



# Finance & Accounting Report

*Summary, Notes & Action Items*

Prepared by: Janet Stice  
**HR & Business Manager**

Month Ending: December 31, 2020

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## Summary

There were many year end tasks to complete.

## Notes

### Reporting

- We completed more reimbursement requests.
- We completed the Excess Costs Calculation for our IDEA application.
- We completed the desk top monitoring application for Title I.
- We ran a check on the employee's social security numbers for compliance.
- We requested a Sales Tax Refund.
- We updated our budget after the reduction in funding.

### Balance Sheet

- Days of Cash on Hand      **56.04**                      45 Days required for Bond Compliance
- 

### Income Statement

- The income statement shows YTD at a loss due to Sept Bond payments. -
- Most Federal Grants have yet to be approved. -
- The year to date expenses and income are on track. -
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- **Federal Revenues** -
- We received \$0.00 in Federal Grant Reimbursements. -

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**Pacific Heritage Academy dba Pacific Heritage School**  
**Balance Sheet - Board Report**  
**07/01/2020 to 12/31/2020**

	<b>Current Month YTD DRAFT</b>	<b>Prior Month YTD FINAL</b>
<b>Assets</b>		
<b>Cash</b>		
<b>Operating cash</b>		
Checking - Zions	366,907	128,213
Cash on Hand		
<b>Total Operating cash</b>	<b><u>366,907</u></b>	<b><u>128,213</u></b>
<b>Restricted cash</b>		
Revenue		214,174
Principal	43,372	32,530
Interest	133,463	100,037
Bond reserve	537,735	537,735
Tax and issuance	4,934	5,536
Repair and replacement	121,108	121,056
Expense	37,596	36,316
<b>Total Restricted cash</b>	<b><u>878,208</u></b>	<b><u>1,047,384</u></b>
<b>Total Cash</b>	<b><u>1,245,115</u></b>	<b><u>1,175,597</u></b>
<b>Accounts receivable</b>		
State	7,475	7,475
Federal	11,131	11,131
Sales tax receivable	4,530	3,467
<b>Total Accounts receivable</b>	<b><u>23,136</u></b>	<b><u>22,073</u></b>
<b>Prepaid and other assets</b>		
Deferred charges	(10)	(10)
<b>Total Prepaid and other assets</b>	<b><u>(10)</u></b>	<b><u>(10)</u></b>
<b>Total Assets</b>	<b><u>1,268,261</u></b>	<b><u>1,197,680</u></b>

**Pacific Heritage Academy dba Pacific Heritage School**  
**Balance Sheet - Board Report**  
**07/01/2020 to 12/31/2020**

	<b>Current Month YTD DRAFT</b>	<b>Prior Month YTD FINAL</b>
<b>Liabilities and fund balance</b>		
<b>Accounts payable</b>		
Accounts payable	47,442	57,648
Payroll and benefits payable	74,009	84,287
P-Card liabilities	16,984	2,603
<b>Total Accounts payable</b>	<b><u>138,435</u></b>	<b><u>144,538</u></b>
<b>Other current liabilities</b>		
Accrued salaries and wages	41,868	45,659
Accrued other benefits liability	991	991
<b>Total Other current liabilities</b>	<b><u>42,859</u></b>	<b><u>46,650</u></b>
<b>Fund balance</b>		
Beginning fund balance	969,252	969,252
Net income	117,714	37,240
<b>Total Fund balance</b>	<b><u>1,086,966</u></b>	<b><u>1,006,492</u></b>
<b>Total Liabilities and fund balance</b>	<b><u>1,268,260</u></b>	<b><u>1,197,680</u></b>
<b>Restricted net assets</b>		
Read Achievement K-3	542	542
SpEd Self Contained	1,844	1,844
SpEd Extended Year	2,801	2,801
SpEd State Programs	3,371	3,371
SpEd Stipends Ext Year	28	28
Para-Educator Funding	159	159
Educator Salary Adj	38,915	38,915
Food Services	54,696	54,696
<b>Total Restricted net assets</b>	<b><u>102,356</u></b>	<b><u>102,356</u></b>

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**Income Statement - Board Report**  
**07/01/2020 to 12/31/2020**  
**50.00% of the fiscal year has expired**

	<u>Actual YTD</u>	<u>Original Budget</u>	<u>Revised Budget</u>
<b>Net Income (Loss)</b>			
<b>Revenue</b>			
<b>002 Local Revenue</b>			
005 Interest Income	2,719	21,000	21,000
006 Lunch Fee Student	739	24,000	2,000
007 Lunch Fee Non Students		2,500	
010 Student Fees- School Programs	(50)		(50)
013 Local Donations	10,493	37,437	29,134
016 Income- Sales & Rentals		600	
017 Sales & Local Income	1,750	26,576	17,076
<b>Total 002 Local Revenue</b>	<u><b>15,651</b></u>	<u><b>112,113</b></u>	<u><b>69,160</b></u>

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	<b>Actual YTD</b>	<b>Original Budget</b>	<b>Revised Budget</b>
<b>021 State Revenue</b>			
022 Regular School Programs K-12	604,600	1,167,948	1,212,097
023 Professional Staff	42,824	87,596	82,112
024 Flexible Allocation		3,899	5,833
025 Educator Salary Adjustment	54,568	117,331	117,331
026 Class Size Reduction K-8	60,765	121,749	120,516
027 Charter School Administration	5,833	40,000	40,000
028 Charter- Local Replacement	444,507	999,180	778,848
029 Special Ed Add-on	95,612	187,821	191,225
031 Special Ed Extended/State	3,971	8,505	8,620
033 Gifted and Talented Learning	10,714	16,667	10,714
034 Enhancement for At-Risk	26,748	52,550	53,496
036 Reading Improvement Program K-3	10,842	26,755	26,827
040 School LAND Trust Program	49,162	49,006	49,162
042 Lunch- State Liquor Tax	14,095	45,000	45,000
045 Library Books & Electronic Resources	260	581	523
046 Teachers Materials & Supplies	3,102	3,878	3,878
047 Other State Revenue	37,359	92,530	90,927
048 Charter School Start-up	1,066		1,066
<b>Total 021 State Revenue</b>	<b>1,466,028</b>	<b>3,020,996</b>	<b>2,838,175</b>

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	<b>Actual YTD</b>	<b>Original Budget</b>	<b>Revised Budget</b>
<b>071 Federal Revenue</b>			
072 IDEA B Disabled	2,073	74,755	68,642
074 National School Lunch Program	61,748	190,154	120,000
079 Title I Disadvantaged	49,370	205,770	209,845
080 Title II Teacher Improvement		14,324	13,713
081 Title III ELA		12,647	13,307
082 USDA REAP	67,331		142,679
083 Other USBE CARES Programs			17,070
<b>Total 071 Federal Revenue</b>	<b>180,522</b>	<b>497,650</b>	<b>585,256</b>
<b>091 Other Revenue</b>			
096 Insurance Recoveries	1,931		1,931
<b>Total 091 Other Revenue</b>	<b>1,931</b>		<b>1,931</b>
<b>Total Revenue</b>	<b>1,664,132</b>	<b>3,630,759</b>	<b>3,494,522</b>

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	<u>Actual YTD</u>	<u>Original Budget</u>	<u>Revised Budget</u>
<b>Expense</b>			
<b>102 Salaries 100</b>			
103 Wages- Principals & Directors	87,338	183,583	175,100
104 Wages- Instructional Support	18,080	80,000	18,080
105 Wages- Teachers	443,916	978,798	917,024
106 Wages- Teachers-Special Ed	31,666	111,433	66,433
107 Wages- Substitute Teacher	2,682	25,000	5,000
108 Wages- Student Support Services	19,250	68,040	42,000
109 Wages- Admin Support Staff	72,202	161,440	161,440
110 Wages- Aides & Paraprofessionals	68,635	59,000	128,696
111 Wages- SpEd Aide & Paraprofess	52,798	121,474	121,474
113 Wages- Admin MAINT & OPS	46,949	74,460	74,460
115 Wages- Food Services	29,862	95,000	60,540
<b>Total 102 Salaries 100</b>	<b><u>873,378</u></b>	<b><u>1,958,228</u></b>	<b><u>1,770,247</u></b>
<b>121 Benefits 200</b>			
122 Retirement Programs	15,540	34,615	15,900
123 Social Security & Medicare Tax	60,532	120,950	123,550
124 Health Benefits	92,475	253,400	225,000
125 Unemployment W/C Insurance	13,281	19,350	19,350
<b>Total 121 Benefits 200</b>	<b><u>181,828</u></b>	<b><u>428,315</u></b>	<b><u>383,800</u></b>

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	<b>Actual YTD</b>	<b>Original Budget</b>	<b>Revised Budget</b>
<b>131 Purchased Prof &amp; Tech Services 300</b>			
132 Management & Business Services	12,900	22,500	22,500
133 Instructional Services	1,600	23,153	19,643
134 Employee Training & Development		16,580	20,580
135 Education Support Services	24,570	40,000	40,000
136 Administrative Support Services	3,695		24,000
137 Computer and Tech Services	21,934	28,040	31,127
138 Legal and Accounting	5,000	10,000	10,000
139 Other Purchased Services	3,281	8,700	8,700
<b>Total 131 Purchased Prof &amp; Tech Services 300</b>	<b>72,980</b>	<b>148,973</b>	<b>176,550</b>
<b>151 Purchased Property Services 400</b>			
152 Utilities Expenses	14,201	15,900	18,900
153 Repair & Maint- Comp & Tech	10,000		10,000
154 Repair & Maint- Facilities & Custodial	9,343	51,200	51,200
156 Out Services- Custodial			60
157 Lease- Rent Expense	9,911	19,700	19,700
<b>Total 151 Purchased Property Services 400</b>	<b>43,455</b>	<b>86,800</b>	<b>99,860</b>
<b>171 Other Purchased Services 500</b>			
172 Transportation Services		3,000	
173 Insurance Expense	9,027	17,000	17,000
174 Telephone & Internet	2,422	5,000	5,000
175 Other Communication Expense	576		
176 Postage & Mailing Expense	729	3,000	3,000
178 Copy and Print Services	177	1,000	1,000
179 Advertising- Administration	3,500	1,000	3,500
181 Travel- Field Trips Expense		500	50
<b>Total 171 Other Purchased Services 500</b>	<b>16,431</b>	<b>30,500</b>	<b>29,550</b>



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	<b>Actual YTD</b>	<b>Original Budget</b>	<b>Revised Budget</b>
<b>191 Supplies 600</b>			
192 Classroom Supplies	87,913	75,161	109,687
193 Employee Motivation Supplies	1,357	5,000	2,357
194 Employee Training Supplies	11,417		11,500
195 Special Ed Supplies	5,937	2,500	6,000
196 Administration Supplies	4,126	30,192	15,432
198 Vending Machines		3,000	
199 Food and Supplies	26,375	130,000	68,000
200 Maintenance Supplies	9,554	23,000	11,000
202 Energy-Electricity & Natural Gas	13,864	31,500	31,500
204 Library Books & Supplies		1,200	1,200
205 Computer & Tech Supplies	23,074	45,736	45,871
207 PTC Committee Supplies		2,000	500
208 Student Motivation	3,634	6,000	4,500
209 Student Programs Supplies		150	150
210 Fund Raising Supplies		330	330
<b>Total 191 Supplies 600</b>	<b>187,251</b>	<b>355,769</b>	<b>308,027</b>
<b>241 Other Objects 800</b>			
242 Dues and Fees	36,757	24,685	38,500
243 Interest Paid- Loans	203,874	401,762	401,762
244 Principal Paid- Loans	120,000	120,000	120,000
245 Other Debt Service Fees		750	750
<b>Total 241 Other Objects 800</b>	<b>360,631</b>	<b>547,197</b>	<b>561,012</b>
<b>Total Expense</b>	<b>1,735,954</b>	<b>3,555,782</b>	<b>3,329,046</b>
<b>Total Net Income (Loss)</b>	<b>(71,822)</b>	<b>74,977</b>	<b>165,476</b>

**Pacific Heritage Academy dba Pacific Heritage School**  
**Check Register**  
**Checking Zions - 12/01/2020 to 12/31/2020**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Ace Disposal	4792	0002215729	12/17/2020	12/18/2020	334.18	Recycling	1412.26.5619 - Utility-disposal servi
					<b>\$334.18</b>		
Aegis Business Resources	4793	pha2020-12	12/01/2020	12/18/2020	1,500.00	monthly support	1311.25.5625 - Business services: C
					<b>\$1,500.00</b>		
AmTrust North America (ACH)	0	12.02.2020	12/02/2020	12/02/2020	885.00	Work Comp monthly charge	1290.01.0000 - Other Ben Unassign
					<b>\$885.00</b>		
Century Link	4794	11/19/2020	11/19/2020	12/18/2020	97.32	11/19-12/18/2020	1530.25.5625 - Comm-tel & internet:
					<b>\$97.32</b>		
Colonial Life	4795	4468617-111067	12/08/2020	12/18/2020	362.10	11/100& 11/25/2020	1240.01.0000 - HDL insurance prem
					<b>\$362.10</b>		
Digital Retirement Solutions	999999	PR113020-436	12/10/2020	12/11/2020	333.77	401K Loan	19545.7. - Accrued Retirement Paid-
Digital Retirement Solutions	999999	PR113020-436	12/10/2020	12/11/2020	1,702.42	401(k)	19545.7. - Accrued Retirement Paid-
Digital Retirement Solutions	999999	PR113020-436	12/10/2020	12/11/2020	1,730.66	Roth IRA	19545.7. - Accrued Retirement Paid-
Digital Retirement Solutions	999999	PR121520-436	12/21/2020	12/22/2020	333.77	401K Loan	19545.7. - Accrued Retirement Paid-
Digital Retirement Solutions	999999	PR121520-436	12/21/2020	12/22/2020	1,623.78	Roth IRA	19545.7. - Accrued Retirement Paid-
Digital Retirement Solutions	999999	PR121520-436	12/21/2020	12/22/2020	1,718.66	401(k)	19545.7. - Accrued Retirement Paid-
					<b>\$7,443.06</b>		
Digital Retirement Solutions	EFT9999	12.10.2020 ERR	12/10/2020	12/10/2020	-729.99	to reduce Pelorus transfer to actual	1230.01.0000 - Retirement prem un
					<b>\$6,713.07</b>		
Division of Finance - Utah Dept of	4817	12.10.2020 DC	12/10/2020	12/10/2020	4,191.93	Dec P-card Damaris	19512.. - P-Card Clearing
Division of Finance - Utah Dept of	4817	12.10.2020 SA	12/10/2020	12/10/2020	199.34	Dec P-card Sheena	19512.. - P-Card Clearing
					<b>\$4,391.27</b>		
					<b>\$4,391.27</b>		
Dominion Energy (ACH)	EFT9999	12.8.2020	12/08/2020	12/08/2020	643.52	11/6-12/8/2020	1621.26.5619 - Energy-gas & heatin
					<b>\$643.52</b>		
Edwin B Parry	4784	PR113020-702	12/10/2020	12/14/2020	159.97	Garnishment - Parry	19541.4. - Accrued Garnishments -
Edwin B Parry	4790	PR121520-702	12/21/2020	12/22/2020	202.11	Garnishment - Parry	19541.4. - Accrued Garnishments -
					<b>\$362.08</b>		
EFTPS	999999	PR113020-2	12/10/2020	12/14/2020	1,868.46	Medicare Tax	19540.2. - Accrued SS, MC & Fed
EFTPS	999999	PR113020-2	12/10/2020	12/14/2020	3,490.36	Federal Income Tax	19540.2. - Accrued SS, MC & Fed
EFTPS	999999	PR113020-2	12/10/2020	12/14/2020	7,989.02	Social Security Tax	19540.2. - Accrued SS, MC & Fed
EFTPS	999999	PR121520-2	12/21/2020	12/22/2020	1,986.78	Medicare Tax	19540.2. - Accrued SS, MC & Fed
EFTPS	999999	PR121520-2	12/21/2020	12/22/2020	3,953.38	Federal Income Tax	19540.2. - Accrued SS, MC & Fed
EFTPS	999999	PR121520-2	12/21/2020	12/22/2020	8,495.10	Social Security Tax	19540.2. - Accrued SS, MC & Fed
					<b>\$27,783.10</b>		
					<b>\$27,783.10</b>		

**Pacific Heritage Academy dba Pacific Heritage School**  
**Check Register**  
**Checking Zions - 12/01/2020 to 12/31/2020**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
EMI Health (ACH)	0	12.5.2020	12/05/2020	12/05/2020	391.05	Vision and TeleMed	1240.01.0000 - HDL insurance prem
					<b>\$391.05</b>		
Fernandez Espinoza, Maria	4796	12.3.2020	11/30/2020	12/18/2020	23.75	renewal of food handlers permit	4810.31.8000 - Dues & fees: Foods:
					<b>\$23.75</b>		
Garnishment - UT State Tax - 1769	4786	PR113020-1171	12/10/2020	12/14/2020	195.59	Garnishment - UT Tax Comm	19541.4. - Accrued Garnishments -
Garnishment - UT State Tax - 1769	4791	PR121520-1171	12/21/2020	12/22/2020	195.59	Garnishment - UT Tax Comm	19541.4. - Accrued Garnishments -
					<b>\$391.18</b>		
Health Equity, Inc.	999999	PR113020-748	12/10/2020	12/14/2020	632.20	HSA	19540.3. - Accrued Health Benefits
Health Equity, Inc.	999999	PR121520-748	12/21/2020	12/22/2020	632.20	HSA	19540.3. - Accrued Health Benefits
					\$1,264.40		
					<b>\$1,264.40</b>		
HUB/Spectra	4797	1981255	11/01/2020	12/18/2020	450.00	Benefit Admin System	1240.01.0000 - HDL insurance prem
					<b>\$450.00</b>		
Hy-Ko Supply	4798	769506	11/23/2020	12/18/2020	19.95	hose for vaccum	1610.26.5619 - Supplies & materials
					<b>\$19.95</b>		
MD Property Services, Inc.	4799	34439	12/01/2020	12/18/2020	412.50	sprinkler maintenance	1430.26.5619 - Repair & maint: O&
					<b>\$412.50</b>		
National Benefit Services, LLC	4773	776214	10/31/2020	12/01/2020	50.00	admin fee	1240.01.0000 - HDL insurance prem
National Benefit Services, LLC	4800	779324	11/30/2020	12/18/2020	50.00	admin fee	1240.01.0000 - HDL insurance prem
National Benefit Services, LLC	EFT9999	PR 12.10.2020	12/10/2020	12/10/2020	312.49	EE contributions	1240.01.0000 - HDL insurance prem
National Benefit Services, LLC	EFT9999	PR 12.21.2020	12/21/2020	12/21/2020	312.49	EE contributions	1240.01.0000 - HDL insurance prem
					\$624.98		
					<b>\$724.98</b>		
Neurobehavioral Center for Growth	4774	146	10/01/2020	12/01/2020	1,066.05	testing and reporting on SPED children	1340.21.1205 - Professional service:
Neurobehavioral Center for Growth	4774	150	10/15/2020	12/01/2020	498.75	testing and reporting on SPED children	1340.21.1205 - Professional service:
Neurobehavioral Center for Growth	4774	154	10/30/2020	12/01/2020	1,923.75	testing and reporting on SPED children	1340.21.1205 - Professional service:
Neurobehavioral Center for Growth	4774	158	11/14/2020	12/01/2020	1,472.50	testing and reporting on SPED children	1340.21.1205 - Professional service:
					\$4,961.05		
Neurobehavioral Center for Growth	4801	162	11/30/2020	12/18/2020	1,140.00	testing and reporting on SPED children	1340.21.1205 - Professional service:
					<b>\$6,101.05</b>		
Nicholas And Company	4775	7372422	10/18/2020	12/01/2020	1,778.86	oranges, milk and applesauce	4630.31.8000 - Supplies- Food for F
Nicholas And Company	4775	7375604	10/22/2020	12/01/2020	17.38	bags	4610.31.8000 - Supplies- Non-Food
Nicholas And Company	4775	7375604	10/22/2020	12/01/2020	1,303.54	calzone, muffins and bread	4630.31.8000 - Supplies- Food for F
Nicholas And Company	4775	7378864	10/26/2020	12/01/2020	648.35	carrots, bababas, milk	4630.31.8000 - Supplies- Food for F
Nicholas And Company	4775	7382147	10/29/2020	12/01/2020	23.66	bags	4610.31.8000 - Supplies- Non-Food
Nicholas And Company	4775	7382147	10/29/2020	12/01/2020	189.16	breakfast bars and sandwiches	4630.31.8000 - Supplies- Food for F

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<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
Nicholas And Company	4775	7385021	11/02/2020	12/01/2020	1,202.88	breakfast bars and sandwiches	4630.31.8000 - Supplies- Food for F
Nicholas And Company	4775	7391090	11/09/2020	12/01/2020	853.75	milk, carrots and waffles	4630.31.8000 - Supplies- Food for F
					<b>\$6,017.58</b>		
Nicholas And Company	4802	739702	11/16/2020	12/18/2020	17.38	bags	4610.31.8000 - Supplies- Non-Food
Nicholas And Company	4802	739702	11/16/2020	12/18/2020	1,266.13	roll, smoothie and sandwich	4630.31.8000 - Supplies- Food for F
Nicholas And Company	4802	7400286	11/19/2020	12/18/2020	428.64	poptarts, juice and cereal	4630.31.8000 - Supplies- Food for F
Nicholas And Company	4802	7403150	11/23/2020	12/18/2020	982.33	apples, carrots and bananas	4630.31.8000 - Supplies- Food for F
Nicholas And Company	4802	7408507	11/30/2020	12/18/2020	1,027.77	chicken, corn and pears	4630.31.8000 - Supplies- Food for F
					<b>\$3,722.25</b>		
					<b>\$9,739.83</b>		
Office Depot	4803	106929466001	10/28/2020	12/18/2020	72.11	graphing calculator	1610.10.1205 - Supplies & materials
					<b>\$72.11</b>		
Principal Financial Group (ACH)	EFT9999	12.2.2020	12/02/2020	12/02/2020	1,275.25	STD and Life Ins	1290.01.0000 - Other Ben Unassign
					<b>\$1,275.25</b>		
Public Employees Heath Program	4804	11.20.2020	11/20/2020	12/18/2020	1,665.74	Dental Insurance premiums	1240.01.0000 - HDL insurance prem
Public Employees Heath Program	4804	11.20.2020	11/20/2020	12/18/2020	20,172.76	Medical Insurance premiums	1240.01.0000 - HDL insurance prem
					<b>\$21,838.50</b>		
					<b>\$21,838.50</b>		
Rocky Mountain Power (ACH)	0	12.7.2020	12/07/2020	12/07/2020	1,142.11	11/2-12/4	1622.26.5619 - Energy-electricity: O
					<b>\$1,142.11</b>		
Salt Lake City	4776	10.23.2020	10/31/2020	12/01/2020	8.36	9/24-10/23/2020	1411.26.5619 - Utility-water & sewer
					<b>\$8.36</b>		
Salt Lake City Corporation	4777	10.23.2020	10/31/2020	12/01/2020	2,372.72	9/24-10/23/2020	1411.26.5619 - Utility-water & sewer
					<b>\$2,372.72</b>		
Security Electronics	4778	10.31.2020	10/31/2020	12/01/2020	40.00	monitoring fee 9/25-10/25/2020	1430.26.5619 - Repair & maint: O&
Security Electronics	4778	8.25.2020	09/25/2020	12/01/2020	40.00	monitoring fee 8/25-9/25/2020	1430.26.5619 - Repair & maint: O&
					<b>\$80.00</b>		
					<b>\$80.00</b>		
Sutherlands	4779	480406	10/05/2020	12/01/2020	64.90	lightbulbs	1610.26.5619 - Supplies & materials
Sutherlands	4805	12.10.2020	12/10/2020	12/18/2020	1,972.45	CARES disinfectant	1610.10.7280.2 - Supplies & materia
Sutherlands	4805	479416	11/01/2020	12/18/2020	36.86	screwdriver set	1610.26.5619 - Supplies & materials
Sutherlands	4805	481529	12/14/2020	12/18/2020	64.90	lightbulbs for Fridge and Freezer	4610.31.8000 - Supplies- Non-Food
Sutherlands	4805	481840	11/24/2020	12/18/2020	17.22	buckets and pails for maintenance	1610.26.5619 - Supplies & materials
Sutherlands	4805	481840	11/24/2020	12/18/2020	27.94	LED light for kitchen	4610.31.8000 - Supplies- Non-Food
					<b>\$2,119.37</b>		
					<b>\$2,184.27</b>		
TIAA BANKS	4780	7684666	11/10/2020	12/01/2020	1,877.84	copy machine financing	1443.26.5619 - Rental-Comp & Tech

**Pacific Heritage Academy dba Pacific Heritage School**  
**Check Register**  
**Visa Sheena Alaiasa 5833 - 12/01/2020 to 12/31/2020**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
Amazon	0	12.21.2020	12/21/2020	12/21/2020	4.35	tax	18139.. - Sales Tax Receivable
Amazon	0	12.21.2020	12/21/2020	12/21/2020	60.00	craft materials for signs	1610.24.0005 - Supplies & materials
					<u>\$64.35</u>		
Amazon	EFT9999	12.14.2020	12/21/2020	12/21/2020	128.22	prime membership - annual fee	1810.22.0005 - Dues & fees: Staff: K
Amazon	EFT9999	12.21.2020g	12/21/2020	12/21/2020	14.00	prime membership	1810.22.0005 - Dues & fees: Staff: K
Amazon	EFT9999	12.21.2020r	12/21/2020	12/21/2020	-14.00	prime membership	1810.22.0005 - Dues & fees: Staff: K
					<u>\$192.57</u>		
Glowforge.com	EFT9999	12.21.2020	12/21/2020	12/21/2020	53.88	monthly subscription to glowforge	1810.22.0005 - Dues & fees: Staff: K
					<u>\$53.88</u>		
USPS	EFT9999	12.17.2020	12/17/2020	12/17/2020	9.65	shipping student records	1531.25.5625 - Comm-postage: Cen
					<u>\$9.65</u>		
Walmart	EFT9999	12.15.2020	12/15/2020	12/15/2020	150.00	purchase of Quarters for Christmas gift cards	11990.9200. - Contributions pass thr
					<u>\$150.00</u>		
					<u>\$406.10</u>		

**Pacific Heritage Academy dba Pacific Heritage School  
Check Register  
Checking Zions - 12/01/2020 to 12/31/2020**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
TIAA BANKS	4806	7763970	12/10/2020	12/18/2020	1,683.75	copy machine financing	1443.26.5619 - Rental-Comp & Tech
					<b>\$3,561.59</b>		
Travelers CL Specialty Remittance	EFT9999	0106216253	12/17/2020	12/17/2020	222.00	ERISA BOND	1523.23.5625 - Insurance-fidelity: Or
					<b>\$222.00</b>		
Tukuafu, Kava Leilani	4787	7.27.2020	07/27/2020	12/16/2020	0.69	tax	18139.. - Sales Tax Receivable
Tukuafu, Kava Leilani	4787	7.27.2020	07/27/2020	12/16/2020	22.99	rock candy	1610.10.0005 - Supplies & materials
Tukuafu, Kava Leilani	4787	7.27.2020b	07/27/2020	12/16/2020	1.01	tax	18139.. - Sales Tax Receivable
Tukuafu, Kava Leilani	4787	7.27.2020b	07/27/2020	12/16/2020	13.90	headphones	1610.10.7280.1 - Supplies & materia
					\$38.59		
					<b>\$38.59</b>		
Utah Association of Public Charter	4807	11.10.2020	11/10/2020	12/18/2020	42.00	UAPCS Membership 0	1810.23.5625 - Dues & fees: OrgAd
					<b>\$42.00</b>		
Utah Bureau of Criminal Identificati	4808	11.30.2020	11/30/2020	12/18/2020	33.25	Dave Rudd fingerprints	1350.25.5625 - Technical services:
					<b>\$33.25</b>		
Utah State Tax Commission	999999	12.15.2020	11/25/2020	12/22/2020	75.98	to pay TAP the \$75.98 due on 11/24/2020 - Pa	18191.. - Suspense, Other Clearing
Utah State Tax Commission	999999	PR113020-3	12/10/2020	12/14/2020	2,638.16	State Income Tax	19540.1. - Accrued State Withholdin
Utah State Tax Commission	999999	PR121520-3	12/21/2020	12/22/2020	2,901.31	State Income Tax	19540.1. - Accrued State Withholdin
					\$5,615.45		
					<b>\$5,615.45</b>		
Utah State University Extension	4781	11.17.2020	11/17/2020	12/01/2020	50.00	\$50 ASP received by PHA in error	18191.. - Suspense, Other Clearing
					<b>\$50.00</b>		
Utah Universal Service, LLC	4809	12.15.2020	12/15/2020	12/26/2020	10,000.00	Tree removal from adventure land	1432.25.5619 - Repair & maint-tech:
					<b>\$10,000.00</b>		
					<b>\$111,126.53</b>		

**Pacific Heritage Academy dba Pacific Heritage School**  
**Check Register**  
**Visa Sheena Alaiasa 5833 - 12/01/2020 to 12/31/2020**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
Amazon	0	12.21.2020	12/21/2020	12/21/2020	4.35	tax	18139.. - Sales Tax Receivable
Amazon	0	12.21.2020	12/21/2020	12/21/2020	60.00	craft materials for signs	1610.24.0005 - Supplies & materials
					<u>\$64.35</u>		
Amazon	EFT9999	12.14.2020	12/21/2020	12/21/2020	128.22	prime membership - annual fee	1810.22.0005 - Dues & fees: Staff: K
Amazon	EFT9999	12.21.2020g	12/21/2020	12/21/2020	14.00	prime membership	1810.22.0005 - Dues & fees: Staff: K
Amazon	EFT9999	12.21.2020r	12/21/2020	12/21/2020	-14.00	prime membership	1810.22.0005 - Dues & fees: Staff: K
					<u>\$192.57</u>		
Glowforge.com	EFT9999	12.21.2020	12/21/2020	12/21/2020	53.88	monthly subscription to glowforge	1810.22.0005 - Dues & fees: Staff: K
					<u>\$53.88</u>		
USPS	EFT9999	12.17.2020	12/17/2020	12/17/2020	9.65	shipping student records	1531.25.5625 - Comm-postage: Cen
					<u>\$9.65</u>		
Walmart	EFT9999	12.15.2020	12/15/2020	12/15/2020	150.00	purchase of Quarters for Christmas gift cards	11990.9200. - Contributions pass thr
					<u>\$150.00</u>		
					<u>\$406.10</u>		

Pacific Heritage Academy dba Pacific Heritage School  
Check Register  
Visa Elenoa Pua 181 - 12/01/2020 to 12/31/2020

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
					\$0.00		



**Pacific Heritage Academy dba Pacific Heritage School**  
**Check Register**  
**Visa Damaris Colon 3660 - 12/01/2020 to 12/31/2020**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Amazon	EFT9999	12.10.2020y	12/10/2020	12/10/2020	0.57	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.10.2020y	12/10/2020	12/10/2020	7.30	face masks	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.11.2020	12/11/2020	12/11/2020	10.75	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.11.2020	12/11/2020	12/11/2020	138.70	non-contact thermometers	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.11.2020c	12/11/2020	12/11/2020	12.16	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.11.2020c	12/11/2020	12/11/2020	157.92	face shields	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.11.2020k	12/11/2020	12/11/2020	30.40	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.11.2020k	12/11/2020	12/11/2020	394.80	face shields	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.11.2020q	12/11/2020	12/11/2020	19.81	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.11.2020q	12/11/2020	12/11/2020	255.78	color boards	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.11.2020s	12/11/2020	12/11/2020	4.30	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.11.2020s	12/11/2020	12/11/2020	55.53	mounted thermometer	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.11.2020w	12/28/2020	12/28/2020	10.01	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.11.2020w	12/28/2020	12/28/2020	108.35	face shields	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.12.2020c	12/12/2020	12/12/2020	10.01	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.12.2020c	12/12/2020	12/12/2020	151.39	face shields	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.2.2020	12/02/2020	12/02/2020	7.12	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.2.2020	12/02/2020	12/02/2020	91.87	paint and paper	1610.10.5868 - Supplies & materials
Amazon	EFT9999	12.22.2020	12/23/2020	12/23/2020	5.63	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.22.2020	12/23/2020	12/23/2020	72.69	mounted thermometer	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.22.2020m	12/23/2020	12/23/2020	25.10	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.22.2020m	12/23/2020	12/23/2020	323.70	white boards	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.6.2020	12/06/2020	12/06/2020	1.52	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.6.2020	12/06/2020	12/06/2020	19.59	grommets for classroom dividers	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.6.2020 b	12/06/2020	12/06/2020	1.52	tax	18139.. - Sales Tax Receivable
Amazon	EFT9999	12.6.2020 b	12/06/2020	12/06/2020	19.59	grommets for classroom dividers	1610.10.7280.2 - Supplies & materia
Amazon	EFT9999	12.9.2020	12/09/2020	12/09/2020	8.25	shipping student records	1531.25.5625 - Comm-postage: Cen
					\$1,944.36		
					<b>\$1,944.36</b>		
DocHub.com	0	12.23.2020	12/23/2020	12/23/2020	59.88	DocHub Pro	1810.22.0005 - Dues & fees: Staff: K
					<b>\$59.88</b>		
Home Depot	EFT9999	12.22.2020g	12/28/2020	12/28/2020	4.55	tax	18139.. - Sales Tax Receivable
Home Depot	EFT9999	12.22.2020g	12/28/2020	12/28/2020	58.65	power block outlet	1610.10.7280.2 - Supplies & materia
Home Depot	EFT9999	12.28.2020	12/28/2020	12/28/2020	11.62	tax	18139.. - Sales Tax Receivable
Home Depot	EFT9999	12.28.2020	12/28/2020	12/28/2020	149.90	power strips	1610.10.7290 - Supplies & materials
Home Depot	EFT9999	12.28.2020l	12/28/2020	12/28/2020	6.56	tax	18139.. - Sales Tax Receivable
Home Depot	EFT9999	12.28.2020l	12/28/2020	12/28/2020	84.70	power block outlet	1610.10.7280.2 - Supplies & materia
Home Depot	EFT9999	12.28.2020r	12/28/2020	12/28/2020	12.21	tax	18139.. - Sales Tax Receivable
Home Depot	EFT9999	12.28.2020r	12/28/2020	12/28/2020	157.50	cord protectors	1610.10.7280.2 - Supplies & materia
Home Depot	EFT9999	12.30.2020b	12/29/2020	12/29/2020	7.43	tax	18139.. - Sales Tax Receivable
Home Depot	EFT9999	12.30.2020b	12/29/2020	12/29/2020	95.88	caution tape	1610.10.7280.2 - Supplies & materia
					<b>\$589.00</b>		
Hy-Ko Supply	EFT9999	756515	12/29/2020	12/29/2020	903.24	trash cans, lids and trash can dolly	1610.10.7280.2 - Supplies & materia
					<b>\$903.24</b>		

**Pacific Heritage Academy dba Pacific Heritage School**  
**Check Register**  
**Visa Damaris Colon 3660 - 12/01/2020 to 12/31/2020**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account
Intermountain Traffic Safety, Inc	0	45937	12/30/2020	12/30/2020	611.39	cones, rig top bands and rubber delineator ba	1610.10.7280.2 - Supplies & materia
					<b>\$611.39</b>		
LaptopScreen.com	0	12.17.2020	12/17/2020	12/17/2020	11.92	tax	18139.. - Sales Tax Receivable
LaptopScreen.com	0	12.17.2020	12/17/2020	12/17/2020	58.99	wide screen HD	1610.24.0005 - Supplies & materials
					<b>\$70.91</b>		
Michaels	EFT9999	12.28.2020	12/28/2020	12/28/2020	13.17	tax	18139.. - Sales Tax Receivable
Michaels	EFT9999	12.28.2020	12/28/2020	12/28/2020	169.93	carts	1610.10.7280.2 - Supplies & materia
Michaels	EFT9999	12.28.2020d	12/28/2020	12/28/2020	2.90	tax	18139.. - Sales Tax Receivable
Michaels	EFT9999	12.28.2020d	12/28/2020	12/28/2020	39.96	carts	1610.10.7280.2 - Supplies & materia
Michaels	EFT9999	12.28.2020z	12/28/2020	12/28/2020	2.90	tax	18139.. - Sales Tax Receivable
Michaels	EFT9999	12.28.2020z	12/28/2020	12/28/2020	39.96	carts	1610.10.7280.2 - Supplies & materia
					<b>\$268.82</b>		
					<b>\$268.82</b>		
Office Depot	0	12.22.2020	12/22/2020	12/22/2020	929.73	colored card stock and copy paper	1610.10.7280.2 - Supplies & materia
Office Depot	EFT9999	12.29.2020	12/29/2020	12/29/2020	405.70	sheet protectors and coloring pencils	1610.10.7280.2 - Supplies & materia
Office Depot	EFT9999	12.29.2020e	12/29/2020	12/29/2020	107.36	coloring pencils	1610.10.7280.2 - Supplies & materia
Office Depot	EFT9999	145538071-001	12/29/2020	12/29/2020	367.10	laminare paper, colored folders & manilla folde	1610.10.7280.2 - Supplies & materia
					<b>\$1,809.89</b>		
Restaurant Depot	EFT9999	12.10.2020	12/10/2020	12/10/2020	24.02	tax	18139.. - Sales Tax Receivable
Restaurant Depot	EFT9999	12.10.2020	12/10/2020	12/10/2020	309.90	face shields and disposable gloves	1610.10.7280.2 - Supplies & materia
Restaurant Depot	EFT9999	12.7.2020	12/04/2020	12/04/2020	186.11	tax	18139.. - Sales Tax Receivable
Restaurant Depot	EFT9999	12.7.2020	12/04/2020	12/04/2020	2,401.45	commercial refrigerator	4610.31.8000 - Supplies- Non-Food
					<b>\$2,921.48</b>		
Sam's Club	EFT9999	12.10.2020	12/10/2020	12/10/2020	1.93	Tax	18139.. - Sales Tax Receivable
Sam's Club	EFT9999	12.10.2020	12/10/2020	12/10/2020	24.90	disposable face masks	1610.10.7280.2 - Supplies & materia
Sam's Club	EFT9999	12.10.2020b	12/10/2020	12/10/2020	8.89	Tax	18139.. - Sales Tax Receivable
Sam's Club	EFT9999	12.10.2020b	12/10/2020	12/10/2020	114.70	disposable masks	1610.10.7280.2 - Supplies & materia
Sam's Club	EFT9999	12.18.2020	12/18/2020	12/18/2020	45.24	tax	18139.. - Sales Tax Receivable
Sam's Club	EFT9999	12.18.2020	12/18/2020	12/18/2020	583.70	antibacterial hand soaps	1610.10.7280.2 - Supplies & materia
Sam's Club	EFT9999	12.29.20	12/29/2020	12/29/2020	33.17	tax	18139.. - Sales Tax Receivable
Sam's Club	EFT9999	12.29.20	12/29/2020	12/29/2020	636.18	tissues and waters	1610.10.7280.2 - Supplies & materia
Sam's Club	EFT9999	12.29.2020	12/29/2020	12/29/2020	23.20	tax	18139.. - Sales Tax Receivable
Sam's Club	EFT9999	12.29.2020	12/29/2020	12/29/2020	299.40	softsoap liquid hand soap	1610.10.7280.2 - Supplies & materia
Sam's Club	EFT9999	12.9.2020	12/10/2020	12/10/2020	317.13	Tax	18139.. - Sales Tax Receivable
Sam's Club	EFT9999	12.9.2020	12/10/2020	12/10/2020	4,091.98	hand soap and hand dryers	1610.10.7280.2 - Supplies & materia
Sam's Club	EFT9999	12.9.2020f	12/09/2020	12/09/2020	11.62	tax	18139.. - Sales Tax Receivable
Sam's Club	EFT9999	12.9.2020f	12/09/2020	12/09/2020	149.94	folding tables	1610.10.7280.2 - Supplies & materia
Sam's Club	EFT9999	12.9.2020n	12/09/2020	12/09/2020	18.62	tax	18139.. - Sales Tax Receivable
Sam's Club	EFT9999	12.9.2020n	12/09/2020	12/09/2020	249.90	folding tables	1610.10.7280.2 - Supplies & materia
Sam's Club	EFT9999	12.9.2020o	12/09/2020	12/09/2020	137.89	tax	18139.. - Sales Tax Receivable
Sam's Club	EFT9999	12.9.2020o	12/09/2020	12/09/2020	1,779.20	copy paper and a shark vacuum for each villa	1610.10.7280.2 - Supplies & materia
					<b>\$8,527.59</b>		

**Pacific Heritage Academy dba Pacific Heritage School**  
**Check Register**  
**Visa Damaris Colon 3660 - 12/01/2020 to 12/31/2020**

<u>Payee Name</u>	<u>Reference Number</u>	<u>Invoice Number</u>	<u>Invoice Ledger Date</u>	<u>Payment Date</u>	<u>Amount</u>	<u>Description</u>	<u>Ledger Account</u>
Smiths	EFT9999	12.28.2020n	12/28/2020	12/28/2020	3.09	Sales Tax	18139.. - Sales Tax Receivable
Smiths	EFT9999	12.28.2020n	12/28/2020	12/28/2020	39.90	Hefty bags to use when students come to sch	1610.10.7280.1 - Supplies & materia
					<b>\$42.99</b>		
Standard Plumbing	EFT9999	12.4.2020	12/04/2020	12/04/2020	-370.50	PVC replacements - refunded Lowes, purchas	1610.10.7290 - Supplies & materials
					<b>(\$370.50)</b>		
Strawberry Communications. LLC	EFT9999	1.3.2021	12/29/2020	12/29/2020	260.04	phone for January	1530.25.5625 - Comm-tel & internet:
Strawberry Communications. LLC	EFT9999	1.3.2021 double	12/29/2020	12/29/2020	260.04	phone for January - error - will be refunded	1530.25.5625 - Comm-tel & internet:
					<b>\$520.08</b>		
Target	EFT9999	12.28.2020	12/28/2020	12/28/2020	7.85	tax	18139.. - Sales Tax Receivable
Target	EFT9999	12.28.2020	12/28/2020	12/28/2020	101.28	hefty bags	1610.10.7280.2 - Supplies & materia
Target	EFT9999	12.28.2020d	12/28/2020	12/28/2020	5.18	tax	18139.. - Sales Tax Receivable
Target	EFT9999	12.28.2020d	12/28/2020	12/28/2020	71.51	hefty bags	1610.10.7280.2 - Supplies & materia
Target	EFT9999	12.28.2020k	12/28/2020	12/28/2020	4.05	tax	18139.. - Sales Tax Receivable
Target	EFT9999	12.28.2020k	12/28/2020	12/28/2020	55.80	hefty bags	1610.10.7280.2 - Supplies & materia
Target	EFT9999	12.30.2020	12/30/2020	12/30/2020	1.32	tax	18139.. - Sales Tax Receivable
Target	EFT9999	12.30.2020	12/30/2020	12/30/2020	17.00	plastic totes	1610.10.7280.2 - Supplies & materia
					\$263.99		
					<b>\$263.99</b>		
Tractor Supply Company	0	12.29.2020	12/29/2020	12/29/2020	12.32	tax	18139.. - Sales Tax Receivable
Tractor Supply Company	0	12.29.2020	12/29/2020	12/29/2020	169.99	heavy duty utility cart	1610.10.7280.2 - Supplies & materia
					\$182.31		
					<b>\$182.31</b>		
Walmart	EFT9999	12.15.2020z	12/15/2020	12/15/2020	1.53	tax	18139.. - Sales Tax Receivable
Walmart	EFT9999	12.15.2020z	12/15/2020	12/15/2020	19.80	spray paint and seal spray	1610.24.0005 - Supplies & materials
					\$21.33		
					<b>\$21.33</b>		
					<b>\$18,366.76</b>		