

Plum Borough School District

Finance Committee Meeting Agenda For December 2013

(Meeting #6 – 2013-14)

**Plum Borough School District
Finance Committee Meeting Agenda
December 2013**

MEETING DATE: Tuesday, December 10, 2013

TIME: Following Education and Facilities Committee Meetings which starts at 6:00 PM

LOCATION: High School Cafeteria Conference Room

COMMITTEE MEMBERS: Mr. McGough, Chair; Mr. Dowdell and Mrs. Stepnick; Committee Members

ADMINISTRATIVE REPRESENTATIVES: Mr. Marraccini, Dr. Glasspool, Dr. Rossi and Mr. Brewer

SOLICITOR: Mr. Price of Andrews and Price

I. Call Meeting To Order.

II. Citizens Comments:

- A. On agenda items.
- B. On non-agenda items.

III. Invited Guests: None

IV. Agenda Action Item Discussions:

- 1. Treasurer's Report:** Approve Treasurers' Report for the month of November 2013. Report was electronically sent to board members prior to the meeting for their review.
- 2. Budget Transfer Request:** None.

IV. Informational Discussion Items:

- 1. Discuss Current Real Estate Tax Collector's Report for the month of December 2013 (6111). See Attachment #1**
- 2. Discuss Delinquent and Current Earned Income Tax (EIT) collections for December 2013:**
 - A. Delinquent EIT Collections (6461):** Discuss Plum Borough Delinquent Earned Income Tax Collector's Reports for the month of November 2013. **See Attachment #2**
 - B. Current EIT Collections (6151):** Discuss the Keystone Collection Group's Earned Income Tax Collection Report through from January 1 to November 30, 2013. **See Attachment #3**
- 3. Discuss Monthly Revenues and Expenditures Comparison Graphs for the month of November 2013. See Attachment #4**

4. RFP updates. The Board directed Central Administration to prepare Request for Proposals (RFP) for the following services:

1. Insurance Brokerage Services - Two RFP's received. One interview completed (Gleason Agency).

2. Independent Auditing Services – In progress.

3. Banking and Investment Services – Mr. Russo informed district he will be presenting a draw schedule for New Holiday Park shortly.

5. Proposed Budget Timeline for the 2013-14 General Fund Budget (Fund 10). Preliminary Building and Department Budget are due in Central Office by Friday, December 31, 2013.

6. Refund from Forbes Road and Career & Technology Center. District received a \$12,439.63 refund on 12/3/13 as a result of the 2012-13 financial audit. **See Attachment #5**

V. New Business Roundtable.

VI. Next scheduled Finance Committee Meeting: January 21, 2014

VII. Motion to adjourn.