

DRAFT MINUTES

FINANCE SUBCOMMITTEE MEETING

May 30, 2017 6:30 PM Superintendent's Conference Room, Minuteman High School

Present: Dave Horton, Sue Sheffler, Kevin Mahoney, Michelle Shepard, Alice DeLuca, Elizabeth Rozan

1. Call to Order: Open Session

In Carrie Flood's absence, Dave Horton chaired the meeting, calling it to order at 6:40 PM.

2. Warrant Review

Michelle Shepard provided verbal response on questions submitted related to the Warrant. The Warrants, listed as Attachment A, were signed.

3. Approval of Past Minutes: 3.28.17

The following vote was taken on the past minutes:

Moved (Sheffler) and seconded (Horton)
To approve the past minutes of 3.28.17, as presented
Vote: Unanimous

4. Policy Review

Kevin presented a number of policies for review. He explained that 3 new ones were developed to demonstrate fiscal discipline, as suggested by the Bond Rating Agency, and that draft revisions were made to 4 others in response to statutory changes in the Municipal Modernization Act, recently adopted by the Legislature. Draft revisions on the last one were a result of his anticipating disposal of materials as the move to the new building occurs. He noted that resources used for the suggestions on these policies were policies used by the Towns of Carlisle and Concord, and that auditors were consulted on some, as needed.

- a. DCB Debt Management (New)
- b. DFG Investment Policy (New)
- c. DFH Cash Reserves (New)
- d. DIBB Stabilization Fund (Revision)
- e. DJ Purchasing (Revision)
- f. DJE Bidding Requirements (Revision)
- g. DKAB Warrant Signatures (Revision)
- h. DN School Properties Disposal (Revision)

The Subcommittee then reviewed each one, and made further amendments for clarification. These will be presented for 1st reading at the June or July meeting.

5. FY 17 Budget Update

a. Review of Financial Reports, as of 4.30.17

In addition to the material distributed with the packet, Kevin distributed a report on the Revolving Funds (Attachment B). He explained the goal of having no deficit balances in these funds, and he reported that all funds are running at break-even.

With regard to the General Fund Balance shown in the FY 17 Budget Expenditure Report Summary as of April 30, 2017, he noted that there is a projected balance of approximately \$900,000, and explained the staff reductions that were partially responsible for this.

b. Possible Vote to amend Current Year Tuition Amount in FY 17 Budget

He then explained that revenue was estimated too high on the tuition account in the FY 18 budget. He would like to propose reducing the Current Year Tuition in the FY 17 budget from \$400 K to \$100 K, transferring \$300,000 to E&D, and maintaining it as revenue to use for the FY 18 budget as needed. He explained that he has consulted with the Department of Revenue, and was advised that he can vote to amend the budget accordingly, as long as no revenue deficit is created. The following vote was taken:

Moved (Horton) and seconded (Sheffler)

To amend the Current Year Tuition amount in the FY 17 Budget, reducing it from \$400K to \$100K

Vote: Unanimous

c. Possible Vote - Budget Transfer

The following vote was then taken:

Moved (Sheffler) and seconded (Horton)

To support the transfer of the remaining \$300K to E&D, as described

Vote: Unanimous

6. FY 18 Budget

a. Possible Vote to Amend the FY 18 Budget

Kevin explained proposed amendments to the approved FY 18 Budget that would be necessary as a result of the above, noting that the approved budget was \$19,449,466, and the proposed would be \$18,999,479. He emphasized that the adjustments as described will not impact assessments. He explained that he will be asking the School Committee to recertify the FY 18 Budget vote as a result of the reduction of prior year tuition, and the following vote was taken:

Moved (Sheffler) and seconded (Horton)

To support the proposed FY 18 Budget amendments

Vote: Unanimous

With this support from the Finance Subcommittee, Kevin will present these votes to the School Committee at the June meeting.

7. Update on IG's Request for Documentation

Kevin explained that members of the Inspector General's office have met with the Administration, and will return to meet with some staff members. He explained that the issue is the Tools for Schools Contract, and disagreement over two components of it: Professional Development and Marketing. He further explained that the Professional Development component is not subject to bidding, but the Marketing component is and was bid.

8. Adjournment

There being no further business, the meeting was adjourned at 8:45 PM.

Elizabeth Rozan, Recorder

ATTACHMENTS

- A. List of Warrants Signed by Fin. Subc. 5.30.17
- B. The Revolving Fund Report

PAYROLL WARRANT LISTING

FY17

5/30/17

DATE	WARRANT #	TYPE	AMOUNT
5/18/17		PAYROLL	\$ 79,933.48
5/15/17		PAYROLL	\$ 30,512.24
5/15/17		PAYROLL	\$ 88,589.03
5/4/17		PAYROLL	\$ 72,174.29
5/4/17		PAYROLL	\$ 214,884.20
5/1/17		PAYROLL	\$ 410,353.68
4/20/17		PAYROLL	\$ 89,219.26
4/14/17		PAYROLL	\$ 32,132.19
4/14/17		PAYROLL	\$ 86,614.19
4/6/17		PAYROLL	\$ 73,539.98
4/6/17		PAYROLL	<u>\$ 224,735.76</u>
TOTAL			\$1,402,688.30

Minuteman Regional School District
Statement of Revolving Funds
As of April 30, 2017 - UNAUDITED

Fund	Dept	FY17 beginning Balance	Revenues YTD 4/30/2017	Projected Revenue 5/1/2017-6/30/2017	Expended YTD 4/30/2017	Encumbered YTD 4/30/2017	FY17 YTD Fund Balance
1400000- Trades							
	200 Vocational General						
	1420100 Auto Mechanics	\$27,202.03	\$8,144.58	\$585.00	\$9,406.37	\$4,767.45	\$21,757.79
	1423100 Bakery	\$242.33	\$14,670.50	\$5,900.00	\$14,193.54	\$2,109.34	\$4,509.95
	1420400 Carpentry	\$6,617.72	\$0.00	\$500.00	\$2,168.00	\$0.00	\$4,949.72
	1421200 Cosmetology	\$24,234.13	\$8,269.85	\$868.00	\$4,295.64	\$1,321.41	\$27,754.93
	1423300 Cosmetology Kits	\$7,445.68	\$1,225.00	\$0.00	\$2,257.96	\$0.00	\$6,412.72
	1421700 Marketing/ Store	(\$5,391.26)	\$12,196.37	\$165.00	\$6,756.27	\$213.84	\$0.00
	1422400 Horticulture	\$1,388.36	\$0.00	\$500.00	\$319.50	\$480.50	\$1,088.36
	1420500 HVAC	(\$19.95)	\$996.91	\$0.00	\$0.00	\$0.00	\$976.96
	1423400 Printing	\$31,584.52	\$0.00	\$0.00	\$3,465.92	\$2,804.13	\$25,314.47
	1423200 Restaurant	\$6,390.61	\$30,738.48	\$14,000.00	\$29,352.88	\$0.00	\$21,776.21
	1420200 Welding	\$1,529.49	\$111.45	\$0.00	\$0.00	\$0.00	\$1,640.94
	1473100 Gourmet Club	\$9,004.51	\$2,639.55	\$687.00	\$1,791.19	\$0.00	\$10,539.87
	1420300 Electrical	\$5,450.20	\$2,067.47	\$0.00	\$936.00	\$0.00	\$6,581.67
	1420700 Plumbing	\$5,908.29	\$1,275.97	\$0.00	\$768.00	\$0.00	\$6,416.26
	1422800 Drafting	\$305.00	\$0.00	\$0.00	\$0.00	\$0.00	\$305.00
	1421400 Child Development	\$37,349.13	\$73,924.42	\$31,000.00	\$85,249.54	\$26,456.61	\$30,567.40
	Total Fund Balance	\$159,240.79	\$156,260.55	\$54,205.00	\$160,960.81	\$38,153.28	\$170,592.25
1500000- Middle School							
	600 Middle School General	\$220,854.93	\$0.00		\$69,063.27		
	603 Middle School- Acton		\$157,321.00		\$85,868.70	\$43,366.87	
	604 Middle School- Bolton		\$122,585.00		\$66,936.46	\$32,254.95	
	605 Middle School- Boxborough		\$32,199.00		\$18,080.86	\$9,572.25	
	601 Middle School- Lancaster		\$99,097.00		\$63,700.21	\$34,208.57	
	602 Middle School- Stow		\$110,278.00		\$44,209.99	\$20,009.36	
	Total Fund Balance	\$220,854.93	\$521,480.00	\$0.00	\$347,859.49	\$139,412.00	\$255,063.44
200000- Food Service							
		(\$2,170.49)	\$234,275.73	\$78,860.00	\$239,321.39	\$69,229.80	
		(\$2,170.49)	\$234,275.73	\$78,860.00	\$239,321.39	\$69,229.80	\$2,414.05
01200000- Tuition Revolving							
		\$4,449,602.30	\$1,864,742.61	\$1,954,642.00	\$4,849,602.30	\$0.00	
		\$4,449,602.30	\$1,864,742.61	\$1,954,642.00	\$4,849,602.30	\$0.00	\$3,419,384.61
7000000- Capital Projects	*						
	7000000 Feasibility Project	(\$361,886.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$361,886.00)
	7000003 Bldg Project	\$0.00	\$1,543,226.00	\$3,322,979.72	\$8,171,333.00	\$8,171,333.00	(\$9,951,086.72)
		(\$361,886.00)	\$1,543,226.00	\$0.00	\$3,322,979.72	\$8,171,333.00	(\$10,312,972.72)
	* Short-term borrowing of \$ 8,289,600 not included in revolving fund account balance.						