

Sanborn Regional School District

Finance Committee Minutes

Sanborn Regional High School, 17 Danville Road, Kingston, NH

Wed December 12, 2018 – 4:30 PM

Committee Members: Electra Alessio, Jim Baker, Tammy Mahoney, Michele Croteau

1. Jim Baker called the meeting to order @ 4:32 PM. The following recorded as present:
 - a. Member: Jim Baker, Tammy Mahoney, Electra Alessio
 - b. Administrators: Michele Croteau, Tom Ambrose
 - c. Others: Kristin McNulty

2. **Electra Alessio motioned to approve the minutes. Tammy Mahoney second. All in favor.**
 - a. [Wednesday November 14, 2018](#)

3. Revolving Fund Balance - Michele Croteau briefly reviewed the fund balances. Discussed the need for a warrant article in order to put funds into the trust funds, but not to put funds into the Revolving Fund. No warrant article is needed to expend from any of the funds, but you do need a hearing in order to expend from the Special Education Trust Fund. Reviewed how funds are expended from each fund. Electra questioned where expenses, such as custodial fees, related to facility rentals are expended from (Revolving Fund or General Fund) - Michele Croteau to follow up and report at the next meeting. Michele noted that the Revolving Fund is not set up like a 'business' and should be thought of more as a savings account. Tammy Mahoney would like to know who is paying for the use of facilities and who is using it, but not paying a fee. Tom pointed out that having an Auditorium Manager will help to track facilities usage - enabling us to better determine what the facilities rates should be and market the facilities for increased usage. Tammy asked if there is a list of items that could potentially be funded by the Revolving Fund - Michele said there is a list in the Budget Book within Tom's executive summary, but that the need exceeds the available funds. Tammy clarified that she is asking if there are items in the proposed budget that can be paid for out of the Revolving fund. Tom and Michele cautioned that if we spend down the Facilities Use Revolving Fund for items in the proposed budget that there may not be funds available for emergency situations. Discussed the replacement of the floor scrubber and whether it should be funded from the Revolving Fund, through a lease, or put off.
 - a. Facilities Use Revolving Fund as of November 30, 2018 - \$177,905.33

- b. [Trust & Revolving Funds Balance Summary](#)
- 4. November 2018 Budget Reports - Michele discussed that she will be using these reports to project the unreserved fund balance.
 - a. [November 2018 Expenditure Report, Health/Dental Summary](#)
 - b. [November 2018 Expenditure Report, Excluding Health/Dental](#) - Jim Baker asked what the \$5,000 printing costs were within the report. Electra Alessio and Michele Croteau explained that the printing costs are for the ballots for voting in March (for the entirety of both Newton & Kingston). The amount reimbursed to the towns depends on the size of the ballot.
- 5. Budget Adjustments - Michele Croteau explained that these are adjustments that occur in the course of normal school district work for health & wage adjustments (based on the encumbrance). Briefly reviewed open enrollment and 'qualifying life events' for health/dental benefits.
 - a. [Transaction 5759](#) - teacher retirement account (this adjustment is based on the difference between what was projected and what was actually needed)
 - b. [Transaction 5761](#) - health & dental re-allocations

Tammy Mahoney moved to approve the budget adjustments. Jim Baker second. All in favor.

- 6. Response to open items:
 - a. [When do Special Ed reimbursements come out?](#) - Michele Croteau explained the state requirements and regulations for Special Education Aid (formerly known as Catastrophic Aid or Cat Aid) and how the state determines the amount they will pay each district. Michele clarified that the state only contributes toward the amount that falls between 3.5 times & 10 times the state average. Anything that falls above 10 times the state average, the state is liable for 100%, but that is pro-rated, so is never actually funded at 100%.
 - i. [Bureau of Student Support Memo 14 re: Special Education Aid Estimated Report](#)
 - ii. [RSA186-C:18](#)
 - b. [Dates on Budget Adjustments](#): The date in the middle refers to the month of the adjustment, followed by the fiscal year. The format of this date is automatically generated by the system and is not entered in by the user.
- 7. Next Meeting: January 16, 2018 @ 4:30pm
- 8. Public Comments
- 9. **Tammy Mahoney moved to adjourn @ 5:26. Electra Alessio second. All in favor.**

Recorder: Kristin McNulty