

PCA Citizens Budget Oversight Committee
Meeting Minutes
April 23rd, 2026
2:00 p.m.
Meeting was conducted through a Zoom Video Call

Present: Bill Bentz, Denise Stouffer, Jeanine Martin, Rachael Straightiff, Richard Riggs, Kale English

Revenue:

- PCA has received 99% of its revenue for this fiscal year and expects to receive all additional revenue from the remaining accounts:
 - Local District Funding Mics.:
 - Upon the Business Manager leaving for Parental Leave, PCA received a check for approximately \$103K which was re-deposited into PCA's account in error. This was then re-processed from the local Citizen's Bank account to transfer the funds to PCA's PNC Bank Account, as noted in our PNC Bank Statement, for PCA's mortgage.
- PCA's required contingency was reduced from \$260,957.45 to \$221,212.60 based on information received by Brook Hughes with DOE. Based on this information, the required contingency from the state is 2% of state funding from Tuition, Charter Bill, Operations, and Transportation as noted on page 13.
 - As of March 31st, PCA's contingency was \$348,044 which is \$126,831.74 above the required contingency.

Expenditures:

- PCA is 73.08% into the fiscal year, and overall expenditures are at 69%, which is approximately 4.8% under the actual percentage for this month.
 - PCA's overall expenditures were at 62% last month, which was approximately 4.6% under the actual percentage for this month.
- In the Transportation Department, expenditures are currently at 78%, which is 4.92% over the actual percentage for this month in the Charter Transportation (05177) budget.
 - There is \$78,501.26 in unallocated funds for transportation which will be consumed by summer payrolls for the Transportation Department which will occur in FY27.
- In the Cafeteria Department, expenditure is currently at 75%, which is 2.08% over the actual percentage for this month.
 - PCA will be finalize the last indirect costs for the cafeteria by charging the department for their portion of insurance by the end of the month.
- The following expenditure lines were noted during the meeting:
 - Paraprofessionals:
 - This line was decreased by \$51,743 based on staffing changes in the department.
 - OT, PT, Psych, Speech, Farm Therapy:

- As noted in last month's meeting, this line was increased by \$74,277.10 based on current expenditures and anticipating expenditures of approximately \$20k per month for the remainder of the year as noted on page 10.
- Security Supplies:
 - This line was increased by \$9,100.84 based on PCA's award of the Cell Phone Pilot Grant to improve our security cameras. As noted on page 11, this project was paid through Safety & Security Funds and the Cell Phone Pilot Grant.
- Food:
 - PCA's US Foods Purchase Order charged the general operating department, in lieu of the cafe, for purchases. These will be corrected and the line return to under budget by next month's meeting.
- PCBT Expenses have been reviewed for this month.

PNC Bank:

- The PNC Bank Statements were reviewed for this month.

P-Card:

- PCA PCard Reconciliation was reviewed for this month.
- PCBT PCard Reconciliation was reviewed for this month.

Preliminary Budget FY27:

- The Preliminary Budget was presented to CBOC prior to going to the Board of Directors the following week.

Next Meeting: May 20th, at 2:00 p.m.