



Baconton Community Charter School

Minutes

Finance Committee Meeting

Date and Time

Tuesday October 21, 2025 at 6:00 PM

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.

Committee Members Present

Benjamin Brooks, Jenny Van Meter, Kate Von Glahn (remote), Kelly Rucker, Lynn Pinson, Missy Harrod

Committee Members Absent

Stone Pinson

Guests Present

Dustin Green, Larry Burkett

I. Opening Items

Kate Von Glahn

Signed by Kate Von Glahn on 10/21/2025

A. Record Attendance

B. Call the Meeting to Order

Benjamin Brooks called a meeting of the Finance Committee of Baconton Community Charter School to order on Tuesday Oct 21, 2025 at 6:05 PM.

C. Approve Minutes

II. Finance Committee

A. Profit and Loss

Nothing unusual in report. Missy and Lynn spent some time "cleaning up" this month - making sure expenses were in the correct categories.

Jenny Van Meter made a motion to Approve Finance reports.

Benjamin Brooks seconded the motion.

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

B. Balance Sheet

C. Budget VS Actual

Conversation regarding expenses for special ed students that are having to attend a special school in Albany. This throws budget over in this category due to this expense. FTE should pay for this but we have to pay this school for the service. The name is the school is Oak Tree.

Liability insurance was paid in one lump sum for the year which makes it look overly large in the budget but it was for multiple types of insurance. We are budgeted for the correct overall total but just in multiple line items.

Repairs and expenses are already over budgeted amount.

D. Journal Entry Review

None this month made.

E. Credit Card Review

Viewed. No surprises.

F. Purchase Order Review

G. Bank Account/Statement Review

H.

Kate Von Glahn

Signed by Kate Von Glahn on 10/21/2025

Federal Budgets and Grants Update

Will start drawing down Title funds this month. Most are for salaries so those will begin quickly. Federal budget was approved in September board meeting by full Governing Board.

I. SNO Payment Advice

J. CPF Financial Performance Indicators

Cash On Hand at 107 days. Looked at form used for monitoring document. Benjamin Brooks asked for enrollment variance information as it pertains to CPF information.

III. Updates from Administration

A. Financial Policy Update

Jenny asked questions about the changes in finance policy regarding the Finance chairperson needing to sign off on Financials and bank recs. Made recommendation to change wording from finance chair needing to sign bank recs and financials to reviewing and approving within finance meeting. All agreed to get policy aligning with standard operating procedures. Digital signatures are possible but if not required by state then unnecessary.

Missy presented policy regarding emergency purchases that gives the superintendent the authority to approve emergency purchases in order to make repairs and purchases in a timely manner.

B. Facility Needs for Projected Growth

Kelly Rucker and Duston Green presented a slideshow laying out needs for future facility expansion. Ideas were presented for the finance committee to consider.

IV. Other Business

A. PAYROLL PROCESSING UPDATE

Kate wants to move from the PC Genesis plan to ADP payroll processor. She is concerned that it is too much of a learning curve for her to be proficient in that program as well as being financial leader.

V. 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 7:44 PM.

Respectfully Submitted,

Kate Von Glahn

Signed by Kate Von Glahn on 10/21/2025

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