

Finance Committee Agenda

Meeting Information			
Meeting Date/Time:	Wednesday, March 27, 2024 2:00 PM EDT	Location:	Virtually- Zoom
Meeting Called By:	Ms. Emily Zimmerman	Purpose of Meeting:	Committee Meeting
Chairman:	Ms. Emily Zimmerman	Recording Secretary:	Ms. Amy Reis
Purpose Statement:	Assist the Joint Operating Committee in fulfilling its oversight responsibilities of the LCCTC’s management of its financial resources. This includes but is not limited to, LCCTC’s financial planning, purchasing, and capital management processes.		
Attendees			
Mr. Andrew Welk, Ms. Emily Zimmerman, Mr. Chip Gearhart Mr. Jason Harris, Dr. Stuart Savin, Mr. Tom Wolfe, Ms. Kelly Decker. Ms. Darla Gettle, Ms. Rachel Hetzel, Ms. Amy Reis			
Minutes			
Call to Order at 2:00 PM by Ms. Emily Zimmerman.			
Previous Meeting Minutes Ms. Zimmerman	Previous month’s meeting minutes and open action items		
Financial Reports			
<ul style="list-style-type: none">Treasurer’s Reports:<ul style="list-style-type: none">General Fund<ul style="list-style-type: none">Began with \$8.8M; ended with \$8M. There is a small discrepancy between CSIU and GF balance: 2 payments were voided in March but recorded in February.Capital Reserve 2001 Fund<ul style="list-style-type: none">Began with \$946.5K; ended with \$234K. Current JOC approved encumbrance 745.5K.Capital Reserve 2018 Fund<ul style="list-style-type: none">Began with 473.9K; ended with \$167K. Large Refund from E-rate.Cafeteria Fund<ul style="list-style-type: none">Began with \$623.1K; ended with \$642.9K. Providing our contracted food service to our partners has become a challenge with staffing, getting food there, and wear and tear on getting food there. No revenue will be lost. We will see a reduction in cost as we pay for the food in advance and they reimburse us for the cost. We have given 60 days' notice that we will not continue the service. Impact – YWCA, Janus, and Bright Horizon (milk only) will be impacted.Campus Production Account Funds<ul style="list-style-type: none">BT Campus – Began with \$65k; ended with \$55.9KMJ Campus – Began with \$66.8K; ended with \$64.1KWS Campus – Began with \$117.9K; ended with \$115.4KBill Payment: Summary, Bill List<ul style="list-style-type: none">Check summary GF – 2.3M; Cafeteria 60K; Internal Service Fund 182K; Total = 2.5MInternal Service Fund Report - Health<ul style="list-style-type: none">Revenue 224.7K; ended with 67.3K with \$181.9K in expenses; Balance 1.760MInternal Service Fund Report – Unemployment Compensation<ul style="list-style-type: none">Began with \$70K; ended with \$63.4K.			
Permission to Purchase			
<ul style="list-style-type: none">Permission to Purchase List<ul style="list-style-type: none">Most of this list is looking to be grant-funded, Costars, or Single Source; these are all important to replace to stay with industry standards.			



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Permission to Bid/RFP

- [Legal Services](#) – Still in draft form. More updates will be done once we have the dates and direction from the JOC.
- [Cafeteria Items](#) – Here are some items we discussed using the cafeteria fund.
- [Supplemental Grant Bid](#) - Supplemental Grants if awarded, we wanted to bid these to get on the ball; if not awarded, these will not be purchased; this is just us being proactive.

Seeking Approval

- 2025-2026 Holiday Schedule
- Permission to roll Production Account balances forward to the 24-25 year. It is JOC's annual job to roll into the next school year. We ask the JOC to approve spending the money properly next school year.
- Permission to apply for the [Public School Facility Improvement Grant](#) for Roofing Projects at Mount Joy & Willow Street Campuses. 20% of the allocation will go to the CTCs. Mr. Klein will bid out the roof project so that this grant can take some of those expenses off our capital.
- [Lion's Club Agreement](#) – This is the final agreement. It has been reviewed and is waiting for the Lions Club to sign and return

Informational Items

- Financial Aid Contracts
 - [Clearfield County](#) - \$23,700.00 annual, quarterly payments of \$5,925.00
 - [York County](#) - \$63,000.00 annual, quarterly payments of \$15,750.00
 - [Franklin County](#) - \$15,000.00 annual, quarterly payments of \$3,750.00
 - [Lehigh County](#) - \$80.00 hourly based on hours needed, billed quarterly
 - [Schuylkill County](#) - \$80.00 hourly based on hours needed, billed quarterly
 - [Lebanon County](#) - \$80.00 hourly based on hours needed, billed quarterly

Mr. Gearhart – How do they qualify for this? Mr. Harris – They are paying us to process their financial aid.
- E-rate
 - Mr. Harris – We have good news about our internet. Currently, WS is our single point of contact, then internet is out to all the campuses. We are currently paying \$1600.00 for the internet only. We will get it to all our buildings for the same price. Ms. Hetzel, one pipe was \$1600.00 for all buildings; we will get 4 buildings and 4 pipes for \$1600.00. When WS goes down, all campuses go down. With the exception of BT, the gig pipe coming in will be fiber instead of copper. This will provide a 2nd way to stop outages. Mr. Harris, part of the discussion was bringing updated phone systems. This is phase 1, then we will move on to the next phase of phone services, which is 17 years old. A paging system is also in discussion; we are getting together a plan as part of the phases. Ms. Hetzel - We must do this in a current order. The final piece is the computers. Mr. Gearhart – What is your timing to get started? Ms. Hetzel – Start June 1. We hope to work on Fridays when Staff is not here after school.
- [Rotary Park MOU](#)
- 22-23 Audit
 - Mr. Harris – Work in process and closest we have ever been. Mr. Gearhart – Will Boyer and Ritter come to meet with us? Mr. Harris – Yes. Mr. Zahirovic (Z) introductions and timeline. Mr. Zahirovic – Started May or June with initial contact. We communicated with the previous auditor. We visited the center in July to learn the processes and did testing. In mid-October, we started Audit procedures. This is when we looked at all the information. In December, we filed a draft AFR with PDE, as noted. Since then, we have been working with Ms. Decker and Mr. Harris to get us where we are today. Our goal was to have a completed audit for you sooner than it will be. We knew that starting new would require additional time. Transitions in the Business Office have also been challenging. In



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addition, we have included areas for adjustments. Those adjustments were made and will be reflected in the final report.

Mr. Farano – Current financials to highlight. GF – As of 3/27/24 – Rev 696K exceeded. Before any transfers. That is split \$491K to Secondary and \$205K to Post Secondary; 2001 Fund ended at \$1.1M, a decrease of about \$1.3M from the prior year. Before any additional transfers from the GF. \$13.3M expenditures; 2018 Fund ending at 461K, a decrease of \$1.1M from last year. Before any transfers from the GF, the Food Service Fund has an 11K profit. Total -\$552.5K due to the reporting pension liability. Much of the expenses are subsidized by state and federal grants, 439K compared to 632K last year. Mr. Gearhart – What is the final date of our audit? Mr. Zahirovic- We want to complete a single audit by 3/29/24 for all the ESSRS, Child Nutrition, and Perkins funds. The final district payments will be by the end of the week. The schedules will be finalized on the back of the report by the end of the week. Mr. Harris – March 31st is the deadline. We can file a preliminary and then submit any corrections.

Approve Finance Committee Report – Vote

Adjourned at 2:42 p.m. by Emily Zimmerman

Next regularly scheduled meeting: Wednesday, April 24, 2024