

*Oneonta City School District
Finance/Audit Committee Meeting Minutes
December 13, 2022*

The meeting began at 3:30pm.

Members Present: Lisa Weeks, Business Manager; Shawn Beckerink, Board of Education; Amy Burnsworth, Board of Education; Tom Brindley, Superintendent; Sue Kurkowski, Board of Education

PILOT Update-We reviewed our current Payments in Lieu of Taxes. It is important to note that this was the last year of The Plains PILOT, which is our largest source of PILOT revenue. The Plains makes up \$300K, which is nearly half of that revenue line. Next year we will not have that source of revenue, although taxpayers should see the benefit of the increased assessed value (\$14,500,000) added to the tax base.

Review of Revenue-The committee looked at our revenues for 2023-24. We will be made whole on our Foundation Aid, so our foundation aid revenue increase will be \$1.1M, which will help when the stimulus fund stream falls off. We will not be made whole for the foundation aid that we were entitled to by formula but did not receive for prior years. The district should not expect large increases moving forward. We discussed that the additional foundation aid would help offset the loss of PILOT revenue. We reviewed current year budgeted state aid compared to actual. Our excess cost aid is projected to increase approximately \$200K for the current year and transportation aid is projected to be up approximately \$165K. Both are expensed based aids so if revenues are up, it indicates that we spent more than anticipated in those areas. Our current year BOCES refund is higher than budgeted. At the last meeting, we increased our budget for additional software utilizing the additional BOCES refund. A snapshot of state aid factors which includes aid ratios was distributed.

Cafeteria Surplus-We recently received notification of excess fund balance in the food service fund. The district will need to respond to this. We had anticipated excess fund balance due to the free and reduced lunch program for all as a result of COVID stimulus funding. This is not something that we could have prepared for in advance. We were reminded that the food service budget for the current year was build with an anticipated deficit. Additionally, the district is purchasing additional food options and cafeteria equipment. In the current year, we have purchased a new steam table. Chartwells has requested addition miscellaneous supplies.

The committee reviewed the history of the food service fund balance. As a result of stimulus funding, last year was a year like the district has never seen. We will respond to NYSED explaining our deficit budget for the current year, as well as purchase additional cafeteria necessities to address this surplus.

We discussed the need for the return of free and reduced lunch application and their impact on the future grant opportunities for the district. It is difficult to get families to complete and return them when all meals are free regardless of application status.

Review of Financial Memorandum-We reviewed the Financial Memorandum, which includes use of the Yellowjacket authorization, Architect contract for storage building and an anonymous donation.

Other Audits and Monitoring-We highlighted upcoming “audits” which include the targeted monitoring of the stimulus funds, TRS Audit, and potential cafeteria fund audit. All requested documentation has been submitted by Coleen Moore and Lisa Weeks for the targeted monitoring to NYSED. This will be reviewed prior to our meeting with SED to prepare for a federal audit of the stimulus funds. The district should be prepared for an audit of the food service fund as a result of the recent surplus.

Capital Reserve-Fiscal Advisors has recommended that the district establish a Capital Reserve not to exceed \$5M to offset local share of upcoming Capital Projects. This reserve would need voter approval. The Committee is recommending including this on our May ballot. This would give the district authorization to create the Reserve, but not necessarily fund it if funds were not available. It is important to clarify this message to our stakeholders.

Electric Bus Follow Up-The district has been unable to review the grant and scrap bus criteria with the bus manufacturer (Phone tag). We will bring this information back to the committee prior to any decision being made. We need to fully understand what our obligations are regarding scrap buses. The district will consult with counsel to get a clear understanding outside of vendor explanation.

Other Discussion- Additional generic discussion was related to the Juul settlement and the current pool issues.

Our meeting ended at 4:25pm.
Next meeting: January 24, 2023; 3:30pm
Location: Business Office, Center Street

Respectfully submitted,

Lisa J. Weeks

Business Manager

Foundation Aid

	2023-24	2022-23	Increase	
471400 ONEONTA	\$12,966,156	\$11,830,063	\$1,136,093	9.6%

ONEONTA CSD

Revenue Status Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAX	22,294,864.00	-1,718,747.24	20,576,116.76	20,576,117.01	-0.25
A 1081	OTHER PAYMENTS IN LIEU OF TAXES	564,765.00	0.00	564,765.00	353,056.26	211,708.74
A 1085	SCHOOL TAX RELIEF REIMBURSEMENT	0.00	1,718,376.11	1,718,376.11	0.00	1,718,376.11
A 1090	INTEREST AND PENALTIES ON TAXES	40,000.00	0.00	40,000.00	24,088.62	15,911.38
A 1311	DAY SCHOOL TUITION	12,000.00	0.00	12,000.00	15,975.91	-3,975.91
A 1330	TEXTBOOK CHARGES	500.00	0.00	500.00	119.00	381.00
A 2228	EXCESS ADMIN COST REIMB-SPECIAL NEEDS	29,000.00	0.00	29,000.00	30,479.30	-1,479.30
A 2230	DAY SCH TUITION - OTHER DIST	225,000.00	0.00	225,000.00	184,318.05	40,681.95
A 2401	INTEREST AND EARNINGS	10,000.00	0.00	10,000.00	17,298.66	-7,298.66
A 2401.1	INTEREST FROM CAPITAL FUND	2,000.00	0.00	2,000.00	0.00	2,000.00
A 2410	RENTAL OF REAL PROP, IND	30,240.00	0.00	30,240.00	19,380.00	10,860.00
A 2413	RENTAL OF REAL PROP, BOCES	67,024.00	0.00	67,024.00	0.00	67,024.00
A 2650	SALES OF SCRAP & EXCESS MAT	2,000.00	0.00	2,000.00	805.79	1,194.21
A 2665	SALE OF EQUIPMENT	5,000.00	0.00	5,000.00	0.00	5,000.00
A 2680	INSURANCE RECOVERIES	0.00	0.00	0.00	2,170.00	-2,170.00
A 2700	REIMBURSEMENT OF MEDICARE PART D	0.00	0.00	0.00	233.80	233.80
A 2701	REFUND OF PRIOR YR EXP - BOCES	100,000.00	9,000.00	109,000.00	269,574.69	-160,574.69
A 2705	GIFTS & DONATIONS	1,000.00	0.00	1,000.00	0.00	1,000.00
A 2706	MISC. REV-STUDENT LOCKS	500.00	0.00	500.00	0.00	500.00
A 2707	MISC. REV-STUDENT INSTRU DEPOSITS	0.00	0.00	0.00	2,150.00	-2,150.00
A 2770	OTHER UNCLASSIFIED	7,500.00	0.00	7,500.00	-15,932.89	23,432.89
A 2770.01	SATURDAY SEMINARS	1,500.00	0.00	1,500.00	1,807.00	-307.00
A 3101	BASIC FORMULA AID	11,749,063.00	0.00	11,749,063.00	1,600,054.26	10,149,008.74
A 3101.01	STATE AID-EXCESS COST	561,785.00	0.00	561,785.00	0.00	561,785.00
A 3101.02	STATE AID-PRIOR YEARS	200,000.00	0.00	200,000.00	0.00	200,000.00
A 3101.04	BUILDING AID	2,764,186.00	0.00	2,764,186.00	0.00	2,764,186.00
A 3102	LOTTERY AID	0.00	0.00	0.00	2,682,322.25	-2,682,322.25
A 3102.VL.I	LOTTERY AID-VLT	0.00	0.00	0.00	252,622.93	-252,622.93
A 3103	BOCES AID	1,525,531.00	0.00	1,525,531.00	0.00	1,525,531.00
A 3106	SOUND BASIC EDUCATION AID	858,188.00	0.00	858,188.00	0.00	858,188.00
A 3260	TEXTBOOK AID	99,549.00	0.00	99,549.00	24,615.00	74,934.00
A 3262	COMPUTER SOFTWARE AID	24,807.00	0.00	24,807.00	0.00	24,807.00
A 3263	LIBRARY AV LOAN PROGRAM	10,350.00	0.00	10,350.00	0.00	10,350.00

2022-23 STATE AID FACTORS

ONEONTA

ENTER 6-DIGIT BEDS CODE HERE

471400

WEALTH MEASURES AND AID RATIOS

2018 Actual Valuation	\$1,089,699,802
2019 Actual Valuation	\$1,085,817,809
Selected Actual Valuation	\$1,085,817,809
2019 Actual Valuation/2020-21 TWPU	\$518,537
State Average	\$779,900
Selected AV/2020-21 TWFPFU	\$670,257
State Average	\$1,008,800
2018 Adjusted Gross Income	\$326,480,148
2019 Adjusted Gross Income	\$336,192,028
2019 AGI/2020-21 TWPU	\$160,550
State Average	\$250,300
2019 AGI/2020-21 TWFPFU	\$207,525
State Average	\$323,800
Combined Wealth Ratio (CWR)	0.652
State Average	1.000
Public Excess Cost Aid Ratio	0.668
Private Excess Cost Aid Ratio	0.903
Basic Contribution	\$13,895
Transportation Aid Ratio	0.736
2019 Actual Valuation/2020-21 RWADA	\$623,674
State Average	\$975,800
BOCES Aid Ratio (Admin & Services)	0.675
Current RWADA Aid Ratio	0.675
Millage Ratio	0.608

PUPIL COUNTS

2020-21 TWPU	2,094
2020-21 TWFPFU	1,620
TAFPU 20-21 based on SY Data	2,009
TAFPU 19-20 based on SY Data	2,063
Selected TAFPU	2,036
2020-21 RWADA	1,741
2021-22 Public School Enrollment (Est.)	1,603

INSTRUCTIONAL MATERIALS PUPIL COUNTS

2021-22 Textbook Pupil Count	1,652
2021-22 Software, Library, Materials and Hardware Pupil Count	1,612

STUDENT NEED INDICATORS

2000 Census Poverty %	0.1879
3-Year Average Direct Certification %	0.43590
3-Year Average Free and Reduced Price Lunch % (FRPL)	0.3014
2021-22 English Language Learners (Est.)	20
Extraordinary Needs Percent	0.325

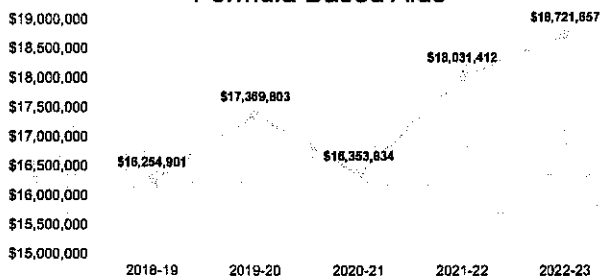
BUILDING AID RATIOS

Voter Approval <7/1/98 (BLD)	0.710
Voter Approval 7/1/98-6/30/00 (BLD 10)	
Including:	
• 10% Incentive	0.810
Voter Approval >7/1/00 (BLD 3)	
Including:	
• 10% Incentive	0.775
Voter Approval > 7/1/05 (BLD 4)	
Including:	
• High Need Supplemental Building Aid Ratio	
• 10% Incentive	0.775

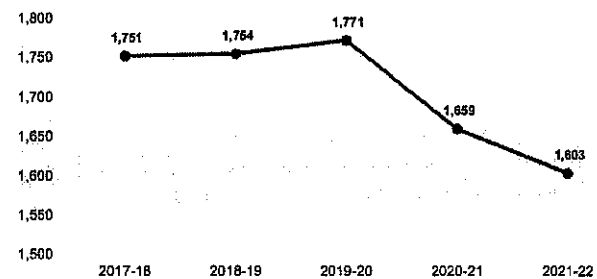
OTHER FACTORS

2020-21 AOE/TAPU for Expense	\$14,550
State Average	\$16,600
High Cost Threshold	\$43,650
Pupil Need Index	1.325
Regional Cost Index	0.000
Income Wealth Index (IWI)	0.640
State Average	1.000
Foundation State Sharing Ratio	0.578

Formula Based Aids



Public Enrollment (Est.)



State Aid & Financial Planning Service – Questar III BOCES
 10 Empire State Boulevard • Castleton, NY 12033 • Phone: 518.477.2635 • Fax: 518.477.4284
<http://sap.questar.org> • Twitter: QIIISAP

Oneonta City School District
 Food Service Budget
 Fiscal Year Ended June 30, 2023

Account Fund Code	Description	Actual 2015-16	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	Actual 2021-22	Budget 2022-2023	Explanation
Revenues										
C 1440	Sale of Reimbursable Meals	83,413	83,338	75,005	91,810	59,390	-	-	-	
C 1445	Other Cafeteria Sales	49,700	47,399	48,246	45,567	26,313	(112)	1,918	2,000	
C 2401	Interest	3	5	6	7	6	3	7	20	
C 2770	Miscellaneous Revenues	68	4,027	3,386	14,412	85	2	4,458	-	
C 3103	BOCES Aid	38,252	35,017	34,446	35,867	38,318	40,432	43,886	45,000	
C 3190.01	State Aid-Breakfast	3,777	3,475	4,015	3,983	5,221	4,549	6,668	4,500	
C 3190.02	State Aid-Lunch	8,322	7,982	8,506	7,111	3,101	3,101	7,841	7,800	
C 4190	Surplus Food Commodities	43,864	44,915	35,244	40,431	42,127	33,367	65,145	40,000	
C 4190.01	Federal Aid-Breakfast	72,266	68,431	80,675	84,900	114,073	101,470	156,900	122,000	
C 4190.02	Federal Aid-Lunch	266,243	265,222	288,835	294,981	249,528	186,413	587,740	506,000	
C 4190.03	Food Chain Assistance/Emergency Operational Grant/P-EBT							41,446		
C 5031	Transfer from General Fund	565,908	584,812	603,363	640,221	552,172	379,224	926,009	727,320	
Expenditures										
C 2860.20	Cafeteria Equipment	600	324	9,273	17,014	960	-	1,970	34,645	Steamer, can opener, oven, furniture
C 2860.40	Cafeteria-Management Company	445,106	427,864	454,099	500,588	431,717	256,143	560,053	595,336	6.3% increase; Guaranteed Rate of Return:\$30K
C 2860.40-2	Cafeteria Contractual Expense	1,798	1,842	2,215	2,272	2,331	5,400	4,125	4,924	Mosaic Caf Software
C 2860.41	Cafeteria-Cost of Food Used	41,631	40,179	30,778	47,379	42,868	33,804	68,761	40,000	Surplus foods and shipping costs
C 2860.41	NY Thursdays Fruits/Vegetables								29,404	
C 2860.43	Cafeteria Repairs	3,858	2,417	3,588	6,124	3,962	2,683	5,576	5,000	Equipment repairs/pest control/line cleaning
C 2860.45	Cafeteria Materials & Supplies	270	-	-	6,648	-	(1,294)	(1,154)	2,000	Miscellaneous serving utensils
C 2860.49	BOCES Services	72,734	72,378	73,649	73,474	74,173	78,152	82,615	78,297	BOCES Food Service Manager
		565,998	545,004	573,601	653,499	556,011	374,889	721,945	789,606	
		(89)	39,807	29,762	(13,277)	(3,839)	4,336	204,064	(62,286)	
Fund Balance										
C821	Reserve for Encumbrances	-	-	-	2,840	-	-	-	-	
C845	Reserved for Inventory	8,239	12,975	17,442	10,494	9,753	11,327	8,147		
C909	Unreserved	(14,544)	20,527	45,823	36,653	36,395	39,157	246,678		
C911	Unappropriated	(6,305)	33,502	63,265	49,987	46,149	50,484	254,825		
		(89)	39,807	29,762	(13,277)	(3,839)	4,336	204,341		
Change from Prior Year										
		565,908	584,812	603,363	640,221	552,172	379,224	926,009		
		565,998	545,004	573,601	653,499	556,011	374,889	721,945		
		(89)	39,807	29,762	(13,277)	(3,839)	4,336	204,064		

Lisa Weeks

From: Amanda Watson <Amanda.Watson@nysed.gov>
Sent: Wednesday, December 7, 2022 4:33 PM
To: Connie Babino; Lisa Weeks
Subject: Excess Fund Balance Notice - School Food Service Account (Oneonta City SD)
Attachments: 2. Excess Fund Balance form-Blank.pdf

Importance: High

[EXTERNAL] This email has been received from an external source. Please use extra caution before opening attachments or following links.

Good Afternoon,

The New York State Education Department (SED) Child Nutrition Program Office has reviewed your School Food Authorities (SFAs) reported financial information contained on the Statement C1 of your ST-3 or Analysis of Cash Resources and it has been determined that your nonprofit food service account is in excess of the three months' average expenditures allowed by federal regulations 7 CFR 210.14(b), 220.7(e)(1)(iv), and 225.15(4) for the 2021-22 reporting period.

Three Months' Expenses: \$180,486.25 **Excess Fund Balance: \$55,544.75**

Your SFA is required to submit the attached **Plan for Reducing the Excess Fund Balance of the Nonprofit Food Service Account Form** to CNAudit@nysed.gov by **Tuesday, January 3, 2023**. Your SFA will receive an e-mail notification when the plan is approved. Please note, purchases made prior to SED approval that are not allowable, will require the SFA to replenish the non-profit food service account in the amount of the unallowable expense(s).

Some acceptable means of reducing your excess fund balance are:

- Improvements in equipment for the cafeteria such as stoves, ovens, freezers, tables and chairs, refrigerators, milk coolers, cash registers, etc. Refer to the [New York State Education Department Child Nutrition Program Administration Capital Equipment List](#).
 - SFAs must purchase those equipment items following federal, State or local procurement procedures, as applicable.
 - Equipment purchases exclusively for use in the Summer Food Service Program (SFSP) are considered an unallowable cost. Documentation of equipment purchases must demonstrate that the purchase was for use in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP).
- Enhancing the meals by adding foods that allow for more choices and meet meal pattern requirements.
- Marketing and merchandising materials and supplies to promote the breakfast and lunch programs.
- For more information about allowable and unallowable costs see [General Expenditures - Examples of Allowable and Unallowable Costs](#) and [FNS Instruction 796-4, Rev. 4 Financial Management – Summer Food Service Program for Children](#)

Non-profit food service account funds may not be used for costs that add materially to the value of the school building and related facilities or appreciably prolong their intended life, such as remediation of facility plumbing. Consistent with