

Minutes

RSU13 Finance Committee

March 20, 2014

	Finance Committee		Committee		Visitors
P	Don Robishaw - Chair				
P	Sherm Hoyt	P	Scott Vaitones		
E	Marla McGeady	P	Michael Wilhelm		
P	Christine Curtis	P	Steve Roberts		
P	Present	A	Absent	E	Excused

1. New Business -

a. Signed Warrants

b. Reviewed month of February:

i. General Fund - Revenues & Expenditures

It was noted that the copier lease last month was overspent by \$41,000. Scott Vaitones: I found a lease for computer printers had been posted to the copier accounts and have moved the cost to where it was budgeted.

It was noted there are some Maine State Retirement (MSRS) accounts with expenditures but no budgets.

Scott Vaitones: When the budget was first put together, we budgeted for the new MSRS cost under benefits. Once the cost became real, the State told all schools that the cost for MSRS had to be a separate code from other benefits. Thus, we had to develop several new codes and fund the budget for that code from benefits. As of 3/23, 2014 all MSRS accounts in the General Fund should have budgets.

Do we need to up the number of gallons of fuel we are committing to on our yearly bid?

Scott Vaitones: For purposes of the bid I tend to under estimate our usage. Once we accept the bid we are committed to buying the number of gallons we specified in the year, and if we don't use all the gallons, we still have to pay for the unused oil. The amount of gallons in the actual building budgets total more gallons then our bid. Thus, the extra gallons we may use are billed at the daily market price.

ii. Food Services - Revenues & Expenditures

Breakfast in the classrooms

Scott Vaitones: Currently, the program serves breakfast in the classrooms at Rockland District Middle and South Schools and has greatly increased participation without needing any additional labor.

The High School Café is not large enough to offer opportunities to create a food court environment. The open campus for seniors also means fewer students available for meals. Currently, the area is crowded.

One suggestion is to have more lunch periods than two at OHS-E.

Consider looking at outside contracting.

Scott Vaitones: I believe a company called "The Abbey Group" from Vermont made a proposal to MSAD # 5 about five years ago. I have no further information about what was presented or the outcome.

Outside food service companies work for a profit. Their savings come from staff changes such as cutting hourly rates and benefits as they do not need to follow existing union contracts. It is an area that can become very emotionally charged.

Scott Vaitones created a profit and loss statement at the end of the food services report and it was suggested that he also add a line for the accumulative debt. That will be added.

- iii. Title I - Revenues & Expenditures.
Title II - Revenues & Expenditures
- iv. Title VI - Revenues & Expenditures
- v. Local Entitlement - Revenues & Expenditures

Scott Vaitones reviewed what the Committee was seeing and what the programs contribute for services. Scott also noted that he has had to spend some time in the past couple of weeks addressing some invoicing errors in the Federal programs that happened in December and January. Those have all been resolved at this point and all funds owed the District have been invoiced.

It was noted that we need to adjust the budget lines to line up with the application.

The meeting adjourned at 5:00 PM and the remainder of the agenda will be on the next meeting agenda.

2. Review draft Policies:

- i. Bank reconciliations
- ii. Account Building
- iii. I 9's
- iv. Grant management

3. Discuss Banking Services

4. Other Business

5. Next meeting will be April 10, 2014 at 6:00 PM

6. **Adjourned at 5:00 PM**

Goals for FY14

- Bid out Property and Liability insurances – Scott will notify the Maine School Management Property and Liability Trust that the RSU may leave the Trust effective July 1, 2014. The Trust requires a six-month notification in order for a member to leave.
- Track status of Facilities / Grounds Capital reserve account
- Work with Transportation and Facilities on any large spending projects.
- Follow potential financial impact to RSU 13 if the St. George withdrawal is successful.