

Board Finance Committee Planning



FISCAL CALENDAR Create a master calendar of tasks to accomplish each year and then break it down by month.	July Review previous quarter report. Review and approve financial components of the Annual Report.	August Begin audits. Review reconciliations of previous fiscal year. Complete ESSA application.	September Meet with auditors to review findings.	October Submit the audited financial statements and management letter to authorizer. Review quarterly report.	November Share audit results with full board. Approve 990 submission or extension request.	December Discuss school leadership staffing plans and priorities for the next fiscal year. Review year-end financial projections.
	January Review quarterly report. Review financial policies & procedures and recommend updates. Approve changes to annual budget, if any.	February Approve 990 submission. Approve expenditures for any surplus expected at the end of the fiscal year. Review proposed salary schedule for the next fiscal year.	March Review key vendor contracts for the next fiscal year including school-wide insurance and benefits packages.	April Review the budget for the next fiscal year. Review the quarterly report. Approve vendor contracts. Finalize salary schedule.	May Approve updated financial policies and procedures. Approve budget for the next fiscal year.	June Develop meeting schedule for next fiscal year.

What Should Happen Each Month

- Conduct a monthly call or meeting with the finance committee, school management and school finance staff or consultants.
- Review financial reports.
 - Completing only quarterly reports can lead to problems.
- Review bank statements and account reconciliations.
 - Designate a member of the finance committee to do this monthly.
- Recommendations:
 - Close the books and finalize reports by the 21st.
 - Allow management one week to review, provide feedback and approve monthly reports.
 - Send reports to the finance committee by the 28th.
 - Hold the finance committee meeting one week after the 28th at the earliest.



What to Review in Each Meeting



FINANCIAL REPORTS

- Summary Page
 - Outlines reasons for largest variances and meaningful key ratios
 - Ratios used may differ by school based on factors such as: private vs. public facility, bond covenant requirements, authorizer concerns/requests
- Operating and Capital Budget vs. Actual plus Forecasts through Fiscal Year End
- Balance Sheet
- Enrollment Budget vs. Actual and Financial Impact of Variances
- Income Statement per Restricted Funding Source
- Cash Flow Projections (if/when cash is low)

What to Look For:

 - Reasons for Major Variances
 - Low cash levels
 - Concerns related to timing of revenues, expenses and cash requirements for assets/liabilities

Questions to Ask Your School Leader:



- Are we reaching or exceeding our enrollment targets?
- Are we forecasting a surplus or deficit?
- What are the key financial ratios telling us?
- Are we on track for short term and long term financial goals?
- How much cash is on hand?
- What is the fundraising plan?
- Which donations are expected from whom and for what purposes?
 - Contingency planning
 - Keeping the discussion high-level
- Understand reasons for major variances.
- Highlight low cash levels.
- Highlight any concerns related to timing of revenues, expenses and cash requirements for assets/liabilities.
- Discuss any contingency plans (if/when needed).
- Keep it high-level.