APPROVED

Menlo Park Academy Governing Board

Minutes

Finance Meeting

Date and Time
Thursday September 19, 2019 at 5:15 PM

Location
Menlo Park Academy

OUR MISSION: Menlo Park Academy is a public school that develops the potential of gifted learners through an exemplary program of rewarding experiences that nurtures the whole child.

Committee Members Present
Cindy Wang, Dante Giancola, Dave Massa, Tara Schmitt, Teri Harrison

Committee Members Absent
None

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Cindy Wang called a meeting of the Audit & Finance Committee of Menlo Park Academy Governing Board to order on Thursday Sep 19, 2019 at 5:19 PM.

II. Audit & Finance

A.

Budget Review

Budget will be finalized within the next two weeks. 5 year forecast due date is postponed to November.

B. Facility Accounting Review

Discussed accounting for rent, interests, loans.

C. Payroll review

Discussed and reviewed payroll process. Currently process for payroll approval is very manual therefore additional review is necessary on a monthly basis. More detailed review will be discussed at next meeting when the budget is final.

III. Closing Items

A. Adjourn Meeting

Dante Giancola made a motion to adjourn the meeting.
Cindy Wang seconded the motion.
The committee **VOTED** to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:55 PM.

Respectfully Submitted,
Cindy Wang
Dante Giancola made a motion to adjourn the meeting.
Cindy Wang seconded the motion.
The committee **VOTED** to approve the motion.

Roll Call

Richard Hronek	Absent
Teri Harrison	Aye
Tara Schmitt	Aye
Dave Massa	Aye
Dante Giancola	Aye
Cindy Wang	Aye
Barbee Thomas	Absent