Finance Committee Meeting April 13, 2020  12:00 AM – 1:30 PM

Proposal for Necessary Journal Entries Between Finance Committee Meetings at End of year

For the remainder of this school year the Finance Director would like to propose that she be able to email journal entries to the committee for approval if there are journal entries that need to be done between meetings, and they would only be journal entries that have due dates attached. For instance there are journal entries required in order to complete quarterly reports, to reconcile bank accounts and in order to submit requests for reimbursement. Also there are journal entries for maintenance of accounts, for instance if an expense was charged to the wrong account number by error. As the year end is approaching I may have to do journal entries after this April meeting and before the May finance meeting. I would email them first and get approval by email before any were entered into the APTA system.

Thank you.