

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL
Finance Committee January Report
Tuesday, October 3, 2006 – 7:30pm
HOS Office

Present: J. Buckley, K. Geraci, M. Kripp, J. Neas, L. Pfizenmaier, K. O'Malley

Audit 2005/2006 Review

- John Buckley from Alexander, Aronson & Finning took committee through the draft statements. The comments, observations, and recommendations were reviewed in detail.
- Results are consistent with Management June Close report (July Board meeting) net of depreciation expense; demonstrating good fiscal controls are in place.
- Expenses year on year are essentially flat as increases in salaries and rent are offset by PCO becoming independent and reduction in consulting.
- Treasurer is satisfied that the additional procedures request have been completed. Specifically,
 - HOS transition, Internal controls in light of board policy, and a review of the dual signature requirement.
- Updated commentary & Draft Statements to be issued within the week and will be sent to Trustees prior to Board meeting next week
- Management Discussion and Analysis (response to Auditors comments and observations) will be drafted by October 6th and will be forwarded to Trustees as well.
- John Buckley will present an Executive Summary of the Audit & Statements at October Board for approval; final statements will be issued upon finalization of Management discussion

Actions: Outstanding to complete Audit Report

- Matt Ginnetty requested to provide auditors with Bank Waiver statement on loan convert violation
- Kara/Mark to complete Management Discussion and Analysis

Other

- Review policy #12 posted on the Web Board Vote November 2005 to modify increasing two signature level to payments in excess of \$5000 effective immediately NOT reflected

Review Month end Financial Statement/Position 2006/2007

- September statement was reviewed. No major variances in expenses noted – current projection in line with budget.

Budget Amendment Request:

HOS in conjunction with the needs of the faculty and staff of the school and the safety/security of the school requested an additional \$14,500 be allocated to the following line items:

- Increase technology budget to fund 10 to 11 replacement laptops to support wireless. The current laptops were donated by EMC and have reached their useful life in terms of performance which intermittent at best and compromises the reliable use of the lab to serve the students – estimate \$12,000
- Increase facility budget to include materials needed to accommodate a security “lockdown”: provided lock installation on @ 6 interior doors, classroom door stoppers and an expanded walkie-talkie system. These expenses are a response to the current social environment and were not foreseen at the time of the budget – estimate \$2,500

Finance Committee supports the allocation of the \$14,500 from the projected surplus/budget contingency with the request that Business Manager solicit three bids on the laptops.

VOTE: Finance Committee recommends Board Approval of \$14,500 request to support replacement laptops and security measures which will be funded from the projected surplus.

HOS/Business manager are developing a curriculum request process; it was noted that that the K-4 budget line item is nearly exhausted. After review of the MCAS results, expect to bring forward a budget amendment request for additional science and MCAS curriculum support materials next month.

Outstanding Action Items:

- Kevin to action the Development position - *Position posted in process*
- Kara to advise Finance of any expenditures in excess of \$5000 over the summer. – *Complete*

Next Meeting November 2, 2006 – 8:00am HOS office

Adjourned 9:20pm
Respectfully submitted,
Laureen Pfizenmaier