

minutes

Finance Committee/ Citizen Board Oversight Committee		
9.18.2017	5:00PM	DMA
Committee Chair	Victoria Alexitch	
Attendees	Brad Bugher, Ed Capodanno, William Foley, Don Fulton, Ken Gatson, Heath Kahrs, Joseph Yacyshyn	
Guests	Pamela Baker, Timothy Sawyer	

I. July/August Finance/CBOC Meeting

Committee did not meet over Summer Break

II. Budget 08/31/2017

- a. Currently we are at 16.67% of our budget year. Budget is running slightly over budget at 18.7% primarily due to Debt Service payments
- b. The following items were addressed by the committee regarding the 08/31/17 budget:
 - i. Budget has been preloaded with approximately 86% of our state funds. We should see remaining revenues come in over the next few months once the budget is finalized.
 - ii. Although it is very early in the budget year, there are several expenditure lines running over budget. It is often necessary to incur the bulk of the lines expense up front to begin the school year. There are no concerns at this time.
 - iii. We are still seeing 2018 Federal funds coming in. We currently have approximately \$8K of 20`6 federal funds that must be used by November. KGatson, CFO, sees no issues in using those funds before expiry.

III. Audit-Pamela Baker and Timothy Sawyer from Barbacane Thornton presented the Audit Draft to the Finance/CBOC Committee

- a. Field work was completed on 8/11/2017.
- b. An unmodified (clean) audit opinion was issued. No material correcting entries were detected and all internal controls are operating efficiently
- c. Currently the auditors are waiting on the State Treasurer Bank reconciliation Agreed-upon Procedures report for the quarter end

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June 30, 2017, which has not yet been released by the Office of Auditor of Accounts. Until this report is received, we can only submit draft of our financial statements to the State of Delaware.

- d. BT&Co. had a couple current year recommendations regarding policies that we should consider as a best practice. The committee will research and implement these policies over the next few months.
- e. BT&Co. recommended that we increase our capitalization threshold limit from \$1000 to \$5000. The finance committee was in agreement and a motion will be made at the September Board meeting to increase

IV. Dome Project

- a. Dome project continues to go well. Currently the balance to finish is approximately \$1.4mm. No foreseen issues at this time that would delay completion

V. Refunding of 2014 Debt Proposal

- a. Application was submitted to USDA on August 29th.
- b. Expectation is for financing to be approved and a rate lock by year end. It is expected the term will be 40 years

VI. Miscellaneous Items

- a. Anthony Pullella is currently working on the project to complete the DMA fields. There is nothing to report as it relates to actual numbers at this time