

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
Monday, April 11, 2011
5:30 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chairperson Laura Zwart at 5:30 p.m. The following Committee members were present: Dr. Steven Baule (arrived 5:58 p.m.), Mrs. Cathy Nelson and Mrs. Jeannine Plath. Absent were Mr. Brad Crull, Mr. Mike Greenlee, Ms. Emily Gregory and Mr. Mike Wesbecher. Also present was: Mr. Tom Kinser, Mrs. Linda Lammersfeld and Mr. Don Ward.

AUDIENCE TO VISITORS

(No Audience to Visitors)

REVIEW OF MONTHLY FINANCIALS (March)

Mrs. Nelson informed the Committee that the district has yet to receive \$325,973 (which includes categoricals) from the State of Illinois for the 2010-2011 fiscal year. The General State Aid payments have been received timely each month. She explained that she was working with the county clerks on the PTELL (Property Tax Extension Law Limit) levies, and Boone County believes the district will receive the first half of the levy in June. The 2011-2012 budget will be decreased by approximately \$200,000 because student registration will not occur until July. The ARRA funds have been received and will be included in the amended 2010-2011 budget. A remaining claim of \$162,270 will be filed at the end of June to help next year's budget. She added that the CIC (Community Involvement Committee) has earned approximately \$14,000 plus concessions. The district is running on budget in salaries, expending 75.6%, and benefits are 68.7% of the budget. The purchase of Smartboards for Poplar Grove Elementary was 186% of the budget but will be offset by the contribution from the North Boone Education Foundation. In total, the Education Fund has received 89.7% of the budgeted revenues and has expended 75.2% of the budgeted expenses.

In the Operations & Maintenance Fund, rental income is at 156% of budget. Salary costs have expended 73.8% of the budget and benefits are 69.5%. Purchased services are at 73.8% of budget and supplies at 69.8%.

As of the end of March, the state had \$351,592 vouchered in the Transportation Fund but unpaid. Salaries are under budget due to the donations made by the bus drivers. Purchased services are at 64.7% of budget and supplies at 61.8%. The district abated the taxes for the Alternative Revenue Bonds for the Transportation/Administration Building.

Two projects are out for bid in the Construction Fund, i.e., window replacement and roof at Poplar Grove Elementary.

The Tort Fund includes liability insurance which is up for renewal July 1.

Some work on the buildings has been identified in the Life Safety Fund to be done this year.

Overall, expenses to date were at 75% of the budget, and the 2010-2011 budget will be amended to include changes in state payments.

OTHER ITEMS FOR DISCUSSION

Policy 4:80

To complete the audit, the district must include a paragraph in the Administrative Procedure for Policy 4:80 to include a paragraph on capital assets. The Administrative Procedure will be brought back to the next Committee meeting for review.

Mrs. Zwart asked administration to develop a list of every point where cash enters the district to ensure that all cash controls are in place.

Mr. Kinser suggested the Committee review the cash receipt procedures and perhaps tightening them up, and make them consistent for all athletics throughout the district.

FY11 Budget

Mrs. Zwart stated that she wanted to be sure where the district was regarding tax payments and when the next tax receipt would be received.

Dr. Baule added that General State Aid may be prorated starting this month, which is a significant change.

FY12 Budget

There have been no dramatic changes in the assumptions for next year's budget since the five-year projections were developed on March 8.

Miscellaneous

(No Miscellaneous items.)

ANNOUNCEMENTS

The next Business Services Committee meeting was scheduled for 5:30 p.m. on May 9, 2011 at the Transportation/Administration Building.

The meeting adjourned at 6:15 p.m.

Submitted by:

Laura Zwart, Chairperson