Brandywine School District
District Finance Committee
Minutes of the Meeting of April 7, 2020

Members Present: James Hanby (Chair Person), Chuck Landry, John Skrobot, III, Matt Auerbach, Victor Ferzetti, Jack Vinokur, Chris Milionis

Members Absent: Susan Koski

Other District Representatives Present: Jason Hale, Chief Financial Officer, Angie Thomas, Business Specialist

The meeting was called to order by Mr. Hanby at 5:01 P.M.

I. Approval of Minutes – March 11, 2020 Meeting

The minutes of the March 11, 2020 meeting were introduced for review and approval.

A motion to approve the minutes was introduced by Mr. Landry; seconded by Mr. Auerbach. Approved unanimously.

II. March 31, 2020 Financial Report

The March 31, 2020 financial report set was introduced for review. Dr. Hale led the committee through the reports.

a. Revenue Report

The district has received 89% of state revenue and anticipates receiving the remainder of the funds for salaries and state transportation before the end of the fiscal year.

The district has received 97% of local revenue. The district will receive over 100% on the Current Expense Tax because it has not yet received the senior tax credit.

The district is doing exceptional with the interest income as it came in much higher than anticipated.

School Nutrition will see a revenue reduction because of the loss of ala cart sales. However, they are currently running meal programs that are reimbursable through the Federal Government.

School Nutrition normally operates at a profit. This past year was one of the first year’s they did not operate at a profit because of the number of schools that are one hundred percent eligible for free and reduced lunch.
b. **Operating Unit Expenditure Report**

Everything is looking good regarding expenditures. All of the expenditures are over 50% at this point.

As previously discussed Special Education continues to run over budget.

Local salaries are running about $3.5 - 4% under budget.

The Special School Tuition Payments that show on the prior year expenditure report are not from the prior year but instead prior year money that the state gives the district. For example, instead of the state putting the money in an FY 20 appropriation they put it in an FY 19 appropriation. They have to do it that way because of Federal regulations. The Special School Tuition payments do not include Kingswood and Parkway payments as they are handled through transfers not expenditures.

c. **Cash Flow**

The projected carryover balance for June 30, 2020 is $10.3 million. This projection may go up because of the Covid-19 Pandemic. There will be a reduction in EPER and reported time salaries. Depending on what happens with the school year the district may also see a reduction in contracted services, fuel, wear and tear on buses, etc.

The carryover balance is good and there has been no indication from the state that they are planning any budget cuts.

A motion to approve the March 31, 2020 Financial Report was introduced by Mr. Vinokur; seconded by Mr. Ferzetti. Approved unanimously.

III. **Board Meeting Follow Up**

Lincoln Hohler was appointed Superintendent of Brandywine School District.

The February 29, 2020 Financial Report was approved.

IV. **Other Business**

It is possible that the FY 2021 Preliminary Operating Budget may have to be delayed a month or so because of the Covid-19 Pandemic since there are so many unanswered questions right now.

The tax rate will not increase in FY 2021. The Tax Warrant will be presented to the Finance Committee and Board of Education in June.

The district is currently seeking guidance from the Division of Accounting regarding refunds for field trips and facility use cancellations.

Federal funds do not have the same fiscal year as state funds so they do not end on June 30, 2020. All funding will be looked at to make sure it is being expended in a timely manner.
The next Finance Committee meeting will be held on its regularly scheduled date of May 13, 2020.

A motion to adjourn was introduced by Mr. Landry; seconded by Mr. Skrobot. Approved Unanimously.

The meeting adjourned at 5:57 P.M.

This meeting was held via Zoom because of the Coronavirus Pandemic.

Respectfully submitted by Joni Ciolko, Senior Administrative Assistant