

**BFCCPS Finance Committee**  
**Meeting Minutes**  
**4/4/13**

Attendees: Jerry Cimmino, Pat Fairbanks, Suzanne Graham, Joe Mullen, Joe Perna, Heather Zolnowski

*8:20 a.m. meeting began*

**Discussion of February Meeting Minutes and Administrative Matters**

- The March 7<sup>th</sup> and March 28<sup>th</sup> meeting minutes were approved

**Discussion of February Financial Statements**

- No significant changes in actual or projected operating results since February meeting
- Jerry noted that projected expense for electricity looked like it could be a couple of thousand dollars high based on current monthly expense run rate

**Discussion of FY2014 Operating Budget**

- Budgeted revenues are essentially flat with the projection for FY 2013 (about \$4,500 lower)
- Payroll expense reflects a flat, across the board salary increase resulting in a \$90,000 increase in payroll expense from current level and about a \$44,000 increase as compared to projected FY 2013 payroll expense
- It was noted that with revenues budgeted as being flat in FY2014, it would be prudent not to budget an increase in operating expenses. Some discussion ensued over the tuition reimbursement rate assumption that has been budgeted at the same level as FY2013. It was noted that over the last 10 years, the tuition reimbursement has averaged slightly more than a 1% increase, although individual years vary with some being significantly higher than average and on rare occasions a decrease in the reimbursement rate has occurred. It was further noted that the fiscal health at both the state and federal level is precarious and arguably worse than it has been in recent memory. These factors were determined to support the budget assumption of flat year-over-year revenue so as not to introduce significant downside risk in the FY2014 budget numbers
- The payroll tax expense figures have been corrected resulting in a slight increase relative to the original budget draft
- Have had discussions with Comcast regarding the possibility of bundling internet and telephone services. Initial view is that following this path could yield some expense savings. It was further noted that in the course of these discussions it was determined that there are 4 unidentified/extra phone lines activated whose use needs to be determined before they are shut off
- Electric expense may still be budgeted \$2-3K higher than it needs to be
- Technology expense has been scrutinized further and reduced by \$5K

- Joe lead a detailed discussion of the capital investment plan for new technology purposes, not only for FY2014 but for the next few years as well. No conclusions were reached as to budgeted capital spending as it will be necessary to first finalize all other areas of the operating budget to determine the amount of funds available for capital investment

*Meeting adjourned at 10:00 a.m.*