

D'Arbonne Woods Charter School
9560 Hwy 33
Farmerville, LA 71241
Finance Committee Meeting Minutes
November 14, 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 November/December to LDOE. First Quarter Financial Report was submitted to LDOE on 10/31. 23/24 Charter Reporting Calendar was available with a link in the 10/18 Charter Newsletter.

The September Payroll bank statement was reviewed and signed but General Fund Sept/Oct and October Payroll will be available at the next finance meeting for review.

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

Argent (QSCB) Quarterly transfer is not scheduled to be made until December.

Federal grant budgets are approved in EGMS and allocations listing the amounts budgeted and spent so far in 23/24 were given to all present. Amounts could change after the processing of the 10/1 count. 2023 Federal Year End Deadlines were posted in the Charter Newsletter.

Personnel changes: There is one substitute teacher to be approved at the meeting.

Merit pay will be processed for all employees this week before dismissing for Thanksgiving Break. .

A review of the October General Ledger and Revenue Expense Reports were led by Ms. Coleman. The General Fund had a surplus for the month of October of \$151,852.53. The Lunch Fund had a surplus of \$5,847.01 for the month. The Capital Improvement fund had no expenses for the month of October.

Respectfully submitted,
Jan Coleman