

D'Arbonne Woods Charter School  
9560 Hwy 33  
Farmerville, LA 71241  
Finance Committee Meeting Minutes  
July 23, 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 July and August to LDOE. The Quarterly Report with 24/25 Budget information is due by July 31st. The 24-25 General Fund and Special Revenue Fund will be presented to the board at the August meeting and voted on at the September Meeting.

The reconciled bank statements for May and June were reviewed and signed by Ms. Neese.

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

Federal grant reimbursements and expense reports are up to date. The 2024-2025 allocations have been loaded in the system and budgets have been approved in EGMS.

Several new hires are on the agenda, as well as approving all 9 and 10-month employees for the 24-25 school year. An employee spreadsheet was reviewed with new employee positions noted.

Ms. Coleman led a review of the June General Ledger and Revenue Expense Reports. The General Fund had a deficit in June of (\$223,159.24) due to June and July payroll posted to June for 9 and 10-month employees. A surplus of just over a million dollars is projected for the 6/30/24 year-end in the General Fund. The Lunch Fund had a surplus of \$29,553.19. The Capital Improvement fund had a deficit of (\$52,463.60). This deficit for the year will be transferred from the General Fund to bring the account to a zero balance. The transfer in amount was approved in the General Fund revised budget.

Respectfully submitted,  
Jan Coleman