

# Sanborn Regional School District

## Finance Committee Agenda

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

Wed November 14, 2018 – 4:30 PM

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

1. Jim Baker called the meeting to order @ 4:28. The following recorded as present:
  - a. Members: Jim Baker, Tammy Mahoney, Electra Alessio
  - b. Administrators: Michele Croteau
  - c. Others: Kristin McNulty
  
2. Review of Minutes - Minutes modified to correct the name of the fund to Revolving Fund. **Tammy Mahoney moved to approve the minutes. Jim Baker Second. All in favor.**
  - a. [Wednesday October 17, 2018](#)
  
3. Municipal Surplus Auction - Michele Croteau explained how the proceeds from the surplus auction can be appropriated. Jim Baker asked what the shop department staff plan to use the funds for. Michele offered to follow up with the shop department to see what they will use the \$2,900 for. Committee agreed that it wasn't necessary to have the details for this.
  - a. [Auction Receipt](#)
  
4. Revolving Fund Balance - Michele provided an update of each of the trust funds. Title of the Facilities Trust Fund to be updated to "Capital Improvement and Maintenance Capital Reserve Fund" with a footnote to the previous name. Tammy Mahoney asked if we could project what the deposits to the Facilities Revolving Fund might be for the remainder of the current fiscal year. Michele will look into providing the history, but noted that past performance won't necessarily predict the future use. Michele also brought up the proposed Auditorium Manager and the expense that would be related to that, with the idea/hope that this position would increase the use and income. Tammy also asked if it would be possible to compile a list of groups that use the facilities at zero cost. Michele said there is not currently a process in place for this, but that it is in discussion to put a process in place to track all of these things. Right now, gathering this type of historical data would be a large project for someone to undertake. Jim Baker asked how facilities usage fees are collected. Michele believes, per board policy,

a deposit is collected prior to use, with the balance collected after use. Steve Riley's department is diligent about collecting for and managing facilities usage.

- a. Facilities Use Revolving Fund as of October 31, 2018 - \$187,887.11
  - b. [Trust & Revolving Funds Balance Summary](#)
5. October 2018 Budget Reports - Michele briefly discussed the summary budget reports. She noted that these reports are not exact numbers, more of a 'yard stick' of where things stand, but there are situations that can come up that could possibly change these (for example: new hire, employee election changes, etc.). Tammy Mahoney questioned how this compares to previous reports from years past. Michele did not have that information available during the meeting, but suspected these numbers may be a bit 'tighter'.
- a. [October 2018 Expenditure Report, Health/Dental Summary](#)
  - b. [October 2018 Expenditure Report, Excluding Health/Dental](#)
6. Budget Adjustments - Michele explained that the budget adjustments brought to the meeting are per policy where any adjustments over \$10,000 require committee approval. Electra (Ellie) Alessio asked if negative lunch balances are an issue in our district. Michele confirmed that lunch balances can be a challenge and that we are in the process of finding the best way to address this issue. Lunch balances are currently being discussed with the Administrators. Michele requested the issue be tabled for a future meeting for further discussion. Jim Baker asked if it is known when the Special Ed reimbursements come out. Michele did not have that information available, but is going to look into it for the next meeting.
- a. [Transaction 5725](#) - Reclassification of the budget for Special Ed & Support Staff in order to more accurately reflect where the dollars are being used.
  - b. [Transaction 5726](#) - Reclassification from Professional services and wages.
  - c. [Transaction 5727](#) - Reclassification of revenue for General Fund. Briefly discussed billing and collection of Fremont tuition. Michele explained that what is budgeted is not necessarily what is collected. Jim Baker raised the question of how often the Fremont tuition billing is done. Michele explained the process of how the money is collected - Fremont tuition is billed 4 times per year, the towns of Kingston and Newton pay a portion on a monthly basis.
  - d. [Transaction 5728 & 5729](#) - this is for Food Services. Funds were budgeted, just not initially placed in the account that they would ultimately be used in. Electra Alessio brought up the issue of negative lunch balances and asked if we are in a situation with high negative balances. Michele explained some of the parameters of the federal lunch program that we have to abide by, as well as some of our district policies. She noted that this is an issue that is being reviewed amongst the administrative team to establish a collections process. Michele asked if we could discuss this further at a future meeting.

- e. [Transaction 5731](#) - Completes the work of reclassifying the Special Ed funds.
- f. [Transaction 5732](#) - Preschool expenditures covered using some benefit savings.
- g. [Transaction 5743](#) - Changes in benefits due to changes in staff or health elections.

Kristin to double check with Kathy Francis date on the reports (see middle date on all Budget Adjustments)

**Jim Baker motioned to approve the transfers. Tammy Mahoney second. All in favor.**

- 7. Response to open items: Michel briefly reviewed the responses to the open items from the October 17, 2018 meeting.
  - a. Transaction 5709 - The modulars at Memorial are now paid off. The \$15,000 was for the Abatement fees for Tayla Nixon.
  - b. Transaction 5710 - The change in the account was a decrease.
  - c. Capital Improvement Fund - Capital reserve funds established under RSA 35:1 do not require a public hearing before the agents authorize expenditures from those funds. See RSA 35:15. However, expendable trust funds established under RSA 198:20-c (such as the special education fund) require the agent to hold a public hearing after providing the statutory notice before authorizing expenditures from the expendable trust fund. See RSA 198:20-c, II.

8. Next Meeting: December 12, 2018 @ 4:30pm

9. Public Comments

**10. Jim Baker moved to adjourn @ 5:25. Electra Alessio second. All in favor.**

Recorder: Kristin McNulty