

North Boone Community Unit School District No. 200
Minutes of the Business Services Committee Meeting
District Office
6248 North Boone School Road
Poplar Grove, Illinois 61065
Thursday, September 24, 2015
6:30 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chairperson Brian Reininger at 6:35 p.m. The following Committee members were present: Dr. Mike Greenlee, Brian Reininger, Ed Mulholland, Julia Saunders, Melissa Geyman, Kelly Hanaman and Jamie Pearce. Also present: Joe Haverly and Mary Maxey. Absent: Tina Babcock, Mary Piskie and Jeannine Plath.

AUDIENCE TO VISITORS

(none)

REVIEW OF BUDGET

Mrs. Saunders provided copies of the estimated fund balances with projected budget for FY2016. She said these are estimates until the final audit is received from Siepert. She noted all of PMA is balanced but the checkbooks are not all balanced. Mrs. Saunders explained the fund balances were estimated, until all the statements are balanced. Mrs. Saunders said she only has checkbooks to go by and Siepert will have to use our checkbook numbers to balance. She said the first auditor was not experienced, but the second person sent by the auditor is balancing all the revenues. She stated ISBE will be auditing Special Education – Private Facility Tuition and Personnel; General State Aid; Transportation – Special Education, Regular and Vocational; Early Childhood Block Grant; Title I, II and III Grants; and Federal Special Education Preschool and I.D.E.A Flow Through Grants. She said she felt our transportation report from last year didn't represent all of our expenditures, and we may be entitled to additional funds. She noted prior staff wasn't knowledgeable on how to post and there were so many random and incorrect postings, that it is has been difficult to reconcile.

Mrs. Saunders stated sales tax money was moved to capital projects and is not in O&M, since the auditors showed it there in 2014. She also mentioned there was a \$1.2M separate check from the Capital Development Board that came after the initial payment, as additional documentation was submitted, resulting in this last installment of the grant.

Mrs. Saunders said the total operating fund has a \$600K surplus, with a total surplus of \$1.1M.

Dr. Greenlee asked the committee what they would like to keep in reserves. He suggested keeping a minimum of three months of expenses. The committee was comfortable with three to six months of reserves.

Mrs. Saunders said we didn't levy anything for life safety, but we could we use sales tax money for life safety.

PREVIEW OF AMENDMENTS

Mrs. Saunders prepared a list of changes and provided detail and explanations.

Dr. Greenlee said he asked Mr. Novak to get quotes for the parking lot expansion as bus drivers are parking on the north side of the lot, down into the grass. He will ask the Facilities committee if we can expand ten feet for the drivers. Mr. Mulholland said we have fill on site that could be used.

Mrs. Saunders provided a PMA report and noted it was up to date. She then presented an example of what the Treasurer's report will look like in the future. She said in order to move on, she is writing off nearly 6K of outstanding checks dating back to 2007.

Dr. Greenlee said he will provide a list of payroll discrepancies to the Board. Mr. Mulholland will present the financial goals to the Board and will suggest parameters for reserves.

Mrs. Saunders said she does not like to amend the budget, but doesn't have a true 12 month picture of North Boone's expenses, as she didn't have much to go by from the previous year. She did say we must amend the budget if it changes over or under 10%.

Dr. Greenlee said the proposals from architects for the life safety surveys are uploaded, and said the architects will come back with fixes that will be categorized urgent, required or recommended. He noted both companies have our architectural drawings and all six buildings are due this year.

FINANCIAL STATUS

Mrs. Saunders mentioned that if tort money is used, it is opened up to FOIA's. She said it is not necessary to levy money if you are in a tax capped district and if you are at your limit. She also stated we would be filing an extension for an audit.

OTHER ITEMS FOR DISCUSSION

Dr. Greenlee said at the last meeting, the Board agreed to name Julia Saunders the Interim Treasurer and to begin interviewing for the Treasurer position. Dr. Greenlee would like a neutral party as a Treasurer. Mrs. Saunders will contact other Business Managers to see what they pay for a Treasurer's position, and will survey how many districts use outside Treasurers.

ANNOUNCEMENT

The next meeting is TBD.

ADJOURNMENT

The meeting adjourned at 8:45 p.m.

Submitted by:

Brian Reiningger, Chair