

*Oneonta City School District  
Finance/Audit Committee Meeting Minutes  
November 5, 2019*

The meeting began at 3:40 PM.

Members Present: Lisa Weeks, Business Manager; Tom Brindley, Superintendent; Jamie Reynolds, Board of Education; Bill Grau, Board of Education; Dan Buttermann, Board of Education

**2018-19 Financial Audit**-(handout) Final Audit documents have been sent electronically to all board members. Our auditor has provided an Executive Summary in lieu of a physical appearance at the Board Meeting. There were no management comments. It was noted that although the district wide statements highlight a deficit, this is just a GASB Reporting requirement due to the actuarial evaluations for retirement systems and the district is really not in a deficit situation. Other audit observations were fund balance slightly in excess of 4% and reminders for cyber security, potential changes in fund reporting in subsequent years and financing of retirement contributions, which our district does not do.

The Audit for the 2018-19 fiscal year was a clean audit.

**Risk Assessment Audit Findings Discussion/Review-(Active Item on Meeting Agenda)**-During our nVision software refresher on October 29<sup>th</sup>, we learned how to put fraud reporting information on our Purchase Orders. This information will be on our purchase orders prior to December 1, 2019.

**School Lunch Eligibility Report** (handout)-As requested at prior meeting, a current School Meal Free and Reduced Eligibility Report was distributed and reviewed. It appears that our eligibility is down approximately 5% and our enrollment appears low. There were questions about the percentages as well as number of students. The same report from one year ago will be reviewed at our next meeting to compare changes.

**YMCA Rental Agreement**-The district met with representatives from the YMCA to discuss UPK Program and space rental. An agreement for the current year is on the board agenda for review and approval. Our rental fee to the YMCA has increased slightly as our costs have increased. All agreed that this continues to be a mutually beneficial partnership.

**Repair Reserve** (handout)-See spreadsheet for current details.

We reviewed the current listing and estimates that have been listed in priority order. The committee recommends a Public Hearing on January 8<sup>th</sup>, 2020, just prior to the Board meeting where we will discuss uses and priorities. The timing is so that some of the projects can be scheduled in the spring or before sports season (signs).

We will also be asking for approval to put the bus garage paving on the ballot as a proposition for a Capital Project. Funding will be through a voter approved transfer from the Repair Reserve to a Capital Reserve so there will be no additional cost to the taxpayer.

**SAM Grant**-The district was recently presented with a grant opportunity from Assemblyman John Salka. This is a \$50,000 grant that must be applied for very soon as the district was presented with this opportunity after the deadline had already passed. After administrative review and discussion of the guidelines, we have decided that it would best be used to purchase a dump truck for the grounds department. It is something that they need but we were unable to absorb in our 2019-20 budget.

**Transportation**- The district has been researching student transportation options and scenarios, including providing our own services or letting a bid to solicit outside contractors. After discussion at this committee and multiple other meetings, we have decided to let a bid in January 2020 for contract transportation services for the fiscal year beginning July 1, 2020.

**Capital Project Update**-Mr. Brindley provided an update to the committee of project related information, issues and resolutions.

Our meeting ended at 4:37pm.

Next meeting: December 10, 2019, 3:30PM

Location: DL Room, Center Street

Respectfully submitted,

*Lisa J. Weeks,*

Business Manager