

**WEBSTER GROVES SCHOOL DISTRICT  
FINANCE ADVISORY COMMITTEE MEETING AGENDA  
Tuesday, September 17, 2024**

**7:30 A.M. via Zoom**

**Contact [myers.jacob@wgmail.org](mailto:myers.jacob@wgmail.org) or [vaughan.emilie@wgmail.org](mailto:vaughan.emilie@wgmail.org)  
to receive the Zoom link for the meeting**

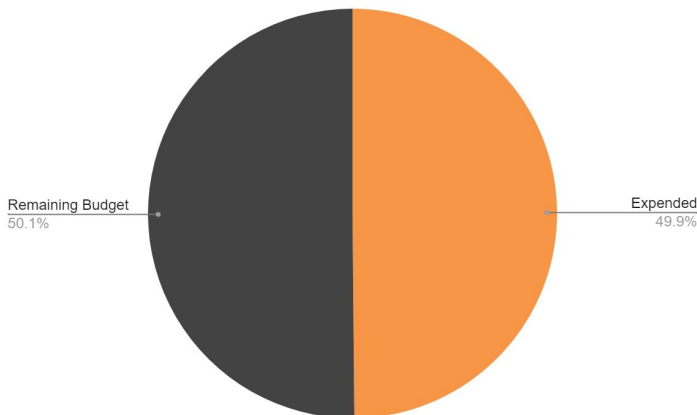
- I. Call to Order
- II. Adoption of Meeting Agenda
- III. Review and Approve August 21, 2024 FAC Meeting Minutes
- IV. Public Comments to the Advisory Committee by Guests
- V. Old Business and Action Items
  - a. Facilities/Bond Projects Update
  - b. Annual FAC Bylaws Review
- VI. ESSER Funding Update
- VII. 2024 Tax Rate Preliminary Discussion (Hearing: 9/26/2024)
- VIII. Review of Current Financial Report
- IX. Other New Business
- X. Adjourn

# Proposition S Bond Project Update

Strategic Plan G4-Ob2-S1  
September 12, 2024



## Bond Project Budget



Expended	\$25,125,456
Remaining Budget	\$25,274,544
<b>Total Budget</b>	<b>\$50,400,000</b>

More information can be found on the district's website.

# Bond Project Expenditure Budget

Prop S Budget	Budget	Actual Spent	Remaining Budget Balance (unspent)
Curriculum (Moss & Kopplin Fields, FACS, Knight Aud, Selma field)	\$21,579,400	\$19,390,025	\$2,189,375
Electric	\$416,500	\$15,291	\$401,209
Exterior Lighting	\$1,190,000	\$8,223	\$1,181,777
Mechanical	\$4,938,500	\$3,368,747	\$1,569,753
Outdoor Accessibility	\$476,000	\$242,873	\$233,127
Roofs, Gutters, & Eaves	\$2,380,000	\$96,368	\$2,283,632
Exterior Doors and Windows	\$5,950,000	\$761,688	\$5,188,312
Interior Finishes	\$3,620,500	\$139,090	\$3,481,410
Masonry	\$2,094,970	\$86,103	\$2,008,867
Pavement and Retaining Walls	\$2,380,000	\$537,674	\$1,842,326
Safety and Security (includes interior doors)	\$4,893,530	\$479,375	\$4,414,155
Premium & Interest (additional contingency)	\$480,600		\$480,600
<b>Total</b>	<b>\$50,400,000</b>	<b>\$25,125,456</b>	<b>\$25,274,544</b>

Updated 08.21.2024

## Curriculum - Moss Field



### Moss Field

- Final occupancy permitting obtained
- Donor signage (Adrian Clayborn Athletic Center, Johnson Family Concession Stand, and tree honoring donors) is still in process



## Curriculum - Knight Auditorium

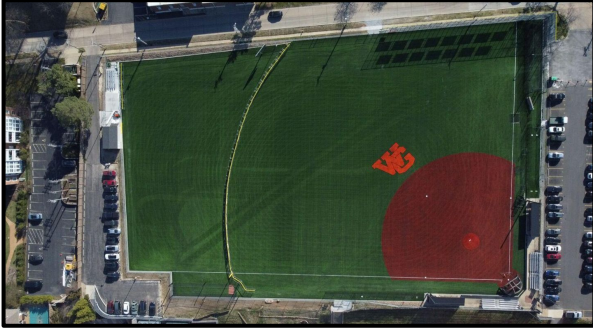
### Knight Auditorium Package

- Board approved bids on May 9, 2024 to Aspire Construction for a total of \$1,765,300.
- Construction is underway with electrical and demolition beginning first
- Work anticipated to take place through the end of the calendar year/second semester





## Curriculum - Other Projects



- Kopplin Field and Facility - Complete
- Selma Field - Complete
- Family and Consumer Science Classroom Updates
  - Initial design and scope being discussed with BLDD/DHA team
  - Goal is to bring recommendation to the Board of Education to begin construction documents this fall

## Exterior Lighting

- Fee Proposal from McClure Engineering to provide professional design services considerations for Avery, Bristol and Edgar Road Elementary Schools approved by the BOE on April 11, 2024.
- Onsite reviews at Avery, Bristol, and Edgar Road completed and design work occurring

# Mechanical - Boiler Replacement and Rooftop Unit Replacement

## Boiler Replacement Package

- Final Ductwork revision completed over the summer at Hudson
- Final testing and balancing completed.
- Closeout procedures underway

## Roof Top Unit Package

- Construction documents completed
- Edgar Road replacement Gym RTU ordered and scheduled for fall installation
- Givens RTU Replacement bid package to be released this fall, with work scheduled to begin at end of school year 2024-25.

# Outdoor Accessibility

## Givens ADA Access

- Access to the lower playground now meets ADA requirements for access and egress. (\$249,160)

## Clark Elementary School

- Bond funds in conjunction with PTO fundraising to provide accessibility and equipment for playground replacement (\$38,000)

## Edgar Road, Givens, Avery

- Administration is reviewing possible options to best utilize bond proceeds to address accessibility



## Doors and Windows



### Door/Window Package

- District wide survey complete
- Clark, Edgar Road, Givens and Ambrose Family Center interior door replacement completed
- Avery and Bristol Interior Door Package being developed with work scheduled for the summer of 2025
- Phase 1 of Hixson Window Replacement package completed (Phase 2 will be scheduled for next summer)

## Safety and Security



### Safety/Security Systems

- Security and fire safety survey has been completed and a prioritization list is being developed
- Several buildings have been upgraded by district technology staff and current district contractors

### Impact Resistant Film

- Additional impact resistant film was applied at all ground level window assemblies at Hixson and all other school buildings. The film also includes a reflective value to greatly decrease the ability to view the interior spaces from the exterior of the building.

## Projects Still in Planning Stage

- Electrical projects and updates
- Roofs, Gutters, and Eaves
- Interior Finishes
- Masonry
- Additional Pavement and Retaining Walls
- Door projects

## Questions?





**Bylaws of the  
Webster Groves School District  
Finance Advisory Committee**

**ARTICLE I  
Name**

The name of the committee governed by these bylaws is the Webster Groves School District Finance Advisory Committee (the "FAC"), created under and subject to the authority of the Board of Education (the "Board") of the Webster Groves School District (the "District") and Board's policies governing the establishment of advisory committees to the Board.

**ARTICLE II  
Purpose**

**Section 1.**

The purpose of the FAC shall be to monitor financial issues and trends facing the Webster Groves School District and to provide public oversight and advice to the Board and the District's administration regarding financial and related issues, acting in the public's best interest as a community representative and liaison to the Board. The FAC shall be fact-finding and advisory in nature, and not executive. The role and actions of the FAC shall be subject in all respects to the Board's policies and requirements regarding advisory committees generally and the FAC specifically, and the FAC shall not have the power to make monetary or other decisions for the Board.

**Section 2.**

To support its mission, the FAC will, with the assistance of [the](#) District Liaisons, carry out the following activities (without limitation):

- a. Study and deliberate financial issues and areas of fiscal concern to the District, and report the results of such deliberations to the Board and District administration, as appropriate;
- b. Review administrative actions related to the financial matters of the District;
- c. Advise the Board and District administration on issues related to the District's finances, including (without limitation) the following:
  - (i) Policies regarding the financial management of the District and the District's budget;

(ii) Referendums on financial matters (such as the amount, timing, and needs related to any such requests);

(iii) Financial projections and finance-related bid specifications;

(iv) Audits and related recommendations in accordance with applicable Board policy; and

(v) Fraud prevention and related measures in accordance with applicable Board policy.

d. Facilitate cooperation and communication regarding financial affairs among the District, its schools, and the community; and

e. Bring community perspective to the District for planning long-range financial strategies.

**ARTICLE III**  
**Membership and Committee Structure**

**Section 1.**

Each of the regular members of the FAC (the "General Members") shall be a resident of the District or a parent or guardian of a student enrolled in the District and shall be appointed by the Board for a term of three (3) years. Qualifications to be considered by the Board in appointing General Members to the FAC shall include the following:

- a. Professional training or proven expertise in financial management;
- b. Dedication to serving the District and community;
- c. Willingness to serve as a community liaison;
- d. Commitment to complying with Board policies and FAC guidelines; and
- e. Ability and commitment to attend scheduled FAC meetings.

**Section 2.**

In addition to the General Members of the FAC appointed by the Board, the following parties shall also be members of the FAC (the "District Liaisons" and "Board Liaison"):

- a. The Chief Operating Officer/Chief Financial Officer of the District;
- b. The Director of Business Services of the District;

- c. One current District building administrator as designated by the Board from time to time~~One current Board member as designated by the Board from time to time;~~ and
- d. One current Board member as designated by the Board from time to time~~One current District building administrator as designated by the Board from time to time.~~

**Section 3.**

In addition to the General Members and the District Liaisons, the FAC may also include as non-voting members up to two (2) students enrolled in the District (the “Student Liaisons”). Appointment of the Student Liaisons shall be for one-year terms as approved by the Board at the recommendation of the FAC. Student Liaisons shall not be entitled to vote on FAC matters but shall otherwise participate in FAC meetings and business in the same manner as General Members.

**Section 4.**

The FAC shall not exceed nine (9) General Members at any one time.

**Section 5.**

New General Members of the FAC shall begin their terms on July 1 of each year and serve for three (3) consecutive years, unless terminated earlier as set forth in these bylaws. If a seat on the FAC becomes vacant before the completion of a General Member’s three-year term, the Board may, in its discretion, appoint a new General Member to complete the remaining term of such former General Member. The terms of the General Members of the FAC shall be staggered such that one-third of the terms end each year. General Members may be reappointed to the FAC at the end of their terms as set forth herein, but shall not be permitted to serve on the FAC for more than twelve (12) consecutive years. District Liaisons of the FAC shall not be subject to the requirements regarding the length of time General Members are required or permitted to serve on the FAC. Upon adoption of these bylaws, the FAC shall determine and approve the service years and remaining terms of the current General Members, consistent with this section.

**Section 6.**

Any member of the FAC (other than District Liaisons) may resign from the FAC at any time by providing written notice to the Committee Chair and/or the Secretary of the FAC. In addition, any member of the FAC may be removed from the FAC, with or without cause, by a vote of the majority of the Board at any time, upon the recommendation of the FAC or otherwise.

**Section 7.**

All FAC members are expected to attend FAC meetings. Failure of an FAC member to attend FAC meetings regularly shall constitute grounds for removal from the FAC.

**ARTICLE IV**  
**Officers and Their Duties/Elections**

**Section 1.**

The officers of the FAC shall be General Members and shall include the following:

- a. Committee Chair;
- b. Committee Vice-Chair; and
- c. Secretary.

**Section 2.**

The duties of the Committee Chair shall include the following:

- a. Preside at all meetings of the FAC;
- b. Appoint subcommittees in consultation with the FAC;
- c. Supervise the functions of the FAC;
- d. Work with the District Liaisons to set agendas for regular FAC meetings and FAC subcommittee meetings; and
- e. Perform such other duties as are customary for the position of Committee Chair.

**Section 3.**

The duties of the Committee Vice-Chair shall include the following:

- a. Perform the duties of the Committee Chair in the Committee Chair's absence;
- b. Assist the Committee Chair in supervising the functions of the FAC; and
- c. Perform such other duties as the FAC or Committee Chair may assign.

**Section 4.**

The duties of the Secretary shall include the following:



- a. Maintain minutes of regular FAC and FAC subcommittee meetings and actions;
- b. Work with the District Liaisons to make arrangements for regular FAC and FAC subcommittee meetings and disseminate information to members regarding such meetings and the business of the FAC;
- c. Work with the District Liaisons to provide information to the public regarding the FAC and its meetings to the extent required or appropriate; and
- d. Perform such other duties as the FAC or Committee Chair may assign.

**Section 5.**

Officers shall serve one-year terms beginning on July 1 of each year. Officers for the following year shall be elected by the FAC every year at the last regular meeting of the school year. Candidates for officer positions shall be nominated by FAC General Members or may volunteer and nominate themselves. New officers shall have been FAC members for at least one (1) year before assuming office. An officer may serve no more than two (2) consecutive one-year terms in the same officer position. In the event that an officer resigns, the General Members of the FAC will nominate and elect a General Member to fill the remainder of the vacant term as soon as practicable.

**ARTICLE V**  
**Meetings**

**Section 1.**

The FAC shall hold regular meetings on the third Tuesday of each month pursuant to a meeting calendar that shall be established no later than the September meeting of each school year, except that the FAC generally will not hold regular meetings in the months of December, March, June, and July. Meetings ~~normally will~~ may be held in the District's Board meeting room, by teleconference, by videoconference, or in such other reasonable manner as the COO/CFO and the Committee Chair may determine or as may be determined by agreement of a simple majority of the FAC General Members at a regularly scheduled meeting. ~~but~~ The place, date, and time for any particular meeting (including by teleconference or videoconference) may be set or changed by the COO/CFO and the Committee Chair or by agreement of a simple majority of FAC General Members at a regularly scheduled meeting with approval of the COO/CFO.

**Section 2.**

If necessary, special meetings may be called by the Committee Chair or by a simple majority of the FAC General Members upon COO/CFO approval. Notices of all special meetings shall be given in writing to each member not less than five (5) days before the

date set for any such meeting. All notices regarding a special meeting shall state the purpose of such meeting.

**Section 3.**

A quorum for any FAC meeting shall consist of a simple majority (more than half) of the General Members of the FAC. A simple majority of the General Members in attendance and constituting a quorum at any FAC meeting shall be required to adopt or approve any resolution or motion.

**Section 4.**

Members of the public may attend FAC meetings and may be permitted to present brief statements to the FAC, but only FAC General Members may initiate or amend proposals or other motions, and only FAC General Members may vote. The Committee Chair is a voting member of the FAC.

**Section 5.**

The Committee Chair and/or the Secretary shall work with the [COO/CFO and/or other District Liaisons](#) to set the agenda for each meeting and shall provide FAC members with any information necessary to act on agenda items. Members may request that additional items be added to the agenda, provided that sufficient time prior to such meeting exists for such additional items to be circulated to the other FAC members. Members may also raise new or additional items prior to the conclusion of any meeting.

**Section 6.**

All FAC meetings are subject to the Missouri Sunshine Law and must be publicly announced by the District at least twenty-four (24) hours prior to the date of the applicable meeting. Each meeting shall be open and accessible to the public.

**ARTICLE VI**  
**Subcommittees**

**Section 1.**

The Committee Chair or the FAC may establish subcommittees as needed to carry out the responsibilities of the FAC and to accomplish its purpose as stated in these bylaws.

**Section 2.**

To the extent necessary, the purpose, membership, and operating procedures of each subcommittee shall be adopted and approved by the FAC. Any subcommittee

established hereunder shall report to the Committee Chair and the FAC.

**ARTICLE VII**  
**Amendments**

**Section 1.**

These bylaws shall be reviewed by the FAC as needed, but shall be reviewed at least once annually at the beginning of each school year.

**Section 2.**

These bylaws may be amended or revised by the affirmative vote of a simple majority of the General Members of the FAC, subject to the policies, requirements, and approval of the Board.

**Section 3.**

The text of any proposed amendment(s) to these bylaws shall be made available in writing to all FAC members at least two weeks prior to the meeting where such amendment(s) are to be discussed and voted on.

**ARTICLE VIII**  
**Additional Actions**

To the extent not specifically addressed herein, the FAC shall adopt such additional procedures and take such additional actions as it deems necessary to carry out the purposes of the FAC, consistent with and subject to the policies and requirements of the Board.

**ARTICLE IX**  
**Effective Date - Revisions**

These bylaws ~~shall take originally took~~ effect on July 1, 2021 and have been revised as of [October 15], 2024. Any subsequent amendment to these bylaws shall take effect at the next regularly scheduled meeting following such amendment's approval by the Board and the FAC, unless otherwise designated therein.

Formatted: French (Canada)  
Formatted: French (Canada)



## **Advisory Committee Handbook**

A Guide to School Board Advisory Committees

<https://www.webster.k12.mo.us>

For more information contact: Chief Operating Officer/Chief Financial Officer (COO/CFO)



**Table of Contents**

Table of Contents..... 1

What is This Guide? ..... 2

Membership and Committee Structure .....2

Recruiting & Attendance ..... 4

Meetings and Committee Work.....,... 5

Liaisons .....6

Public Communication.....7

Appendix..... 8

*Thank you for volunteering to serve on an advisory committee for the Webster Groves School District (WGSD). Your work on the committee is an important opportunity for the District to get input from the community, to benefit from your knowledge and skills, and to form a shared vision that ensures the District's goal of "Success for Every Student." This document is designed as a tool to help guide you in your Board-appointed roles.*

*Board of Education, WGSD*

## **WHAT IS THIS GUIDE?**

In this guide, you will learn about the policies that govern the Webster Groves School District advisory committees. This includes committee member terms, the administrative responsibilities of the committee members, and the organization and rules for meetings. District Liaisons, Board Liaisons and ~~students~~ [Student Liaisons](#) are resources to help the committees function to their highest potential.

## **MEMBERSHIP AND COMMITTEE STRUCTURE**

Each committee shall consider the broad range of knowledge, skills, interests and perspectives needed to accomplish the work of the advisory committee. When designing the membership outlined in the bylaws, the committee shall consider:

- [The different age groups served by the schools \(e.g., pre-school, elementary, middle, high school\).](#)
- [A membership that reflects the schools and community in terms of diversity, ability and geography, including traditionally under-represented groups needed to bring perspective and/or inform the work of the committee.](#)
- [A sufficient range of backgrounds and viewpoints, including students, parents, educators and other professionals or business representatives, who can inform the work.](#)

**Formatted:** Font: (Default) Times New Roman, 12 pt

**Formatted:** List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

General Members of the Finance Advisory Committee (FAC) and Building Advisory Committee (BAC) shall be residents of the district or parents/guardians of a student within the district and shall be appointed by the Board for a term of three years.— Qualifications to be considered by the Board in appointing members of an Advisory Committee shall include the following:

- a. Professional training and proven expertise in finance, accounting, facilities management or construction, [as applicable](#).
- b. Dedication to serving the District and community;

- c. Willingness to serve as a community liaison;
- d. Commitment to complying with Board policies and Advisory Committee Guidelines, including regular attendance at scheduled meetings; and
- e. Ability to work as part of a team.

In addition to the General Members of ~~an~~the Finance Advisory Committee, the following parties shall also be members of the Finance Advisory Committee (District Liaisons):

- a. The COO/CFO of the District; and
- b. The Director of Business Services of the District; and
- c. One building administrator of the District; and
- d. One current Board member as designated by the Board of Education.

In addition to the General Members of ~~an~~the Building Advisory Committee, the following parties shall also be members of the Building Advisory Committee (District Liaisons):

- a. The COO/CFO of the District; and
- b. The Director of Operations of the District; and
- c. The Construction Project Manager of the District; and
- d. One building administrator of the District; and
- e. One current Board member as designated by the Board of Education.

In addition to the General Members and the District Liaisons, Advisory Committees may also include as non-voting members, up to two (2) students enrolled in the District (Student Liaisons). Appointment of the Student Liaisons shall be for one-year terms as approved by the Board of Education.- The Student Liaisons will be selected in collaboration with the Superintendent and High School Principal.

The FAC and BAC shall not exceed nine (9) members at any one time, exclusive of the Liaisons.

New members of an Advisory Committee shall begin their terms on July 1 of each year and serve for three consecutive years, unless terminated earlier as set forth in the bylaws. If a seat on an Advisory Committee becomes vacant before the completion of a member's three-year term,

the Board may, at its discretion, appoint a new member to complete the remaining term of such former Advisory Committee member. The terms of Advisory Committee members shall be staggered such that one-third of the terms end each year. Members shall not be permitted to serve on Advisory Committees for more than twelve (12) consecutive years. District Liaisons of Advisory Committees shall not be subject to the requirements regarding the length of time members are required or permitted to serve on Advisory Committees.

## **RECRUITING AND ATTENDANCE**

A dynamic committee needs new people and an ability to incorporate those new people into the work. The Committee Chair is responsible for managing the recruitment effort and monitoring attendance to encourage and assist current members in their participation.

### **Recruitment**

Throughout the school year, the advisory committees should analyze their membership, paying particular attention to the number of members, their participation and engagement, the needs of the District, the skill makeup of the members, and whether the current members represent the community in demographics and geography. Recruiting needs can be communicated through WGSD as well as existing committee members and calls for additional members should be communicated through regular district communication outlets and can be geographically targeted if needed in order to equitably represent the community. The Committee Chair and COO/CFO will facilitate the administrative work around recruiting and vetting applications. The COO/CFO's office will assist in advertising vacancies and in the processing of all applications.

### **Attendance**

Attendance and minutes must be taken and kept for each meeting and will typically be taken by the Committee Secretary. Each member (as well as [each](#) District Liaison~~s~~) is expected to attend at least 75% of the scheduled, regular meetings throughout one school year. If a member's attendance falls short of 75% over the course of a year, the Committee Chair will notify that member and formally remind the member of the expectations and needs of the committee. Members who do not attend meetings and do not have excused absences may be removed from the committee by the School Board. The COO/CFO will assist with placing the issue on the School Board agenda and the Advisory Committee Chair will communicate with the member.

If a committee has been unable to produce a quorum after three meetings due to lack of attendance, the Committee Chair ~~must report~~[should discuss](#) this ~~to~~[issue with](#) the COO/CFO. At that time, the [assistance of the](#) Board of Education~~s~~ may [need to assist in the development of the advisory committee or be requested to develop the committee or to](#) disband and reform it.



## MEETINGS AND COMMITTEE WORK

### Committee Meetings

Committee meeting dates, ~~and times,~~ [and locations \(including meetings by teleconference or videoconference\)](#) will be set by the Committee Chair, in consultation with the CFO/COO, who will utilize District communication to notify the public at least 24 hours prior to the meeting. Meetings of the BAC and FAC are subject to the provisions of the Missouri Sunshine Law.

Committee Members may not meet to discuss committee business, formally or informally, without following all other meeting requirements such as public announcement of the meeting and keeping meeting minutes.

### Committee Work

All committee work is to be transparent and is a record for the public and the archives. Therefore, it is important to make sure that all records are timely and complete. The Committee Chair, in collaboration with the COO/CFO, and with the input of the full committee, is responsible for developing the following documents throughout the year:

#### Agendas

Agendas, presentations and any documents for distribution at a meeting must be posted to the public 24 hours before the advisory committee meeting. If any new documents are introduced at the meeting, they must be sent the next day to the Committee Secretary and office of COO/CFO to be included with the agenda for future reference. Agendas should be sent to advisory committee members two business days prior to the meeting. (See Agenda Template in the Appendix.)

#### Minutes

Minutes record the decisions and business of the advisory committee and will be taken by the Committee Secretary or another member if the Committee Secretary is not present. Minutes include, but are not limited to, the date, time, and location of the meeting, the members recorded as present and absent, a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken as it relates to the agenda.

Minutes ~~need to~~[should](#) be approved by the membership at the following meeting. The member who takes the minutes must prepare them and submit them to the Chair and COO/CFO for review. If there is no quorum, the minutes cannot be approved. In this case, the copy of the draft minutes will be posted online and marked as draft until they can be approved.

## Scope of Work

The Scope of Work guides the committee throughout the school year. Each advisory committee must develop a Scope of Work with the COO/CFO. The items in the Scope of Work should be cited in the agenda documents throughout the year, so the committee and the public are clear on how they are moving to accomplish the goals in the Scope of Work. If there are issues that prevent a committee from pursuing an item in the Scope of Work, the District Liaisons can assist in solutions. The Committee Chair will also be a resource to resolve administrative issues or to escalate any issues to the School Board.

## LIAISONS

### Board Liaisons

Each committee has a Board Liaison to help it navigate the administrative process. Board Liaisons are designed to act as resources during committee discussions and in attaining the goals of the advisory committees. Liaisons are non-voting members and should not participate in debates unless asked, or unless they observe a potential violation of School Board policies. Board Liaisons should request a place on the School Board agenda to report ~~staff or School Board~~ items that directly relate to the mission of the advisory committee, as appropriate.

The Board Liaison is assigned to the committee by the Board of Education and acts as an advisor to both the committee and the School Board regarding the committee's Scope of Work. Board Liaisons must be expected to attend at least 75% of advisory committee meetings, ~~unless the Liaison has a work-related conflict or Board meeting.~~ In the instances where the Board Liaison cannot attend the meeting, he/she shall endeavor to secure a replacement.

### District Liaisons

Staff and/or District Liaisons ~~must be~~ assigned to the committees by the Superintendent, to the extent not already designated under the bylaws of the particular advisory committee. The staff District Liaisons acts in an advisory role regarding the committee's Scope of Work to both the committee and the School Board through the Superintendent. The staff District Liaisons also work with the advisory committee to develop its Scope of Work and help obtain information or data for the advisory committee by scheduling through his/her direct report staff and the Superintendent. Staff can also assist the advisory committee in pursuing its Scope of Work by providing resources, advocating for budgetary goals to advance the committee's work, and helping to set monthly agendas.

Staff District Liaisons should attend at least 75% of the committee meetings, unless participating in a work-related event.

## Student Liaisons

In addition to the above, the Superintendent of the Webster Groves School District and Principal of Webster Groves High School, may select up to two (2) ~~Junior Class~~ high school students to serve ~~as~~ in the role of Student Liaison. The Student Liaison shall serve for a term of one year and may not be reappointed. The Student Liaison shall be entitled to participate in all advisory committee meetings but shall not have a vote and shall not be counted towards a quorum.

## PUBLIC COMMUNICATION

Each agenda provides an opportunity for members of the public to speak for up to three minutes. Members of the public who are not appointed to the committee are not encouraged to participate in the committee work or discussion during the formal meeting unless previously arranged by the Committee Chair or District Liaison as part of an agenda item.

After a member of the public speaks, it is at the Committee Chair's discretion as to whether he/she wants to allow the committee members to interact with the speaker. If ~~the topic~~ is not germane to the current agenda or might consume time that would be best ~~served~~ used discussing established agenda items, ~~it is good for~~ the Committee Chair ~~to~~ may offer to the members of the public that he/she will consider their issues and report back any progress to them. ~~Another option is to~~ The Committee Chair may also ask the member of the public to leave contact information so that members of the committee or a District Liaison can contact them to continue the discussion.

The COO/CFO is available to assist Committee Chairs, as well as District Liaisons, in posting materials to the public and assisting with broad committee communications, such as advertising openings. Any committee work outside of these parameters ~~needs to~~ shall be coordinated through the Superintendent or Board of Education.

## **APPENDIX**

### **Agenda Template**

- I. Call to Order
- II. Adoption of Meeting Agenda
- III. Approval of Meeting Minutes from previous meeting
- IV. Communications and Addresses to the Advisory Committee (recognition of any citizen or delegation of citizens wishing to address the committee)
- V. Old Business and Action Items
- VI. New Business and Reports
- VII. Chair's Report
- VIII. Announcements by Members
- IX. Future Business
- X. Adjournment



## **Board Policies**

### **Policy BCE: BOARD COMMITTEES/ADVISORY COMMITTEES TO THE BOARD**

The Board shall act as a committee-of-the-whole on all matters pertaining to the business and educational policies of the district. The Board may appoint standing committees; however, no individual member or group comprised of less than the full membership of the Board shall exercise the powers of the full Board unless otherwise authorized by law and Board policy.

#### **Temporary Ad Hoc and/or Special Lay Committees**

With the approval or at the direction of the Board, the president of the Board may appoint temporary ad hoc and/or special lay committees to assist the Board.

Committees must follow the instructions given to them by the Board and may be terminated at any time by a majority vote of the membership of the Board. If the committee is required by state or federal law, its composition and appointment shall meet all guidelines established for that purpose. Committees shall be advised of the:

1. Purpose to be served. Committees shall be appointed for a specific and well-defined purpose. Their authority shall be limited to that assigned to them by the Board.
2. Length of time each member is being asked to serve.
3. Resources the Board will provide, including a suitable meeting place and administrative assistance.
4. Date a report should be made to the Board or superintendent.

The following additional guidelines shall apply to all temporary ad hoc or special committees:

1. All committees shall be fact-finding or advisory in nature and not executive. Committees and committee members shall not have the power to make monetary or other decisions for the Board of Education.
2. The superintendent or his or her designee shall be a member of all committees.
3. All committee meetings shall be open to the public.
4. Committees shall be dissolved upon the completion of their assigned tasks.

5. Final authority in the decision-making process will reside with the Board.

Any committee appointed by or at the direction of the Board and that is authorized to report to the Board or any advisory committee appointed by or at the direction of the Board for the specific purpose of recommending directly to the Board or the superintendent any policies, policy revisions or expenditure of public funds, will follow the Missouri Open Meetings and Records Act. The custodian of records (secretary of the Board of Education) will maintain a list of all such committees.

## **Policy DA: FISCAL RESPONSIBILITY**

### *(Management Goals)*

The Board acknowledges its fiduciary responsibility for funds received by the district. Board members, staff and others who have a business relationship with the Webster Groves School District will act with integrity, diligence and professionalism in matters involving the fiscal resources of the district. This policy applies to any irregularity involving employees, consultants, vendors, contractors or any other parties who have a business relationship with the district.

### **Finance Advisory Committee**

The Board will establish a Finance Advisory Committee (FAC) in accordance with Board policy on the establishment of committees and annually appoint members to the committee. The committee will consist of school district residents **or parents/guardians of a student within the district**, the COO and the director of business services. One of the purposes of the FAC is to serve as a liaison between the Board/administration and the auditor. The audit duties of the committee include:

1. Making recommendations to the Board regarding the selection of an accounting firm to conduct the annual district audit.
2. Ensuring that fraud prevention practices are in place and effective.
3. Reviewing Board-adopted ethics and conflict of interest policies and monitoring Board member and staff adherence to those policies as they relate to fiscal matters.
4. Reviewing administrative procedures relating to purchasing, payment, management of funds received through grants, and control of receipts from student activities and fundraisers. Any recommendations for improving these procedures will be forwarded to the superintendent or designee.
5. Working with auditors and any state or federal officials to facilitate all audits.

The FAC will operate in accordance with the Missouri Sunshine Law.

### **Fraud Prevention**

For the purpose of this policy, fraud (or fraudulent act or activity) is the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Fraudulent activity includes misappropriation and other fiscal irregularities, examples of which include, but are not limited to:

1. Any dishonest or fraudulent act.
2. Misappropriation of funds, supplies or other assets.
3. Impropriety in the handling or reporting of money or financial transactions.
4. Profiteering as a result of insider knowledge of district activities.
5. Violation of applicable conflict of interest policies.
6. Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the district except as allowed in the applicable conflict of interest policy.
7. Destruction, removal or inappropriate use of records, furniture, fixtures or equipment.
8. Any similar or related irregularity.

### **Reporting Suspected Fraud**

Any person who has reasonable cause to suspect fraud should report that suspicion to the superintendent immediately. Employees or district volunteers who have reasonable cause to suspect fraud are required to report it and may be disciplined or dismissed for not doing so.

The superintendent may designate another administrator to receive such reports. If the allegation of fraud involves the superintendent or the designated administrator, the report should be made to the Board president. Reports will be kept confidential to the extent allowed by law. The person filing the report must not contact the suspected individual in an effort to determine facts or demand restitution and must not discuss the case, facts, suspicions or allegations with anyone until the investigation is complete unless specifically authorized to do so.

### **Investigating Suspected Fraud**

The superintendent has the primary responsibility for the investigation of all suspected fraudulent acts as defined in this policy and the authority to delegate that responsibility to another appropriate entity. During an investigation, the superintendent or designee will have access to all district records pertinent to the investigation and the authority to examine, copy or remove all or any portion of the contents of files, desks, cabinets and other storage facilities on the premises without the prior knowledge or consent of any individual who might use or have custody of any such items. The superintendent or designee will maintain a record of any property or files removed. No person will be permitted to alter, destroy, mutilate, conceal, cover up or falsify any record or document with the intent to impede, obstruct or influence an investigation.

If the investigation substantiates allegations that fraudulent activities have occurred, the superintendent or designee will issue reports to the Board of Education and any personnel deemed appropriate by the superintendent or designee. After consultation with the superintendent and legal counsel, the Board will decide whether to prosecute or refer the investigation results to appropriate law enforcement.

If the superintendent is the subject of the investigation, the Board president will designate an appropriate person to conduct the investigation.

#### **Prohibited Activity**

Employees who violate any portion of this policy are subject to discipline, including termination and referral for prosecution when appropriate.

No Board member or employee of the district will take adverse employment action against any individual who, in good faith, reports suspected fraud in accordance with this policy. No Board member or employee of the district will retaliate against any individual for providing truthful information to law enforcement in conjunction with an investigation regarding alleged financial misconduct.

Students who, in good faith, report suspected fraud or financial misconduct will not be disciplined or penalized for making such a report. Staff members who receive such a report are obligated to notify the superintendent or designee.

#### **Policy FB: FACILITIES PLANNING**

The Board of Education will make the necessary provisions to carry out the goals and objectives of the school district through careful facilities planning.

The Board shall periodically review the long-range school facilities plan. This review will provide guidance for capital outlay expenditures and will ensure that the school district has well-planned

school buildings at proper locations when needed and at reasonable costs. The superintendent shall report to the Board annually the status of facilities needed, based on enrollment projections and other factors. Enrollment projections may cover three years, may include current registration figures, community population trends, local birth rates, and may include a review of proposed land development in the community, including residential construction rates.

The Board or superintendent will generally initiate facility planning; however, the Board and superintendent will consider suggestions from staff, patrons or the Building Advisory Committee. Principals, staff, the Building Advisory Committee and patrons shall be consulted during the planning stage through final layout. The superintendent will present a detailed summary of this consultation to the Board prior to the approval of any building plan. The summary may include recommendations based on activities that will take place in the building; organization of instruction and curriculum to be housed in the building; specific architectural characteristics desired; equipment required; the spatial relationship to other district facilities; and other pertinent factors. Building plans for new construction or major structural renovation will be designed in accordance with seismic design standards if required by law and will comply with access requirements for persons with disabilities as required by law. All building plans for new construction and/or renovation will be required to undergo review by the Building Advisory Committee in context of U.S. Green Building Council LEED Certification or Energy Star Guidelines for Schools to include possible applications of energy and environmental design.

The district may acquire real property necessary for facility improvement or expansion through eminent domain only in accordance with law. The district will provide for the relocation of any persons displaced by the acquisition of property through eminent domain as required by and in accordance with law.

**ESSER FUNDS SUMMARY**

	<b>Total Allocation</b>	<b>Non Public Allocation</b>	<b>District Portion</b>	<b>FY22 Exp</b>	<b>FY23 Exp</b>	<b>FY24 Exp</b>	<b>FY25 Exp</b>	<b>Total</b>
<b>ESSER I</b>	\$ 274,744	\$ 80,215	\$ 194,529	\$ 274,629	\$ 115	\$ -	\$ -	\$ 274,744
<b>ESSER II</b>	\$ 964,594	\$ -	\$ 964,594	\$ 438,174	\$ 526,420	\$ -	\$ -	\$ 964,594
<b>ESSER III</b>	\$ 2,170,026	\$ -	\$ 2,170,026	\$ 44,180	\$ 970,292	\$ 1,044,554	\$ 111,000	\$ 2,170,026

**MEMO TO: BOARD MEMBERS  
DR. JOHN SIMPSON**

**FROM: JACOB MYERS AND EMILIE VAUGHAN**

**DATE: SEPTEMBER 8, 2024**

**RE: MONTHLY FINANCIAL REPORT – JULY 2024**

---

Two reports are attached for your review. The first report is the Expense/Revenue Report for the operating funds (General 001, Teachers' 002, and Capital Projects 004) and an Expense/Revenue Report for the remaining funds (Debt Service 003 and Bond Issue 005). The Expense/Revenue Reports show activity for the month of July, year to date revenue, the percentage of the budget realized and revenue and expenses from last year through July.

### Revenue

July revenue activity aligns with budget expectations. Year to Date Delinquent taxes are slightly lower than last year and is based upon the dates the County receives these payments. Prop C Revenue has decreased slightly over last year during the same period. Overall Basic Formula has decreased due to the end of the pandemic provision allowing for pre-COVID weighted average daily attendance data. We will re-evaluate enrollment after the official count day on the last Wednesday in September to determine if the District ADA aligns with current budget projections related to Basic Formula, Classroom Trust, and Proposition C. Every other year the State Adequacy Target (SAT), which is part of the State Formula Funding calculation, is recalculated. The current SAT should be 6,760 which should assist the district counter the decrease in revenue from enrollment decline.

Like many districts in Missouri, WGSD is highly dependent on local revenue sources. This year approximately 61.9% of WGSD's operating revenues are expected to come from local property taxes. The State Formula is expected to make up 12.2% of the budget, while Prop C should be 8.3% of the total operating budget.

	Budget	YTD	%YTD
Taxes	\$42,911,321	\$ 82,055	0.002%
State Formula	\$8,563,447	\$622,999	7.3%
Prop C	\$5,809,500	\$676,273	11.6%

## Expenditures

Like nearly all other school districts, about 80% of WGSD's operating expenditures are comprised of staff salaries and benefits. The majority of salary and benefit expenditures are in the teachers' fund.

July expenditure activity also aligns with budget expectations. Salary and benefit costs have increased approximately \$196,587 over last year, which is to be expected due to an increase in health insurance costs, and raises. All other expenditures are in line with budget expectations for the year. The non-salary and benefit expenditures are running lower than last year at this time, which is mainly due to a variety of facilities projects that were paid for in July of 2023.

	Budget	YTD	%YTD
Salaries/Benefits	\$56,825,975	\$1,389,460	2.45%
All other	\$14,931,871	\$569,873	3.82%

## Summary

The district remains in a solid financial position. All areas of the budget will be continuously monitored throughout the year. The last line of the Expense/Revenue Report shows the Revenue amount over or under Expenses. At this point in the year, the District has received/spent so little of the fiscal year budget that it is not easy to identify trends utilizing this number in July. The Year-to-Date activity shows that the District has \$250,887 more in revenue than expenditures.



**Expense/Revenue Report**

Funds: 001,002,004,006 and All Locations as of the end of July

		<b>Working Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Remaining Budget</b>	<b>% Realized</b>	<b>Last Year Thru This Month</b>
<i>REVENUES</i>							
5111	Current Taxes	42,911,321.00	.00	.00	42,911,321.00	0.0%	.00
5112	Delinquent Taxes	609,289.00	82,054.66	82,054.66	527,234.34	13.5%	164,059.01
5113	Proposition C	5,809,500.00	676,273.12	676,273.12	5,133,226.88	11.6%	750,896.00
5114	Financial Institution Tax	34,654.00	.00	.00	34,654.00	0.0%	.00
5115	M & M Tax	1,397,053.00	(2,084.99)	(2,084.99)	1,399,137.99	-0.1%	(418.87)
5131	Transportation Fees	20,000.00	.00	.00	20,000.00	0.0%	1,800.00
5141	Earnings on Investments	1,864,500.00	724,724.86	724,724.86	1,139,775.14	38.9%	122,966.77
5151	Student Lunch Sales	701,000.00	188.25	188.25	700,811.75	0.0%	5,341.85
5161	Adult Lunch Sales	5,000.00	.00	.00	5,000.00	0.0%	.00
5165	Ala Carte Sales	320,000.00	.00	.00	320,000.00	0.0%	.00
5171	Admissions-Student Activities	1,000,000.00	11,491.27	11,491.27	988,508.73	1.1%	61,868.32
5173	Student Org Membership Dues	100,000.00	.00	.00	100,000.00	0.0%	425.00
5181	Community Services	1,300,000.00	218.45	218.45	1,299,781.55	0.0%	2,571.18
5182	Preschool Tuition	1,700,000.00	1,575.00	1,575.00	1,698,425.00	0.1%	650.00
5191	Rentals	.00	.00	.00	.00	.0%	.00
5192	Gifts and Donations	1,267,000.00	.00	.00	1,267,000.00	0.0%	.00
5195	Prior Period Adjustment	.00	.00	.00	.00	.0%	300.00
5198	Misc Local Revenue	410,000.00	13,708.95	13,708.95	396,291.05	3.3%	13,915.77
5211	Fines, Escheats, Overplus, Etc.	30,000.00	68,621.99	68,621.99	(38,621.99)	228.7%	58,085.56
5221	State Assessed RR & Util	668,180.00	.00	.00	668,180.00	0.0%	397.07
5311	Basic Formula State Monies	6,174,554.00	418,954.00	418,954.00	5,755,600.00	6.8%	547,954.00
5312	Transportation (State Aid)	275,000.00	4,440.00	4,440.00	270,560.00	1.6%	1,858.00
5319	Classroom Trust	2,388,892.00	204,045.55	204,045.55	2,184,846.45	8.5%	152,893.92
5324	Early Child Parents as Teachers	110,000.00	.00	.00	110,000.00	0.0%	.00
5332	Career Education	20,078.00	.00	.00	20,078.00	0.0%	.00
5333	Food Service-State	5,000.00	.00	.00	5,000.00	0.0%	.00
5369	Residential Placement	125,000.00	.00	.00	125,000.00	0.0%	.00
5412	Medicaid	35,000.00	.00	.00	35,000.00	0.0%	.00
5422	ARP- ESSER III	70,000.00	.00	.00	70,000.00	0.0%	.00
5427	Perkins Basic Grant, Career Ed	37,471.00	.00	.00	37,471.00	0.0%	.00
5445	School Lunch Program	300,000.00	4,612.86	4,612.86	295,387.14	1.5%	.00
5446	School Breakfast Program	58,000.00	983.78	983.78	57,016.22	1.7%	5,551.71
5448	After School Snack Program	5,000.00	312.41	312.41	4,687.59	6.2%	.00
5451	Title I	202,716.00	.00	.00	202,716.00	0.0%	.00
5461	Title IV.A Student Support	11,928.00	.00	.00	11,928.00	0.0%	.00
5465	Title II A	74,117.00	.00	.00	74,117.00	0.0%	.00
5472	Child Care Grant	20,000.00	.00	.00	20,000.00	0.0%	.00
5497	Other Federal Revenue	75,000.00	100.00	100.00	74,900.00	0.1%	.00
5811	Tuition from Other Schl Dist	125,000.00	.00	.00	125,000.00	0.0%	2,175.91
5841	Non-Disabled Trans Fees	20,000.00	.00	.00	20,000.00	0.0%	2,340.00
<b>Total of REVENUES</b>		<b>70,280,253.00</b>	<b>2,210,220.16</b>	<b>2,210,220.16</b>	<b>68,070,032.84</b>	<b>3.1%</b>	<b>1,895,631.20</b>
<i>EXPENSES</i>							
6111	Salaries-Certified Full-time	27,001,946.00	257,683.25	257,683.25	26,744,262.75	1.0%	169,605.28
6112	Certified Administrator Salaries	3,307,921.00	263,834.36	263,834.36	3,044,086.64	8.0%	235,904.57
6121	Sub Teacher Salaries	1,078,374.20	2,824.17	2,824.17	1,075,550.03	0.3%	7,654.17
6131	Supplemental Pay	952,662.00	8,985.00	8,985.00	943,677.00	0.9%	8,990.46
6151	Classified Salaries-Regular	8,818,238.00	573,725.64	573,725.64	8,244,512.36	6.5%	536,493.49
6152	Instructional Aide Salaries	1,416,364.00	1,687.29	1,687.29	1,414,676.71	0.1%	902.00
6153	Classified Sub Salaries	47,500.00	882.00	882.00	46,618.00	1.9%	3,708.44
6161	Salaries-Classified Part-Time	131,162.00	2,644.72	2,644.72	128,517.28	2.0%	2,190.62
6211	Teacher Retirement	5,184,539.00	77,939.32	77,939.32	5,106,599.68	1.5%	62,864.71
6221	Non-Teacher Retirement	869,844.00	43,283.97	43,283.97	826,560.03	5.0%	36,978.09
6231	OASDI/FICA	689,589.00	36,725.37	36,725.37	652,863.63	5.3%	36,138.77
6232	Medicare	617,892.00	15,669.01	15,669.01	602,222.99	2.5%	13,601.59
6241	Employee Insurance	6,431,057.00	103,575.84	103,575.84	6,327,481.16	1.6%	77,840.97
6261	Workers Comp Insurance	258,887.00	.00	.00	258,887.00	0.0%	.00
6271	Unemployment Comp	20,000.00	.00	.00	20,000.00	0.0%	.00
6311	Payments To Other Districts	315,000.00	2,435.73	2,435.73	312,564.27	0.8%	6,361.39
6313	Student Services	4,650.00	.00	.00	4,650.00	0.0%	.00
6315	Audit Services	25,000.00	.00	.00	25,000.00	0.0%	.00
6316	Technology Related Services	219,500.00	6,702.17	6,702.17	212,797.83	3.1%	4,630.43
6317	Legal Services	78,500.00	6,075.80	6,075.80	72,424.20	7.7%	3,878.50
6318	Election Services	25,000.00	.00	.00	25,000.00	0.0%	(5,754.79)

**Expense/Revenue Report**

	<b>Working Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Remaining Budget</b>	<b>% Realized</b>	<b>Last Year Thru This Month</b>
<i>EXPENSES cont.</i>						
6319 Other Prof Services	3,015,160.00	189,679.95	189,679.95	2,825,480.05	6.3%	187,960.48
6332 Repairs and Maintenance (not LEA)	826,450.00	78,444.22	78,444.22	748,005.78	9.5%	347,825.51
6333 Rentals-Land and Buildings	17,500.00	5,635.00	5,635.00	11,865.00	32.2%	10,916.60
6334 Rentals-Equipment	172,400.00	30,753.55	30,753.55	141,646.45	17.8%	21,764.89
6335 Water & Sewer	199,100.00	9,442.85	9,442.85	189,657.15	4.7%	15,204.17
6336 Trash Removal	50,350.00	4,277.86	4,277.86	46,072.14	8.5%	4,215.47
6337 Tech Repairs and Maint	468,542.09	118,180.30	118,180.30	350,361.79	25.2%	46,006.30
6341 Transportation, Contracted	1,049,000.00	43,179.10	43,179.10	1,005,820.90	4.1%	16,151.75
6342 Transportation, cont/non route	123,500.00	17,971.87	17,971.87	105,528.13	14.6%	4,134.92
6343 Travel / Conventions	78,378.00	1,891.71	1,891.71	76,486.29	2.4%	2,778.27
6349 Other Transportation Services	26,000.00	773.22	773.22	25,226.78	3.0%	.00
6351 Insurance-Property	486,000.00	.00	.00	486,000.00	0.0%	.00
6352 Insurance- Liability	406,513.00	.00	.00	406,513.00	0.0%	.00
6353 Treasurer Bond Premium	100.00	.00	.00	100.00	0.0%	.00
6361 Communication	592,500.00	37,543.97	37,543.97	554,956.03	6.3%	66,703.43
6362 Advertising	4,400.00	.00	.00	4,400.00	0.0%	411.99
6363 Printing and Binding	15,667.20	3,637.73	3,637.73	12,029.47	23.2%	80.00
6371 Dues and Memberships	60,021.00	22,404.07	22,404.07	37,616.93	37.3%	2,325.00
6391 Other Purchased Services	20,000.00	.00	.00	20,000.00	0.0%	.00
6398 Other Services	556,962.25	26,816.77	26,816.77	530,145.48	4.8%	20,791.37
6411 General Supplies	1,643,119.94	12,039.87	12,039.87	1,631,080.07	0.7%	129,568.50
6412 Technology Supplies	580,776.93	154,279.91	154,279.91	426,497.02	26.6%	175,658.52
6431 Textbooks	43,231.83	.00	.00	43,231.83	0.0%	8.00
6441 Library Books	42,990.00	732.13	732.13	42,257.87	1.7%	334.43
6471 Food Supplies	5,000.00	.00	.00	5,000.00	0.0%	.00
6481 Electricity Services	906,000.00	60,248.94	60,248.94	845,751.06	6.6%	91,469.82
6482 Gas-Natural	371,950.00	3,957.93	3,957.93	367,992.07	1.1%	4,268.64
6486 Gas, Propane or Diesel	33,000.00	1,419.12	1,419.12	31,580.88	4.3%	1,878.03
6521 Buildings	1,755,300.00	12,343.88	12,343.88	1,742,956.12	0.7%	192,470.21
6531 Improvements other than Buildings	367,000.00	31,730.75	31,730.75	335,269.25	8.6%	8,826.55
6541 Equipment	190,643.00	(391,958.86)	(391,958.86)	582,601.86	-205.6%	15,041.66
6542 Classroom Instructional Equipment	47,978.00	27,778.00	27,778.00	20,200.00	57.9%	4,777.69
6543 Technology Equipment	3,404.00	.00	.00	3,404.00	0.0%	.00
6611 Principal-Bonded Indebtedness	96,335.00	43,977.75	43,977.75	52,357.25	45.7%	40,918.83
6623 Interest-lease purchase agreements	8,949.00	6,820.93	6,820.93	2,128.07	76.2%	9,879.85
6631 Fees on Bonds	.00	657.00	657.00	(657.00)		.00
<b>Total of EXPENSES</b>	<b>71,757,846.44</b>	<b>1,959,333.16</b>	<b>1,959,333.16</b>	<b>69,798,513.28</b>	<b>2.7%</b>	<b>2,624,359.57</b>
<b>Revenue over (under) Expenses</b>	<b>(1,477,593.44)</b>	<b>250,887.00</b>	<b>250,887.00</b>	<b>(1,728,480.44)</b>		<b>(728,728.37)</b>

		<b>Working Budget</b>	<b>MTD Activity</b>	<b>YTD Activity</b>	<b>Remaining Budget</b>	<b>% Realized</b>	<b>Last Year Thru This Month</b>
<i>REVENUES</i>							
<b>Fund 003Debt Service Fund</b>							
5111	Current Taxes	6,610,575.00	.00	.00	6,610,575.00	0.0%	.00
5112	Delinquent Taxes	93,862.00	12,657.11	12,657.11	81,204.89	13.5%	23,226.82
5114	Financial Institution Tax	5,346.00	.00	.00	5,346.00	0.0%	.00
5115	M & M Tax	202,947.00	(321.61)	(321.61)	203,268.61	-0.2%	(59.30)
5141	Earnings on Investments	278,500.00	3,152.51	3,152.51	275,347.49	1.1%	1,636.12
5221	State Assessed RR & Util	133,611.00	.00	.00	133,611.00	0.0%	74.98
5497	Other Federal Revenue	216,000.00	.00	.00	216,000.00	0.0%	.00
	<b>Total Fund 003</b>	<b>7,540,841.00</b>	<b>15,488.01</b>	<b>15,488.01</b>	<b>7,525,352.99</b>	<b>0.2%</b>	<b>24,878.62</b>
<b>Fund 005Bond Issue Fund</b>							
5141	Earnings on Investments	1,000,000.00	69,065.83	69,065.83	930,934.17	6.9%	23,706.97
	<b>Total Fund 005</b>	<b>1,000,000.00</b>	<b>69,065.83</b>	<b>69,065.83</b>	<b>930,934.17</b>	<b>6.9%</b>	<b>23,706.97</b>
	<b>Total of REVENUES</b>	<b>8,540,841.00</b>	<b>84,553.84</b>	<b>84,553.84</b>	<b>8,456,287.16</b>	<b>1.0%</b>	<b>48,585.59</b>
<i>EXPENSES</i>							
<b>Fund 003Debt Service Fund</b>							
6611	Principal-Bonded Indebtedness	3,260,000.00	.00	.00	3,260,000.00	0.0%	.00
6621	Interest on Bonds	3,727,421.00	.00	.00	3,727,421.00	0.0%	.00
6631	Fees on Bonds	4,000.00	318.00	318.00	3,682.00	8.0%	318.00
	<b>Total Fund 003</b>	<b>6,991,421.00</b>	<b>318.00</b>	<b>318.00</b>	<b>6,991,103.00</b>	<b>0.0%</b>	<b>318.00</b>
<b>Fund 005Bond Issue Fund</b>							
6521	Buildings	11,000,000.00	31,559.00	31,559.00	10,968,441.00	0.3%	44,713.81
6531	Improvements other than Buildings	750,000.00	5,574.82	5,574.82	744,425.18	0.7%	449,777.00
6543	Technology Equipment	250,000.00	539.98	539.98	249,460.02	0.2%	23,211.20
	<b>Total Fund 005</b>	<b>12,000,000.00</b>	<b>37,673.80</b>	<b>37,673.80</b>	<b>11,962,326.20</b>	<b>0.3%</b>	<b>517,702.01</b>
	<b>Total of EXPENSES</b>	<b>18,991,421.00</b>	<b>37,991.80</b>	<b>37,991.80</b>	<b>18,953,429.20</b>	<b>0.2%</b>	<b>518,020.01</b>
	<b>Revenue over (under) Expenses</b>	<b>(10,450,580.00)</b>	<b>46,562.04</b>	<b>46,562.04</b>	<b>(10,497,142.04)</b>		<b>(469,434.42)</b>

**Breakdown by Fund**

<b>Fund</b>	<b>MTD Rev-Exp</b>	<b>YTD Rev-Exp</b>
003 Debt Service Fund	15,170.01	15,170.01
005 Bond Issue Fund	31,392.03	31,392.03