

Budget and Finance Committee Report  
November 15, 2016 Meeting  
Holbrook School

Committee attendance: Suzanne Wieland, Rusty Gagnon and Jennifer Newcomb.  
Staff: Kelly Theriault, Business Manager; Susan Smith, Superintendent

The meeting was called to order at 2:21 pm.

Financials through the end of October FY17 were reviewed. Some of the Items discussed included: Workers Compensation; discontinuation of Ruth's Reusables. Coding of Resource Room and Self Contained salaries; Special Ed Tuition; allocation of conference expenses; small overspending of Technology Other; overspending of Other Purchased Transportation Expenses; and Vehicle Parts and Supplies. Overall, cost centers are in good fiscal shape.

An Income Statement for Hot Lunch through October 31, 2016 was shared and discussed. Year to date appears at a deficit due to building of inventory and subsidy payments being behind. Collection for delinquent accounts was discussed. Currently the district is owed around \$3,000.00 in delinquent lunch accounts. Five letters have been sent.

The grant funding discussion continued and included detail on Title VI. The Superintendent explained these funds are used to fund after school and summer programs, instructional software (Compass Learning, Lexia), professional development and a newly established mini-grant program awarding grants to teachers with new and innovative ideas and projects linked to the RSU63 vision. A Statement of Operations for Grants through October 2016 was shared and reviewed.

Support Scales developed last year for building secretaries, custodial and transportation staff was discussed and the Committee agreed to recommend a 1% increase over the top step.

Budget timelines will be established next month.

Decisions regarding fund balance and reserve accounts will need to be discussed.

The audit is being completed and will be issued in December or January.

The next B&F meeting will be Tuesday, December 13<sup>th</sup> at 2:30 pm at Holbrook. The Committee acknowledged that, if public attendance is requested, the meeting time could be amended.

The meeting was adjourned at 3:54 pm.

Submitted by,  
Jenn Newcomb, Chair