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Montana Board of Public Education

**Quarterly Financial Report**

*Year 1 Public Charter Schools Only*

[Title 20, Chapter 6, Part 8](https://archive.legmt.gov/bills/mca/title_0200/chapter_0060/part_0080/sections_index.html), MCA, authorized the establishment of public charter schools in Montana and tasked the Montana Board of Public Education as the sole entity authorized to enter into public charter contracts with a governing board.

Section 6.3 of the Contract requires the year-end financial statements known as the Trustees Financial Summary to be prepared in accordance with generally accepted accounting principles (“GAAP”) and submitted by Charter Governing Board. In addition, during each year of operation, the Charter Governing Board shall prepare and submit to the Board of Public Education a quarterly unaudited report of expenses, including a narrative related to program activities, for the preceding quarter. The form and electronic format are prescribed and disseminated by the Board of Public Education.

**Purpose:** This quarterly financial report is a year-to-date report showing charter school expenditures from the start of the fiscal year to the most recently completed quarter. The report includes a description of significant program activities associated with these expenditures. General fund expenditures must be reported for the public charter school by program, function, and object. In addition, charter school expenditures for all funds must be reported as total expenditures for the fund. The quarterly financial statement is due to the Board of Public Education within 45 days of the end of a calendar quarter. This unaudited statement of expenses must be prepared using the School District [Chart of Accounts](https://opi.mt.gov/Leadership/Finance-Grants/School-Finance/School-Finance-Accounting#10517311754-guidance--manuals) developed by the Office of Public Instruction.

**Name of Public Charter School: OPI School Code:**

**Name of Charter Governing Board: OPI Legal Entity Code:**

**Period covered in the quarterly financial statement:**

1. **General Fund Expenditures and Narrative**
2. Expenditure Report

Attach a report showing general fund expenditures associated with the public charter school for the period beginning July 1 through the most recently completed quarter. Report general fund expenditures by program, function, and object. Please show subtotals by function at the same level of detail required by the Trustees Financial Summary.

1. Program Narrative

**Quarter 1: July 1 – September 30**

Provide a narrative highlighting the startup activities supported by these expenditures during the quarter.

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Provide a narrative highlighting the ongoing program activities supported by these expenditures during the quarter.

This is a fillable text box.

**Quarter 2: October 1 – December 31**

Provide a narrative highlighting the startup activities supported by these expenditures during the quarter.

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Provide a narrative highlighting the ongoing program activities supported by these expenditures during the quarter.

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**Quarter 3: January 1 – March 31**

Provide a narrative highlighting the startup activities supported by these expenditures during the quarter.

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Provide a narrative highlighting the ongoing program activities supported by these expenditures during the quarter.

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**Quarter 4: April 1 – June 30**

Provide a narrative highlighting the startup activities supported by these expenditures during the quarter.

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Provide a narrative highlighting the ongoing program activities supported by these expenditures during the quarter.

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1. **All Fund Expenditures**

Attach a report showing total district expenditures by fund associated with the public charter school for the period beginning July 1 through the most recently completed quarter. *Example Quarterly Financial Report Template linked here:* [*https://bpe.mt.gov/PUBLIC\_CHARTER\_RESOURCES*](https://bpe.mt.gov/PUBLIC_CHARTER_RESOURCES)

1. **Submission Timeline**

Quarter 1 (July 1 – September 30) Due November 14

Quarter 2 (October 1 – December 31) Due February 13

Quarter 3 (January 1 – March 31) Due May 15

Quarter 4 (April 1 – June 30) Due August 14

Signature\_\_\_\_\_\_\_

Chair of the Charter Governing Board Date

Signature

School Business Manager Date

*Please submit the Quarterly Financial Report to* [*bpe@mt.gov*](mailto:bpe@mt.gov)