



BUDGET/FINANCE COMMITTEE
Minutes of the Regular Meeting
of
December 12, 2005



In Attendance:

Voting Members: Mark Snyder (Co-Chairperson), Robert King (Co-Chairperson), Sandra Duarte, Richard Held, Karyn Newbill, Simon Santana, Eileen Savage, Richard Simon (Secretary), James Suhr

Non-voting Members: Gloria Martinez (Principal), Greg Wood (Chief Business Officer)

Visitors: None

Welcome/Introduction

Mark Snyder called the meeting to order. Minutes from the regular meeting of November 21 were approved.

Old Business

Budget Report: Greg Wood reported as follows:

- ❑ Audited financials for 2004-2005 resulted in a clean report with no financial discrepancies. The report is posted on the school website.
- ❑ First Interim Report for 2005-2006 has been prepared & includes current estimate of a \$183,000 reserve of this school year. Report is posted on the school website. Discussion:
 - Reserve amount is greater than earlier estimates but still narrow.
 - Budget items contributing to thin margin include large capital expenditures & pay increases.
 - Capital expenditures will likely continue when technology upgrades are completed—ongoing remodeling projects will command significant resources.
 - Food service continues to operate at a loss of approximately \$100,000 or more.
 - Total reserve, including surpluses generated in the first two years of operation, exceeds \$2.3 million, slightly above recommended 10 percent of annual revenue.
- ❑ Improved communication with LAUSD is facilitating a more thorough review of charges, including:
 - Approximately \$100,000 in reversals of District charges so far this year.
 - The opportunity to analyze utility bills, which may lead to greater efficiencies.
- ❑ LACOE Update:
 - Discussion ongoing to utilize the county payroll system, subject to LACOE's agreement to provide direct deposit option. Using county payroll would ease the process of making contributions to PERS/STRS & provide more informative pay stubs. Pay period options are unclear at this time.

Booster Club: Richard Held reported Booster Club allocations as follows:

- ❑ Allocated approximately \$11,000 last month to various activities & programs, including:
 - \$1000 to sponsor the faculty/staff holiday party
 - Two potter's wheels for the ceramics classroom.
 - New uniforms for next year's varsity basketball team.
 - Technology dedicated to special education (with costs shared by the school).
 - Hardware & software for journalism class for the school newspaper. Discussion:
 - Suggest the school increase budget for journalism printing costs.
 - Journalism sponsor, like all departments & programs, should be encouraged to plan for next year's expenditures & make requests during budget preparation process.

New Business

Associated Student Body (ASB): Mark Snyder & Robert King reported as follows:

- ❑ The ASB Finance Manager, Mr. Braithwaite, would not attend an after-school committee meeting.
- ❑ Research of the ASB budget & discussion with Mr. Braithwaite indicates:
 - Budget appears in “good shape,” i.e., organized, but needs reformatting.
 - There is no current independent accounting or systematic school oversight of ASB accounts or expenditures.
 - The concept of a systematic review is acceptable to Mr. Braithwaite.
 - Discussion:
 - Questions regarding adherence to policies by faculty & staff; apparently, ASB covers unauthorized expenditures by rogue staff.
 - Questions whether earmarked funds are used to cover other expenditures.
 - Questions regarding current ASB staff that costs as much as the budget it manages.
 - Questions regarding inclusion of students in ASB budget & expenditure processes.
 - Necessity for all school financial operations to operate with efficiency & transparency—in other words, all stakeholders should have the opportunity to participate in the development and review of all expenditures to ensure the school & its students receive maximum benefit.
- ➔ Action: Committee recommends to Board of Directors as follows:
 - ASB Finance Office shall be under supervision of the Executive Director;
 - Budget & Finance Committee shall provide oversight of ASB budget & expenditures; and
 - ASB shall undergo an annual independent audit conducted at school expense.

Mileage:

- ❑ Members expressed a need for a clear policy regarding mileage reimbursements. Sandy Duarte will research LAUSD and previous school policies & report to the Committee at the next regular meeting.

Non-routine requests:

- ❑ Technical Education:
 - Due to unanticipated numbers of students, Parenting & Child Development requests \$1020 for three additional “Ready Or Not Tots.”
 - ➔ Action: Approved
 - Department requests restoration of funds charged to 2005-2006 IMA that were encumbered before the end of the 2004-2005 school year.
 - ➔ Action: Approved restoration of funds.

Member Concerns:

- ❑ Members expressed a desire to review budgetary issues related to paid coordinators.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, January 23, at 3:15 p.m. in the school library.