

# UPPER PERKIOMEN SCHOOL DISTRICT

Education Center

2229 E. Buck Road, Pennsburg, PA

**VIRTUAL**

**Finance Committee Meeting**

May 18, 2020

**CHAIR:** Melanie Cunningham

**MEMBERS:**

Judy Maginnis

Keith McCarrick

Ex-Officio: Raeann Hofkin, President

Business Manager: Sandra Kassel

Assistant Business Manager: Dan Direso

Superintendent: Dr. Allyn Roche

## AGENDA

1. Approval of Meeting Minutes
  - a. April 20, 2020 (Attachment A)
  - b. April 30, 2020 (Attachment B)
2. Discussion:
  - a. Tax Bills for 2020-2021
  - b. MONTCO 2040 Funds
  - c. Expenditure Review
  - d. CARES Act Funds

*Mission & Vision Statement: The Finance Committee is an advisory committee who are devoting the extra time and effort to understand the finances of the district in order to assist and guide the Board on financial decisions which affect the short and long term financial health of the district.*

**UPPER PERKIOMEN SCHOOL DISTRICT**

**FINANCE COMMITTEE**

**April 20, 2020**

The Finance Committee Meeting was held virtually with the following committee members attending: Melanie Cunningham (chairperson), Keith McCarrick, Judy Maginnis, and Raeann Hofkin. Others in attendance were: Dr. Allyn Roche, Sandy Kassel, Dr. Andrea Farina, and Kimberly Bast.

Motion by Keith McCarrick, seconded by Judy Maginnis, to approve the **February 17, 2020, meeting minutes**. Motion carried; all voted aye.

**DISCUSSION -**

a. Revised Revenue Under COVID-19

Mrs. Kassel shared spreadsheets showing information explaining Revenue changes due to considerations regarding COVID-19. She shared the decreases from February to April. Mrs. Kassel talked about Earned Income Tax, Real Estate Tax and Realty Transfer revenues including state subsidies. Mrs. Maginnis asked if the reductions were overly conservative. Mrs. Kassel explained that due to the circumstances there a lot of questions that are difficult to answer and predict with certainty.

b. Expenditures for 2020-21

Mrs. Kassel shared spreadsheets and a Power Point with Expenditures for 2020-2021. The presentation explained the Timeline, Expenditure Summary Highlights, and the General Fund Expenditures. Mrs. Kassel explained the budget increases and different millage increase calculations. She showed slides that explained determining the millage and millage calculations.

The committee and board members had some questions, and discussions occurred on many topics.

The next virtual meeting is scheduled for April 30, 2020 at 6:30 pm.

Motion by Judy Maginnis, seconded by Keith McCarrick, to adjourn the meeting at 8:02 pm. Motion carried; all voted aye.

**UPPER PERKIOMEN SCHOOL DISTRICT**

**FINANCE COMMITTEE**

**April 30, 2020**

The Finance Committee Meeting was held virtually with the following committee members attending: Melanie Cunningham (chairperson), Keith McCarrick, Judy Maginnis, and Raeann Hofkin. Others in attendance were: Dr. Allyn Roche, Sandy Kassel, and Dr. Andrea Farina.

**DISCUSSION –**

- a. Reduction in Expenditures
- b. Revenue Adjustment Due to Expenditure Change
- c. Revenue Options

Mrs. Kassel shared a Power Point Presentation showing reductions that were made in the budget after the April 20, 2020 Finance meeting. She shared slides showing that building budgets are based on an allocation per student. The allocation differs by educational level. Each building reviewed their initial budget and provided reductions to help offset the gap in revenue and expenditures. Next the committee was provided with department reductions which included athletics, curriculum and instruction, facilities, human resources, pupil services and special education, technology, and transportation. There was also a reduction in expenditures due to a change in the Western Center budget. The largest effect on reducing the budget was the decision to utilize existing staff to fill positions due to retirements and to defer the hiring of a network administrator. The reduction in expenditures totaled \$1,355,078 resulting in a net reduction in the fund balance needed by \$1,288,670 leaving a deficit of \$2,425,515 at a zero millage increase.

Mrs. Kassel showed a slide of possible revenue increases that illustrated different tax increases and the fund balance needed.

The committee and board members had several questions, and discussions occurred on many topics and ideas.

The proposed budget will be voted on at the May 7, 2020 Board meeting.

Motion by Keith McCarrick, seconded by Judy Maginnis, to adjourn the meeting at 8:00 pm. Motion carried; all voted aye.