



## Finance Committee Meeting Minutes 12/6/2022

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Attendees: Dr. Valdenia Winn, Randy Lopez, Dr. Anna Stubblefield, Dr. Judith Campbell, Steve Lily, Tracy Kaiser, Wayne Correll, and Leslie Smith  
Mindy Danberry joined the meeting at 5:00 pm

### Welcome

- The meeting was called to order at 4:38 pm by Dr. Valdenia Winn
- Roll call
- Dr. Winn welcomed attendees
- Dr. Winn read norms
- Approval of the Minutes 11.15.22
  - Motion made by Randy Lopez and seconded by Dr. Valdenia Winn
  - Dr. Winn would like to review policy GAN and GANA in January

### Committee Discussion

- Discussion and review of Visa Purchasing Card Manual
  - There was a discussion and review of current process
  - Review Kanas Statues KS 72-1175
    - 72-1175. Credit cards, policies on acquisition and use; public record; cash basis and budget laws not applicable, (a) The board of education of any school district, pursuant to a policy developed and adopted by the board, may provide for the acquisition of credit cards in the name of the school district for use by designated officers and employees of the school district. The policy shall prescribe limitations and restrictions on the use of such credit cards and on the amounts and categories of expenses which may be paid through use of such credit cards. The policy shall provide for maintenance of a public record of all expenditures for payment of charges incurred by the school district through use of credit cards, (b) The provisions and restrictions of the cash basis and budget laws of this state shall not apply to the provisions of this section in any manner so as to prevent the intention of this section from being made effective. History: L. 2001, ch. 158, § 1; May 17
    - Legislative Post Audit 2013 pg. 16
      - The district has an opportunity to generate up to \$120,000 in additional revenue annually based on the cash back rebates and a monthly report is sent from Commerce
        - Revenue share from Commerce amounts vary \$6,000 to \$19,000
        - E- Payables and points for the Visa
        - There is also a month report from Commerce concerning rebates and those funds are deposited into Misc. revenue account and used for Diploma+ along with monies budgeted from the General Fund

- We currently have 5 different cards and 150 credit card holders with a \$1,000 per purchase limit and \$3000 monthly limit
- Reconciliation of credit cards are due by the 15<sup>th</sup> of every month
- Administrator Mindy Danberry completes an end of the month report review. Mindy also completes monthly audits and all credit card purchases are filed and data is kept for the last seven years
- Mindy is working with HR on a process to collect all district properties including credit cards, badges, and technology
  - Wayne will add updates to the manual for credit card security
- Staff will make suggested edits to the manual and present to the Board for final approval
- Agreement to Table Purchasing Manual

### **New Business**

- Discussion Topics 2023
  - Budgets
  - Goals
  - Review use of ESSER funds
    - Breakdown of ESSER 1, ESSER 2 and how money was spent
      - Update on how ESSER 3 funds what has been allocated for the total
        - Cameras in Classroom
        - Other opportunities available to allocate funds
- Building Needs Assessments will be available early Spring

### **Next Meeting**

- January 17, 2022

### **Adjournment**

- Meeting adjourned at 5:28 pm