**Gate City Charter School for the Arts**

**FINANCE COMMITTEE MEETING NOTES**

**January 11, 2018**

**Time:** 9:00 a.m.

**Location :** 7 Henry Clay Drive, Merrimack, NH

**Attendees:**

Bill Spinelli – Finance Committee Chair

Mike Mulrennan – Finance Manager

Rich Boardman – School Director

Jack Balcom - BOT Chairman

1. Opening Comments
   * 1. Meeting Open to the Public
     2. No public in attendance

**OLD BUSINESS**

1. Meeting Notes – December 14, 2017 Finance Committee Meeting Notes reviewed. No corrections, deletions or additions. Meeting Notes to be presented at January BOT Meeting for approval. ( Note: December 2017 BOT Meeting was cancelled).
2. FYE 2017 Audit Review – Status Update ( Mike Mulrennan )
   * 1. BOT Meeting Minutes from January 2017 through June 2017. Have been provided to the outside Auditor. This was the final Item requested.
     2. Now we are waiting for Auditors Final Report for Findings & Recommendations.

**FINANCIAL & RELATED REPORTS – DECEMBER 2017**

1. **Enrollment Status (Rich Boardman )** 
   * 1. Student Count at 151 . ( K @ 18, 1 -8 @ 133).
     2. Parent “Information Nights” scheduled for January 11, 2018. Other Parent “Information Nights” scheduled during February and March 2018.
     3. Optimism based on Parent responses for stronger enrollment numbers for 2018 – 2019 school year
     4. School Director re-reviews current interview process. Emphasis on both parents and child understanding what the school does provide relative to arts integrated education , community environment building and student services. . Discussion about possible ( part-time ) “Enrollment Focused” staffing being built into next years budget.
2. **Bank Statement Reconcilliation Report** **- December 31, 2017**. The Bank Register Balance as of December 29, 2017 was $385,479. There was discussion on inscribing “stale dating” on future checks - six (6) month “stale date” was mentioned. Discussion on and agreement to write-off uncleared checks from 12/10/2015 ( $390.00 ), 06/16/2016 ($142.50) and 07/15/2016 ( $60.00) and two other checks from June 2017 ( #3951 and EFT pymt) that have been researched and proven to be legitimately voidable . Discussion on and agreement to write-off six (6) “bad debt” deposits totaling $466.25.
3. **Balance Sheet as of December 31, 2017.** Reviewed details of Accounts Receivable Aging . School Districts mostly pay in the 60 to 90 day range – therefore minimal concern about “timeliness” or “willingness to pay” relative to these monies. . Reviewed details of Accounts Payable Aging and findings were satisfactory overall relative to “timeliness” of payment.
4. **Income Statement – December 31, 2017 – Budget vs Actual.**  The income statement was analyzed for the month of December. There was questioning relative to #6102 – Teachers Aides / Tutors for this month. Actual expense was $8,582.80 versus a budgeted monthly amount of $4,000.00. Finance Manager to further research and comment on findings. . There were no other “Actual” expense line-items that were alarming variances versus “Budget” expenses.
5. **Budgeted versus Actual – July 1, 2017 to December 31, 2017**. Extensive Committee discussion on continual and standardized monitoring of several line-items and possible impact upon the 2018-2019 Budget Process. #42005 SPED Case Manager needs to be renamed SPED Case Manager**s** to reflect “Direct Instruction” services now being provided to other school districts by two personnel. Simultaneously #6004 Special Ed Coordinator needs to be renamed Special Ed Coordinator**s** to accurately reflect related costs. Similar situation exists within #62060 Title I Personnel to include a second participant within that expense category. Finance Manager to work with Office Manager to cross-verify accurate breakdown reporting on time sheets. Billing correlations between #4210 SPED Paraeducator Revenue and #62100 SPED Paraeducator Expenses were discussed again this month. These accounts were designed to be “wash” accounts during the Budget process. The School Director continues to interface with the Finance Manager to assure reimbursement of SPED related roles are accurately accounted for and properly invoiced on a timely basis. Question on “Purchases” - $3,658.87 to be researched and properly allocated by Finance Manager.   
     
   Overall - Budget versus Actual - at the six month stage - appears to be “on track”. The collaborative efforts of the Finance Manager, School Administration Team, the PTAC and the Grants Committee have been instrumental in the success thus far in the efficient financial operation of our school. The concern about Revenues running lower than anticipated due to student count running below the 164 students budget target will be more observable ( and apparent ) in the next six months. Fortunately the additional $46,823 of ( unanticipated & unbudgeted ) Revenue from “Differentiated Aid” will prove valuable in narrowing most of the shortfall from not hitting our anticipated enrollment number for 2017-2018.

There have been - and will continue to be - ongoing discussions and planning for more adequately funding our school. Discussions and Planning relative to building reserve funds for Unanticipated Capital Expenses, a Building Capital Fund and an Endowment Fund are anticipated to be more extensive ( and hopefully more heavily staffed ) in the near future.

**NEW BUSINESS / OTHER**

**The 2018-2019 BUDGET SCHEDULE is as follows :**

* January BOT Meeting - Division Budgets put on Schedule : HR, Operations, Curriculum and PTAC
* February BOT Meeting - Division Budgets – Progress Updates reported to Finance Committee
* March BOT Meeting – Division Budgets – Final Budgets Due to Finance Committee
* April BOT Meeting - 2018-2019 - Budget Draft Presentation to BOT
* May BOT Meeting - BOT Final Vote on 2018-2019 Budget

1. Next scheduled Finance Committee Meeting – **February 8, 2018 - ( Thursday ) at 9:00 a.m** at 7 Henry Clay Drive – Merrimack, NH
2. Meeting Adjourned - 10:30 a.m.