



**BOARD OF DIRECTORS
WORKING GROUP /
TASK FORCE REPORT**

Meeting Information:

Meeting Name:	Finance Meeting
Date & Time:	2-14-17
Location:	Conference Office
Invitees:	Chuck Herdegen, Jamie Goebel, Mandy Sadlo, Rodger Vix, Brian Weappa, Monica Schraut, James Morrighan and Mary Swanson
Attendees:	Chuck Herdegen, Rodger Vix, Mary Swanson, Mandy Sadlo, Brian Weappa (late), Monica Schraut (late), and James Morrighan

Meeting Agenda / Objective(s):

Objective(s)	Upon Debrief: Objective Met?
i. Check Management Reports and Identify Missing VPR information	YES
i. Finance Summary	YES
i. Budget Line Items	YES
v. Delinquent Lunches	YES

Meeting Minutes:

- 1) Check Management Reports and Identify Missing VPR information
 - pg 6 Sam's Club paper towels-this is cheaper then ordering through previous vendors
 - pg 8 Priority Courier Experts- cost to bring checks to STRIDE from the BKDA office ~~distributed from~~ rather than relying on US Postal Service
 - No missing debits.
- 2) Finance Summary
 - Budget surplus adopted \$255,197, actual surplus is \$247,400 for this year.
 - Enrollment target is adjusted down to 680 students.
 - Enrollment target is below budget of 680 with 673 students as of 2-10-17.
 - Food service for 2016-17 had a negative \$3,620. We budgeted a negative about \$14000 for this year.
 - Community Services Fund has a deficit of \$11,094 for 2016-17. We budgeted a negative of about \$34,000
 - This year adopted 15.3% fund balance, adjusted budget at 15.8% fund balance.
- 3) Address Additional Concerns or Needs Compared to Budget
 - ~~-\$4000-\$5000-\$6,642~~ additional monies were received from 742 from the Panther program for last year.
 - As of 2-13-17 Brett Fechner was removed from all major bank accounts and the minor vendor accounts are being addressed by 2-17-17.



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-Brian, Mandy, Chuck, and Jamie need to decide the process for purchases and account authorizer.

4) Delinquent Lunches

-Current year deficit of \$1,065.90 for all students accounts. Deficit \$123.80 is total of the two families who are at a deficit of \$50 or more.

Decisions:

1. Assigned tasks below.

Assigned Action Items (What's Next?):

Task	Accountability	Due Date	Date Completed
Finding all additional charge accounts associated with Brett.	Mandy	2-17-17	
Meeting to discuss Brian, Chuck, Jamie, and Mandy to decide on process for purchases and account authorizers.-After board meeting	Brian	2-16-17	
Jamie and Donna will propose a cut-off date for spending.	Jamie	3-21-17	
Staff must have electronic checks issued	Ileana/Brian	Effective date of July 1 and any new employees now	

What's Been Accomplished?

Task	Who Was Responsible?	Due Date	Date Completed
Securing funds from resignation of Executive Director	Brian/Mandy	2-17-17	

Comment [A1]: Clarify what is meant by "funds"

Parking Lot / Issues to be Resolved in Future Agendas:

Date	Issue	Priority	Risk	Notes
2-14-17	Memberships and Curriculum Printing	LOW	HIGH	The membership should be a generic school account if paid by the school. Also, curriculum that is purchased from the school - all printable items are also for school use. They cannot bring this to other schools when they leave.

Next Meeting: Tuesday, March 21st, 2017 at 4:00 pm in the Conference Room