



## Springfield Prep

### Minutes

#### Finance Committee Meeting

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**Date and Time**

Wednesday December 7, 2016 at 5:15 PM

**Location**

370 Pine St.

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This meeting of the Springfield Prep Charter School Finance Committee will be held at 370 Pine St. on 12/7/16 5:15 pm. Meeting notice was posted on the school's website ([www.springfieldprep.org](http://www.springfieldprep.org)) on 12/2/16 at 4 pm.

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**Committee Members Present**

B. Spirer, J. Brown, M. Wagner, R. Olejarz

**Committee Members Absent**

L. Goncalves

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

R. Olejarz called a meeting of the Finance Committee of Springfield Prep to order on Wednesday Dec 7, 2016 at 5:20 PM.

**C. Approve October Finance Committee Minutes****II. Finance****A.**

## **Review October Financials**

### **B. Fiscal Policies and Procedures (FPP)**

Bill and Meghan will send out the updated version of the Fiscal Policies and Procedures (FPP) along with a memo highlighting key areas that are related to board responsibility and oversight. The finance committee will review and provide comments at the 12/28 meeting and present to the board for approval at the 1/4 meeting.

### **C. Finance Committee Goals**

Committee reviewed financials. Overall, revenues and expenditures are on track. It was noted that the change in net position is showing as a negative number, which is incorrect. Meghan and Lynne will update that in next month's financials.

### **D. Approvals, as needed**

## **III. Closing Items**

### **A. December/January meeting scheduling**

Bill will update the December meeting to 12/28 at noon to accommodate committee member schedules.

### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:45 PM.

Respectfully Submitted,  
B. Spirer