

## Finance Committee Agenda and Minutes

Date: 3/16/18

Present: Andrew Ng, Josh MacLachlan

Call to order: 11:15am

### Vision:

***At AAHS, our vision is a generation of young people who can navigate the world with the awareness, knowledge, attitudes, and skills necessary to make a positive impact.***

### Mission:

***Learn by doing. Embrace your place in the world. Prepare for the future. And make friends along the way.***

### What is the present state of our finances?

- Review current financial report
  - Teacher payroll costs were higher for February as school was paying a sub plus paying out a staff that resigned
  - School is behind in revenue. School is applying for a line of credit to fill gap between revenue and expenses until payments are received from the state.
  - Areas of concern in expenditures:
    - Support/Admin services & general education are over budget. Will inquire with business manager at meeting on 3/20/18
- Missing receipts proposals
  - Initial Proposal
    - Have to fill out form online every time the card is used
    - Josh will make POs automatic to print when this form is filled out
    - Shoua will be in charge of keeping the card (if she's willing)
    - Shoua will print out the PO to give them with the card (if she's willing)
  - After further discussion, new proposal:
    - We need to get a second card for emergencies or experiences requiring payment on location.
    - Andy (or other member of FinCom if Andy is absent) will be in possession of school card. FinCom member will verify that purchase request has been made before giving card to staff. In handing over card to staff, Fincom gives defacto approval of purchases. Fincom will not take back possession of card until it has verified that PO and receipt have been submitted for purchase.

### What are the future projections for our finances?

- Lunch revenues are continually lower than expenses. Discussion of lunch options for next year:
  - This year
    - Train in Lunch trackers
    - Get replacement when they are not there
  - Next year
    - Keep lunch free for all students?
    - Charge? POS system?
- budget for next year
  - options to present to TPS - Tabled

**Are funds being used appropriately to support student achievement in regards to the school's mission and vision?**

- Crisis Team request for security cameras in offices
  - Josh will get a quote from Twin Cities Telephone for adding security cameras in the offices
  - Still trying to contact TCT. Updates at 3/20 meeting
- Expense proposals from TPS - Need to propose method for suggestions by staff to change for budget - Tabled
- School jackets - Tabled
- Contracted hours plan for Rod H- Tabled
- Hanover Insurance quote - Josh will contact hanover to speak at board meeting on 3/20
- Title Grant Spending (email from Andrea Krause)
- PERA notice - Need to respond - Will review notice at 3/20 meeting
- TITLE I Training - Two staff will be attending training 3/22/18
- Title III Application - ELL services - Will inquire with business manager at 3/20 meeting

**Adjourn: 12:05pm**