

Sanborn Regional School District
Budget Committee Meeting Minutes
April 23rd, 2020
Via Zoom Meeting

Call to Order: Phyllis Kennedy called the meeting to order.

Pledge of Allegiance

Present:

Budget Committee:

Chair	Jim McCarthy	Newton
	Annie Collyer	Newton
	Christine Kuzmitski	Newton
V Chair	Moira Bashaw	Kingston
	Rick Edelman	Kingston
	Vanessa Matias	Kingston
	Mary Cyr	Member-at-Large
	Tammy Mahoney	School Board Representative

Present:

School District Clerk	Phyllis Kennedy
Business Administrator	Matthew Angell
Superintendent of Schools	Thomas Ambrose

Call to Order: Phyllis Kennedy

Pledge of Allegiance

Checklist on Compliance with the Right to Know Law. The checklist, during a state of emergency, is read by P. Kennedy, regarding the authorization to hold this meeting via ZOOM and compliance with, public notice for access.

Roll Call: Please state your name and whether or not you are alone. Matthew Angell, alone – Mary Cyr, currently alone - James McCarthy, currently alone - Vanessa Matias, currently alone – Tammy Mahoney, alone –Moira Bashaw, currently alone - Annie Collyer, alone – Christine Kuzmitski, alone –Rick Edelman, alone—Phyllis Kennedy – alone

Motion to elected a Chairperson – A. Collyer nominates J. McCarthy, Second – R. Edelman. Vote: PASSED – UNANIMOUS

P. Kennedy, relinquishes the floor to the newly elected Chair and retires from the meeting.

Chair James McCarthy calls for a nomination to elect a Vice Chairperson. V. Matias nominates M. Bashaw, Seconded by J. McCarthy. Vote: PASSED – UNANIMOUS

Approval of Minutes from January 14, 2020 –Motion to approve the minutes of 1/14/20: A. Collyer, Seconded by M. Cyr. Vote PASSED: Five Yea: J. McCarthy, V. Matias, M. Cyr, M. Bashaw, A. Collyer. Three Abstention: T. Mahoney, C. Kutzmitski, R. Edelman,

Approval of Minutes From Feb 5, 2020 – Motion to approve minutes of 2/5/2020: **A. Collyer, Seconded by V. Matias. Vote: PASSED: Five Yea: J. McCarthy, V. Matias, M. Cyr, M. Bashaw, A. Collyer. Three Abstention: T. Mahoney, C. Kutzmitski, R. Edelman,**

Budget Calendar Approval: Motion to tentatively approve the calendar, **T. Mahoney, Seconded by A. Collyer. Vote: PASSED: UNANIMOUS**

Matt Angell: Training on Budget Information utilizing a presentation. Discussion ensues among the committee members, Thomas Ambrose and Matt Angell.

Committee Comment: J. McCarthy: What is going to happen with the finances with the impact of Covid 19?

T. Ambrose – Information is unknown at this time. There are many projections available, however there are too many variables. With this in mind, we are being very conservative with our spending. We are operating as if the schools are opening in September.

The committee expresses thanks to Annie Collyer for her years of service as Chairperson.

Next Meeting: October 15th

Meeting Time: 7:00 p.m.

Motion to Adjourn; M. Cyr, Seconded by C. Kuzmitski

Judith Schaefer
Recording Secretary

Budget Committee FY 2021-22 Budget Preparation Calendar

Thursday, April 23 – Organization Meeting

July 2 – Unaudited 5-year (FY 15-16 through FY 19-20) Budget Vs. Actual available for Budget Committee Review
(Audited version of FY 19-20 available in September normally)

Tuesday, September 22 – Submission of any questions on current and past budgets to Chair to collate and pass forward to Business Administrator and Superintendent (no meeting)

Thursday, Oct 15 – Meeting to review Budget Committee Questions, Administration Responses with Business Manager

Wednesday, October 21 – All Budget Committee Follow-Up Questions Due to Chair for submission to Administration

Thursday, October 24 – Meeting for additional Questions & Responses Review if required.

Wednesday, Nov 4 – Joint meeting 6 PM with School Board for Budget Presentation, hosted by School Board.
Leadership Team present

Friday Nov 13- Budget Questions 5 PM on Superintendent's Requested Budget Due to Chair, collation and submission to Superintendent and Business Administrator on a portion of the budget, to be determined for logical division (no meeting)

Thursday November 19 - Joint meeting with School Board, hosted by Budget Committee, with responses to all questions submitted

Tuesday, November 24- All Follow-Up Questions on Superintendent's Recommended Budget Due to Chair

Wednesday, Dec 2- meeting of School Board, with Vote on Budget Recommendation for Budget Committee, Set Default Budget

Thursday, December 10- Meeting with Superintendent, Relevant Administrators, Answers to all questions Reviewed and Discussed, Initial Budget Proposal

Thursday, December 17 – Joint Meeting with School Board to Review Budget Recommendations, & Finalize Budget Proposal for Public Hearing

Jan 7- Meeting Budget Committee will finalize Public Hearing presentation and supporting documents

Jan 14- Public Hearing

Jan 21 – Meeting to finalize budget proposal and vote on warrant articles. Finalize Deliberative Session Presentation. Proposed budget goes to School Board.

Feb 3 (4) - Deliberative Session; Budget Committee meeting to vote on any amended final budget and allocation recommendations, final votes on any amended Warrant Articles

Mar 9- Second Session

BUDGET COMMITTEE PRESENTATION –
BUDGETING PRIMER
APRIL 23, 2020

INTRODUCTION

- Note: This guide is not a complete resource for understanding governmental finance. Rather, this presentation is simply an introduction to governmental finance, specifically tailored to school districts.

RESOURCES FOR TOPICS THAT MAY BE DISCUSSED THIS YEAR AT THE SCHOOL BOARD OR THE BUDGET COMMITTEE

- Statutes/Regulations
 - RSA Chapter 32 – Municipal Budget Law
 - RSA 32:5(III) – “All appropriations recommendations shall be stipulated on a ‘gross’ basis, showing anticipated revenues from all sources..., which shall be shown as offsetting revenues to appropriations.”
 - RSA 32:7 – Lapse of Appropriations
 - RSA 32:19 – Collective Bargaining Agreements
 - RSA 32:22 – Review of Expenditures
 - RSA Chapter 35 – Capital Reserve Funds
 - RSA 35:1 – Establishment of Reserves Authorized
 - RSA 35:5 – Payments Into Fund
 - RSA 35:15 – Expenditures – Describes how funds can be expended from a capital reserve fund.
 - RSA Chapter 197 – School Meetings and Officers
 - RSA 197:6 Warrant and Articles – This describes the process for petitioned warrant articles.
 - RSA Chapter 198 – School Money
 - RSA 198:4-b - Contingency Fund – Allows the District to retain up to 2.5% of the “current fiscal year’s net assessment.”
 - RSA 198:20-c – Trust Funds Created for Specific Purpose; Expenditures; Administration.
 - New Hampshire Department of Revenue Administration, Administrative Code Rev 1100 – Financial Source Coding for Local Education Agencies

RESOURCES FOR TOPICS THAT MAY BE DISCUSSED THIS YEAR AT THE SCHOOL BOARD OR THE BUDGET COMMITTEE - CONTINUED

- Guidance/Source documents
 - State of New Hampshire, Department of Education
 - Financial Accounting Handbook - https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/fin_acct_handbk.pdf
 - Financial Reports - <https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/bureau-of-education-statistics/financial-reports>
 - State Adequate Education Aid - <https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/bureau-of-education-statistics/state-adequate-education-aid>
 - Data Reports - <https://www.education.nh.gov/who-we-are/division-of-educator-and-analytic-resources/bureau-of-education-statistics/data-reports>

RESOURCES FOR TOPICS THAT MAY BE DISCUSSED THIS YEAR AT THE SCHOOL BOARD OR THE BUDGET COMMITTEE - CONTINUED

- School Board Policy
 - DBC – Budget Preparation
 - DI – Fiscal Accounting and Reporting
 - DIA – Fund Balances
- Accounting guidance
 - Governmental Accounting Standards Board (<https://gasb.org/home>)
 - Association of school Business Officials (<https://asbointl.org/>)
 - Government Finance Officers Association

CONCEPTS

- The School District's financial accounting and reporting is broken into multiple funds, by fund type:
 - Governmental Funds:
 - General Fund – This is the default fund, which accounts and tracks our day-to-day operations.
 - Special Revenue Funds – This fund tracks local, state and federal grants. (Applicable RSAs – RSA 198:20-b)
 - Business-type Funds – The District does not have any of these funds. Typical funds for this category are water and sewer operations.
 - Fiduciary Funds:
 - Scholarships
 - Student Activity Funds (GASB is moving this to a Governmental Fund.)
 - Capital Reserve/Expendable Trust Funds (GASB has moved this to be a component of the general fund; however, the operation of these funds are trust like. (Applicable RSAs – RSA 198:20-c)

CONCEPTS - CONTINUED

- Much of our time is spent tracking the sources and uses of funds.
 - Sources (revenues and other financing source) are broken out by:
 - State and local real estate tax assessment
 - Local sources
 - State sources
 - Federal sources
 - Uses (expenditures and other financing uses) are broken out by function and object:
 - Function
 - 1000 – Instruction
 - 2000 – Support services
 - 3000 – Operation of Non-instructional Services
 - 4000 – Facilities Acquisition and Construction Services
 - 5000 – Other outlays
 - Object
 - 100 – Personal services – Salaries
 - 200 – Personal services – Employee Benefits
 - 300 – Purchased Professional and Technical Services
 - 400 – Purchased Property Services
 - 500 – Other Purchased Services
 - 600 – Supplies and Materials
 - 700 – Property
 - 800 – Other Objects
 - 900 – Other Uses of Funds

This schedule shows the source of funds, by fund and by source type.

Sanborn Regional School District				
Schedule of Estimated Revenues - Default Budget				
Fiscal Year 2020 - 2021				
	General Fund (Fund 10)	School Food Service (Fund 21)	Grant Fund (Fund 22)	Total
Revenue:				
State and Local Real Estate Tax Assessment				
Kingston	15,117,218	-	-	15,117,218
Newton	11,506,507	-	-	11,506,507
Total Real Estate Tax Assessment	26,623,725	-	-	26,623,725
Local Sources				
Tuition	4,200,000	-	-	4,200,000
Earnings on Investments	25,000	-	-	25,000
Food Service Sales	-	439,300	-	439,300
Other Local Sources (Impact Fees)	-	-	-	-
Use of Fund Balance to Reduce the Tax Rate	400,000	-	-	400,000
Total Local Sources	4,625,000	439,300	-	5,064,300
State Sources				
Adequacy Aid	3,344,503	-	-	3,344,503
School Building Aid	513,515	-	-	513,515
Kindergarten Aid	-	-	-	-
Special Education Aid	250,000	-	-	250,000
Vocational Aid	-	-	-	-
Child Nutrition	-	7,000	-	7,000
Total State Sources	4,108,018	7,000	-	4,115,018
Federal Sources				
Federal Program Grants	-	-	324,950	324,950
Child Nutrition	-	130,000	-	130,000
Disabilities Programs	-	-	416,000	416,000
Total Federal Sources	-	130,000	740,950	870,950
Total Estimated Revenues	35,356,743	576,300	740,950	36,673,993