

BEEKMANTOWN CENTRAL SCHOOL DISTRICT

FINANCE & AUDIT COMMITTEE

PLACE: MS/HS LIBRARY

Tuesday, November 8, 2005

TIME: 5:30 PM

Minutes

Part II

Agenda

I. CALL TO ORDER

The meeting was called to order at 5:38 p.m. by Chair, K. Grinberg-Funes
In attendance were Board members F. Hay, J. Donahue, G. Palmer, and K. Armstrong;
M. Sposato, Superintendent, J. Christie, Associate Superintendent for Business and
Patience Landry, Central Treasurer Extracurricular Accounts.

II. REVIEW OF EXTRA-CURRICULAR ACCOUNTS PROCESS

A detailed report of Extra-curricular procedures over the past three years to include recent modifications and needs for future improvements was provided by guest, Patience Landry, Central Treasurer.

Recent changes include:

- Installation and use of computers in the Eagle Mart to calculate sales tax
- Timely completion and review of fund-raising permission slips
- Fund-raising tickets now pre-numbered, rather than "self-numbered"
- Timely deposit of fund-raising funds to vaults during weekdays

Needs for future improvements include:

- Review of fund-raising policy and procedures
- (evaluate possibilities for conflicts of interest)
- Evaluation of deposits to include vending from Eagle Mart inventory
- Board review of Treasurer's report biannually
- Treasurer's report to Board monthly
- Education of faculty advisors to include sales tax requirements, completion of requisitions WITH student involvement.

Ms. Landry asked to attend the December 2005 Finance meeting to complete her report.

III. ADJOURNMENT

With no further business, the meeting was adjourned at 6:10 p.m.