

D'Arbonne Woods Charter School
9560 Hwy 33
Farmerville, LA 71241
Finance Committee Meeting Minutes
March 18, 2024

The 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 March/April to LDOE. The only item related to finance is the Quarterly Report due April 30th.

The payroll bank statement was reviewed and signed by Kim Neese. January and February reconciliations for the operating account still need to be completed due to a \$750 discrepancy in January that has not been identified.

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

Argent (QSCB) Quarterly transfer was made at Origin Bank on March 5th.

Federal grant reimbursements and expense reports are up to date. There is a budget amendment that is in process for the Achieve app so those reimbursements have not been submitted.

There is a list of new substitutes to add to the list for approval by the board as well as one substitute bus driver. There are also two terminations to be approved for two CECP coaches.

A review of the February General Ledger and Revenue Expense Reports was led by Ms. Coleman. The General Fund had a surplus for February of \$194,103.78 and the Lunch Fund had a surplus of \$50,458.64. The Capital Improvement fund had no activity and had a zero balance.

Respectfully submitted,
Jan Coleman