

Addison Northwest School District

Finance Subcommittee Meeting

Thursday, July 13, 2017

ANWSD Central Office

Minutes

In attendance: JoAn Canning, Laurie Childers, Chris Cousineau, Mark Koenig, John Stroup, Elizabeth Atkins, and Greg Burdick

- The meeting was called to order at 4:00pm.
- No public communication.
- The ANWSD Finance Subcommittee were introduced to Elizabeth Atkins, Business Manager
- Discussed Board Policies F20 in particular "Guideline #2" and F21 in particular "monthly finance report" and "fund balances"
- Reviewed charges determined for finance subcommittee including:
 - Develop and implement system of oversight of monthly bills
 - Convene period discussions with ANWSD Treasurer
 - Monitor financial reporting by comparing budget to actual on a quarterly basis
 - Promote education of ANWSD Financial System with public and full Board
 - Facilitate Audit
 - Contribute to Budget Development
- Discussed Board Needs including Monthly Oversight Protocol for Board Members and Reading of Monthly Financial Reports
- Agreed to meet quarterly as committee with ANWSD Treasurer

Next Meeting Date: August 17, 2017 at 4:00 p.m. at the ANWSD Office

Meeting adjourned at 5:03pm.

Respectfully submitted,

John Stroup

Clerk, ANWSD Finance Subcommittee