



## Voices College-Bound Language Academies

### Minutes

#### Audit and Finance Committee Meeting

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##### **Date and Time**

Tuesday February 23, 2016 at 9:00 AM

##### **Location**

Teleconference: 14271 Story Rd, San Jose, CA 95136; 2625 Zanker Rd; or 252 Devonshire Blvd, San Carlos, 94070)

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Special

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##### **Committee Members Present**

A. Miller, B. Nuthals, M. Buerger

##### **Committee Members Absent**

*None*

##### **Guests Present**

S. Reyes

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#### **I. Opening Items**

##### **A. Record Attendance and Guests**

All members are voting. Alice, Sara, Michael & Beth. 3 of 4 members present, quorum meet.

##### **B.**

**Call the Meeting to Order**

B. Nuthals called a meeting of the Finance Committee Committee of Voices College-Bound Language Academies to order on Tuesday Feb 23, 2016 at 9:07 AM.

**C. Approve Minutes**

No minutes to discuss.

**D. Review of January Financials**

Discussion of monthly financial update

**II. Audit and Finance**

**A. Form 990**

Discussed Form 990

**B. Fiscal Policy**

Discussed changes, Section B of Closing was not voted on, only discussion held in this section.

**C. Audit Engagement Letter**

Reviewed individually

**III. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 10:29 AM.

Respectfully Submitted,  
B. Nuthals

**B. Discuss and Review Fiscal Policies**

No vote, discussed in Section II B. Finance committee recommends, doesn't vote to approve.