

**Lehigh Area School District
Finance Committee Meeting
Monday, August 12, 2019 at 6:00 PM**

Finance Committee Minutes

The meeting was called to order at 6:06 p.m.

The following Board Members were present:

Rita Spinelli, Richard Beltz, Joy Beers, David Bradley (audience), Stephen Holland (audience) and Gail Maholick (audience)

The following Administration Members were present:

Jonathan Cleaver, Patricia Denicola, Tina Champ and Meghan Christman

RFP for Banking Services

Ms. Denicola stated there was a motion that passed in November 2018 to open new banks accounts with TD Bank. According to the information she found, TD Bank was provided with three months of bank statements. Ms. Denicola recommended putting out a formal RFP to ensure the district is choosing the bank with the most savings, to get formal proposals in writing and for transparency. Ms. Denicola has created an RFP for banking services that provides more detailed information such as the average number of checks issued per month, ACH payments, etc.

RFP Update - Audit and Forensic Audit

Ms. Denicola informed the committee that RFPs have been created for the Auditing Services and Forensic Audit Services. Advertisements will start to circulate this week and the responses will be brought to the board. Ms. Beers asked what papers the advertisements will be published in. Ms. Denicola informed the committee The Times News will be contacted in addition to the PICPA (Pennsylvania Institute of Certified Public Accountants) to possibly advertise in their publication.

Tax Bills Update

Ms. Denicola informed the committee that there was an issue with the tax collector office hours printed on the Per Capita and Occupation Tax Bills and the Franklin Township Real Estate bills. An advertisement will be posted to provide accurate office hours. Ms. Beers asked for the name of the company of the previous printer and the new printer. Ms. Denicola stated TouchPoint was the old printer and BerkOne is the new printer. Mr. Bradley asked if there was a contract with either of the companies. Ms. Denicola informed him there was not a contract with the old printer and there is not a contract with the new printer.

2018-2019 Estimated Revenue and Expenditures Update

The district received the final bill from the IU; approximately \$238,000. The district has also received charter school reconciliations that need to be closely looked at and verified; approximately \$100,000.

There may be other loose ends that need to be put into the 2018-2019 School Year. With these additional payments, the district is looking at an approximate \$3.3 mil shortfall for the 2018-2019 School Year.

Open Discussion

Ms. Denicola informed the committee that every year the district must use the pricing equity tool in order to determine how much lunch prices are raised. This year the district will be raising the lunch prices 10¢. Elementary lunch will be \$2.50, secondary lunch will be \$2.80 and adult lunch will be \$3.80. There will be no increase to breakfast prices.

Mr. Bradley stated that the additional revenue brought in by the tax increase is equal to about \$360,000 and asked the committee why they didn't cut spending rather than raise taxes. Mr. Beltz stated they are looking for ways to cut expenses.

The meeting adjourned at 6:47 p.m.

Next Meeting Date: Monday September 9, 2019 6:00 p.m.

PJD/mmc