

D'Arbonne Woods Charter School  
9560 Hwy 33  
Farmerville, LA 71241  
Finance Committee Meeting Minutes  
January 22, 2024

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 January/February. October/November to LDOE. The Quarterly Report is due by January 31st.

Bank statements were reviewed and signed by Kim Neese.

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

Argent (QSCB) Quarterly transfer was processed in December.

Federal grant reimbursements and expense reports are up to date. Super App in EGMS is due by Friday January 26th. Budgets will remain the same as in past years, primarily paying for a portion of salaries and professional development for teachers.

Personnel changes: There are 2 part-time employees moving to full-time status as well as one CECP to be approved at the meeting.

A review of the December General Ledger and Revenue Expense Reports were led by Ms. Coleman. The General Fund had a surplus for the month of December of \$144,058.55 and the Lunch Fund had a deficit (\$2,289.69). The Capital Improvement fund had no activity and has a zero balance.

Respectfully submitted,  
Jan Coleman