

## **Central Virginia Governor's School Governing Board Meeting Minutes Wednesday, September 7, 2016, 1:00 pm**

This meeting of the Governing Board of the Central Virginia Governor's School for Science and Technology (CVGS) was held in the Conference Room of the Governor's School.

Governing Board members in attendance included Jennifer Cumby (Amherst County Public Schools), Greg Smith (Appomattox County Public Schools), John Hicks (Bedford County Public Schools), Roger Akers (Campbell County Public Schools), and Jenny Poore (Lynchburg City Schools).

Others in attendance were Brendon Albôn (Amherst County Public Schools), Annette Bennett (Appomattox County Public Schools), Sarah Danaher (Bedford County Schools), Bobby Johnson (Campbell County Schools), James Rinella (Campbell County Schools), Heather Bolling (Lynchburg City Schools), Steve Smith (CVGS), and Kim McMillan (CVGS).

### **1. Call to order**

Mr. Akers called the meeting to order at 1:00 pm.

### **2. Approval of meeting agenda**

Mr. Smith made a motion to approve the agenda; Ms. Poore seconded the motion, and it was approved by the Board.

### **3. Recommendation for approval of the minutes of the August 3, 2016, meeting**

Mr. Smith made a motion to approve the minutes; Dr. Hicks seconded the motion, and it was approved by the Board.

### **4. Review of monthly financial report**

Dr. Smith made note of several items from the End of the Year Report. (Attachment A.i)

- a. The report shows that \$26,000 was not realized from the Other State Funds line item. This money is a state reimbursement for allowable technology expenditures. The reimbursement was not requested by the finance department of the Lynchburg City Schools until after the close of the fiscal year. These funds are available as a carryover reimbursement so they will be in the FY17 report.
- b. The Tuition From Other Co/Cy line item shows an unanticipated revenue of \$9,400. This is additional revenue received from the Lynchburg City Schools (LCS) for two students whose families pay tuition to attend E.C. Glass High School and have also been accepted to the Governor's School. These two students were accepted to CVGS in addition to the regularly allocated 42 slots for the Lynchburg City Schools. This practice was approved by the CVGS Governing Board several years ago. There is currently one junior student at CVGS for whom this practice will continue for FY17 and FY18. As a final note, The LCS School Board discontinued this practice, but this student was grandfathered in.
- c. As anticipated, the Materials and Supplies line item was overspent, due to purchases related to the move into the new building.

- d. As part of the 30 year lease agreement with the Lynchburg City Schools, the CVGS Governing Board has agreed to a lease payment of \$43,000 per year. This expenditure was allocated in the FY16 budget even though payment does not start until the spring of 2017.
- e. In the past year, the CVGS Governing Board has approved several purchases for which fund balance money was to be used. Those purchases appear in the Capital Outlay line. As a reminder of those planned expenditures, Dr. Smith distributed the fund balance approval sheet (attachment A.ii)

Due to the timing of the move and the delivery of items, several planned expenditures were not processed in FY16. This will cause FY17 to be overspent, at which time CVGS will again access its fund balance.

Dr. Smith distributed the monthly finance report (Attachment A.iii) and indicated that all revenue and expenditures were in alignment with projections at this time.

Dr. Smith made note of several items on the monthly finance report.

- a. The purchased services line item contains the Central Virginia Community College dual enrollment payment. At the end of the year, 75% of this money will be reimbursed to the Governor's School, and that reimbursement is listed as a separate revenue line in the budget.
- b. Many software licenses are valid for several years, and during FY17 several software licenses will need to be renewed. For example, the Adobe Suite and Windows operating system licenses expire this year. These items will be paid for with funds from the communications line.
- c. The first lease payment will be made in the spring of 2017.
- d. As Dr. Smith noted in the discussion of the End of Year Report for FY16, the payment for certain purchases was not processed by the end of FY16, and so those payments will be made in FY17. One example is the SMARTboards installed in all the classrooms (\$43,000). These expenditures will cause certain accounts to be overspent for FY17, but the over expenditures will be covered by the fund balance as planned.

## **5. Donor recognition wall dedication planning**

In 2015, the Board of the CVGS Foundation, a 501(c)(3) nonprofit, started a 5-year fund raising campaign with the goal of having \$1,000,000 in the endowment by 2020. Each year the foundation donates up to 5% of the endowment balance for program support. These monies are used to fund margin of excellence activities. A donor recognition wall has been designed and created to be displayed in the commons area to recognize families and businesses who have supported this campaign. The wall will be unveiled at a reception on Saturday, November 12 from 1 pm to 3 pm. Dr. Smith and other CVGS staff members will say a few words, there will be tours of the new building, current students will demonstrate some of our new technology, and cake and punch will be served. Board members should expect formal invitations to arrive in the mail.

## **6. School audit results**

In past audits there consistently has been a procedural issue or two noted. While these issues could be easily corrected, the goal has always been an audit with no findings. The FY16 audit was the first year that there were no findings in the school audit. The audit is part of the Lynchburg City Schools audit, and a copy of the CVGS portion is included in these minutes (Attachment A.iv).

## **7. New building update**

Parking is a challenge until the old building is completely removed and a parking lot constructed in its place. Most Governor's School students who drive are using an off-site parking lot, and those students are shuttled to and from CVGS on busses provided by the Lynchburg City Schools. CVGS has used this strategy in the past (during construction of the new building in the 2014-15), and while it is inconvenient for students, it is running smoothly again this year. As a point of reference, typically the Governor's School sells approximately 60 parking passes to students, and this year there is only space available in the adjacent lot for 10 student spots, so about 50 extra cars are parked in the shuttle lot each day.

## **8. Items of information**

### **A. Recent Events**

- i. The first day of classes was August 8, 2016.
- ii. Back to School Night was held on Monday, August 22, 2016.
- iii. The Industrial Advisory Board met on Wednesday, August 24, 2016.
- iv. Adam Vaughan (Appomattox County Public High School) and Sarah Price (Jefferson Forest High School) presented their research to the Lynchburg Optimist Club on August 18, 2016. These students received the Optimist Club award for outstanding visual display of their research last spring, and this fall each student received a medallion and a gift card from the Optimists.

### **B. Upcoming Events**

- i. The Governor's School will be open on Saturday, September 10, 2016, for those students who want extra help or additional lab time.
- ii. The Foundation Board will meet on Wednesday, September 21, 2016.
- iii. Bridge project testing will take place from 8:00 am to 10:00 am on Friday, September 16, 2016, at the Governor's School. Board members are invited to attend and should park in the off-site parking lot at Beulah Baptist Church. Dr. Smith will shuttle Board Members to CVGS in the CVGS van.

## **9. Items from the Board**

Mr. Smith expressed his appreciation for all the work that went into the successful move to the new facility and expressed interest in what the students had to say about the new building. Dr. Smith relayed that the students are very pleased with the commons area, the large hallways and windows, and the student bathrooms. In addition, the new network connection works very well, and the juniors are very happy with their laptops.

Ms. Poore noted that October 6, 2016, will be the building dedication for Heritage High School.

Approved 11/2/16

As there were no further items from the Board, and in anticipation of a tour of the new facility, Mr. Smith made a motion to adjourn at 1:32 pm. Dr. Hicks seconded the motion, and it was approved by the Board.

**Next Governing Board meeting is scheduled for  
Wednesday, November 2, 2016, at 1:00 pm.**

DATE - 9/01/16  
 TIME - 15:02:51  
 PROG - GNL.570  
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
 GOVERNOR SCHOOL REVENUE & EXPENDITURES

June 30, 2016

| ACCOUNT NUMBER / TITLE                              | BUDGET               | CURRENT MONTH<br>TRANSACTIONS | YEAR-TO-DATE<br>TRANSACTIONS | CURRENT<br>ENCUMB BAL | CURRENT<br>BUDGET BAL |
|---|----------------------|-------------------------------|------------------------------|-----------------------|-----------------------|
| <b>REVENUE ACCOUNTS</b>                             |                      |                               |                              |                       |                       |
| 8.0000.000.0380.400.715 240229 GOVERNOR'S SCHOOL    | 339,227.00-          | .00                           | 340,290.00-                  | .00                   | 1,063.00              |
| 8.0000.000.0386.400.715 240299 OTHER STATE FUNDS    | 26,000.00-           | .00                           | .00                          | .00                   | 26,000.00-            |
| 8.0000.000.0700.400.715 189912 MISC REV/OTH FUNDS   | .00                  | .00                           | 400.00-                      | .00                   | 400.00                |
| 8.0000.000.0719.400.715 190101 TUIT FM OTH CO/CY    | 554,600.00-          | .00                           | 564,000.00-                  | .00                   | 9,400.00              |
| 8.0000.000.0720.400.715 190102 OTH PMT OTH CO/CY    | 131,250.00-          | .00                           | 132,097.50-                  | .00                   | 847.50                |
| <b>REVENUE ACCOUNTS</b>                             | <b>1,051,077.00-</b> | <b>.00</b>                    | <b>1,036,787.50-</b>         | <b>.00</b>            | <b>14,289.50-</b>     |
| <b>EXPENSE ACCOUNTS</b>                             |                      |                               |                              |                       |                       |
| 8.1100.304.1120.400.715 SALARIES-INSTRUCTIONAL      | 387,167.00           | 27,956.76                     | 384,907.25                   | .00                   | 2,259.75              |
| 8.1100.304.1520.400.715 SALARIES-SUBSTITUTES        | 3,000.00             | .00                           | 4,439.50                     | .00                   | 1,439.50-             |
| 8.1100.304.1620.400.715 SALARIES - SUPPLEMENTAL     | 26,390.00            | 1,778.87                      | 26,389.91                    | .00                   | .09                   |
| 8.1100.304.2100.400.715 FICA                        | 31,867.00            | 2,144.53                      | 30,063.60                    | .00                   | 1,803.40              |
| 8.1100.304.2211.400.715 VRS PROFESSIONAL            | 60,936.00            | .00                           | 57,562.72                    | .00                   | 3,373.28              |
| 8.1100.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN | 27,989.00            | 2,438.76                      | 31,706.30                    | .00                   | 3,717.30-             |
| 8.1100.304.2330.400.715 DENTAL INSURANCE            | 2,184.00             | 140.00                        | 1,680.00                     | .00                   | 504.00                |
| 8.1100.304.2340.400.715 VISION INSURANCE            | 156.00               | 8.64                          | 103.68                       | .00                   | 52.32                 |
| 8.1100.304.2411.400.715 GROUP LIFE - PROFESSIONAL   | 5,251.00             | .00                           | 4,871.96                     | .00                   | 379.04                |
| 8.1100.304.2700.400.715 WORKER'S COMPENSATION       | 1,386.00             | .00                           | 1,164.07                     | .00                   | 221.93                |
| 8.1100.304.2750.400.715 RETIREE HEALTH CARE CRDT    | 4,684.00             | .00                           | 4,339.52                     | .00                   | 344.48                |
| 8.1100.304.2820.400.715 TUITION REIMBURSEMENT       | 6,000.00             | .00                           | 3,660.00                     | .00                   | 2,340.00              |
| 8.1100.304.3000.400.715 PURCHASED SERVICES          | 190,000.00           | 3,128.00-                     | 182,547.45                   | .00                   | 7,452.55              |
| 8.1100.304.5000.400.715 OTHER CHARGES               | .00                  | .00                           | 65.73                        | .00                   | 65.73-                |
| 8.1100.304.5200.400.715 COMMUNICATIONS              | 500.00               | .00                           | 6.35                         | .00                   | 493.65                |
| 8.1100.304.5800.400.715 MISCELLANEOUS               | .00                  | .00                           | 1,246.21                     | .00                   | 1,246.21-             |
| 8.1100.304.6000.400.715 MATERIALS & SUPPLIES        | 10,000.00            | .00                           | 26,737.39                    | .00                   | 16,737.39-            |
| 8.1100.304.6008.400.715 VEH & POWER EQUIP-FUEL      | 500.00               | .00                           | 63.92                        | .00                   | 436.08                |
| 8.1100.304.6009.400.715 VEH & POWER EQUIP-SUPPLY    | 500.00               | .00                           | 16.00                        | .00                   | 484.00                |
| 8.1100.304.6020.400.715 TEXTBOOKS AND WORKBOOKS     | 3,000.00             | .00                           | 153.32                       | .00                   | 2,846.68              |
| 8.1100.304.6030.400.715 INSTRUCTIONAL MATERIALS     | 7,500.00             | .00                           | 5,219.60                     | .00                   | 2,280.40              |
| 8.1100.304.8200.400.715 CAPITAL OUTLAY ADDITION     | 3,000.00             | .00                           | .00                          | .00                   | 3,000.00              |
| 8.1310.304.2834.400.715 TERMINAL PAY-VACATION       | 2,500.00             | .00                           | .00                          | .00                   | 2,500.00              |
| 8.1310.304.2835.400.715 TERMINAL PAY-SICK           | 2,500.00             | .00                           | .00                          | .00                   | 2,500.00              |
| 8.1320.304.5400.400.715 LEASES & RENTALS            | 3,000.00             | 40.80                         | 2,723.98                     | .00                   | 276.02                |
| 8.1410.304.1126.400.715 SALARIES-PRINCIPALS         | 49,426.00            | .00                           | 49,425.79                    | .00                   | .21                   |
| 8.1410.304.1150.400.715 SALARIES-CLERICAL           | 31,976.00            | .00                           | 31,967.28                    | .00                   | 8.72                  |
| 8.1410.304.1620.400.715 SALARIES - SUPPLEMENTAL     | 5,000.00             | 208.33                        | 5,000.00                     | .00                   | .00                   |
| 8.1410.304.2100.400.715 FICA                        | 6,227.00             | 15.94                         | 6,434.88                     | .00                   | 207.88-               |
| 8.1410.304.2211.400.715 VRS PROFESSIONAL            | 11,803.00            | .00                           | 11,709.72                    | .00                   | 93.28                 |
| 8.1410.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN | 6,459.00             | .00                           | 7,580.64                     | .00                   | 1,121.64-             |
| 8.1410.304.2330.400.715 DENTAL INSURANCE            | 504.00               | .00                           | 336.00                       | .00                   | 168.00                |
| 8.1410.304.2340.400.715 VISION INSURANCE            | 39.00                | .00                           | 26.88                        | .00                   | 12.12                 |
| 8.1410.304.2411.400.715 GROUP LIFE - PROFESSIONAL   | 969.00               | .00                           | 991.14                       | .00                   | 22.14-                |
| 8.1410.304.2700.400.715 WORKER'S COMPENSATION       | .00                  | .00                           | 241.90                       | .00                   | 241.90-               |
| 8.1410.304.2750.400.715 RETIREE HEALTH CARE CRDT    | 863.00               | .00                           | 882.96                       | .00                   | 19.96-                |
| 8.1410.304.3000.400.715 PURCHASED SERVICES          | 3,000.00             | .00                           | 1,159.33                     | .00                   | 1,840.67              |
| 8.1410.304.5000.400.715 OTHER CHARGES               | 1,000.00             | .00                           | .00                          | .00                   | 1,000.00              |
| 8.1410.304.5200.400.715 COMMUNICATIONS              | 500.00               | .00                           | 776.23                       | .00                   | 276.23-               |
| 8.1410.304.5300.400.715 INSURANCE                   | 500.00               | 11.56-                        | 188.44                       | .00                   | 311.56                |
| 8.1410.304.5400.400.715 LEASES & RENTALS            | 43,000.00            | .00                           | .00                          | .00                   | 43,000.00             |

DATE - 9/01/16  
 TIME - 15:02:51  
 PROG - GNL.570  
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
 GOVERNOR SCHOOL REVENUE & EXPENDITURES

June 30, 2016

| ACCOUNT NUMBER / TITLE                              | BUDGET       | CURRENT MONTH<br>TRANSACTIONS | YEAR-TO-DATE<br>TRANSACTIONS | CURRENT<br>ENCUMB BAL | CURRENT<br>BUDGET BAL |
|---|--------------|-------------------------------|------------------------------|-----------------------|-----------------------|
| 8.1410.304.5500.400.715 TRAVEL                      | 5,000.00     | .00                           | .00                          | .00                   | 5,000.00              |
| 8.1410.304.5800.400.715 MISCELLANEOUS               | 2,000.00     | 450.00-                       | 470.09                       | .00                   | 1,529.91              |
| 8.1410.304.6000.400.715 MATERIALS & SUPPLIES        | 5,000.00     | .00                           | 6,528.40                     | .00                   | 1,528.40-             |
| 8.2140.304.3000.400.715 PURCHASED SERVICES          | 2,000.00     | .00                           | .00                          | .00                   | 2,000.00              |
| 8.4200.304.1180.400.715 SALARIES-LABORER            | 24,938.00    | .00                           | 24,764.02                    | .00                   | 173.98                |
| 8.4200.304.1280.400.715 OT - LABORERS               | 1,000.00     | .00                           | 999.00                       | .00                   | 1.00                  |
| 8.4200.304.2100.400.715 FICA                        | 1,984.00     | .00                           | 1,705.53                     | .00                   | 278.47                |
| 8.4200.304.2212.400.715 VRS NON-PROFESSIONAL        | 2,209.00     | .00                           | 2,209.44                     | .00                   | .44-                  |
| 8.4200.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN | 4,306.00     | .00                           | 5,141.52                     | .00                   | 835.52-               |
| 8.4200.304.2330.400.715 DENTAL INSURANCE            | 168.00       | .00                           | 336.00                       | .00                   | 168.00-               |
| 8.4200.304.2412.400.715 GROUP LIFE - NON-PROF       | 297.00       | .00                           | 296.88                       | .00                   | .12                   |
| 8.4200.304.2700.400.715 WORKER'S COMPENSATION       | 529.00       | .00                           | 610.59                       | .00                   | 81.59-                |
| 8.4200.304.5200.400.715 COMMUNICATIONS              | 15,000.00    | .00                           | 2,502.20                     | .00                   | 12,497.80             |
| 8.4200.304.5300.400.715 INSURANCE                   | 6,000.00     | 1,095.64-                     | 4,382.36                     | .00                   | 1,617.64              |
| 8.4200.304.8000.400.715 CAPITAL OUTLAY              | .00          | 5,327.40                      | 5,327.40                     | .00                   | 5,327.40-             |
| 8.8100.304.8200.400.715 CAPITAL OUTLAY ADDITION     | 39,370.00    | 44,038.25                     | 152,250.91                   | .00                   | 112,880.91-           |
| EXPENSE ACCOUNTS                                    | 1,051,077.00 | 79,413.08                     | 1,093,913.99                 | .00                   | 42,836.99-            |
| REPORT TOTAL  | .00          | 79,413.08                     | 57,126.49                    | .00                   | 57,126.49-            |

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## Fund Balance Purchase Approval Requests

| Item             | Not to Exceed        | Actual Amount        | Approval Date |
|------------------|----------------------|----------------------|---------------|
| Bridge Equipment | \$ 1,500.00          | \$ 999.00            | November      |
| FF & E           | \$ 225,000.00        | \$ 87,553.93         | November      |
| Physics Bundle   | \$ 15,000.00         | \$ 13,304.00         | November      |
| 3 D Printer      | \$ 15,000.00         | \$ 10,000.00         | December      |
| Autoclave        | \$ 10,000.00         | \$ 4,095.00          | December      |
| Switches         | \$ 40,000.00         | \$ 25,530.00         | December      |
| Lab Tables       | \$ 15,000.00         | \$ 9,679.44          | February      |
| SEM relocation   | \$ 15,000.00         | Donation             | February      |
| Microscopes      | \$ 40,000.00         | \$ 34,367.04         | March         |
| Moving Expenses  | "appropriate amount" | \$ 5,500.00          | March         |
| <b>Total</b>     | <b>\$ 376,500.00</b> | <b>\$ 191,028.41</b> |               |

As of June 30, 2015, the fund balance total was \$353,836.35

DATE - 9/01/16  
 TIME - 15:02:33  
 PROG - GNL.570  
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
 GOVERNOR SCHOOL REVENUE & EXPENDITURES

August 31, 2016

| ACCOUNT NUMBER / TITLE                              | BUDGET               | CURRENT MONTH<br>TRANSACTIONS | YEAR-TO-DATE<br>TRANSACTIONS | CURRENT<br>ENCUMB BAL | CURRENT<br>BUDGET BAL |
|---|----------------------|-------------------------------|------------------------------|-----------------------|-----------------------|
| <b>REVENUE ACCOUNTS</b>                             |                      |                               |                              |                       |                       |
| 8.0000.000.0380.400.715 240229 GOVERNOR'S SCHOOL    | 360,000.00-          | .00                           | .00                          | .00                   | 360,000.00-           |
| 8.0000.000.0386.400.715 240299 OTHER STATE FUNDS    | 26,000.00-           | .00                           | .00                          | .00                   | 26,000.00-            |
| 8.0000.000.0719.400.715 190101 TUIT FM OTH CO/CY    | 568,700.00-          | 568,700.00-                   | 568,700.00-                  | .00                   | .00                   |
| 8.0000.000.0720.400.715 190102 OTH PMT OTH CO/CY    | 131,250.00-          | .00                           | .00                          | .00                   | 131,250.00-           |
| <b>REVENUE ACCOUNTS</b>                             | <b>1,085,950.00-</b> | <b>568,700.00-</b>            | <b>568,700.00-</b>           | <b>.00</b>            | <b>517,250.00-</b>    |
| <b>EXPENSE ACCOUNTS</b>                             |                      |                               |                              |                       |                       |
| 8.1100.304.1120.400.715 SALARIES-INSTRUCTIONAL      | 397,630.00           | 37,232.64                     | 37,232.64                    | 356,426.16            | 3,971.20              |
| 8.1100.304.1520.400.715 SALARIES-SUBSTITUTES        | 5,000.00             | 174.00                        | 174.00                       | .00                   | 4,826.00              |
| 8.1100.304.1620.400.715 SALARIES - SUPPLEMENTAL     | 26,390.00            | 2,347.80                      | 2,347.80                     | 20,781.48             | 3,260.72              |
| 8.1100.304.2100.400.715 FICA                        | 32,820.00            | 2,910.91                      | 2,910.91                     | 27,423.28             | 2,485.81              |
| 8.1100.304.2211.400.715 VRS PROFESSIONAL            | 62,161.00            | 6,200.78                      | 6,200.78                     | 59,679.70             | 3,719.48-             |
| 8.1100.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN | 32,500.00            | 2,845.90                      | 2,845.90                     | 28,861.94             | 792.16                |
| 8.1100.304.2330.400.715 DENTAL INSURANCE            | 2,184.00             | 140.00                        | 140.00                       | 1,540.00              | 504.00                |
| 8.1100.304.2340.400.715 VISION INSURANCE            | 176.00               | 8.64                          | 8.64                         | 95.04                 | 72.32                 |
| 8.1100.304.2411.400.715 GROUP LIFE - PROFESSIONAL   | 5,046.00             | 554.12                        | 554.12                       | 5,333.08              | 841.20-               |
| 8.1100.304.2700.400.715 WORKER'S COMPENSATION       | 1,427.00             | .00                           | .00                          | .00                   | 1,427.00              |
| 8.1100.304.2750.400.715 RETIREE HEALTH CARE CRDT    | 4,707.00             | 469.52                        | 469.52                       | 4,518.88              | 281.40-               |
| 8.1100.304.2820.400.715 TUITION REIMBURSEMENT       | 6,000.00             | .00                           | .00                          | .00                   | 6,000.00              |
| 8.1100.304.3000.400.715 PURCHASED SERVICES          | 195,000.00           | 3,128.00                      | 3,128.00                     | .00                   | 191,872.00            |
| 8.1100.304.5200.400.715 COMMUNICATIONS              | 500.00               | .00                           | .00                          | .00                   | 500.00                |
| 8.1100.304.5500.400.715 TRAVEL                      | 1,000.00             | .00                           | .00                          | .00                   | 1,000.00              |
| 8.1100.304.5800.400.715 MISCELLANEOUS               | 1,000.00             | .00                           | .00                          | .00                   | 1,000.00              |
| 8.1100.304.6000.400.715 MATERIALS & SUPPLIES        | 10,000.00            | 1,864.38                      | 1,864.38                     | 11,250.46             | 3,114.84-             |
| 8.1100.304.6008.400.715 VEH & POWER EQUIP-FUEL      | 500.00               | .00                           | .00                          | .00                   | 500.00                |
| 8.1100.304.6009.400.715 VEH & POWER EQUIP-SUPPLY    | 500.00               | .00                           | .00                          | .00                   | 500.00                |
| 8.1100.304.6020.400.715 TEXTBOOKS AND WORKBOOKS     | 3,000.00             | .00                           | .00                          | .00                   | 3,000.00              |
| 8.1100.304.6030.400.715 INSTRUCTIONAL MATERIALS     | 7,500.00             | .00                           | .00                          | .00                   | 7,500.00              |
| 8.1100.304.8200.400.715 CAPITAL OUTLAY ADDITION     | 3,000.00             | .00                           | .00                          | .00                   | 3,000.00              |
| 8.1310.304.2834.400.715 TERMINAL PAY-VACATION       | 2,500.00             | .00                           | .00                          | .00                   | 2,500.00              |
| 8.1310.304.2835.400.715 TERMINAL PAY-SICK           | 2,500.00             | .00                           | .00                          | .00                   | 2,500.00              |
| 8.1320.304.5400.400.715 LEASES & RENTALS            | 3,000.00             | 481.33                        | 481.33                       | 2,099.80              | 418.87                |
| 8.1410.304.1126.400.715 SALARIES-PRINCIPALS         | 53,133.00            | 8,855.44                      | 8,855.44                     | 44,277.20             | .36                   |
| 8.1410.304.1150.400.715 SALARIES-CLERICAL           | 32,615.00            | 5,327.88                      | 5,327.88                     | 26,639.40             | 647.72                |
| 8.1410.304.1620.400.715 SALARIES - SUPPLEMENTAL     | 5,000.00             | 625.02                        | 625.02                       | 4,375.14              | .16-                  |
| 8.1410.304.2100.400.715 FICA                        | 6,560.00             | 1,081.18                      | 1,081.18                     | 5,501.54              | 22.72-                |
| 8.1410.304.2211.400.715 VRS PROFESSIONAL            | 12,571.00            | 2,079.28                      | 2,079.28                     | 10,396.40             | 95.32                 |
| 8.1410.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN | 7,500.00             | 1,263.44                      | 1,263.44                     | 6,317.20              | 80.64-                |
| 8.1410.304.2330.400.715 DENTAL INSURANCE            | 504.00               | 56.00                         | 56.00                        | 280.00                | 168.00                |
| 8.1410.304.2340.400.715 VISION INSURANCE            | 38.00                | 4.48                          | 4.48                         | 22.40                 | 11.12                 |
| 8.1410.304.2411.400.715 GROUP LIFE - PROFESSIONAL   | 1,020.00             | 185.80                        | 185.80                       | 929.00                | 94.80-                |
| 8.1410.304.2750.400.715 RETIREE HEALTH CARE CRDT    | 952.00               | 157.40                        | 157.40                       | 787.00                | 7.60                  |
| 8.1410.304.3000.400.715 PURCHASED SERVICES          | 3,000.00             | .00                           | .00                          | .00                   | 3,000.00              |
| 8.1410.304.5000.400.715 OTHER CHARGES               | 1,000.00             | .00                           | .00                          | .00                   | 1,000.00              |
| 8.1410.304.5200.400.715 COMMUNICATIONS              | 500.00               | 141.00                        | 141.00                       | .00                   | 359.00                |
| 8.1410.304.5300.400.715 INSURANCE                   | 500.00               | 11.56                         | 11.56                        | 200.00                | 288.44                |
| 8.1410.304.5500.400.715 TRAVEL                      | 5,000.00             | .00                           | .00                          | .00                   | 5,000.00              |
| 8.1410.304.5800.400.715 MISCELLANEOUS               | 2,000.00             | 545.32                        | 545.32                       | .00                   | 1,454.68              |
| 8.1410.304.6000.400.715 MATERIALS & SUPPLIES        | 5,000.00             | 1,168.71                      | 1,168.71                     | .00                   | 3,831.29              |



DATE - 9/01/16  
 TIME - 15:02:33  
 PROG - GNL.570  
 REPT - GOV REV & EXP

LYNCHBURG CITY SCHOOLS  
 GOVERNOR SCHOOL REVENUE & EXPENDITURES

August 31, 2016

| ACCOUNT NUMBER / TITLE                              | BUDGET       | CURRENT MONTH<br>TRANSACTIONS | YEAR-TO-DATE<br>TRANSACTIONS | CURRENT<br>ENCUMB BAL | CURRENT<br>BUDGET BAL |
|---|--------------|-------------------------------|------------------------------|-----------------------|-----------------------|
| 8.2140.304.3000.400.715 PURCHASED SERVICES          | 2,000.00     | .00                           | .00                          | .00                   | 2,000.00              |
| 8.4200.304.1180.400.715 SALARIES-LABORER            | 25,437.00    | 4,135.34                      | 4,135.34                     | 20,781.60             | 520.06                |
| 8.4200.304.1280.400.715 OT - LABORERS               | 1,000.00     | 63.00                         | 63.00                        | .00                   | 937.00                |
| 8.4200.304.2100.400.715 FICA                        | 2,022.00     | 276.97                        | 276.97                       | 1,368.60              | 376.43                |
| 8.4200.304.2212.400.715 VRS NON-PROFESSIONAL        | 1,809.00     | 260.60                        | 260.60                       | 1,303.00              | 245.40                |
| 8.4200.304.2300.400.715 HMP (HOSPITAL/MEDICAL) PLAN | 5,000.00     | 856.92                        | 856.92                       | 4,284.60              | 141.52-               |
| 8.4200.304.2330.400.715 DENTAL INSURANCE            | 168.00       | 56.00                         | 56.00                        | 280.00                | 168.00-               |
| 8.4200.304.2412.400.715 GROUP LIFE - NON-PROF       | 336.00       | 54.44                         | 54.44                        | 272.20                | 9.36                  |
| 8.4200.304.2700.400.715 WORKER'S COMPENSATION       | 539.00       | .00                           | .00                          | .00                   | 539.00                |
| 8.4200.304.3000.400.715 PURCHASED SERVICES          | .00          | .00                           | .00                          | 1,634.00              | 1,634.00-             |
| 8.4200.304.5200.400.715 COMMUNICATIONS              | 10,000.00    | .00                           | .00                          | .00                   | 10,000.00             |
| 8.4200.304.5300.400.715 INSURANCE                   | 6,000.00     | 1,095.64                      | 1,095.64                     | .00                   | 4,904.36              |
| 8.4200.304.5400.400.715 LEASES & RENTALS            | 43,000.00    | .00                           | .00                          | .00                   | 43,000.00             |
| 8.4200.304.8000.400.715 CAPITAL OUTLAY              | .00          | 7,436.50                      | 7,436.50                     | 84,469.47             | 91,905.97-            |
| 8.8100.304.8200.400.715 CAPITAL OUTLAY ADDITION     | 45,705.00    | 782.75                        | 782.75                       | 34,367.04             | 10,555.21             |
| EXPENSE ACCOUNTS                                    | 1,085,950.00 | 94,878.69                     | 94,878.69                    | 766,495.61            | 224,575.70            |
| REPORT TOTAL  | .00          | 473,821.31-                   | 473,821.31-                  | 766,495.61            | 292,674.30-           |

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Central Virginia Governor's School  
Audit Findings & Recommendations  
30-Jun-16

Finding Number: N/A  
Workpaper Reference: N/A  
Manual of Accounting Reference: N/A

Description of Finding  
N/A

Instances:       N/A       out of       N/A       tested  
Disbursement/Check  
Number Amount

None


Total       \$ -      

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*This section to be completed by bookkeepers/secretary and Principal*

We  Agree  Disagree with the above comment.

Additional Comments or Responses:

  
\_\_\_\_\_  
Bookkeeper/Secretary

  
\_\_\_\_\_  
Principal



**Central Virginia Governor's School**  
 [Client's Letterhead]  
 for  
 August 4, 2016  
**Science and Technology**

Builder of Excellence  
 in Science Education  
**Brown, Edwards & Company, L.L.P.**  
 Certified Public Accountants  
 P.O. Box 12388  
 Roanoke, Virginia 24025-2388

This representation letter is provided in connection with your audit of the statement of cash receipts and disbursements of Central Virginia Governor's school activity funds as of June 30, 2016 and for the year then ended and the related notes to the financial statements for the purpose of expressing an opinion as to whether the financial statement presents fairly, in all material respects, the cash receipts and disbursements of the Central Virginia Governor's School Activity Funds, in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of August 4<sup>th</sup>, 2016, the following representations made to you during your audit.

**Financial Statements**

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 30, 2016, including our responsibility for preparation and fair presentation of the financial statements in accordance with the basis of cash receipts and disbursements and for preparation of the supplementary information in accordance with applicable criteria.
- 2) The financial statement referred to above is fairly presented in conformity with the basis of cash receipts and disbursements.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Related party relationships and transactions, including revenues, disbursements/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed.
- 6) Guarantees, whether written or oral, under which Central Virginia Governor's School is contingently liable, if any, have been properly recorded or disclosed.

**Information Provided**

- 7) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statement, such as records, documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

- 8) All material transactions have been recorded in the accounting records and are reflected in the financial statement.
- 9) We have disclosed to you the results of our assessment of the risk that the financial statement may be materially misstated as a result of fraud.
- 10) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
- 11) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others.
- 12) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 13) We have not consulted a lawyer concerning litigation, claims, assessments, or any other matters during the year ended June 30, 2016 and through the date of this letter.
- 14) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements, if any.
- 15) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

**Government—specific**

- 16) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 17) We have a process to track the status of audit findings and recommendations.
- 18) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 19) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 20) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 22) As part of your audit, you assisted with the preparation of the financial statement and related note. We acknowledge our responsibility as it relates to those non audit services, including that we assume all management responsibilities; oversee the services by designating an individual who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 23) We have satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 24) We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 25) The financial statements properly classify all funds and activities.

26) With respect to the detail school reports:

- a) We acknowledge our responsibility for presenting the detail school reports in accordance with the basis of cash receipts and disbursements which is a basis of accounting other than accounting principles generally accepted in the United States of America, and we believe the detail school reports, including its form and content is fairly presented the basis of cash receipts and disbursements which is a basis of accounting other than accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the detail school reports have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
- b) If the detail school reports are not presented with the audited financial statements we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

**School Activity Fund—specific**

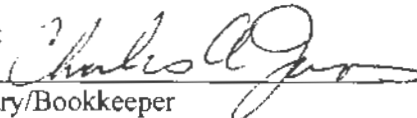
- 27) School activity funds are used solely in accordance with the purpose for which such funds are collected.
- 28) Projects for raising school activity funds contribute to the educational experience of pupils and do not conflict with the instruction program.
- 29) Funds derived from the student body as a whole are used to benefit the student body as a whole. Generally, school activity funds are spent in such a way as to benefit those pupils who are in school and who have contributed to the accumulation of such fund.
- 30) Student representation is encouraged in the management of funds raised by the student body and spent for its behalf, subject to faculty supervision.
- 31) School activity funds are managed in accordance with the best business practices, including sound budgetary and accounting procedures.
- 32) Student body business is conducted in such a manner as to offer maximum competition with commercial concerns.
- 33) The principal, through his or her representatives, participates in the preparation, modification, and interpretation of the policies, regulations, and procedures affecting student body affairs.
- 34) Disbursement and receipt ledgers are complete and include, as applicable, non-check disbursements (i.e. wire transfers or other electronic means of payment) and credit or debit card disbursements.

Signed:



Principal

Signed:



Secretary/Bookkeeper