

R.S.U 63
Budget & Finance Committee Meeting
July 24, 2019
Holbrook School

1. Call the meeting to Order: 4:05 Steve Carr, Charles Baker, Kelly Theriault, Susan Smith, Gavin Robinson

2. FY19 Financials (June; End of Year Preliminary)
 - a. General Fund
 - i. Reminder that this is not a fixed YE, bills are still coming in that will be booked to 6/30. Revenue still expected from Dedham and Hampden for transportation. Looks like Misc. Revenue will be lower than budgeted.
 - ii. Special Education under budget.
 - iii. Currently \$100,000 in positive cash flow. Estimate before other bills come in. Tuition is not in there. So we will use fund balance before year-end close. Partly ahead now because of \$74,000 in additional subsidy for Special Education.

 - b. Hot Lunch
 - i. Finish positive \$3,500. Will be in good shape on the balance sheet as well.
 - ii. Advertising for a cook – whether there is experience or not will make a difference on cost to future budget.

iii. Freezer failure at Holbrook. Compressor, team moved items to Eddington and Holden and we only lost ~6 cases of corn.

c. Distribution of reports for next year

- i. Discussed a summary report for the Financials for the Board Packet.
- ii. Discussed how that report will look and adding a color coding for any summary line items that need Board attention (yellow=of concern, red/warning)

3. Bid(s)

a. Facilities assessment

- i. Bid was due on 7/19 and we waited until Monday to ensure all were in. Received 3 bids; Sealander Architects, Carpenter Associates, and Aeras LLC (all local firms).
- ii. Sealander was well above the other bids and the budget (\$5,000 per school was budgeted) at \$18,000, \$15,200 and \$13,300 for the three schools.
- iii. Carpenter Associates came in at slightly above budget at \$6,700/\$5,500/\$4,500.
- iv. Aeras came in under budget at \$3,500 per school.
- v. Jake is comfortable with either Aeras or Carpenter.
- vi. Discussed interviewing the two closest bidders and what information we need from these firms in order to make our decisions; 1) What systems are they familiar with? 2) What does their bid cover a review of? Susan will send

questions from prior interviews. Scheduled potential times for 3:00 and 3:45 next Monday 7/29.

b. Fleet Fuel Bid

- i. Received 2 Bids. RH Foster, who we are with currently. RH Foster offered 5 cents under retail (pump price) and Dysarts offered 10 cents over rack. Given the difference in base, the comparison is difficult. Discussed whether Irving was sent a request to bid. Discussed whether we wanted RH Foster to resubmit their bid with Rack price as a base (as we requested in the “Bus Fuel Proposal Request Form”) or whether we wanted to go with Dysarts.
- ii. Decided to request what RH Foster might be able to do from Rack and then make a decision and to also ask Dysarts what their bid equates to for a discount from retail.
- iii. Discussion of whether future investment in a tank might be a good idea.

4. Audit update

- a. Field work has begun. Three auditors for two days, which should hopefully make the process smoother this fiscal year. They will return week of September 17th.
- b. Discussed with them GASP 84 and Student Activity Accounts. They (auditors) will work with DOE to get guidance on what needs to be collected.

c. Discussed potential issue with exporting data from the General Ledger accounts to DOE and the Auditors as the account numbers do not align to the state general ledger account system. (This was a management letter comment last year.) This issue will be solved within 2-3Y when our accounting system is updated. In the meantime, Kelly will work with the Auditors to try to report the information without receiving another Management Reportable Item over G/L Account Structure. Some corrections needed to align to the State were easier, as Account numbers can be increased (fund, cost center), and were implemented. But our software does not allow for a decrease in characters since it could inadvertently create a duplicate account. Those account sections (function, object code) were not able to be corrected.

5. Other

- a. Food Debt Policy will need to be reviewed
 - i. New laws have been passed and the policy will need to be updated to ensure we are in compliance. New law does not allow alternate lunches for students. We have never denied lunch, but policy will need to change to reflect the law.
 - ii. Discussion as to current food debts unpaid.
 - iii. We will add an item to the next Agenda to review the policy and the new law.
- b. Pay Averaging Law

- i. In review, hourly staff must have an option to receive pay averaged and spread out over the entire year. Currently they are paid based upon what is on the timecard. A twelve month spread will make health insurance deductions easier.

- c. Sick Leave Law

- i. Law states that employees earn an hour for every 40 hours worked. Where we do not currently meet the law are PT Ed Techs & Bus Drivers that work less than 20 hours/week. Our policy and staff handbooks will need to be reviewed in light of this change as well.

- d. Bond Application Update

- i. Surprised as to how much detail is required. Due 8/1. Kelly has done a lot of work and has been able to pull some information required of the Towns from the Town Reports.

6. Next meeting date: August 13th, 3:00 Holbrook Conference Room

7. Adjourn: 5:22