

APPROVED



# Menlo Park Academy Governing Board

## Minutes

### Finance Meeting

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#### Date and Time

Thursday September 19, 2019 at 5:15 PM

#### Location

Menlo Park Academy

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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.

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#### Committee Members Present

Cindy Wang, Dante Giancola, Dave Massa, Tara Schmitt, Teri Harrison

#### Committee Members Absent

*None*

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### 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**

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