



Finance Committee Agenda

Date: 1/21/25

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

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+16699006833,,8621043160# US (San Jose)

Dial by your location

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+1 669 900 6833 US (San Jose)

Meeting ID: 862 104 3160

Members: Jim Weiberg, Scott Brown, Amy Larsen, Dan Ondich, Judy Pekarek, Heather Novak, Julie Johnson, Leslie Egner, Sarah Miner, Mandy Kasowicz, Chris Peterson, Carrie Ostman

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. [December Financial Statement](#)

We are at 50% of budget year completed and have received 50% of our revenue. 47% of our

expenses have been paid. The due from MDE category will increase now through the end of the year. But we will get a slight increase at the end of January when we receive our special education reimbursements.

One number on the detail expense sheet that is a little high is supplies and materials.

Our budget is based on 580 ADM and we are still holding enrollment slightly above that at approximately 618 according to the MARSS ADM report.

Peterson asked: Where in the budget is cell phone reimbursement? Brown noted it is in benefits category and is \$25 for cell phone and \$25 for internet reimbursement per employee. There are IRS regulations on how much can be reimbursed without proving it is a business expense with documentation for each employee.

Check register questions:

C&G, Sam's Club credit card expense - \$367.30; This was a Sam's Club purchase of food items for student activities and Crisp and Green for staff lunch combined into one line item.

Health Equity - this company has taken over for Further as our HSA vendor. We held money in BlueSky's account with Further. Now, with Health Equity, we prefund the account and employees are able to earn interest on the funds.

AIE - speaker for staff meeting, American Indian Education grant funds paid for this

2. [Credit Card Statement January](#)

Finance code 343 is for library aid and 342 is safe and secure aid.

3. **Money Market monthly report**

[December Statement](#)

B. ADM/Enrollment Update

Our FY25 budgeted ADM is 580

Supplemental budget 400 course enrollments (200 per semester)

We are still at cap and on a waitlist for all grades except 6th grade. We will be closing waitlist and new enrollments for 12th grade, likely the first week of semester 2. Supplemental is capped and not accepting enrollments.

	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	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 WITH FORMS TO DO	Active In Progress Future Starts	Incomplete Applications	Waitlist	PSEO Adjustment	Pending Withdrawals	Total In Progress, Waitlist, In	ADM Target
5th	0.0	0.0	0.0	0	#DIV/0!	0.0	#DIV/0!	0	#DIV/0!	5	0	0	0	0	0	0	0	0	0	0	0
6th	21.0	24.0	25.0	28	75.0%	4.0	85.7%	3	89.3%	6	21	0	0	0	3	1	0	0.0	0	0	21
7th	38.0	39.0	43.0	40	95.0%	1.0	97.5%	-3	107.5%	7	40	0	0	0	1	1	3	0.0	2	0	36
8th	57.0	58.0	65.0	60	95.0%	2.0	96.7%	-5	108.3%	8	60	0	0	0	1	2	5	0.0	3	0	54
9th	81.0	81.0	89.0	80	101.3%	-1.0	101.3%	-9	111.3%	9	84	0	2	0	0	0	8	0.0	5	0	76
10th	110.8	112.8	134.8	110	100.8%	-2.8	102.6%	-25	122.6%	10	109	1	3	0	2	4	18	0.16	2	0	105
11th	138.6	139.6	162.6	139	99.7%	-0.6	100.4%	-24	116.9%	11	135	10	2	0	1	5	18	6.44	2	0	130
12th	172.9	175.9	198.9	170	101.7%	-5.9	103.5%	-29	117.0%	12	174	16	4	0	3	2	21	10.08	11	0	158
Total	619.3	630.3	718.3	627	98.8%	-3.3	100.5%	-91	114.6%	623	27	11	0	11	15	73	16.68	25	0	580	
	SUMMARY			CAP		WAITLIST	POTENTIAL	BREAKDOWN													
							MARKETING														
	Updated 1.20.2025																				

24-25

618.54 as of January 2 [MARSS report](#)

611.92 as of December 5 [MARSS report](#)

618.0 as of October 31 [MARSS report](#)

Supplemental 24-25:

Semester 1

Course Enrollments = 237

Tuition Enrollments = 4

Number of students = 153

Semester 2

Course Enrollments = 213

Tuition Enrollments = 4

Number of students = 146

II. Other Business/Questions

- A. SPED Fiscal Monitoring update - self review; Mandy completed the self review
- B. Payroll update - changed payroll specialist from Region V to EdFin; W2's are now available for staff
- C. [Mileage/Meal reimbursement](#) update - board will vote on the increase at January meeting

III. Recommendations to the Board

None at this time.

Future Meetings:

February 18, 2025

March 18, 2025

April 22, 2025

May 20, 2025

June 17, 2025