



Meeting Minutes

MFCS Finance Committee Meeting

Friday, September 4, 2015 at 9am at Mill Falls Charter School.

Present: Martin, Roberge, Levin

1. Approval of July Meeting Minutes

Levin motioned to approve minutes; Roberge seconded.

Vote: Approved.

2. Audit Prep

Discussion of surplus and means of documenting for the year-end. Agreed that the bookkeeper will contact the auditor to confirm the plan for presenting the surplus. Levin noted that following her discussions with the Educational Program Director, it is agreed that there are areas of the 2015/16 budget that are quite tight, especially in the area of classroom materials. In future budgets, there needs to be more allotted especially as our Montessori materials begin to age from use.

3. Changing Banks

Levin will meet with Bank of NH representative to gather all info fees, benefits, etc of moving banks, and will report to the Committee.

4. Review of Finance Operation Policy

In a further effort to free the Board from day-to-day operations of the school, Roberge will begin the review of all fiscal policies to determine what jobs/responsibilities must remain with the Treasurer/Finance Committee and what may be modified, and reside with the school staff. She and Levin will work together on this project.

In addition, it was again noted that some of the bookkeeping may need to shift to better accommodate the growing school, including the new child care programs now in operation.

5: Adjournment: 10:30am.

Next Finance Committee meeting not yet scheduled.