

Lehigh Area School District
Lehigh, Pennsylvania
Finance Committee Meeting
Tuesday September 13, 2016

Agenda

Present

- ☐ Andrew Yenser
- ☐ Richard Beltz
- ☐ Stacey Duerst Present
- ☐ Dave Krause Present
- ☐ Gloria Bowman Present
- ☐ Brian D. Feick Present
- ☐ Duane Eidem Present 6:50 p.m.
- ☐ Tina Holmes
- ☐ Jonathan Cleaver Present
- Recording Secretary- Rebecca Ludwig Present

George's Transportation Daily Run Bills for Approval (enclosure): Handout

Mr. Feick reviewed with the attending Board Members why we review the daily bus run schedule, as well as the agreement we have with George's Transportation. Mr. Feick explained that in an effort to help off-set some of the monies necessary for Mr. George as well as the agreement that by paying by the 15th of the month this will help to keep the cost down and the rate will not have a sharp increase. The payment is only made with the Finance Committee's approval and it will show up on the check register that is included with the boards' packets. All attending members agreed to pay the August 2016 bill with stating yes.

Accounts Payable discussion using Visa cards: Presentation – Commerce Mr. Todd Keller

CommerceVantage provides an automated card payment system using a virtual card to generate additional revenue for the district. Mr. Feick stated all references received prior to this presentation has been verified, these are mostly mid-state schools. Mr. Keller from CommerceVantage presented to the attending board members the advantages of having a virtual card payment system in place. This is the short video link that was viewed. <https://www.commercebank.com/commercial/commercevantage/solutions/ap-card.asp> He also reviewed a power point presentation (attachment). Mr. Keller stated we will receive 1.5% revenue (cash back) from all transactions paid through the virtual

AP card system. Ms. Bowman questioned the security using a virtual payment card as well as the difference using a virtual AP card to a traditional Purchasing Card. Discussion concluded AP card is more secure, no physical card exists and AP virtual card changes code in every transaction (difference shown in power point presentation). Mr. Krause stated the auditors may find this a more secure system. Mr. Cleaver asked if they cover the insurance for fraud, answer was yes. Mr. Keller explained there is no agreement to sign can be cancelled at any time and the vendor payments normally have a 48 hr. turn around. Mr. Feick stated the board will get a list of suggested virtual AP payments to approve prior to being made at the normal board meetings. Mrs. Duerst asked what the anticipated expected monthly revenue (cash back) may be. Mr. Keller stated based on the previous year and vendors the district would receive \$2,000 a month or \$24,000 annually. He also stated this is a conservative amount based on existing vendors that are already a part of this program. Mr. Keller stated they will reach out to all of our current vendors to try to gain more acceptances with the program resulting in larger revenue for the district. He assured the committee and members in attendance that they will continually try to enroll as many of our current vendors without pressure. Mr. Cleaver asked if they have more local school for references. Mr. Keller would provide a list by the next morning (post meeting list received attached). Ms. Bowman stated she would like the full board to review this program. Ms. Bowman also asked Mr. Keller how soon it could be in place. He stated if it was approved this month, we could be receiving monies by next month. It is compatible with our new finance accounting program and training is done on line and customer support is always available to help. Mr. Cleaver said if we can get this on for Monday September 19th Board Meeting, will they be able to raise the revenue share to 2%. Mr. Keller stated he will talk to his superiors and get back to us.

Building Project's Update: Handout

The committee reviewed the handout Mr. Feick provided. He stated he will be going over the new furniture specs very carefully to insure that the necessary bid requirements are met for the project. Mr. Feick briefly reviewed his conversation with Mr. Vogel. Mr. Feick stated that under old business there is a statement that is necessary to record as requested in the September board minutes for the Plan Con F approval. This is just a statement of facts and will not require any vote.

Mr. Feick stated that he has had a conversation with Benecon the expected surplus return is \$1.4 million with 80% shortly and the other 20% after the auditor's report is finished putting that around January. Mr. Feick also stated he should have an insurance quote for the board to review by mid-October.

Meeting adjourned at 7:10 p.m.

Next Meeting Date: Tuesday October 11th, 2016 6:00 p.m.

BDF/rem