

**BFCCPS Finance Committee
Meeting Minutes
11/09/2011**

Attendees: Jerry Cimmino, Lori Clements, Anna dos Santos, Matt Dunlap, Pat Fairbanks, Suzanne Graham, Venkat Krishnamurthy, Dr. Kevin O'Malley

8:10 meeting began

Administrative Matters – none.

Meeting Minutes

- Minutes for the 09/07/11 meeting were reviewed and some clarifications were noted. They were approved with the changes.
- The minutes of the 10/05/11 meeting were approved.

Lori let the group know that the Foundation has updated their bank signatories. Jerry will follow up to find out who they are. Matt let Lori know that Dean Bank would like to renew the note held by the Foundation which may result in some changes.

September 2011 Financial Statement Review

- **Balance Sheet Report (Report A)** – Jerry noted that Investments in Fixed Assets (\$22,517) should be the same as the Total in Fixed Assets (\$109,185). Net Income on the Balance Sheet is different from the Income Statement. The prior year's Annual Fund is considered to be restricted revenue/deferred revenue in the prior year, but should be shown as revenue in this year. A line should be added to the Income Statement to show the Annual Fund expenditure which will then result in having the net incomes match.
- **Profit & Loss Budget Performance Report (Reports B&C)** – See notes, above, to explain net income difference. Noted that tuition budget was based on 446 students. We are currently being paid for 450, which will go down to 449. The extra tuition is not reflected in any report, yet. Salary and benefits are running under budget and are expected to remain under budget. Jerry noted that payroll taxes are especially low. Suzanne believes that they are accurate. The budgeted numbers may have included unemployment insurance payments that we had paid last year due to an error by HR Knowledge. Last year's payments have been refunded by HR Knowledge. Audit expenses appear too low; Suzanne will contact AAF again. Discussed school fundraising. Software – Annual Licensing under Technology is much higher than expected. Suzanne will investigate. Health Insurance had 2 months paid in July. Investment Income seems to fluctuate a lot from month to month. Jerry will investigate.

Financial Policy Changes

- Jerry presented updates to Policy 25 – 1202 Cash Disbursements to address issues identified during the annual audit. Language to follow up on outstanding checks was modified based on group comments and will be moved to the Procedures section as Step 8. New language in Procedure Step 3 to include process for electronic payments was modified slightly. Jerry will make changes, send out for review and then send to Lori for review by the Governance Committee on 11/17/11.

Overview of Investments

- Jerry distributed a Maturity Report showing our current set of CDs. There was a question on why are losses noted when the interest is guaranteed. Jerry will review the monthly reports with Suzanne to understand why the monthly investment amounts vary. Also need to find out what are the fees we pay.

Project and Task Review

- **Technology Funding** – Dr. O'Malley should outline the school's technology priorities with his team and plan on presenting them at the January FinCom meeting. Jerry asked that Luke Callahan be invited to the January meeting to insure committee questions can be answered quickly.

9:35 meeting adjourned