Audit & Finance BOE Sub-Committee
Olean City School District
Thursday, December 18, 2025

Generated by Jackie Reed on Friday, December 19, 2025

1. OPENING ITEMS

A. Meeting called to order at 4:02 p.m.

B. Present: Kevin Stevens, Chairperson and Rene' Garrison,
Others Present: Jenny Bilotta Dr. Genelle Morris, Catharine Young, Jackie Reed

2. DISCUSSION ITEMS

A. Preliminary Internal Auditor Results

Jenny Bilotta provided the Preliminary Internal Audit Results for the Committee to review on their own.

- Buffamante, Whipple, and Buttafaro will attend the January Audit & Finance Committee meeting to present a detailed report.
- Overall, there were no major findings, but some paperwork needs to be tightened up with Extracurricular Activities.
- There are new Extracurricular Activities advisors, so the District will work with them to implement recommendations/improvements.

B. 26-27 Budget Presentation

Jenny Bilotta presented on the 26-27 Budget Development Process.

- Building Principals will be more involved with staffing projections for 26-27.
- Staffing & Benefits account for 65% of budget.
- Gen. Ed class sizes are very low.
- The birth report for children born at Olean General Hospital who live in the Olean City School Distrtict is used to project PK numbers. There has been a drastic decrease over the past few year in the number of births in OCSD.
- The number of SPED students recieving services are going up.
- Decreased enrollment leads to decreased aid but SPED increases which increases as our population becomes needier, but the increase in aid does not offset the cost of providing the services.
- The estimates shared were based on current laws, aid, Reserves and Fund Balances. Budgets over the past 5 years are also analyzed to create projections.
- 2025-26 Aide Reconciliation resulted in a small decrease of -0.09%
- 2026-27 Revenues are expected to result in a slight increase of 0.71%
- The 25-26 budget was voted on prior to the actual state budget being approved. Although estimates were very close, the voter-approved budget was based on projections for state aid, not actual state-approved amounts. which creates a difference in media reporting.

C. Kevin Stevens asked about the process to rent District fields or courts for outside organizations.

- Organizations can go to the District website and complete a Facilities Use Form, and provide a copy of their Certificate of Liability with OCSD listed as additional insured.
- Typically, an OCSD employee must be present at the event.

3. ADJOURNMENT

A. Meeting Adjourned at 4:56 p.m.

The next meeting is scheduled for Thursday, January 15, 2026 at 4:00 p.m. in the BOE Conference Room.