



## Finance Committee Agenda

Date: 3/14/23

Time: 2:00 p.m.

Location: Zoom (link below and also in the calendar invite)

<https://zoom.us/j/8621043160>

Passcode: 078719

One tap mobile

+19294362866,,8621043160# US (New York)

+16699006833,,8621043160# US (San Jose)

Dial by your location

+1 929 436 2866 US (New York)

+1 669 900 6833 US (San Jose)

Meeting ID: 862 104 3160

Members: Jim Weiberg, Scott Brown, Amy Larsen, Dan Ondich, Judy Pekarek, Amy Chicoine, Julie Johnson, Leslie Egner, Sarah Miner, Mandy Kasowicz

Finance Committee Responsibilities:

1. Review and recommend the annual school budget to be approved by the board of directors no later than their June meeting. Monitor the annual budget and recommend adjustments if needed to the board.
2. Review monthly account activities and balances.
3. Review the annual audit, and report findings to the board with any recommendations for board action.
4. Work with the Personnel and Human Resources committee for salaries and benefits.
5. Post meeting notices 72 hours in advance, and keep minutes of proceedings.

**Agenda:**

### I. Financial Updates

#### A. Monthly Financial Statements

##### 1. [February Financial Statement](#)

Kyle Knudson reported that we are 67% of the budget year complete with 66% of our revenue

received and 64% of our expenses purchased. Our cashflow is looking good with 3.94 million available. The State will pay holdback payments to us in August, September and October. Pekarek inquired what Further vendor was. Egner noted it was our HSA plan that staff have the option to enroll in. Pekarek also wanted to verify that employee reimbursements had receipts to show the expenses paid. Knudson noted that TAG does not send out checks to any vendor if there is not an accounting of the expense. Mandy noted that all supervisors review expense reimbursements submitted by staff to make sure all information is accurate and accounted for.

## 2. Credit Card Statement [March](#)

No questions at this time. We did receive Sam's Club reimbursement.

### B. ADM/Enrollment Update

All grade levels are capped. Lottery did not need to be done on March 13, 2023 as we did not have full capacity for 23-24 school year enrollment. Will generally lose 5 ADM from now through the end of year due to attrition and not enrolling new students. March 20 is likely the last day MS and seniors will be enrolled. First week in May we will stop enrollment for all students.

	Total Enrolled & Active Completed (accounting for withdrawals & PSEO)																			Total Enrolled Active Completed & Active In Progress (This is what we need to use for waitlist approvals)																			Total Potential Enrollments																			Current Cap																			Needed for Current Cap																			Current Enrollment Cap %																			Waitlist Needed for Cap (based on column C)																			Waitlist Enrollment Cap %																			Needed for Cap with Potential Enrollments																			Potential of Enrollment Cap %																			Grade Level																			Active Enrolled																			Active PSEO																			Active Completed Future Starts																			Active In Progress Future Starts																			Incomplete Applications																			Waitlist																			PSEO Adjustment																			Pending Withdrawals																			Total In Progress, Waitlist, Incomplete																			Estimated sum																			Potential																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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Our budgeted ADM is 570

599.74 as of 2.24.23 [MARSS report](#)

598.02 as of 2.10.23 [MARSS report](#)

587.92 As of 1.5.23 [MARSS report](#)

591.17 as of 12.14.22 [MARSS report](#)

590.53 as of 11.3.22 [MARSS report](#)

580 ADM as of 10.17.22 MARSS report

SPED is at 24.35% (24.4% February) (26.6% January)

504s are 11.94% (12.2% February) (11% January)

## II. Other Business/Questions

A. [Expense Reimbursement Policy](#)

Discussed potential options for mileage reimbursement for those out of state and that live long distances. We will likely determine a standard mileage cap for these situations after reviewing staff locations.

**III. Recommendations to the Board**

None at this time.

**Future Meetings:**

April 18, 2023

May 16, 2023

June 20, 2023

July 18, 2023

August 22, 2023