



POLICY TITLE: Administrative Fee Policy	
REFERENCE:	DC School Reform Act of 1995 [§ 38-1802.11 (b)(2)]
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY UPDATED
	March 22, 2016

### **PURPOSE**

The principal source of DC Public Charter School Board's (DC PCSB) revenue is a 1.0% administrative oversight fee charged to each public charter school. The DC School Reform Act of 1995 allows DC PCSB to assess this fee based on each school's budget. The budget and fee calculations are defined below in the policy. The purpose of the fee is to cover the cost of the DC PCSB's ongoing administrative responsibilities related to the oversight of each public charter school.

### **POLICY**

Each public charter school shall pay 1.0% of its annual budget to DC PCSB no later than November 15th of each school year.

PCSB defines budget as a school's revenues. PCSB calculates this fee as follows: (Total revenues less philanthropic and investment revenues)\*1.0%.

DC PCSB issues two invoices of 0.5% to each public charter school to collect payment for this annual fee. The first invoice, issued by July 31st, immediately following the start of each fiscal year, is based on forecasted school revenues that are derived from projected enrollment. The second invoice, issued by October 31st during the current fiscal year, is based on revised revenue derived from pre-audited certified enrollment. Schools are required by law to pay both invoices by no later than November 15th of each fiscal year (DC School Reform Act of 1995 [§ 38-1802.11 (b) (2)].

DC PCSB reconciles the revenues of a school's prior fiscal year using the school's IRS Form 990 and uses the adjusted revenue amount to modify the prior school year's administrative oversight fee. Any adjustments to the prior year's fee are incorporated into the October invoice of the current school year.

Board Approval Acknowledged By:

A large black rectangular redaction box covering the signature of the Board Chair.

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Darren Woodruff  
DC PCSB Board Chair