

Conneaut School District Finance/Budget Committee

October 20, 2015

The meeting of the Finance/Budget Committee was called to order at 10:00 am on Tuesday, October 20, 2015 as advertised in the Large Conference room in the Central Office. Present for the meeting were Directors Dorothy Luckock, David Schaefer and Jody Sperry, Business Manager Greg Mayle and Superintendent Jarrin Sperry.

- Audit Update/Fund Balance Projections – Greg anticipates the presentation by the independent auditors at the November 4th worksession. So far all appears to be in order.
 - Greg noted that 2014/15 year ended with an increase to fund balance of over 1.3 million. Substantial savings on the retirement benefits (early incentives) as well as increased collection rate on local revenue provided the largest portion. Keeping other expenses in check overall contributed as well.
 - Jarrin and Greg have studied the Fund Balance projections through the 2020/2021 school year. These were based on no change (increase nor decrease) in state or federal funding. Copies presented included one with No tax increases, and one with annual increased to the Act 1 index. Expenses were adjusted only for those that are contractually specified at this time and included PSERS increased already known.
 - Based on this information if no changes in staffing nor expenses, our entire fund balance will be used during the 2019/20 school year and put us in an over 4 million dollar deficit.
 - This information was presented for additional thought and planning on strategies for future years.
- Cash Flow Update due to lack of state budget – Thanks to local property taxes coming in, at this time Greg anticipates getting through 1Q 2016 prior to needing outside financing. It was noted that only the Net portion (50% of total) retirement contributions were being sent into PSERS as legally permitted. Greg will continue to monitor this situation and if no state budget is in place by January, 2016 will need to begin paperwork for a line of credit.
- Purchasing Cards – The committee recommends moving forward on the Easy Procure Card available through PNC and supported by PASBO, PSBA and others. Some members recalled a board resolution with the authorization a number of years ago. George Joseph, Esq. will be contacted for any update necessary.
- Financial Reporting – It was decided to have Greg upload onto MyBigCampus the complete financial reports. These may be easily accessed by the committee; and provide the condensed version at the board meetings. It was agreed that the full reports might not be available for the work session date, but available prior to the voting board meetings.
- Budget Timeline – December is the timeframe to opt out of going above the Act 1 index. Currently our Act 1 index is 3.3%, which is approx. 1.5 mil.
 - The committee recommends having the proposed budget ready in May for a June vote.

- Greg is updating the Budget Manual and will provide to all parties to streamline information this year. He expects in December will have updated Health Insurance costs.
- The committee will start meeting with building and administration areas during the end of January. That will permit preliminary review during March and April.
- Activity Accounts – Greg is continuing his analysis on best procedures moving forward on balancing the responsibility for accounting, etc. between the buildings and the business office.

The next meeting is scheduled for Monday, November 16th at 2:00 pm in the Large Conference room.



Jody Sperry, Board President



Greg Mayle, Board Secretary



Dorothy Luckock, Committee Chairperson