

BFCCPS Finance Committee
Meeting Minutes
October 3, 2007
8:00am, Office of the HOS

Attendees:

Gerry Cimino, Lori Clements, Anna dos Santos, Pat Fairbanks, Rich Frongillo, Kara Geraci, Dr. Kevin O'Malley, Joe Perna, Tim Tracy, and Heather Zolnowski.

Attachments: Agenda, FY08Actuals Sept.xls

Kara Geraci reports

that curriculum expenses will be over budget, consistent with the \$40K spent at the end of the 2006-07 school year

she has compiled a checklist for month end reconciliation and there were no issues in September

she is assembling a list of issues with old transactions in QuickBooks

Discussion on the list of tasks/projects, none are removed from the list.

Deadline for participating in the GIC Insurance program has been extended by a month. The committee's decision to defer consideration of participating stands.

Dr. O'Malley adds an agenda item to consider increasing budget for additional personnel needed for SPED. One aide and one teacher is requested to address the inflow of new students with needs. Noted that the adds to staff would likely be permanent and that the aide would move with a particular class in the future, and that future budgeting plans will likely include the continuance of the new hires.

Discussed metrics to support the adds to staff, and probed on other options considered, including multiple aides. The committee concluded to recommend an increase to the budget of up to \$75,000 in personnel costs, to cover salary, benefits and taxes for the remainder of the school year. The matter will be taken up at the next Board of Trustees meeting, Thursday, October 11.

The state is projecting per pupil expenditures to increase from \$8,692 to \$8,845. With nearly 400 students, this amounts to an increase of approximately \$60,000 in revenue. In addition, there are 6 more students enrolled than budgeted, which will increase the state's reimbursement by over \$52,000.

Advertising budget may be pressured due to the unplanned cost of recruiting new hires. The committee agreed it was premature to change the budget for the line item at this point.

Kara presented the year to date financials through September 30. Some feedback on formatting and additional information was provided. The committee chair suggested we not change the format until we can discuss further at the next committee meeting.

Kara will write up the policy for the laddering of Certificates of Deposit (CDs) for inclusion in the financial policy.

Kara to forward memorandum regarding Safety Plan II for committee members awareness of potential expenditures.

Discussion on lease options and the need to know when any options must be exercised. Will need to work with facilities committee to ensure consistency in planning for future.

Financial policy is in 'draft' state and has never been formally approved by the board. Committee will review at next FinCom meeting and expects to bring the policy to Board meeting in November.

Discussion of FinCom's involvement in reviewing criteria for selection of attorney to ensure value based decision. Lori will distribute the questions to the committee prior to the Board meeting.

<minute taker and a few other members left while meeting continued>

Added by committee chair:

The remaining committee members discussed how the Finance Committee and the HR Committee can work together to develop a new salary grid. A separate subcommittee, comprised of members from each committee, will be formed. The subcommittee will meet at a time convenient for faculty, probably directly after school.

BFCCPS Finance Committee 2007-2008 Agenda Items

Review monthly:

- Are revenues meeting budget?
 - o is grant revenue on target?
 - o is the per child rate up or down?
 - o Is the number of students up or down?
- Are expenditures meeting budget?
 - o are any line items going to exceed their budgeted amount?
 - o are there any over-budgeted line items?
- Any issues with reconciling the accounts each month?

Review quarterly:

- Segregation of payroll duties maintained
- Dual signature policy enforced
- Credit card policy on documentation enforced
- Personnel files up to date
- Authorized signers up to date

Tasks/Projects for the year:

Funding for Safety Plan, Phase 2	10/3/07
Selection of Law firm	10/3/07
Insurance audit	
New salary grid (with HR Committee)	
GIC Insurance program analysis (with HR Committee)	
Policy on laddering of CDs	
New, increased line of credit	
Designation of funds for portion of unrestricted net assets	
Lease negotiations (with Facilities Committee)	
Creation of the FY09 budget	3/5/08
Selection of new audit firm	2/6/08
Investigation of offsite storage of financial data	
Backup for business manager	
Clean up of old transactions in Quick Books	