

D'Arbonne Woods Charter School  
9560 Hwy 33  
Farmerville, LA 71241  
Finance Committee Meeting Minutes  
January 27, 2024

The meeting was called to order by Jan Coleman.

In attendance was Doug Postel - Executive Director, Jan Coleman - Business Manager and Kim Neese - Board President.

Ms. Coleman reviewed the Charter Newsletter for items due in the coming months. The 2nd Quarter report is due to LDOE by the 31st.

Due to a \$720 discrepancy, the reconciled bank statement will be reviewed and signed at the next meeting scheduled for Feb 24, 2025 .

Ms. Coleman presented Ms. Neese with a list of checks and payments processed since the last meeting.

QSCB transfer is not due at this time. The next transfer payment will be in March. .

Federal grant reimbursements are scheduled to be submitted for December and January. PERs for the 1st quarter of 2025 are due at this time. .

Personnel items on the agenda include the hiring of a CECP for JH Track and one employee in the Finance Office who will move from part-time to full-time status.

Ms. Coleman led a review of the December General Ledger and Revenue Expense Reports. The General Fund had a surplus of \$131,377.81. The Lunch Fund had a deficit of (\$86,739.19) and the Capital Improvement Fund will run a deficit until a transfer is made from the General Fund later in the year. The year to date deficit is (\$131,377.81).

Respectfully submitted,  
Jan Coleman