



Finance Committee Agenda

Date: 10/17/18

Time: 9:00 a.m.

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

[Join Hangouts Meet](#)

meet.google.com/xus-jeeg-kem

Members: Jim Weiberg, Scott Brown, Amy Larsen, Dan Ondich, Renee Parcheta, Chris Peterson, Judy Pekarek, Amy Chicoine, Matt Schoenthaler, Julie Johnson

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 (Scott Brown)

1. [September Financial Statement](#)

Brown reported the percent of the fiscal year complete is 25% with YTD expenses at 20%. We will be receiving one more state aid payment for FY18 at end of October. Current hold back from the state is 10%. With upcoming election of Governor, we will be monitoring closely to see how this might change education funding.

Supplies and materials are tracking a little higher than 25% but Brown noted many of our one time technology expenses (i.e. laptops) were spent at the beginning of the fiscal year.

Brown noted that a portion of our FY18 federal special education funds were carried over to FY19.

Pekarek asked about the postage expenses which was explained that NeoPost is a leased machine and is loaded with money for postage at \$300 once it has run out. Additional

postage expenses are accrued by special education teachers as well as from the post office when large packages (like science kits) are mailed. Pekarek also asked what the Slipka-Deakman expense was for. Larsen noted it was the software used for teacher evaluation documents.

2. Credit Card Statement

There were no questions related to the credit card statement. Schoenthaler will email an annotated version of the statement to Pekarek once he has received all of the receipts.

B. ADM/Enrollment Update (Amy Larsen)

Current enrollment is at 476 plus 15 PSEO students and 3 additional pending applications. 34 applications have been submitted but the second half (forms) have not been completed. Ondich noted that we have a meeting scheduled to discuss the enrollment process and determine if there are any improvements that can be made to increase the number of student enrollments or make the process easier. Larsen noted that we are on track to last year's enrollment numbers at this time. However, our budget was 480 ADM then and this year we have 485 ADM budget.

II. Other Business/Questions

A. Audit Update

Brown noted that our audit is under way and there are a few documents that are still needed.

III. Recommendations to the Board

No recommendations at this time.

Future Meetings:

Wednesday, November 21 9:00 a.m.

Thursday, December 13 9:00 a.m.

Thursday, January 24 9:00 a.m.

Thursday, February 14 9:00 a.m.

Thursday, March 14 9:00 a.m.

Thursday, April 18 9:00 a.m.

Thursday, May 16 9:00 a.m.

Wednesday, June 19, 9:00 a.m.