



Kairos Academies

Finance Committee Meeting

Published on April 28, 2025 at 8:20 AM CDT

Amended on April 29, 2025 at 8:16 AM CDT

Date and Time

Tuesday April 29, 2025 at 8:00 AM CDT

Location

Virtual

We invite you join us at this Zoom link. This notice was published at www.kairosacademies.org/board at least one day prior to the meeting.

<https://us06web.zoom.us/j/85372783082?jst=2>

Agenda

| | Purpose | Presenter | Time |
|-------------------------------------|-----------------|-----------|----------------|
| I. Opening Items | | | 8:00 AM |
| A. Record Attendance | | | 1 m |
| B. Call the Meeting to Order | | | |
| C. Approve Minutes | Approve Minutes | | 1 m |

| | Purpose | Presenter | Time |
|-------------|--|-----------|----------------|
| | Approve minutes for Finance Committee Meeting on March 25, 2025 | | |
| II. | Review Monthly Financials with LDR | | 8:02 AM |
| A. | Approve March Financials | | 5 m |
| III. | Review Finance Committee Presentation | | 8:07 AM |
| A. | April Finance Committee Financial Health and Mitigations | | 5 m |
| B. | Review AP and Check Register | | 5 m |
| IV. | Board Policies-Finance Update | | 8:17 AM |
| A. | Update Section 2.1- Bank Procedures Policy <i>New proposed policy:</i> Section 2.1. Checks and Electronic Funds Transfer (EFT) Authorization (renamed) Any check or EFT payment under \$10,000 drafted on any school-designated bank account may be signed/authorized by the Chief Administration Officer, Chief Executive Officer, Board Treasurer, or Board President. Any check or EFT payment at or above \$10,000 drafted on any school-designated bank account must be dually signed/authorized by the Board Treasurer or Board President. In the case of an EFT, the Chief Administration Officer or the Chief Executive Officer must receive written, approved authorization from the Board Treasurer or Board President. A dual signer exception is granted for payments for board-approved recurring, fixed expenditures such as monthly rent. | | |
| B. | Replace COO with CAO The entire "Board Policies - Finance" needs to be combed through to find-and-replace "Chief Operating Officer" with "Chief Administration Officer" to reflect current title. | | 5 m |
| C. | Section 5. Credit Card Procedures This needs to be updated to reflect who has credit cards. Just needs to be the titles of individuals who will have credit cards going forward. | | 5 m |

| | Purpose | Presenter | Time |
|---|---------|---------------|----------------|
| V. Action Plan Update | | | 8:27 AM |
| A. Review of Action Plan updates | Discuss | Khalil Graham | |
| VI. Closing Items | | | |
| A. Adjourn Meeting | Vote | | |

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