

D'Arbonne Woods Charter School
9560 Hwy 33
Farmerville, LA 71241
Finance Committee Meeting Minutes
March 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 the coming months. The Quarterly Report for the 3rd Quarter is due by May 1st. 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.

February (General Fund and 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 was made March 9th at Origin Bank.

Ms. Coleman discussed and presented budgets for IDEA and ESSA federal funds. These funds are budgeted for the same purposes year after year. Title I funds pay for 9 paraprofessionals to work with small groups in the elementary and jr high. Title IIA pays for all professional development for teachers and paras. IDEA pays for 2 teachers and 2 paraprofessionals for special ed. A spreadsheet with the latest budget and remaining balances for ESSER (Covid Relief) money was also reviewed.

Payroll changes/Extra Pay: Ms. Williams reported that 2 employees who were hired after the beginning of school would receive their Covid Hazzard Pay after the second semester ended, per Mr. Murry.

Personnel changes: there were no personnel changes at this time.

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 February in the General Fund of \$61,579.89. The Lunch Fund had a deficit of (\$9,730) for February and in the Capital Improvement fund there were no expenses therefore the balance remained a deficit of (\$84,861.10) year to date.

Respectfully submitted,
Jan Coleman