

# **The Audit/Finance Committee of Freedom Preparatory Academy**

HELD A MEETING  
IN THE SECONDARY SCHOOL CONFERENCE ROOM

**January 26, 2022, 12:33PM – 12:58PM**

*Committee members participated electronically with anchor location stated above. In attendance via zoom: Director of Finance Chris Helvey, Executive Director Lynne Herring, COO Buddy Ivie, and Governing Board CFO Robert Merrill. Participating at anchor location: Governing Board CAO Cary McConnell and Executive Secretary Tracey Noonan. Curriculum Director Karla Kay Snow joined via Zoom at 12:50PM.*

## **REGULAR AGENDA**

1. Approval of prior minutes

Cary McConnell moved to approve the minutes from the November 9<sup>th</sup>, 2021, and December 8<sup>th</sup>, 2021, Audit/Finance Committee meetings.

Robert seconded. 2-0 passed. No opposition.

2. Committee Training

Cary shared some highlights from a procurement training that he recently attended:

- Examples of what not to do when submitting RFPs
- Guidelines/rules
- How/when to ask the state for help
- Thresholds discussion
- Exceptions

Cary will forward a PowerPoint presentation and documentation from the training to the committee members.

3. Month-end discussion

- a. Bank statements
- b. Credit card statements
- c. Financials
- d. Budget changes

In this meeting, November and December binders were presented for review. Committee members Cary McConnell and Lynne Herring reviewed and signed binders where needed. Buddy Ivie and Robert Merrill

will review and sign binders this week. Binders are also reviewed (but not signed) by Michelle Knapp and Chris Helvey.

Chris Helvey updated the committee on the nearly 45 grants FPA has received. Kim Flewallen and Kevin Duncan are working on getting reimbursement for said grants. Chris explained that FPA must spend the grant money first, and then get reimbursed.

Chris will present updated budget at tomorrow's GB meeting.

One West is 99% paid. A couple small items need to be completed.

The AC units at FPA1 are backordered. Hopefully delivered by Valentine's Day.

Bus Barn construction continues. More details at tomorrow's GB meeting.

4. Update on large purchases including RFP's

None

5. Other

None

6. Adjourn

Meeting adjourned @ 12:58pm