

FERNDALE SCHOOL DISTRICT

NEW FERNDALE HIGH SCHOOL GC/CM PROJECT

1. What other financial controls are in place or will be utilized? The ones presented are just per the board policy and do not represent how you will effectively manage and control the payments etc. associated with the project.

The Ferndale High School Project will be using a combination of existing District fiscal controls enhanced with proven methods of tracking and managing invoices. At the beginning of the project, a flow chart of the invoice process and a calendar showing the District's AP due dates will be created. Having a clear process with established due dates allows invoices to be reviewed, approved and paid in the timeliest manner.

There are three main elements to the financial controls system:

1. **Invoice Review** – All project invoices and pay applications are reviewed and approved for payment by the Project Manager. Invoices are back-checked against contracts and schedules to ensure that payments are within budget, scope and tracking appropriately.
2. **Budget Tracking** – A Master Budget and Financial Tracking Report are used to track budgets, encumbrances, actual and anticipated revenues and expenditures, contingency balances, and bond project fund balances.
3. **Financial Reporting** – Financial reports are shared real-time with the Executive Steering Committee*, and with the Citizen's Bond Oversight Committee and School Board on a monthly basis.

*The Executive Steering Committee (ESC) consists of the Superintendent, Assistant Superintendents, high school planning principal, and CSG Project Manager. The ESC will be in place for the life of the project and will meet regularly (weekly to start with, then at least 2 times monthly) to review and discuss project-related issues including budget. This will allow for rapid and effective decision-making when it comes to financial issues.

Fiscal Approval Levels:

- Assistant Superintendent, Mark Deebach – up to \$50,000
- Superintendent, Linda Quinn - \$50,000+
- \$100,000+ requires regular progress updates to the School Board

CSG is integrated within the Ferndale School District due to a long-time partnership with the Educational Service District in NW Washington; and these financial controls have been developed in conjunction with the District's Business Manager (Assistant Superintendent, Mark Deebach) to ensure accountability and transparency to the School Board, Bond Oversight Committee and to the Ferndale community.