

# **Plum Borough School District**

## **Finance Committee Meeting Minutes for December 13, 2011**

(Finance Meeting #6 / 2011-12)

**Plum Borough School District  
Finance Committee Meeting Minutes  
December 2011**

**MEETING DATE:** Tuesday, December 13, 2011

**LOCATION:** High School Cafeteria Conference Room

**PRESENT:**

- Committee Members: Mr. Dowdell, Chairperson; Mr. St. Leger, Mr. Zucco, Committee Members
- Board Members: Mr. Colella, Mrs. White, Mr. McGough, Mr. Tommarello, Mr. Drake, and Mr. McMasters
- Administrative Representatives: Mr. Marraccini, Dr. Glasspool, Dr. Naccarati, and Mr. Brewer
- Solicitor: Mr. Price, Andrews & Price LLC

**I. Call Meeting to Order.** Mr. Dowdell called the meeting to order at 6:04 PM

**II. Citizens Comments:**

- A. On agenda items. None
- B. On non-agenda items. None

**III. Agenda Action Item Discussions:**

1. Approve Treasurers' Report for the month of December 2011. Report was sent to Board Members electronically prior to the meeting for their review. Mr. Colella requested that the account descriptions be updated to clearly reflect the nature of the expenditure on the expenditure report.

***Committee Recommendation: Move to the Public Agenda***

2. Approve Budget Transfers for the Month of December 2011. Committee reviewed the budget transfer for the month.

***Committee Recommendation: Move to the Public Agenda***

3. Approve filing of lien lists for 2009 and 2010 for delinquent real estate properties. Andrews & Price, the District's delinquent real estate tax collectors prepared a list of delinquent properties owing more than \$100 for tax years 2009 and 2010. It would cost the District \$20 to file each of the 834 property liens with Allegheny County. The total cost for two years would be \$16,680. Committee discussed increasing the \$100 threshold to a higher amount. Mr. Price indicated some district use \$250 as their limit. Andrews & Price will rerun the list using \$250 to determine the cost difference and the information will be forward to board members prior to the voting meeting, at which time the Board will make their decision to increase the limit. Committee recommending moving the item forward subject to change based on new information.

***Committee Recommendation: Move to the Public Agenda***

4. Approve the use of Facsimile Signatures for checks. Annually, the Board approves the use of facsimile signatures to be used for signing of checks for the General Fund Account, Payroll, General Obligation Funds (2), Food Service (Cafeteria) Funds, Student Activity and Athletic Funds, and to further authorize the Director of Business Affairs to invest school funds.

***Committee Recommendation: Move to Public Agenda***

5. Approve advertising for the following bid items for the 2012-12 school year: It was discussed that the District did not budget or purchase new school buses in this school year and that some of the older mini school buses should be replaced in 2012-13.

- A. Athletic Equipment and Supplies.
- B. School Buses, bus parts and tires.
- C. Low Sulfur Diesel fuel.
- D. Custodial and maintenance supplies.

***Committee Recommendation: Move to Public Agenda***

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

1. Real Estate Tax Collector's Report for the month of November 2011. Committee reviewed of Mr. Schlegel's real estate tax collections for the month of December 2011. Mr. Marraccini explained that after December 31, 2011, the uncollected accounts will be turned over to Andrews & Price as delinquent.
2. Earned Income Tax Collector's Report for the month of November 2011. Committee reviewed Mrs. Pedrosky's report for EIT & LST collections for the month of December 2011. Mr. Marraccini noted that effective January 1, 2012, all Earned Income Taxes for 2012 will be collected by Keystone Collections under the mandate of Act 32. The fourth quarter and final earned income tax returns for 2011 will still be collected and processed by Mrs. Pedrosky which is expected to last until May or June 2012.
3. Monthly Revenues and Expenditures Comparison Graphs for the month of December 2011. Committee reviewed the year-to-date comparison of revenues and expenditures.
4. Revised 2012-13 General Fund (Fund 10) Budget Process Timeline discussion. A revised timeline was represented to reflect changes discussed at November Finance Committee Meeting to include that the first draft of the Preliminary General Fund Budget will be presented in January 2012 at the Finance Committee Meeting in accordance with Board Policy.
5. Refund from Forbes Road Career & Technology Center (FRCTC) for FYE 6/30/11. The District received their proportional share of the excess fund balance from FRCTC from FYE 2010-11 totaling \$37,197.45. It was noted that the FRCTC is not permitted to carry a fund balance from one year to the next and that excess funds are to be returned to member school based on a daily average membership formula.

6. Copy of the Annual Financial Report (AFR / PDE-2057) for FYE June 30, 2011. The District received a copy of the PDE Annual Financial Report that was prepared by Hosack Specht Muetzel and Wood LLC, which reflects the district's final revenues, expenditures and fund balance for FY 2010-11. It was noted the total revenues exceeded the budgeted projections favorably by \$94,528; expenditures were under budget by \$1,281,153 and the Fund Balance amount changed from \$6,230,502 to \$5,695,319 or by (\$535,183) versus the anticipated reduction of \$1,936,212. Mr. Mertz, the auditor, will present the formal audit report at a later date.
7. Discuss Realtor Selection for the Sale of Former Administration Building. Mr. Marraccini contacted three local real estate brokers the opportunity to provide a quote to sale the former administration building located at 200 School Road; two responded. The Committee requested that Administration contact the brokers for a recommended selling/listing price and to inform them that it's the Board's intent to sell the building as is, without a pre-subdivision, and without performing any upgrades for ADA, etc. It was confirmed by Mr. Holleran, Facilities Supervisor that the damage caused by motorist is almost complete.

Mr. Marraccini acknowledged that Mr. Mike Gleason, the District's Broker of Record for Insurance Services donated four new winter jackets to needy elementary students of the district.

**V. Next scheduled Finance Committee Meeting:** January 24, 2012

**VI. Motion to adjourn.** Meeting adjourned at 7:13 PM.

Minutes prepared by:

Eugene J. Marraccini  
Director of Business Affairs