

Skaneateles Central School District
Board of Education

Audit, Budget, and Finance Advisory Committee

Draft Minutes

09/17/19

The meeting came to order at approximately 5:30 PM with the following in attendance:

Board of Education Members: Tom Lambdin, Michael Kell, Geralyn Huba

Advisory Committee Members: Christine Burgher, Jennifer Young

District Members: Lynda Quick, Christine DeMass, Connor Brown

Guest Speaker: Tom Zuber

Mrs. DeMass opened the meeting with a review of the agenda. Mr. Lambdin advised he would be reporting back to the full board. The committee welcomed Jennifer Young as a new member of the ABF Advisory committee.

Mrs. DeMass introduced Mr. Tom Zuber, our auditor from Raymond F. Wager, CPA, P.C., a Division of Mengel Metzger Barr & Co., LLP. Mr. Zuber started with a review of the Financial Executive Summary, spending some additional time discussing the district's reserves. He gave some background on the creation of the TRS reserve, which is new for the district this year, as well as the other reserves the district currently has in place. Mr. Zuber briefly discussed the summary for school lunch, debt service and capital project funds. He also spent some time discussing the district's long term obligations and the actuarial accrued liability for retiree health benefits. Mr. Zuber then reviewed the management letter noting that no material weaknesses were found within their review. He advised the committee that the district should continue to monitor the school lunch program as the fund has a deficit. He also mentioned the district should consider updating their purchasing policy and should review their completed capital projects to ensure are removed from a work in progress to depreciated. He mentioned some recommendations around cyber risk management and our federal programs. Mr. Zuber commended the district on implementing prior year recommendations.

Mr. Zuber left the meeting and Mrs. DeMass gave an overview of the proposed 2019-2020 ABF

committee project plan. There were no changes made to the plan.

Mrs. DeMass then started the discussion around the year end surplus and reserves. She advised the committee that the board had approved resolutions to fund up to certain dollar amounts for three reserves in June. She advised the actual dollar amounts would be \$229,780.07 for the TRS reserve, \$224,091.04 for the tax certiorari reserve and \$1,669,388.89 for the 2018 Capital Reserve. She also advised that she will be bringing an amended resolution to the board at the next meeting for the 2018 Capital Reserve (to fully fund to the \$2,500,000 limit) as the need to fund the tax certiorari was not as high as the maximum of \$500,000 approved in June.

Mrs. DeMass then gave a review of the district's reserves as of 6/30/19. The committee agreed that they would like to work on enhancing the reserve plan to help with direction and communication to the community. Both Mrs. DeMass and Ms. Quick agreed. Mrs. DeMass mentioned that she has a few sample reserve plans from other districts and will work on getting more to share with the committee. She advised she will send via email to committee members prior to the next meeting. The next meeting will focus primarily on continuing the reserve planning discussion.

The meeting adjourned at 6:55.

Respectfully submitted,

Thomas Lambdin