

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, August 20, 2015
6:30 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chairperson Brian Reininger at 6:34 p.m. The following Committee members were present: Ted Rehl, Brian Reininger, Ed Mulholland, Julia Saunders, Melissa Geyman, Kelly Hanaman and Jeannine Plath. Also present: Jamie Pearce. Absent: Mary Piskie, Jake Hubert and Tina Babcock.

AUDIENCE TO VISITORS

(none)

BUSINESS OFFICE REPORT

Budgeting

Mrs. Saunders provided copies of the proposed revenue budget, and shared that at this point we do not have a FY16 expense budget working. She said the last three days were spent with Sungard performing software and lots of payroll cleanup, which included payroll posting to benefit accounts. She has asked Sungard to return next month as well. Mrs. Saunders said once the TRS report was completed, she discovered we owed TRS \$50K. She said 99% of the money owed to TRS was on behalf of subs or due to extra-curricular stipends. The substitute forms have since been modified to identify whether subs are eligible for TRS. She said there will be an expense budget for the Board meeting.

Mrs. Saunders said the proposed revenue is expected to be approximately \$19M. She said we will receive approximately \$81K more in taxes, \$475K extra in state aid. She is unsure why there is such an increase in aid, but will investigate. She said the transportation report showed an additional \$167K for regular, and \$102K additional in special education. She is unsure how Mr. Carr arrived at those past numbers, but is confident in the transportation report that was submitted this year.

Mrs. Saunders said we do not have a Treasurer's Report, but noted we have \$26M in the bank right now.

She spoke to Gary Meier, auditor from Siepert, and they are not providing an actual quote for the audit this year. Mrs. Saunders estimates it may be three times the normal amount, due to past issues, including the checkbook not being balanced since June 2014. She said state reporting and the budget have been priorities, but she has a goal to go back and balance accounts. Mrs. Saunders would prefer to be the interim treasurer until the books are balanced. She said Siepert

was hesitant to take on the audit, since we are in such a difficult situation. Mrs. Saunders noted that the Business Office staff was new in October 2014, so they did not have a hand in the past errors. She noted Brenda Zellner has done a great job. Mr. Rehl said the Sungard representative said these issues are beyond any scope that he has seen in regards to the handling of the software.

Mrs. Saunders said they will soon roll out Sungard employee access to staff, enabling employees to view their pay stubs, benefits, taxes, deductions and 2105 W-2 information.

She is also recommending the district purchase three more buses and retire the older buses that have costly maintenance issues. Mrs. Saunders noted that field trips are reimbursable if they are educational and completed during the school day. She suggested not charging students for field trips, just the gate cost. Mrs. Saunders also said overnight field trips are not reimbursable. Mr. Reininger said at an upcoming Board meeting, we should address the charging of field trips and suggested amending the policy. Mr. Mulholland suggested the curriculum committee address this as well.

Mr. Mulholland asked if the transportation software was working. Mrs. Saunders said they needed to return to the manual routes until they find time for additional training. She said Patty Moore has been doing a great job, and Mr. Rehl also thanked Diane Bohl for her assistance in the department. They are hoping for an October 1st start with Versatrans software, and they should be providing drivers with student lists soon.

SUPERINTENDENT'S REPORT

Mr. Rehl said Mrs. Saunders and Dr. Greenlee will hire a treasurer. He said Mrs. Saunders met with principals to discuss individual budgets.

OTHER ITEMS FOR DISCUSSION

Mrs. Hanaman asked if the activity funds of defunct groups could be rolled to other accounts. Mrs. Saunders said yes, but said those funds have to be spent on students. She also noted that in general, money raised should be spent the same year, unless there is a large fundraising effort, which will need to be supported by a notation to the auditor.

Our student fee structure and the amount of uncollected fees were discussed. The committee discussed comparing our fees to districts with similar demographics, such as Durand and South Beloit.

ANNOUNCEMENTS

The next meeting will be Thursday, September 17, 2015 at 6:30 p.m.

ADJOURNMENT

The meeting adjourned at 7:53 p.m.

Submitted by:

Brian Reininger, Chair