

BFCCPS Finance Committee Meeting Minutes
December 3, 2008,
8:00 am, Office of the HOS

Attendees: Nav Chander, Lori Clements, Jerry Cimmino, Anna dos Santos, Pat Fairbanks, Rich Frongillo, Kara Geraci, Dr. Kevin O'Malley, Tim Tracy, Heather Zolnowski

8:07 begin

Monthly Budget Review - November financial statements presented by Kara:

- Reports will now be created directly by QuickBooks. Two versions of the Profit & Loss Budget vs. Actual report produced. One shows July through the month just ended and the second presents July through June.
- Reporting categories have changed in some cases and the line items are grouped differently to better match the financial statements needed by the auditors and the state. Group spent time mapping the new format to the old presentation. Example: petty cash and potable water line items are now part of 5431 Office Supplies and Expenses.
- Depreciation will be included and updated monthly.
- Suggestion was made to calculate the average monthly investment interest and include that amount in the report. Then once the monthly reconciliation is done, the amount can be adjusted if needed. Kara will talk with investment advisors to assess potential reductions in investment income for the year. She is already scheduled to talk with them about 403(b) plan changes and the impact to the school.
- Dental insurance will be increasing by 15% as of January. Will review actual increase to the budget at next meeting.
- Grants from ESE are not expected to be impacted by state budget cuts since they are SPED related.
- Facility expense line almost depleted due to plumbing work that was needed. Need to monitor closely.
- Pass through items now appear in report. Suggested that the expense to the school of subsidized or free lunches be noted in the report. Discussed the pizza fundraising program and how it's allocated to overnight field trips for grades 5-8. Noted that the Field Trip Revenue line item was too low. Kara will investigate and update as necessary.
- The Foundation has transferred all funds targeted to school programs from the Annual Appeal.
- Have not received final bill for Audit to identify the additional charges due to the delay by the Foundation in preparing their information.
- Bill Manburg, from AMS, cleaned up all the "old" transactions that were incorrectly impacting the balance sheet.
- No budget adjustments needed this month.

Update on review of business processes and systems

- Accounting Management Systems (AMS) staff was onsite for 2 days. Kara reported that they were extremely helpful and that she learned quite a bit from them.
- In addition to the changes in reporting categories and the reporting methods, a review of procurement procedures was done and several suggestions were made that will be implemented.
- Personnel files and procedures were also reviewed. More separation of documents was recommended (CORI forms need to be in a separate file from employment contracts, for example) and AMS will be building a personnel checklist for Kara to use.

Review of Policy 0022 – Budget Amendment Process

- Postponed to the January meeting due to lack of time for adequate discussion.

Brief Updates:

- **Lease Negotiations** – first meeting with St. Mary's held on 11/19/08. Church is very open to longer term lease. They stated that they will never sell the school to us or another group. Will consider sharing the cost of major upgrades to the school. Dr. O'Malley will get estimates for new windows, improvements to heat distribution, air conditioning, and upgraded electrical capacity and send the estimates to the Church a week before the next negotiation meeting scheduled for 2/25/09.
- **Washington St.** – no update.
- **Pond Street Feasibility Study** – study will be done this week and will be presented at a special meeting on 12/9/08 of the Board, the Foundation, and the Facility Committee.

Next meeting:

- Confirm increase in Dental insurance costs for remainder of fiscal year.
- Get update from Kara on changes to the 403(b) plan.
- Review Policy #22 Budget Amendment Procedures.

9:25 adjourn