

Pataula Charter Academy, Inc (Serving Pataula Charter Academy and Spring Creek 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, Inc (Serving Pataula Charter Academy and Spring Creek 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

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

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

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

L. Miller Absent
T. Bruner Aye
K. Holley Absent
B. Eubanks Abstain

Roll Call

R. Beamon Aye
D. Hendrickson Absent
C. Weathersby Aye
R. Collins Aye

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

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

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

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

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

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

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

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

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

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