



May 18, 2020

## MEMORANDUM

TO: Shari Lovett, Program Director  
Northern United Charter Schools

FROM: Corey Weber, Director of Financial Services *CW*

**SUBJECT: 2020-2021 FINAL BUDGET ADOPTION**

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### INSTRUCTIONS

Enclosed are the following materials as well as some final budget instructions:

1. Annual Financial and Budget Adoption Report for your charter fund.
2. Certification of Adopted Budget.

### Budget Adoption Reports

We have printed a Budget Adoption Report for your charter school fund. Your current working budget for 2019-2020 was used for the estimated actual data, while the budget year data for 2020-2021 came from your development budget.

### BUDGET REVIEW AND APPROVAL PROCESS

California Education Code 47604.33 (1) requires submission of a preliminary budget both to the County Superintendent of Schools and to the chartering agency. Because our office is your chartering agency, and has prepared your state-software generated budget document, your budget submission to our office is considered complete.

By August 15, 2020, you will receive our analysis and report based upon our review of your budget, together with any technical corrections or recommendations for action by your board. We will be happy to meet with you to review all options and identify any necessary next steps.

Please send us your Certification of Adopted Budget form with original signature within 5 days of the board adoption of your 2020-2021 Budget, or July 1, 2020, whichever is earlier.

If you have any questions, please feel free to call Angela West at 441-3946 or Corey Weber at 445-7066.

CW: hg

Enclosures

c Jen Fairbanks  
Charter School Governing Board (letter only)

Humboldt County Office of Education

# ***CERTIFICATION OF ADOPTED BUDGET***

## ***2020-2021***

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In order for our office to be certain that the 2020-2021 adopted budget in the financial system equals the Budget Adoption Report as adopted by the board, we request that you **complete the following and return it to Angela West, in the Business Office, with a copy of your Budget Adoption Report**, after board adoption.

\_\_\_\_\_ There were no changes to the Budget Adoption Report as originally prepared.

\_\_\_\_\_ Attached is the adopted budget for our district. Changes were made at the time of adoption. These changes are indicated in red on the attached Budget Adoption Report and have been entered into the financial system in the computer. A budget summary report is enclosed which equals the attached Budget Adoption Report.

SIGNED: \_\_\_\_\_  
District Superintendent or Business Manager

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School District

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Date

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