



Wyomissing Area School District

630 Evans Avenue, Wyomissing PA 19610

Finance Committee
Wednesday, June 6, 2018
Community Board Room

Committee Chair: Maria Ziolkowski

Committee Members: Karen McAvoy, Chris McCaffrey

Meeting Minutes

Attendees: Maria Ziolkowski, Karen McAvoy, Melissa Phillips, Laurie Waxler, Rob Scoboria, Lynette Waller, Mark Boyer

Committee Members Absent: Karen McAvoy

Public Attendees: Sign-in sheet attached

Meeting called to order by Maria Ziolkowski at 8:03 am

Approval of Minutes

- Motion to approve the minutes from May 2, 2018
- Vote: Motion Carried
- Resolved: Minutes from the meeting on May 2, 2018 were without modifications.

Public Comment: None

Old Business:

- **Cash Flow Projections 2017/18:** Briefly reviewed the cash flow with the Finance Committee through April 30. We are still trending higher in revenues, but also in expenditures than budgeted. The higher expenditure trend is due to timing with the budgeting of expenditures. Mr. Boyer did explain to the Committee that we paid \$4.9MM for the TRANE project out of the general fund, which will have an impact on the cash flow budget-to-actual for June. The District's overall cash flow will not be significantly affected.
- **Budget to Actual Projections 2017/18:** The Committee reviewed the budget to actual projections as of April 30, and May 15. The projected deficit as of April 30, is \$457,945, which is less than the budgeted deficit of \$973,679. The average projected deficit for the year is \$481,735. The projected deficit as of May 15, is \$391,355. This is lower than the average projected deficit for the year, but it does continue the trend that the District's deficit will be lower than budget, which will provide more available fund balance as of June 30, 2018.
- **2018/19 Budget:** Reviewed and discussed a 2.4% (preliminary approved in May) and a 2.0% tax increase with the Committee. Before a tax increase change, the deficit did increase by over \$50k due to the cost of health insurance increasing to 9.5% (an

increase of 8% was budgeted) and an increase in our worker's compensation. The Committee also reviewed the five-year forecast for both a 2% and 2.4% tax increase. The District in 2021/2022 is projected to be in a negative fund balance situation. The Committee discussed both tax increase scenarios. It was decided that Mr. Boyer will send out information to each board member asking them what scenario, or if they would like to see both on the Board Agenda for June 11.

New Business:

Discussion Items:

- **Food Service Budget** – The Committee reviewed the food service projections for 17/18, budget for 2018/19 and five-year forecast. The project change in net position is a positive \$29,133. The budget for 18/19 is \$725,848 which includes an additional 3-hour position for the Wyomissing Hills. Increase student and meals needed have justified the additional 3-hour position. There is no increase in the price of meals for the 2018/19 school year, but the forecast does have increases in each of the four subsequent years.
- **Food Service Delinquent Accounts** – An agreement with G.H. Harris will be placed on the agenda for discussion. G.H. Harris will serve as the collection agency for delinquent food service accounts.
- **Enrollment** – Reviewed the current enrollment and projections with the Committee. There are currently 133 kindergarten students enrolled for the 2018/19 school year. The projection was for an enrollment of 125. Administration will be deciding on the number of sections for K-4 during the month of July. We currently have two additional Long Term Substitutes budgeted in the 2018/19 budget.
- **Audit Engagement Letter** – The annual audit engagement letter will be on the agenda for approval. Herbein has presented one-year and three-year options for the agreement. The recommendation is for a one-year renewal of the agreement.
- **Arbiter Pay** – An agreement will be placed on the agenda with Arbiter Pay. Arbiter pay is a way to pay official and refs for athletic events. The District will fund an account with Arbiter pay. Arbiter also handles the scheduling of the officials now. The County Athletic Directors are in favor of moving towards using this service.
- **Community Newsletter** – Estimated Costs of a bi-annual newsletter was shared with the Committee. The proposal for the newsletter will be on newsprint grade paper and there will be roughly 4,700 copies printed. The costs of the new letter will be estimated at \$2,800 which will include the cost of postage. The District has received several quotes from multiple vendors. The planned distribution of the newsletter will be the end of June or early July.
- **Resolution – SB2** – Senate Bill 2 provides vouchers for school choice. The bill will provide vouchers for lower performing schools. Vouchers can be used toward tuition to private/religious schools and would be paid for from the school's subsidy. Recommendation is to approve the resolution opposing SB2.
- **Resolution – Pay Back General Fund** – This resolution will be on the agenda for discussion. The resolution will provide the District the ability to refund the general fund from the capital reserve fund. The TRANE project of \$4.9M was prepaid out of the

general fund. Once the bond funds are allocated to the capital reserve accounts, the funds can be transferred to the general fund.

- **Insurance Quotes** – Received three insurance quotes, one from CM Regant, Liberty Mutual and Wright. Wright was the lowest quote. Before a change is recommended, a comparison will be completed to make sure that the coverage is comparable.
- **BPT Update** – Communication is taking place between the District Solicitor and the Borough of Wyomissing's Solicitor. They are working on language that will bring the District regulations closer to what the Borough has passed with the Wilson School District's regulations.
- **Transportation Update – GPS/Transfinder (Tabled)** – tabled until further information is gathered and brought forth to the committee for review

Agenda Items:

- Budget Transfers – One budget transfer was reviewed with the Committee from WHEC. The amount was to transfer \$5,000.
- WAEF Donations – the following WAEF donations were reviewed:
 - \$1,652.40 for Level A, B, & C books to enhance K-2 bookroom
 - \$540.00 for Portable Sound System – District Wide
 - \$4,800.00 to underwrite cost of tuition to RACC Summer STEAM Camp
 - \$500.00 for purchase of additional novels for WREC
 - \$495.00 for Printing of Art Maps for West Reading, additional funding
- Per Capita Delinquents – Reviewed per capital delinquents in the amount of \$13,772 that will be sent to Statewide for collection
- River Rock Agreement – Pre purchase two seats with River Rock. This will be on the agenda for discussion.

Comments/Questions:

Announcements: None

Adjournment: 10:11 am

Next Meeting Date: Monday, August 13, 2018

Respectfully submitted by Mark Boyer, Business Administrator