

# Brevard Academy

## Minutes

### Finance Committee Meeting

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#### Date and Time

Tuesday October 20, 2026 at 10:00 AM

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#### Mission:

The Mission of Brevard Academy is to prepare its students to achieve academic excellence through the Core Knowledge Sequence. Through a partnership involving students, teachers, and parents, the school strives to create citizens with strong moral character and active intellectual inquiry.

#### Vision:

Brevard Academy, a K-8 public charter school, develops and encourages motivated, intellectually curious students who are skilled in critical thinking, individual expression, and problem-solving. From their diverse backgrounds, students accept our challenge to pursue personal and academic excellence. Through this pursuit, they become confident members of their community who lead by serving others.

#### Strategic Goals:

1. Provide Effective & Innovative Learning Environments
  2. Recruit, Hire and Retain Highly Effective Personnel
  3. Use Resources Effectively & Be Fiscally Responsible
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#### Committee Members Present

Amber Wolfe, Cara Varney (remote), Emily Webb, Hannah Camenzind, Juli Lefler, Michael Terry, Paul Cooper, Ted Duncan

#### Committee Members Absent

*None*

#### Guests Present

Ali Liubenov, Caitlyn Bailey (remote)

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## **I. Opening Items**

### **A. Record Attendance**

### **B. Call the Meeting to Order**

Ted Duncan called a meeting of the Finance Committee of Brevard Academy to order on Tuesday Oct 20, 2026 at 10:07 AM.

### **C. Approve Minutes**

Emily Webb made a motion to approve the minutes from Finance Committee Meeting on 09-15-26.

Paul Cooper seconded the motion.

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

### **D. Approve Agenda**

Cara Varney made a motion to approve the agenda for this meeting.

Paul Cooper seconded the motion.

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

## **II. Finance Committee Reports**

### **A. Fundraising**

Mr. Duncan presented the fundraising report.

Brick paver project is still in process. We are in communication with the engraver on pricing to ensure we charge appropriately.

We will have final number for Giving Day tomorrow at the Board Meeting.

Cara talked about a Capital Campaign and a feasibility study. We are not ready for a feasibility study. But we are ready to professionalize our fundraising and a plan to enter into an annual fund, case for support, or budgeting process. We need to build up our donors. Not quite ready for the Sharity Capital Campaign Proposal.

Mr. Duncan would like to schedule a call with Cara, Hannah and Sharity to scale down the proposal and get some references to bring to the next finance meeting in November.

### **B. Review Financial Reports**

Monthly Board Report discussed.

\$180,466 deficit before our final number of students: 443 to move our State Revenue up to current funding. Mr. Duncan anticipates more of a surplus of \$180,000 instead. Caitlyn will get back with us to let us know what updated numbers are based on current number of students.

Paul would like us to ask Josh Carswell from USDA about reimbursables and when to submit them. Mr. Duncan will have some of them to present to the board tomorrow night.

COH Report is showing 41 days for September.

Reconciliation Files discussed.

### **III. New Business**

#### **A. Funding Requests**

Tabling Sharity Request

#### **B. Treasurer's Report for BOD**

Audit report and zoom meeting tonight at 6:00pm, no findings.

Fully fund the USDA Reserve Account at approximately \$150,000.

### **IV. Action Items**

#### **A. Board Action Items**

We need a Capitalization Policy in place for the auditor.

### **V. Closing Items**

#### **A. Announce Date of Next Meeting**

Next meeting will be on November 17 at 9:00am

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:18 AM.

Respectfully Submitted,  
Paul Cooper

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### Documents used during the meeting

- September 2026 \_ Fundraising Review.pdf
- Brevard Academy Proposal.pdf
- budget-vs-actual\_brevard-academy\_september-2026.xlsx
- Cash on Hand September 2026.png
- Encumbered Funds September 2026.png
- 02. 2026.09 Bank Recon Summary 2033 & 8870 - Brevard.pdf
- 02. 2026.09 Bank Recon Summary 1094 - Brevard.pdf
- 02. 2026.09 Bank Recon Summary PEX - Brevard.pdf
- 02. 2026.09 Bank Recon Summary 9079 - Brevard.pdf
- Management Representation Letter.pdf
- Drafted Financial Statements.pdf

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*This meeting is a public meeting of the BA-CFA Finance Committee in public for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting.*