

**ENFIELD PUBLIC SCHOOLS
ENFIELD, CONNECTICUT
FINANCE COMMITTEE MEETING MINUTES**

January 26, 2009

ATTENDANCE: Tom Sirard, Judy Apruzzese-Desroches, Donna Szewczak, Chris Chemerka, Jill Martini

TIME: 6:08pm – 6:55pm

AGENDA

1. Discussion:

- **Budget Status – December 31, 2009**
 - Current budget is projected at a \$515,093 deficit. This was reviewed with the full Board at the January 19, 2010 BOE workshop.
 - Options were discussed on how to handle the deficit. The Finance Committee agreed to make a recommendation to the full Board to request the special education excess cost funds from the Town to cover the deficit. Tom will request that this be discussed at the next BOE meeting. In the meantime Chris will place a temporary hold on the current budget.
- **2008-2009 Budget Transfers and Year end close**
 - Transfers were reviewed and discussed.
 - Transfers will be voted on during the BOE meeting.
- **Review draft of management letter and audit report**
 - The school did not have any concerns listed on the management letter.
 - Two items were noted on the audit report:
 - Suggestion was made to bring in nutrition services and student activities accounts onto the school financial system
 - Nutrition services will come on with MUNIS
 - Student activities at each school will be reviewed this year
 - Year end grants closing
 - Changes in staff over the course of the last year have been settled which should facilitate monthly reconciliations therefore streamlining the year end process.
- **MUNIS update**
 - MUNIS training is in full swing and going well
 - Implementation date is July 1, 2010 for financials and January 1, 2011 for payroll
- **Review monthly presentation of grants report**
 - Using the current listing add a total at the bottom of page and indicate which grants were newly approved
- **Review Policy – Transfer of Funds**
 - Discussion on reviewing this policy. A draft will be made and reviewed at the next Finance Committee meeting.
- **Review of Payroll and Accounts**
 - Accounts were reviewed and will be read for approval at this evenings meeting.

- **Review nutrition Services Financial Report for December 2009**
 - Reviewed current income statement and balance sheet
 - Current YTD shows a loss of approximately \$30,000
 - Funding available from prior years will support needed equipment purchases such as Nutrikids POS system (30K+) and a freezer unit at EHS (100K)
 - Discussion on possibility of increasing lunch prices in the 2011-2012 school year
- **Discussion on Future Dates for Meetings**
 - Meeting dates have been changed to 3rd Tuesday of the month at 5:00pm

2. Adjournment