**Laupahoehoe Community Public Charter School**

**Finance Committee Meeting**

**4 PM Tuesday January 8, 2019**

**Room 12**

**AGENDA & MINUTES**

**Committee Members Present: Alfred Kent, Pam Elders, Sookyung Kim, Refugio De Los Santos Absent: Kahele Nahale’a**

**Guests:Susan Chun, Central Pacific Bank**

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| 1 | Savings Account - Proposal by Susan Chun, Central Pacific Bank (CPB): Susan presented the Charter School Banking Package. The checking account pays interest on the entire daily balance. The current rate of interest paid is based on 0.60% APY. The rate is not a variable rate, but there may be step changes in the future depending on interest rate trends. All funds on deposit are collateralized with the Federal Home Loan Bank, paid for by CPB. All fees are waived for charter schools for all deposit, checking, and cash management services. The program was referred to LCPCS by Innovations Charter School. The program came out in July 2018 to help charter schools. They currently have 6 accounts for charter schools on the Big Island. Finance Committee members concurred that this a prudent checking account option for the school. Del will contact other charter schools to see if they are pleased with the service of CPB, and if so, will propose a timeline for moving funds into a CPB account, hopefully in time for board action at the January meeting. Susan reported before this program was rolled out in July, CPB reviewed its features with Charter Commission staff who approved it as a means of earning interest on funds held by charter schools. | Del |
| 2 | Action Items Review: 31. Email was sent to Sione and reply received from Danny Vasconcellos Jan 3, which said preschool SPED students are not included in count for student allocation, but are included in DOE SPED funding. 32. Del provided some guidance on budget revisions from the internet, but budget revision for current year is still in progress.  | Fred |
| 3 | November 2018 Financials: November 2018 Profit Loss (P&L) Statement and Balance Sheet were reviewed. For the month, income was 18% higher than budgeted and expenses were 6% higher than budgeted. November P&L Statement showed an actual net loss of $12,931 compared to a budgeted net loss of $42,309. Income was higher in the month mainly due to receipt of $40,000 SPED funding. $50,737 Federal Impact Aid Funds were received in January 2019, $10,000 more than budgeted. Still have not received $31,200 for SPED from SY17/18, despite notice that we would receive that amount. Fred will email Sione, Charter Commission, about this matter. Athletic program expenses were much higher than budgeted due to efforts to involve students in BIIF athletics. Participation has been lower than hoped and expenses will be curtailed for the rest of the year. Funding for preschool non-personnel expenses has been extended from end of year 2018 to June 2019.  | Del |
| 4 | SY 18/19 Budget Revisions : Scope and timing of revising the current year budget was discussed. Fred and Del will propose a revised budget at the next FC meeting and seek Governing Board approval in February. Per Charter Commission, the student count will remain at 354 for the per-pupil allocation. Enrollment on January 3, 2019, was down 17 from October 2018, so no increase is expected based on the January 15 count.  | Del |
| 5 | Current Inventory Process: No report.  | Kahele |
| 6 | Charter Contract Renewal - 3 Year Budget and Long Range Financial Plan: No report. Del agreed to look at the financial planning requirements for the charter renewal. | DelKahele |
| 7 | Finance Committee Policies: Fred and Sookyung will comment on proposed policy changes for transition to Carver’s policy governance method and send comments back to Chair for Board approval. | Pam |

**ACTION ITEMS**

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| **#** | **Description** | **Who** | **Due Date** | **Complete Date** |
| 20 | Send MOAs for Hui and Hamakua Health to FC members. | Kahele | 9/18/2018 |  |
|  |  |  |  |  |
| 31 | Send letter to Charter Commission concerning student count discrepancy. | Fred | 12/20/2018 | 12/13/2018 |
| 32 | Propose Budget Revision and guidelines based on discussion. | Del | 01/08/2019 | 01/08/2019 |
| 33 | Send Del Charter Renewal information from Charter Commission. | Fred | 12/12/2019 | 12/12/2019 |
| 34 | Start work on 5 year financial plan and 3 year budget, report monthly. | Kahele | 1/08/2019 |  |
| 35 | Contact Central Pacific Bank re: savings account proposal | Del | 1/08/2019 | 1/8/2019 |
| 36 | Call other charter schools to get comments on CPB service. | Del | 1/15/2019 |  |
| 37 | Prepare timeline of banking change for consideration by board. | Del | 1/15/2019 |  |
| 38 | Write Sione Thompson, charter commission, about $31,200 missing payment from SY2017/2017. | Fred | 1/15/2019 |  |
| 39 | Review financial reporting requirements for charter renewal. | Del | 2/11/2019 |  |
| 40 | Comment to Pam on proposed governance policies for conversion to Carver. | Fred/Sookyung | 1/15/2019 |  |