

September 8, 2015

Finance Committee Minutes

Members present: x Darryl Holman
 A Melanie Wilson
 x Bruce Banta

Ex-Officio Members Present: X Nicole Thompson, Business Manager

I Call to order : Time 5:32 p.m.

II Consent Agenda Items

 A. Previous Meeting Minutes- August 2015

 B. Board Financials

- Cash Flow – August 2015
 - Discussed revenue increase for the month of August 2015.
- Payment Register by Check– August 2015

Motion: Recommend approval of Consent Agenda. Motion by Bruce Banta. Second by Darryl Holman. Motion carried unanimously.

III. New Business:

 A. Accounting Manual: Review

- Page 3 – Budget requirements
Update to add 4th bullet and change to reflect June 30, 20xx (annually)
- Page 3 – Capital Assets
Add Space between \$1000 or
- Page 3 - Journal Entries
Update 2nd bullet to reflect Assistant Executive Director reviews and approves journal entries on a monthly basis.
- Page 4 – Bank Accounts
Update to include Service Learning Program
- Page 4 – Authorizations
Update to reflect two appointed Board of Directors, the Executive Director, and the Assistant Executive Director are authorized to sign.
- Page 8 – General
2. Change from Business Manager to Operations Manager.
- Page 11 – Authorized Check Signers
Change Rose Hawkins to Bruce Banta
Change Mary Carlson to Ekren Miller and Parent to Staff

Recommend updates/changes as stated above. Motion by Darryl Holman Second by Bruce Banta. Motion carried unanimously.

IV. Adjourn: Time 5:51 P.M.

Motion: Adjourn. Motion by Darryl Holman. Second by Bruce Banta. Motion carried unanimously.