

COMMITTEE MEETING MINUTES

Committee: IAS Finance Committee

Meeting need not be verbatim. These minutes are a brief summary of the events of the meeting.

Date:	Start	End	Next Meeting:	Next time:	Prepared by:
10/21/19	5:37pm	6:04pm	11/18/19	5:00pm	Lyn Carden
Meeting Location:					
IAS					
Attended by:					
Javier Smith Nicole White			Lyn Carden, EIP (via telephone)		
Highlights:					

I. Roll Call

II. Committee Update

III. Old Business

- Monthly financial report and budget vs. actuals – Ms. White presented the monthly financial report and budget versus actuals to the committee.
- CPF Matrix – Ms. Carden presented the CPF Matrix worksheet to the committee

IV. New Business

- SCSC Sight visit – Ms. White notified the committee that during the SCSC site visit she was instructed to expect a revenue decrease of about 150K over the year for their annual adjustment. She was told that while the school was held harmless for the QBE they were not for the states portion of their funding. The committee discussed. Mr. Smith requested additional clarification from the authorizer. Ms. White also told the committee that during the visit she discussed the schools debit card with the authorizer who wanted assurances regarding its use for only HOS travel and that a log was kept. The SCSC also recommended that the HOS not have access to the safe as part of best practices.
- DOE Audit request – Ms. White reviewed the DOE action letter regarding the audit and it's requirements with the committee. The committee created an action to complete the steps.
- Reporting update – the committee was notified that all financial reports including the DE046 were completed on time and signed off on.

V. Next Meeting Date November 18, 2019

ADJOURNMENT