

**Orange Board of Education  
Finance Sub-committee meeting minutes**

**March 28, 2016**

**Present: Superintendent Vincent Scarpetti, Mary-Jo Sierakowski, Evelyn Russo, Sue Riccio, Kim Browe, Chantelle Bunnell**

1. Call to Order: The meeting was called to order at 6:02PM.

2. Review of February Bills

M. Sierakowski reviewed the February line items. She pointed out the most significant line items for the month. M. Sierakowski emphasized to the committee that the expenses are being well managed and that they are in line with expectations for this year's budget.

M. Sierakowski communicated her appreciation for central office employee Cindy Maltais for following through to make sure that the district does not pay sales tax or other fees.

3. 2015/16 Financial Update

M. Sierakowski addressed the overall budget. As we near the end of the budget year, Mary Jo said that monitoring expenses is even more important so that the district does not exceed the budget. She explained that they will run a report at the end of March and give updated end of the year financial information to key personnel. Then as of May 1, no one spends anything without taking a close look at expenses.

M. Sierakowski also mentioned one of the unfunded state mandates that relates to the budget: UCOA – Unified Chart of Accounts. M. Sierakowski said that the district is in line with the new requirements, and while the reconfiguration was work, it has contributed to more transparency.

4. 2016/17 Budget Update

The Board of Finance is looking at the 2016-17 budget on the night of this subcommittee meeting. M Sierakowski expects that Superintendent Scarpetti will get a call from the chair of the Orange Board of Finance to update him on their discussions.

5. 21<sup>st</sup> Century Budget Review

Tuition checks are being collected in a timely manner. Site managers are following up before families fall behind. In addition, the site managers are effectively managing their site budgets

The meeting adjourned at 6:48PM.