES</b>				
<b>Administration</b>				
<b>Salaries</b>				
01 E 005 050 000 000 110	Director	24,923.23	189,800.00	13%
01 E 005 105 000 000 170	General Administrative Support - Non-Instructional Support	4,161.50	38,000.00	11%
01 E 005 110 000 000 170	Business Office - Non-Instructional Support	437.00	-	N/A
<b>Total Salaries</b>		<b>29,521.73</b>	<b>227,800.00</b>	<b>13%</b>
<b>Benefits</b>				
01 E 005 050 000 000 210	Director -FICA	1,829.35	14,519.70	13%
01 E 005 105 000 000 210	General Administrative Support - FICA	313.95	2,907.00	11%
01 E 005 110 000 000 210	FICA	33.43	-	N/A
01 E 005 105 000 000 214	General Administrative Support - PERA	312.11	2,850.00	11%
01 E 005 110 000 000 214	PERA	32.78	-	N/A
01 E 005 050 000 000 218	Director - TRA	808.50	15,032.16	13%
01 E 005 050 000 000 220	Director - Health	1,663.92	37,425.00	12%
01 E 005 105 000 000 220	General Administrative Support - Health Insurance	675.22	6,821.00	10%
01 E 005 050 000 000 230	Director - Life	-	-	N/A
01 E 005 105 000 000 230	General Admin - Life	-	-	N/A
01 E 005 050 000 000 235	Director - Dental	94.82	284.46	N/A
01 E 005 105 000 000 235	General Administrative Support - Dental	56.95	-	N/A
01 E 005 050 000 000 240	Director -LTD	-	1,839.24	0%
01 E 005 105 000 000 240	General Admin - LTD	-	357.24	0%
01 E 005 050 000 000 299	Director - STD	-	-	N/A
01 E 005 105 000 000 299	General Admin - STD	-	-	N/A
<b>Total Benefits</b>		<b>9,910.41</b>	<b>81,751.34</b>	<b>12%</b>
<b>Purchased Services</b>				
01 E 005 105 000 000 305	General Administrative Support - Consulting Fees for Services	-	5,000.00	0%
01 E 005 108 000 000 305	Technology Services	5,450.00	40,000.00	14%
01 E 005 110 000 000 305	Business Fees	5,793.72	56,120.00	10%



**Tesfa International School**  
**Detailed Income Statement**  
**For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
01 E 005 110 000 000 320	456.43	456.43	5,400.00	8%
01 E 005 110 000 000 329	58.71	58.71	1,500.00	4%
01 E 005 110 000 000 370	2,803.66	2,803.66	16,000.00	18%
<b>Total Purchased Services</b>	<b>8,012.80</b>	<b>14,562.52</b>	<b>124,020.00</b>	<b>12%</b>
<b>Supplies</b>				
01 E 005 110 000 000 401	-	-	7,000.00	0%
01 E 005 110 000 000 405	-	7,100.73	3,416.00	208%
<b>Total Supplies</b>	<b>-</b>	<b>7,100.73</b>	<b>10,416.00</b>	<b>68%</b>
<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>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Dues/Memberships</b>				
01 E 005 105 000 000 820	-	9,500.00	29,000.00	33%
01 E 005 950 000 000 910	-	-	-	N/A
<b>Total Interfund Transfer</b>	<b>-</b>	<b>9,500.00</b>	<b>29,000.00</b>	<b>33%</b>
<b>Total Administration</b>	<b>27,058.83</b>	<b>70,595.39</b>	<b>472,987.34</b>	<b>15%</b>
<b>General Education</b>				
<b>Salaries</b>				
01 E 010 201 000 000 140	-	-	-	N/A
01 E 010 203 000 000 140	28,836.93	28,836.93	574,000.00	5%
01 E 010 203 000 000 145	-	-	-	N/A
01 E 010 203 000 000 185	-	-	5,200.00	0%
<b>Total Salaries</b>	<b>28,836.93</b>	<b>28,836.93</b>	<b>579,200.00</b>	<b>5%</b>
<b>Salaries Payable Accrual</b>	<b>-</b>	<b>22,333.33</b>	<b>-</b>	<b>N/A</b>
<b>Estimated Audit Accrual</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Benefits</b>				
01 E 010 201 000 000 210	-	-	-	N/A
01 E 010 203 000 000 210	2,170.70	2,170.70	44,308.80	5%
01 E 010 203 000 000 214	-	-	-	N/A
01 E 010 201 000 000 218	-	-	-	N/A
01 E 010 203 000 000 218	2,283.88	2,283.88	45,872.64	5%
01 E 010 203 000 000 220	1,620.49	1,620.49	68,661.00	2%
01 E 010 203 000 000 230	-	-	-	N/A
01 E 010 203 000 000 235	155.45	155.45	-	N/A
01 E 010 203 000 000 240	-	-	5,400.48	0%
01 E 010 203 000 000 270	846.00	1,692.00	8,600.00	20%
01 E 010 203 000 000 280	4,243.00	4,243.00	11,650.00	36%
01 E 010 203 000 000 299	-	-	-	N/A
<b>Total Benefits</b>	<b>11,319.52</b>	<b>12,165.52</b>	<b>184,492.92</b>	<b>7%</b>
<b>Purchased Services</b>				
01 E 010 203 000 000 305	-	-	1,000.00	0%
01 E 010 203 000 000 369	-	-	2,500.00	0%
<b>Total Purchased Services</b>	<b>-</b>	<b>-</b>	<b>3,500.00</b>	<b>0%</b>
<b>Supplies</b>				
01 E 010 203 000 000 401	-	-	12,000.00	0%
01 E 010 203 000 000 406	-	6,644.00	10,000.00	66%
01 E 010 203 000 000 430	-	-	2,000.00	0%
01 E 010 203 000 000 460	-	-	-	N/A
01 E 010 203 000 000 466	2,367.89	2,367.89	1,500.00	158%
01 E 010 203 000 000 461	-	2,781.00	2,781.00	100%
<b>Total Supplies</b>	<b>2,367.89</b>	<b>11,792.89</b>	<b>28,281.00</b>	<b>42%</b>
<b>Equipment</b>				
01 E 010 203 000 000 535	1,941.84	3,883.68	23,304.00	17%
01 E 010 203 000 000 555	-	-	-	N/A
<b>Total Equipment</b>	<b>1,941.84</b>	<b>3,883.68</b>	<b>23,304.00</b>	<b>17%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Dues/Memberships</b>				
01 E 010 203 000 000 820	-	-	-	N/A
<b>Total Dues/Memberships</b>	-	-	-	N/A
<b>Total General Education</b>	<b>44,466.18</b>	<b>79,012.35</b>	<b>818,777.92</b>	<b>10%</b>
<b>Title Programs</b>				
<b>Title I</b>				
01 E 010 216 000 401 110	-	-	-	N/A
01 E 010 216 000 401 140	1,666.66	1,666.66	50,200.00	3%
01 E 010 216 000 401 210	127.04	127.04	3,840.30	3%
01 E 010 216 667 401 210	-	-	-	N/A
01 E 010 216 000 401 214	125.00	125.00	-	N/A
01 E 010 216 000 401 218	-	-	3,975.84	0%
01 E 010 216 000 401 220	314.56	314.56	8,487.17	4%
01 E 010 216 000 401 230	-	-	-	N/A
01 E 010 216 000 401 235	16.20	16.20	-	N/A
01 E 010 216 000 401 240	-	-	-	N/A
01 E 010 216 000 401 299	-	-	-	N/A
01 E 010 216 000 401 401	-	-	500.00	0%
01 E 010 216 000 401 430	-	-	349.00	0%
<b>Total Title I</b>	<b>2,249.46</b>	<b>2,249.46</b>	<b>67,352.31</b>	<b>3%</b>
<b>Title II</b>				
01 E 010 204 000 414 140	-	-	-	N/A
01 E 010 204 000 414 143	-	-	-	N/A
01 E 010 204 011 414 143	-	-	-	N/A
01 E 010 204 000 414 366	989.00	989.00	9,828.25	10%
<b>Total Title II</b>	<b>989.00</b>	<b>989.00</b>	<b>9,828.25</b>	<b>10%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Title III</b>				
01 E 010 205 000 417 143	1,350.00	1,350.00	10,000.00	14%
01 E 010 205 000 417 210	103.16	103.16	765.00	13%
01 E 010 205 000 417 214	31.25	31.25	-	N/A
01 E 010 205 000 417 280	-	-	-	N/A
01 E 010 205 000 417 218	73.92	73.92	792.00	9%
01 E 010 205 000 417 220	78.64	78.64	2,121.79	4%
01 E 010 205 000 417 230	-	-	-	N/A
01 E 010 205 000 417 235	4.05	4.05	-	N/A
01 E 010 205 000 417 240	-	-	-	N/A
01 E 010 206 000 433 303	-	-	8,000.00	0%
01 E 010 205 000 417 430	-	-	646.64	0%
01 E 010 206 000 433 430	-	-	10,000.00	0%
<b>Total Title III</b>	<b>1,641.02</b>	<b>1,641.02</b>	<b>32,325.43</b>	<b>5%</b>
<b>Total Title Programs</b>	<b>4,879.48</b>	<b>4,879.48</b>	<b>109,505.99</b>	<b>4%</b>
<b>State Special Education</b>				
<b>Salaries</b>				
01 E 010 407 000 740 140	4,058.33	4,058.33	111,000.00	4%
01 E 010 420 000 000 140	-	-	-	N/A
01 E 010 420 000 740 161	2,392.00	2,392.00	180,090.00	1%
01 E 010 420 000 740 185	-	-	2,800.00	0%
01 E 010 420 000 740 186	-	-	740.00	0%
<b>Total Salaries</b>	<b>6,450.33</b>	<b>6,450.33</b>	<b>294,630.00</b>	<b>2%</b>
<b>Benefits</b>				
01 E 010 407 000 740 210	291.72	291.72	8,491.50	3%
01 E 010 420 000 740 210	160.06	160.06	14,047.70	1%
01 E 010 420 000 740 214	179.41	179.41	13,562.25	1%
01 E 010 407 000 740 218	321.42	321.42	8,791.20	4%
01 E 010 420 000 740 218	-	-	221.76	0%
01 E 010 407 000 740 220	817.35	817.35	23,047.00	4%

**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
01 E 010 420 000 740 220	1,458.48	1,458.48	56,736.00	3%
01 E 010 407 000 740 230	-	-	-	N/A
01 E 010 420 000 740 230	-	-	-	N/A
01 E 010 407 000 740 235	60.57	60.57	-	N/A
01 E 010 420 000 740 235	111.66	111.66	-	N/A
01 E 010 407 000 740 240	-	-	919.92	0%
01 E 010 420 000 740 240	-	-	1,622.04	0%
01 E 010 407 000 740 299	-	-	-	N/A
01 E 010 420 000 740 299	-	-	-	N/A
<b>Total Benefits</b>	<b>3,400.67</b>	<b>3,400.67</b>	<b>127,439.37</b>	<b>3%</b>
<b>Purchased Services</b>				
01 E 010 420 000 740 305	-	-	500.00	0%
01 E 010 420 000 740 366	-	-	-	N/A
01 E 010 401 000 740 394	-	-	40,500.00	0%
01 E 010 420 000 740 394	-	-	100,000.00	0%
<b>Total Purchased Services</b>	<b>-</b>	<b>-</b>	<b>141,000.00</b>	<b>0%</b>
<b>Supplies</b>				
01 E 010 420 000 372 401	-	-	-	N/A
01 E 010 420 000 740 433	-	-	-	N/A
<b>Total Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Equipment</b>				
01 E 010 420 000 740 530	-	-	-	N/A
01 E 010 420 000 740 555	-	-	-	N/A
<b>Total Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>N/A</b>
<b>Total State Special Education</b>	<b>9,851.00</b>	<b>9,851.00</b>	<b>563,069.37</b>	<b>2%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Federal Special Education</b>				
<b>Purchased Services</b>				
01 E 010 401 000 419 393	-	-	-	N/A
01 E 010 420 000 419 303	5,000.00	5,000.00	29,787.00	17%
<b>Total Purchased Services</b>	5,000.00	5,000.00	29,787.00	17%
<b>Supplies</b>				
01 E 010 420 000 419 401	-	-	-	N/A
01 E 010 420 000 419 433	-	-	6,000.00	0%
<b>Total Supplies</b>	-	-	6,000.00	0%
<b>Total Federal Special Education</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>35,787.00</b>	<b>14%</b>
<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

**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Student Support</b>				
<b>Salaries</b>				
01 E 005 760 000 720 170	-	-	-	N/A
01 E 005 790 000 000 143	441.00	441.00	53,280.00	1%
<b>Total Salaries</b>	441.00	441.00	53,280.00	1%
<b>Benefits</b>				
01 E 005 760 000 720 210	-	-	-	N/A
01 E 005 790 000 000 210	33.74	33.74	4,075.92	1%
01 E 005 760 000 720 214	-	-	-	N/A
01 E 005 790 000 000 214	33.08	33.08	3,996.00	1%
01 E 005 790 000 000 218	-	-	-	N/A
01 E 005 790 000 000 220	-	-	-	N/A
01 E 005 790 000 000 230	-	-	-	N/A
01 E 005 790 000 000 235	-	-	-	N/A
01 E 005 790 000 000 240	-	-	-	N/A
01 E 005 790 000 000 299	-	-	1,161.60	0%
<b>Total Benefits</b>	66.82	66.82	9,233.52	1%
<b>Purchased Services</b>				
01 E 005 720 000 000 305	-	-	1,500.00	0%
01 E 005 760 000 720 360	-	-	240,800.00	0%
01 E 005 760 000 723 360	-	-	41,000.00	0%
01 E 005 760 000 733 360	-	-	5,000.00	0%
<b>Total Purchased Services</b>	-	-	288,300.00	0%
<b>Supplies</b>				
01 E 005 720 000 000 401	-	-	200.00	0%
<b>Total Supplies</b>	-	-	200.00	0%
<b>Total Student Support</b>	<b>507.82</b>	<b>507.82</b>	<b>351,013.52</b>	<b>0%</b>



**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

Facility	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>Purchased Services</b>				
01 E 005 810 000 000 305	2,869.63	5,739.26	34,436.00	17%
01 E 005 810 000 000 330	1,971.58	3,943.16	23,659.00	17%
01 E 005 810 000 000 350	-	-	2,000.00	0%
01 E 005 920 000 000 740	552.05	1,104.11	7,500.00	15%
01 E 005 940 000 000 340	763.49	1,526.98	7,500.00	20%
<b>Total Purchased Services</b>	<b>6,156.75</b>	<b>12,313.51</b>	<b>75,095.00</b>	<b>16%</b>
<b>Facility Lease</b>				
01 E 005 850 000 348 370	21,138.00	42,276.00	262,800.00	16%
<b>Total Facility Lease</b>	<b>21,138.00</b>	<b>42,276.00</b>	<b>262,800.00</b>	<b>16%</b>
<b>Supplies/Equipment</b>				
01 E 005 810 000 000 401	-	-	7,500.00	0%
01 E 005 850 000 000 530	-	-	-	N/A
<b>Total Supplies/Equipment</b>	<b>-</b>	<b>-</b>	<b>7,500.00</b>	<b>0%</b>
<b>Total Facility</b>	<b>27,294.75</b>	<b>54,589.51</b>	<b>345,395.00</b>	<b>16%</b>
<b>TOTAL EXPENDITURES</b>	<b>119,058.06</b>	<b>224,435.55</b>	<b>2,696,536.14</b>	<b>8%</b>
<b>NET INCOME/LOSS - GENERAL FUND 01</b>	<b>99,322.38</b>	<b>235,816.55</b>	<b>123,904.04</b>	



**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>FOOD SERVICE FUND 02</b>				
<b>REVENUE</b>				
<b>Local Revenue</b>				
02 R 005 770 000 701 601	-	-	-	N/A
Food Sales	-	-	-	N/A
<b>Total Local Revenue</b>				
<b>State Aid Revenue</b>				
02 R 005 770 000 701 300	-	-	2,800.00	0%
State - Food & Nutrition - Regular Lunch	-	-	-	N/A
02 R 005 770 000 705 300	-	-	-	N/A
State - Food & Nutrition - Breakfast	-	-	-	N/A
02 R 005 770 000 703 300	-	-	2,800.00	0%
<b>Total State Aid Revenue</b>				
<b>Federal Aid Revenue</b>				
02 R 005 770 000 701 471	-	-	-	28%
Federal - Food & Nutrition - Regular Lunch	-	-	-	N/A
02 R 005 770 000 701 472	-	-	-	N/A
Federal - Free & Reduced	-	-	-	N/A
02 R 005 770 000 701 473	-	-	-	N/A
Federal - Breakfast	-	-	-	N/A
02 R 005 770 000 705 476	-	-	-	N/A
Federal - Fresh Fruit & Vegetable Program	-	-	-	N/A
02 R 005 770 000 706 400	-	-	-	N/A
Interfund Transfer	-	-	-	N/A
02 R 005 950 000 701 649	-	-	-	N/A
<b>Total Federal Aid Revenue</b>				
<b>TOTAL REVENUE</b>	-	-	<b>2,800.00</b>	<b>0%</b>

**Tesfa International School  
Detailed Income Statement  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>EXPENDITURE</b>				
<b>Salaries</b>				
02 E 005 770 000 701 170	-	-	-	N/A
<b>Total Salaries</b>	-	-	-	N/A
<b>Benefits</b>				
02 E 005 770 000 701 210	-	-	-	N/A
02 E 005 770 000 701 214	-	-	-	N/A
<b>Total Benefits</b>	-	-	-	N/A
<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	-	-	-	N/A
02 E 005 770 000 705 490	-	-	-	N/A
<b>Total Supplies</b>	-	-	-	N/A
<b>Equipment</b>				
02 E 005 770 000 701 530	-	-	-	N/A
<b>Total Equipment</b>	-	-	-	N/A
<b>TOTAL EXPENDITURES</b>				
	-	-	-	N/A
<b>NET INCOME/LOSS - FOOD SERVICE FUND 02</b>				
	-	-	2,800.00	
<b>NET INCOME/LOSS - ALL FUNDS</b>				
	99,322.38	235,816.55	126,704.04	



# Tesfa International School

## Financial Dashboard for:

8/31/2019

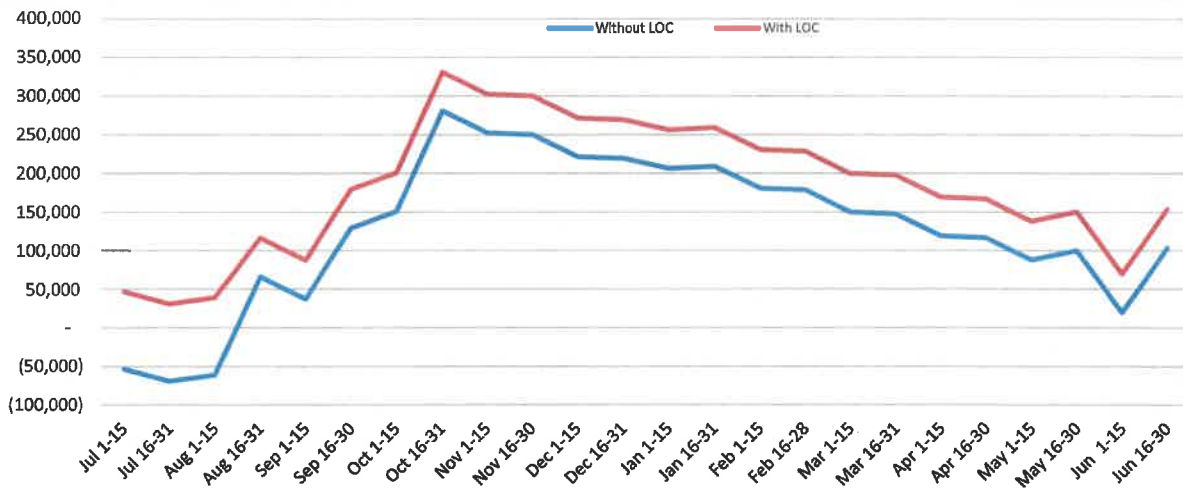
### Student Count

Actual Current ADM: **180.00** ADM from Budget: **180.00**

Actual Current WADM: **180.00** WADM from Budget: **180.00**

	YTD Actual		YTD Budget Target	
Revenue	\$460,252.11	16%	\$470,540.03	17%
Expense	\$224,435.55	8%	\$449,422.69	17%
Change in Fund Balance	\$235,816.55		\$21,117.34	17%

### Cash Balance Projection



### Grants and Other Awards:

Description	Award	Expensed PFY	Expensed CFY	Remaining	Expiration Date
-------------	-------	--------------	--------------	-----------	-----------------

### Comments:

**General:**

- \*\*The August financials show the FY20 Original Budget which is based on 180 ADM.
- \*\*The School has a reconciled cash balance of \$128,994.
- \*\*The state aid holdback is at 10%, which is estimated at \$44,423 through August.

**Revenue:**

- \*\*Year-to-date revenue of \$460,252 represents 16% of the approved revenue budget.

**Expenses:**

- \*\*The School has spent \$224,436 which is 8% 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:

8/31/2019

**Financial Ratios:**

	<u>YTD Actual</u>	<u>FY20 Budget</u>	<u>Required</u>
(A) Unrestricted Cash and Investments	128,994	153,873	
(B) Total Operating Expenses	224,436	2,696,536	
Cash on Hand Ratio ((A x 365) / B)	<b>34.96</b>	<b>20.83</b>	<b>45</b>
(A) Beginning Fund Balance	118,977	118,977	
(B) Revenues	460,252	2,823,240	
(C) Expenditures	<u>(224,436)</u>	<u>(2,696,536)</u>	
(D) Ending Fund Balance	354,793	245,681	
Fund Balance as a % of Expenditures (-C / D)	<b>158.1%</b>	<b>9.1%</b>	<b>25%</b>
(A) Annual Net Income	235,817	126,704	
(B) Lease Payment	262,800	262,800	
Debt Service Coverage Ratio (A + B) / B	<b>1.90</b>	<b>1.48</b>	<b>1.1</b>

**Upcoming Deadlines:**

<u>Task</u>	<u>Due Date</u>
FY19 Audit	August 2019
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, 2019
Apply for Building Lease Aid	June 30th, 2019
Prior Year Audited Financials	November 30th, 2019
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  
8/31/2019**

Descriptions	General	Food	Fixed	Total
<b>Assets</b>				
<b>Current Assets</b>				
Checking Accounts	118,027	10,966	-	128,994
Accounts Receivable	-	-	-	-
Due from State	263,924	-	-	263,924
Due from Federal	-	(456)	-	(456)
Due to Other Funds	-	(10,511)	-	(10,511)
Due from Other Funds	10,511	-	-	10,511
Estimated Audit Accrual	19,196	-	-	19,196
Prepaid AP Expenditures	-	-	-	-
<b>Total Current Assets</b>	<b>411,659</b>	<b>-</b>	<b>-</b>	<b>411,659</b>
<b>Fixed Assets</b>				
Equipment	-	-	162,692	162,692
Property & Equipment under Cap. Lease	-	-	-	-
Accum Depr Buildings	-	-	(119,220)	(119,220)
Accum Depr On Equip.	-	-	-	-
<b>Total Fixed Assets</b>	<b>-</b>	<b>-</b>	<b>43,471</b>	<b>43,471</b>
<b>Total Assets</b>	<b>411,659</b>	<b>-</b>	<b>43,471</b>	<b>455,130</b>
<b>Liabilities &amp; Fund Balance</b>				
<b>Current Liabilities</b>				
Accounts Payable	-	-	-	-
Payroll Liabilities	(17,182)	-	-	(17,182)
Short Term Indebtedness	50,000	-	-	50,000
<b>Total Current Liabilities</b>	<b>32,818</b>	<b>-</b>	<b>-</b>	<b>32,818</b>
<b>Fund Balance</b>				
Investment Fixed Assets	-	-	43,471	43,471
Restricted Fund Balance	24,047	-	-	24,047
Unassigned Fund Balance - 6/30/2019	118,977	-	-	118,977
Net Income/(Loss) - FY20	235,817	-	-	235,817
<b>Total Fund Balance</b>	<b>378,841</b>	<b>-</b>	<b>43,471</b>	<b>422,312</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>411,659</b>	<b>-</b>	<b>43,471</b>	<b>455,130</b>

**State Holdback Calculation:**

**Total Fiscal Year School Budgeted State Revenues	2,671,933
Prorated Fiscal Year-to-Date (2 of 12 months)	17%
Total Fiscal Year-to-Date Budget (August 2019)	454,229
State Holdback Percentage	10%
Total Estimated Year-to-Date Holdback	<u><u>45,423</u></u>

\*Based on the assumptions that actual ADMs and state aid payments are based on an ADM of 180

**Tesfa International School  
Summary Income Statement  
Fiscal Year 2020  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>GENERAL FUND 01</b>			<i>Targeted Percent</i>	17%
<b>REVENUE</b>				
<b>State Aid Revenue</b>				
Endowment Fund Apportionment	-	-	6,171	0%
General Education Aid	218,380	418,723	1,865,318	22%
Long Term Facility Maintenance	-	-	-	N/A
Literacy Incentive Aid	-	-	4,900	0%
Lease Aid	-	-	236,520	0%
State Special Education	-	-	559,024	0%
<b>Total State Aid Revenue</b>	<b>218,380</b>	<b>418,723</b>	<b>2,671,933</b>	<b>16%</b>
<b>State Audit Accrual</b>	-	41,530	-	N/A
<b>Federal Aid Revenue</b>				
Title I	-	-	67,352	0%
Title II	-	-	9,828	0%
Title III	-	-	14,325	0%
Title IV	-	-	18,000	0%
Federal Special Education	-	-	35,787	0%
<b>Total Federal Aid Revenue</b>	-	-	<b>145,293</b>	<b>0%</b>
<b>Other Revenue</b>				
Donations	-	-	125	0%
Misc. Revenue/E-Rate	-	-	3,089	0%
<b>Total Other Revenue</b>	-	-	<b>3,214</b>	<b>0%</b>
<b>TOTAL REVENUE</b>	<b>218,380</b>	<b>460,252</b>	<b>2,820,440</b>	<b>16%</b>
<b>EXPENDITURE</b>				
<b>Administration</b>				
Salaries	14,370	29,522	227,800	13%
Benefits	4,676	9,910	81,751	12%
Purchased Services	8,013	14,563	124,020	12%
Supplies	-	7,101	10,416	68%
Equipment	-	-	-	N/A
Dues/Membership	-	9,500	29,000	33%
<b>Total Administration</b>	<b>27,059</b>	<b>70,595</b>	<b>472,987</b>	<b>15%</b>

**Tesfa International School  
Summary Income Statement  
Fiscal Year 2020  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>General Education</b>				
Salaries	28,837	28,837	579,200	5%
Benefits	11,320	12,166	184,493	7%
Purchased Services	-	-	3,500	0%
Supplies	2,368	11,793	28,281	42%
Equipment	1,942	3,884	23,304	17%
Dues/Memberships	-	-	-	N/A
<b>Total General Education</b>	<b>44,466</b>	<b>56,679</b>	<b>818,778</b>	<b>7%</b>
<b>Salaries Payable Accrual</b>	<b>-</b>	<b>22,333.33</b>	<b>-</b>	<b>N/A</b>
<b>Title Programs</b>				
Title I	2,249	2,249	67,352	3%
Title II	989	989	9,828	10%
Title III	1,641	1,641	32,325	5%
<b>Total Title Programs</b>	<b>4,879</b>	<b>4,879</b>	<b>109,506</b>	<b>4%</b>
<b>State Special Education</b>				
Salaries	6,450	6,450	294,630	2%
Benefits	3,401	3,401	127,439	3%
Purchased Services	-	-	141,000	0%
Supplies	-	-	-	N/A
Equipment	-	-	-	N/A
<b>Total State Special Education</b>	<b>9,851</b>	<b>9,851</b>	<b>563,069</b>	<b>2%</b>
<b>Federal Special Education</b>				
Purchased Services	5,000	5,000	29,787	17%
Supplies	-	-	6,000	0%
<b>Total Federal Special Education</b>	<b>5,000</b>	<b>5,000</b>	<b>35,787</b>	<b>14%</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	441	441	53,280	1%
Benefits	67	67	9,234	1%
Purchased Services	-	-	288,300	0%
Supplies	-	-	200	0%
<b>Total Student Support</b>	<b>508</b>	<b>508</b>	<b>351,014</b>	<b>0%</b>
<b>Facility</b>				
Purchased Services	6,157	12,314	75,095	16%
Facility Lease	21,138	42,276	262,800	16%
Supplies/Equipment	-	-	7,500	0%
<b>Total Facility</b>	<b>27,295</b>	<b>54,590</b>	<b>345,395</b>	<b>16%</b>
<b>TOTAL EXPENDITURE</b>	<b>119,058</b>	<b>224,436</b>	<b>2,696,536</b>	<b>8%</b>
<b>NET INCOME/LOSS - GENERAL FUND 01</b>	<b>99,322</b>	<b>235,817</b>	<b>123,904</b>	

**Tesfa International School  
Summary Income Statement  
Fiscal Year 2020  
For Period Ending August 31, 2019**

	Month Activity	Year-to-Date Activity	FY20 Original Budget 180 ADM	% of Budget
<b>FOOD SERVICE FUND 02</b>				
<b>REVENUE</b>				
Local Revenue	-	-	-	N/A
State Aid	-	-	2,800	0%
Federal Aid	-	-	-	N/A
<b>TOTAL REVENUE</b>	-	-	<b>2,800</b>	<b>0%</b>
<b>EXPENDITURE</b>				
Salaries	-	-	-	N/A
Benefits	-	-	-	N/A
Purchased Services	-	-	-	N/A
Supplies	-	-	-	N/A
Equipment	-	-	-	N/A
<b>TOTAL EXPENDITURE</b>	-	-	-	<b>N/A</b>
<b>NET INCOME/LOSS - FOOD SERVICE FUND 02</b>	-	-	<b>2,800</b>	
<b>NET INCOME/LOSS - ALL FUNDS</b>	<b>99,322</b>	<b>235,817</b>	<b>126,704</b>	



Tesfa International School  
 Payment Register - August 2019  
 Fiscal Year 2019-2020

CHECK DATE	VENDOR	INVOICE DESCRIPTION	CHECK NUMBER	AMOUNT
<b>Regular Checks</b>				
08/06/19	FIRST LUTHERAN CHURCH	August Rent, Utilities, Custodial	11596	30,820.42
08/13/19	Capital Group Retirement Plan Services	403b Plan Fee	11597	375.00
08/13/19	CPI	Staff Development	11598	989.00
08/13/19	HEALTH PARTNERS	August Health, Dental	11599	19,629.53
08/13/19	Minnesota Dept. of Health	Statewide Hospitality Fee	11600	40.00
08/13/19	WELLS FARGO VENDOR FIN SERV	Apple iPad Lease	11601	1,941.84
08/20/19	Clifton Larson Allen	Progress Audit Billing FY19	11602	1,500.00
08/20/19	CONSOLIDATED COMMUNICATIONS	Phone Service - July	11603	456.43
08/20/19	JONAS BEUGEN	Televisions, Apple TV	11604	2,367.89
08/20/19	LOFFLER COMPANIES INC	Lease, Usage, Late Fees	11605	2,803.66
08/20/19	Pitney Bowes, Inc	Postage Machine Lease	11606	58.71
08/20/19	TECHNOLOGY BY DESIGN LLC	Tech Services & Sophos	11607	2,725.00
<b>Wires</b>				
08/02/19	MINNESOTA UI	Unemployment	WX	4,243.00
08/02/19	Alerus	HSA	WX	255.00
08/05/19	SFM	Workers Comp Ins	WX	846.00
08/12/19	Sunrise Bank	Service Charge	WX	30.00
08/15/19	IRS	FICA & Federal Taxes	WX	9,665.66
08/15/19	PERA	Payroll Deductions	WX	2,256.13
08/15/19	THE HANOVER INSURANCE GROUP	Commercial Package Ins	WX	763.49
08/15/19	TEACHERS RETIREMENT ASSOCIATION	Payroll Deductions TRA	WX	4,744.37
08/15/19	Alerus	HSA	WX	455.00
08/15/19	MN Dept of Rev	MN State Taxes	WX	1,492.51
08/27/19	Alerus	HSA Fee	WX	24.00
08/30/19	IRS	FICA & Federal Taxes	WX	10,126.51
08/30/19	PERA	Payroll Deductions	WX	1,002.11
08/30/19	Propel Nonprofits	Interest on LOC	WX	552.05
08/30/19	Propel Nonprofits	LOC Payment	WX	50,000.00
08/30/19	TEACHERS RETIREMENT ASSOCIATION	Payroll Deductions TRA	WX	6,003.43
08/30/19	MN Dept of Rev	MN State Taxes	WX	1,711.51
08/30/19	American Funds	Payroll Deductions - 403B	WX	402.50
08/15/19	American Funds	Payroll Deductions	WX	652.50
08/15/19	Sunrise Bank	08/15/19 Payroll	WX	5,103.05
08/15/19	Sunrise Bank	08/31/19 Payroll	WX	28,049.78
08/30/19	Sunrise Bank	08/30/19 Payroll	WX	32,667.60

**Total August 2019 Disbursements** 224,753.68

Tesfa International School  
Payment Register - August 2019  
Fiscal Year 2019-2020

CHECK DATE	VENDOR	INVOICE DESCRIPTION	CHECK NUMBER	AMOUNT
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V = Void Check  
\*= Break in sequence

12312 11/11/2019 10:00 AM  
 FY20 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>FY20 Beginning Cash Balance</b>															
Jul 1-15	99,410	-	3,900	1,558	-	104,869	62,377	25,979	1,621	89,977	(68,133)	100,000	31,867		
Jul 16-31	100,932	-	-	-	-	100,932	51,613	-	65,314	116,927	(53,242)		46,758		
Aug 1-15	100,275	-	-	20,452	-	120,726	76,547	30,620	4,985	112,352	(69,237)		30,763		
Aug 16-31	118,106	-	71,604	-	-	189,709	51,914	-	10,488	62,401	(60,863)	(60,000)	39,137		
Sep 1-15	100,045	-	-	-	315	100,361	48,633	26,581	54,032	129,247	66,445		116,445		
Sep 16-30	100,286	-	93,879	-	315	194,480	48,633	-	54,032	102,665	129,374		87,559		
Oct 1-15	100,286	50,000	-	-	315	150,601	48,633	26,581	54,032	129,247	150,728		179,374		
Oct 16-31	100,045	-	132,736	-	315	233,097	48,633	-	54,032	102,665	281,160		200,728		
Nov 1-15	100,286	-	-	-	315	100,601	48,633	26,581	54,032	129,247	252,515		331,160		
Nov 16-30	100,286	-	-	-	315	100,601	48,633	-	54,032	102,665	250,451		302,515		
Dec 1-15	100,045	-	-	-	315	100,361	48,633	26,581	54,032	129,247	221,565		300,451		
Dec 16-31	100,286	-	-	-	315	100,601	48,633	-	54,032	102,665	219,501		269,501		
Jan 1-15	100,286	15,602	-	-	315	116,203	48,633	26,581	54,032	129,247	206,458		256,458		
Jan 16-31	100,045	-	5,167	-	315	105,527	48,633	-	54,032	102,665	209,320		259,320		
Feb 1-15	100,286	-	-	-	315	100,601	48,633	26,581	54,032	129,247	180,674		230,674		
Feb 16-28	100,286	-	-	-	315	100,601	48,633	-	54,032	102,665	178,610		228,610		
Mar 1-15	100,045	-	-	-	315	100,361	48,633	26,581	54,032	129,247	149,725		199,725		
Mar 16-31	100,286	-	-	-	315	100,601	48,633	-	54,032	102,665	147,661		197,661		
Apr 1-15	100,286	-	-	-	315	100,601	48,633	26,581	54,032	129,247	119,015		169,015		
Apr 16-30	100,045	-	-	-	315	100,361	48,633	-	54,032	102,665	116,711		166,711		
May 1-15	100,286	-	-	-	315	100,601	48,633	26,581	54,032	129,247	88,065		138,065		
May 16-30	100,286	-	14,130	-	315	114,731	48,633	-	54,032	102,665	100,132		150,132		
Jun 1-15	-	-	-	-	315	315	-	26,581	54,032	80,614	19,833		69,833		
Jun 16-30	200,331	34,691	-	-	315	235,338	97,266	-	54,032	151,298	103,873		153,873		
<b>Total Estimated</b>	<b>2,422,756</b>	<b>100,293</b>	<b>321,415</b>	<b>22,010</b>	<b>6,308</b>	<b>2,872,782</b>	<b>1,215,110</b>	<b>322,612</b>	<b>1,163,053</b>	<b>2,700,776</b>		<b>50,000</b>	<b>153,873</b>		
FY20 Budget	2,674,733	145,293	-	-	3,214	2,823,240	1,215,110	318,373	1,163,053	2,696,536			126,704		
FY19 Actuals	-	-	321,415	6,824	3,094	331,333	133,992	-	25,000	158,992			30,763		
FY20 Actuals	(267,473)	(45,000)	-	-	-	(312,473)	(133,992)	-	(25,000)	(158,992)					
<b>Budget Variance</b>	<b>15,496</b>	<b>0</b>	<b>0</b>	<b>15,186</b>	<b>(0)</b>	<b>30,682</b>	<b>0</b>	<b>4,239</b>	<b>0</b>	<b>4,240</b>					

