



Finance & Facility Committee Agenda

Tuesday, Oct 17 @ 4:30pm

Aspen Academy – MS Science Room

Committee Members:

Noah Levie – Board Treasurer, Committee chair

Misty Schutrop – Board Chair, Committee Vice Chair

Paula Foley, Executive Director

Agenda

1. Budget Review
 - a. 2017/2018 budget assumptions
 - i. Job Responsibilities and Descriptions
 - ii. Construction costs and additional needs
 - iii. Tax assessment and payment plan
 - b. Review revised 2017/2018 budget
 - c. Long range budget update and discussion

2. Policy Review
 - a. Review policy 412 expense reimbursement
 - b. Review policy 426 employee time off
 - c. Review new Credit Card Use Policy

3. Business Office Procedures Review & Update
 - a. Fundraising
 - b. PO Request
 - c. Credit Card
 - d. Facility Contract and Fees
 - e. HR Procedures