

Fiscal Advisory Sub-Committee

Wednesday, January 26, 2023

3:30 pm

Teacher's Lounge

Zoom: <https://us02web.zoom.us/j/83715152490>

AGENDA

1. Call to Order
2. Discussion and Possible approval of minutes from October 19, 2022.
3. Review audit bid.
4. Fiscal Review
 - a. Review Financials, Check Register, Credit Card Summary and Bank Reconciliation
5. Adjournment

Fiscal Advisory Sub-Committee

Wednesday, October 19, 2022
3:30 pm

1. Call to Order at 3:30 pm

	Present	Absent
Rodriguez	X	
A Martinez	X	
Sheppard	X	
Clark	X	
Flowers		X
Pritchard	X	

2. Discussion and possible approval of minutes from September 14, 2022

- a. Motion to approve minutes from 9-14-22 by M. Rodriguez, 2nd by A. Martinez; unanimously approved by vocal vote.

	Yes	No
Rodriguez	X	
A Martinez	X	
Sheppard	X	
Clark	X	
Flowers	Not Present	
Pritchard	X	

3. Review timeline and process for audit bid.

- a. Will utilize current audit company for the '22-'23 audit and will be indicated on the engagement letter that is due in March of '23
b. Will put out audit bids for the '23-'24 school year in January of '23

4. Fiscal Review

- a. Review September Financials, Check Register, Credit Card Summary and Bank Reconciliation
b. Motion to approve the September Financials, Check Register, Credit Card Summary and Bank Reconciliation by M. Sheppard, 2nd by M. Rodriguez, unanimously approved with vocal vote.

	Yes	No
Rodriguez	X	
A Martinez	X	
Sheppard	X	
Clark	X	
Flowers	Not Present	
Pritchard	X	

5. Adjournment at 4:05

Fiscal Advisory Sub-Committee

Wednesday, September 14, 2022

3:30 pm

Teacher's Lounge

Zoom: <https://us02web.zoom.us/j/81943259145>

6. Call to Order at 3:32 pm

7. Establish Membership

Rodriguez
A Martinez
Sheppard
Clark
Flowers
Pritchard

8. Elect leadership:

- a. Chair – Jennifer Clark
- b. Co-Chair – Rachel Flowers
- c. Secretary – Mary Sheppard
 - i. Motion by R. Flowers that leadership positions from 2021-2022 to carry over to 2022-23 school year; 2nd by A. Martinez; unanimously approved

9. Establish future meeting dates

- a. 10/19, 11/30, 1/18, 2/22, 3/15, 5/17

10. Approve by-laws

- a. Motion to accept committee by-laws remain unchanged by R. Flowers; 2nd by M. Sheppard; unanimously approved.

	Yes	No
Rodriguez	X	
A Martinez	X	
Sheppard	X	
Clark	X	
Flowers	X	
Pritchard	Non-Voting	

11. Set committee goals

- a. Continue to review financials prior to the board presentation to ensure there are no clarifications or corrections needed.
- b. Continue with committee training via the EdTec participation in the FASC Meetings.
- c. Review the steps and go through the bidding process for audit

12. Fiscal Review

- a. Review August Financials, Check Register, Credit Card Summary and Bank Reconciliation
- b. Motion to approve the Financials, Check Register, Credit Card Summary and Bank Reconciliation by R. Flowers; 2nd by A. Martinez; unanimously approved.

	Yes	No
Rodriguez	X	

A Martinez	X	
Sheppard	X	
Clark	X	
Flowers	X	
Pritchard	Non-Voting	

13. Adjournment at 4:17 pm