

PCA Citizens Budget Oversight Committee
Meeting Minutes
January 25th, 2024
2:00 p.m.
Meeting was conducted through a Zoom Video Call

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

Revenue:

- The school has received 94.56% of its funding as of December 31st, 2023.
- The Unit Formula anticipated revenue decreased \$6,385,591 due to changes in health insurance from the original projections. This is also reflected as a decrease in health insurance costs under expenditures.
- Technology Block Grant increased to \$16,024.
- Education Sustainment Fund increased to \$119,730.
- Operations II (00609) FY23 was funded for \$73,636.68 for Yearlong Teacher Residency. PCA was approved for three residents through Relay Graduate School of Education. Despite continuous efforts, PCA was only able to hire one Yearlong Teacher Resident for this school year which will account for 27,874.05. The remaining \$48,762.63 was put into unallocated as PCA can only use these funds on Yearlong Teacher Residents.
- Local Carryover decreased to \$1,257,047.15. PCA has a current budget of \$1,814,458.74 for expansion related expenses, which consumes more than the local district carryover. Without accounting for expansion related expenses, PCA would have an approximate surplus of \$248,694.33.
- Interest rates for December 2023 and January 2024 were included for review. PCA received \$10,390.67 in December and \$13,930.72 in January for interest income.

Expenditures:

- PCA is 50% into the fiscal year and overall expenditures are at 51.30% which is approximately 1.30% over the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 47.54% which is 2.46% under the actual percentage.
 - Last month PCA's expenditures were at 41.15%, which was 0.51% under the actual percentage, including unallocated. If the capital expenditures and unallocated funds were removed, PCA's overall expenditures as of last month were 37.96%, which is 3.70% under the actual percentage.
- The following salary and OEC lines were noted for adjustments greater than \$5,000. These adjustments were made based on current staff and anticipated payroll expenditures in FY24.
 - EPER Misc (51111) increased from \$9,000 to \$18,000.
 - Substitutes General - Substitute Nurse and Clerical (51197) increased from \$21,000 to \$29,000.
 - Teachers (51102/51100) decreased from \$2,560,349.36 to \$2,395,593.04.
 - Instructional Support (51137/51122) decreased from \$93,508 to \$81,790.24.
 - Administrators (51150/51155/51168/51169) decreased from \$364,866.65 to \$357,770.88.
 - Custodian (51175/51176) decreased from \$215,543.48 to \$208,319.34.
 - Expansion Consultant (51178) was added for \$5,000.
 - Pension/Employer Share (52001) decreased from \$932,749.10 to \$900,140.58.
 - Health Insurance/Employer Share (52002) decreased from \$914,172.64 to \$823,410.84.
 - Social Security/Employer Share (52006) decreased from \$265,581.41 to \$253,229.85.

- The following expenditures were noted as being adjusted for \$5,000 or more in the general budget -
 - Tuition Reimbursement (55381) increased from \$40,000 to \$47,500.
 - Utilities – Water/Sewer (55200) decreased from \$21,120 to \$10,000.
 - Utilities – Electric (55205) decreased from \$135,669.31 to \$127,500.
 - Utilities – Natural Gas (55206) decreased from \$25,000 to 12,500.
 - Loan – Principal Payments (55629) decreased from \$251,772.69 to \$200,000.
 - Loan – Interest Payments (55630) increased from \$451,386.22 to \$497,396.83.
 - Custodial Supplies (56141) increased from \$30,000 to \$50,000.
 - Refrig/Air Condit/Heat (57310) was added for \$56,000.
 - Capital Outlay increased from \$55,000 to \$94,000. By increasing this line, PCA has allocated \$150,000 in Capital Outlay outside of the Expansion Project.
- In the Transportation Department, expenditures are currently at 55.49%, which is 5.49% over the actual percentage for this month in the Charter Transportation (05177) budget. Transportation had the following changes -
 - Fuel (56181) decreased from \$85,000 to \$55,000.
 - Maintenance Contractual – Labor and Materials (55508/55510) increased from \$50,000 to \$65,000.
- In the Cafeteria Department, expenditure is currently at 43.61%, which is 6.39% under the actual percentage for this month. The Cafe Department had the following changes this month -
 - Food (56111) decreased from \$240,000 to \$215,000.
- The PNC Bank Statements were reviewed for this month.
- PCard Reconciliation was reviewed for this month.
 - PCA is requesting to increase the PCard from \$10,000 to \$30,000 at least through the end of April. PCBT was previously approved by the PCA Board of Directors for a trip to RDA which costs over \$15,000. While PCBT will fund this project, PCA would like to request the increase of the PCard to account for this.
- Denise Stouffer provided an update on the construction project including updates on the downspouts, flooring, refunds, and windows.

Next Meeting: February 22nd, 2024 at 2:00 p.m.