

Sanborn Regional School District

Finance Committee Minutes

Sanborn Regional High School, 17 Danville Road, Kingston, NH

Wed September 18, 2019 – 3:45 PM

Committee Members: Jim Baker, Electra Alessio, Jamie Fitzpatrick, Matthew Angell

Attendees:

Jim Baker, Committee Chair - attended remotely

Jamie Fitzpatrick, Committee Member

Electra Alessio, Committee Member

Matt Angell, Business Administrator

Thomas Ambrose, Superintendent

Call to Order:

Committee meeting began at 3:44 PM

Review of Minutes [Wednesday, August 21, 2019](#)

Electra Alessio moved to adopt the minutes as presented, Jamie Fitzpatrick second, all in favor.

Response to Open Items:

Yearbook - [E-mail string](#) - Electra Alessio questioned whether the yearbook committee needs help setting up the yearbook, helping them to create a budget and learn how to lay things out and figure out their financial responsibility. Matt Angell plans to work with this year's yearbook committee to help with the budget/financial planning. Matt would like to see Ellie join a meeting with the yearbook committee to share her expertise.

Committee requested to see the current yearbook budget and how many pages they are set up for.

Jamie Fitzpatrick questioned why, in manifest 8, we are recording payments for climbing equipment and whether the revenues had been received for them yet. Matt Angell explained that the grant has been awarded to the school and a check was received with it.

Matt also informed the committee that there was an error with the original check for the Alertus system and that check has been voided and re-written for the correct amount (less than the original).

Jamie Fitzpatrick questioned why some Mac computers are being purchased. Thomas Ambrose explained that he approved the purchase for Jodi Gutterman's Mac and learned that Tech had ordered another one to replace a Mac that was at end-of-life. In future, any Mac purchases will be approved through Tom before purchase. Tom also

explained that iPads are used for educational purposes for students throughout the district, particularly for Special Education.

Jamie Fitzpatrick questioned the request to purchase 500 Chromebooks. Matt Angell is reviewing this in more detail once he gets through his budget work. Tom Ambrose noted that he has asked Matt Angell to audit Tech and Athletics over the course of this school year in anticipation of hiring new directors of those departments.

Jim Baker requested an explanation of the additional expenditures for the climbing wall. Tom Ambrose explained the purchase of the curtain to cover the climbing was presented to the board, in a previous board meeting, as an expense that would need to be covered by the district, but that it was made clear by the board in a separate board meeting that they did not agree to fund any additional expenses related to the climbing wall by the district. The grantor that paid for the climbing wall has agreed to pay for the curtain, but the board will need to accept that at the evening's meeting.

Revolving Fund Balance:

No comments/discussion regarding the Revolving fund balance report.

[Trust & Revolving Funds Balance Summary - August](#)

August 2019 Budget Reports: - to be linked once reports are generated

[August 2019 Expenditure Report](#), Health/Dental Summary

[August 2019 Expenditure Report](#), Excluding Health/Dental

[August 2019 Revenues Summary](#)

[August 2019 Revenues Detail](#) - Jim Baker questioned what is meant by "Reverse wrong date". Matt Angell and Jamie Fitzpatrick explained that it refers to something that occurred in one fiscal period, but was recorded in another period.

Budget Adjustments:

[Budget Adjustment# 3015](#) - Jim Baker questioned how the process is going of evaluating the information access list. Matt Angell explained that he is currently reviewing every request to make sure it has been approved by the Curriculum Director (Patty Haynes). **Electra Alessio moved to approve Budget adjustment# 3015, Jamie Fitzpatrick second, all in favor.**

[Budget Adjustment# 3029](#) - Jim Baker questioned the increases for FICA and Retirement on the budget adjustment. Matt Angell explained that this adjustment is just a matter of breaking down one line item and distributing among the correct lines/locations. **Electra Alessio moved to approve Budget adjustment# 3029, Jamie Fitzpatrick second, all in favor.**

Public Comments:

No public comments.

Estimated Revenues:

Matt Angell presented the estimated revenues to the committee. He explained that the state budget hasn't passed and so the figures he used for the state revenues are complete guesses. However, if he doesn't file this form, the towns of Newton & Kingston

can't get in the cue and the tax rate can't be set. The tax rate is usually set in late October/early November. Electra Alessio questioned what will happen when the state budget is passed. Matt explained that he can revise the numbers in his report at that time. Matt discussed that he anticipated a reduction in revenues of \$359,463 over last year (this includes the following are increases over last year: Tuition - \$143,000, Earnings on investments - \$15,000, Impact Fees - \$89,870). When the tax rate is determined \$87,642 is going to go toward Kingston, \$22,914 will go toward Newton. Matt is showing a reduction of \$25,130 over last year for School Building Aid, which he explained is normal. Kindergarten Aid is estimated at \$84,000, which is a complete guess that he is basing off what has been received so far this year (\$22,000). He has put Catastrophic Aid at \$200,000, which is a \$17,000 reduction compared to last year - also a complete guess at this point. Medicaid is budgeted at \$10,000 due to a rule change regarding a physician being required to sign off on IEP's (we do not have a physician on staff). Use of Fund Balance - down \$490,976 over last year because of the vote by the board to set aside \$400,000 at the end of last fiscal year. Matt explained the board has until the tax rate is set to release those funds to reduce the tax rate (late October). Matt expressed his preference not to release it so that the tax rate can be smoothed out, particularly for future years. Matt's estimated tax rates (guess based upon last year), local and state combined, for Kingston \$17.39 (\$1.02 or 6.23% increase over last year) and \$22.01 for Newton (1.38 or 6.69% increase over last year) - these increases are a direct result of increase of appropriations of \$1.1 million and a reduction of local revenues of \$359,000. The tax impact to a taxpayer with an assessed value of \$300,000, in Kingston is \$5,217, and in Newton \$6,603 - increase of \$306 for Kingston and \$414 for Newton. **Matt will email his document to the committee.** Matt explained that the tax base between the two towns is completely different. Kingston has more of a commercial base than Newton. Matt reminded everyone that these are all estimates, based on guesses and so the tax rate is likely to be different when it finally comes out.

Jim Baker motioned to adjourn @ 4:34 PM, Electra Alessio second, all in favor.