

Finance and Operations Committee Meeting

Date and Time

Monday September 16, 2024 at 12:00 PM EDT

Location

Elementary Campus - Meeting Trailer 688 Grant Street Atlanta, GA 30315

Attendees may join in-person or via Zoom.

In accordance with Georgia's open meetings requirements, notice of this meeting has been posted at both campuses and on the ANCS website.

Agenda

			Purpose	Presenter	Time
I. (Оре	ening Items			12:00 PM
(Ope	ening Items			
4	A.	Record Attendance and Guests		Oriol Mirosa	1 m
I	В.	Call the Meeting to Order		Oriol Mirosa	1 m
(C.	Approve Previous Month's Committee Meeting Minutes	Approve Minutes	Oriol Mirosa	2 m
		Approve minutes for Finance & Operations Comn	nittee Meeting	on June 4, 2024	

			Purpose	Presenter	Time
II.	Committee Operations				12:04 PM
	A. Committee Operations	Refresher	Discuss	Oriol Mirosa	5 m
III.	Business & Operations U	pdate			12:09 PM
	Business & Operations				
	A. Charter Financial Perf	ormance Standards	Discuss	Oriol Mirosa	5 m
	B. Financial Performance	Update	Discuss	Chiquetta West	15 m
	C. Aftercare and Nutrition	Delinquency Report	Discuss	Chiquetta West	5 m
	D. Facilities and Grounds		Discuss	Alastair Pullen	5 m
	E. Seeking Committee A	pproval for AC Expense	Vote	Alastair Pullen	5 m
IV.	Closing Items				12:44 PM
	A. Adjourn Meeting		Vote	Oriol Mirosa	1 m

Coversheet

Approve Previous Month's Committee Meeting Minutes

Section: I. Opening Items

Item: C. Approve Previous Month's Committee Meeting Minutes

Purpose: Approve Minutes

Submitted by:

Related Material: Minutes for Finance & Operations Committee Meeting on June 4, 2024



Minutes

Finance & Operations Committee Meeting

Date and Time

Tuesday June 4, 2024 at 12:00 PM

In accordance with Georgia's open meetings requirements, notice of this meeting has been posted at both campuses and on the ANCS website.

Committee Members Present

Chiquetta West (remote), Cory Tiede (remote), Drew Waddell (remote), Irina Brimmell (remote), Oriol Mirosa (remote)

Committee Members Absent

Ben Sutton

Guests Present

Alastair Pullen (remote), Markecia Jacbos (remote), Martha Kessenich (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Irina Brimmell called a meeting of the Finance & Operations Committee of Atlanta Neighborhood Charter School to order on Tuesday Jun 4, 2024 at 12:03 PM.

C. Approve Previous Month's Committee Meeting Minutes

Oriol Mirosa made a motion to approve the minutes from Finance & Operations Committee Meeting on 05-06-24.

Drew Waddell seconded the motion.

The committee **VOTED** to approve the motion.

II. Business & Operations Update

A. Financial Performance Update - DRAFT May Report

Chiquetta West provided an update on the school's financial performance, revenue and expenditures through May 31, 2024. This report is based on the draft financial statements, not yet finalized due to the timing of the committee meeting.

- YTD revenue is \$3.2M higher than the target, primarily due to the increased APS allocation, unplanned local and state funding, timing of CARES funds and higher than expected program income.
- YTD expenses are flat to target at \$14.5M.
- Aftercare and nutrition delinquency balance is \$14k, which is a decrease of \$11k from prior month.

B. Seeking Committee Approval

Oriol Mirosa made a motion to Approve the proposed salary adjustment for FY25. Drew Waddell seconded the motion.

Alastair and Chiquetta shared a summary of proposed changes to select teacher salaries for FY25 as a result of APS's recently announced significant increase. The increase applies to Certified teachers at ANCS. The increase is fully funded by incremental APS allocation not accounted for in the approved FY25 budget.

The committee **VOTED** to approve the motion.

III. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:40 PM.

Respectfully Submitted, Irina Brimmell

Coversheet

Financial Performance Update

Section: III. Business & Operations Update Item: B. Financial Performance Update

Purpose: Discuss

Submitted by:

Related Material: StatementofActivity - YTD.pdf

StatementofActivity - August.pdf

Finance Committee Financial Statement - August 2024.xlsx

Statement of Financial Position - August.pdf

Statement of Activity

	TOTAL
Revenue	
4005 APS Allocation Payment	1,570,889.47
4006 Other State & Local Funding	11,206.17
4013 CARES/ESSER Funding	29,195.00
4105 Gather & Grow and Sponsorships	38,448.65
4205 Program Income	
4205.AC Aftercare	31,565.96
4205.Ath Athletics	560.00
4205.Chorus T-Shirt sales	168.35
4205.PTCA PTCA	1,503.38
4205.SS School Store	2,994.83
Total 4205 Program Income	36,792.52
4207 MACAL Revenue	3,600.00
4210 Field Trip Income	788.00
4225 Nutrition Program Income	43,761.50
4275 Other Income	15,715.22
4405 Interest and Dividend Income	6,725.63
Total Revenue	\$1,757,122.16
GROSS PROFIT	\$1,757,122.16
Expenditures	
6000 Salaries	1,455,564.96
6000.1 Aftercare Salaries	36,662.50
6000.2 Substitute Salaries	7,501.00
6015 Stipends	81,464.80
6018 Wellness Reimb	934.90
6020 Garnishments	0.00
6050 Payroll taxes	116,142.60
6060 Teachers Retirement System	263,400.00
6065 Health Insurance Premium	205,265.28
Total 6000 Salaries	2,166,936.04
6100 Professional Development	
6105 Prof. Dev - Conference, Workshops, Meetings	500.00
6111 Professional Membership Dues	1,500.00
6115 Prof. Development - Materials	376.02
6120 Staff Retreat	7,772.56
6125 Prof. Development - Training Expense	13,342.00
6140 Prof. Development - Consultants	5,420.00
6145 Prof. Development - Travel	8,051.79
6165 Prof. Development - Travel Meals	824.48
Total 6100 Professional Development	37,786.85

Statement of Activity

	TOTAL
6200 Curriculum & Classroom Expenses	
6205 Classroom Supplies	36,804.67
6205.EC Classroom Supplies EC	6,241.75
6205.MC Classroom Supplies	1,548.43
Total 6205 Classroom Supplies	44,594.85
6206 Curriculum Materials	6,401.88
6206.EC Curriculum EC	28.00
6206.MC Curriculum MC	547.70
Total 6206 Curriculum Materials	6,977.58
6230 Special Programs	500.00
Total 6200 Curriculum & Classroom Expenses	52,072.43
6290 Program Expenses	
6250 Field Trips	2,755.24
6592 Event Costs	2,340.81
6950 Athletics Program Expenses	6,978.59
7047 Aftercare expenses	3,346.86
Total 6290 Program Expenses	15,421.50
6300 Building & Grounds	1,119.02
6306 Rent - Mobile Unit	2,942.00
6307 Mortgage Interest	15,341.58
6335 Pest Control	6,158.40
6343 Janitorial Supplies	4,743.98
6346 Grounds Maintenance	11,788.96
6347 Farm Supplies	2,620.47
6347.5 Repair & Maintenance - Farm	6,303.20
6348 B&G Equipment Rental	3,778.86
Total 6300 Building & Grounds	54,796.47
6310 Utilities	
6312 Internet	1,500.00
6315 Electricity	18,659.88
6320 Natural Gas	138.96
6325 Water/Sewer	10,319.61
6330 Sanitation	2,401.94
6332 Recycling	261.65
6341 Alarm Monitoring	2,625.00
6342 Alarm Servicing	1,372.00
6380 Telephone	2,607.41
Total 6310 Utilities	39,886.45

Statement of Activity

	TOTAL
6350 Repair & Maintenance	
6345 Maintenance Contracts	125.00
6351 Repair & Maintenance - Kitchen	220.00
6353 Repair & Maintenance - HVAC	22,094.53
6354 Repair & Maintenance - Plumbing	6,636.80
6355 Repair & Maintenance - Electrical	3,923.00
6357 Repair & Maintenance - Window	1,134.00
6358 Repair & Maintenance - Painting	95,915.00
6359 Repair & Maintenance - Supplies	6,636.31
6361 Repair & Maintenance - Floors	6,103.26
Total 6350 Repair & Maintenance	142,787.90
6400 Professional Fees	
6410 Auditing Fees	2,000.00
6415 Legal Fees	4,147.00
Total 6400 Professional Fees	6,147.00
6430 General & Administrative Expenses	
6304 Storage Unit	792.00
6382 Cell Phone	2,844.33
6390 Taxes & Licenses & Permits	1,849.68
6420 Insurance	3,166.00
6421 Insurance - Property & Liability	23,133.30
Total 6420 Insurance	26,299.30
6440 Marketing/Advertising	2,304.28
6450 Background Check/Recruiting Expense	962.90
6460 Outreach & Recruitment	292.14
6505 Office Supplies - Admin offices	1,861.75
6505.EC Office Supplies EC	2,023.52
6505.MC Office Supplies MC	1,016.03
Total 6505 Office Supplies - Admin offices	4,901.30
6506 Break Room Supplies	651.36
6507 School Store Purchases	4,505.15
6545 Technology Supplies	4,549.23
6545.C Technical Equipment	1,674.00
Total 6545 Technology Supplies	6,223.23
6546 MARTA cards & other student services	391.01
6555 Medical Supplies	1,987.97
6605 Postage & Shipping	176.55
6611 Paypal/Stripe/Square Fees	1,593.25
6810 Subscriptions	7,783.59
7015 Bank Charges	749.86
7030 Payroll Processing	12,837.76
7040 Gifts/Prizes/Gratuities	171.07

Statement of Activity

	TOTAL
7045 Staff Appreciation	9,559.23
7046 Hospitality	2,439.92
7060 Governing Board Costs	478.95
Total 6430 General & Administrative Expenses	89,794.83
6560 Nutrition Program	
6564 Program Food Purchases	32,897.38
6566 Kitchen Supplies	3,184.06
6567 Non Program Food	3,346.04
6568 Non-Program Food Aftercare	90.90
6570 Kitchen Services	2,247.65
Total 6560 Nutrition Program	41,766.03
6612 Fundraising Expense	93.89
6715 Equipment Rental	
6716 Equipment Rental - Copiers	3,400.00
6717 Copier Supplies & Repairs	6,413.99
Total 6716 Equipment Rental - Copiers	9,813.99
Total 6715 Equipment Rental	9,813.99
6750 Non-capitalized Furnishings	6,687.45
6755 Non-capitalized Equipment	2,133.45
6955 MACAL Athletic Expenses	5,301.00
7777 Contract Labor	2,192.00
General & Administrative exp	
6602 Mileage Reim	108.09
Total General & Administrative exp	108.09
Total Expenditures	\$2,673,725.37
NET OPERATING REVENUE	\$ -916,603.21
Other Revenue	
7660 Unrecognized Gains & Losses	22,762.66
Total Other Revenue	\$22,762.66
NET OTHER REVENUE	\$22,762.66
NET REVENUE	\$ -893,840.55

Statement of Activity

August 2024

	TOTAL
Revenue	
4005 APS Allocation Payment	1,570,889.47
4006 Other State & Local Funding	11,060.64
4013 CARES/ESSER Funding	970.00
4105 Gather & Grow and Sponsorships	21,369.29
4205 Program Income	
4205.AC Aftercare	31,237.92
4205.Ath Athletics	280.00
4205.Chorus T-Shirt sales	168.35
4205.PTCA PTCA	1,264.15
4205.SS School Store	1,641.15
Total 4205 Program Income	34,591.57
4207 MACAL Revenue	3,600.00
4210 Field Trip Income	751.00
4225 Nutrition Program Income	40,325.25
4275 Other Income	15,314.18
4405 Interest and Dividend Income	4,498.37
Total Revenue	\$1,703,369.77
GROSS PROFIT	\$1,703,369.77
Expenditures	
6000 Salaries	751,162.01
6000.1 Aftercare Salaries	28,662.50
6000.2 Substitute Salaries	7,501.00
6015 Stipends	70,604.80
6018 Wellness Reimb	934.90
6020 Garnishments	0.00
6050 Payroll taxes	63,479.41
6060 Teachers Retirement System	129,815.24
6065 Health Insurance Premium	94,572.48
Total 6000 Salaries	1,146,732.34
6100 Professional Development	
6105 Prof. Dev - Conference, Workshops, Meetings	500.00
6111 Professional Membership Dues	1,500.00
6115 Prof. Development - Materials	99.00
6120 Staff Retreat	16.29
6125 Prof. Development - Training Expense	5,784.00
6140 Prof. Development - Consultants	5,420.00
6145 Prof. Development - Travel	1,655.50
Total 6100 Professional Development	14,974.79

Statement of Activity

August 2024

	TOTAL
6200 Curriculum & Classroom Expenses	
6205 Classroom Supplies	13,647.95
6205.EC Classroom Supplies EC	3,814.90
6205.MC Classroom Supplies	394.63
Total 6205 Classroom Supplies	17,857.48
6206 Curriculum Materials	
6206.EC Curriculum EC	28.00
6206.MC Curriculum MC	84.69
Total 6206 Curriculum Materials	112.69
6230 Special Programs	500.00
Total 6200 Curriculum & Classroom Expenses	18,470.17
6290 Program Expenses	
6250 Field Trips	2,743.24
6592 Event Costs	2,340.81
6950 Athletics Program Expenses	6,978.59
7047 Aftercare expenses	1,819.57
Total 6290 Program Expenses	13,882.21
6300 Building & Grounds	65.02
6306 Rent - Mobile Unit	1,471.00
6307 Mortgage Interest	7,670.79
6335 Pest Control	5,343.90
6343 Janitorial Supplies	2,472.29
6346 Grounds Maintenance	4,471.22
6347 Farm Supplies	1,749.92
6347.5 Repair & Maintenance - Farm	6,303.20
6348 B&G Equipment Rental	3,778.86
Total 6300 Building & Grounds	33,326.20
6310 Utilities	
6312 Internet	750.00
6315 Electricity	9,537.29
6320 Natural Gas	61.41
6325 Water/Sewer	4,566.98
6330 Sanitation	2,401.94
6341 Alarm Monitoring	1,775.00
6342 Alarm Servicing	1,372.00
6380 Telephone	1,305.76
Total 6310 Utilities	21,770.38
6350 Repair & Maintenance	
6345 Maintenance Contracts	125.00
6351 Repair & Maintenance - Kitchen	40.00
6353 Repair & Maintenance - HVAC	22,020.32

Statement of Activity

August 2024

	TOTAL
6354 Repair & Maintenance - Plumbing	1,156.16
6357 Repair & Maintenance - Window	554.00
6358 Repair & Maintenance - Painting	22,125.00
6359 Repair & Maintenance - Supplies	4,992.88
6361 Repair & Maintenance - Floors	1,006.26
Total 6350 Repair & Maintenance	52,019.62
6400 Professional Fees	
6410 Auditing Fees	2,000.00
6415 Legal Fees	1,481.50
Total 6400 Professional Fees	3,481.50
6430 General & Administrative Expenses	
6304 Storage Unit	396.00
6382 Cell Phone	991.88
6420 Insurance	50.00
6421 Insurance - Property & Liability	23,133.30
Total 6420 Insurance	23,183.30
6440 Marketing/Advertising	2,199.83
6450 Background Check/Recruiting Expense	727.50
6460 Outreach & Recruitment	172.1
6505 Office Supplies - Admin offices	1,826.80
6505.EC Office Supplies EC	2,023.52
6505.MC Office Supplies MC	186.70
Total 6505 Office Supplies - Admin offices	4,037.02
6506 Break Room Supplies	261.60
6507 School Store Purchases	4,505.15
6545 Technology Supplies	2,976.34
6545.C Technical Equipment	1,674.00
Total 6545 Technology Supplies	4,650.34
6546 MARTA cards & other student services	242.12
6555 Medical Supplies	164.46
6605 Postage & Shipping	96.37
6611 Paypal/Stripe/Square Fees	317.86
6810 Subscriptions	7,327.63
7015 Bank Charges	422.90
7030 Payroll Processing	5,967.30
7040 Gifts/Prizes/Gratuities	171.07
7045 Staff Appreciation	1,002.65
7046 Hospitality	356.10
7060 Governing Board Costs	478.95
Total 6430 General & Administrative Expenses	57,672.14

Statement of Activity August 2024

	TOTAL
6560 Nutrition Program	
6564 Program Food Purchases	32,897.38
6566 Kitchen Supplies	3,138.20
6567 Non Program Food	3,346.04
6568 Non-Program Food Aftercare	90.90
6570 Kitchen Services	2,119.65
Total 6560 Nutrition Program	41,592.17
6612 Fundraising Expense	73.19
6715 Equipment Rental	
6716 Equipment Rental - Copiers	3,400.00
6717 Copier Supplies & Repairs	6,413.99
Total 6716 Equipment Rental - Copiers	9,813.99
Total 6715 Equipment Rental	9,813.99
6750 Non-capitalized Furnishings	4,698.86
6955 MACAL Athletic Expenses	5,301.00
7777 Contract Labor	2,192.00
General & Administrative exp	
6602 Mileage Reim	108.09
Total General & Administrative exp	108.09
Total Expenditures	\$1,426,108.65
NET OPERATING REVENUE	\$277,261.12
Other Revenue	
7660 Unrecognized Gains & Losses	13,866.35
Total Other Revenue	\$13,866.35
NET OTHER REVENUE	\$13,866.35
NET REVENUE	\$291,127.47

Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. <u>Adobe Reader</u>:

Finance Committee Financial Statement - August 2024.xlsx

Statement of Financial Position

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1080 Capital Account MM	1,002,219.18
1090 Cash on Hand	277.00
1100 SouthState Operating	1,803,456.93
1105 Paypal	0.00
1112 SouthState PTCA	52,819.53
1114 SouthState Aftercare	166,981.32
1115 SouthState Farm to School	0.00
1116 SouthState Annual Fund	500,231.15
1117 SouthState Nutrition	70,077.31
1119 MACAL	27,117.38
Total Bank Accounts	\$3,623,179.80
Accounts Receivable	
1120 Grants Receivable	333,536.19
1121 CREATE Grants Receivable	50,931.00
1130 Grant Receivable - Title 1	0.00
1132 Grants Receivable-Facilities Grant	0.00
1134 Grants Receivable - Dobbs (deleted)	75,000.00
Total Accounts Receivable	\$459,467.19
Other Current Assets	
1056 Self-Help Credit Union CD	0.00
1057 Edward Jones MM 870-17965-1-1	461,316.19
1060 Self Help Money Market CARA 80	0.00
1061 Edward Jones State Bank of India CD	-0.40
1063 Edward Jones 870-24619-1-7	583,130.23
1400 Prepaid Expenses	0.00
1900 Uncategorized Asset	0.00
Total Other Current Assets	\$1,044,446.02
Total Current Assets	\$5,127,093.01
Fixed Assets	
1550 2015 EC Carpet	46,922.77
1580 Janitorial Equipment	3,471.00
1610 Building	1,136,944.00
1611 Accumulated Depreciation Buildings	-448,201.60
1612 Building Closing Cost	12,627.00
1612.1 Loan Closing Costs - Refinance 2014	0.00
Total 1612 Building Closing Cost	12,627.00

Statement of Financial Position

	TOTAL
1613 Accumulated Amortization Closing Costs	0.00
1612.2 Accumulated Amortization	-2,855.96
Total 1613 Accumulated Amortization Closing Costs	-2,855.96
1614 FY2018 MC Improvements	14,035.30
1614.50 Firedoors MC	94,451.99
1614.60 2023 Windows	48,825.70
1615 Grounds Improvements	100,349.46
1616 2017 MC Improvements	60,008.08
1617 2016 MC Improvements	223,205.31
1618 2014 MC Improvements	118,199.00
1619 2015 MC Improvements	27,043.99
1620 Leasehold Improvements	1,068,957.20
1620.2 Leasehold Improvements FY22	484,804.16
1620.3 Leasehold Improvements FY23	119,200.40
1620.4 Leasehold Improvements FY24	291,288.10
Total 1620 Leasehold Improvements	1,964,249.86
1620.5 MC Buildout	4,000.00
1621 Accumulated Depreciation Leasehold Improvements	-1,533,622.18
1622 ANCS Vehicles	33,367.09
1623 2021 MC Improvements	384,691.48
1624 Water Heaters FY24	20,310.00
1625 Library Books	0.00
1626 Accumulated Depreciation Library Books	0.00
1630 Furniture and Fixtures	344,318.34
1631 Accumulated Depreciation Furniture & Fixtures	-329,742.76
1633 Equipment - HVAC	530,822.53
1634 Kitchen Equipment	69,043.11
1640 Equipment	240,415.00
1641 Accumulated Depreciation Equipment	-323,366.39
1650 Computer Equipment	526,263.11
1651 Accumulated Depreciation Equipment 2	-622,627.00
1660 Software	77,082.09
1670 EC Intercom System	30,000.00
1675 MC Intercom System	69,560.94
1700 Grants to Green	488,719.69
1705 Grants to Green EC FY17	290,511.9 ⁻
1800 MC Grounds / Farm Improvements	68,390.54
1801 2021 Farm MC	44,823.00
1802 Leasehold Improvement - Farm EC	96,179.9
1820 2018 EC 2nd Mobile Unit	52,840.83
Total Fixed Assets	\$3,961,257.20
Other Assets	
1609 Chair Lift MC	28,225.00

Statement of Financial Position

	TOTAL
MJ 1008 Operating Lease Liability	-22,998.00
MJ 1009 Operating Lease Liability, Noncurrent portion	-77,548.00
MJ1007 Right of Use Asset	100,546.00
Total Other Assets TOTAL ASSETS	\$28,225.00 \$9,116,575.21
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable (A/P)	66,326.48
Total Accounts Payable	\$66,326.48
Credit Cards	
2051 Divvy/Bill Credit Card	10,157.24
Total Credit Cards	\$10,157.24
Other Current Liabilities	
2100 Other Current Liabilities	62.00
2101 Accrued Payroll	0.00
2105 FIT W/H Payable	0.00
2110 FICA Payable	0.00
2115 Medicare Payable	547.04
2120 State W/H Payable	0.00
2130 TRS of GA Payable	286,538.29
2210 403(b) EE Contributions Payable VALIC	172.00
2212 403(b) EE Contributions ValuTeachers	36,400.46
2213 403 (b) EE ROTH Contr ValuTeachers	9,344.73
2215 Supplemental Ins EE Contributions Payable	0.00
2220 TRS of GA EE Contributions Payable	123,394.59
2225 Health Ins EE Deductions Payable	-1,457.68
2230 ADD	-897.65
2231 CI1	164.90
2232 LTD	1,126.46
2233 STD	-153.62
2245 MFS & DCC Payable	-42,933.81
2250 PPP Loan Payable	0.00
2252 PPP Loan Payable Current Amount	0.00
2300 Copier Lease Payments	0.00
2550 ST Capital Leases	0.00
2601 Mortgage Payable (Current Portion)	63,002.27
2900 Fraud Activity	66.53
Total Other Current Liabilities	\$475,376.51
Total Current Liabilities	\$551,860.23

Statement of Financial Position

	TOTAL
Long-Term Liabilities	
2600 Mortgage Payable (Net of Current Portion)	727,565.58
2600.2 Self Help Loan B	0.00
Total Long-Term Liabilities	\$727,565.58
Total Liabilities	\$1,279,425.81
Equity	
3000 Opening Balance Equity	2,156,345.98
8000 Loss on disposal of PP&E	-38,807.00
Retained Earnings	6,613,450.97
Net Revenue	-893,840.55
Total Equity	\$7,837,149.40
TOTAL LIABILITIES AND EQUITY	\$9,116,575.21