



**MFCS Finance Committee Meeting**  
Thursday, January 14, 2016  
Held at Mill Falls Charter School

## **Finance Committee Meeting Minutes**

**Attendance: Martin, Levin, Roberge, Depasse**

### **1: Call to Order: 2:10pm**

### **2. Approval of Dec Meeting Minutes**

Motion: Roberge motioned to approve the minutes; Depasse seconded.

Vote: Unanimous approval.

### **3. Budget to Actual**

The Committee reviewed the budget to actual, both its format and Dec content, as an on going revamp of the previous budget-to-actual report model. This included finalizing the links to the fundraising section of the approved budget and reviewing some other possible data to include on the report itself. Levin reported she is working with the School's bookkeeper – Allison Decesere - to refine the list of accounts and will be basing the 2016 budget on this report format for better continuity among financial documents.

### **4. Dental Coverage & HR**

Levin shared that the correction has now been made on the Dental payments, and checks have been issued to those staff who were owed money. Roberge had reviewed the determination after Levin and Decesere carefully reviewed the history of payment since the dental plan begin in early 2015.

The Committee also discussed some ideas for possible things to offer staff in addition to the current benefits. Levin will look into life insurance and also shared that she is looking into short-term disability coverage via Aflec and other Aflec programs.

### **5. Budget Planning Overview**

Levin shared with the Committee that she and Wrubleski have begun work on the budget, with a focus on bringing some staff up to appropriate salary levels within our economy of scale, and also on enhancing our kinder aftercare program so that it is more robust and adding more MFCS staff to lead the program. Short of the state finally funding full-day kinder via the bill now under consideration by the Legislature, Levin shared the importance of our kinder students having more time in our setting as they prepare to enter our multi-age classrooms in Lower Elementary. This is an important focus for the individual children and for our school system overall. Levin and staff have

begun emphasizing this with families entering our Lottery with their children who will be in Kinder next school year.

#### **6. Banking update**

Levin is awaiting confirmation from the DOE that they are now all set to do wire transfers to the new account. All Bank paper work is set for account signatures and Levin will finalize the paper work now for online banking. With that complete, the active use of the Citizens accounts will cease, and following clearance of all current deposits and checks and the change over on recurring charges, those accounts will be closed. Levin reminded the Committee that our banker, Ellen Soucy, and her associate both from Bank of NH are currently running a 4-week program on saving and spending with our Upper Elementary Students as part of the Bank of NH's engagement and partnership with us.

#### **7. Policy Review**

The Committee agreed they will review current policies as needed in the Spring.

#### **8. Next Finance Committee Meeting**

The Committee agreed to next meet on February 11, 2pm at Mill Falls.

#### **9. Adjournment**

Martin motioned to adjourn at 3:05pm; Depasse seconded. Vote: Unanimous.