

PCHS BUDGET AND FINANCE COMMITTEE

Minutes of the Regular Meeting of August 27, 2007



In Attendance:

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

Non-voting Members: Amy Dresser Held, Colleen McCarthy, Greg Wood

Visitors: None

Opening

Robert King called the meeting to order. Minutes from the regular meeting of June 19 were neither read nor approved; June minutes will be reviewed at the September meeting.

Old Business

BUDGET REPORT: Chief Business Officer Greg Wood reported as follows:

- ☐ 2007-2008 budget update: revenue/expenditure projection indicates increase in funds balance of approximately \$600,000, based upon submission of the 2006-2007 unaudited actuals report.
- ☐ State Budget: complete analysis was not possible due to late date of approval but figures appear in line with projections.
- ☐ 2006-2007 budget unaudited actuals: breakdown of revenues, expenditures, and funds balances will be available on line.
- ☐ LAUSD Issues:
 - Difficulty obtaining information due in part to “glitches” in new payroll system.
 - Issue for future committee consideration includes facilities charges.
- ☐ Associated Student Body (ASB): Interviews ongoing to replace Finance Office supervisor.
- ☐ Athletic Director (AD): New AD on board and will receive Budget & Finance orientation.
- ☐ LACOE/Retirement: Greg Wood is resolving issues with LACOE over STRS/PERS reporting.

HEALTHCARE BENEFITS: Executive Director Amy Held reported as follows:

- ☐ Actuarial study has been completed.
- ☐ Human Resources (HR) director McCarthy will report options to Board of Directors in November.
- ☐ Need to develop a timeline for presentation of options to faculty/staff.
- ☐ Need to develop a plan for “lockbox” funding.

New Business

GOALS FOR 2007-2008:

- ☐ Communicate fiscal issues to all stakeholders.
- ☐ Develop strategies for zero-based budgeting and accountability (see below).
- ☐ Training of faculty and staff regarding budgeting processes and calendars.

In accordance with the Brown Act requirement to post agendas 72 hours prior to public meetings, items for consideration & action by the Budget & Finance Committee must be submitted to the chairperson(s) no later than Tuesday @ 3:00 p.m., the week prior to scheduled meetings.

- ❑ Continue study of right-of-return/health benefits issues
- ❑ Improved communication with LAUSD over fiscal issues.

ZERO-BASED BUDGETING/ACCOUNTABILITY:

- ❑ Need to ensure requestors define goals, justify requests, and understand accountability for results.
- ❑ With input from Executive Director, Principal & Director of Instruction, and Director of Human Resources, Budget and Finance Committee needs to develop outline/guidelines for presentation to Board of Directors.

MEMBER CONCERNS:

- ❑ Request a regular report from Director of Human Resources.
- ❑ Need to consider more Budget and Finance committee flexibility regarding non-routine requests.
- ❑ Status of departmental furniture requests?
- ❑ In light of increased funds balance, Budget and Finance committee should reconsider funding of Technology, Science, and Social Studies textbook budgets.

Date, Time, and Location of Next Meeting:

The next regular meeting was set for Monday, September 17, at 3:15 p.m. in room F-201.