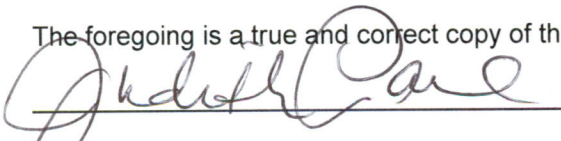


Minutes of Special Meeting of the Finance & Budget Committee  
West Houston Charter Alliance, Inc.  
February 5, 2010

1. Call to order and establishment of a quorum – At 10:25 a.m. Chair, Judith Paul recognized a quorum and called the meeting to order. In attendance were Judith Paul (JPP), David Dwyer (DD), and Marshall Willard (MW) for Brenda Davidson.
2. Presentation and discussion of any proposed current year (2009-2010) budget amendments for presentation to the Board at next Regular meeting - None presented for review, due to budget still not having been entered into RSCCC.
3. Presentation and discussion of status of critical items as deemed relevant by Business Office & Administration –
  - a. 1099's and W-2's have been issued
  - b. Bank accounts reconciled through September – concerns presented about the number of bank accounts opened, including separate student activities' accounts, which must be integrated for compliance
  - c. Current on Accounts payable, after having been > 60 days behind
  - d. Goal is to have a budget / actual comparison for the next Regular Board meeting
  - e. MW communicating with US Bank regarding bonds and will be meeting with the underwriters to discuss options
  - f. All purchase orders are now being generated through RSCCC, which should promote higher standard of practices
  - g. Ongoing planning to incorporate ID cards with scan bars for purpose of textbook checkout, library checkout, attendance recording and photos on RSCCC
  - h. Will request permission (from Administrator) to install a street light at the SW corner of the front parking lot
  - i. Will request permission (from Administrator) to install a clock at the back of the building to avoid the constant conflict of whose clock/watch is accurate to facilitate fewer morning tardies
  - j. Obtaining competitive bid on communication and electricity services
  - k. Ongoing bid process for computers on wheels, as Apple cart contract renewal is coming due
  - l. Reviewing every existing contract and calendaring the renewal/expiration dates to avoid last minute decision making
  - m. Will request board approval to change the name on the credit card accounts from existing to Administrator and/or designee.
  - n. Met with auditor and completing information for last year's audit. Submission will be late but communication is ongoing with TEA concerning the issues WHCS has faced.
4. Discuss items to be placed on the next Finance & Budget Committee meeting – JPP requested we hear a report on the Business Office activities.
5. Adjourn – DD made motion to adjourn; seconded by BSD. Motion passed - all in favor. Meeting adjourned at 5:28 p.m.

The foregoing is a true and correct copy of the minutes as approved by the Finance & Budget Committee:



Judith Paul

President, Board of Directors

West Houston Charter Alliance, Inc.