

PCA Citizens Budget Oversight Committee

Meeting Minutes

November 22, 2022

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 77.61% of its funding as of October 31st, 2022.
- Unit Count has been completed with no disputes at this time.
- The State Unit Formula was updated based on the staff regeneration \$5,341,028. This will increase after the next regeneration due to new employee's health insurance funding.
- The State of Delaware 27th Pay was added for \$137,250.63. This is estimated based on the information we have received for having an extra pay in FY2023.
- Local District Funding was updated to \$1,245,696.33. This should be the final number for FY2023.
- Local Food Service was updated to \$288,000 based on updated café projections.

Expenditures:

- PCA is 33.33% into the school year and overall expenditures are at 24.65% which is approximately 8.68% under the actual percentage for this month. If the capital expenditures and unallocated funds are removed, PCA has overall expenditures of 32.70% which is 0.63% under the actual percentage. Last month PCA's expenditures were at 18.76%, which was 6.24% under the actual percentage, including unallocated.
- In the Transportation Department, expenditures are currently at 24.75%, which is 8.58% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - The Maintenance account (55507) is running slightly high at 46.47% due to bus repairs this year. This is largely due to the Blue Bird busses that we are transitioning away from.

- In the Cafeteria Department, expenditures are currently at 29.01%, which is 4.32% under the actual percentage for this month.
 - The Cafeteria Department currently has a projected surplus of \$113,769.35.
 - The Food Account for the Cafeteria Department was increased to \$207,000 due to the increased cost of food this year.
- The following accounts were noted during the meeting as the expenditure percentage is higher than where we are in the fiscal year –
 - Substitutes General (51197) is used for substitute nurse services. This is currently at a higher percentage because the account has not increased with the \$9,000 grant funds that are unallocated at the moment.
 - Telecommunications (55125) will be increased due to the need for additional radios that were purchased. This ensured that all staff had a radio and will be increased next month.
 - Advertising (55610) will be increased next month due to advertisements related to the Expansion Project at the beginning of the year.
- The PNC Bank Statements were reviewed for this month.
 - PCA will be writing a petty cash purchase in December of 2022 to reduce the account. This is due to the account being higher than necessary and that we are required to have a transaction every six months. We recommend writing a check to Providence Creek Academy to go to general funds or a Cheer Competition to reduce the amount to \$1,500 for approved PCA purchases.
- PCard Reconciliation was reviewed for this month.

Next Meeting: December 19, 2022 at 2:00pm