APPROVED

Pataula Charter Academy

Minutes

January Finance Meeting

Date and Time
Monday January 25, 2021 at 5:00 PM

Location
PCA Conference Room

Committee Members Present
C. Weathersby (remote), K. Holley (remote), L. Miller (remote), R. Collins (remote), T. Bruner (remote)

Committee Members Absent
D. Hendrickson, R. Beamon

Guests Present
B. Eubanks (remote)

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 Jan 25, 2021 at 5:02 PM.

C. Approve Minutes

T. Bruner made a motion to approve the minutes from October 19, 2020, October 2020 Finance Meeting on 10-19-20.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

T. Bruner made a motion to approve the minutes from November 16, 2020, November 2020 Finance Committee Meeting on 11-16-20.
R. Collins seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

D. Approve Agenda

R. Collins made a motion to approve the agenda as presented.
T. Bruner seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

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

II. Finance

A.

CARES Act Funding - FY 2021 Allotment

Cheryl informed the committee that the federal government issued another round of CARES Act funding to school systems and PCA will receive $842,000 and SCCA will receive$506,000. This money will need to be spent by September of 2022. We are still working on the the needs for this funding but ideally it will be spent in the same manner as other federal funds that we receive. Cheryl is recommending that the main focus of this money be used towards salaries unless we are notified that the 10% austerity cut will be removed from our state allotment in FY 22.

B. PCA - CPF Financial Assessment Report

Cheryl presented the November CPF financial assessment for PCA. November showed the budget being overspent but this was in large due to the additional supplements issued to all staff. Cheryl informed the committee that while reviewing the budget, no total function code was overspent but that objectives within the functions were overspent and thus an amended budget will need to be presented in February to be voted on in March.

C. SCCA _ CPF Assessment Report

Cheryl presented the November CPF financial assessment for PCA. November showed the budget being overspent but this was in large due to the additional supplements issued to all staff. Cheryl informed the committee that while reviewing the budget, no total function code was overspent but that objectives within the functions were overspent and thus an amended budget will need to be presented in February to be voted on in March. The SPED budget was not approved until a later date and funds from the carryover from the previous year are still waiting to be applied. There are also some Title expenditures not captured in the current budget which will need to be included with the amended budget.

D. SCCA - Deficit Elimination Plan

Cheryl informed the committee that SCCA received notification from the Department of Education that SCCA's general fund had a deficit of $499,205 in their unassigned fund balance for FY 2020. The deficit was created when the auditors reported our long term debt on the balance sheet as current debt. This caused our FY 2020 financial statements to have a deficit. Cheryl presented the committee with a deficit plan that needs approval and statements that will need to presented monthly. She also notified the committee that a public notice will need to be printed in the legal organ and monthly reports will be submitted to the GADOE.

R. Collins made a motion to to approve the presentation of the deficit elimination plan to the board for their approval.

T. Bruner seconded the motion.

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

Roll Call

C. Weathersby Aye

Roll Call

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

E. SCCA Site Work

Cheryl presented the committee with an invoice from Mike Floyd Paving. This vendor was awarded the contract over the summer for septic tank system installation and site work. During the installation of the modular building and their approved work it was discovered that 6" fire main lines needed to be installed. This installation was necessary to operate the sprinkler system in the building. The invoice has not been paid because the extra work was not approved by the school. However, after further investigation, our project manager determined that the work was absolutely necessary and within current economic values. The invoice totals $50,460 and would be paid using Walton Grant funds. Tiffany Bruner expressed concern about potential legal and financial ramifications due to the work not being approved before performed. Cheryl stated that since the vendor was awarded the original contract they needed to submit a change order to the original scope. She would get Mike Floyd Paving to submit a change order for documentation and that this invoice would not be paid until the change order was in hand. The committee agreed that the school is responsible for payment at this time even though the vendor did not get prior approval.

T. Bruner made a motion to to present this invoice to the board for approval of payment once Mike Floyd Paving has submitted a change order.

R. Collins seconded the motion.

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

Roll Call

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

III. Closing Items

A. Adjourn Meeting

K. Holley made a motion to adjourn the meeting.

T. Bruner seconded the motion.

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

Roll Call

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

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:42 PM.

Respectfully Submitted,
C. Weathersby