

# **Plum Borough School District**

## **Finance Committee Meeting Agenda For October, 2013**

**(Meeting #4 – 2013-14)**

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

**MEETING DATE:** Tuesday, October 22, 2013

**TIME:** 6:00 PM

**LOCATION:** High School Cafeteria Conference Room

**COMMITTEE MEMBERS:** Mr. Dowdell, Chair; Mr. St. Leger and Mr. Zucco; Committee Members

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

**SOLICITOR:** Mr. Price of Andrews and Price

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**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 September 2013. Report was electronically sent to board members prior to the meeting for their review.
- 2. Budget Transfer Request:** One budget transfer request will be sent prior to meeting.  
**See Attachment #1**
- 3. PDE Part J Audit (New Pivik).** Administration recommends acceptance of proposal by Bielau, Tierney, Coon & Company, P.C. (CPA Firm) to perform the mandatory PDE Part J. Independent Audit for the New Pivik PlanCon process in the amount of \$2,800.00. Proposal attached. **See Attachment #2.**
- 4. Buses for Sugar Plum Days.** Administration recommends donating of bus service for the Sugar Plum Days event to be held on Saturday, December 14, 2013. Copy of request attached. **See Attachment #3**
- 5. Request to sale obsolete and unusable equipment. Authorize sale of tank. See Attachment #3A**
- 6. Recommend approval of PlanCon Part F, Attachment C for the New Holiday Park Elementary Project. Final bid amounts are being tallied as the bid open was this afternoon. This item will appear on the Public Board Meeting agenda. Administration will discuss. No Attachments.**
- 7. Administration recommends acceptance of donation from WalMart.** Regency Park Elementary received twenty-five (25) fifty dollar (\$50) gifts card totaling \$1,250 to be used by each building teacher for classroom purposes.

#### **IV. Informational Discussion Items:**

- 1. Discuss Real Estate Tax Collector's Report for the month of September 2013. See Attachment #4**
- 2. Discuss Delinquent and Current Earned Income Tax (EIT) collections for September 2013.**
  - A. Delinquent Collections:** Discuss Plum Borough Delinquent Earned Income Tax Collector's Reports for the month of September 2013. **See Attachment #5**
  - B. Current Collections:** Discuss the Keystone Collection Group's Earned Income Tax Collection Report through from January 1 to September 30, 2013. **See Attachment #6**
- 3. Discuss Monthly Revenues and Expenditures Comparison Graphs for the month of September 2013. See Attachment #7 (to follow – internet down)**
- 4. Substitute Rates for 2013-14 Discussion. See Attachment #8**
- 5. 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. Mr. Marraccini will present information.
  - 2. Independent Auditing Services** – Incomplete at this time.
  - 3. Banking and Investment Services** – To be completed for November Finance Committee Meeting. Draw down schedule for New Holiday Park is needed.
- 6. Center Elementary Insurance Claim update.** Mr. Marraccini will update Committee on claim and recovery. Board members were sent an electronic settlement summary today.
- 7. PSERS Update. See Attachment # 11**
- 8. Discuss Draft Copy of 2014-15 Preliminary General Fund Budget (Fund 10).** Mr. Marraccini and Dr. Glasspool will discuss projected revenues and expenditures.

#### **V. New Business Roundtable.**

#### **VI. Next scheduled Finance Committee Meeting: November 19, 2013**

#### **VII. Motion to adjourn.**