APPROVED

Pataula Charter Academy

Minutes

November 2020 Finance Committee Meeting

Date and Time
Monday November 16, 2020 at 5:00 PM

Location
Spring Creek Charter Academy Board Room (main office)

Committee Members Present
C. Weathersby, L. Miller, R. Collins, T. Bruner

Committee Members Absent
D. Hendrickson, K. Holley, R. Beamon

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 Nov 16, 2020 at 5:15 PM.

C. Approve Minutes

The meeting minutes from the October 19, 2020 finance committee meeting were tabled due to technical difficulties within the board on track system.

D. Approve Agenda

Cheryl informed the committee that under the finance section, item D for SCCA site work needed to be removed from the agenda due to no further updates. Cheryl also stated that an item for vote for Opus software needed to be added as well as an item for information about the audit for both schools.
R. Collins made a motion to approve the amended agenda as presented.
T. Bruner seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

II. Finance

A. PCA - CPF Financial Assessment Report

Cheryl presented the CPF financial assessment through the end of September to the committee. The budget for PCA is currently at 25% spent. The Pre-K budget, COVID grant purchases, and the central office building purchase are excluded from the budget figures. The maintenance and operation repair expenses show overspent due to some repairs that had to be made to some of the A/C units at the school discovered during a routine maintenance filter check.

B. SCCA _ CPF Assessment Report

Cheryl presented the CPF financial assessment through the end of September to the committee. The budget for PCA is currently at 25% spent. The Pre-K budget, COVID grant purchases, and the central office building purchase are excluded from the budget figures. Instructional supplies show to be over budget due to the required purchase of curriculum but revenue from the USED grant is not included in the budget for this. The repairs budget for maintenance and operations shows overspent due to some required A/C repair work as well as keeping the floors waxed was not included in the original budget. The CPF financial assessment shows that the budget currently meets across the board.

C. Pataula - Baseball Fence Vendor Selection

Cheryl presented the bid from Quality Fence Company for completion of the baseball field fencing for $56,538. Cheryl requested the committee to approve sending this bid to the board for approval.
T. Bruner made a motion to approve the presentation of the bid from Quality Fence Company as the vendor of choice to complete the fencing on the baseball field.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

D. SCCA Site Work

Item removed from agenda.

E. PCA & SCCA - Opus Software

Cheryl presented the Opus Software to the committee for approval to be sent to the board to vote on. The Opus software is a budgeting software that ties in with QuickBbooks that was created by Avolon. This software would help streamline budgeting and eliminate errors. The cost of this software is $9,800 but Avolon has offered a 40% discount which brings the total cost down to $5,880 for the first year and Avolon will do all onboarding for free.
T. Bruner made a motion to submit the purchase for the Opus software 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
C. Weathersby	Aye
R. Beamon	Absent
R. Collins	Aye
L. Miller	Aye
D. Hendrickson	Absent

F. PCA & SCCA - Audit Results

Cheryl presented the audit results and informed the committee that PCA will lose points off its CPF due to the capital asset schedule that was established when the school was opened. Both schools will be affected because the start-up loan for SCCA is not being

included towards SCCA but instead being applied against PCA. The payroll protection program loan taken out will also affect the CPF as it is being put in as a long-term liability.

III. Closing Items

A. Adjourn Meeting

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:48 PM.

Respectfully Submitted,
C. Weathersby