



ANCHORAGE SCHOOL DISTRICT
EAGLE RIVER ELEMENTARY SCHOOL
HOME OF THE EAGLES

Nicole Sommerville, Principal

Eagle River Optional Treasurers Report Meeting Minutes 5/8/14

Attendees: Kaleigh Wotring, Rosanna Lee, and Robin Gray.

11:00am meeting start.

Looked at several options for accounting software and decided on using Quickbooks. We decided on the on-line version which will allow the treasurers to share information more easily. Financial information for the 2013-2014 school year will be entered to better understand our financial situation.

Discussed and decided there was no reason for us to stay with First National Bank.

Discussed different ways of making the accounting process easier and allowing teachers to know what they have available.

Decided to open a new account with Credit Union 1.

Checked in with Nicole to make sure it was ok.

Meeting continued at Credit Union 1 where we opened a savings and checking account for Eagle River Optional Program with signers Kaleigh Wotring, Rosanna Lee and Robin Gray. We will have access to checks, and also a debt card to make on-line purchases more easily. Kaleigh, Rosanna and Robin are authorized for using the debit card.

We also will open 4 accounts tied to the master account. One for each teacher. Each teacher will have their classroom and play budget deposited into their accounts at a date yet to be determined. Each teacher, Celeste Long (Celeste Keith), Kalesha Dolan, Andrew Long, and Jennifer Spain will receive a debt card to access those funds. Receipts still must be saved and turned in to the treasurer with an expense form. Teachers will be able to manage their funds, and access them whenever necessary.

Teachers will have to go to Credit Union 1 with Kaleigh, Rosanna or Robin to receive the cards. The accounts will fall under the Eagle River Optional Program account, and though the cards will have teachers names imprinted, these "sub-accounts" will have no bearing on teachers personal finances (taxes, etc.).

Rosanna will look over statements and double check that all checks have cleared so that we can close the First National Bank account. Unsure if all signers on the account will have to be present to close.

2:00pm meeting end.