

PCA Citizens Budget Oversight Committee

Meeting Minutes

May 21st, 2020

Meeting was conducted through a phone conference

Present: Bill Bentz, Richard Riggs, Brandon Paris, Rachael Straightiff, Denise Stouffer, Chuck Mosher, Brenda Cowell, Courtney Dowell

Revenue:

- Three Budget Changes:
 - Year Long Residencies (05400) has been added in the April report for \$5,640.
 - 99.91 % of Food Service revenue was received. While we believe that we may have a small increase due to families paying their outstanding café bills, it is most likely we will not get to 100% in this line item.
- Local District Carryover reduced to \$30,559.45. This should to reduce to \$0 for next month based on preliminary projections of State reimbursements for vacation and sick leave payouts.
- Local District Funding is \$18,203 above budget as a result of a higher interest rate payments to the school. .
- Local Special Funds may change if summer camp, ballet, etc. is not conducted. The Board approved a refund to the facilities payment of \$2,020 to ballet last month due to the fact that the program is not able to use the facilities at this time. (COVID)
- PCA has received more in Local Facility Use and Federal Funds than budgeted.
- The school has received 99.48% of our funding.

Expenditures:

- PCA is 83.3% into the school year and our overall expenses are at 79.74% which is 3.6 % under the actual percentage of the year. Last month (March) we were at 71.75% which is 3.25% under the actual percentage of the year.
- The school has paid 22 of 26 pays of the year and are under percentage expenses for salaries and OECs.
- The only categories over are food service and transportation due to budget reductions. These categories should not go over 100% through the fiscal year.
- Reimbursement for sub-family leave (05389) was submitted April 30th and the money will be refunded to the account by the state.
- The Ed Sustainment Fund (05289) has been un-encumbered and reduced as of May 21, 2020. Approximately \$18,000 has been expended since April 30 from this account as well. All money will be expended by June 15th, to give leeway to the end of June.
- We are currently working with the state grant coordinator for Teacher Residency Grant, which was loaded this month. This has an end date of June 20, 2020 to be expended. We believe that

this is the incorrect end date because this portion of funding is for planning of the Teacher Residency Grant. This money cannot be encumbered as well.

- Operations (05213) for FY19 shows \$4,338 as of the April 30th, 2020 report. This money has been expended as of May 21, 2020 for a portion of the bond finance fee.
- Driver trainings (05138 and 05193) is money that is given to the school by the State of Delaware for our bus drivers. The \$68.87 from 05138 will be expended due to a training already completed but the \$796.17 from 05193 will likely revert since the trainings cannot occur due to COVID-19.
- The FY19 Title funds that were loaded this spring have been expended as of today.
- Cafeteria has a deficit of \$91,947.35 with no pending reimbursements. This is brought to a positive \$64,104.26. The budget was reduced to \$326,506 due to reduction in expenses and revenue.
 - The following items have had budget changes –
 - Computer Services (55073) had a previous budget of \$0 and is now \$1,695 to show 100% of the line item expended.
 - Equipment Maintenance and Repair (55507) was reduced from \$8,000 to \$4,000 due to a reduction in expenses.
 - Training (55667) was reduced from \$5,270 to \$0.
 - Food (56111) was reduced from \$115,000 to \$98,000 for a \$17,000 decrease.
 - Cafeteria Equipment has been increased from \$14,594 to \$19,816.24 to match expenses.
- Transportation had a reduction in revenue and expenses to bring the budget to \$526,863.
 - Bus Driver Salary Special Trips (51108) reduced from \$6,000 to \$1,500 for a reduction of \$4,500.
 - Bus Driver Salary (51151-51181) was \$225,628 to \$190,395 for a reduction of \$35,232.81.
 - Maintenance – Contractual (55507-55508) was reduced from \$60,000 to \$40,000 for a reduction of \$20,000.
 - Advertising (55610) from \$5,000 to \$1,000 for a reduction to \$4,000.
 - Fuel (561818) was reduced from \$50,000 to \$25,000 because there will be no more additional fuel bills for busses.
 - Equipment and Maintenance Supplies (56211) was reduced from \$10,000 to \$1,000 for a reduction of \$9,000.
 - Educational Assistance (55063) account will show a reduction due to a coding error. This will be re-coded and shown on next CBOC meeting.
- The total expenses were reduced largely to reflect the decrease in cafeteria expenses.
- The June report will reflect any final changes to accounts showing greater than 100% expenditure.
- The Preliminary FY21 Budget was shared –
 - The school is proposing at the end of fiscal year FY20, the bond payment will be paid instead of in FY21 fiscal year. This will give us an additional \$170,000 to reduce the

mortgage by for FY21, which gives room in case the State reduces the school's funding. This may change and we are currently working with Wilmington Trust on this matter.

- This includes conducting the second bump for teacher's salaries so they are at 95% of Smyrna School District's pay scale. Beyond teacher's salaries, it is being proposed that a 1% increase be included for other positions with a few exceptions.
 - Local Districts funding may be different because this is based on school expenditures from the previous year.
 - This preliminary budget does not include FY21 grants that were awarded because it will be money in and money out. Funding sources, such as Technology Block Grant and Ed Sustainment Fund, have been kept because they have been around for so long.
 - For the state unit formula, the same number was kept from FY20 to FY21.
 - Local District Funding has the amount of district funding for FY20 without interest.
 - For Food Service, Local Special Funds, and Transportation the budget has remained the same. Food Service has a reduction to account for the one time equipment grant that was awarded in FY20.
 - Facility Use will have a larger carryover than was carried over from FY20, which is why the budget is higher.
 - For Title Funds, the preliminary amount is the amount awarded in FY20 since we do not have the numbers yet.
- The PNC Bank Statements were reviewed for this month.
 - P-Card Reconciliation was reviewed for this month.

Next Meeting: June 18th, 2020 at 2:00pm over Zoom and Conference Call.