

D'Arbonne Woods Charter School  
9560 Hwy 33  
Farmerville, LA 71241  
Finance Committee Meeting Minutes  
February 27, 2023

Meeting was called to order.

In attendance was Heath Murry - Executive Director, Laura Williams - Payroll/Bookkeeper, Jan Coleman - Business Manager and Kim Neese - Board President.

Ms. Coleman reviewed the Charter Newsletter for items due in March to LDOE. The Quarterly Report for the 2nd Quarter is due by January 31st. Ms. Coleman stated this would be submitted by the deadline and requested signatures from Ms. Neese for the Affirmation Statement that would accompany the report.

December (General Fund) and January (General Fund & Payroll bank statements were signed and reviewed by Ms. Neese.

Ms. Williams presented those present with a list of checks and payments processed since the last meeting.

Argent (QSCB) Quarterly transfer is due before March 10th.

Ms. Coleman discussed the remaining ESSER (Covid Relief Funds) balance. Most of the money was spend on buses to establish our own transportation for our students and the rest was paid to employees in the form of Covid Hazard Pay for extra duties taken on during the pandemic such as tracking absences, virtual classes, etc... The remaining funds will be spend on technology as well as tutoring and summer school.

Personnel changes: Mr. Murray's resignation (effective May 26, 2023) was accepted and would be voted on at the board meeting.

A review of the January General Ledger and Revenue Expense Reports were led by Ms. Coleman noting no out of the ordinary expenses for the previous month. There was a surplus for the month of January in the General Fund of \$127,031.48. The Lunch Fund had a surplus of \$24,742.57 for January and in the Capital Improvement fund a deficit of (\$84,861.10) year to date.

Respectfully submitted,  
Jan Coleman