Baconton Community Charter School

Finance Committee Meeting

Date and Time

Tuesday October 21, 2025 at 6:00 PM EDT

Location

Board Room

The Governing Board meets monthly at 6:00 PM in the Superintendent's Conference Room in the Main Building. Dates are noted on the calendar.

The Finance Committee meets monthly in advance of the regular board meeting to review financials.

The Student Affairs Committee receives monthly reports from campus leadership.

Agenda

		Presenter
I.	**Opening Items**	
A.	Record Attendance	Kate Von Glahn
B.	Call the Meeting to Order	Benjamin Brooks
C.	Approve Minutes	Benjamin Brooks
	Approve minutes for September Finance Committee Meeting on September 9, 2025	

II. Finance Committee

Review and discuss monthly financials in preparation to present to the Full Board

A.	Profit and Loss	Lynn Pinson
B.	Balance Sheet	Lynn Pinson
C.	Budget VS Actual	Lynn Pinson
D.	Journal Entry Review	Lynn Pinson
	NO ENTRIES TO REVIEW	
E.	Credit Card Review	Lynn Pinson
F.	Purchase Order Review	Lynn Pinson
G.	Bank Account/Statement Review	Lynn Pinson
H.	Federal Budgets and Grants Update	Lynn Pinson
I.	SNO Payment Advice	Lynn Pinson
J.	CPF Financial Performance Indicators	Lynn Pinson

III. Updates from Administration

A.	Financial Policy Update	Missy Harrod

Additional guidelines for purchasing in emergency situations.

An exception shall also be made in emergency situations where normal school operations dictate that goods/services be acquired immediately and without board approval. In such situations, the Administrator has the authority to act in good faith on behalf of the board, and in doing so, must exercise reasonable judgment to procure the goods or services in a manner which produces the most cost effective solution for BCCS.
The following guidelines will affect purchasing in emergency situations:

1. Designation of Authorized Officials
The following officials are authorized to make purchases during an emergency:

- • Superintendent
- • Chief Financial Officer

• Facility Director or Superintendent's Designee

These officials have the authority to approve and execute emergency purchases without the usual procurement procedures to ensure rapid response.

2. Authorized Purchases During an Emergency

Purchases that are essential to address the emergency, including but not limited to:

- Supplies and equipment necessary to mitigate the emergency
- Services required to restore critical operations
- Any other purchases directly related to emergency response and recovery efforts

3. Unauthorized Purchases During an Emergency

The following purchases are not authorized under emergency procurement:

- Non-essential goods and services unrelated to emergency response
- Personal expenses or items not serving organizational needs
- Purchases that can be deferred until after the emergency period

4. Transaction Thresholds During an Emergency

Emergency purchases shall adhere to the following transaction limits:

- Purchases up to $24,999 may be approved by Superintendent or his/her designee
- Purchases exceeding $24,999 require approval by Superintendent and the Board Chair/Finance Chair

5. Post-Emergency Auditing and Review Process

Upon conclusion of the emergency, all emergency purchases will be subject to a thorough audit and review to ensure compliance with policy and appropriateness of expenditures. The Administrator or Chief Financial Officer will inform the board of the purchase as soon as is reasonably practical, but no later than the next scheduled board meeting. This process will Include:

- Submission of all emergency purchase documentation at the subsequent Finance
- Committee Meeting and Board Meeting.
- Review by the Finance Committee and/or the Governing Board

B. Facility Needs for Projected Growth   Kelly Rucker

IV.   Other Business

A.   PAYROLL PROCESSING UPDATE   Kate Von Glahn

V.   **Closing Items**

      A.   Adjourn Meeting