

BFCCPS Finance Committee
Meeting Minutes
1/3/13

Attendees: Jerry Cimmino, Joe Perna, Ben Benjamin, Suzanne Graham, Matthew Dunlap, Joe Mullen, Don Tappin, Tim Tracy, Pat Fairbanks,

8:12am meeting began

Discussion of December Meeting Minutes

- Jerry noted that there were a few edits he would like to make to the December minutes before they are finalized.
- The minutes were approved subject to Jerry's edits
- There was a discussion about MTRS and its definition and how much of an issue it would be if a new provider did not perform this service. Suzanne noted that the form is now on-line which could make it easier for the school to handle this responsibility however it is still a difficult calculation. It was determined that it would be preferable if a potential new provider could handle this service.

Financial Statement Review

- Jerry noted a few format changes to the P&L summary on the "YTD Difference" column that needed to be made. Specifically making sure numbers that represent a loss are bracketed and vice versa.
- **Tuition forecast** – Jerry noted that the forecast increased over last month. According to Joe Perna the Quarter 2 figures came in and this new information resulted in the tuition revenue increasing. The Quarter 2 payment was about \$100 less than what used for budgeting purposes. Usually the Q2 payment is what is used to budget for the remainder of the year however since the Q2 figures were preliminary the original budgeted figures are still being used for the remainder of the year. Through December actual numbers were used.
- It was discussed that there was no follow up to the commissioner's memo with regards to state aid reduction. Joe Perna brought up Marc Kenen's communication that the commissioner's memo may not actually impact aid to the school for this year, and the Q2 payment seems to back that up.
- The 450 student enrollment was confirmed to be an accurate count.
- **Student Fees** – Jerry noted that Field Trip fees revenue is not where he would expect it to be based on the current budget for the year. Suzanne noted that this is a timing issue with field trip expenses being paid out in advance. The school should see additional money coming in to offset those expenditures.
- **Milk Program** – Jerry noted that the school is currently running below the expected expense forecast and the school has a favorable variance. Suzanne confirmed all expenses are accounted for in this line item.

- **Salary and Benefit Expense** – The first payment of the promissory note to ADP is scheduled for 1/4/13. There is no confirmation however that ADP has made its payment obligation to the Government. Joe Perna noted that he would like confirmation prior to making this first payment.
- Jerry asked for a copy of the Promisory Note.
- Jerry noted that the Payroll Tax line item went down by \$4,500. Suzanne confirmed that she took into account the back taxes owed from the ADP/HR Knowledge issue into account in this line item in the prior month budget. Suzanne also noted that the rate decreased resulting in a \$5k reduction and this adjustment was not reflected in last month's forecast but is included in the projection going forward
- It was also suggested that a discussion should take place with ADP and put a process in place for the monthly payment of the Promisory Note. The hope is that this will be done electronically.
- It was confirmed that no additional issues with ADP and HR Knowledge have been discovered in the past month
- **Substitution Fee** – This expense increased by \$16k over last year. The main reason for this increase was the additional Teacher's Aide in grade 7. Jerry inquired as to whether salary expense would decrease at all when teacher's maternity leave is taken into account. Suzanne noted that she has not adjusted the salary line yet for the maternity leave. Suzanne is waiting to make the adjustment until the maternity leave taken above what the teacher's would be compensated for is known.
- **Overall forecasted unfavorable balance** – Jerry noted that the overall unfavorable balance for the year has not changed too much. The discussion next centered around opportunities where the school can save money going forward to help reduce the overall unfavorable balance. The advertisement, copier and board expense were brought up as examples.
- It was discussed that the board expense can in fact come down when updating the budget next month. Joe Perna noted that there are no other big board expenses on the horizon and Jerry noted that the budget number can certainly be adjusted if that is the case.
- **ADP Discussion** – It was brought up that Heather had run into John Buckley and when the discussion of the ADP issue came up, John thought that all schools were capped at a set rate. Jerry thought it would be worth another call to ADP with regards to the Promisory Note. Jerry said that he will call John regarding this to see if any information John has would impact the payment of the Promisory Note to ADP.
- **Facilities** - Joe Perna mentioned that the roof is still leaking but nothing too substantial. He is also photo documenting any leaks that he sees. It was confirmed that the modular roof is the responsibility of the church. It was also noted that Mike is certified to check for mold.
- There were some plumbing issues taken care of over the break. Joe Perna mentioned that there are no issues with the heating system.,
- Joe Perna discussed some safety upgrades that could be done in the future if the need arises. Examples were windows that can be pushed in from the outside and safety locks on doors. Joe Perna noted they are looking at a few possibilities to address these needs, but overall there are no big facilities expenses are on the horizon.

- **Fiscal Policy and Procedures** – Jerry noted that he would like to post the Fiscal Policy and Procedures within the next week on Google and send out a notice when that is done. Jerry does not expect any major re-writes within the policy however he noted the policy is a few years old.
- Jerry noted that he would like to have a conversation with Paul McDonough on facility financing. Jerry will try and set up a meeting with him.

8:50 am meeting adjourned