



# Adelante Schools

## Finance Committee Meeting

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### Date and Time

Tuesday December 12, 2023 at 9:00 AM EST

### Location

Virtual

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### Goals:

1. Approve organizational foundational tools and policies to govern our school and operate effectively.
2. Deepen our understanding of Adelante's Emma Donnan operational state and provide any necessary support and guidance.

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>9:00 AM</b>
<b>A.</b> Record Attendance			1 m
<b>B.</b> Call the Meeting to Order			
<b>II. Finance - Budget &amp; Reporting</b>			<b>9:01 AM</b>
A review of the budget and monthly reporting			
<b>A.</b> Current Finance Standings	Discuss	Jordan Habayeb	15 m

	Purpose	Presenter	Time
Review			
<ul style="list-style-type: none"> <li>• OEI Standings</li> <li>• Financial Position</li> <li>• Budget VS Actuals</li> <li>• Transaction Lists <ul style="list-style-type: none"> <li>◦ October</li> <li>◦ November</li> </ul> </li> </ul>			
<b>III. Finance Systems - OEI Reporting</b>			<b>9:16 AM</b>
<b>A. December - January Reporting</b>	FYI	Jordan Habayeb	2 m
<ul style="list-style-type: none"> <li>• All December submissions are complete</li> <li>• All January submissions are due 1/15 and handled by the Adelante team</li> <li>• We are currently at 100% for on-time submissions</li> </ul>			
<b>IV. Finance Systems - Policy</b>			<b>9:18 AM</b>
<b>A. High Yield Investment Option + Banking Options</b>	Discuss	Jordan Habayeb	10 m
<b>B. Audit</b>	FYI	Jordan Habayeb	1 m
<ul style="list-style-type: none"> <li>• Donovan requested an extension with OEI due to not having the final draft complete</li> <li>• OEI approved the extension</li> </ul>			
<b>V. Other Updates</b>			
<b>VI. Closing Items</b>			
<b>A. Adjourn Meeting</b>	Vote		

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*We unite in solidarity with our families and community to create a joyous neighborhood school, preparing all scholars to graduate from college and lead lives of leadership and service to Indianapolis*