

Addison Northwest School District

Finance Subcommittee Meeting

Thursday, August 17, 2017

ANWSD Central Office

Minutes

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

- The meeting was called to order at 4:03pm.
- No public communication.
- Report from Elizabeth Atkins, Business Manager
 - Improving payroll system
 - Managing personnel changes in Business Office
 - Improving purchasing process to ensure the following steps are followed across District

A person requests a purchase/makes a purchase → Secretary or other approved person creates a Purchase Order → Printed PO and Signed by Principal or authorized signer → Back to Secretary of School and then to Central Office where Payment made

- System for Monitoring Monthly Bills: Receipts for previous month, month end payroll and accounts payable will be held at the Central Office. Between First day of Month and next ANWSD Board meeting a member or members of Finance Committee will perform a check of the previous month bills. That system for reviewing bills and orders will be worked out by Laurie Childers and other members of the committee who are meeting on Sept. 7th to perform the first review of bills and payments. A protocol will be developed then and followed by a member of the committee each month bringing concerns, issues, and a total warrant for bills and orders to the full Board for approval.
- Business manager and committee agreed to a monthly budget report presented to full Board that will include a Balance Sheet, a Revenue Report, and an Expense Report organized by Function Code.
- Agreed to next meeting of Finance Committee on September 7th at 4:00pm

Meeting adjourned at 5:03pm.

Respectfully submitted,

John Stroup

Clerk, ANWSD Finance Subcommittee