



Navigator Schools

Finance Committee

Date and Time

Friday August 14, 2020 at 9:00 AM PDT

Location

Zoom

This meeting will be held in compliance with modified Brown Act requirements as outlined in Executive Order [N-25-20](#). An archive of board meeting minutes is available for public view at the Navigator Schools, 650 San Benito Street, Suite 230, Hollister CA 95023.

Agenda

I. Opening Items

Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

C. Approve Minutes from Prior Meeting

Approve minutes for NS Finance Committee on June 2, 2020

II. Business and Finance

A. 2019-20 Financials as of June 30, 2020

A. Ortiz will provide an update on organizational finances.

B. Line of Credit Term Sheet

A. Ortiz present a recently generated line of credit term sheet.

C. Cash Management Policy

A. Ortiz will review an organizational cash management policy.

D. Learning Continuity and Attendance Plan

A. Ortiz will provide an update on the Learning Continuity and Attendance Plan for Navigator Schools.

III. Other Business

A. Watsonville Prep School Facilities

K. Sved will provide an update on facilities for Watsonville Prep School.

B. Schedule Finance Committee Meetings for 2020-21

The Chair will lead the scheduling of all Finance Committee meetings for 2020-21.

IV. Closing Items

A. Adjourn Meeting

Coversheet

Approve Minutes from Prior Meeting

| | |
|--------------------------|--|
| Section: | I. Opening Items |
| Item: | C. Approve Minutes from Prior Meeting |
| Purpose: | Approve Minutes |
| Submitted by: | |
| Related Material: | Minutes for NS Finance Committee on June 2, 2020 |

APPROVED



Navigator Schools

Minutes

NS Finance Committee

Date and Time

Tuesday June 2, 2020 at 3:00 PM

Location

This meeting will be held via teleconference pursuant to Executive Orders N-25-20 and N-29-20.

This meeting will be held in compliance with modified Brown Act requirements as outlined in Executive Order [N-25-20](#). An archive of board meeting minutes is available for public view at the Navigator Schools, 650 San Benito Street, Suite 230, Hollister CA 95023.

Committee Members Present

Caitrin Wright (remote), Nora Crivello (remote), Victor Paredes-Colonia (remote)

Committee Members Absent

None

Guests Present

Ami Ortiz (remote), Kevin Sved (remote), Rosa Segura, Sean Martin (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

Victor Paredes-Colonia called a meeting of the Finance Committee of Navigator Schools to order on Tuesday Jun 2, 2020 at 3:05 PM.

C. Confirm Board Chair

The correct title for this item is "Confirm Committee Chair."

D. Approve Minutes from Prior Meeting

Caitrin Wright made a motion to approve the minutes from NS Finance Committee on 04-14-20.

Nora Crivello seconded the motion.

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

Roll Call

| | |
|------------------------|-----|
| Caitrin Wright | Aye |
| Victor Paredes-Colonia | Aye |
| Nora Crivello | Aye |

II. Closing Items

A. Adjourn Meeting

Caitrin Wright made a motion to adjourn.

Nora Crivello seconded the motion.

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

Roll Call

| | |
|------------------------|-----|
| Nora Crivello | Aye |
| Victor Paredes-Colonia | Aye |
| Caitrin Wright | Aye |

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:02 PM.

Respectfully Submitted,
Sean Martin

Documents used during the meeting

- 2020-21 Preliminary Budget.pdf
- Navigators 990 Tax Return 2018 (1).pdf
- 2018 990's Review Memo.pdf

Coversheet

2019-20 Financials as of June 30, 2020

| | |
|--------------------------|---|
| Section: | II. Business and Finance |
| Item: | A. 2019-20 Financials as of June 30, 2020 |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | Financials 06_30_2020.pdf |



2019-20 Financial Report Narrative
August 25, 2020 Board Meeting
Financials through June 30, 2020

| NET INCOME GAAP Basis | | |
|------------------------------|---------------------------|----------------------------|
| | <u>Current Projection</u> | <u>BOD Approved Budget</u> |
| Organizational Totals | \$904k | \$327k |
| Gilroy Prep | \$142k | \$190k |
| Hollister Prep | \$213k | \$221k |
| Watsonville Prep | \$13k | -\$122k |
| CMO | \$536k | \$21k |

- Organizational Total
 - Overall, Navigator Schools projects net income of \$904k after GAAP adjustments of \$310k, an increase of \$578k over projections. This is a result of conservative budgeting, effective fiscal controls, and successful fundraising efforts.
 - Revenue exceeded projections by \$317k
 - Expenditures project to be lower than budgeted by \$10k.
- Gilroy Prep School (GPS) projected net income variance highlights
 - \$49k unfavorable variance in Local Control Funding Formula (LCFF) revenue due to LCFF revenue coming in lower than what was budgeted (Budget was based on the Fiscal Crisis and Management Assistance Team's (FCMAT) calculator as published in May 2019.)
 - \$40k unfavorable variance in other revenue due to school closure and food service sales and spirit wear sales have ceased
 - \$104k unfavorable variance in fundraising is projected due to the departure of staff responsible for site-based fundraising
 - \$89k favorable variance in Federal funding due to reimbursements from child nutrition fund coming in higher due to closure and handing out food to all students
 - \$158k unfavorable variance in Books & Supplies due to additional technology needed and food service expenses coming in higher due to closure and handing out meals to all students (this is somewhat offset by the higher Federal revenue)
 - \$93k favorable variance in services due to school closure and operations have ceased for the remainder of the year
 - \$116k favorable variance in salaries and benefits due to vacancies not being filled and stipend budget not depleted
- Hollister Prep School (HPS) projected net income variance highlights



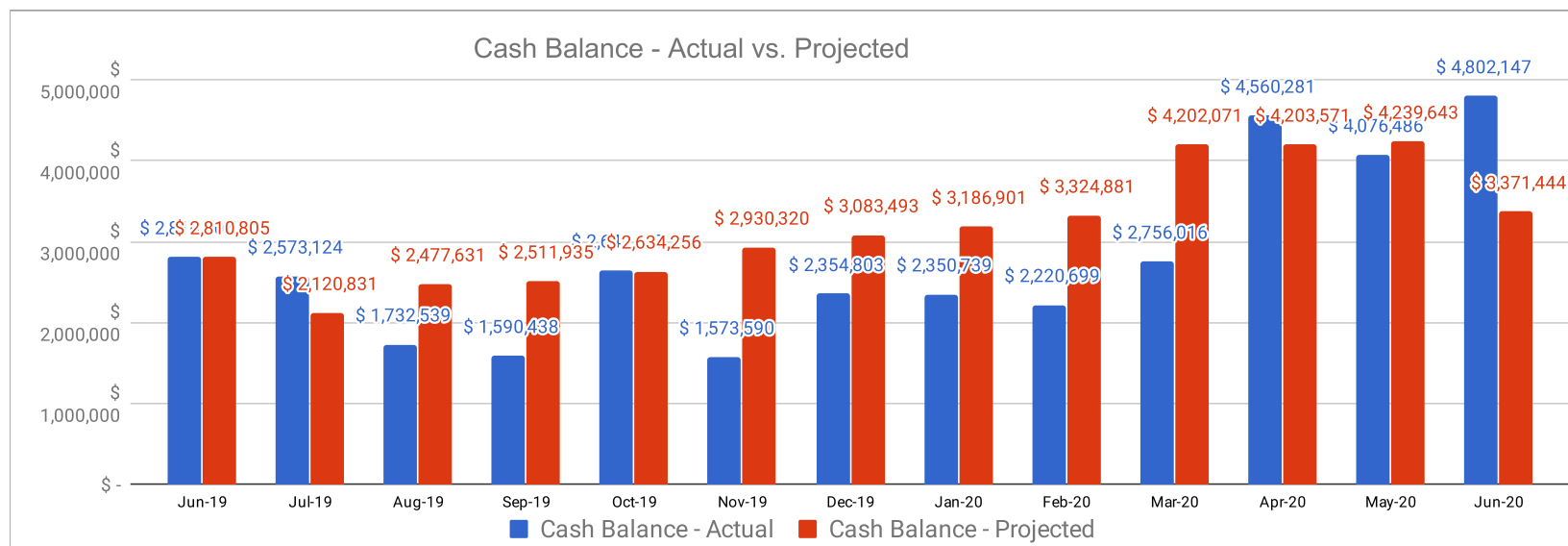
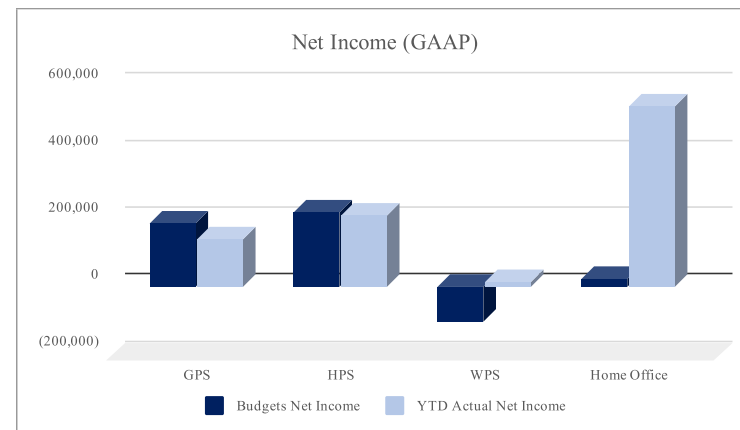
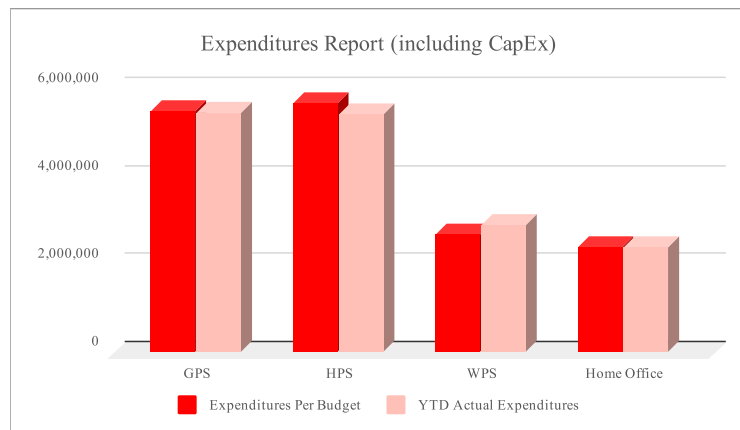
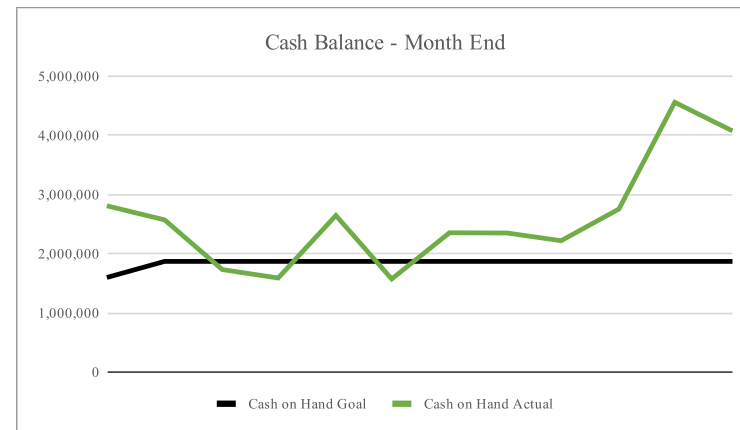
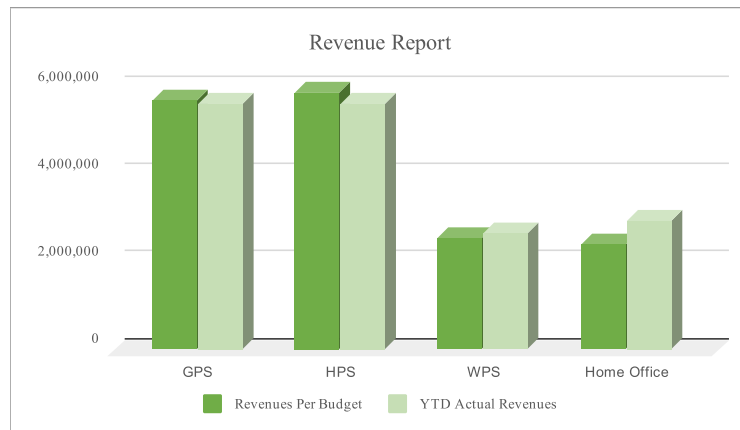
- \$55k unfavorable variance in LCFF revenue due to LCFF revenue coming in lower than what was budgeted (Budget was based on the FCMAT calculator as published in May 2019.)
 - \$92k unfavorable variance in fundraising is projected due to the departure of staff responsible for site-based fundraising
 - \$35k unfavorable variance in other revenue due to school closure and food service sales and spirit wear sales have ceased
 - \$70k favorable variance in services due to school closure and operations have ceased for the remainder of the year
 - \$114k favorable variance in books & supplies due to technology and operation supply expenses being lower than budgeted
-
- Watsonville Prep School (WPS) projected net income variance highlights
 - \$178k favorable variance in fundraising
 - \$49k unfavorable variance in benefits due to health & welfare benefits coming in higher than what was budgeted for
 - \$40k unfavorable variance in books and supplies due to additional non-classroom equipment and furniture needed for the site and additional instructional materials needed
 - \$267k (\$300k Board approved) has been added to capital outlay for the 407 project
-
- Charter Management Office (CMO) projected net income variance highlights
 - \$495k favorable variance in fundraising due to fundraising and grant revenue coming in higher than what was budgeted as staff only budgeted secured and highly probable sources
 - \$150k favorable variance in salaries and benefits due to not filling vacant position
 - \$110k unfavorable variance in services which includes additional hotspots, and internet for families and staff due to school closure and additional operations supplies needed due to closure (there will be Federal funding to help backfill these expenses), this includes \$30k for Edgility Consulting for the Compensation Study
 - \$50K unfavorable variance due to additional technology needed due to distance learning

Navigator Schools
Consolidated Balance Sheet Comparison
June 30, 2020

| | <u>6/30/2020</u> | Actual <u>6/30/2019</u> | Actual <u>6/30/2018</u> |
|---|------------------|----------------------------|----------------------------|
| Cash | 4,802,147 | 2,810,805 | 2,981,724 |
| Accounts Receivable | 2,032,529 | 1,230,222 | 776,899 |
| Prepaid Expense | 127,237 | 110,473 | 221,301 |
| Fixed Assets, net of depreciation | 483,305 | 443,235 | 324,446 |
| Other Assets | 4,763 | 0 | 2,915 |
| Total Assets | 7,449,981 | 4,594,735 | 4,307,284 |
| Accrued Liabilities | 846,367 | 739,182 | 845,666 |
| Loans Payable | 2,089,975 | 0 | 0 |
| Total Liabilities | 2,936,342 | 739,182 | 845,666 |
| Beginning Fund Balance | 3,855,412 | 3,461,617 | 2,937,269 |
| Net Income | 658,228 | 393,936 | 524,348 |
| Ending Fund Balance | 4,513,639 | 3,855,553 | 3,461,617 |
| Total Liabilities & Fund Balance | 7,449,981 | 4,594,735 | 4,307,284 |

****Loans Payable**

| | | |
|-------------------------|-------------|------------------------------------|
| Watsonville Prep School | \$250,000 | California Department of Education |
| Watsonville Prep School | \$74,975 | Pacific Charter School Development |
| CMO | \$1,765,000 | Payroll Protection Program |

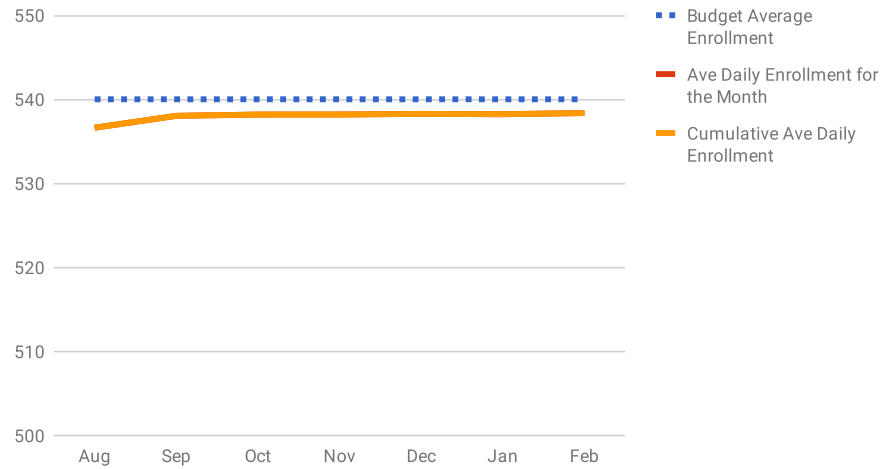


Navigator Schools - 2019-20 Budget vs. Projection

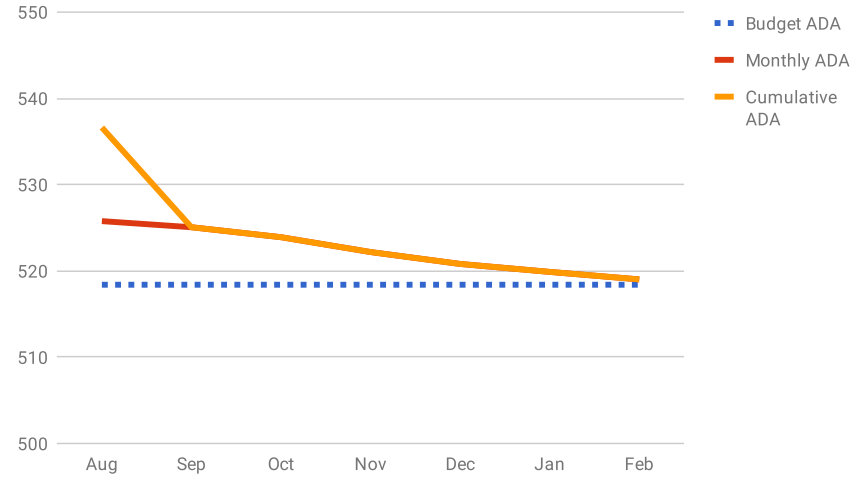
Summary Level

| Summary Level | June 30, 2020 | Total | TOTAL | Total | Total | GPS | GPS | GPS | GPS | HPS | HPS | HPS | HPS | WPS | WPS | WPS | WPS | CMO | CMO | CMO | CMO |
|---------------|--------------------------------------|------------|------------|------------|--------------------|-----------|-----------|------------|--------------------|-----------|-----------|------------|--------------------|-----------|-----------|------------|--------------------|-----------|-----------|------------|--------------------|
| | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 | 2019-20 |
| | BOD Approved | YTD | | Projection | BOD Approved | YTD | | Projection | BOD Approved | YTD | | Projection | BOD Approved | YTD | | Projection | BOD Approved | YTD | | Projection | Projection |
| | Enrollment | Budget | Actuals | Projection | Variance to Budget | Budget | Actuals | Projection | Variance to Budget | Budget | Actuals | Projection | Variance to Budget | Budget | Actuals | Projection | Variance to Budget | Budget | Actuals | Projection | Variance to Budget |
| | | 1252 | 1248 | 0 | | 540 | 539 | 0 | | 540 | 541 | 0 | | 172 | 168 | 0 | | | | | |
| REVENUE: | | | | | | | | | | | | | | | | | | | | | |
| | LCFF Revenue | 11,527,937 | 11,413,441 | 11,413,441 | (114,496) | 4,727,826 | 4,678,022 | 4,678,022 | (49,804) | 5,031,476 | 4,975,648 | 4,975,648 | (55,828) | 1,768,635 | 1,759,771 | 1,759,771 | (8,864) | 0 | 0 | 0 | 0 |
| | Federal Revenue | 772,692 | 805,570 | 805,569 | 32,877 | 327,356 | 416,689 | 416,689 | 89,333 | 246,894 | 222,976 | 222,976 | (23,918) | 198,442 | 165,904 | 165,904 | (32,538) | 0 | 0 | 0 | 0 |
| | Other State Revenue | 978,114 | 896,332 | 896,332 | (81,782) | 427,661 | 387,715 | 387,715 | (39,946) | 405,140 | 377,521 | 377,521 | (27,619) | 145,313 | 131,096 | 131,096 | (14,217) | 0 | 0 | 0 | 0 |
| | Donations & Grants | 1,153,170 | 1,627,621 | 1,627,620 | 476,820 | 108300 | 4,171 | 4,171 | (104,129) | 107,500 | 15,358 | 15,358 | (92,142) | 400,000 | 578,000 | 578,000 | 178,000 | 535,000 | 1,030,091 | 1,030,091 | 495,091 |
| | Other Revenue | 203,530 | 213,952 | 213,952 | 10,422 | 110,670 | 116,703 | 116,703 | 6,033 | 73,517 | 38,789 | 38,789 | (34,728) | 18,428 | 21,777 | 21,777 | 3,349 | 915 | 36,683 | 36,683 | 35,768 |
| | CMO Management Fees | 1,871,856 | 1,865,100 | 1,865,100 | (6,756) | | | | | | | | | | | | | 1,871,856 | 1,865,100 | 1,865,100 | (6,756) |
| | REVENUE | 16,504,929 | 16,822,015 | 16,822,014 | 317,085 | 5,701,813 | 5,603,301 | 5,603,300 | (98,513) | 5,864,527 | 5,630,292 | 5,630,292 | (234,235) | 2,530,818 | 2,656,547 | 2,656,548 | 125,730 | 2,407,771 | 2,931,874 | 2,931,874 | 524,103 |
| EXPENDITURES: | | | | | | | | | | | | | | | | | | | | | |
| | Salaries | 8,811,933 | 8,383,450 | 8,383,450 | (428,483) | 2,993,603 | 2,826,736 | 2,826,736 | (166,867) | 2,934,268 | 2,813,580 | 2,813,580 | (120,688) | 1,237,309 | 1,160,783 | 1,160,783 | (76,526) | 1,646,753 | 1,582,351 | 1,582,351 | (64,402) |
| | Benefits & Taxes | 2,183,979 | 2,227,774 | 2,227,774 | 43,795 | 749,075 | 799,424 | 799,424 | 50,349 | 717,355 | 747,954 | 747,954 | 30,599 | 292,689 | 341,616 | 341,616 | 48,927 | 424,860 | 338,780 | 338,780 | (86,080) |
| | Books & Supplies | 1,210,872 | 1,348,834 | 1,348,834 | 137,962 | 335,773 | 494,236 | 494,236 | 158,463 | 400,318 | 285,617 | 285,617 | (114,701) | 443,185 | 487,242 | 487,242 | 44,057 | 31,596 | 81,739 | 81,739 | 50,143 |
| | Services & Other Operating Expense | 2,071,469 | 2,023,758 | 2,023,759 | (47,710) | 642,356 | 549,575 | 549,575 | (92,781) | 770,042 | 748,162 | 748,162 | (21,880) | 375,773 | 332,819 | 332,819 | (42,954) | 283,298 | 393,203 | 393,203 | 109,905 |
| | CMO Management Fees | 1,865,097 | 1,865,100 | 1,865,100 | 3 | 756,452 | 756,456 | 756,452 | 0 | 805,036 | 805,032 | 805,036 | 0 | 303,609 | 303,612 | 303,612 | 3 | | | | 0 |
| | Capital Outlay | 30,000 | 314,870 | 314,870 | 284,870 | 15,000 | 31,296 | 31,296 | 16,296 | 15,000 | 15,973 | 15,973 | 973 | 0 | 267,601 | 267,601 | 267,601 | 0 | 0 | 0 | 0 |
| | EXPENDITURES | 16,173,350 | 16,163,788 | 16,163,787 | (9,563) | 5,492,259 | 5,457,723 | 5,457,719 | (34,540) | 5,642,019 | 5,416,319 | 5,416,322 | (225,697) | 2,652,565 | 2,893,673 | 2,893,673 | 241,108 | 2,386,507 | 2,396,073 | 2,396,073 | 9,566 |
| | REVENUE LESS EXPENDITURES | 331,579 | 658,228 | 658,227 | 326,648 | 209,554 | 145,578 | 145,581 | (63,973) | 222,508 | 213,973 | 213,970 | (8,538) | (121,747) | (237,126) | (237,125) | (115,378) | 21,264 | 535,802 | 535,801 | 514,537 |
| | GAAP Adjustments: | | | | | | | | | | | | | | | | | | | | |
| | Revenue Less Expenditures | 331,579 | 658,228 | 658,227 | 326,648 | 209,554 | 145,578 | 145,581 | (63,973) | 222,508 | 213,973 | 213,970 | (8,538) | (121,747) | (237,126) | (237,125) | (115,378) | 21,264 | 535,802 | 535,801 | 514,537 |
| | Add back Capita Outlay to Net income | 30,000 | 314,870 | 314,870 | 17,269 | 15,000 | 31,296 | 31,296 | 16,296 | 15,000 | 15,973 | 15,973 | 973 | 0 | 267,601 | 267,601 | (0) | 0 | 0 | 0 | 0 |
| | Subtract Depreciation Expense | (35,000) | (69,000) | (69,000) | (34,000) | (35,000) | (35,000) | (35,000) | 0 | (17,000) | (17,000) | (17,000) | 0 | 17,000 | (17,000) | (17,000) | (34,000) | 0 | 0 | 0 | 0 |
| | Net Income - GAAP Basis 2018-19 | 326,579 | 904,098 | 904,096 | 577,517 | 189,554 | 141,874 | 141,877 | (47,677) | 220,508 | 212,946 | 212,943 | (7,565) | (104,747) | 13,475 | 13,475 | 118,222 | 21,264 | 535,802 | 535,801 | 514,537 |
| | Beginning Net Assets @ 6/30/19 | 3,855,550 | 3,855,550 | 3,855,550 | | 1,861,759 | 1,861,759 | 1,861,759 | | 1,787,623 | 1,787,623 | 1,787,623 | | 124,997 | 124,997 | 124,997 | | 81,171 | 81,171 | 81,171 | |
| | Net Income - GAAP Basis 2019-20 | 326,579 | 904,098 | 904,096 | | 189,554 | 141,874 | 141,877 | | 220,508 | 212,946 | 212,943 | | (104,747) | 13,475 | 13,475 | | 21,264 | 535,802 | 535,801 | |
| | Ending Net Assets @ 6/30/20 | 4,182,129 | 4,759,648 | 4,759,646 | | 2,051,313 | 2,003,633 | 2,003,636 | | 2,008,131 | 2,000,569 | 2,000,566 | | 20,250 | 138,472 | 138,472 | | 102,435 | 616,973 | 616,972 | |

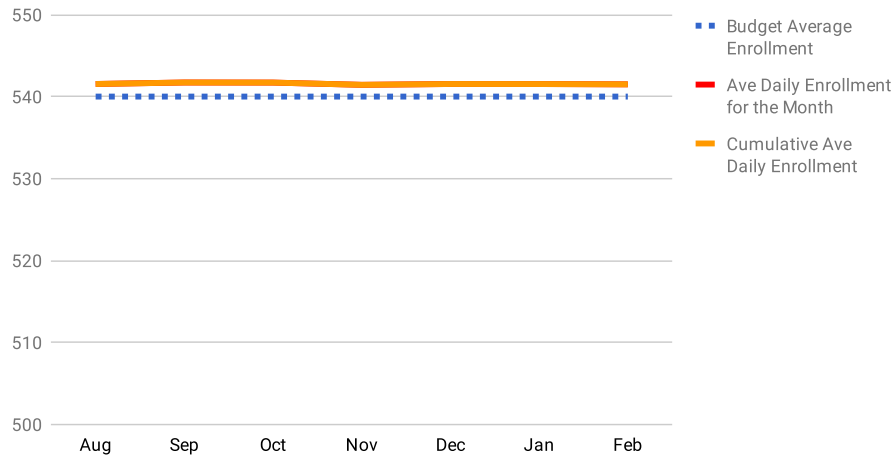
GPS Enrollment



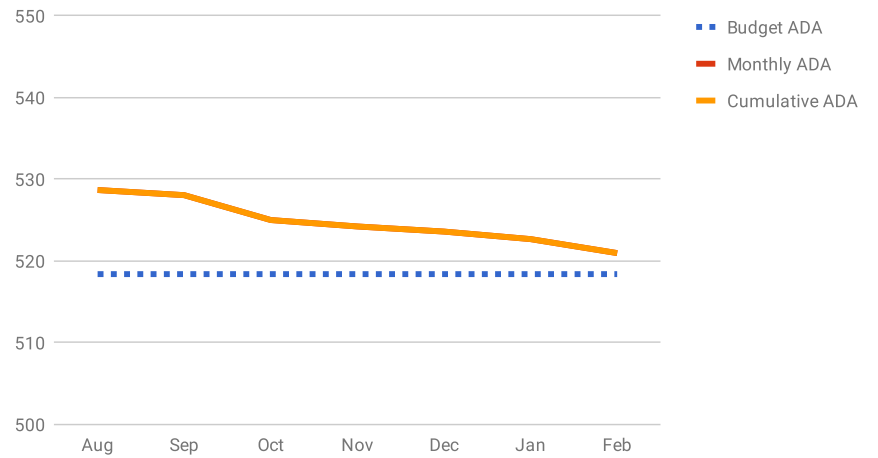
GPS ADA

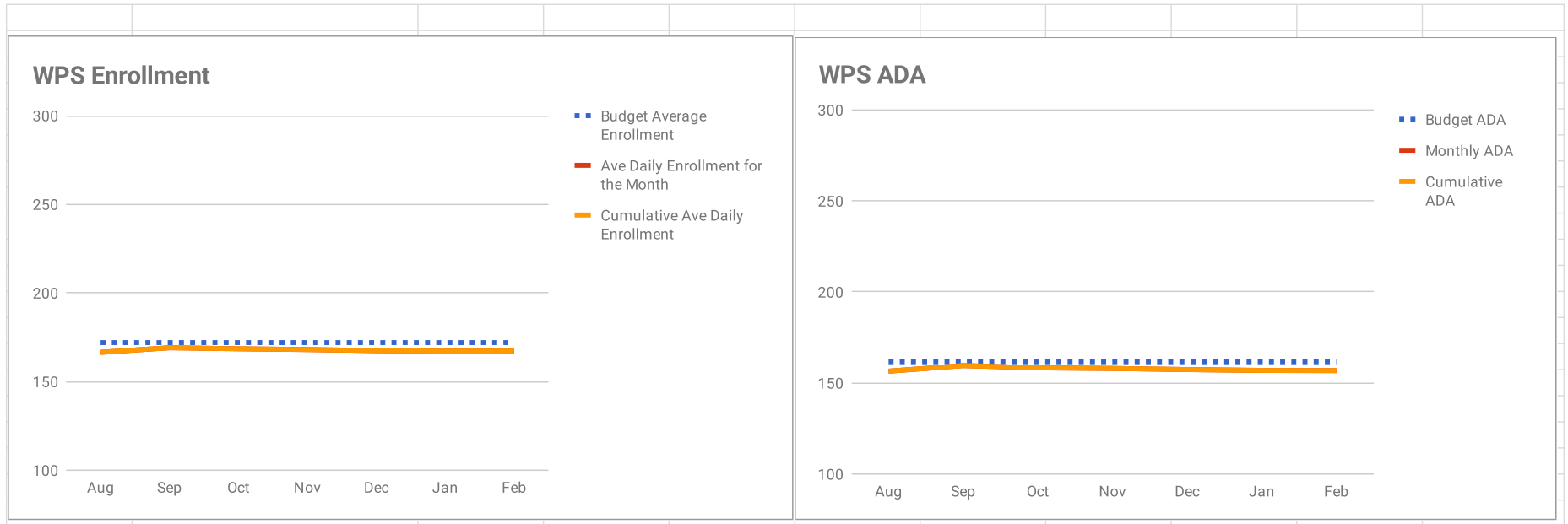


HPS Enrollment



HPS ADA





Navigator Schools - Financial Data

*Feb 29, 2020 was the P-2 ADA for the year

| <u>Attendance and Enrollment Data</u> | <u>Total</u> | <u>GPS</u> | <u>HPS</u> | <u>WPS</u> |
|---------------------------------------|--------------|------------|------------|------------|
| 2019-20 ADA - Approved Budget | 1198.5 | 518.4 | 518.4 | 161.68 |
| 2019-20 ADA thru 2/29/2020 | 1196.8 | 519.0 | 521.0 | 156.82 |
| 2019-20 ADA %- Approved Budget | 95.7% | 96.0% | 96.0% | 94% |
| 2019-20 ADA % thru 2/29/2020 | 96.0% | 96.4% | 96.2% | 93.8% |
| 2019-20 Enrollment - Approved Budget | 1252.0 | 540.0 | 540.0 | 172 |
| 2019-20 Ave Enrollment thru 2/29/2020 | 1247.0 | 538.4 | 541.4 | 167.24 |
| Enrollment as of 2/29/2020 | 1248.0 | 539.0 | 541.0 | 168 |

*Budgeted ADA is at 96%

| | <u>Actual</u> |
|---|---------------|
| Cash balance as of 06/30/2020 | 4,802,147 |
| Projected Annual Expenditures (not including CMO Mgmt Fees) | 14,298,687 |
| Number of Months Cash on Hand | 4.03 |

Coversheet

Line of Credit Term Sheet

| | |
|--------------------------|------------------------------|
| Section: | II. Business and Finance |
| Item: | B. Line of Credit Term Sheet |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | NS Term Sheet Draft.pdf |

Vanessa Ryan

SVP/ Corporate Relationship Manager

Tel: 916.724-1214

Email: vanessaryan@umpquabank.com


UMPQUA
 B • A • N • K

Navigator Schools – ‘draft’

Umpqua Bank (“Umpqua”) would like to express its interest in underwriting and obtaining credit approval for the following loan (the “Credit Facility”) for the Navigator Schools (the “Navigator”) on the terms and conditions outlined below.

Preface: Umpqua’s expression of interest in underwriting and obtaining credit approval for the Credit Facility is for discussion purposes only and does not constitute a commitment from Umpqua. Any commitment to lend that we might make is subject to the fulfillment of a number of conditions that include, but are not limited to, our normal credit approval process, an in-depth investigation of the purpose of the loan, the Agency, and collateral the results of which are deemed satisfactory to Umpqua in our sole discretion.

Confidentiality: Except as required by law, neither this expression of interest nor its contents will be disclosed publicly or privately except to those individuals who are your officers, employees or advisors who have a need to know as a result of being involved in the proposed financing. The foregoing confidentiality provisions shall not apply to the disclosure of the federal income tax structure or treatment of the proposed financing.

| | |
|------------------------|---|
| Loan Amount: | \$4,000,000 (<i>as requested</i>) |
| Loan Purpose: | Cash flow for operations |
| Structure/Security: | Intercept of LCFF funds |
| Term: | 1-yr term, maturity estimated October 2021, with the ability to extend to another year term |
| Maximum Advance: | Not to exceed 50% of LCFF funds, as verified by the CDE website |
| Interest Rate: | Indicative taxable rate, Prime + 1.00% - 4.250%, as of 8/4/2020 Floor 4.00% |
| Loan Fee: | \$0.00 – waived, due to the current banking relationship with Umpqua Bank (<i>typical loan fee is 0.25% of total loan amount</i>) |
| Financial Covenants: | 30 – consecutive days out of |
| Repayment Terms: | Interest only, Principle and Interest due at maturity |
| Relationship Discount: | The above rates include a relationship discount that assumes the ‘Navigator Schools’ will maintain its current deposit relationship with Umpqua Bank. (<i>utilizing the ICS product to insure the deposit balances</i>) |
| COI Fees: | Documents to be prepared/reviewed by bank counsel – Rudy Salo, Nixon Peabody LLP. Legal fees and expenses of Nixon Peabody, LLP shall not exceed \$10,000 . |
| Reporting: | Annual Audited Financials Annual Approved Budget P1 & P2 verification of LCFF |

Vanessa Ryan

SVP/ Corporate Relationship Manager

Tel: 916.724-1214

Email: vanessaryan@umpquabank.com



Additional Conditions

Periodic financial and collateral reporting by the Agency, as well as representations and warranties of the Agency regarding its status and ability to repay and related matters and covenants and conditions that are appropriate for a Credit Facility of the scope and nature proposed herein will be determined as part of Umpqua Bank's normal underwriting and approval process. The proposed facility will be subject to a default rate equal to the proposed interest rate + 3.0%.

PDFs of all executed and other documents listed on the Closing Index shall be provided to the Bank no later than 24 hours before the time of the requested wire; provided, that if any documents can only be signed after receipt of the wire those documents shall be provided immediately after receipt of the wire.

Sincerely,

Vanessa Ryan

SVP, Sr. Corporate Relationship Manager

Charter School Specialist

Please pursue underwriting and approval of a commitment for the described Credit Facility.

Borrower

By: _____

Printed Name: _____

Title: _____

Coversheet

Cash Management Policy

| | |
|--------------------------|--|
| Section: | II. Business and Finance |
| Item: | C. Cash Management Policy |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | Cash Management Policy for Navigator Schools.pdf |

Cash Management Policy for Navigator Schools

Board Responsibility

- Protect all assets of the charter school and organization
- Insure sufficient funds for organizational operations and sustainability
- Manage unrestricted surplus funds to the best advantage for organization and charter schools
- Maintain fidelity to donor cash investment restrictions
- Set policy for asset allocation

Asset Allocation Priority

1. Liquidity
2. Capital Preservation
3. Return on investment

Operating Capital Account:

Operating capital will be maintained in a demand deposit account (DDA) with a bank that provides FDIC insurance. Bank balances in excess of operating capital will be transferred to an investment account. Bank balances below operating capital ceiling balances will require a transfer in from the investment account. Balances will be monitored weekly and transfers will occur as needed.

Operating capital is defined as:

- expected disbursements in the coming seven days (i.e AP, payroll or other)
- plus/minus net of outstanding checks and deposits
- plus a cushion of 2x FDIC insurance (\$500K).

Transfers will be made by the Director of Finance and monitored by the CEO.

Investment Account:

The investment account will be established with a brokerage firm separate and not affiliated with the same organization that provides demand deposit account services, that offers SIPC and Excess insurance for invested funds. Funds transferred to the investment account will be invested based on the following list of approved investments:

- Government security backed mutual funds (SPAXX or fund with similar liquidity and investment portfolio)

Funds in this account will be invested based on forecasted liquidity needs, any philanthropic requirements, and the best interest of the organization.

- Investment in money market funds will cover two months of operating expenses
- Excess of that will be laddered out into treasury bills (4week and 13week positions).

Investments will be monitored weekly to account for any funds transferred in/out of this account. Longer term investment strategies will be analyzed and presented at a future date.

| | Location | Ceiling Amount | Review |
|------------------------------|--|--|---------------|
| Operating Capital | Demand Deposit Account | Based on operating capital definition | Weekly |
| Investment Account | Brokerage Account | Funds above operating capital | As needed |
| Liquidity Investments | SPAXX or government backed money market fund | 3 months budgeted non-school/philanthropic expenses, including payroll | Weekly |

Coversheet

Schedule Finance Committee Meetings for 2020-21

| | |
|--------------------------|--|
| Section: | III. Other Business |
| Item: | B. Schedule Finance Committee Meetings for 2020-21 |
| Purpose: | Discuss |
| Submitted by: | |
| Related Material: | Board and Comm Mtg Dates 2020_21.pdf |



Board and Committee Meeting Schedule: 2020-21

| <i>Board Meeting</i> | <i>Academic Success Committee</i> | <i>Finance Committee</i> | <i>Governance Committee</i> |
|-----------------------------|--|---------------------------------|------------------------------------|
| August 25, 2020 | | August 14, 2020 | August 11, 2020 |
| October 6, 2020 | | | September 24, 2020 |
| December 8, 2020 | | | November 19, 2020 |
| February 2, 2021 | | | January 21, 2021 |
| April 20, 2021 | | | April 8, 2021 |
| June 15, 2021 | | | June 3, 2021 |