



### Spectrum High School Finance Committee Minutes

Date: August 10, 2018  
Scheduled Time: 9:00 a.m.

Position	Committee Member	Attendance
Kathy Reed	Board Treasurer	Present
Nick Taintor	BerganKDV/Financial Advisor	Present
Dan DeBruyn	Executive Director	Present
Dawn Sorenson	Exec. Asst.	Present

#### I. Call to Order

The meeting was called to order at 9:10 a.m.

#### II. Old Business

None

#### III. On-Going Business.

##### A. 2017-2018 Finance Committee Goals

- Develop a Federal Funds Procurement Policy and either amend the current Procurement Policy or Develop a new General Funds Procurement Policy  *Completed 11.1.17*
- Develop an all-encompassing Fundraising Policy  *In process. Will be pulled over to the 18-19 goals.*
- Revise the Financial Policy as needed in response to implementation of more timely internal budgeting procedures.  *Completed 11.13.17*

#### IV. New Business

##### A. June Financials

The Committee reviewed the June financials in detail. Mr. Taintor stressed that the financials are un-audited and therefore changes could still be forthcoming; however, if so, he doesn't anticipate anything of significance. He went on to report that the working budget projects an annual surplus in all funds in the amount of \$133,285, whereas actual activity for the year resulted in a surplus of \$326,001. Mr. DeBruyn shared that the anticipated Q-Comp payout, as well as the adjustment needed to the Contracted Services budget, will more than likely account for an additional \$100,000 or so, bringing the surplus amount within what was originally budgeted. Mr. Taintor went on to state that the School's approved revised budget projected 680 Average Daily Membership (ADM), whereas actual is at 679.14 ADM. This amount does include PSEO students who attend institutions with whom Spectrum does not contract, and the funding moves directly from the State to the institution. The Committee discussed at length the variables associated with PSEO students and how to best budget for this category moving forward.

Mr. Taintor went on to state that the beginning balances shown on the Balance Sheet are based on the audited ending information as of Jun3 30, 2017. He shared that due from the Building Company, in the amount of \$27,706, represents funds that have been paid for by the School on behalf of the Building Company. Mr. Taintor shared that the School will be reimbursed these funds by the Building Company shortly.

Mr. Taintor then went on to share the Statement of Revenue and Expenditures, which shows the original budget approved, the revised budget approved, the working budget, and year to date activity (revenues and expenditures). The Committee reviewed in detail the budget to actual categories and either the over and under spending of each.

Following review, the Committee recommends approval of the June financials as presented.

**B. June Management Report**

The Committee reviewed the June management report, and it was noted that the report had already been submitted to the Board for their approval at the July meeting.

There was no gap in sequence for check numbering.

**c. July Financials**

The Committee reviewed the July financials. Mr. Taintor shared that the 2018-2019 working budget projects an annual surplus in all funds in the amount of \$84,632. The School is currently budgeting 740 Average Daily Membership (ADM). He went on to state that an enrollment report will be included in the September financial report after the October 1 child count. Overall, the school is right on track with 8.3% of expenditures spend year to date, compared to 2.2% of the fiscal year completed.

Following review, the Committee recommends approval of the July financials as presented.

**d. July Management Report**

The Committee reviewed the July management report.

There was no gap in sequence for check numbering.

Following review, the Committee recommends approval of the July Management Report as presented.

**E. June Contracted Services Report**

The Committee reviewed the Contracted Services Report and nothing of significance was noted. The Committee discussed again the nebulous nature of trying to budget well for the Concurrent Enrollment/PSEO program as the variables are vast.

**F. June Food Services Report**

The Committee reviewed the Food Services Report. Mr. Taintor shared that the commodities check received by the School for its food services in 17-18 was \$11,360.47, which did help offset costs; however, the School still ended the year with a loss of \$8,472.53 in its program. Mr. DeBruyn stated that the School will continue to work to find opportunities to lessen the negative impact to the budget in this area.

**G. 501(c)(3) Update**

Mr. DeBruyn and Ms. Sorenson reported that a contract was signed with Legal for Good and draft Bylaws and Articles of Incorporation have been sent to the attorney for review. The attorney has not responded to a recent email inquiring about the status of their work and Ms. Sorenson will attempt to reach them by phone. Mr. Taintor shared that, if the School is unable to receive a response, he would be able to make a recommendation on an attorney who could assist the School with the formation of the separate 501(c)(3) organization for school fund raising purposes. Mr. DeBruyn and Ms. Sorenson will keep the Committee informed as information becomes available.

**H. 18-19 Finance Committee Meeting Schedule**

The Committee reviewed the 18-19 Finance Committee meeting schedule and made adjustments as necessary to accommodate calendars.

**I. 18-19 Finance Committee Goals**

The Committee discussed possible goals for the 18-19 school year. Following discussion, it decided on the following:

- Develop an all-encompassing Fundraising Policy/separate 501(c)(3) entity
- In concert with BerganKDV, work to maximize investment income as an additional and ongoing revenue stream for the School.

**V. Previously Tabled Items**

None

**VI. Miscellaneous**

None

**VII. New Meeting Agenda Input – Friday, September 21, 2018**

None

**VIII. Adjournment**

The meeting was adjourned at 10:35 am

Respectfully submitted,  
Dawn Sorenson