



Pharos Academy Charter School

Pharos Academy Charter School Finance Committee Meeting

Date and Time

Tuesday September 19, 2023 at 5:00 PM EDT

Location

<https://bronxlighthouse.zoom.us/j/5239033349>

Agenda

| | Purpose | Presenter | Time |
|--|-----------------|------------------|----------------|
| I. Opening Items | | | 5:00 PM |
| A. Record Attendance | | Courtney Russell | 1 m |
| B. Call the Meeting to Order | | Keyur Shah | 1 m |
| C. Approve Minutes | Approve Minutes | Keyur Shah | 1 m |
| • Approve previous month's minutes | | | |
| Approve minutes for Pharos Academy Charter School Finance Committee Meeting on August 15, 2023 | | | |
| II. Other Business | | | 5:03 PM |
| A. Items Over 50K | Discuss | Courtney Russell | 5 m |

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|--|---------|------------------|----------------|
| <ul style="list-style-type: none"> • GrubHub • Rolling Roast <ul style="list-style-type: none"> ◦ https://docs.google.com/presentation/d/1w0lOidkWyniy1AcaKz-EVCXvyUnwYOkhYpnqAzgmvOg/edit?usp=sharing • Savvas (attached) | | | |
| B. Credit Card Limit/CC Authorization/FPP | Discuss | Courtney Russell | 10 m |
| <ul style="list-style-type: none"> • Current credit card limit of 10K • Industry standard for NYC charters/recommendation - 50K • Credit card authorization - preapprovals - 2K <ul style="list-style-type: none"> ◦ Every transaction will be approved | | | |
| III. Finance | | | 5:18 PM |
| A. Monthly Financials | Discuss | Shahzada Rasheed | 10 m |
| IV. Investment Accounts | | | 5:28 PM |
| A. Investments | Discuss | Shahzada Rasheed | |
| <ul style="list-style-type: none"> • Next update - October 2023 | | | |
| V. Closing Items | | | 5:28 PM |
| A. Adjourn Meeting | FYI | Keyur Shah | 1 m |