

**BEEKMANTOWN BOARD OF EDUCATION**

**FINANCE COMMITTEE**

**MEETING – 10/04/05**

**MINUTES**

**I. CALL TO ORDER**

The meeting was called to order by Chair, Kathleen Grinberg-Funes at 4:35 p.m. in MS/HS Library. Motion by Frank Hay, seconded by George Palmer, all in favor. In attendance were Board members Karen Armstrong, Jane Donahue, Frank Hay, Kathleen Grinberg-Funes, and George Palmer. Also in attendance were James Christie, (Associate Superintendent for Operations, Finance, and Management), Lynne Darcy, (Internal Auditor), and Mark Sposato, Superintendent of Schools.

**II. PLEDGE OF ALLEGIANCE**

Jane Donahue led the pledge of Allegiance.

**III. INTRODUCTION OF INTERNAL AUDITOR**

Lynne Darcy the new Internal Auditor was introduced to the committee. The Committee welcomed Mrs. Darcy and reiterated the direct reporting relationship of the Internal Auditor to the Board of Education. In addition, the committee informed Mrs. Darcy that she would be invited to future committee meetings in order to allow her the opportunity to address the Board with any questions/concerns that she may have.

**RECOMMENDATION (S):** Mrs. Darcy will be invited to committee meetings in the future, as the need arises. Mrs. Darcy will be provided with a listing of Board Member's phone/addresses to use if necessary.

**IV. REVIEW OF MONTHLY FINANCIALS**

**A. Extra-Curricular Activities Account – 7/1-8/31/05**

The reports were reviewed with no questions raised. James Christie suggested that the Central Treasurer for these accounts, P. Landry be invited to the committee on a regular basis to provide insight into fund activities and field questions the committee may have.

**RECOMMENDATION(S):** forward reports to the 10/12/05 Board meeting for approval. Plan to invite P. Landry to the November/2005 meeting.

B. Treasurer's Revenue Report – Month end 8/31/05

Question was raised of what % tax was collected to date. J. Christie reviewed line of tax collection dates at the District, to county etc.

**RECOMMENDATION(S):** forward report to the 10/12/05 Board meeting for approval.

C. Treasurer's Monthly Report – 8/1-31/05

The report was reviewed in detail. K. Grinberg-Funes asked if there was value in providing the committee with a quarterly report to demonstrate month-month comparisons. J. Christie will prepare a quarterly report based on the fiscal year for committee review.

**RECOMMENDATION(S):** Forward report to the 10/04/05 Board meeting for approval. J. Christie to prepare a quarterly report 7/1-9/30/05 for committee review.

D. Trial Balance – 07/01-8/31/05

This report was reviewed in detail. K. Grinberg-Funes asked about the change in appropriated fund balance from last month's report.

**RECOMMENDATION(S):** Forward report to the 10/04/05 Board meeting for approval. J. Christie to identify reason(s) for change in appropriated fund balance and report back to the committee.

E. Appropriation Status Report – 7/01-08/31/05

This report was reviewed in detail. In response to questions regarding codes with negative balances, Mark Sposato stated that next month's reports will indicate that these amounts have been adjusted. Frank Hay asked about the negative amount of \$233,700.00 under code A1620.476-00-00. J. Christie noted that previously we only utilized NYSEG for electricity, but now also utilizes a second company, SUEZ electric, under the BOCES cooperative purchasing. A transfer into the SUEZ account code will be presented to the board at the October 11, 2005 meeting. K. Grinberg-Funes raised the question if diesel usage is monitored on a monthly basis so that expenditure(s) are assessed according to budgeted amounts. Mark Sposato assured the committee that K. Hebert is doing this. He also re-iterated the mileage amount budgeted for each building for field trips. The committee discussed whether the Board should direct the Administrators to examine their field trip allowances in light of the current fuel market. Mark Sposato offered that it would be appropriate for the Policy committee to draft an Administrative Regulation to accompany the Field Trip policy that addresses: quantitatively, the benefits of field trips/diesel usage etc. It was asked why the Fitness Center Coordinator code was budgeted for 13k if the Coordinator's salary is 10k. Mark Sposato reminded the Board that this was budgeted in the event the Board elected to operate the Fitness Center yearlong. In discussion of the Fitness Center in general, Frank Hay remarked that T. Corey has been doing a remarkable job. George Palmer added that he has had suggestions from a few people to request a voluntary

donation from the public utilizing the Center to help in upkeep/repair of equipment. J. Christie noted that the equipment is under warranty. Discussion ensued about whether an amount of money should be added to the athletic budget for 06/07 designated for upkeep. Karen Armstrong asked about code # A2020-150-00-00. Mark Sposato noted that account codes were cleaned up, in time for budget preparation, when possible last year and that further work are planned for the next budget season.

**RECOMMENDATION(S):** Forward report to the 10/11/05 Board meeting for approval. J. Christie to clarify code #A2020-150-00-00 amount and communicate to the committee in November/05. J. Christie will also examine length of warranty for Fitness Center equipment. Committee will consider how to procure/designate necessary monies for equipment upkeep in the 06/07 budget process.

F. Summary Warrant Report 08/01-8/31/05

This report was reviewed in detail, with no questions asked.

**RECOMMENDATION(S):** Forward this report to the 10/11/05 Board meeting for approval.

IV. Draft Resolution – Finance/Audit Committee

K. Grinberg-Funes presented a draft resolution as required by state law, to be approved by the Board by 01/01/06. The committee approved the draft with the exception of the conclusion statement that Mark Sposato will complete. Mark Sposato suggested forwarding the resolution to NYSSBA for their review.

**RECOMMENDATION(S):** Mark Sposato will complete conclusion statement of the resolution. K. Grinberg-Funes will forward the draft to J. Goldstein at NYSSBA, with the intent of forwarding completed resolution to the Board in November/2005.

V. Draft Budget Communications Plan

K. Grinberg-Funes presented a draft budget plan modeled after a sample obtained from fellow Board members at a recent State Education continuing education seminar. The plan could serve as both a template for the District budget calendar, but more likely as an adjuvant Public Relation tool. The plan, of parts thereof, could be included in the Board newsletter to the public. Other comments were made relative to public budget sessions, scheduling etc. Mark Sposato will review the plan in more detail, adding dates for the budget planning process and forward to K. Grinberg-Funes.

**RECOMMENDATION(S):** Mark Sposato to review and adjust details of the plan as noted above. Draft to be forwarded to the Board prior to the 10/11/05 meeting with the suggestion to include part of the plan in the November newsletter.

VI. Adjournment

With no further business, the meeting was adjourned at 5:55 p.m. Motion to adjourn, Frank Hay, seconded by Karen Armstrong. All in favor.