

BFCCPS Finance Committee
Meeting Minutes
September 30, 2009
8:00 am, Office of the HOS

Attendees: Anna dos Santos, Chairperson, Lori Clements, Jerry Cimmino, Rich Frongillo, Dr. Kevin O'Malley, Heather Zolnowski, Pat Fairbanks

8:10 begin

The committee reviewed the minutes for the 9/2/09 meeting and approved them.

The committee reviewed its charter, including committee membership and annual projects and tasks.

Anna announced that Suzanne Grant has been hired as the new bookkeeper.

Heather passed out the reconciled budget; mentioned that furniture was in the wrong place and would be moved.

The PAC would like a line item in the budget; they are selling popcorn on a weekly basis to raise funds.

The tuition deposit was made yesterday; Heather will go to the bank to get the line of credit paid off.

Jerry suggested running a balance sheet each month. The hard close will be done once every quarter; we should have it for the next meeting.

Pizza and Music fundraisers are now being reported in separate accounts.

The Annual Appeal proceeds will be excluded from the operating budget.

Enrollment is at 433 pupils.

The committee reviewed the list of projects/tasks for the year:

- Fundraising – long-range strategic plan
- Tasks – when the Finance Committee is integral but not responsible for

Anna will reorganize the list of fundraising and tasks prior to the Finance Committee Charter being submitted to the Board of Trustees for approval.

Adjourn at 9:00 a.m.