

D'Arbonne Woods Charter School
9560 Hwy 33
Farmerville, LA 71241
Finance Committee Meeting Minutes
September 18, 2023

Meeting was called to order by Jan Coleman.

In attendance was Doug Postel - 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 September and October to LDOE. The AFR is due by September 29th as well as the Budget Statement of Affirmation ensuring the 23-24 Budget was passed by the September 30th deadline.

June, July and August (General Fund and Payroll) bank statements were reviewed and signed 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 by the deadline of September 15th. Information

Federal grant budgets have been submitted in EGMS for the 23-24 fiscal year, however corrections were required so those will be made and the budgets submitted by the end of the month.

Personnel changes: There were several added to the substitute teacher list as well as one CECP for athletics.

A proposed payscale was given to Ms. Neese to review for the support employees who work in office positions, this will be voted on at the October meeting.

A review of the August General Ledger and Revenue Expense Reports were led by Ms. Coleman. General Fund had a surplus of \$533,766.99 and the Lunch Fund had a surplus of \$10,294.67. The Capital Improvement fund currently has a balance of zero, as no improvements have been made around campus.

Respectfully submitted,
Jan Coleman