

**PCA Citizens Budget Oversight Committee**

**Meeting Minutes**

**January 26, 2023**

**2:00pm**

**Meeting was conducted through a Zoom Video Call**

Present: Bill Bentz, Denise Stouffer, Brandon Paris, Rachael Straightiff, Chuck Mosher, Richard Riggs, Kale English, Jeanine Martin

Revenue:

- The school has received 94.43% of its funding as of December 31<sup>st</sup>, 2022.
- The following appropriations were added to revenue and are shown as unallocated in expenditures –
  - State – 4 Hour Driver Training (05109) for \$1,101.84
  - State Certified Training (05318) for \$2,214
- Technology Block Grant (05235) decreased to \$15,392 due to state funding adjustments.
- Local District Carryover (98000) increased by \$96,177.82 since last month. However, Local District Carryover has had an overall decrease of \$287,870.54 since July of this fiscal year.

Expenditures:

- PCA is 50% into the school year and overall expenditures are at 36.86% which is approximately 13.14% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 45.08% which is 4.92% under the actual percentage.
  - Last month PCA's expenditures were at 30.81%, which was 10.85% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 37.74%, which is 3.92% under the actual percentage.
- In the Transportation Department, expenditures are currently at 38.02%, which is 11.98% under the actual percentage for this month in the Charter Transportation (05177) budget.

- The following accounts were noted due to shifts in the Transportation Department's budget -
  - Instructional Supplies (56150) was added to the budget for \$2,000.
  - Equipment & Maintenance Supplies (56210) was decreased by \$2,000.
  - Equipment Supplies & Maintenance Materials (56211) was added to the budget for \$8,000.
- In the Cafeteria Department, expenditures are currently at 45.96%, which is 4.04% under the actual percentage for this month.
  - The Cafeteria Department currently has a projected surplus of \$40,817.91.
  - The following accounts were noted due to shifts in the Cafeteria Department's budget -
    - Administrators (56155) was increased by \$12,178.15 due to disciplinary issues in the café causing additional support from school administrators.
    - Computer Supplies (55052/55073) increased by \$1,800.
- The following accounts were noted during the meeting due to shifts in the budget –
  - Vacation Payout (51008) was added to the budget for \$2,803. This is due to an employee retiring as of January 1, 2023. The expense will be shown on next month's CBOC report and PCA will be reimbursed by the State of Delaware for this amount.
  - Sick Leave Payout (51009) was added to the budget for \$4,871. This is due to an employee retiring as of January 1, 2023. The expense will be shown on next month's CBOC report and PCA will be reimbursed by the State of Delaware for this amount.
  - Administrators (51155/51168/51169) decreased by \$12,178.15 due to this budget shifting to the Cafeteria Department.
  - Computer Services (55052/55073) decreased by \$15,000.
  - Insurance (55452) increased by \$5,000.
  - Water/Sewer (55200) decreased by \$19,249.
  - Electric (55205) increased by \$29,467.44.
  - Natural Gas (55206) decreased by \$3,718.44.
  - Loan – Principal Payment (55629) increased by \$93,607.90.

- Loan – Interest Payment (55630) decreased by \$18,324.13.
  - Clothing & Linens (56120) decreased by \$5,000.
  - Custodial Supplies (56141) increased by \$11,000.
- The PNC Bank Statements were reviewed for this month. The checks that were discussed last month were deposited. The first check was for \$500 to PCA's general account. The second check was for \$38.40 for a ballet fundraiser which will be reimbursed from ballet to petty cash.
- PCard Reconciliation was reviewed for this month.
- PCA provided an update on the Expansion Project. If PCA wishes to move forward with the bond re-financing, PCA will have to decide in March to update the bonds for June. Additionally, there plans to be a presentation and updated budget for the Expansion Project by CCC at February's Board of Directors meeting. Lastly, PCA proposes the purchase of an Energy Recovery Ventilator at January's Board of Directors meeting as there is a six-month supply chain delay.

**Next Meeting: February 23, 2023 at 2:00pm**