

NCVA Finance Committee Meeting Monday October 29th, 5:30 PM
Dial-in: Dial In (641) 715-3580 Access Code 926-717

Agenda

- FY18-19 Budget/Actuals Review
 - Review 1Q Actuals and Budget Variance report
- K12 Invoice Review
 - October Invoice – Master Invoice (attached)
 - Invoicing Error from FY17-18 (attached)
 - Invoice Summary – Inception to Date
- New Operations Manager (Amanda Jones)
 - Check signing authority
 - School Credit Card
- FY17-18 Audit Update
- Discus Finance Committee Future initiatives (if applicable)

Minutes

Committee Members Present		Non-Voting Members in Attendance
Walter Martin	Brenda Robertson	Chad Long, K12
		John Kramer, K12
		Joel Medley, K12
		Chris Withrow, K12

I. CALL TO ORDER

Mr. Chris Withrow called the meeting to order at 5:32 PM.

I. Discussion Items

- Mr. John Kramer and Mr. Chad Long introduced the committee to a new format for reporting in the form of a PowerPoint presentation. The components of the new format include NCVA

Key Metrics, Funding Forecasts, Budget, Funds, and Cash Flow. They further discussed the October invoice noting that we have fewer enrollments than expected which will have a direct proportion on the budget. Finally, two invoices were included which is a reversal of credits issued in April which should not have taken place. The committee is recommending the board approve the three invoices at its next meeting.

- The committee is requesting the board approve Ms. Amanda Jones, Operations Manager, with having the ability to sign checks which are less than \$5,000.00 and issue her a company credit card. Ms. Jones is replacing our former Operations Manager of whom had the same privileges.
- The audit is complete and has been submitted to the local government commission.

II. ADJOURNMENT

With all business concluded Mr. Withrow adjourned the meeting.

Meeting adjourned – 6:05 PM

Next Scheduled Meeting – November 26, 2018