

To: Pat O'Sullivan – Town Clerk
From: Mary Shaw – OBOE
Date: June 23, 2020

Finance Subcommittee Meeting
Monday June 15, 2020
Minutes

Meeting called to order at 6:31pm by Ms. Riccio

In Attendance: Bill Kraut, Susan Riccio, Jeff Cap, Ken Vitelli, Mary Welander, Vince Scarpetti, Christine Koch, Matt Ulring, Mary Shaw
Absent: none

2. Public Participation: none

3. Expenditures

Business Manager Christine Koch reviewed expenditures items of note:

- 3 month pay period
- Proceeding as expected; phone holders for distance learning purchased, and increased legal fees but still well under budget
- Revisited Bus Contracts resulted in reduction in costs; continued discussions possible if distance learning continues into the Fall.
- Ms. Riccio noted continued expenses for 21st century; Business Manager clarified that 21st Century managers were still employed and were continuing with all regular and expanded maintenance, cleaning.

4. Financials

- Business Manager notes that the Board is well within budget and expects to end under budget with outstanding funds transferred to the non-lapsing account which will partially offset requested budget cuts
- Mr. Vitelli questioned if the district was still seeing cost savings from lower usage of utilities; Business Manager confirmed those savings as well as from personnel areas (overtime, interns, substitutes). All retained funds will be transferred to above mentioned non-lapsing account.

5. Food Service Update

- Meals continue to be provided at the Amity Middle School Orange and Amity High School through June 30th. Current distribution has dropped from roughly 300 meals/day to 200 meals/day.
- Ms. Riccio asked that state funding be looked into to potentially make up loss.

6. MUNIS Update

- July 1st goal 'live date' for MUNIS of for the main financial package (budget reporting, accounts payable/receivable) remains. No anticipated issues.
- MUNIS Payroll will be fully live Oct. 1, 2020; currently running parallel programs.

- History of all financials for accuracy tracking will be retained for 1 year in MUNIS, 5 years of Phoenix history (current system).
- 2020 Audit beginning soon.

7. 21st Century Update

- Program anticipating estimated loss of \$65K this year; all costs would be covered by 21st Century retained funds and would not impact OBOE budget in any way.

8. Adjourn 6:48pm