

PCA Citizens Budget Oversight Committee
Meeting Minutes
October 23rd, 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

Guest presenters: John Chartrand, Laura Wisler, Andrew Hoard

Revenue:

- School Safety and Security funds were received in 2 appropriations for a total of \$44,280.00
- State funding still remains below anticipation due to issues with the data conversion to DSC. PCA has been in communication with the DOE and are monitoring it closely for the December 1 close.
- Local revenue has begun coming in very slowly. As of 9/30, only one school (Caesar Rodney) has completed their 35% preload. As of today an additional 3 schools (Lake Forest, Milford, & Smyrna) have paid their preload amounts. We are still waiting for the remaining 4 districts (Appoquinimink, Capital, Christina, & Colonial) to process their preloads.
- Unique Alternatives will revert as the student that qualified for these funds has since graduated from PCA.
- PCA has a preliminary contingency that increased to \$243,941.81 which is slightly below the required contingency of \$259,999.49.

Expenditures:

- PCA is 25% into the fiscal year, and overall expenditures are at 22%, which is approximately 3% under the actual percentage for this month.
 - PCA's overall expenditures were 14% last month which was approximately 2.66% under the actual percentage for this month.
- In the Transportation Department, expenditures are currently at 24%, which is 1% under the actual percentage for this month in the Charter Transportation (05177) budget.
 - The committee discussed purchasing a 2nd bus this fiscal year giving us two 2026 busses and allowing us to capture ~\$30,000 in savings before annual price increases. This purchase would come from the transportation contingency and reduce it to ~\$91,000 leaving ~\$83,000 available for any additional expenses and summer payrolls.
- In the Cafeteria Department, expenditure is currently at 15%, which is 10% under the actual percentage for this month.

PNC Bank:

- The PNC Bank Statements were reviewed for this month.
- We discussed follow-up on the fees being assessed and closure of the petty cash account.

P-Card:

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

FY25 Audit:

- The annual audit was provided and discussed that there were no findings and PCA is in a strong financial position.

Next Meeting: November 20th, 2025 at 2:00 p.m.