School

Date

Monthly Board Meeting Monitoring

**I. Board Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Board Meeting: | | | |
| Reviewer: | | | |
|  | **Yes** | **No** |  |
| A quorum was established. # Members Present |  |  |  |
| Meeting facilitation protocol: motions, seconds, and voting, etc. are evident. Action items were taken with a quorum present. |  |  |  |
| Board reviewed and approved/accepted the financial report and addressed financial challenges. |  |  |  |
| Board reviewed student and/or school academic achievement? |  |  |  |
| Board reviewed and addressed the school’s operational performance and addressed challenges? |  |  |  |
| Board discussed, reviewed, revised or adopted policies. |  |  |  |
| Board reviewed and/ or approved contracts for staff or vendors. |  |  |  |
| Board closed the meeting for a specific purpose. |  |  |  |
| Board engaged in training/professional development or future planning. |  |  |  |
| Board reviewed/discussed/referenced and/or approved Annual Report, Charter Renewal Application, Expansion Request, School Improvement Plan, Line of Credit, Annual Audit, School Leader’s Performance Evaluation, Board’s Self Evaluation |  |  |  |
| Comments/Observations: | | | |
| Authorizer Follow Up | | | |

School

Date

**II. Financial Reporting Review**

|  |  |  |  |
| --- | --- | --- | --- |
| Month of Financial Statement: | | | |
| Reviewer: Accountant: | | | |
|  | **Yes** | **No** | *Finance Report Approved/Accepted XX* |
| Financial statements include all expected reports. |  |  |  |
| Financial reports include a detailed record of expenditures and deposits. |  |  |  |
| Actual student enrollment is consistent w/ projections and state revenue payments. |  |  | Budgeted Enrollment:  Actual Enrollment: |
| Actual revenues are consistent with enrollment projections. |  |  |  |
| Actual expenditures are consistent with budgeted projections. |  |  | Actual: $ (%) YTD%: % |
| There are expenditures or deposits that warrant further explanation. |  |  | Actual: $ (%) YTD%: % |
| Cash flow is adequately addressed. |  |  |  |
| Credit card expenditures are itemized and described. |  |  |  |
| Comments/Observations: | | | |
| Authorizer Follow Up | | | |