

# **Plum Borough School District**

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

(Finance Meeting #6 / 2011-12)

# **Plum Borough School District Finance Committee Meeting Agenda December 2011**

**MEETING DATE:** Tuesday, December 13, 2011  
**TIME:** 6:00 PM  
**LOCATION:** Board Room at Plum Senior High

**COMMITTEE REPRESENTATIVES:**

Chairperson: Mr. Dowdell  
Committee Members: Mr. St. Leger and Mr. Zucco  
Administrative Representatives: Mr. Marraccini, Dr. Naccarati, and Dr. Glasspool

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**I. Chairperson calls meeting to order.**

**II. Citizens Comments:**

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

**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. **See Attachment #1**
2. Approve Budget Transfers for the Month of December 2011. Budget Transfers for the month are presented for review and discussion. **See Attachment #2**
3. Approve filing of lien lists for 2009 and 2010 for delinquent real estate properties owing more than \$100 with Allegheny County. There are 834 property liens for both years. Cost to file liens is \$20 per property. **See Attachment #3**
4. Approve the use of facsimile signatures. Approve the use of facsimile signatures to be used for signing of General Fund Account, Payroll, General Obligation Funds (2), Food Service (Cafeteria) Funds, Student Activity and Athletic Funds checks. And to further authorize the Director of Business Affairs to invest school funds.
5. Recommend approval to advertise for the following items for the 2012-13 School Year:
  - A. Athletic Equipment and Supplies
  - B. School Busses, bus parts and tires
  - C. Low Sulfur Diesel Fuel.
  - D. Custodial and maintenance supplies.

*(To be advertised in two local newspapers)*

#### IV. Informational Discussion Items:

1. Real Estate Tax Collector's Report for the month of November 2011. Committee was presented with an electronic copy of Mr. Schlegel's real estate tax collections for the month of November 2011. **See Attachment #4**
2. Earned Income Tax Collector's Report for the month of November 2011. Committee was presented with an electronic copy of Mrs. Pedrosky's report for EIT & LST collections for the month of November 2011 as presented. **See Attachment #5**
3. Monthly Revenues and Expenditures Comparison Graphs for the month of December 2011. Committee members were presented with an electronic copy of the year-to-date comparison of revenues and expenditures. **See Attachment #6**
4. Revised 2012-13 General Fund (Fund 10) Budget Process Timeline discussion. A revised timeline is represented to reflect changes discussed at November Finance Committee Meeting.
5. Refund from Forbes Road Career & Technology Center (FRCTC) for FYE 6/30/11. District received their proportional share of excess fund balance from FYE 2010-11. **See Attachment #7**
6. Copy of the Annual Financial Report (AFR / PDE-2057) for the Fiscal Year Ending June 30, 2011. Committee was presented with an electronic copy of the FY 2010-11 AFR for their review. **See Attachment #8.**
7. Discuss Realtor Selection for the Sale of Former Administration Building. Mr. Marraccini solicited three local realtors to offer quotations to sell the former administration building. **See Attachment #9.**
8. Resolution not to exceed Act 1 Index for 2012-13, as required by PDE. **See Attachment #10.**

VII. **Next scheduled Finance Committee Meeting:** January \_\_, 2011

VIII. **Motion to adjourn.**