

Finance Committee

Minutes- Monday February 5, 2018 Finance Committee Meeting

PLACE: Shepaug MS/HS Resource Room

1. Meeting called to order 6:05 PM

Members present: COMMITTEE MEMBERS:

Michelle Gorra, Chair Peter Tagley John Buonaiuto Stephanie Kolnick
Anthony Amato (joined the meeting at 6:378)

Also present were Robert Giesen, Director of Finance

Absent - Patricia Cosentino, Ed.D, Supt

2. Chairman's Report –No Report

3. Acceptance of Minutes – January 8, 2018 Approved

4. Review of Financial Reports

a) January 31, 2018

The report for the period ending January 31, 2018 was reviewed. The expenditures are tracking to budget with 3.0% or \$631,177 remaining.

The accounts, by object code, were reviewed as well as the overall budget and show the following:

100 series- Salaries are under budget by \$192,476. The accounts are tracking to budget at this time but do not reflect projected substitute accounts which as the year progresses will bring the balance down. The credit in the account for Paraprofessional is the offset for the Federal grant which is being received over the balance of the year. All other accounts are tracking to budget.

200 series- Employee Benefits are under budget by \$70,967. Medical Insurance continues to track below budget while remaining accounts are within budget.

300 series- Purchased Professional & Technical Services This category of expense is over budget by (\$68,152). Pupil Services (object 323) is now over budget by \$43,845 as a result of higher Speech Language services being needed for by people not on our staff. In addition in the 330 account – Legal, Auditing & Professional Services is over by \$36,868. This is primarily a result of the Board hiring a public relations consultant after the budget was adopted for \$22,000 along with higher legal fees by \$13,368. Finally the audit was over as a result of an additional actuarial study required for \$1,500. All other accounts are tracking at or below budget.

400 series- Purchased Property Services, is over budget by (\$9,776). All accounts are tracking to budget with minor variances in all accounts with the exception of Object 430 Building Repair & Upkeep which is over by \$28,576. This is a result of the overages from the weather related issues for frozen pipes, a sewer line at Burnham school and damage from a broken valve at Shepaug that will be included in an insurance claim. Also pool repairs are running approximately \$6,000 over budget.

500 series- Other Purchased services – This is under budget by \$333,781. There is overage in the 563 account Tuition – Private School of \$5,591 and 564 account – Tuition VHS & State placed of \$76,835 however the total of all tuition accounts are still under budget. The total of all transportation accounts continue to be under budget by approximately \$235,788. All other accounts variances are within budget.

Approved March 05, 2018

600 series-Supplies- This continues to be under budget by \$47,356 as a result of savings from consortium bidding for supplies, software, electricity, heating oil, and diesel fuel. All accounts are under budget.

700 series-Property & Program Improvements- Spending remains under budget by \$47,671. No accounts are over budget.

800/900 series-Dues & Fees / Debt Service the accounts are under \$16,855 in Dues and Fees account.

b) 1% capital reserve account - Report as of January 31, 2018

After activity since July 1st of \$164,406, the balance at this time is \$744,247. It is proposed that nearly \$47,350 of the proposed 2018/19 budget be funded by this account.

c) Status of the Elementary Capital Reserve Account - Report as of January 31, 2018

d) After activity since July 1st the balance at this time is \$100,979. It is proposed that after the 2018/19 transfer of \$100,000 bringing this to slightly over \$200,000 that nearly \$124,600 of the proposed 2018/19 budget be funded by this account.

5. Update of Budget Preparation - 2018/19 Budget

a) Review and possible recommendation of a possible transfer to 1% Capital Reserve Account for Capital Facilities request.

There is a proposal that \$ 47,350 be recommended to the board for funding of part of the Capital Request from the proposed 2018/19 budget.

b) Review and possible recommendation of a possible transfer to Elementary Capital Reserve account.

There is a proposal that \$ 124,600 be recommended to the board for funding of part of the Capital Request from the proposed 2018/19 budget.

c) Review of Staffing for upcoming budget.

The staffing changes were presented and will be included as part of the 2018/19 budget.

6. Update on June 30, 2017 audit

a) Surplus distribution to member towns – has been completed

b) Charles Heaven and Company preparation for June 30 2018 audit

There was a discussion to appoint them for the audit as well as the fee proposal being for three years at the following increases:

Fiscal Year 2017/2018 0% increase (June 30, 2018)

Fiscal Year 2018/2019 0% increase (June 30, 2019)

Fiscal Year 2017/2018 4.3% increase (June 30, 2020)

7. Other Business-

a) Building Project Expenditure Update

There has been no change since the December 31st report.

b) Reschedule of Meeting with Wells Fargo for Pension Performance

This will be rescheduled for a future meeting to be determined.

8. Public Comment - None

9. Adjournment – 7:00 pm

Submitted,

Michelle Gorra