

# **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 Dates are noted on the calendar.	ence Room in the Main Building.
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.	
	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

Presenter

#### 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

## IV. Other Business

#### A. PAYROLL PROCESSING UPDATE

Kate Von Glahn

#### V. Closing Items

Presenter

A. Adjourn Meeting