

# minutes

<b>RAYTOWN SCHOOL DISTRICT FINANCE COMMITTEE</b>	
<b>06/14/2021</b>	<b>4:00 PM</b>
<b>Board Room</b>	
<b>Meeting called by</b>	<b>Steve Shelton</b>
<b>Type of meeting</b>	<b>Finance Committee Meeting</b>
<b>Attendees</b>	<b>Rick Moore, Donna Peyton, Alonzo Burton, Allan Markley, Steve Shelton, Jacqui Vernon</b>
<b>1) Approval of Agenda</b>	
	<b>Action</b>
	<b>Steve Shelton</b>
<b>Discussion</b>	<b>Review of agenda</b>
<b>Conclusions</b>	<b>Accepted with no modifications</b>
<b>2) Approval of February Meeting Minutes</b>	
	<b>Action</b>
	<b>Steve Shelton</b>
<b>Discussion</b>	<b>Review of minutes from 4/12/21 Finance Committee meeting</b>
<b>Conclusions</b>	<b>Minutes approved as presented</b>
<b>STANDING AGENDA ITEMS</b>	
<b>3) Executive Summary</b>	
	<b>Information</b>
	<b>Steve Shelton</b>
<b>Discussion</b>	<b>Revenues through May are down Expenses through May are down Expenses are higher than Revenues</b>
<b>Conclusions</b>	
<b>4) Year-to-Date Cash Balances</b>	
	<b>Information</b>
	<b>Steve Shelton</b>
<b>Discussion</b>	<b>May 2021 is much lower than previous years</b>

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Conclusions	Balances are much different in June than they were on 5/31
<b>5) Fraud Prevention and Reporting</b> <span style="float: right;"><b>Information</b></span>	
	Jacqui Vernon
Discussion	<ul style="list-style-type: none"> <li>• Building and Department Visits</li> <li>• Business Procedures and Internal Controls</li> </ul>
Conclusions	<ul style="list-style-type: none"> <li>• Four building visits on 4/20/21</li> <li>• Business Procedures and Internal Controls to the finance committee in June</li> </ul>
<b>OLD BUSINESS</b>	
<b>6) FY22 Budget Approved Review</b> <span style="float: right;"><b>Information</b></span>	
	Steve Shelton
Discussion	<ul style="list-style-type: none"> <li>• Board Goals – Page one of Budget</li> <li>• Survey Goals – Included three of the four recommendations (didn't include Step increase)</li> <li>• Revenue by Object Code – Pages 25-28 of Budget</li> <li>• Expense by Object Code – Page 29-32 of Budget</li> </ul>
Conclusions	May be slight changes to final budget as we review Budget exists to help the board meets its' goals
<b>7) Board Policy and Administrative Procedure Update</b> <span style="float: right;"><b>Information</b></span>	
	Steve Shelton
Discussion	DJF policy and procedure recommendations to increase limits
Conclusions	To Board for approval
<b>8) Audit Dates</b> <span style="float: right;"><b>Information</b></span>	
Discussion	<ul style="list-style-type: none"> <li>• Preliminary Audit: June 2<sup>nd</sup></li> <li>• Final Audit: September 20<sup>th</sup>-23<sup>rd</sup></li> </ul>

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Conclusions	Inform Dr. Shelton or Jacqui Vernon if board members would like to meet with auditors in September
<b>9) Adjournment</b>	<b>Information</b>
	Steve Shelton
Discussion	
Conclusions	Meeting adjourned

**Upcoming Meeting Dates:**

August 9, 2021

October 11, 2021

December 13, 2021

February 14, 2022

April 11, 2022

June 13, 2022