APPROVED

Pataula Charter Academy

Minutes

August Finance Meeting

Date and Time
Monday August 24, 2020 at 5:00 PM

Location
PCA Media Center

Committee Members Present
C. Weathersby, R. Beamon, R. Collins, T. Bruner

Committee Members Absent
K. Holley, L. Miller

Guests Present
B. Eubanks

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

C. Weathersby called a meeting of the Finance Committee of Pataula Charter Academy to order on Monday Aug 24, 2020 at 5:23 PM.

C. Approve Minutes

R. Collins made a motion to approve the minutes from July 20, 2020 July 2020 Finance Committee Meeting on 07-20-20.
T. Bruner seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

D. Hendrickson	Absent
R. Beamon	Aye
K. Holley	Absent
T. Bruner	Aye
C. Weathersby	Aye
B. Eubanks	Abstain
R. Collins	Aye
L. Miller	Absent

D. Agenda

Cheryl requested to add as an item for discussion a potential closeout schedule for FY21.
C. Weathersby made a motion to approve the amended agenda as presented.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

B. Eubanks	Abstain
R. Beamon	Aye
D. Hendrickson	Absent
C. Weathersby	Aye
T. Bruner	Aye
R. Collins	Aye
L. Miller	Absent
K. Holley	Absent

II. Finance

A. PCA FY 21 Amended General Operating Budget

Cheryl presented the amended general budget for FY21. Cheryl stated this amended budget includes changes to included adjustments to the Title funds to include all revenue to offset the expenses as well as adjustments to salaries to reflect actuals from what was presented in the budget before. This amended budget also includes the added position for the Pandemic Coordinator. Cheryl also stated that the long-term sub bus driver would not be returning this year.
T. Bruner made a motion to approve the submittal of the amended budget as presented to the board for final approval.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

K. Holley	Absent
D. Hendrickson	Absent
B. Eubanks	Abstain
R. Collins	Aye
C. Weathersby	Aye
R. Beamon	Aye
T. Bruner	Aye
L. Miller	Absent

B. PCA - CPF Financial Assessment Report

Cheryl presented CPF Financial Assessment Report for fiscal year ending 2020. Cheryl informed the committee that PCA finished out the year overspent on the budget by 4% but that these figures could change because of journal entries she may potentially have to make after the year end audit is completed.

C. PCA Bus Monitor Positions

Cheryl is requesting to add positions for 2 more bus monitors to the budget. She stated that since the long term sub is not returning, she has allotted funds from this budgeted position to pay for these bus monitor positions. Of the 6 bus routes, 2 do not have bus monitors and with the added COVID precautions being taken this year, each bus route will need a bus monitor to assist.
R. Collins made a motion to to present the request to add 2 bus monitor positions to the board.
T. Bruner seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

C. Weathersby	Aye
R. Beamon	Aye
L. Miller	Absent
B. Eubanks	Abstain
K. Holley	Absent
D. Hendrickson	Absent
T. Bruner	Aye
R. Collins	Aye

D. SCCA FY 21 Amended General Operating Budget

Cheryl presented the FY21 Amended General Operating Budget. Changes to the amended budget include adding the school nurse position, adding the instructional coach salary in under Title funds, and changing the part-time custodian position to full-time. Cheryl also stated that she added in the revenue from the US ED Replication grant to the budget as well as expenses associated with this grant which includes the Assistant Principals salary and supplies.

R. Collins made a motion to approve the submittal of the amended budget as presented to the board for final approval.
T. Bruner seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call	
T. Bruner	Aye
R. Collins	Aye
B. Eubanks	Abstain
K. Holley	Absent
C. Weathersby	Aye
D. Hendrickson	Absent
L. Miller	Absent
R. Beamon	Aye

E. SCCA _ CPF Assessment Report

Cheryl presented CPF Financial Assessment Report for fiscal year ending 2020. Cheryl informed the committee that PCA finished out the year underspent on the budget by 10% but that these figures could change because of journal entries she may potentially have to make after the year end audit is completed.

F. SCCA New Modular Building - Change Order

Cheryl presented a change order from Vanguard to the committee in reference to the new modular building installation at SCCA. The change order includes a change in the pricing on the booster pump which was originally quoted as $35,000 but is now only costing $9,700 as well as an additional $7,800 for decking for walkways.
T. Bruner made a motion to approve the presentation of the change order from Vanguard to the board for approval.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call	
K. Holley	Absent
T. Bruner	Aye
R. Beamon	Aye
L. Miller	Absent
R. Collins	Aye
D. Hendrickson	Absent
B. Eubanks	Abstain
C. Weathersby	Aye

G. SCCA Fulltime Custodial Position

Cheryl informed the committee that she needs to change the part-time custodian position to a full-time position due to the lack of interest in the part-time opening.

T. Bruner made a motion to approve asking the board for approval of changing the part-time custodian position to a full-time position.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

B. Eubanks	Abstain
K. Holley	Absent
L. Miller	Absent
R. Beamon	Aye
T. Bruner	Aye
C. Weathersby	Aye
R. Collins	Aye
D. Hendrickson	Absent

III. Other Business

A. Potential Close Out Schedule

Cheryl presented a potential close out schedule for monthly financial reports. Cheryl stated she was concerned about repercussions of presenting the month close out financials a month behind as current protocol has been. Rhonda advised that as a CPA, many companies present their month end financials a month behind and there shouldn't be any issues continuing this policy.

IV. Closing Items

A. Adjourn Meeting

T. Bruner made a motion to adjourn the meeting.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

C. Weathersby	Aye
K. Holley	Absent
T. Bruner	Aye
D. Hendrickson	Absent
B. Eubanks	Abstain
R. Collins	Aye
R. Beamon	Aye
L. Miller	Absent

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:46 PM.

Respectfully Submitted,
C. Weathersby