

**Brandywine School District**  
**District Finance Committee**  
Minutes of the Meeting of March 8, 2023

Members Present: James Hanby (Chair Person), Chuck Landry, Victor Ferzetti, Chris Milionis, Matt Auerbach, Jack Vinokur

Members Absent: John Skrobot III, Ronald Kimbrough, Kim Stock

Other District Representatives Present: Jill Floore-Chief Financial Officer, Angie Thomas-Manager of Finance, Linc Hohler-Superintendent

Members of the Public: Willie Pollins

The meeting was called to order by Mr. Hanby at 5:03 P.M.

I. Approval of Minutes – February 1, 2023 Meeting

The minutes of the February 1, 2023 meeting were introduced for review and approval.

A suggestion was made to correct the minutes to reflect the County was hired to recoup past due taxes not the State. A motion to approve the minutes as amended was introduced by Mr. Ferzetti; seconded by Mr. Landry; Approved unanimously.

II. February 28, 2023 Financial Report

Ms. Floore led the committee through the report.

a. Revenue Report

Ms. Floore explained that January's report is now reflective of all the changes made based on the final budget. Ms. Floore described where we are with local and state tax receipts, and continued to go through the revenues. She finished by stating for all revenues we are at a total of 92.7%.

Ms. Floore stated we received a school interest payment of \$77,000.

A conversation was held about the Indirect Revenue.

A conversation was held about Safety and Security.

Ms. Floore informed the members that New Castle County School Districts have an agreement that Pre-K students can attend Pre-K in the district where the parent works. Districts bill each other for these situations and this billing will take place before June 30, 2023.

b. Operating Unit Expenditure Report

Ms. Floore shared that we are at 18 of 27 pays.

Under Operations and Utilities Ms. Floore explained it is showing over budget because we have encumbered all of the available energy funds which also exceeded budget.

Ms. Floore explained obligated expenses are on track for this time of year.

Ms. Floore reported the schools are on track for spending.

Ms. Floore stated now that the final budget has been completed she would be concentrating on ESSER due to the upcoming expiration of ESSER II and reviewing the budget for remaining ESSER III. She reported we will be working with the departments and schools on using their ESSER funds.

c. Cash Flow

Ms. Floore explained the Cash Flow reflects only now through June 30, 2023. A discussion was held regarding encumbrances and how they were reflected on the cash flow. The committee will continue to review and adjust in the future if they believe necessary.

Ms. Floore explained she will allow the buildings to carryover 15% of their current year budgets to next fiscal year. A discussion was held.

The projected carryover balance for June 30, 2023 is approximately \$8.6 million.

A motion to approve the February 28, 2023 Financial Reports as amended subject to audit was introduced by Mr. Landry; seconded by Mr. Milionis. Approved unanimously.

V. Other Business

A discussion was held on the progress of the Bush building construction and how to report it on the Monthly Financial Report.

Ms. Floore also discussed with the Committee having speakers from different departments in the district come to the meetings to present financial issues in their departments. For follow-up, she asked the Committee Members to bring suggestions to next month's meeting.

VI. Public Comment

A discussion was held on when to hold the next Committee Meeting. It was decided it will be Tuesday, April 4, 2023.

A motion to adjourn was introduced by Mr. Landry; seconded by Mr. Milionis. Approved unanimously.

The meeting adjourned at 6:26 P.M.

This meeting was held in person with a Zoom option possible.

Respectfully submitted by Rebecca Lurty, Finance and Procurement Associate