



## Finance and Administration Committee Meeting

May 7, 2025

9:00 a.m.

Via Zoom Conference Call

Join Zoom Meeting at:

<https://us06web.zoom.us/j/89249668636?pwd=4Mt2VdBN9xRW6R9bTrROmvfiUPOcqX.1>

### AGENDA

1. Welcome: Chairman: Introductions

2. Required Action Item:

Review and approval

2023 990 Form; Presentation by Josh Garvin, CPA, Principle, Manley Garvin, LLC.

Motion: To approve the draft 990 Form for SC First Steps for tax year 2023, as submitted by Manley Garvin and recommended by staff, and to take this action on behalf of the Board of Trustees of South Carolina First Steps due to the urgency of the matter.

3. Update on Corrective Action for Aiken County First Steps

4. For Information and Review:

A. First Steps State Office

1. FY 2024 Finance Report Template and Donations

B. Local Partnership Update

1. ESSER Funds Audit Update

2. Financial Management System Update

C. 4K Updates

5. Adjourn Finance and Administration Committee