

Finance Committee Meeting Notes

August 13, 2019

Meeting Minutes

The Finance Committee met on Tuesday, August 13, 2019 in the District Office Conference Room. In attendance were: Chairperson Thomas DiBello and committee members Christina Melton and Kelly Spletzer. Administrators present were Mr. Robert Rizzo – Assistant Superintendent, and James Fink – CFO. Also present were board members Mark Dehnert and Linda Fazzini, and residents Will Cromley, and Wendy Earle. Mr. DiBello called the meeting to order at 6:31 p.m.

- Review and acceptance of minutes – June 11, 2019. Accepted.
- Executive Reports – 2018/2019 preliminary results through June 30, 2019
 - Reviewed by Mr. Fink
 - Mr. Fink prefaced the discussion by noting these are soft numbers as the finance and accounting team prepares for audit in the fall. Accounts payable activity remains open until August 16th to capture all expenditures, and certain year-end accruals and adjustments are yet to be completed.
 - Liquidity: Cash balances including those funds in reserve for specific purposes is approximately \$68 million as expected.
 - Revenue detail: Preliminary gross revenue numbers tracked generally as budgeted with EIT and transfer taxes coming in higher than budgeted due to strong economic conditions adding approximately \$1.3 million in revenues.
 - Expenditures: Preliminary numbers show expenditures also tracked well with the budget. June is a big month for us. We still have salary accruals to post which is a big chunk of the expenditures to go through yet. Expenditures are in good shape and generally running as expected. Mrs. Spletzer noted how close to budget many of the line items for personnel related expenses, professional and other services expenses, financing uses, etc. came in to the preliminary actuals. Mr. Fink commented that this is the result of the thorough forecasting tool the administration built in the recent years.
 - Surplus: Currently the numbers show a preliminary surplus of approximately \$900k. Mr. DiBello noted the numbers discussed in June's meeting were approximately \$500k - \$1MM, so we are within that predicted range.
 - Assessments Update: Assessment goal for the 2019/20 budget is 4.038 billion and current actual is 4.036 billion. This difference equates to approximately \$50k in taxes at face value. Mr. DiBello commented that this difference should be made up relatively quickly with interim tax growth.
 - Other reports: Real estate transfer tax is in the black preliminarily came to \$550k over the budgeted amount (estimated overage was \$450-500k at June's meeting). Earned Income Taxes also performed well and we are over budget. Mr. DiBello noted the 2019-2020 budget and Mr. Fink confirmed that was raised by \$300k to \$10.3MM. Self-funded insurance costs preliminarily came in as predicted in the budget. Mrs. Spletzer commented the self-insurance program for health benefits has been a great program for the district and has saved millions since its inception. Mr. DiBello further commented this program has been extremely successful since it was put forth by the board and administration about 8-10 years ago.
 - HS Project: The project continues to perform under budget and is near completion. Committee members recognized Mr. Hunter, Mr. Ziegler, Dr. Goodin, and Mr. Fink for managing the operational and financial aspects and challenges of this project so well.
 - Food Services Update
 - Mr. Fink commented that Aramark is currently installing new signage and marketing materials in the buildings that should be completed this week. Menus are generally set, as well as the back office systems and supplier relationships and schedules.

- Scott Orsini is our Food Services Director (Aramark) and is conducting employee trainings this week and next.
- Mrs. Spletzer inquired about events Aramark has catered so far, and Mr. Fink replied that they went very well. He also noted Aramark will be doing the catering for the new teacher orientation later this week.
- Mr. DiBello discussed breakfast in our schools noting there are students who would benefit greatly from this program. Mr. Fink said yes with a rollout being determined currently to begin at some point during the fall. Mr. Fink stated it is critical to have a successful rollout of the lunch program with Aramark, then add the breakfast component to it. But it is expected to begin in the short term.
- Other Committee Business
 - Mr. Fink briefly discussed the summer hiring to date for open positions. Mr. Fink and Mrs. Leiss met earlier in the day to review the numbers and noted, with only a few positions left to finalize, we are expecting to come in even with the 2019/20 budgeted numbers.
- Board Comment
 - Mr. DiBello discussed the internal time spent to prepare the necessary information/data for tax billing (annual real estate and monthly interim real estate taxes). He requested a similar analysis to what was completed for the per capita taxes a few years ago to. Mr. Fink stated he would look into this type of analysis over the next few months.
- Public Comment
 - None.
- Meeting adjourned 7:20 pm.