



3000 - Finance 210 - Administrative Authority

1. Policy

The Executive Director may be authorized by the Board of Trustees (Board) to operate Providence Hall Charter School (PHCS) and execute all legal transactions for PHCS (with exceptions noted herein) and to make all purchases and disbursements necessary according to policy for the operation of PHCS. The Executive Director and the Business Administrator shall report to the Board independently. Specifically, the Executive Director shall have the sole responsibility and authority to authorize and/or approve such matters as:

- 1.1. Establishment of sound internal controls within the parameters of Board policy, mitigating risk of fraud or gross errors, and comply with state and federal laws and rules
- 1.2. Review established internal controls and fiscal policies annually, monitoring compliance and effectiveness
- 1.3. Ensure all staff and volunteers are provided annual training on financial policies and procedures that are relevant to their job or volunteer duties
- 1.4. Provide oversight of the day to day financial operations, monitoring staff compliance with state and federal laws and rules, Board policy and administrative procedures
- 1.5. Monitor the financial performance and outlook of PHCS, making sound decisions to further the mission and charter of PHCS and report financial data to the Board per the schedule established in this policy
- 1.6. The selection, compensation, and termination of all personnel, with the exception of the Business Administrator who formally reports to the Board; but also works under the direction of the Executive Director
- 1.7. Oversee procurement process, providing approvals as required in this policy and administrative written internal controls and monitoring staff compliance with state and federal procurement laws and rules, Board policy and administrative procedures
- 1.8. Monitor PHCS expenditure of restricted funds to ensure compliance with all applicable laws, rules, regulatory guidance, and grant terms and conditions
- 1.9. Assess the performance of all contract services providers and ensure sufficient implementation of internal controls over contracted service providers
- 1.10. Preparation of the annual budget (with the assistance of the Business Administrator) for approval by the Board
- 1.11. Make policies and procedures available to PHCS staff and to the public in PHCS' business office and on PHCS' website