

**PCA Citizens Budget Oversight Committee**  
**Meeting Minutes**  
**November 20<sup>th</sup>, 2025**  
**2:00 p.m.**  
**Meeting was conducted through a Zoom Video Call**

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

Revenue:

- State funding still remains below anticipation due to issues with the data conversion to DSC but is anticipated to reach the full amount. PCA has been in communication with the DOE, specifically Brook Hughes, to resolve issues regarding state funding for employees due to the transition to DSC.
- PCA has received 70% of its revenue for this fiscal year.
- PCA has received its local funds from all school districts except Appoquinimink.
- PCA anticipates that tuition funding and mid-year unit count will be continued this fiscal year but is seeking guidance from DOE on how this is calculated.
- Unique Alternatives is still expected to revert as the eligible student has graduated from PCA.
- PCA has a preliminary contingency that decreased to \$226,765.39 which is slightly below the required contingency of \$259,975.72.

Expenditures:

- PCA is 33.33% into the fiscal year, and overall expenditures are at 31%, which is approximately 2.33% under the actual percentage for this month.
  - PCA's overall expenditures were 22% last month which was approximately 3% under the actual percentage for this month.
- In the Transportation Department, expenditures are currently at 29%, which is 4.33% under the actual percentage for this month in the Charter Transportation (05177) budget.
  - As of October 31<sup>st</sup>, there is \$91,028.27 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 27%, which is 6.33% under the actual percentage for this month.

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 was reimbursed for all banking fees.

P-Card:

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

**Next Meeting: December 18<sup>th</sup>, 2025 at 2:00 p.m.**