

## Finance Committee Meeting Tuesday-April 19, 2016

### CBOC Members Present:

Patrick Davis  
Jen Scott  
Trish Oliphant

Carla Costa  
Allen Stafford

Chris Benjamin  
Dean Swingle

1. FY16 YTD financial reports distributed and discussed.
2. FY16 Budget Update
  - a. Total YTD revenues = 99.89%
  - b. Total YTD expenses = 72%
  - c. Would like to expend a large portion (amount to be determined at next meeting) of anticipated surplus on FY17 needs to offset possible shortfall.
3. Preliminary FY17 Budget
  - a. Draft distributed and discussed

#### i. Last year's preliminary revenue estimates vs. actuals

Source	Prelim Rev Generator	Prelim Per Unit	Final Budget
State	\$4,459,296	\$4,623,260	\$4,741,378
Local Districts	\$1,175,000	\$1,107,118	\$1,237,056
Federal	\$130,360	\$130,360	\$150,336
Other	\$246,500	\$246,500	\$357,000

- b. Three revenue estimates shared
  - i. Using revenue generator excel spread sheet from Charter Office several years ago but with updated (2016) data
  - ii. Using the average per student revenue from fiscal years 2014 through 2016
  - iii. Using the per unit amount for FY16
- c. Expenses
  - i. Personnel expenses are above the historical portion of the budget and include \$487K for new positions-- Athletic Director (11 months), SpEd Coordinator, 2 additional HS teachers, 1 Aquatics Coordinator and lifeguards, 4 additional custodial positions, 1 clerical, and part-time nurse. Also, pension expenses increased 1.38% from FY16.
  - ii. Personnel expenses reflect an average 1.5% salary increase for all employees.
  - iii. Supplies and materials as submitted by staff- this can be reduced by as much as \$58,616.

- iv. Most other expense categories are aligned with historical data except for supplies and materials which is below, but the Foundation is buying the furnishings, including SmartBoards, for the middle school wing.
  - v. Should we consider omitting annual employee recognition or revisit incentive plans. Establishing a subcommittee will be discussed at Board meeting.
4. Student Fees
- a. Activity- no increase recommended for FY17
    - i. Year book increase from \$30.11 to \$34.13.
    - ii. Lab- high school science consumables approximately \$5 per student. Middle school consumables are included in kits that we get through the science coalition.
    - iii. Middle school-wide expeditions have been underfunded for the types of activities that the teachers need to do.
  - b. Athletic Fee- discussion tabled until Athletic Director is on board.
  - c. Lunches-
    - i. New lunch price from Preferred Meals = \$3.2211 per meal for both middle and high school lunches. Milk costs in FY16 averaged \$0.255 per serving. Total FY17 lunch cost to Sussex Academy is \$3.4761.
    - ii. Additionally, we purchase paper products and utensils separately. Current meal price is \$3.00 for middle school and \$3.50 for high school.
    - iii. Committee will recommend change in student lunch price to \$3.75 and staff lunch price to \$4.25. Milk prices will remain the same.
5. USDA Quarterly Report will be forwarded to Dover office by week's end.
6. Review of Sussex Academy Financials Oversight
- a. Director of Finance & Operations will bring binders to CBOC meeting containing PCard transaction reports and FSF reports.
7. Need for a capital improvement plan discussed. GMB will be contacted about cost of a long term reserves study.

Next meeting- May 17, 2016 at 3:30 p.m.