

**PATRICK HENRY SCHOOL OF SCIENCE AND ARTS  
MINUTES OF THE BOARD OF DIRECTORS  
AUDIT/BUDGET COMMITTEE MEETING OF THE WHOLE  
August 2, 2011**

The President welcomed all and convened the meeting of the Audit/Budget Committee for PHSSA, Tuesday, August 2, 2011 at 7:11 p.m. at the Woodland Heights Baptist Church in Richmond, VA.

*Directors Present:* Sharon Burton, President  
Diana Herndon, Treasurer  
Clay Dishon, Secretary  
Deb Butterworth, Past President  
Antione Green, Member  
Cheryl Groce-Wright, Member  
Loretha Taylor, Interim Principal

*Directors Absent:* Kristen Larson, Vice President  
Deborah Corliss, Member

*Guests:* Cate Fitt, Shanna Battle, Alana Johnson, Anne Shelton,  
Donald May, Emily Keyte, Zachary Reid.

The secretary noted that a majority of directors were present and a quorum existed for the transaction of business.

*Presentation* First, Donald May with Horizon Software International presented upon a POS (point of sale) food service management program. With considerable capacity for customization, the system can be tailored to fit institutional needs. The system can be utilized for field trips and paid programs other than meals. Parents could put money into a general account, making payments via credit/debit card or electronic check. A 4.75% fee is added for electronic payments. Food selections can be tracked for usage and popularity to aid in menu selection.

*Review of Expenditures for School Operation* Second, Cate Fitt was introduced as a new accountant for the school. Ms. Fitt reported what information and access she will need to complete a complete review of all accounts. She also requested a list of all active grants with invoices and deadlines.

*Treasurer's Report* Third, the report from the treasurer was tabled until the next meeting.

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*Update on Parent  
Donations for  
VCT Tiles*

Fourth, in Deborah Corliss's absence, the update was tabled.

*Update on Ad Hoc  
Committee for  
Financial Controls  
and Procedures*

Fifth, the creation of a special committee for the purpose of examining existing financial controls and developing procedures if necessary was announced. Dianna Herndon was named as chairperson recommendations were received for prospective members.

*Adjournment*

Finally, there then being no further business to come before the meeting, it was, upon motion duly made by Deb Butterworth, and seconded by Clay Dishon, adjourned at 7:46 p.m.

Respectfully submitted,

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Clay Dishon, Secretary

Accepted: \_\_\_\_\_  
Sharon Burton, President