

**MCDC Board of Directors  
Meeting Minutes  
Friday, 28 April In-Person and Via MS Teams**

**BOD Present:** Carrie Olden, Alexandra Dominguez, Cara Nall, Heath Martin, Jared Wilson, Natalie Aponte-Mendez

**Others:** Kelli Wright, Michelle Featherston, Rhonda Chambliss

**Meeting Called to Order:** 0902 hrs

**President's Report**

- Will follow up re: Explorer Incident.
- Status of Teacher Evaluations. 2022 evals still pending Director completion.
- Status of Alabama Stars. Payment comes from DHR, pending Director update.
- IRA Update. Working with RFCU.
- Cafeteria Contract.
- Board Training. Wait until after new BOD in place.
- MSFC Financial Review Mtg, 4 May. Matt M will want to come.

**Vice President's Report**

**Secretary's Report**

- Elections update. Scheduled 2 May.
- Document Updates
  - Employee Handbook. Waiting for final votes.

**Treasurer's Report**

- Monthly updates
  - Budgeted for health insurance to go up 15%, it's going down 4%

**Registrar's Report**

- **Enrollment Percentage** 98%
  - Upcoming classroom move up plan
- **Website and Sharepoint**
  - Website Status Update
  - Sharepoint Ownership Update
  - Sharepoint Priorities Fix Update
- **Operations**
  - Confirm Next Center Clean Up Day. Does it need to be earlier than 9 September?
  - FWR outside cleaning. With AS24 for review and funding.
  - Purchases (Replace pirate ship, outdoor shelves, Explorer A)
  - Clean up items upfront entrance area hallway. Working as distributed to classrooms or trashed following additional dumpster pickup.

**Members at Large**

- **15-19 May Staff Appreciation Week**
- **Grants**

- Applied HSV Utilities \$25K-\$50K
- **Fundraising Update**
  - Krispy Kreme Fundraiser = \$280
  - Nothing Bundt Cake submissions due 28 April
- **Audits Update, due NLT 31 May**
  - Tuition, Membership Fees, Late Fees

#### **Director's Report**

- **Staffing**
  - Current open positions. Preschool A, Explorer A, Toddler A.
- **NAC Reaccreditation**
- **Staff Training**
  - Upcoming schedule, areas for improvement
- **Grants**
  - Alabama Stars. Working.
- **Transition Plan with Michelle and Rhonda**
  - Finances

***Meeting Adjourned: 1038 hrs***



# MARSHALL CHILD DEVELOPMENT CENTER

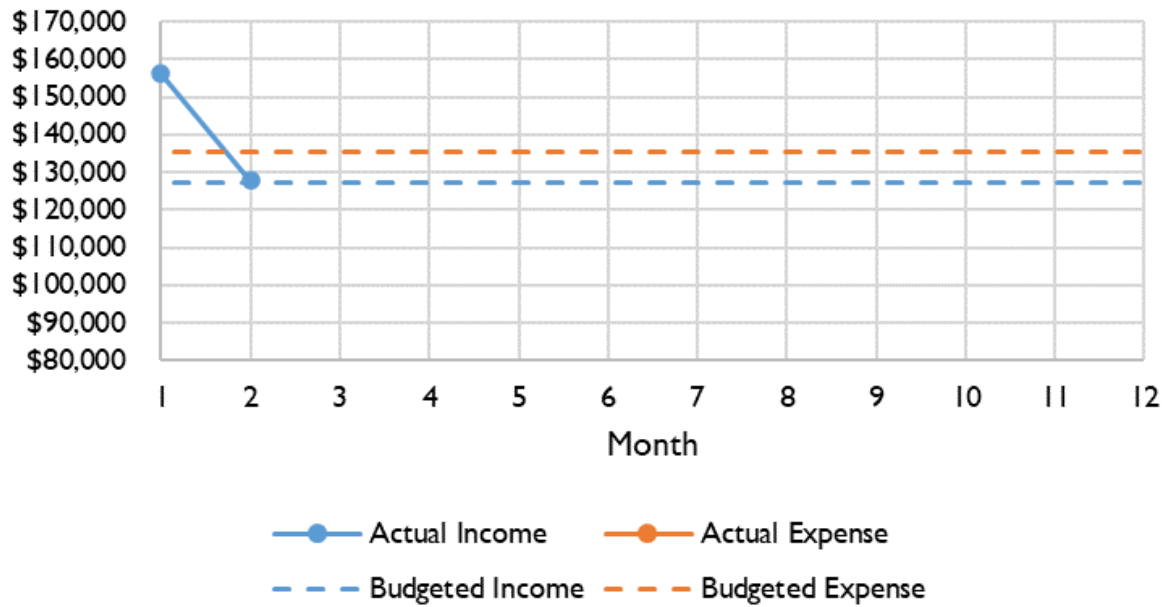
MONTHLY FINANCIAL UPDATE  
MARCH 17, 2023

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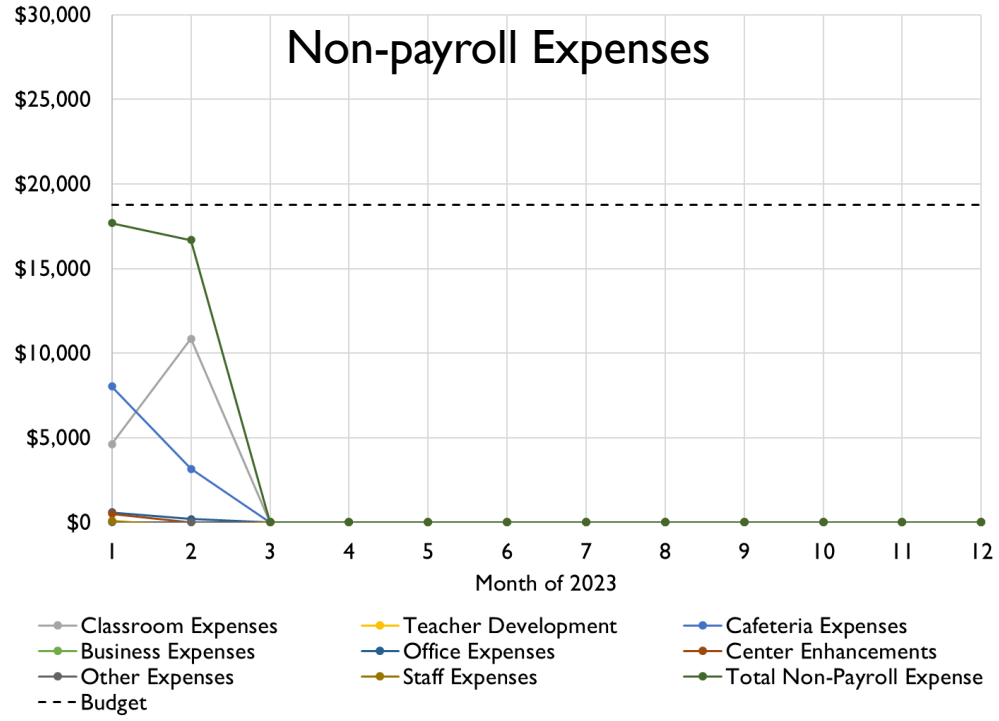
# ACTUALS VS. BUDGET



## 2023 Budget vs Actual

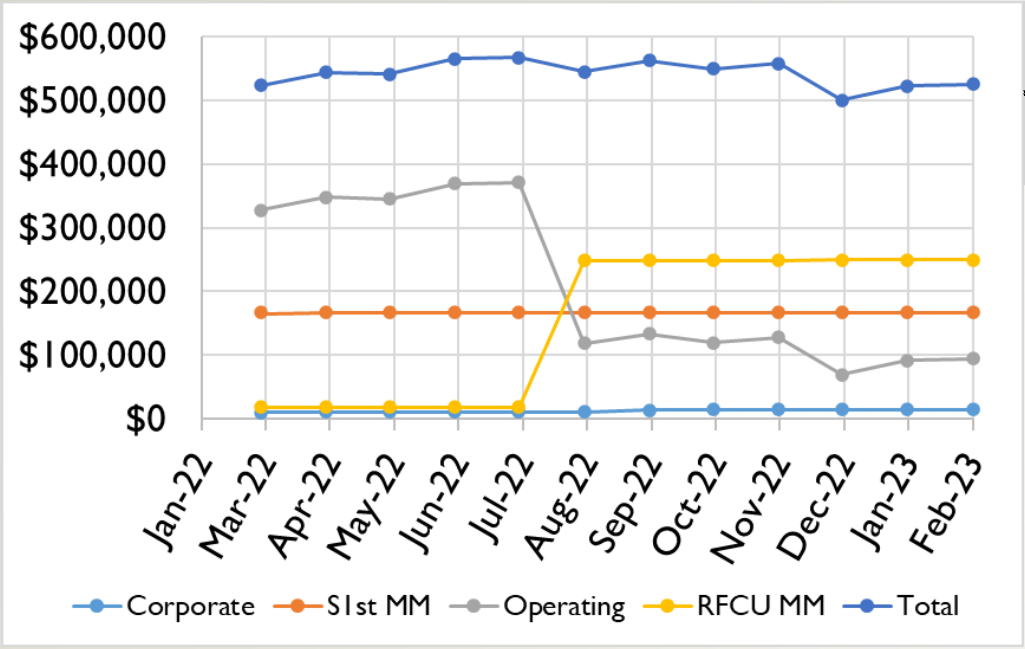


## Non-payroll Expenses



- Income was about the budgeted monthly average.
- Still working to integrate payroll expenses from new electronic system, so payroll expenses not shown.
- Non-payroll expenses were about \$2k below budgeted monthly average

# BANK ACCOUNT BALANCES



| 2023     | 10700       | 10800        | 10900       | 12100        |              |
|----------|-------------|--------------|-------------|--------------|--------------|
| Month    | Corporate   | S1st MM      | Operating   | RFCU MM      | Total        |
| January  | \$14,336.66 | \$167,264.37 | \$91,576.75 | \$249,594.61 | \$522,772.39 |
| February | \$14,339.41 | \$167,424.83 | \$94,363.37 | \$249,929.68 | \$526,057.29 |

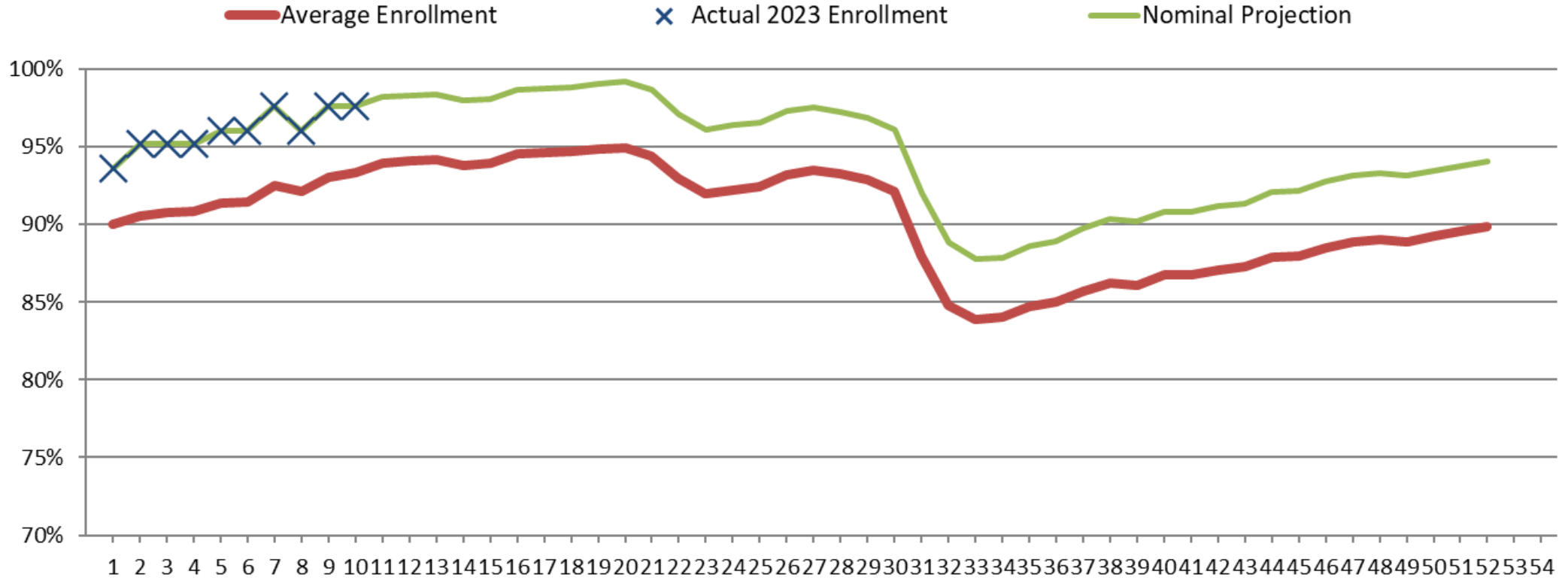
- Positive net income equates to increasing bank balances.
- \$3k net deposits for February
- Reserve accounts (Servis 1st MM & RFCU MM): \$417k >> required \$271k
- **Bank accounts have been reconciled by accountant through February 2023.**



# ENROLLMENT TRACKING



## 2023 Enrollment



- Nominal projection based on following yearly average trend from current enrollment
- Budgeted income based on annual average enrollment of 91.3%
- Current projected annual average enrollment: 94.7% (Equivalent to extra \$55k annual income if trend holds.)

# WRITTEN CHECKS

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- 02/03 – Melissa Boylen, \$7.62
- 02/08 – Bryanna Davis, \$405.78
- 02/08 – Alabama Child Support Payment Center, \$191.54
- 02/15 – Sybil Greenwood, \$21.80
- 02/15 – Jamie Parker, \$19.90
- 02/17 – Aida Royster, \$24.29
- 02/17 – Bryanna Davis, \$774.60
- 02/22 – Melissa Kellar, \$5.46
- 02/22 – Alabama Child Support Payment Center, \$191.54
- 02/28 – Sandra Clark, \$20.17





# MARSHALL CHILD DEVELOPMENT CENTER

MONTHLY FINANCIAL UPDATE  
APRIL 28, 2023

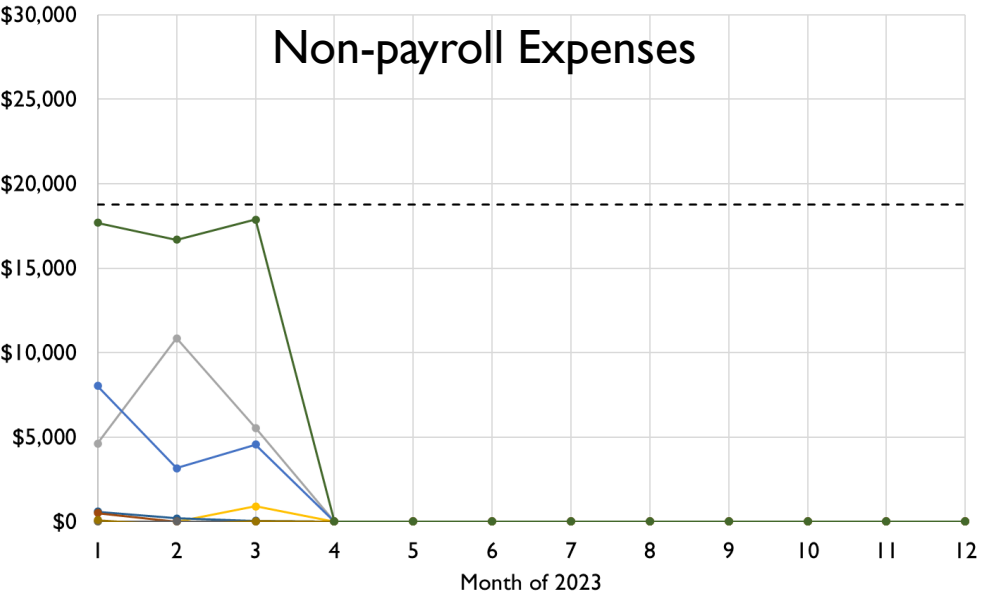
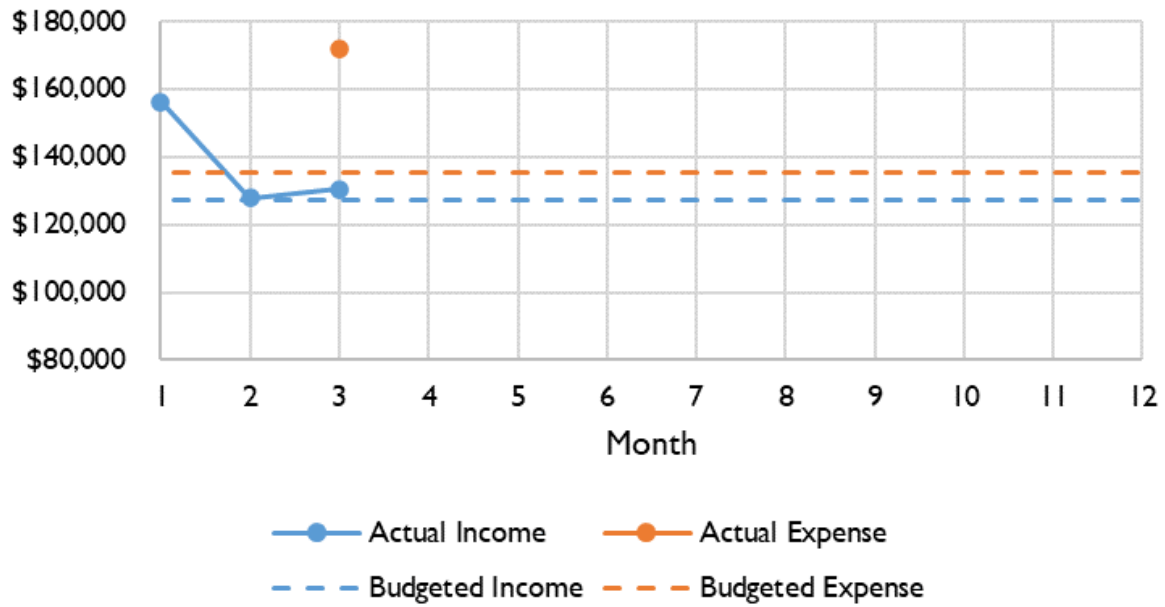
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# ACTUALS VS. BUDGET



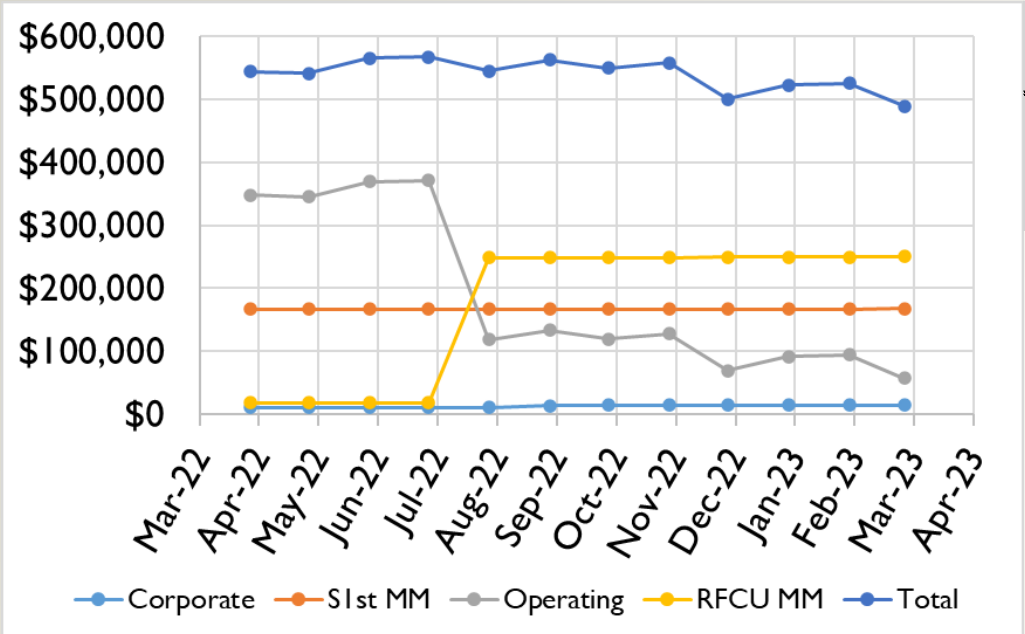
## 2023 Budget vs Actual



- Income was \$3k above budgeted monthly average.
- Payroll expenses from new electronic system now integrated into QuickBooks.
- Expenses \$45k above budgeted monthly average.
  - Three-paycheck month: accounts for \$41k
  - Bookkeeping expenses: \$4k over-budget
- Non-payroll expenses were about \$1k below budgeted monthly average



# BANK ACCOUNT BALANCES



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|----------|-------------|--------------|-------------|--------------|--------------|
| Month    | Corporate   | S1st MM      | Operating   | RFCU MM      | Total        |
| January  | \$14,336.66 | \$167,264.37 | \$91,576.75 | \$249,594.61 | \$522,772.39 |
| February | \$14,339.41 | \$167,424.83 | \$94,363.37 | \$249,929.68 | \$526,057.29 |
| March    | \$14,342.45 | \$167,602.67 | \$57,220.53 | \$250,301.15 | \$489,466.80 |

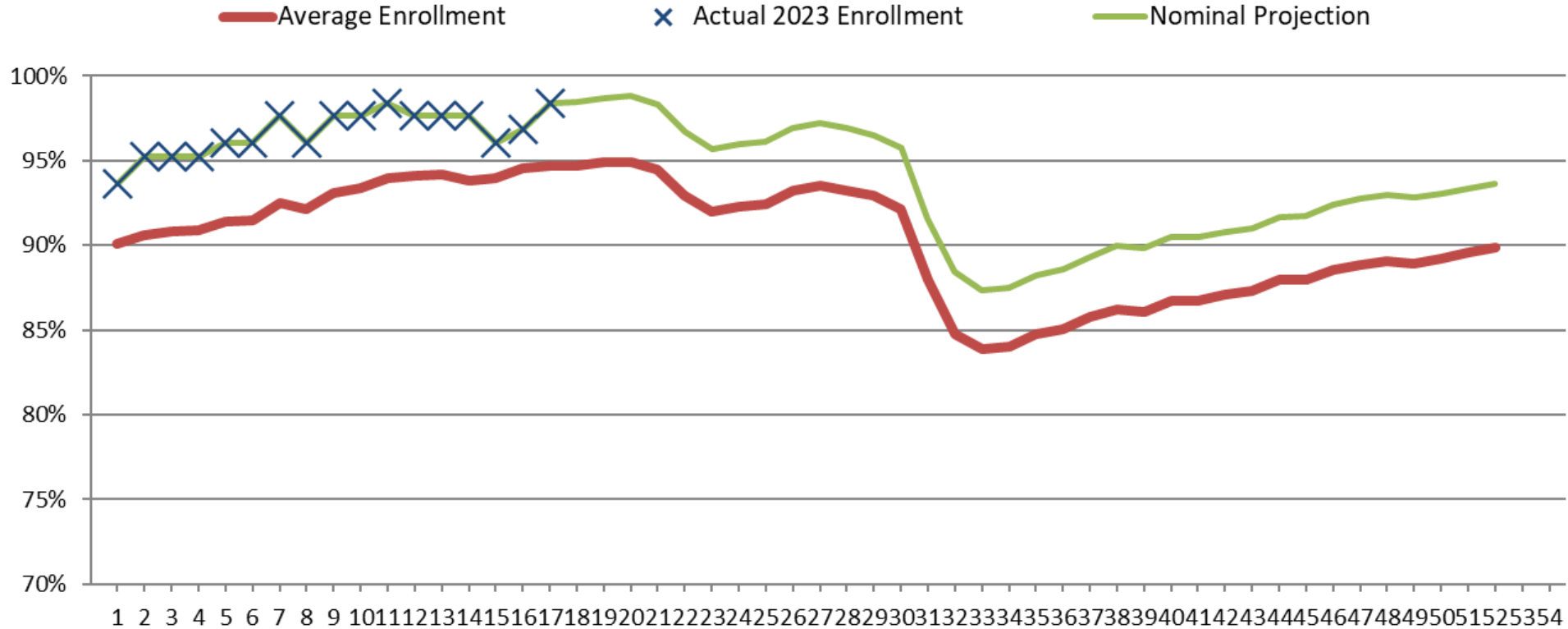
- Positive net income equates to increasing bank balances.
- \$37k net withdrawal for March
- Reserve accounts (Servis 1st MM & RFCU MM): \$417k >> required \$271k
- Moving \$70k from Servis 1st MM to Operating account, reduces reserves to \$347k.
- Issues with the Quickbooks file related to the reconciled items have put the March reconciliations (and the 2022 financials) on hold until prior months/years can be corrected.



# ENROLLMENT TRACKING



## 2023 Enrollment



- Nominal projection based on following yearly average trend from current enrollment
- Budgeted income based on annual average enrollment of 91.3%
- Current projected annual average enrollment: 94.3% (Equivalent to extra \$40k annual income if trend holds.)

# WRITTEN CHECKS

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- 03/08 – Alabama Child Support Payment Center, \$191.54
- 03/21 – Alabama Child Support Payment Center, \$191.54
- 03/29 – Melissa Boylen, \$22.43
- 03/29 – Melissa Boylen, \$17.96

