

**PCA Citizens Budget Oversight Committee**  
**Meeting Minutes**  
**December 18<sup>th</sup>, 2025**  
**2:00 p.m.**  
**Meeting was conducted through a Zoom Video Call**

Present: Bill Bentz, Denise Stouffer, Richard Riggs, Joe Rogerson, Brandon Paris, Jeanine Martin, Rachael Straighttiff

Revenue:

- PCA has received 73% of its revenue for this fiscal year.
- Unit Formula FY26 (05213) is anticipated to exceed the preliminary budget of \$8,313,088.
- State Technology Block Grant FY26 (05235) has been finalized at \$17,292.
- Yearlong Teacher Residency (YLTR) was decreased to \$33,002.35 based on anticipated grant expenditures. PCA has two teacher residents who will begin their residency in January which reduces both the revenue and expenditures related to the grant as it is for a half year.
- Local Tuition Funding (91050) has increased to \$145,194.10 based on information received from DOE.
- PCA was awarded the School Cell Phone Pilot FY26 (08922) for \$10,985.70 for upgrading the Upper School camera system.
- PCA has received its Consolidated Grant funds for this fiscal year which is reflected in the revenue section.
- PCA has a preliminary contingency that increased to \$266,370.68 which is slightly above the required contingency of \$259,957.35.

Expenditures:

- PCA is 41.67% into the fiscal year, and overall expenditures are at 41%, which is approximately 0.67% under the actual percentage for this month.
  - PCA's overall expenditures were at 31% last month which was approximately 2.33% under the actual percentage for this month.
- In the Transportation Department, expenditures are currently at 48%, which is 7% over the actual percentage for this month in the Charter Transportation (05177) budget. This is largely due to the department being charged for 100% of annual costs for items such as administration, clerical, custodial, and computer services.
  - As of October 31<sup>st</sup>, there is \$90,928.27 in unallocated funds for transportation. This is anticipated to be spent on summer payrolls, approximately \$83,000, for time worked in SY25/26 and the purchase of an additional school bus as approved in the last PCA Board of Directors meeting.
- In the Cafeteria Department, expenditure is currently at 45%, which is 4% over the actual percentage for this month. This is largely due to the department being charged for 100% of annual costs for items such as administration, clerical, custodial, and computer services.

PNC Bank:

- The PNC Bank Statements were reviewed for this month.
- The petty cash account has been closed which will be reflected in November's statement reviews. PCA is working with PNC to be reimbursed for banking fees.

P-Card:

- PCA PCard Reconciliation was reviewed for this month.
- PCBT PCard Reconciliation was reviewed for the month.
  - Page 26 notes an email from Stephanie Artigliere who accidentally used the PCBT PCard to make a personal purchase on Amazon. She immediately notified Denise Stouffer and Brandon Paris along with submitting the attached reimbursement to cover the fee. Stephanie has since separated the accounts in Amazon to ensure that this does not happen in the future.

**Next Meeting: January 22<sup>nd</sup>, 2026 at 2:00 p.m.**